



American Planning Association

*Making Great Communities Happen*

## APA DIVISIONS COUNCIL

### FY2015 ANNUAL DIVISION PERFORMANCE REPORT

**DUE NOVEMBER 15, 2015**

## **Division: Regional and Intergovernmental Planning**

**Chair: Dan Reuter**

### **1. Workplans and Budgets**

The Regional and Intergovernmental Planning Division (RIPD) 2014-2015 and 2015-2016 Work Plans and Budget are attached as appendices to this report.

### **2. Communications**

The following tools were used to communicate with Division members:

#### **E-News Communications**

The Division published eight issues of its **E-News** during FY 2015. Anais Schenk produced the E-news in the first half of 2015 and Dan Reuter for the second half of 2015. The E-news is published through a Mail Chimp account.

#### **E-Journal Publication**

In January 2015 the Division published its Fall 2014/ Winter 2015 issue of **E-Journal** (see attached). Rocky Piro and Bob Leiter co-edited this issue. The Division did not publish a second issue of the E-Journal during FY 2014-15 due to workload related to the Division's PAS Report project.

#### **Division Website Upgrade**

During 2015, the Division under the leadership of Sharon Rooney, 1<sup>st</sup> Vice-Chair, and Bob Leiter began to act upon the 2013 Task Force recommendations to upgrade the Division website. The RIPD transitioned its previous website to the APA platform with the assistance of Board member Sharon Rooney and Jennie Gordon at APA. The new website continues to be evaluated and upgraded.

#### **LinkedIn**

The Division began using a LinkedIn account to communicate with existing and potential members.

### **3. 2015 National Planning Conference Activities**

#### **2015 RIPD Pre-APA Conference Meeting on Regional Livable Communities**

On Friday, April 17, some 35 people met in the board room of the Puget Sound Regional Council in downtown Seattle for the second annual Regional Livable Communities Forum. The Forum lasted from 9:30 AM to 1:30 PM and was led by Dan, Reuter, Division's Chair. Participants came from the federal and state governments as well as from 14 regional planning/MPO agencies. The regional planning/MPO agencies represented are at the "leading edge" of Regional Livable Communities programs across the country. The purpose of the Forum was to facilitate the peer

exchange of knowledge and concepts concerning Regional Livable Communities. The term "Regional Livable Communities" can be defined as "planning and implementation of urban centers and corridors that encourage mixed use, walking, rapid transit which can include TOD's, roadways supporting livable communities, housing at various income levels, and good urban or community design."

The first panel, moderated by Mariia Zimmerman, the Division's Vice Chair for Metropolitan and Regional Planning, featured leading federal officials from the Pacific Northwest including Richard Krochalis, Regional Administrator for the Federal Transit Administration; Donna Batch, Deputy Regional Administrator for the U.S. Housing and Urban Development; Dan Mathis, Division Chief for the Federal Highway Administration, State of Washington; and, Vicky Salazar, U.S. EPA's Regional Sustainability Officer.

The second morning panel was moderated by Lee Schoenecker, a Division past Chair. Panelists included, Ken Kirkey, the Planning Director for the Metropolitan Transportation Commission (MTC) of the Bay Area; Ty Warner, Executive Director of the Northwestern Indiana Regional Planning Commission (NIRPC); and, Patrick Mandapaka, a Project Manager for the North Central Texas Council of Governments (NCTCOG).

### **Facilitated Discussion - Emerging Trends in Regional and State Planning, Tuesday, April 21 – 9:30 to 10:45 a.m.**

Over 100 planners attended the Facilitated Discussion sponsored by the Regional and Intergovernmental Planning Division (RIPD) on "Emerging Trends in Regional and State Planning" during the APA National Conference in Seattle. This session highlighted some of the research and analysis that is coming out of our forthcoming APA Planning Advisory Service (PAS Report) on this subject. The panelists at this session included: Mark VanderSchaaf - Director of Regional Planning at the Metropolitan Council (Minneapolis – Saint Paul Area); Jennifer Raitt - Assistant Director of Land Use Planning at Metropolitan Area Planning Council (Boston Area); Ben Bakkenta – Program Manager, Puget Sound Regional Council (Seattle Area); Elisa Barbour – PhD Candidate at UC Berkeley and formerly Policy Analyst with the Public Policy Institute of California.

