



American Planning Association

Making Great Communities Happen

APA DIVISIONS COUNCIL

FY2016 ANNUAL DIVISION PERFORMANCE REPORT

DUE NOVEMBER 15, 2016

Division: City Planning and Management

Chair (or primary author if not Chair): Charles C. Graves III

1. **Workplans and Budgets**

We're planners, so tell us what you planned to do this past year and what you're planning for next year. It's easy...just attach your 2015-2016 and 2016-2017 workplans and budget as appendixes to this report. Guidance on how to prepare your work plan and budget can be found here:

[Performance Report Instructions](#).

The work plan and Budget are very similar to the previous budget. This year with the passing of our Chair, Joe Horwedel, I became Chair as the past Vice Chair. In this new role we held elections and I was elected as Chair and we now have a new Vice Chair and Secretary/Treasurer. With an all new leadership team, we have been working on transitioning to our new assignments. Attached is a copy of our previous budget and current budget. As part of our proposed budget we will review all activities and make certain adjustments.

2. **Communications**

So much of our time is communicating with members. How do you do it? Please identify how often each tool was used to communicate with Division members (include weblinks for any posted material and dates if available):

- a. Newsletter (including hard copies, electronic versions, or other)
- b. Website updates
- c. e-blasts
- d. social media sites
- e. Membership surveys
- f. Specific outreach for volunteer opportunities
- g. Other

In November, we communicated to division members our revised newsletter and format. We are attempting to find a newsletter editor to assist the division. Our goal is to communicate four times a year an e-mail blast or newsletter.

The division has entered the world of social media with a LinkedIn group entitled “APA City Planning and Management Division”. On the site all the division members are preapproved to join. At this time the site is only open to members of the division. Currently over 100 members of the Division joined the group.

3. **Annual National Planning Conference Activities**

The Annual National Planning Conference is when everyone comes together. What did you Division organize at the NPC? Please identify any and all of your Division’s-sponsored sessions at the Annual Planning Conference:

- a. General sessions, facilitated discussion, mobile workshops, or other
- b. Annual Business Meeting (provide date and time, include Business Meeting notes and attendance list as an appendix)
- c. Staffing of the Divisions Council booth at the direction of the Divisions Council (provide date, time, and name of Division members who staffed booth)

For the next conference, the Division had proposed a session titled “Planning Cities of the Future” and a discussion session on “Planning Offices of the Future”. These subjects continue the discussion and session that Joe promoted and we want to carry on in New York. We have a proposed panel and will confirm them in the first of the year. As we reorganize the Division work program, we will strive to provide timely and relevant conference sessions.

This past year we held a conference session on University Impacts and Solutions. Planners were from Cincinnati (University of Cincinnati), New York (Columbia) and Fort Worth, Texas. The session was well attended and there were requests for more information.

We held our business meeting and although not well attended, we had members volunteer to help in the new year.

4. **All Other Events/Programs**

What did you work on before and after the NPC? Please identify any events/programs sponsored by your Division (other than those at the National Planning Conference), including the number of participants, revenue generated (if applicable), and CM credits offered (if applicable):

- a. Education programs (including webinars, events at local APA conferences, events co-sponsored with other organizations, etc.)
- b. Networking/social events (events at local APA conferences, events co-sponsored with other organizations, etc.)
- c. Recognition events/programs
- d. Awards you give out (student papers, scholarships, diversity, etc.)
- e. Any Division management meetings/conference calls
- f. Other events

Charles Graves (Chair) was asked by the National APA to represent the organization at a World Planning Conference in Beijing, China, in November. I, along with Planning experts from Germany, Japan and Amsterdam, spoke on how each country and cities plan. Over 250

participants attended and I promoted the APA, the division and planning with citizens participation. I also met with public officials in Barcelona and Madrid, Spain the following week. Again promoting APA and the Division.

We also participate and promote webinars and monthly conference calls.

5. **Membership**

Who are your members and how many do you have? Please identify the number of Division members at the start of FY 2016 and the end of FY 2016 by member type. (Note: This information will be provided to you by APA National in October).

Also, does your Division have any committees, task forces, or other groups? If so, tell us the name of the group, who's on it, and what they're working on.

The Division has a Bylaws committee headed by Margo Wheeler. They are tasked with updating the Division bylaws for 2017.

(See Attached Membership Roster)

6. **Division Assistance Programs**

What are your Division members doing for the community? Tell us all about it. Please identify any assistance provided by your Division members:

- a. To other APA divisions, chapters, students, staff, CPAT's, or general membership (provide date, topic, and division member(s) who participated).
- b. In response to external requests (provide date, topic, and division member(s) who participated).
- c. If any member was quoted or cited in a publication? (We recommend you highlight it to your whole Division too.)

The division responds to all inquiries by APA, other divisions, and chapters.

7. **Research and Publications**

Are you conducting technical work or publishing? If so, please identify any Division-sponsored research activities, and/or publications (provide a weblink for all publications)

The division completed the Planning Office of the Future Report in 2015. Other reports will be developed in 2017.

8. **Elections**

Who's going to write the FY 2017 Annual Report? It's whoever your Division elected this year! If your Division held an election this Fiscal Year, please tell us the names of your Nominating Committee members, names of candidates by position, and final vote totals by position. (Note: This information will be provided to you by APA National in October).

