



American Planning Association  
**Texas Chapter**

*Making Great Communities Happen*

## APA Texas Chapter Executive Committee Winter Meeting

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204

Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

Toll-free Dial-in Number (866) 499-7054

Conference Code: 3750530425

GoToMeeting: <https://global.gotomeeting.com/join/450116701>

- 8:30 am           **Call to Order and Roll Call:** *Doug McDonald, AICP*
- 8:35 am           A. **President’s Report:** *Doug McDonald, AICP*
- 8:55 am           B. **APATX 2017-2022 Action Plan Progress Updates**
- 1. Leadership and Conference Activities
  - 2. Recognition, Partnership, and Communication Activities
  - 3. Membership Recruitment, Certification, and Education Activities
  - 4. Advocacy and Policy Activities
- 9:30 am           C. **Secretary’s Report:** *Christina Sebastian, AICP*
- D. **Treasurer’s Report:** *Angela Martinez*
- E. **TML Representative’s Report:** *Christopher Looney, AICP*
- F. **Section Director’s Report:** *Gary Mitchell, AICP*
- G. **Professional Development Officer’s Report:** *Richard Luedke, AICP*
- 10:00 am          H. **APATX Business and Action Items**
- 1. Authorization of Amendment to Section Bylaws – *Gary Mitchell, AICP*
  - 2. Development of PSO Legacy Project Best Practices – *Kelsey Poole*
  - 3. Policy Update related to PAB School Grants – *Mike McAnelly, FAICP*
  - 4. TML Affiliate Services – *Mike McAnelly, FAICP*
  - 5. APA National Conference Administration Fee Adjustment – *Mike McAnelly, FAICP*
  - 6. Emerging Planning Leaders Budget Amendment Request for Programming – *Monica Rainey*
  - 7. Budget Amendments related to Anticipated Travel Expenses – *Angela Martinez*
  - 8. Reimbursement Request for Chapter President-Elect – *Doug McDonald, AICP*
  - 9. Travel Reimbursement Request for APA Region III Director – *Doug McDonald, AICP*
  - 10. Sponsorship Assistance for CityLab High School Summit Keynote Speaker – *Doug McDonald, AICP*
  - 11. Evaluation of AICP Code of Ethics Discrimination Policy – *Heather Nick, AICP*
  - 12. NPC19 Travel Authorization for ComTech - *Mike McAnelly, FAICP*
- I. **Communications Tech Report:** *Kyle Kingma, AICP*

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\*Members of Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors.

Agenda – Board of Directors Meeting

January 25, 2019

- 11:00 am J. **Other Committee Updates**
1. APATX19 Texas Chapter Conference
  2. 2019 Great Places in Texas Selection Committee
  3. NPC20 National Planning Conference
  4. Hurricane Harvey Task Force
  5. APATX Officer Nomination Committee
- 11:45 am K. **New/Other Business**
- 11:50 am L. **Future Meetings**
- APA Texas Board of Directors and Executive Committee – May 3, 2019 in El Paso
  - APA Texas Executive Committee – August TBD in Central Texas
  - APA Board of Directors and Executive Committee – November 6, 2019 in Waco
  - New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
  - **APA Texas Chapter Conferences:**
    - APA Texas Chapter – Waco – November 6-8, 2019
    - APA Texas Chapter – El Paso – October 7-9, 2020
  - **National Planning Conference**  
2019 San Francisco, Apr 13-16, 2019  
2020 HOUSTON, Apr 25-28, 2020
- 12:00 pm M. **Adjourn**



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**Item A – President’s Report**

**Submitted by:** Doug McDonald, AICP

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**Report:**

**2019 Chapter Achievement Award**

As you all were made aware, the Chapter has received the 2019 Chapter Achievement Award for 2019 from APA Chapter President’s Council. This award recognizes the overall achievements of a Chapter. I am extremely grateful for the current and past leadership we have here in Texas. This is a great accomplishment that should be shared among everyone. There is no question that APA Texas sets the standard for APA. I have told people that while I put the application together, many of the successes we are celebrating today are a product of the foundation Wendy Shabay and Kim Mickelson set during their terms. I am lucky to be following these two amazing leaders.

The Chapter will be recognized at the NPC Awards Luncheon in San Francisco on Monday, April 15, 2019 from 11:45am-1:00pm in the Moscone West Convention Center. If you are going to NPC19, please make sure you reserve your free awards luncheon ticket when you register.

**2018 State Legislative Summit**

APA-TX was proud to host the first ever APA State Legislative Summit this past December in Austin. This Summit was focused on providing training to Chapter legislative liaisons prior to state legislative sessions. I wanted to again express my appreciation to the Texas Historical Commission for assisting our Chapter in providing conference space at no cost to APA. Along with me in attendance was Mike McAnelly and Chance Sparks. Chance also set up a lunch speaker, Texas Representative Richard Raymond of Laredo, and provided a presentation on hot planning topics in Austin. It is a great presentation that I’m sure he would love to share with you. We plan on bringing down Jason Jordan of APA National to put on an advocacy workshop at our Chapter Conference in Waco.

**Conference Coordinator Appointment**

The Chapter has had a vacancy in the Conference Coordinator leadership position since 2017. Since that time, I have assisted Mike in putting together the conference along with some fantastic volunteers from the local host committees. In addition, Angela Martinez has served somewhat of an assistant to Mike and Claudia during the conference over the past few years. Angela has also previously served as Conference Chair and Programs Chair on the local host committee and understands the conference finances with her experience as Chapter Treasurer. Angela is term-limited and is not able to run for Chapter Treasurer next year, so I have decided to appoint Angela as Conference Coordinator for the Chapter. This appointment is immediate so that we can bring Angela in for Waco as we transition, and she will be ready to lead for APATX20 in El Paso. This position is a member of the Chapter Board of Directors and Executive Committee. Please help me by thanking Angela for taking on this important role!

**Diversity and Inclusion Survey**

Wow, we have never had the success in membership participation as we did with the Chapter’s Diversity and Inclusion Survey. Over 630 Chapter members completed the survey. A huge thank you to Shannon Van Zandt of Texas A&M University for helping facilitate and collect the data – and to AJ Fawver for leading the charge as Chair of this committee. We have tons of great data that was collect as part of this initiative. Shannon and her team at Texas A&M will develop a major findings report for the Chapter in the coming months.

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### **New Membership and AICP Welcome Letters**

Over the past few months, Fred Lopez, Chair of the Membership Committee, has developed welcome letters that will be sent out on a regular basis on behalf of the Texas Chapter for both new APA members and new AICP members. These letters provide references to our Chapter's resources, including our Chapter Conference and other APA initiatives like APA Learn, which can assist new AICP members with obtaining CM credits. Thank you to both Fred Lopez and Heather Nick for putting these together.

### **2019 Great Places in Texas**

Nearly 20 nominations were submitted for the Call for 2019 Great Places in Texas (GPIT). The Selection Committee will be meeting on February 1 to deliberate and decide the recipients. The announcement of the recipients will likely take place in April. The Chapter expanded the Committee this year to include some of our partner organizations, such as the Texas Public Health Association and Texas Historical Commission. See names below of the Selection Committee:

- Heather Nick, AICP - City of Tyler (previous GPIT designee, Section/State Board member)
- Luis Cutaia, AICP - Walter P. Moore - Houston (Section Board Member/EPL Representative)
- Melissa Oden - Past President of Texas Public Health Association (Partner Organization)
- Tim May - ASLA Trustee (Partner Organization)
- Emily Koller, AICP - Texas Historical Commission (Partner Organization)
- Jon James, AICP - City of San Angelo (previous GPIT designee, Section Board member)
- Clayton Husband, AICP - City of North Richland Hills (previous GPIT designee)
- Renissa Garza, AICP - City of Corpus Christi (Section Board Member)

### **NPC19 Reception in San Francisco – Save the Date**

The Annual Texas Chapter Reception at NPC is going to be better (and bigger) than ever. The Texas Chapter will be joining other APA-Region III Chapters of Alabama, Arkansas, Louisiana, Mississippi, Oklahoma, and Tennessee to put on a joint reception. This reception will take place at Kells Irish Pub – 530 Jackson Street in the San Francisco Financial District on Monday, April 15, 2019 from 7-9pm. Appetizers and drink tickets with a cash bar will be available. Following our Joint Chapter Reception will be the Annual Chapter President's Council Reunion and Dance Contest. Can Wendy reclaim her dance contest winner title? **Registration for NPC19 is still open.**

### **Consolidate Election Process**

March 1 begins the consolidated election process for the Chapter, Sections, and National leadership positions. I emailed the election timeline to Section Directors and Director-Elects, which is also attached to this report. The Chapter's Officer nominating Committee has been appointed and will nominate two or more candidates to run for the positions of President-Elect, Treasurer, Secretary, and TML Representative. If you have any interest in running for one of these positions, please contact one of the nominating members below:

- Chance Sparks - Chair
- Doug McDonald
- Kim Mickelson
- Wendy Shabay
- Dave Gattis
- Monica Rainey
- Kendall Wendling
- Richard Luedke

### **New Leadership Orientation and Onboarding – November 8 in Waco**

The Chapter will host a new leadership orientation, immediately following the conclusion of the Chapter Conference, in Waco on Friday, November 8, from 3:45pm-5:30pm. We will invite all new Chapter and Section Officers to join us for this training that will cover the nuts and bolts of being in a leadership role for both the Sections and the Chapter. If you are moving into a Past Director role or are planning on running for a state or section leadership role, please put this on your date on your calendar.