### **RIPD By-right Session: Managing Urban Growth Boundaries: From Boundaries to Blurred Lines, Sunday, April 19 – 2:30 to 3:45 p.m.**

The RIPD hosted a session at the National Conference on regional approaches to urban growth boundaries. Three urban regions were featured: Portland, Seattle, and Denver. Approximately 300 people attended the session. While each system seeks to achieve contiguous and orderly growth, the approaches do vary.

Ted Reid, principal planner with Metro in Portland, explained that state legislation dating to the 1970s provides a foundation for protecting farms and forest lands, while managing growth. Metro is a directly elected regional government with land use planning authority in the 3-county Portland metropolitan area. Karen Wolf, AICP, senior policy analyst with King County, and AICP Commissioner for the Rocky Mountain and Pacific Northwest states, shared the evolution of the urban growth area strategy in King County and the central Puget Sound region of Washington state. Andy Taylor, AICP, senior planner with the Denver Regional Council of Governments, provided an overview of a voluntary approach to designating a metropolitan urban growth area.

### **Division Business Meeting**

The Regional and Intergovernmental Affairs Division Annual Meeting was held Monday, April 19 - 6:45 to 7:45 PM. Notes and attendance provided in appendix.

**RIPD 2015 Division Council booth:** coverage provided by Dan Reuter

#### **4. 2016 National Conference Preparation**

Sharon Rooney has led the Division preparation and session proposals for the 2016 National Conference.

##### **RIPD By-right Session: Regional Climate Change Resilience and Mitigation through Collaboration**

In this session, speakers from three geographically diverse regions will describe collaborative approaches being used to increase their communities' resilience to severe storms, climate change impacts, and reduction in greenhouse gas emissions. SANDAG has created the San Diego Regional Climate Collaborative, [www.sdclimatecollaborative.org](http://www.sdclimatecollaborative.org), which serves public agencies through networking, trainings, and sharing resources.

The Metropolitan Council for the Minneapolis / Saint Paul region has incorporated climate resilience into Thrive MSP 2040, which sets the policy foundations for systems and policy plans developed by the Council as well as transit and wastewater operations. On Cape Cod, the Cape Cod Commission is collaborating with the Federal Highway Administration (FHWA), public transportation stakeholders, and municipal Departments of Public Works to complete a four-year study to rank transportation assets according to their vulnerability to sea level rise, storm surge, and coastal erosion using an on-line Sea Level Rise Viewer. RIPD by-right session on climate change: 8 – 9:15 am Tuesday, 4/5

##### **PAS Report By-right Session: Emerging Trends in Regional Planning**

The session is a panel format, moderated by Robert Leiter, FAICP, and Rocky Piro, FAICP, who co-authored the PAS report. They are joined by Mark Vander Schaaf and Mariia Zimmerman, two contributors to the report. Regional planning in the United States has undergone an evolution over the past several decades – and continues to evolve. The dominant pattern in much of the 20th century was the crafting of regional plans to address single issues, such as regional plans for transportation or regional economic development strategies. Regional planning is becoming more multidimensional and comprehensive, and is now addressing a range of issues including land use, transportation, open space, adequate facilities, and air quality. In this session, speakers who contributed to a recently released Planning Advisory Service report will discuss the transformation of regional planning. RIPD PAS session: 4 – 5:15 pm, Sunday 4/3

##### **RIPD Facilitated Discussion - State Initiatives that Promote Intergovernmental Collaboration**

Many state agencies across the country have taken a strong role in promoting intergovernmental collaboration on planning issues of statewide importance. In this facilitated discussion, speakers from Arizona, New Mexico and California will talk about initiatives within their states that promote collaboration among state, regional and local agencies and stakeholders through facilitation, technical assistance and grant programs. Speakers and areas of discussion are listed below.