(Also see Newsletter for new leadership biographies)

9. **Financial Report**

Show us the money! As an appendix, please provide a final Financial Report for FY 2016 (make sure to use the Financial Report template). In text, let us know if your Division met its FY 2016 financial plan in terms of revenues and expenses. If your end of year balance is less than your start of year balance, please explain why (especially if this was planned). Please highlight any new revenue generating programs initiated this year.

We provided \$2,000 for each Planner Institute program at the National Planning Conference. We also increased the budget available for peer reviews up to \$1,000.

(See Attached)

10. **Bylaws**

Did you make any changes to how you operate? Let us know. If your Division updated its bylaws this Fiscal Year, please tell us the names of the review committee members, summarize the key changes you adopted, and attach your updated bylaws as an appendix. Also, tell us if you updated your bylaws based on the 2014 Model Divisions Bylaws.

This coming year the Division will review and update the bylaws with input from a formed committee and Division members.

11. **Divisions Council Meetings**

Who represented your Division at the Divisions Council meetings at the National Planning Conference and Fall Leadership meetings? (Note: This information will be provided to you by APA National in October).

Charles Graves attends the Division Council meetings and attended the 2016 Fall meeting in Washington D.C.

12. **APA Development Plan**

Let's show how much Divisions contribute to APA. Please identify any specific efforts your Division undertook to support the APA Development Plan and/or Divisions Council Initiatives.

In 2016, Charles Graves, Division Chair, attended the International Asian Planning Conference in Beijing China, representing and promoting the APA and APA Divisions. He also met with city officials in Barcelona and Madrid Spain, and promoted the APA and APA Divisions.

The Division sponsored and supported the New Director Institute.

13. **Division Challenges**

Life's not always a bed of roses. Has your Division had any challenges this year? Don't be shy, we've all been there. Tell us what happened and let's see how the Divisions Council or other Divisions can help. Historically, Divisions have struggled with membership, finding active volunteers, and limited funding. Tell us if your Division dealt with any of these, any other emerging issues, and how you addressed them.

The Division has all new leadership members and 2017 will be a rebuilding year. (See Newsletter)

14. **Shout it from the Mountains**

You've told us so much already, we want to make sure we really hear the highlights. Even if you've mentioned it above, please tell us about your Division's efforts from this year that you're most proud of, so we can tell everyone about (the answer to this question could be the start of your application for a Divisions Council award!). Also, include any new initiatives you're exploring that you're excited to try and especially anything focused on growing your membership. We provide this information to the APA Board – the more you tell us, the more you shine!

The City Planning Management Division now has all new leadership. We are excited to work on new challenges and look forward to opportunities presented to the Division. We are looking to increase our Board membership at our Division meeting in May at the National Conference. We are excited to present two sessions at the National Conference entitled "The Future of Cities and City Planning" and "The Planning Office of the Future". We anticipate a significant number of participants at the sessions and will promote the APA Divisions and encourage membership.

Appendixes (attach all and submit with this report in 1 .pdf):

- a. FY 2016 Work Plan with Approved Budget
- b. FY 2017 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List
- d. FY 2016 Financial Report
- e. Updated bylaws (if applicable)



A Letter from the Chairman of the CPMD

by: Charles Graves



This is the first Newsletter of the City Planning Management Division since the passing of our Chairperson Joe Horwedel. It was with a heavy heart to learn of his

passing. If you knew Joe, he was energetic, funny, committed family person, as well as a great City Planner. We will continue his legacy as best we can. He was committed to the past, current, and future of the planning profession. I would like to continue his interest in the future of the planning profession and planning departments by the Division sponsoring two sessions at the May 2017 American Planning Association national Conference in New York City: The Future of Cities and Planning, and The Planning Department of the Future.

Sincerely,

This Edition

In Remembrance of Joe Horwedel

APA Division Council Meeting Minutes

Budget of the Division

The Future of Cities and City Planning

Future of Cities and City Planning Potential Panelists

City Planning and Management Division Leadership

Community Planning Assistance Teams

CPMD LinkedIn and Bylaws

APA Ambassador Pilot Program

In Remembrance of Joe Horwedel



Joseph Horwedel brought countless development projects to life during a thriving career as San Jose's planning director. His wife, Linda Horwedel said, "First and foremost, he was the most wonderful husband that anyone could ever ask for...He was a good listener and provider, and a good companion." Although he retired as planning director of San Jose in December 2013, Horwedel stayed involved with local planning projects, city commissions, and state and national organizations. He belonged to the American Planning Association and was involved with events sponsored by the Big City Planning Directors Institute. Most recently, he worked on a development project in San Benito County and a New City Hall in Atherton. He also served as an Interim Public Works Director for San Benito County after his retirement from San Jose. Horwedel also sat on the City's neighborhood commission. Gary Schoennauer, who was the city's planning director at the time, hired Horwedel in the early 1980s in the zoning division. Over the next 30 years, Horwedel worked his way up

into the planning director role. "Joe brought to the table a very strong interest and skill in design review," Schoennauer said. "He was like the perfect employee – dedicated, hardworking, and would do anything you asked him to do. City Manager Roberto Duenas said,

"Personally, I will miss... his effective commitment to finding practical solutions to tough problems by listening and working with people to find common ground." While Horwedel accomplished so much during his career in public service, Linda Horwedel said her husband was most proud of their 22 year-old daughter, Maggie, an artist who attends an art institute in San Francisco.