(Page 3 of 4):

Congratulations, you made it to page 3 of my report. Thank you for taking the time to read through this report. Please text me at 214-801-7792 and let me know you "Got to Page 3" and I'll reward you with a Starbucks Gift Card.

### **APATX19 Planning Underway**

A lot of great speakers and activities are already being finalized for APATX19. Check out the new conference website at [www.APATX19.com](http://www.APATX19.com) to see what is going on so far. The Call for Sessions will open on February 15. If you have an interest in serving on the Conference Committee, just email me at [president@apatexas.org](mailto:president@apatexas.org). The local host Chair is Clint Peters with the City of Waco.

### **APATX19 Schedule Adjustments**

As identified in our Action Plan, we are continuously looking for ways to improve the conference structure. This year, we will be testing a few new items out, which include

- Removal of the Friday afternoon (3:45-5:15pm) sessions due to low attendance and speaker desirability
- Addition of at least four Wednesday afternoon pre-conference workshops, both free and paid workshops
- Paid special feature workshops during the breakout sessions

The paid workshops will be \$15-\$20 and revenue will be used to assist the Chapter in bringing in a speaker.

### **APATX19 Conference Sponsorship Package Update**

Mike McAnelly, Christina Sebastian, Angela Martinez, and Rob Rae (Sponsorship Chair) met earlier this month to discuss refinements to the Sponsorship Package. Two significant changes are noted below:

- For Annual Platinum and Gold Sponsors, there will now be an Annual Platinum – Municipal and Gold – Municipal Sponsorship options. The difference with Municipal Gold and Municipal Annual Platinum is that they will come with complementary registrations for Commissioners. An Annual Platinum Municipal sponsorship will come with 4 complementary registrations for Commissioners and a Gold Municipal sponsorship will come with 2 complementary registrations for Commissioners. This is an attempt to encourage more Commissioner to attend the conference.
- In addition to general sponsors, there will now be options to sponsor specific events like Mobile Workshops or the Leadership Forum, or special events like a boat ride on the Brazos during the Opening Reception.

### **Chapter Awards Program Continues Improvements**

Following a vote to amend the Chapter Awards last year to align with National, the Chapter Awards Program is continuing to be refined. First, you can check-out the cool new Chapter Awards website here to learn more about the Chapter's awards and criteria: <https://www.apatx19.com/chapter-awards>. Next, the Chapter Awards payment will be going electronic! Last year, we made the transition of moving award submittals completely online, so we are continuing improving by now having electronic payments by credit card. Lastly, we are participating with APA Ohio on an Award Review Swap. We will be reviewing the APA Ohio Awards and APA Ohio will be reviewing our awards. This helps remove any perceived bias on projects as they will be voted and selected on by another APA Chapter. If you have interest in reviewing the APA Ohio awards, please contact me at [president@apatexas.org](mailto:president@apatexas.org). Big thank you goes out to Claire Hempel who has led the charge to restructure the Chapter Awards Program. The Call for Chapter Awards begins on April 1.

### **Planning Excellence Recognition – Online Submittal/Payment**

We are now evaluating moving the Planning Excellence Recognition to an online submittal platform with electronic credit card payment to make it easier for cities to participate with the program. We will keep you posted as we progress with this effort. The Call for Planning Excellence begins on May 3.

### **2020 FAICP Fellows Nominations**

The Chapter has kicked off the process for nominating Fellows for the 2020 Class. Craig Farmer, FAICP, who has headed this process up in the past, has volunteered to serve as the Chair of the nominating committee. Mike and I are still working to put the committee together, and these members will assist those nominees in preparing an application. Nominations are due October 10, 2019.

Report (Page 4 of 4):

### **Partnerships**

Within the Chapter's Action Plan, we have several actions that relate to building partnerships. Over the past month, I have had the opportunity to meet with both the ASLA and AIA Texas Chapter Presidents and share some ideas of how we can strengthen our partnerships. I have also reached out to our Texas AARP representative.

As you saw above, we noted several of our partners will be assisting us in reviewing Great Places in Texas nominations. In addition, we plan to offer a "Partner's Track" at the Chapter Conference which will feature sessions from AIA, ASLA, TPHA, etc. ASLA has offered us two comp registration tickets to their conference and in return we have done the same. We are attempting to set up this same agreement with TPHA, who we have worked closely with over the past few years. Our Sections do a great job with partnerships, so I am hoping we can begin to cultivate relationships with our state allies. Here are some important dates for the state conferences of AIA, ASLA, and TPHA:

AIA has issued a Call for Sessions, which can be found here: <https://texasarchitects.org/2019-design-expo/>  
Their Annual Conference will be in Galveston on October 24-25, 2019

ASLA will host their Annual Conference in Irving on April 24-26, 2019. Registration is now open for this conference: <https://www.texasasla.org/mpage/2019Conference>

TPHA will host their Annual Conference in San Antonio on March 18-20, 2019. Registration is now open for this conference: <https://www.texaspha.org/page/TPHAAEC>

## **APATX Election Timeline**

<b>February 1</b>	Chapters submission notice of participation in election's checklist form due in to APA staff.
<b>March 1</b>	<p>Begin the Call for Nominations.</p> <p><i>Chapter/Sections need to have appointed a Nominating Committee by this time. See details below:</i></p> <p><i>Sections: The Section Director shall appoint a nominating committee. The nominating committee shall recommend to the Section Executive Board one or more persons for the offices of Director-Elect, Secretary, and Treasurer. The Section Secretary shall notify membership of nominations within 5 days of receiving the Committee's report.</i></p> <p><i>Texas Chapter (State): The Chapter President shall appoint a nominating committee with the President-Elect serving as Chair. The nominating committee shall recommend to the Chapter Executive Board two or more persons for the offices of President-Elect, Secretary, Treasurer, and TML Representative. The Chapter Secretary shall notify membership of nominations within 5 days of receiving the Committee's report.</i></p> <p><i>Both Sections and Chapter:</i></p> <p><i>Additional candidates may be placed upon the official ballot following the submission of a petition containing the signatures of at least ten or more Section members (or Chapter members if running for State position) received by the Director within 14 days of notice from the Secretary's announcement of candidates.</i></p> <p><i>A Candidate Portal will be provided by Survey &amp; Ballot Systems (SBS) so that chapters/sections can direct candidates to upload their bios/candidate statements and optional headshot picture.</i></p>
<b>April 24</b>	<b>Firm deadline</b> for submission of names of potential nominated candidates.
<b>April 24</b>	<b>Firm deadline</b> for receiving electronic position statements of all potential nominated candidates.
<b>June 3</b>	Member list for ballot distribution is prepared, for members eligible to vote in the election.
<b>July 1</b>	<b>Firm deadline</b> for receiving petition candidates (for those that have a petition process in place), and their position statements/bios.
<b>July 15</b>	Ballots available online, reminders emailed to all chapter/division members.
<b>Late-July</b>	Email reminders sent to those members who have not yet voted
<b>Early August</b>	Email reminders sent to those members who have not yet voted
<b>August 15</b>	<b>Firm deadline</b> for receipt of ballots from membership

**August 20**

Survey Ballot Systems certifies election results and prepares report to National for dissemination to Chapters/Divisions

**November 8**

New leaders (all Chapter and Section boards) attend onboarding and orientation meeting at the APATX Chapter Conference in Waco on Friday, November 8 from 3:45pm-5:30pm.