Gail Lewis, Arizona Department of Transportation, Director, Office of P3 Initiatives and International Affairs, who will talk about their State's leadership role in cross-border planning with Mexico and Jeff Kiely, Executive Director, Northwestern New Mexico Council of Governments, who will talk about the State of New Mexico's role in working with regional and local planning agencies on economic development and transportation initiatives.

Gail Goldberg, Appointed Member, California Strategic Growth Council, who will talk about SGC's Affordable Housing and Sustainable Communities Grant Program, which in 2015 allocated over \$120 million in cap-and-trade funds for local and regional smart growth projects.

The moderator of the panel will be Richard Hall, AICP, former Secretary of the Maryland State Department of Planning, and Vice Chair for State Planning for the APA Regional and Intergovernmental Planning Division Board of Directors. Facilitated Discussion - Sunday 4/3, 1:00 -2:15 pm

## **RIPD 2016 Business Meeting and Joint Reception**

The RIPD Division business meeting will occur 6-7pm, Monday, 4/4. Reception planned with County Planning Division, Private Practice Division and Small Town/Rural Planning Division.

## **RIPD Division Council booth coverage: 9 – 10:30 am, Monday, 4/4**

### **2016 Livable Communities Forum**

Similar to the 2014 and 2015 Forums, the Division expects 30 – 40 people will attend the 2016 Forum in Phoenix. Invited will include representatives from 12 to 15 regional planning/MPO agencies particularly those with “leading edge” Regional Livable Communities programs. Such agencies are: the Atlanta Regional Commission, the Denver Regional Council of Governments, the Metropolitan Council of the Twin Cities, the Metropolitan Transportation Commission of the Bay Area, the North Central Texas Council of Governments, Portland Metro, and the Puget Sound Regional Council. The 2016 Forum will also extend invitations to high-level federal representatives from the FHWA, FTA, HUD, and EPA. We anticipate the same and increased levels of attendance at the upcoming Forum in Phoenix on April 1, 2016.

## **5. Membership**

The Division membership now stands at 210. The Division lost 3 members since the 2014 annual report. The Division has pursued a number of efforts to promote membership, including significant outreach efforts during the 2015 National Conference. More membership development activities are planned in 2016.

## **6. Division Assistance Programs**

### **Megaregion Research**

The Division provided support for APA planning and grants in 2015. The Division agreed to support and participate in the Multimodal Planning at the Megaregional Scale research project funded by FHWA. Per the overview provided online, the “research project will provide specific strategies and implementation tools for local governments, MPOs and the Federal Highway Administration (FHWA) to reconcile local, regional, megaregion, and national transportation planning as a comprehensive system.”

APA and the Center for Quality Growth and Regional Development (CQGRD) are:

- Undertaking research and case studies to characterize the current state of megaregional planning by local governments, including gaps, needs, and opportunities
- Identifying best practices and successful efforts to integrate planning for transportation and other systems across scales, from the community to the region to the megaregion;
- Build on and integrate prior relevant research.

### **Plan4Health**

Dan Reuter was a reviewer of the Plan4Health grant proposals at the request of APA leadership.

### **Mid-Atlantic Roundtable**

In mid-September, the RIPD and the APA Transportation Planning Division (TPD) jointly announced to their pertinent members a free, all-day Mid-Atlantic Regional Planning Roundtable in Wilmington, Delaware on October 29, as jointly sponsored by the: Baltimore Metropolitan Council, Delaware Valley Regional Planning Commission, and Wilmington Area Planning Council. Specifically, the RIPD and TPD both sent out an announcement to their members in

Delaware, Maryland, Pennsylvania, New Jersey, and Virginia as well as in the District of Columbia. This late-October Planning Roundtable was very successful and many attendees had been notified through the joint RIPD/TPD announcement.