Joseph Horwedel

August 23, 1959-February 22, 2016

Career: San Benito County Interim Director of Public Works (July 2014 to 2016), San Jose Interim Deputy City Manager (Jan. 2014 to March 2014), San Jose Director of Planning, Building and Code Enforcement (Nov. 2006 to Jan. 2014)

Survived by: Wife Linda, daughter Margaret.

APA Conference 2016 Divisions Council Meeting

A Divisions Council Virtual Meeting was held mid-June. The Consent Agenda consisted of many topics and goals for the division for the upcoming year and time preceding the next APA Conference in the spring of 2017. The agenda covered the meeting minutes from the APA Divisions Council meeting held in April at the NPC. The Communications and Membership Committee, formed at the APA National Planning Conference in April 2016 discussed their plans for the future of the committee and the projects they intend to pursue. Under the Administration Section, the Financial Report was given for the period of October 1, 2015 to May 31, 2016, and projects that the budget will decrease over the year. As for new business, the Gays and Lesbians in Planning Division is proposing to change their name to LGBTQ and Planning. The Division wishes to represent the current understanding of diversity within the referenced community by changing the name. The Women's Division also expressed their interest in changing their Division to, Women and Planning Division. Other new business involves the Student and New Planner Task Force Proposal to replace the Early Career Membership Program. This would also student members and recent graduates to have a free membership or reduced rate for a certain amount of time. The goal is to attract and retain more student members and new planners to grow the APA membership as a whole. [Here](#) is a link to the Meeting Minutes and detailed sheets of discussion.

Budget of the Division

The Work Plans for the Fiscal Year of 2015 and 2016 are similar with an increase for the New Director and Planning Manager Institutes. Financial support was also increased for doing outside agency peer reviews. The membership for the City Planning and Management Division at the end of the fiscal year in 2015 was 648 members up from the 578 members from the previous Fiscal Year.

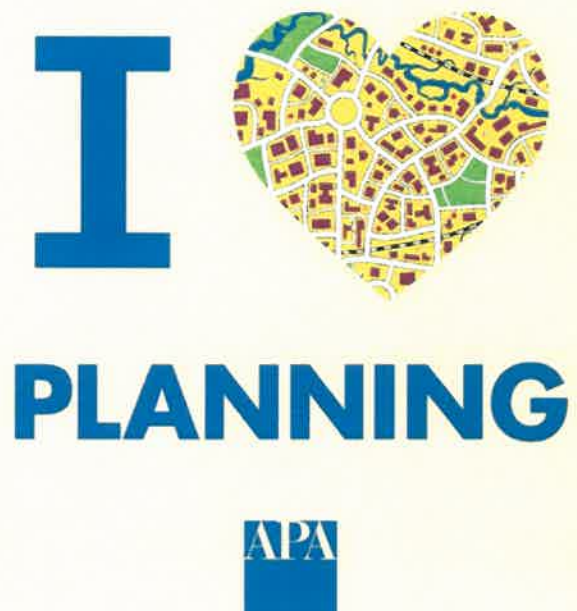
The Fiscal Year Work Plans for 2015 and 2016 are located here:

[Fiscal Year 2015 Work Plan](#)

[Fiscal Year 2016 Work Plan](#)

Details of the Budget as of June 2016 are located here:

[June 30, 2016 Current Division Budget](#)



The Future of Cities and City Planning



In remembrance of Joe Horwedel, the Division of City Planning and Management is proposing two APA Conference Sessions in the spring of 2017. Joe was active in the task force for the Planning Office of the Future. The first proposed session will focus on The Future of Cities and Planning. The purpose of this session is to speak to the main trends and technologies of future cities, as well as how city planning departments will need to adapt to meet the needs and work with the cities of the future.

In the last couple decades, city planning departments have changed greatly. Departments began to use Geographic Information Systems software instead of hand-drawn paper maps, departments embrace internet and smartphone application technology to reach large amounts of people instead of physical engagement with communities. During the next couple decades, city planning departments will continue to evolve as cities themselves are faced with new challenges. Completed research from two publications on the topic will be covered in

the session. The first is from the executive Office of the President called the “Report to the President: Technology and the Future of Cities”. This report focuses on technologies that shape key infrastructures and economic activities such as cleaner energy technologies, information and communication technologies, and technologies that influence patterns of behavior. The report covers ways in which large U.S. cities are using technology to solve problems in areas of health, transportation, sanitation, public safety, economic development, sustainability, and street maintenance. The report explains that goals of cities are connected and pursuing them jointly through integrated solutions will produce more livable cities.

Envisioning Florida's Future: Transportation and Land Use in an Automated Vehicle World



The second report is “Envisioning Florida’s Future: Transportation and Land Use in an Automated Vehicle World” by the Florida Department of Transportation. The report summarizes the work of the Florida State University Department of Urban and Regional Planning research team to envision the impact of automated vehicle technology on Florida’s communities, and to assess how AV technology might impact the built environment in the decades to come.