**November 9**

Newly elected leaders take office



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### Item B – APATX 2017-2022 Action Plan Progress Update

**Submitted by:** Doug McDonald, AICP

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#### Report:

This past October, members of the Board of Directors worked to update the Chapter's 2017-2022 Action Plan and identify goals for 2019. Goals for 2019 include:

#### Leadership and Conference Activities

- Fill position of Conference Coordinator
- Include EPL Chair on Nomination Committee
- Tie better communication to Section Guide Update
- Keep training new leadership every other year (election years) for incoming Directors and Treasurers
- Make sure to maximize state representation in National Conference 2020 Planning Committee

#### Recognition, Partnership, and Communication Activities

- Focus on Partnerships
  - Identify partnership board positions
- Create Partner Organization Track at #APATX19
- Implement and Review Communications Plan
- Consolidate Goals in Action Plan that are redundant

#### Membership Recruitment, Certification, and Education Activities

- Develop social networks and recognition opportunities with Section/University/Chapter activities (include student/YP/EPL organizations)
- Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
- Develop outreach to Planning Directors, City Managers, and City Secretaries regarding Planning Commissioner membership rate and benefits to address declining Planning Commissioner membership.
- Identify cities that provide training and pay for AICP/APA membership

#### Advocacy and Policy Activities

- Planner's Day/Great Places at Capitol
- Spin off Planning Matters
- Implement Legislative Program
  - Information to members
  - Information on website

Updated action sheets for all activities are included in this item. During this item, the board will discuss the 2019 goals and any modifications or additions that are needed.

## Leadership and Conference Activities

### Group Members

- Gary Mitchell – Section’s Representative/Houston Section Director
- Monica Rainey – EPL Chair
- AJ Fawver – Diversity and Inclusion Chair/Northwest Section Director
- Angela Martinez – Treasurer
- Mike McAnelly – Chapter Administrator

## FY19 Goals

- Fill position of Conference Coordinator
- Include EPL Chair on Nomination Committee
- Tie better communication to Section Guide Update
- Keep training new leadership every other year (election years) for incoming Directors and Treasurers
- Make sure to maximize state representation in National Conference 2020 Planning Committee

## APATX 2017-2022 Action Plan Relevant Actions

- See Following Pages

1A Action: Ensure a successful generational transition of leadership. A particular short-term focus is the Short Course.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Executive Committee, Section Leadership, Emerging Planning Leaders

May '18 Status Notes

- EPL is re-evaluating the Leadership Forum format.

October '18 Target

- Identify leaders to run for positions in 2019; Identify leaders to take over appointed roles as needed; identify how the Membership Committee can assist in promoting leadership opportunities.

October '18 Status Notes

- Changed the format of the Leadership Forum, which was successful.

May '19 Target

- Identify two individuals to run for each state-level position. Sections should aim to identify a minimum of two individuals to run for each position.
- EPL Representative should be part of the nominating committee for officers.
- Begin having Ann Bagley train Gary Mitchell to take over short-course.
- Better communicate EPL as the pathway to new leadership.
- Better promote section leaders to move into state leadership roles.

October '19 Target

- Continue enhancing Leadership Forum to broaden the program for higher level and mid-level leadership roles.

1B Action: Further develop a Section leadership training program. This program should be coordinated with the Awards Committee meeting and should include the Section treasurers.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President-Elect/Section Representative

May '18 Status Notes

- Section Training at Awards Committee Meeting
- Created Director Flash Drive

October '18 Target

- Review Section's Guide following the Section bylaw update and recommend updates

October '18 Status Notes

- Changes were reviewed at Board of Directors meeting relating to Bylaws.

May '19 Target

- Recommend changes to Section's Guide.

October '19 Target

- Adoption of Amended Section's Guide.
- Keep leadership training every other year to train director-elects and treasurers.

## 1D Action: Develop uniform Section and Chapter bylaws.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President/Section Representative

May '18 Status Notes

- Currently reviewing bylaws.

October '18 Target

- Recommendations for bylaw updates

October '18 Status Notes

- Board of Directors voting on bylaw updates
- My need to continue to rotate director and director-elects for smaller Sections until someone additional can be brought in.

May '19 Target

- Adoption of new bylaws by Chapter and all Sections
- Begin update to Section's Guide

October '19 Target

- Action Complete
- Evaluate new bylaws

1E Action: Provide a continuous communications and feedback loop between Sections and the Chapter. The Sections' Guide should give direction from the Chapter to the Sections, the Section Reports should explain each Section's activities to the Chapter, and the report review should provide an opportunity for the Chapter to work with the Section to support and improve its activities.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President/President-Elect/Section Representative

May '18 Status Notes

- Sections have been providing more in-depth reports and appear more active. Chapter provided funds for Big Six Conference. Chapter working with Northwest, West, and East on Elected and Appointed Officials Training

October '18 Target

- Review Section's Guide following the Section bylaw update and recommend updates

October '18 Status Notes

- Think about the communication technique.
- Section Bylaws will begin once Chamber is complete.

May '19 Target

- Ensure Sections have Communication officers.
- Section to PSO communication improved to include student participation.

October '19 Target

- Adoption of Amended Section's Guide
- Include PSO in communication with Chapter

1F Action: Use a dashboard to report progress. The dashboard should give a streamlined report on the Chapter and Sections' progress.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: President/Section Representative

May '18 Status Notes

- Chapter updates Action Plan and Section's provide reports each QR.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- Tie into Section Guide from 1E for Dashboard.

May '19 Target

- No Action to Report.

October '19 Target

1H Action: Mentor future members of the planning movement. Use APA Ambassadors, Future Cities and other approaches to mentor future generations of planners and supporters of planning.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Executive Committee/EPL

May '18 Status Notes

- Mentorship Program report; Midwest/North Central Sections involvement with Future Cities

October '18 Target

- Review mentorship program for modifications; contact Future Cities to learn how APATX can be more involved.

October '18 Status Notes

- Get Houston Section involved with Future Cities
- Contact Dallas ISD magnet school that was recently created to focus on city planning.
- Need to promote APA Ambassador Program

May '19 Target

- Launch 2019 Mentorship Communities
- Advertise NPC Mentorship Program for Conference
- Contact all local Future Cities
- Identify ways to be involved with Dallas ISD Magnet School

October '19 Target

## 5A Action: Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President; EPL Chair

May '18 Status Notes

- Mentorship Program currently active. EPL Leadership Forum coming back for 5th Year.

October '18 Target

- Conduct Leadership Forum and other EPL activities at Conference.

October '18 Status Notes

- Updating Contact Information on website for EPL Representatives

May '19 Target

- Start adding more EPL activities, mixers at conference
- Have a clearer mission

October '19 Target

- Potentially identify someone to speak at APATX19 regarding leadership training
- Add back in EPL "track" or "endorsements" for Waco Conference

5B Action: Create a structure for younger planners to benefit from the experience and contributions of legacy planners.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President; EPL Chair

May '18 Status Notes

- Mentorship Program currently active.

October '18 Target

- Identify additional programs or activities that can assist with this action.

October '18 Status Notes

- See 5A Action.

May '19 Target

- Work with Chapter Historian and Fellows to identify ways for involvement.

October '19 Target

5D Action: Refine and perfect the mentorship program. Consider connecting it more closely to activities at the Conference.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: EPL Chair

May '18 Status Notes

- No Action to Report.

October '18 Target

- EPL Chair to identify any changes for FY19 Mentorship Program to APATX BOD.

October '18 Status Notes

- Changes were made and Call for Mentorship Program participants was issued.

May '19 Target

- No Action to Report.

October '19 Target

## 6B Action: Revamp the Conference organizational structure.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: President, President-Elect, Past President, Treasurer

May '18 Status Notes

- Additional programs were added for the 2018 Conference on Wednesday.

October '18 Target

- EC voted to reduce Friday afternoon activities and add additional pre-conference workshops on Wednesday afternoon.

October '18 Status Notes

- Evaluated session attendees at the 3:45-5:15 time slot on Friday.

May '19 Target

- Identify “featured” speakers for Wednesday afternoon to supplement the loss of the afternoon time slot in Waco.

October '19 Target

- Try out new structure with increased activities on Wednesday and decreased activities on Friday afternoon.

6C Action: Make assessments and offer development programs to provide appropriate resources and support to all Sections.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President, Section's Representative

May '18 Status Notes

- Chapter funded budget requests for 7 of the 9 Sections to assist with programming. Chapter also provided financial assistance to North Central and Midwest Sections to host the Big 6 Conference.

October '18 Target

- In addition to Regional Workshops, Chapter should identify other programs to assist Sections.

October '18 Status Notes

- No Action to Report.

May '19 Target

- No Action to Report.

October '19 Target

## 6F Action: Complete a Chapter Strategic Financial Plan.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President, President-Elect, Past President, Treasurer

May '18 Status Notes

- No Action to Report.

October '18 Target

- Provide update to APATX BOD. October '18 Status Notes

May '19 Target

- Review state financial plan with National
- Engage tax consultants for training

October '19 Target

## 6J Action: Make the national Houston 2020 conference the most awesome conference ever!

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Local Host Committee

May '18 Status Notes

- Local host subcommittee Chair to provide an update from the San Francisco meeting.

October '18 Target

- Local Host Subcommittee Chair to introduce needs from National to full board.

October '18 Status Notes

- Local Host Subcommittee Chair appointed sub-chairs to attend meeting in Houston in November.

May '19 Target

- Begin identifying local workshops.