## **7. Research and Publications**

In 2016, the RIPD will publish a PAS report on Emerging Trends in Regional Planning. As we move further into the 21st century, regional planning in the United States continues to transform and evolve. The pattern has been for regional planning to further advance integration of complex related issues, including infrastructure, land use, housing, economic development, environmental planning, and more. No doubt, further advances in the 21st century will continue to shape and transform regional planning, such as changes related to shifts to renewable and alternative energy.

Many emerging trends in regional planning reflect a shift toward a more integrated or “systems” approach – with a growing focus on sustainability. There are also broader partnerships and alliances in play to advance regional collaboration on current issues. As with other aspects of the planning practice in the U.S., more attention is paid to implementation and monitoring actions and outcomes. Finally, new tools are in play to help with various aspects of planning in a regional context, including issue identification, scenario analysis of alternatives, and performance monitoring. The following six emerging trends are highlighted in this report.

1. Regional Planning and Sustainability
2. Demographic Changes and Changing Regions
3. Integrated Regional Planning Across Related Issues
4. Inclusive Engagement and Expanded Partnerships in Regional Planning
5. New Tools and Techniques for Regional Planning
6. New Approaches for Implementation

## **8. Elections**

No elections were held in 2015. Division Board members are reviewing board leadership for expansion and changes in 2016.

## **9. Financial Report**

The Division met its FY 2015 financial plan in terms of revenues and expenses. The Division leadership had a fairly aggressive program of work and the majority of all Division work program goals were achieved.

## **10. Bylaws**

No changes to bylaws were undertaken.

## **11. Divisions Council Meetings**

Regional and Intergovernmental Planning Division was represented by Dan Reuter in January/April and Rocky Piro in July/September Division Council Meetings.

## **12. APA Development Plan**

RIPD is working to support the Plan4Health project through a “min-webinar”. Dan Reuter was a reviewer of the Plan4Health grant proposals at the request of APA leadership.

RIPD will consider a 2016 financial contribution to sponsor for the APA Student Representatives Council’s Outstanding PSO Awards. RIPD board members will participate in the 2016 Speed Networking at the National Conference as well as the Mentor Match.

### **13. Division Challenges**

Recruiting new Division members continues to be a challenge. While our membership has remained stable even throughout the recession, we have not seen significant growth either. We would like to target state planners who no longer have a division for additional members in the coming year, but our Board members have limited time to devote to an actual marketing strategy. We could use help with preparation and distribution of materials that would help with recruiting new members to our division.

### **14. Shout it from the Mountains**

The Division is considering additional ways to expand dissemination of best practices and increase support for broader use of regional Livable Communities program initiative's across the U.S.

### **Appendixes:**

- a. FY 2015 Work Plan with Approved Budget
- b. FY 2016 Work Plan with Proposed Budget
- c. Annual Business Meeting Notes and Attendance List
- d. FY 2015 Financial Report



**Appendix B  
Regional and Intergovernmental Planning Division  
FY2015 Work Plan**

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
1. Communications to members	A. Publish electronic newsletter ( <i>E-Journal</i> ) at least twice per year	a. Ongoing solicitation of submittals; agreement of themes for specific issues b. Newsletter published and distributed at least twice a year	Newsletter editor; communications officer, Division chair & board	\$575
	B. Publish an e-blast news brief for members ( <i>E-News</i> ) on a regular basis	a. Ongoing solicitation of information, articles & write-ups b. Regular transmittal (6-8 times annually)	Communications officer; Division chair & board	
	C. Upgrade Division website and transition to APA	a. Post division-related communications & information on website b. Post division sponsored presentations on website c. Transition website to APA platform d. Budget for webhosting (\$100)	Web Master; communications officer	
	D. Establish and maintain Social Media links	a. Upgrade and maintain Division LinkedIn site b. Pursue other possible Social Media links	Membership officer	
	D. Board Communication	a. Monthly conference calls of the full board b. Other communication coordinated as need, such as board subcommittees working on specific tasks c. Budget for conference call service (\$475)	Division chair	
2. Conference Sessions	A. One by-right session at national conference  Propose a second session on intergovernmental planning – featuring tribal, federal, local regional collaboratives	a. Conference committee (typically chaired by Division vice-chair) identifies session topic(s) b. Session proposals are solicited c. Recommendation(s) proposed by conference committee are presented to Division board for final decision d. Conference committee works with session speakers to provide information to National Conference organizers e. Conference committee works with session speakers to prepare presentations and provide electronic materials and/or handouts for use at the national conference	Division vice-chair (or another designated member of the Division board); Division board members	\$0