The Planning Office of the Future



Planning Office of the Future Session at APA Conference 2015

The second proposed session at the APA Conference addresses the “Planning Office of the Future”. The learning objective of this session is to explore how planning departments will adapt to changing technologies and plan for future cities. It will speak to how planning departments will need to adapt to meet the needs of communities in the future and adopt the evolution of technology.

As stated earlier, Joe Horwedel was the leader of the Planning Office of the Future Task Force. The Task Force is charged with assessing the planning and management models for small and large jurisdictions and examining how technology is changing management, and service provisions. The Task Force studies core trends shaping the cope and direction of planning. This is the second session in Joe Horwedel’s memory for the APA Conference.

Like the Future of Cities and City Planning, attendees will learn to embrace the

evolution of technology and its effect on cities and city planning departments. Planners will take back to their communities the recommendations from experts on how cities can adopt these trends of future cities. They will learn how city planning departments need to adapt to the future trends and technologies of cities, especially in regards to smart city technology and transportation, and what planning for the future of the office looks like on a local, state, and national level.

Both Sessions will consist of a discussion between the moderator and panelists. The moderator will be the Director of City Planning and Management, Charles C. Graves III. The panelists will consist of numerous experts on the topics of the Future of Cities and City Planning and the Planning Office of the Future. Mr. Graves will begin the session by asking the panelists to speak about the work they are doing in their roles as city planners and directors, and how they see their departments needing to adapt in the future. The audience will then be allowed to ask the panelists questions.



Seoul, South Korea- Government workers can work out of this “smart work center” if they don’t want to commute all the way to their offices.

Future of Cities and Planning Proposed Panelists

As mentioned above in the Future of Cities and Planning and the Future of the Planning Office sections, there will be a discussion between the moderator (Chairman, Charles Graves) and a series of panelists. The panelists are experts on the topics of Future of Cities and Planning.



J. Ira Winder (potential)

Ira does end-to-end design, development, and implementation of tangible-interactive, augmented reality decision support systems for Changing Places Group and the City Science Initiative at MIT Media Lab. Ira invented MIT CityScope, an integrated hardware and software platform that merges parametric voxel models with user-friendly tangible interfaces. He works with industry, academia, and public agencies to build executive-grade tools for solving complex spatial problems. Ira's range of expertise includes Computer Science, Mathematical Modeling, City Planning and Architectural Design. He has a Master of City Planning and Bachelor of Science and Design from MIT. He has sat on another APA Panels called "Changing Places, Changing Reality: The Future of Simulation" a panel regarding changing the way planners and stakeholders engaged in their urban environments.



Tim Chapin

Dr. Tim Chapin is Interim Dean in the College of Social Science and Public Policy and a professor of Urban and Regional Planning at Florida State University. Prior to stepping into the interim dean's role, Chapin served a six-year term as chair of the Department of Urban and Regional Planning and two years as Associate Dean for Development for the college. Chapin's current research interests revolve around how Florida's demographic trends influence urban patterns and transportation systems in the state. He also serves as the Senior Associate Editor and Review Editor for the Journal of the American Planning Association.



David Rouse, AICP

David Rouse, AICP has over 30 years of private, public, and nonprofit sector experience in community planning, design, and implementation. As APA's Research Director, he oversees the Planning Advisory Service and the three National Centers for Planning. While a principal planner at WRT, his projects included comprehensive plans for cities, counties, and regions, parks, open space, green infrastructure, transportation, economic development, urban design plans, zoning, and development standards and ordinances. He is a member of the "Planning Office of the Future" as well.



Lindsay E. Stevens, J.D. AICP, is the Planner in Residence and serves as Research Faculty with the Florida State University Department of Urban and Regional Planning where she works to educate students to be professional planning practitioners through clinical research and applied, place-based learning projects. Recent research and applied project work includes the potential impact of automated vehicles on the future growth and development of urban areas, and tactical urbanism as a mechanism for community revitalization. During her time at FSU, Ms. Stevens has secured over \$1.4M in contract and grant funding, and directed four award-winning applied Studio projects. Prior to joining FSU, she served on the executive team for Wakulla County, Florida as Assistant County Administrator, and was responsible for overseeing both the Public Safety and Planning and Community Development Departments. Prior to her work with Wakulla County, Ms. Stevens worked in both the private and non-profit sectors, and also practiced as a land use and real estate attorney. She holds a Bachelor of Arts in Political Science from Winthrop University, as well as a Master's of Science in Urban and Regional Planning and a Juris Doctor from Florida State University.



American Planning Association
Making Great Communities Happen

Community Planning Assistance Teams

The Community Planning Assistance Teams are volunteer planning teams organized by the APA to work with community's are help with their needs. Team members offer their time and expertise to people and communities where additional resources are needed are where planner's skills can be utilized. The APA pairs a multidisciplinary team of expert planning professional from around the country with community members, key stakeholders, and other relevant decision makers. The place-based initiative taken by the team leaders seeks to foster community education, engagement, and empowerment. Each planning team is selected for their specific skills needed on a project to offer pro bono assistance in developing a framework or vision plan that promotes healthy communities and improved quality of life. Communities face challenges including social equity, economic development, sustainability, consensus building, and urban design and this program is well-suited for addressing any of these issues or others a community may have. The projects focus on localities with a demonstrated need for assistance where planning resources may not be available.