October '19 Target

6N Action: Increase the transparency of APA Texas. Members should be able to see how decisions are made and resources are used.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Chapter President; Executive Committee; Section Directors

May '18 Status Notes

- Meeting recaps being posted on Facebook.
- Tried "Live Tweeting" during meetings with some success.

October '18 Target

- Present State of APATX at Conference
- Develop End of Year Report
- Need to ensure Agendas and Minutes are being posted on website. When these are posted, we should add them to newsletters and social media.

October '18 Status Notes

- State of APATX presented at Conference
- End of Year Report completed.
- Agenda and Minutes uploaded to website.

May '19 Target

- Continue providing President's Reports each quarter via Facebook.

October '19 Target

- Improvement in transparency in Membership Survey.

## Recognition, Partnership, and Communication Activities

### Group Members

- Claire Hemphil - Awards Committee Chair
- Kyle Kingma – Communications Tech / East Section Director
- Heather Nick – Communications Manager
- Christina Sebastian – Secretary
- Tamara Cook – Midwest Section Director

### FY19 Goals

- Focus on Partnerships
  - Identify partnership board positions
- Create Partner Organization Track at #APATX19
- Implement and Review Communications Plan
- Consolidate Goals in Action Plan that are redundant

### APATX 2017-2022 Action Plan Relevant Actions

- See Following Pages

1C Action: Design a Texas planning movement. The national APA organization strengthens a planning movement by serving as a "big tent" for involvement by everyone interested in planning, with an internal institute to advance the interests of the profession. APA Texas should apply this model and serve as that single "big tent" organization for the state.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Past President or other interested board member

May '18 Status Notes

- Conference Session Committee should try to incorporate other industry speakers if possible.

October '18 Target

- Chapter Conference should be advertised to other professions and potential partner track.
- Identify responsible board member or subcommittee.

October '18 Status Notes

- Start collecting a list
- Scenic Texas, ULI, TPHA, ASLA, AIA, THC, USGBC, Texas Downtown Association
- Think about six categories (tracks) which could be incorporated into Waco for partners

May '19 Target

- Chapter should dedicate a track to partner organizations as part of the conference.
- Ask partners to review nominations for Great Places.

October '19 Target

- Identify those partners that provide the greatest benefit for APATX and begin to build relationship.

1J Action: Develop outreach materials for use during National Planning Month. Every October, APA Texas should use these materials to celebrate the good things planning brings to communities; educate the public about the planning behind Great Places in Texas; and advocate for policies that create better places to live, work, and play.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President/Communications Tech/Awards Committee Chair

May '18 Status Notes

- Identify programs to be highlighted during NPM and potential activities.

October '18 Target

- Launch of National Planning Month outreach materials
- Chapter Awards
- Call for Great Places
- Planning Excellence

October '18 Status Notes

- Snap your Planning Story
- Social Media Outreach

May '19 Target

- Evaluate the success of National Planning Month outreach materials and activities and revise/update as necessary.
- Sections compile member cities in Section for National Planning Month activities
- Chapter compiles all ideas and makes available to members

October '19 Target

- Maintain database for NPM ideas
- Implement ideas

## 2A Action: Finalize, adopt and implement a communications plan.

Status: In-Progress

Implementation Timeline: 1-2 Years

Responsibility: Communications Manager

May '18 Status Notes

- Adopted Action Plan
- Implementation in Progress

October '18 Target

- NA

October '18 Status Notes

- NA

May '19 Target

- NA

October '19 Target

- Review Plan for any changes or additions.

2B Action: Increase communication between the APA Texas Executive Committee and members. Members need more information about APA Texas programs and the value they provide to planners and their communities.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Executive Committee; Communications Tech

May '18 Status Notes

- Monthly newsletters are going out now.
- President's Updates are going out via Facebook.

October '18 Target

- Update to Chapter Membership will take place at Conference.

October '18 Status Notes

- Media embargo – press releases – coordinating with media.

May '19 Target

- Evaluate how Sections are communicating with Membership.
- Consider streamlining.
- Consider branding standardization.

October '19 Target

- Board consider any changes from May discussion.

2C Action: Develop a job description for a communications assistant. Once a job position is developed, recruit and hire a part-time communications person.

Status: Completed

Implementation Timeline: 1-2 Years

Responsibility: Communications Coordinator, Executive Committee, Treasurer

May '18 Status Notes

- Developed job description and hired part-time communications tech. Action Complete.

## 2D Action: Explore connections to get media attention for APA Texas awards and other initiatives.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Communications Tech, Awards Coordinator

May '18 Status Notes

- Awards will be announced prior to the conference this year to enhance media attention similar to Great Places in Texas.

October '18 Target

- Measure the success of media efforts from the Chapter Awards.

October '18 Status Notes

- Press releases issued for awards.
- Continue offering opportunities like filming with Chet for Great Places

May '19 Target

- Continue offering opportunities like filming with Chet for Great Places
- Begin promoting good planning practices and exercises for cities

October '19 Target

2F Action: Leverage all forms of media. Social media and traditional media should both be used. One focus could be Planners' Month.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Communications Tech

May '18 Status Notes

- Testing effectiveness of the Facebook Group.
- Testing other forms of media like Facebook Live.

October '18 Target

- Continue increasing outreach through social media.

October '18 Status Notes

- Issued press releases for Awards.

May '19 Target

- Ask sections about use of Chapter's social media.

October '19 Target

- Allocate budget towards other forms of media.
- Media concerning Planning Month for TML
  - Identify Sections
  - What is Planning

3A Action: Encourage reciprocal partnership relationships. But recognize that some non-reciprocal partnerships may still be worthwhile for APA Texas.

Status: In Progress

Implementation Timeline: 1 Ongoing

Responsibility: Executive Committee

May '18 Status Notes

- Active partnerships with TML, TPHA, and ULI (Midwest/North Central)

October '18 Target

- Look at the possibility of having a "partners" track at APATX19 and encourage partner organizations to present.

October '18 Status Notes

- No Action to Report.

May '19 Target

October '19 Target

### 3B Action: Offer sessions geared to partner speakers.

Status: Pending

Implementation Timeline: Ongoing

Responsibility: Executive Committee

#### May '18 Status Notes

- No Action to Report.

#### October '18 Target

- Look at the possibility of having a "partners" track at APATX19 and encourage partner organizations to present.

#### October '18 Status Notes

- See Item 1C for Status.

#### May '19 Target

- Evaluate the DFW Urban Planning and Architecture Calendar – Events and consider using as a model for the Chapter.

#### October '19 Target

### 3C Action: Emphasize APA as a 'big tent' organization.

Status: Pending

Implementation Timeline: Ongoing

Responsibility: All

May '18 Status Notes

- No Action to Report.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- See Item 1C for Status.

May '19 Target

October '19 Target

3E Action: Identify potential new partnerships. These opportunities may differ by region. Partnerships should go beyond the other professional associations to include organizations (like USGBC) that support certain aspects of planning.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: All

May '18 Status Notes

- Partnership events were discussed at the APATX BOD meeting.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- See Item 1C for Status.

May '19 Target

- Chapter should implement after 1C.

October '19 Target

## 5C Action: Increase exposure of the 'Great Texas Places' program.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President, Executive Committee

### May '18 Status Notes

- Chet Garner doing videos for Bryan and McKinney. Great Places photos used on the Chapter website and social media throughout the year. Applied for grant funding to produce NPC20 video with Chet for Houston Great Places.

### October '18 Target

- Develop handout for Great Places to be distributed at conference and other trade shows. Continue partnership with Chet Garner. Use Great Places for National Planning Month promotion.

### October '18 Status Notes

- Received grant funding from APA CPC to do a NPC20 promotional video with Chet Garner in Houston.
- Chet produced individual videos for McKinney and Bryan showcasing their Great Places.

### May '19 Target

- Evaluate the long-term partnerships strategy for Great Places.
- Update the Great Places handout.
- Considering the Great Places announcement in conjunction with the Chapter's Planners Day.

### October '19 Target

- Promote Great Places recipients year-round.

## 5E Action: Revamp the Planning Excellence and Planning Awards programs

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Chapter President; Chapter President-Elect; Awards Committee Chair

May '18 Status Notes

- Several modifications were made for 2018. Committee is meeting to revamp awards for 2019. Chapter is looking into plaques for Planning Excellence.

October '18 Target

- APATX BOD to approve new changes to Chapter Awards for 2019.

October '18 Status Notes

- APATX BOD approved new changes to Chapter Awards for 2019.

May '19 Target

- Implement recommendations from Chapter BOD.

October '19 Target

- Evaluate changes from the first year of implementation.

## 6G Action: Effectively use resources and services available from National, and disseminate these to APA Texas members.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Membership Chair, President, Communications Tech

May '18 Status Notes

- APATX sending monthly newsletters, which include resources and events from National.

October '18 Target

- With the creation of the Membership Committee Chair, this will be incorporated into Chapter resources.