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
	B. Facilitated Discussion at National Conference and or AICP sessions	a. Conference committee (typically chaired by Division vice-chair) identifies discussion topic b. Committee identifies Discussion facilitator(s) and gets confirmation of their attendance at the national conference c. Conference committee works with facilitator(s) to provide information to National Conference organizers e. Conference committee works with facilitator(s) to prepare presentations and provide electronic and/or printed materials for use at the national conference	Division vice-chair (or another designated member of the Division board); Division board	
3. Division meeting	A. Strive for high attendance at annual meeting (at National Conference)	a. Develop agenda and program for annual meeting b. Advertise meeting through various communication avenues, including newsletter, e-blast, direct email invitation to members by Division chair, Division website	Division chair & board, communications officer, newsletter editor	\$750
4. Outreach & Division Activities	A. Regional Planning Support	Provide funds as needed to promote regional planning education by providing webinars, roundtables, small grants, etc.	Division chair & board	\$1,000
	B. State Planners Collaborative	Support ongoing program to promote RIPD by planners working for state planning agencies	Vice-chair, State Planning	\$1,000
	D. Free Webinars on issues of shared intergovernmental interest such as water and climate change	Division to sponsor at least one webinar that is free to Division members; budgeted amount is for Ohio State Consortium webcasting service	Communications officer	\$150
	E. Cooperation and interaction with other organizations & groups advancing regional planning	a. Ongoing coordination and information sharing with other regional planning groups, including AMPO & NARC in order to develop national priorities for supporting regional planning	Division chair & board Vice Chair national policy Zimmerman and Pinel	\$750
5. Membership	A. Continue to pursue plan to retain and expand membership	a. Work with membership survey results b. Prepare membership plan c. Communicate with existing membership via various media d. Identify & recruit prospective members e. Improve website for interactive ability on relevant issues and to link to related sites	Membership officer; Division chair & board (including membership subcommittee)	\$0
6. Leadership meetings	A. Attend spring & fall leadership meetings	a. Division Chair (or proxy) attends spring & fall leadership meetings b. Chair reports on outcomes to Division board and members	Division chair (or proxy)	\$1000



Policy/Goal	Tasks	Actions	Parties Responsible	Budget
	B. Continue to encourage entire Division board to attend national conference	Division chair promotes national conference participation	Division chair & board	
7. Regional Planning Best Practices Project	A. Produce APA Planning Advisory Service Report on "Emerging Trends in Regional Planning"	c. a, Prepare initial draft for review and comment by March 2015 b. Develop marketing plan in collaboration with APA Research office (April 2015) e. Finalize for publication & distribution September 2015	Immediate Past Chair and Communications officer, Vice-chair Pinel	\$1500
8. Regional Livability Program Coordination	A. Continue coordination of MPO's having Regional Livable Communities Programs	a. Possibly hold a working session before or after the 2015 APA National Conference in Seattle, complete a survey of MPO's having regional livable communities, follow development of current federal transportation legislation concerning Regional Livable Communities considerations, determine desirability and feasibility of a repeat of the 2010 Peer Review Study, and develop outline and write livability communities section Division best practices study	Lee Schoenecker, Mariia Zimmerman	\$1500