An example of CPAT took place in Augusta-Richmond County, Georgia. The Laney-Walker/Bethlehem project was an initiative for long-term redevelopment of approximately 1,100 acres in the community's urban core. The plan envisioned the recreation of a mixed-income, mixed-use, and sustainable neighborhood that attracts residents, jobs,

commerce, and connects the downtown to nearby medical district.

In 2013, the APA through the CPAT program was engaged by Augusta-Richmond County to evaluate the City's work and progress to date on the Neighborhood revitalization



effort and to make recommendations regarding future funding support for the project. The CPAT was asked to analyze the current bond structure to determine the best structure to be used, identify long-term funding streams that will help the project for another 10-15 years, analyze request for a \$2.5 million bridge loan to determine how best to sustain the effort until 2015, among other duties for the County. This project was just one of the scenarios where APA can offer its services to communities nationwide.

Want to participate? Fill out the online volunteer form at <https://www.surveymonkey.com/r/6GJ753>

City Planning and Management Division Leadership



Chair: Charles C. Graves, III

Mr. Graves is the current Chairman of the City Planning and Management Division. He also works as the Director of the Department of City Planning for the City of Cincinnati. He previously worked as the Deputy Director of Long Range Planning in the office of Planning for Washington D.C., where he helped develop the Comprehensive Plan for this city. In his career he has also served as the Commissioner of Planning and Community Development in Atlanta, GA., Director of Planning for Baltimore, Md, and Director of Planning and Development in Appleton, Wis. Mr. Graves holds a Bachelor of Arts in Political Science and Urban Planning from Hampton University. He also received his Master of Science in Community Economic Development from New Hampshire College and achieved a Certificate of Advanced Study from Harvard University's John F. Kennedy School of Government Program for Senior Executives in State and Local Government.



Vice Chair: Donald W. Roe

Mr. Roe (Don) is currently the Director of the Planning and Urban Design Agency for the City of St. Louis', having held senior management positions in the agency since its inception in 1999. He is viewed as progressive, a team player (with both the development agencies of the city and operating departments), yet possesses a tendency to goose other departments to de-silo and is a builder of strong and effective relationships within and outside of government. As a private consultant with both for profit and non-profit organizations, Mr. Roe has worked on a variety of planning challenges both in older Midwestern inner cities and rapid growth communities of the Western United States. Earlier in his career he was with a consulting firm engaged in planning projects in small New England communities. He has an undergraduate degree in Environmental Design from the University of Colorado and a Masters in Urban Planning from the University of Michigan.



Secretary-Treasurer: Joshua Clements

Joshua Clements is the City Planner of Altoona, Wisconsin. Previously, Joshua served as a community development and planning specialist with University of Wisconsin Extension and Iowa State University Extension for ten years. Joshua is a graduate of the University of Wisconsin Department of Urban & Regional Planning (MS) and AICP member. Joshua has a long history of association and community service, including serving as President-Elect of the National Association of Community Development Extension Professionals (NACDEP), APA-WI Chapter Board of Directors (2013), and U.S. Green Building Council Emerging Green Builders National Committee (2006-09). As

Secretary/Treasurer of the City Planning and Management Division, I aim to contribute to the proactive engagement activities and services of the Division. This is one of the largest divisions in APA, and we can collectively do much more to engage and service our members and the citizen planner public.

Margo Wheeler: Past-Chair

Margo Wheeler received her Bachelor of Arts in Economics at California State University Los Angeles and her Masters of Urban & Regional Studies at the University of Southern California. Her professional experience includes serving as the Director of Planning for Las Vegas, NV from 2001-2011 and the Director of Planning in Palm Springs, CA from 2013-2014. She always served comparable positions in the cities of Monterey Park, Davis, and Bellflower, CA from 1988-2001. She served as the chair for the American Planning Association City Planning and Management Division from 2009-2012. She has also served as an adjunct lecturer at California State University, San Bernardino, and Department of Public Administration Graduate School from 2013-2014. She also was a guest lecturer at the University of Nevada in Las Vegas, School of Architecture, Land Architecture, and Planning from 2005-2010.

CPMD on LinkedIn

The division has entered the world of social media with a LinkedIn group entitled '[APA City Planning and Management Division](#)'. On the site all the division members are preapproved to join. At this time the site is only open to members of the division. Currently over 100 members of the division joined the group.

There are links to the Google map Gallery project, information on a new Walkscore project that calculates what percentage of residents have access to fresh food within walking distance. Activity on members moving to new jobs, also show up on the site. Check it out and add your own content!

CPMD Bylaws

The Division's Bylaws are a set of rules created by the division to regulate actions of the division and of its members. The Bylaws were last updated in 2007. The main points of the bylaws describe in detail the purpose of the Division, Membership Eligibility, Officers, Committees, Member Services, Finances, Policies, and Amendments.

[This link](#) provides the Bylaws in full of the City Planning and Management Division.

APA Ambassador Pilot Program

On behalf of the City Planning and Management Division, thank you to the APA members that participated in the APA Ambassador Pilot Program. These individuals volunteered their time, experience, and talents to advancing the public understanding of planning and promoting the planning profession. We appreciate your volunteerism and dedication to the profession.