October '18 Status Notes

- No Action to Report.

May '19 Target

- Communicate national resources and reminders to members.

October '19 Target

- Include actions in Board Agenda Reports.

## 6I Action: Survey all APA Texas members about what they need and want from the organization.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Communications Tech, President

May '18 Status Notes

- A membership survey was conducted in 2017 and a conference survey was completed in late 2017. A survey for the Leadership Forum was conducted in 2018.

October '18 Target

- Specific targeted surveys should be conducted as needed, including surveys for EPL, Diversity and Inclusion, and the Conference. A new general membership survey will be conducted in 2019 as part of the Action Plan Update.

October '18 Status Notes

- Chapter Survey issued for Diversity and Inclusion initiative.
- Chapter Survey issued to provide feedback for Chapter Conference.

May '19 Target

- More member surveys by Sections – ex (what type of media do cities use)

October '19 Target

- Share results as part of Communication Tech Report

## Membership Recruitment, Certification, and Education Activities

### Group Members

- Richard Luedke – PDO
- Ann Bagley – PODO
- Barbara Holly – CM Officer
- Ivonne Audirac – University Representative
- Kelsey Poole – Student Representative
- Fred Lopez – Membership Committee Chair / West Section Director
- Dave Gattis – Historian
- Rebecca Pacini – Southwest Section Director

### FY19 Goals

- Develop social networks and recognition opportunities with Section/University/Chapter activities (include student/YP/EPL organizations)
- Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
- Develop outreach to Planning Directors, City Managers, and City Secretaries regarding Planning Commissioner membership rate and benefits to address declining Planning Commissioner membership.
- Identify cities that provide training and pay for AICP/APA membership

### APATX 2017-2022 Action Plan Relevant Actions

- See Following Pages

1G Action: Recruit new members to the planning movement. A key approach is to increase partnerships with the universities and the student planning organizations.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: President/Membership Committee Chair/Diversity Chair

May '18 Status Notes

- Creating Board Position of Membership Committee Chair and Diversity Chair

October '18 Target

- Established Work Program for the Membership Committee
- Welcome letters for new APA and AICP members

October '18 Status Notes

- Finalizing letters to APA and AICP members

May '19 Target

- Letters will be sent beginning January 1 to new APA and AICP members by Membership Chair
- Conduct additional outreach to MPA students at other schools

October '19 Target

- Chapter goal is 100 new members by October 2019.
- Chapter goal is to increase membership for elected and appointed officials.

1L Action: Offer experiential learning opportunities. Develop these opportunities to train and inspire planners while assisting communities.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: Executive Committee/EPL

May '18 Status Notes

- No Action to Report.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- Hurricane Harvey recovery committee and grant to provide experimental learning opportunities

May '19 Target

- Develop list of cities that pay for AICP training/exam and offer training opportunities
- Identify additional learning opportunities through Universities
- Evaluate Northeast's program for skype/offsite training opportunities

October '19 Target

2E Action: Send welcome letters from the Chapter to new APA and AICP members.

Status: Pending

Implementation Timeline: 1-2 Years

Responsibility: Membership Committee Chair; Chapter President

May '18 Status Notes

- Drafting welcome letters.

October '18 Target

- Letters should be drafted and should start being send out to new members.

October '18 Status Notes

- Finalizing Letters

May '19 Target

- Letters should be sent out beginning January 1 to all new APA and AICP members

October '19 Target

2G Action: Conduct special outreach to 'Early Professionals'. These are former planning students who are now in the workforce. Since they are no longer students, their membership is no longer free. So attention is needed to keep them in the organization.

Status: Pending

Implementation Timeline: 1-2 Years

Responsibility: Membership Committee Chair, EPL Rep

May '18 Status Notes

- APATX created a new Membership Committee Chair to assist with this action.

October '18 Target

- A membership committee work program will be presented to the APATX BOD, which will include this action.

October '18 Status Notes

- No Status Update

May '19 Target

- Coordinate with UMANT on programs.
- Develop social networks through universities (Alumni events)

October '19 Target

## 2H Action: Promote APA membership to Planning Commissioners.

Status: Pending

Implementation Timeline: 1-2 Years

Responsibility: Membership Committee Chair, Planning Officials Development Officer

May '18 Status Notes

- APATX created a new Membership Committee Chair to assist with this action.

October '18 Target

- Identify leaders to run for positions in 2019; Identify leaders to take over appointed roles as needed; identify how the Membership Committee can assist in promoting leadership opportunities.

October '18 Status Notes

- A membership committee work program will be presented to the APATX BOD, which will include this action.

May '19 Target

- Work with APA to strengthen Planning Commissioner Training
- Target planning directors, city secretaries, city managers regarding the benefits of APA.

October '19 Target

2I Action: Create a structure to engage 'legacy' professionals. Find ways to involve FAICP members and retired planners.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: President; Historian

May '18 Status Notes

- No Action to Report.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- No Action to Report.

May '19 Target

October '19 Target

2J Action: Create a structure to engage 'legacy' professionals. Find ways to involve FAICP members and retired planners.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Planning Officials Development Officer

May '18 Status Notes

- Chapter hosting 3 Regional Workshops across Texas.

October '18 Target

- Chapter will have 8 Short Course Sessions at Conference.

October '18 Status Notes

- No Action to Report.

May '19 Target

October '19 Target

### 3D Action: Expand partnerships with universities and student planning organizations.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Executive Committee; Student and Faculty Representatives; EPL Rep

May '18 Status Notes

- APATX was available for accreditation meetings for all PAB schools and have met with UNT regarding their undergraduate program.

October '18 Target

- Student and Faculty Representatives should identify ways APATX can assist with programs and student recruitment.

October '18 Status Notes

- No Action to Report.

May '19 Target

- Develop student engagement activities at the APATX Conference
- Formalize outreach with urban planning programs

October '19 Target

6A Action: Evaluate current Chapter programming and expand or revamp it to provide value to members. Many respondents to this year's membership survey commented that they believe the Conference is all the Chapter does. The Board should review all the existing programs and decide if there are ways to provide more value to Texas members.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: All; Professional Development Officer

May '18 Status Notes

- Chapter is assisting with the Big 6 Conference and ramped up the Regional Workshops this year.
- Chapter also established a diversity and inclusion committee, which may factor into future programs.

October '18 Target

- Chapter should identify additional statewide programs for members.

October '18 Status Notes

- Chapter conducted Short Course/Elected and Appointed Officials Training around the state this year.

May '19 Target

- Identify existing conferences and programs the Chapter can partner with.

October '19 Target

6D Action: Take advantage of distance technology. This includes offering more webinars & simulcasts, using Skype for meetings and archiving presentations for future use and distribution.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: Professional Development Officer, Communications Tech

May '18 Status Notes

- No Action to Report.

October '18 Target

- Select a program for the Chapter to participate in the Ohio Chapter Webinars.

October '18 Status Notes

- No Action to Report.

May '19 Target

- Chapter should evaluate the use of technology for Sections to host trainings.

October '19 Target

## 6E Action: Create a new Short Course.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: Planning Official Development Officer

May '18 Status Notes

- No Action to Report.

October '18 Target

- Evaluate the 2018 Short Course and provide recommendations for 2019 changes.

October '18 Status Notes

- No Action to Report.

May '19 Target

October '19 Target

## 6H Action: Encourage National to simplify the process for registering Commissioner Members.

Status: Pending

Implementation Timeline: 1-2 Years

Responsibility: Membership Chair, President

May '18 Status Notes

- APATX created a new Membership Committee Chair to assist with this action.

October '18 Target

- A membership committee work program will be presented to the APATX BOD, which will include this action.

October '18 Status Notes

- Wendy Shabay submitted a request to National on behalf of the Chapter.

May '19 Target

- Chapter President will follow up with National.
- Chapter should develop a promotional pamphlet to provide at TML and to cities.

October '19 Target

- Increase in Commissioner memberships for the Chapter.

## 6J Action: Make the national Houston 2020 conference the most awesome conference ever!

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: Local Host Committee

May '18 Status Notes

- Local host subcommittee Chair to provide an update from the San Francisco meeting.

October '18 Target

- Local Host Subcommittee Chair to introduce needs from National to full board.

October '18 Status Notes

- Local Host Subcommittee Chair appointed sub-chairs to attend meeting in Houston in November.

May '19 Target

- Begin identifying local workshops.

October '19 Target

6K Action: Do more to recognize FAICP, particularly new Fellows. This could include presentations at their Council meetings and activities at the Conference.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Communications Tech, President, Historian

May '18 Status Notes

- Added FAICP member profiles in monthly newsletters

October '18 Target

- Will recognize new Fellows in Annual Report.

October '18 Status Notes

- New Fellows were recognized in Annual Report and on website.