**Appendix B  
Regional and Intergovernmental Planning Division  
FY2016 Work Plan**

Policy/Goal	Tasks	Actions	Parties Responsible	Budget
1. Communications to members	A. Publish electronic newsletter ( <i>E-Journal</i> ) at least twice per year	a. Ongoing solicitation of submittals; agreement of themes for specific issues b. Newsletter published and distributed at least once a year	Newsletter editor; communications officer, Division chair & board	\$0
	B. Publish an e-blast news brief for members ( <i>E-News</i> ) on a regular basis	a. Ongoing solicitation of information, articles & write-ups b. Regular transmittal (6-8 times annually)	Communications officer; Division chair & board	
	C. Upgrade Division website and transition to APA	a. Post division-related communications & information on website b. Post division sponsored presentations on website	Communications officer; Division chair & Board	
	D. Establish and maintain Social Media links	a. Upgrade and maintain Division LinkedIn site b. Pursue other possible Social Media links	Membership officer	
	D. Board Communication	a. Monthly conference calls of the full board b. Other communication coordinated as needed, such as board subcommittees working on specific tasks	Division chair	
2. Conference Sessions	A. One by-right session at national conference  Propose a second session on intergovernmental planning – featuring tribal, federal, local regional collaboratives	a. Conference committee (typically chaired by Division vice-chair) identifies session topic(s) b. Session proposals are solicited c. Recommendation(s) proposed by conference committee are presented to Division board for final decision d. Conference committee works with session speakers to provide information to National Conference organizers e. Conference committee works with session speakers to prepare presentations and provide electronic materials and/or handouts for use at the national conference	Division vice-chair (or another designated member of the Division board); Division board members	\$0

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
	B. Facilitated Discussion at National Conference and or AICP sessions	a. Conference committee (typically chaired by Division vice-chair) identifies discussion topic b. Committee identifies Discussion facilitator(s) and gets confirmation of their attendance at the national conference c. Conference committee works with facilitator(s) to provide information to National Conference organizers e. Conference committee works with facilitator(s) to prepare presentations and provide electronic and/or printed materials for use at the national conference	Division vice-chair (or another designated member of the Division board); Division board	
3. Division meeting	A. Strive for high attendance at annual meeting (at National Conference)	a. Develop agenda and program for annual meeting b. Advertise meeting through various communication avenues, including newsletter, e-blast, direct email invitation to members by Division chair, Division website c. Hold joint reception with other divisions	Division chair & board, communications officer, newsletter editor	\$ 1250
4. Outreach & Division Activities	A. Regional Planning Support	Provide funds as needed to promote regional planning education by providing webinars, roundtables, small grants, etc.	Division chair & board	\$500
	B. State Planners Collaborative	Support ongoing program to promote RIPD by planners working for state planning agencies	Vice-chair, State Planning	\$500
	D. Free Webinars on issues of shared intergovernmental interest such as water and climate change	Division to sponsor at least one webinar that is free to Division members; budgeted amount is for AICP CM Provider Annual Fee	Communications officer	\$ 95
	E. Cooperation and interaction with other organizations & groups advancing regional planning	a. Ongoing coordination and information sharing with other regional planning groups, including AMPO & NARC in order to develop national priorities for supporting regional planning	Division chair & board Vice Chair national policy Zimmerman and Pinel	\$0
5. Membership	A. Continue to pursue plan to retain and expand membership	a. Work with membership survey results b. Prepare membership plan c. Communicate with existing membership via various media d. Identify & recruit prospective members e. Improve website for interactive ability on relevant issues and to link to related sites	Membership officer; Division chair & board (including membership subcommittee)	\$0

<b>Policy/Goal</b>	<b>Tasks</b>	<b>Actions</b>	<b>Parties Responsible</b>	<b>Budget</b>
6. Leadership meetings	A. Attend spring & fall leadership meetings	a. Division Chair (or proxy) attends spring & fall leadership meetings b. Chair reports on outcomes to Division board and members	Division chair (or proxy)	\$1,500
	B. Continue to encourage entire Division board to attend national conference	Division chair promotes national conference participation	Division chair & board	
7. Regional Planning Best Practices Project	A. Produce APA Planning Advisory Service Report on "Emerging Trends in Regional Planning"	c. a, Prepare final draft for review and comment by November 2015 b. Develop marketing plan in collaboration with APA Research office (January 2016) e. Finalize for publication & distribution (March 2016)	Immediate Past Chair and Communications officer, Vice-chair Pinel	\$ 2,000
8. Regional Livability Program Coordination	A. Continue coordination of MPO's having Regional Livable Communities Programs	a. Hold a Regional Livable Communities Forum on April 1 at the Maricopa Association of Governments in Phoenix, the day before the start of the National APA 2016 conference, also in Phoenix, complete a survey of MPO's having regional livable communities, follow development of current federal transportation legislation concerning Regional Livable Communities considerations, determine desirability and feasibility of a repeat of the 2010 Peer Review Study.	Lee Schoenecker, Mariia Zimmerman	\$1500