The [APA Ambassador Program](#) is a national effort to support member volunteers in their work to educate and engage local students and community members. Click [here](#) to find out what these activities look like. In conducting these activities, APA hopes our Ambassadors can reach future planners with diverse racial, ethnic and cultural backgrounds.

Interested in volunteering? Applications [are now being accepted](#) for the 2017 Ambassador year, which runs January thru December. You must be an APA member and commit to conducting two activities per year. APA will support you along the way! Deadline is December 31, 2016.

Newsletter

Charles Graves, III
Director of City Planning
City of Cincinnati, OH

Rachel Culley
Planning Intern
City of Cincinnati, OH

Holman, Bonnie

From: Flinn Fagg <Flinn.Fagg@palmsprings-ca.gov>
Sent: Tuesday, November 15, 2016 12:21 PM
To: Graves, Charles; Joshua Clements (joshuarclements@gmail.com)
Cc: Holman, Bonnie; 'roed@stlouis-mo.gov'
Subject: Annual Report - Supporting Documentation
Attachments: FY2016 Financial Statement and Budget.xls; 2016 Annual Meeting Minutes.pdf; CPMD Adopted Budget FY17.pdf; 2016 Annual Meeting Attendance.pdf

Charles/Josh --

Here are the attachments that you will need to submit with the annual report for the division:

- 1) FY 16 Financial Statement & FY 17 Budget (include as Attachment D to the annual report)
- 2) Annual Meeting Minutes (include as Attachment C)
- 3) Annual Meeting Attendance Roster (include as Attachment C)
- 4) FY 17 adopted budget (usually included with Attachment C – they might be doing it differently this year)

Let me know if you have any questions or need anything else.

Flinn Fagg, AICP
Director of Planning Services
City of Palm Springs
3200 E. Tahquitz Canyon Way
Palm Springs, CA 92262
Phone: (760) 323-8269
Fax: (760) 322-8360

City Planning and Management Division
 FY2016 Financial Report (10/01/2015 - 09/30/2016)
 FY2017 Proposed Budget (10/01/2016 - 09/30/2017)

Appendix C

Type	Funds Available 10/01/15	Funds Available 09/30/16
Checking	\$14,373.22	\$13,935.69
Money Market	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTAL	\$14,373.22	\$13,935.69

REVENUE	Description	FY2016 Budget	FY2016 Actuals as of 09/30/2016	Subtotal	Proposed Budget FY2017 REVENUE
Rebates	Q1 (and FY13 dues/grants)	\$1,750.00	\$1,122.50		\$1,750.00
	Q2	\$1,750.00	\$2,485.00		\$1,750.00
	Q3	\$1,750.00	\$1,145.00		\$1,750.00
	FY2012 Q3 (trf August)	\$1,750.00	\$2,275.00		\$1,750.00
	Rebate Revenue	\$7,000.00		\$7,027.50	\$7,000.00
[Add other Revenue categories in additional rows, as needed.]					
	Other Revenue (Carryover)	\$1,500.00		\$0.00	\$4,200.00
	TOTAL REVENUE	\$8,500.00		\$7,027.50	\$11,200.00

EXPENSES	Description	Amount	Subtotal	EXPENSES
Newsletter	Design	\$0.00	\$0.00	\$0.00
	Printing	\$0.00	\$0.00	\$0.00
	Handling	\$0.00	\$0.00	\$0.00
	Postage	\$0.00	\$0.00	\$0.00
	Newsletter Expense	\$0.00	\$0.00	\$0.00
Annual Business Meeting	Refreshments	\$0.00	\$0.00	\$0.00
	Printing	\$0.00	\$0.00	\$0.00
	Postage	\$0.00	\$0.00	\$0.00
	Other (Reception)	\$500.00	\$0.00	\$500.00
	Annual Meeting Expense	\$500.00	\$0.00	\$500.00
Travel - Division Chair	APA National Planning Conference	\$1,200.00	\$2,267.30	\$1,200.00
	APA Fall Leadership Meetings	\$1,000.00	\$997.73	\$1,000.00
	Other	\$0.00	\$0.00	\$0.00
	Travel Expense	\$2,200.00	\$3,265.03	\$2,200.00
Peer Review	CPAT expenses/support	\$1,000.00	\$0.00	\$1,250.00
New Management Institute	Donation	\$2,000.00	\$2,500.00	\$2,000.00
Planning Leadership Institute	Donation	\$2,000.00	\$1,500.00	\$2,500.00
Webcast	Training	\$150.00	\$0.00	\$150.00
Email Marketing - Mail Chimp	Email Expense	\$400.00	\$0.00	\$400.00
Plaque/Donations - J. Horwedel	Other Expense	\$0.00	\$0.00	\$450.00
	Other Expenses	\$5,550.00	\$4,000.00	\$6,750.00
	TOTAL EXPENSES	\$8,250.00	\$7,265.03	\$9,450.00

Revenue over (under) Expenses for reporting period:	\$250.00	-\$237.53	\$1,750.00
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Submitted by: Flinn Fagg, AICP
 Date: 11/15/16

**AGENDA: CITY PLANNING AND MANAGEMENT DIVISION
MONDAY, APRIL 4, 2016
6:00 PM
Sheraton Hotel – Paradise Valley Room
PHOENIX, AZ**

ATTENDANCE

Richard Barth	New York, NY
Flinn Fagg	Palm Springs, CA
Paul Farmer	Chicago, IL
Jennie Gordon	Washington DC
Charles Graves	Cincinnati, OH
Sakura Namioka	Arlington, VA
Alex Peppers	Cincinnati, OH
Margo Wheeler	Flagstaff, AZ
David Woods	Stamford, CT

MINUTES

1.0 Call to Order – The meeting was called to order by Mr. Graves at 6:00 p.m.

2.0 Minutes – Minutes of the 19 April 2015 business meeting were reviewed.

MOTION: Ms. Wheeler MOVED to approve the minutes of 19 April 2015. Mr. Fagg seconded the motion, which passed unanimously.