May '19 Target

October '19 Target

## 6L Action: Assist AICP Candidates and Early Planners in achieving AICP certification.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: Planning Development Officer

May '18 Status Notes

- State pass rate - 56% compared to 63% at National. AICP Workshop at Conference.

October '18 Target

- Work with Membership Committee Chair to increase exposure to AICP Candidates to encourage taking the exam.

October '18 Status Notes

- Promoted AICP Candidates and AICP members at conference
- Promoted AICP Candidates and AICP members in Annual Report

May '19 Target

- Work with universities to develop an elective for AICP training

October '19 Target

6M Action: Continue (and revamp as necessary) the regional workshops offered by APA Texas.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: Planning Official Development Officer

May '18 Status Notes

- APATX Partnering with West, Northwest, and East Sections on Regional Workshops. Midwest and Southmost independently hosting Regional Workshops.

October '18 Target

- Identify additional speakers for Regional Workshops
- Identify Regional Workshop sites for FY19.

October '18 Status Notes

- No Action to Report

May '19 Target

- Explore online (live) interactive course for cities who cannot send Commissioners to training.

October '19 Target

## Policy and Advocacy Activities

### Group Members

- Chance Sparks, President-Elect
- Kim Mickelson, Past President
- Christopher Looney, TML Representative
- Craig Farmer, Advocacy Network Liaison
- Kelly Porter, Government Relations

## FY19 Goals

- Planner's Day/Great Places at Capitol
- Spin off Planning Matters
- Implement Legislative Program
  - Information to members
  - Information on website

## APATX 2017-2022 Action Plan Relevant Actions

- See Following Pages

## 4A Action: Continue the development of a planning education and advocacy network.

Status: In Progress

Implementation Timeline: Ongoing

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss advocacy and legislative priorities.

October '18 Target

- Adopt Legislative Program
- Report action to APATX BOD.

October '18 Status Notes

May '19 Target

October '19 Target

4B Action: Develop a Legislative Program. APA Texas members would like to increase communication with Texas legislators on planning issues. A Legislative Program would help the Chapter set priorities and communicate effectively.

Status: In Progress

Implementation Timeline: 3-5 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss the legislative program, including a Planners Day at the Capital.

October '18 Target

- Report to be provided at APA BOD meeting.
- A date and location for Planners Day at the Capitol event should be secured.
- Adopt Legislative Program

October '18 Status Notes

- Legislative Program Adopted.
- Travel funds for Chapter Advocacy Liaison approved by Board for travel during the Session

May '19 Target

- Defeat of bills during the 86<sup>th</sup> legislature that would be harmful to cities
- Better communication to members regarding bills and ways to provide testimony
- Planners Day at the Capitol Event

October '19 Target

## 4C Action: Make the 'Texas Planning Roundtable' operational.

Status: Pending

Implementation Timeline: 3-5 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- No Action Reported.

October '18 Target

- APATX BOD should discuss how to make progress towards this action.

October '18 Status Notes

- No Action Reported

May '19 Target

October '19 Target

4D Action: Build a Texas planning information base. It should make available information about how planning is used in Texas communities, what results are achieved, what the best practices in Texas planning are and which communities are taking innovative approaches to particular issues.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss building a Texas planning information base.

October '18 Target

- Report action to APATX BOD.

October '18 Status Notes

May '19 Target

October '19 Target

4E Action: Put in place a mechanism to get information about planning and planning issues to cities' legislative staffs.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss information sharing.

October '18 Target

- Report action to APATX BOD
- Adopt Legislative Program

October '18 Status Notes

May '19 Target

October '19 Target

## 4F Action: Develop guidelines and policies for advocacy.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss priorities.

October '18 Target

- Report to be provided at APA BOD meeting.

October '18 Status Notes

May '19 Target

October '19 Target

## 4G Action: Continue making advocacy training available to individual APA Texas members.

Status: In Progress

Implementation Timeline: 1-2 Years

Responsibility: President; President-Elect, Past President; Advocacy Network Liaison; TML Rep

May '18 Status Notes

- Plan to have an advocacy training session at Chapter Conference.

October '18 Target

- Advocacy session at Conference
- Encourage individuals to attend APA Advocacy Conference.

October '18 Status Notes

May '19 Target

October '19 Target



American Planning Association  
**Texas Chapter**  
*Making Great Communities Happen*

## APA Texas Chapter Executive Committee Winter Meeting

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

### Agenda Item No. C

**Agenda Topic:** Secretary's Report

**Action Item:**  Yes  No

**Submitted by:** Christina Sebastian

A. Background Information:

- Board of Director meeting minutes must be approved by the full board. Today's minutes are submitted for review only.

B. Details:

- Draft minutes from the Fall Board of Directors Meeting held on October 17, 2018 are attached for review.

C. Action Needed Today:

None

D. Attachments:

Draft minutes from the Fall Board of Directors Meeting held on October 17, 2018



## Board Meeting

October 17, 2018

Galveston Island Convention Center  
5600 Seawall Blvd.  
Galveston, Texas

# MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	X
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Martin Zimmerman (for Shannon Mattingly)	X	Northwest	AJ Fawver	X
East	Kyle Kingma	CC	Southwest	Rebecca Pacini	X
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	X
North Central	Brooks Wilson (for Steven Duong)	X			
Standing Committee Chairs					
PDO*	Richard Luedke	X	Government Relations	Kelly Porter	CC
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	X
EPL	Monica Rainey	X	University Rep	Ivonne Audirac/Dr. Shen	
Planning Awards	Claire Hempel		Student Rep	Kelsey Poole	X
Other Members					
Communications Manager	Heather Nick	X	CMO	Barbara Holly	
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay	X	Communications Tech	Kyle Kingma	CC
Other Attendees					
Sylvia Vargas, AICP Commissioner Region 3		X			
Breanne Rothstein, CPC Executive Committee Secretary/Treasurer		X			
Laura Keyes		X			
Michelle Queen		CC			

X present in person

CC present via conference call

\* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

## Welcome: Doug McDonald, AICP

Doug McDonald called the meeting to order at 8:37 am.

## Visitor: University of North Texas Department Chair Brian Collins – New Urban Policy and Planning Degree

Brian Collins gave a summary of UNT's new Urban Policy and Planning Degree, introducing staff members Laura Keyes and Jennifer Cowley.

## WORK SESSION: APATX 2017-2022 Action Plan Committees

Attendees broke into committees, which will report out later in full meeting.

- Leadership and Conference Committee
- Recognition, Partnership, and Communications Committee
- Membership Recruitment, Certification, and Education Committee
- Advocacy and Policy Committee

The meeting adjourned for a break.

## Call to Order and Roll Call: Doug McDonald, AICP

Doug McDonald called the full meeting to order at 10:12 am.

### A. President's Report: Doug McDonald, AICP

Doug gave a brief report regarding:

- Chapter annual report, National fall leadership meeting, Diversity and Inclusion Committee, APA Learn, Planners Day on Capitol Hill
- Texas received assistance from APA Foundation for Harvey relief and Doug encouraged members to pay it forward
- The AICP Commission is evaluating CM credits, and required equity credits are on the radar
- National requested Texas to host the first National State Legislative Summit in Austin in December 10 & 11, about 20 Chapters will be attending. The Texas Historical Commission helped find space to host the conference.
- Future Cities will be kicking off soon, theme is Disaster Recovery and Resiliency
- Great Places in Texas is open now; the Chapter Presidents Council approved a grant we applied for a video for the National Conference 2020 in Houston
- Thank you to our sponsors, including annual sponsors for 2017: Walter P Moore, Freese and Nichols, Stantec, City of Garland, City of Dallas, City of Plano, and City of Frisco

### B. National Leadership Updates: Wendy Shabay, AICP, Silvia Vargas, AICP

Wendy Shabay reported that APA Learn is about to kick off; APA Executive Administrator Jim Drinan is retiring and they are looking for replacement; they are reviewing National awards right; Texas had two Great Places, in Georgetown and Fort Worth.

Sylvia Vargas reported that the AICP Candidate pilot program is a big success; nearly 800 students; the pass rate was very similar to seasoned professionals rate; an AICP exam refresh underway; an update to AICP code of ethics is starting up and will take a couple years; resources for embattled planners online and more to come.