**Sunday, April 19<sup>th</sup>, 6:45 p.m. Sheraton – Aspen Room**

### Meeting Summary:

Dan Reuter provided an overview of the Regional and Intergovernmental Planning Division (RIPD). The Division exists to promote awareness and understanding of the interdependent nature of local, state, and federal governments in the planning and development of our cities, communities, and regions. This interdependence requires collaboration across local governmental boundaries in both metropolitan and non-metropolitan areas.

Dan Reuter with the assistance of other RIPD board members provided updates on the following items:

- Regional Livable Communities Forum
- State Planning Collaborative
- Planning Advisory Service Report: Emerging Trends in Regional Planning
- Engagement with members through E-Journal and E-News
- New APA based website
- Resources to assist members with integrated and collaborative planning tools

### Attendance:

Dan Reuter, Chair

Sharon Rooney, First Vice Chair

Alexander Bond, Treasurer

Richard Hall, Vice Chair, State Planning

Mariia Zimmerman, Vice Chair, Metropolitan & Regional Planning

Sandra Pinel, Vice Chair, Federal Planning

Rocky Piro, Immediate Past Chair

Bob Leiter, Director of Communications

Peter Conrad, Director of Membership

Lee Schoenecker, Past Chair

## **2015 Budget Results**

The Regional and Intergovernmental Planning Division (RIPD) has expended the bulk of its reserve in 2015. Going forward, the Division will need to manage its expenses and prioritize core Division activities.

### **Income**

The Division experienced declining due rebates from APA National. The Division added \$2,268.32 in dues rebates in 2015. This was \$682.92 lower than 2014, and was below the budgeted amount of \$2,700.00. The only other income was a \$196.25 rebate related to the joint reception held at the National Planning Conference.

### **Expenses**

Expenses to the Division were significant, which resulted in a drawdown of the Division's reserve. Part of this drawdown was expected, due to support of the PAS report. However, significant unexpected expenses were recorded related to travel and the NPC reception. Expenses that exceeded the 2015 budget were:

- \$3,662.70 was expended on travel support for the Chair. \$1,500 was budgeted for these costs. The Division will be receiving a refund of \$1,633.94 from the Atlanta Regional Commission, which is shown in the FY 2016 budget.
- The reception at the National Planning Conference cost the Division \$1,429.92 versus a budgeted amount of \$500. This loss was mitigated somewhat by a rebate of \$196.25.
- Conference calling services totaled \$369.23, versus a budgeted amount of \$150.00. The Division has moved to a free conference call service, and will not incur costs for teleconferencing in the future.
- Expenses for the PAS report were \$3101.26 versus a budgeted amount of \$3,000. Costs will carry over into 2016, and are shown in the proposed 2016 budget.

Unrealized expenses that were included in the 2015 budget include:

- \$2000 for the new Division website. The website was redesigned using complimentary APA National resources, and no costs are budgeted for 2016.
- Hosting of the old website cost was \$100 per year. This amount was not expended in 2015. However, the Division is still liable for hosting charges incurred for 2015, so \$100 is included in the 2016 budget to reimburse these charges.
- \$1000 for grants for education projects
- \$1000 for the State Planners Initiative

### **Proposed 2015 Budget Details**

- a) \$100 to reimburse the previous webmaster for expenses incurred
- b) \$250 for catering at the National Planning Conference.