3.0 Discussion of the Work Plan – Mr. Graves discussed the work plan that had been submitted for the previous fiscal year. The following elements of the work plan were discussed:

- Distribution of a survey to division members (Ms. Gordon to provide samples from APA);
- Update the webpage (Mr. Graves to work with Ms. Gordon);
- Division elections (Ms. Wheeler to chair the election committee, Carol Samol to be invited to participate);
- Preparation of the performance report (Mr. Graves to initiate);
- Newsletter production (Mr. Woods to write an article on the Planning Leadership Institute; Mr. Barth also volunteered to write an article; Ms. Gordon noted that APA is in the process of developing a toolkit for divisions to use in newsletter production).

4.0 Discussion of FY 2017 Budget – Mr. Fagg provided a status report on the budget for the current fiscal year. Ms. Namioka questioned if scholarships would be offered for the Planning Leadership Institute; it was determined that the division would provide budget funding directly to the program instead. Division members discussed funding for the American City Quality Foundation, but decided that increasing the funding to \$1,250 for the Community Assistance Program would be more appropriate. Mr. Graves suggested that the division fund a plaque in honor of Joe Horwedel, and that the division donate \$100 to the two charities identified in his honor.

MOTION: Ms. Wheeler MOVED to approve the proposed budget. Mr. Woods seconded the motion, which passed unanimously.

5.0 Elections Nomination Committee – Ms. Wheeler volunteered to chair the Elections Nomination Committee; Mr. Fagg and Carol Samol were identified as potential members of the committee. Ms. Gordon noted that APA's *Interact* will advertise the elections in April, with the nomination process to close in June. Mr. Graves noted that he would run for the position of Chair; no applicants were identified for the Vice Chair or Secretary/Treasurer positions.

6.0 Bylaw Changes – Mr. Graves noted that the APA has developed model bylaws for the divisions. Ms. Gordon offered that the changes allow for e-ballots, and would assist the division with the e-ballot process for the elections.

7.0 New Business – The following topics were discussed:

- Mr. Farmer offered to write a history of the Community Assistance Program;
- Mr. Farmer noted that there are four accredited planning schools in the New York area, and that the division should encourage participation from students as part of the 2017 conference;
- Ms. Wheeler suggested that the division should pursue e-blast articles instead of the newsletter;
- Mr. Graves requested that the division hold a conference call in June prior to the call for sessions for the 2017 conference in August;
- Mr. Farmer offered to draft a letter as a special outreach to planning directors for next year's conference.

8.0 Adjournment – The meeting adjourned at 7:20 p.m.

CITY PLANNING AND MANAGEMENT DIVISION ANNUAL MEETING

Monday, April 4, 2016
6:00 pm

Name		Organization		Email Address	
Graves, Charles		City of Cincinnati		Charles.Graves@cincinnati-oh.gov	
Fagg, Flinn		City of Palm Springs		Flinn.Fagg@palm Springsca.gov	
Wheeler, Margo		Northern Arizona University		mmw626@yahoo.com	
Peppers, Alex		City of Cincinnati		alex.peppers@cincinnati-oh.gov	
Sakura Hamioka		—		snamioka93@gmail.com	
RICHARD BARTH		CAPLIMON COMPANY		RICHARD@Caplimon.com	
Margo Wheeler		No. AZ U.		margo.wheeler@naui.edu	
DAVID WOODS		City of Stamford		dwoods@STAMFORD.CT.GOV	
JENNY GOLDEN		ADA			
PAUL FARMER		Paul Farmer Planning		PAUL.FARMER.FAUCE@gmail.com	