### C. APATX 2017-2022 Action Plan Progress Updates

#### 1. Leadership and Conference Committee

Angela Martinez reported on goals for 2019:

- Fill position of Conference Coordinator
- Include EPL chair on nominating committee
- Tie better communication to Section Guide update
- Keep training for new leadership every other year (ie. director-elect, treasurer)
- Make sure to maximize state representation in National Conference 2020 planning committee

#### 2. Recognition, Partnership, and Communication Committee

Heather Nick reported on goals:

- Focus on Partnerships - identify a partnership Board position
- Create partner organization track at APATX19
- Implement & review communications plan
- Consolidate goals in Action Plan that are redundant

#### 3. Membership Recruitment, Certification, and Education Committee

Fred Lopez reported on goals:

- Develop social networks and recognition opportunities with Section/University/Chapter activities. Include student/Young Planners organizations

- Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
- Develop outreach to planning directors, city managers, and city secretaries to promote planning commission membership and benefits
- Identify cities that provide training and pay for AICP/APA membership
  - Richard Luedke comments that we should encourage National to make it easier to sign-up planning officials; Craig Farmer suggested sending a reminder to directors in April in advance of budgets; Richard suggested outreach to the Texas Municipal Clerks Association

#### 4. Advocacy and Policy Committee

Chance Sparks reported:

- Planner's Day at Capitol/Great Places Announcement
- Complete spin off Planning Matters as secondary organization
- Legislative Program
  - Push out info to Members and on to website

#### D. Secretary's Report: Christina Sebastian, AICP

1. Action Item: Approve Minutes for Board of Directors Spring Meeting, June 1, 2018 (ATTACHMENT D-1)
2. Action Item: Approve Minutes for Executive Committee Summer Meeting, August 17, 2018 (ATTACHMENT D-2)
3. Action Item: Approve Minutes for Special Executive Committee Spring Meeting, Conference Call, September 6, 2018 (ATTACHMENT D-3)

**A motion was made by Chance Sparks to approve all three minutes. The motion was seconded by Richard Luedke and passed unanimously.**

#### E. Treasurer's Report: Angela Martinez

1. Financial Status Report for Chapter and Section Accounts

Angela reminded everyone to notify Mike and her when making a purchase over \$150. She also reported that the second FY18 disbursements will be made today.

2. FY2019 Adopted Budget (ATTACHMENT E-1)

Angela reported on the FY2019 budget: \$5,000 savings set aside for the 2020 National Planning Conference reserve account. They also added funds for EPL activities, Planners Day at Capitol, miscellaneous travel (to be approved by EC), and marketing travel, AICP training.

#### F. TML Representative's Report: Christopher Looney, AICP

Christopher Looney reported that the Texas Municipal League is in the process of revising structure, Municipal Policy Summit was held in August where cities and affiliates discuss positions on policies. The TML Resolutions Committee met at the TML conference last week. Cities and Affiliates can submit legislative programs to the Resolutions Committee. Our participation at the TML Conference (a session and expo) went well.

Dave Gattis commented that we used to sponsor a one-day workshop day before conference - somewhat like the Short Course, which might help reach out to smaller cities. Christopher Looney commented that could also be held another time within the TML conference.

#### G. Section Director's Report: Gary Mitchell, AICP

Gary Mitchell discussed highlights from the Section Directors' Reports: many good partnerships, educational activities, regional workshops, as well as activities in large, spread-out Sections.

#### H. Board of Directors Committee Chair Reports

Doug McDonald discussed how reports from nine different committees are available in the packet, which are:...

PDO report; Membership committee; Diversity and Inclusion survey

#### I. APATX Business and Action Items

1. Modification of Texas Planning Awards Program Categories (ATTACHMENT I-1)

Doug McDonald discussed how the Chapter is working on aligning our awards with National to allow people to submit the same application to National as well as aligning timing so announcements are out in time to apply for National. Sections could also adjust to do the same thing. Wendy Shabay recommended that awards committee provide recommendations for projects that really excel. She also noted that National is very interested in seeing implementation status, so applicants could hold off on submittal to National for a year or two to allow more implementation info to be provided. Review committee could provide mentorship or comments to awardees on National-worthiness.

**Kim Michelson made motion to approve modification of the Texas Planning Awards Program Categories as presented in the packet. The motion was seconded by Fred Lopez and passed unanimously.**

**2. Authorization of Amendment to APA Texas Bylaws as required by Article XIV, Section 14.2 (ATTACHMENT I-2)**

Chance Sparks discussed the proposed amendments to the Chapter bylaws. Changes include general clean up, matching the language to National, Section funding, continuation of officer terms in regards to term-limits and no one runs against them as well as what happens if leadership moves out of Chapter, language about TML Representative responsibilities, and PSO and faculty representative selection, among others.

Gary Mitchell commented that section 6.5 says the Board of Directors must approve changes to Section bylaws - he proposes changing that to Executive Committee, since they meet more often.

**Gary Mitchell motioned to approve the amendment of the Chapter bylaws with the additional change in section 6.5 from Board of Directors to Executive Committee to approve Section bylaws. The motion was seconded Dave by Dave Gattis.**

Tamara Cook questioned section 4.6, proposing to remove the word "libraries" so it refers to just general universities.

**Gary Mitchell amended his motion to add the change of removing the word "libraries" from section 4.6. The amendment was seconded by Dave Gattis. The motion with amendments passed unanimously.**

Note: the new bylaws must be sent out to Chapter membership for final approval. And to National?

**3. Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws (ATTACHMENT I-3)**

Gary Mitchell discussed the effort to create uniform Section bylaws to align with National, Chapter, etc. We need it in place for the next round of elections. There may be some additional changes needed, ie. Nomination committee process may be overkill at Section level. Director-elect, past format sets up term limits that might be challenging for some Sections. Discussion ensued regarding topics such as having additional officers written into bylaws as the draft bylaws have elected officers meant to match the Chapter officer structure - Doug commented the rest can be managed by the Section as they see fit. Need to keep a repository of bylaws and other documents with Chapter, and have documents uploaded to website. Kim mentioned importance of minutes and record-keeping for 501(c)3 purposes.

Tamara Cook asked what waiting for the Executive Committee means for timeframe for approval by membership. It would push back the timeframe.

**A motion was made by Gary Mitchell to approve the Section bylaws model as in the packet today, subject to another round of comments and to come back to the Executive Committee in a future meeting. The motion was seconded by Kelly Porter.**

Discussion was held regarding appointed positions to provide uniform bylaws and provide flexibility. Sections can still make changes to bylaws but we want the same base. Maybe there should be parts of the bylaws that can't change. But all changes will come to the Executive Committee to discuss changes. Fred Lopez pointed out that uniform bylaws helps set up mentorship for Sections.

**The motion passed unanimously.**

**4. Evaluation of AICP Code of Ethics Discrimination Policy (ATTACHMENT I-4)**

Heather gave a summary of actions so far. She noted the request today is for action to authorize continued investigation and draft a letter for consideration by the Executive Committee.

Sylvia Vargas noted that the AICP Commission is updating the Ethics Code. Bonnie Johnson, who drafted the original Kansas letter, is part of the effort.

Doug McDonald asked if it would be helpful for us to submit letter to continue on path. Sylvia responded yes, any input is welcome, in regards to this or other topics. Probably good to coordinate with efforts - Jim Peters, Denise McCormick.

**A motion was made by Dave Gattis to continue evaluation of the AICP Code of Ethics Discrimination Policy and to submit a letter for consideration by the Executive Committee. This motion was seconded by Richard Luedke and passed unanimously.**

**5. Consideration of Supplemental Compensation for Executive Administrator (ATTACHMENT I-5)**

Mike McAnelly left the meeting.

Doug Commented how Mike McAnelly has been doing a great job as Executive Administrator, a position many other chapters don't have. With a very successful 2017 conference, we have room in our budget for supplemental compensation. Mike both

organizes and runs the conference and plans regional workshops. Funds for supplemental compensation can be used to purchase items rather than provide cash.

**A motion was made by Rebecca Pacini and seconded by Gary Mitchell to approve a budget amendment for FY2018 to increase sponsorship revenue by \$3,500, increase contracted services expenses by \$3,500, and approve supplemental compensation of \$3,500 for Executive Administrator. The motion passed unanimously.**

## J. Other Committee Updates

### 1. APATX18 Texas Chapter Conference Committee

Mike McAnelly returned to the meeting.

Angela Martinez and Mike McAnelly reported that registration was at 550 when online registration closed, with another 80 registered since. The opening reception was moved inside the San Luis hotel and the bike tour was cancelled due to weather. The Thursday event is different than previous years, with events planned throughout the Post Office District.

### 2. NPC20 National Planning Conference Committee

Kim Mickelson reported on the local host subcommittee. Shad Comeaux and Gary Mitchell are both on the committee. Asakura Robinson will be working on the Planner's Guide to Houston, and the Houston planning department will be helping with mobile workshops. They will need many volunteers - 200+. Trying to help find funding for other people on planning committee to go to NPC19. She asked people to start thinking about local tracks which will be due next August.

### 3. Hurricane Harvey Task Force

Kim Mickelson reported that the task force has about 35 people and received some of the first grants from APA Foundation.

### 4. APATX Officer Nomination Committee

Doug McDonald commented that the officer nomination committee will be spearheaded by Chance Sparks. They will be including people from EPL on the committee. The Sections will also have elections in this timeframe. Nominations needed around April, with voting in summertime.