- c) \$1000 for sponsorship of a reception at the National Planning Conference
- d) \$750 to support the Chair's travel to the National Planning Conference
- e) \$750 to support the Chair's travel to the APA Fall Leadership Meetings
- f) \$95 for the Division's AICP-CM fee
- g) \$500 to support educational projects
- h) \$2000 to reimburse costs related to the PAS report.
- i) \$1,500 to support projects related to Livable Communities, specifically a pre-conference peer exchange
- j) \$500 to support the State Planner Initiative

**APA-Regional & Intergovernmental Planning Division (RIPD) Financial Report for FY 2015  
And Adopted Budget for FY2016 (October 1, 2015 - September 30, 2015)**

Type	Beginning Balance (09/30/14)	Ending Balance (09/30/15)
Checking	\$9,039.03	\$2,454.44
Money Market	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$9,039.03</b>	<b>\$2,454.44</b>

REVENUE	Description	Subtotal Actual FY 2015	Total Actual FY 2015	FY 2015 Budget	Proposed Budget FY2016	REVENUE
<b>Rebates</b>	FY2013 Q4 (trf in December '14)	\$331.25				
	FY2014 Q1 (trf in March '15)	\$890.00				
	FY2013 Q2 (trf June '15)	\$539.57				
	FY2013 Q3 (trf Sep '15)	\$507.50				
	APA Travel Rebate for Small Divisions					\$500.00
	<b>Rebate Revenue</b>		2,268.32	2,700.00	\$	3,000.00
<b>Other Revenue</b>					\$	-
	APA Contribution to PAS Report				\$	1,500.00
	Travel Rebate from Atlanta Regional				\$	1,633.94
	NPC Joint Reception		196.25			\$0.00
	<b>TOTAL REVENUE</b>		<b>2,464.57</b>	<b>2,700.00</b>		<b>\$6,133.94</b>

EXPENSES	Description	Subtotal	Total Actual FY 2015	FY 2015 Budget	FY2016 Expense Budget
<b>Internet Expenses</b>	Webhosting - Homestead		0.00	100.00	\$ 100.00
	Website Design Upgrade - Consulting		0.00	2,000.00	
	<b>Internet Expense</b>		<b>0.00</b>	<b>2,100.00</b>	<b>\$ 100.00</b>
<b>Annual Meeting Expense</b>	Catering		241.06	750.00	\$ 250.00
	Sponsored Reception		1,429.92	500.00	\$ 1,000.00
	<b>Annual Meeting Expense</b>		<b>1,670.98</b>	<b>1,250.00</b>	<b>1,250.00</b>
<b>Travel - Division Chair</b>	APA National Planning Conference		2,383.94	750.00	\$ 750.00
	APA Fall Leadership Meetings		1,278.76	750.00	\$ 750.00
	<b>Travel Expense</b>		<b>3,662.70</b>	<b>1,500.00</b>	<b>\$ 1,500.00</b>
<b>Telecommunications</b>	Conference calls		369.23		
	<b>Telecommunications Expense</b>		<b>369.23</b>	<b>150.00</b>	
<b>Continuing Education Expenses</b>	Ohio State Consortium - Webcast Fee		150.00	300.00	
	AICP CM Provider Annual Fee		95.00	95.00	\$ 95.00
	<b>Continuing Education Expenses</b>		<b>95.00</b>	<b>95.00</b>	<b>\$ 95.00</b>
<b>Programs</b>	Grants for education projects			1,000.00	\$ 500.00
	Best Practices Project - Expenses		3,101.26	3,000.00	\$ 2,000.00
	Livable Communities Project			0.00	\$ 1,500.00
	State Planners Initiative - Expenses			1,000.00	\$ 500.00
	<b>Other Programs</b>		<b>3,101.26</b>	<b>5,000.00</b>	<b>3,000.00</b>
	<b>TOTAL EXPENSES</b>		<b>9,049.17</b>	<b>10,245.00</b>	<b>7,445.00</b>
<b>Revenue over (under) Expenses for reporting period:</b>			<b>6,584.60</b>	<b>7,545.00</b>	<b>-\$1,311.06</b>