American Planning Association

Making Great Communities Happen

**Appendix B
City Planning and Management Division
FY 2016 Work Plan**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
1. Division Administration	Monthly Division Leadership Phone Conferences	* Hold monthly conference calls to coordinate division business and assignments.	Joe Horwedel responsible for agenda preparation. All leadership responsible for participation and follow-up. Completion -Monthly	\$0.00
1. Division Administration	Financial Resources	* Maintain a balanced budget for FY2016 * Increase spending of the cash reserves through increased services to members and grants.	* Flinn Fagg to provide quarterly budget report. * Completion date: Quarterly. * See "Outreach" for membership enrollment goals.	\$0.00
1. Division Administration	APA Leadership Meetings	* Division Chair shall actively participate in the APA Leadership meetings and training sessions.	* Chair of Division to attend leadership meetings on behalf of the division.	\$2,200.00
1. Division Administration	CPM Division Bylaws	* Conduct an analysis of CPM bylaws and prepare updates as necessary.	* CPM leadership to conduct analysis; Flinn Fagg to prepare changes to submit to membership. * Completion date: April 2016	\$0.00
2. Communications	<i>Strategies</i> Newsletter	* Publish the <i>Strategies</i> newsletter twice per calendar year (Spring and Fall) * Flinn Fagg to provide design and layout services at no cost to the division; newsletter will be sent electronically to division members.	* Joe Horwedel to select an editor for the newsletter. * Completion date: December 2015 and March 2016.	\$0.00
2. Communications	Website Updates	* Review CPM Division website content for timeliness, value to division members.	* CPM leadership to review website materials; Flinn Fagg to coordinate with APA National on website content. * Completion date: Quarterly.	\$0.00
2. Communications	Division Member Survey	* Utilize electronic surveys to get feedback from division members on division activities, communications, and training opportunities.	Use survey results to adjust content in eBlasts and Newsletter.	\$0.00

City Planning and Management Division
 FY2014 Financial Report (10/01/2014 - 09/30/2015)
 FY2015 Proposed Budget (10/01/2015 - 09/30/2016)

Appendix C

Type	Funds Available 10/01/14	Funds Available 09/30/15
Checking	\$10,310.23	\$14,373.22
Money Market	\$0.00	\$0.00
Other	\$0.00	\$0.00
TOTAL	\$10,310.23	\$14,373.22

REVENUE	Description	FY2015 Budget	FY2015 Actuals as of 09/30/2015		Proposed Budget FY2016
			Subtotal	REVENUE	
Rebates	Q1 (and FY13 dues/grants)	\$1,300.00	\$1,162.50		\$1,700.00
	Q2	\$1,300.00	\$2,274.50		\$1,700.00
	Q3	\$1,300.00	\$1,435.00		\$1,700.00
	FY2012 Q3 (trf August)	\$1,300.00	\$2,112.50		\$1,700.00
	Rebate Revenue	\$5,200.00		\$6,984.50	\$6,800.00
[Add other Revenue categories in additional rows, as needed.]					
	Other Revenue	\$800.00		\$0.00	\$0.00
	TOTAL REVENUE	\$6,000.00		\$6,984.50	\$6,800.00

EXPENSES	Description		Amount		Subtotal	EXPENSES
Newsletter	Design	\$0.00	\$0.00			\$0.00
	Printing	\$0.00	\$0.00			\$0.00
	Handling	\$0.00	\$0.00			\$0.00
	Postage	\$0.00	\$0.00			\$0.00
	Newsletter Expense	\$0.00		\$0.00		\$0.00
Annual Business Meeting	Refreshments	\$0.00	\$0.00			\$0.00
	Printing	\$0.00	\$0.00			\$0.00
	Postage	\$0.00	\$0.00			\$0.00
	Other (Reception)	\$255.00	\$500.00			\$500.00
	Annual Meeting Expense	\$255.00		\$500.00		\$500.00
Travel - Division Chair	APA National Planning Conference	\$1,200.00	\$1,181.81			\$1,200.00
	APA Fall Leadership Meetings	\$1,000.00	\$1,089.70			\$1,000.00
	Other	\$0.00	\$0.00			\$0.00
	Travel Expense	\$2,200.00		\$2,271.51		\$2,200.00
Peer Review	CPAT expenses/support	\$500.00	\$0.00			\$1,000.00
New Directors Institute	Donation	\$2,500.00	\$0.00			\$0.00
New Directors Institute	Scholarships	\$500.00	\$0.00			\$0.00
New Management Institute	Donation	\$0.00	\$0.00			\$2,000.00
Planning Leadership Institute	Donation	\$0.00	\$0.00			\$2,000.00
Webcast	Training	\$245.00	\$150.00			\$150.00
Constant Contact - Email	Email Expense	\$400.00	\$0.00			\$400.00
	Other Expense	\$4,145.00		\$150.00		\$5,550.00
	TOTAL EXPENSES	\$6,600.00		\$2,921.51		\$8,250.00

Revenue over (under) Expenses for reporting period:	-\$600.00	\$4,062.99	-\$1,450.00
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Submitted by: Flinn Fagg, AICP Date: 11/14/15

AMERICAN PLANNING ASSOCIATION
 Unrestricted Cash - Division
 100701 - City Planning & Management
 As of June 30th, 2016

<u>Date</u>	<u>Transaction Type</u>	<u>Reference</u>	<u>Description</u>	<u>Amount (+/-)</u>	<u>Ending Balance</u>
10/01/15	JE		Beginning Balance as of 10/01/15		14,373.22
11/09/15	AP-Check	177875 104612	HORWEDEL	(997.73)	13,375.49
12/31/15	JE	JG 03-156	Q1 DIVISION DUES GRANTS	1,122.50	14,497.99
03/31/16	JE	BS 06-156	2Q Division Rebate	2,485.00	16,982.99
06/30/16	JE	SA 09-19A	PSO Award - City Planning	(200.00)	16,782.99
06/30/16	JE	SA 09-19A	Annual Sponsorship	(2,500.00)	14,282.99
06/30/16	JE	BS 09-156	3Q Division Rebate	1,145.00	15,427.99