## K. APATX Discussion Items

### 1. Section Boundary Adjustment Study (ATTACHMENT K-1)

Doug McDonald discussed how direction from the Central and Houston Sections is to not move forward with a boundary adjustment. A comment was made that in-between counties need attention from Chapter. Southwest would like Karnes. We should continue to increase communication between Sections and Chapter and provide opportunities to attend events wherever.

**A motion was made by Martin Zimmerman and second by AJ Fawver to put Karnes County in Southwest and Zapata County in Southmost. The motion passed unanimously.**

## L. New/Other Business

### 1. 2021 Conference Location RFP

Chance Sparks will be working on the 2021 conference location RFP. We could work on 2022 also but that comes with budget constraints since we often have to make payments upfront.

#### M. Future Meetings

- APA Texas Executive Committee Meeting – January 25, 2019
- APA Texas Board of Directors and Executive Committee – April TBD in El Paso
- APA Texas Executive Committee – July TBD in Central Texas
- APA Board of Directors and Executive Committee – October 16, 2019 in Waco
- APA Texas Chapter Conferences:
  - APA Texas Chapter – Waco – October 16-18, 2019
  - APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
  - 2019 San Francisco, Apr 13-16, 2019
  - 2020 HOUSTON, Apr 25-28, 2020

#### N. Adjourn

Doug McDonald adjourned the meeting at 12:24 pm.



American Planning Association  
**Texas Chapter**  
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**APA Texas Chapter Executive Committee Winter Meeting**  
**Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.**  
**Freese & Nichols –Tower at Cityplace**  
**2711 N Haskell Ave Suite 3300, Dallas, TX 75204**  
**Dallas Mavericks Conference Room – 33rd Floor**  
**Toll-free Dial-in Number (866) 499-7054**  
**Conference Code: 3750530425**

**GoToMeeting: <https://global.gotomeeting.com/join/450116701>**

**Agenda Item No.: D**  
**RETURN COMPLETED FORM TO [administrator@apatexas.org](mailto:administrator@apatexas.org)**

**Agenda Topic: Treasurer’s Report** (a summary of account balances & section disbursements) **Action Item: Yes  No**

**Submitted by: Angela M Martinez**

**A. Background Information:**

- **NOTE:** When writing checks and/or making withdrawals either from the ATM or from the bank, please list what the reimbursement is for in the memo section of the check and/or contact Mike and/or me to let us know what it is for.
- Please contact Mike and/or me when making large purchases on the VISA Debit Card. Chase Bank notifies Mike and me every time a transaction over \$150 is made and it is important that we know it is not fraud and not block your debit card.
- ***A HUGE thank you to all the Sections. You all have been on top of things and I appreciate it greatly!***

**B. Details: (include additional pages if needed)**

- As of 01/24/2019 the balance of the Texas APA business account (7875) is \$146,266.30 and savings account (5845) is \$6,096.19. This has been a steady year for the chapter and revenues and expenditures have generally been on target with the budget.
- As of 05/29/2018 the balance of each section account is:
 

	IN ACCOUNT	FY 2019 1 <sup>st</sup> DISBURSEMENT (04/01/2019)
➤ Central - 7019	\$ 5,468.86	\$ 1,500.00
➤ East - 7001	\$ 2,918.29	No request made for FY 2019
➤ Houston - 6995	\$ 7,049.53	\$ 750.00
➤ Midwest - 7217	\$ 30,752.91	\$ 1,250.00
➤ North Central - 7209	\$ 7,367.36	No request made for FY 2019
➤ Northwest - 7050	\$ 2,198.29	\$ 2,250.00
➤ Southmost - 7035	\$ 4,617.45	\$ 2,250.00
➤ Southwest - 7043	\$ 5,298.60	\$ 1,750.00
➤ West - 7027	\$ 7,193.70	\$ 2,000.00
➤ Plan4Health - 3226	\$ 5,659.00	
➤ State Chapter Reserve - 2876	\$ 10,000.05	
- The 1<sup>st</sup> FY2019 Chapter Disbursement will be made on or around April 01,2019
- The 2<sup>nd</sup> FY2019 Chapter Disbursement will be made on or around October 01, 2019

**C. Action Needed Today:**

- None

**D. Attachments:**

- None



## APA Texas Chapter Executive Committee Winter Meeting

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Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33rd Floor

### Item E – TML Representative’s Report

**Submitted by:** Christopher Looney, AICP

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#### **TML Board Meeting**

TML’s most recent board meeting was held on December 7, 2018 at TML’s offices in Austin. The agenda is attached, but the agenda item most relevant to APA was the adoption of TML’s 2019-2020 Legislative Program. The program, also attached, was developed over the prior 6-plus month period through input from member cities and affiliates, and consideration through the League’s revised organizational structure reported on in our last meeting. This cycle, the League began consolidating related positions to minimize complexity and redundancy, streamlining the program. The League’s guiding principles for the 2019 session are:

- Vigorously oppose legislation that would erode the authority of Texas city officials to govern municipal affairs.
- Cities represent the level of government closest to the people. They bear primary responsibility for the provision of capital infrastructure and for ensuring our citizens’ health and safety. Thus, cities must be assured of a predictable and sufficient level of revenue and must resist efforts to diminish that revenue.
- Oppose the imposition of any state mandates that do not provide for a commensurate level of compensation, and resist any attempts to require cities to raise money for the state.

#### **Anticipated Bills**

TML staff noted that it may be a more moderate session than originally predicted. Results of the elections appears to have lowered rhetoric on anti-city bills. However, there are still some issues to deal with. There is an attempt to prevent cities from using taxpayer dollars to fund lobbyists. If approved, cities could no longer pay dues to TML. The legislators who support this effort state the taxpayers may disagree with the lobbyists’ positions, and therefore shouldn’t pay for it. But, this could be a response by legislators for TML’s efforts to protect its member cities.

#### **Resources**

TML has produced videos for use by members and affiliates. The videos are intended to educate the public on revenue caps. They point to how a city’s portion of local property taxes is less than the portion for schools, and sometimes even counties, however some legislators are blaming cities for high property taxes. The new tagline is “Our Home, Our Decisions”, which replaces “local control”. League Members and Affiliates are encouraged to use this new slogan because “local control”, while popular, may have negative connotations due to the term “control”.

#### **Actions Needed:**

None

#### **Attachments:**

- TML December Board Meeting agenda
- TML Legislative Program for the 2019 Session

**Agenda**  
**Texas Municipal League**  
**Board of Directors Meeting**  
**December 7, 2018**  
**Austin, Texas**

<u>Tab</u>	<u>Topic</u>	<u>Staff Presenter</u>
	Call to Order	
	Invocation	
	Pledge	
I.	Conduct Self-Introductions, Consider Excused Absences, and President's Remarks	
II.	Consider Minutes of the October 9 and 12, 2018, TML Board Meetings	
III.	Presidential Appointments	
IV.	Consider the League's 2019-2020 Legislative Program	
V.	TML Intergovernmental Risk Pool Report	
VI.	TML MultiState Intergovernmental Employee Benefits Pool Report	
VII.	Legal Update	Scott Houston
VIII.	Business Development Report	Gray Bulman
IX.	Communications Report	Chris Corrigan
X.	Membership Report	Rachael Pitts
XI.	Confirm Dates and Locations of Upcoming TML Board Meetings	
	Other Business	
	Adjourn	

## **The Texas Municipal League Legislative Program for 2019 – 2020**

### **Introduction**

City officials across the state are well aware of the fact that many significant decisions affecting Texas cities are made by the Texas Legislature, not by municipal officials.

During the 2017 session, more than 6,500 bills or significant resolutions were introduced; more than 2,000 of them would have affected Texas cities in some substantial way. In the end, over 1,200 bills or resolutions passed and were signed into law; almost 300 of them impacted cities in some way.

The number of city related bills as a percentage of total bills filed rises every year. Twenty years ago, around 17 percent of bills filed affected cities in some way. By 2017, that percentage had almost doubled to 30 percent. In other words, almost a third of the legislature's work is directed at cities, and much of that work aims to limit municipal authority.

There is no reason to believe that the workload of the 2019 session will be any lighter; it may be greater. And for better or worse, city officials will have to live with all the laws that may be approved by the legislature. Thus, the League must make every effort to assure that detrimental bills are defeated and beneficial bills are passed.

The TML approach to the 2019 session is guided by principles that spring from a deeply rooted TML legislative philosophy:

- The League will vigorously oppose any legislation that would erode the authority of Texas cities to govern their own local affairs.
- Cities represent the level of government closest to the people. They bear primary responsibility for provision of capital infrastructure and for ensuring our citizens' health and safety. Thus, cities must be assured of a predictable and sufficient level of revenue and must resist efforts to diminish their revenue.
- The League will oppose the imposition of any state mandates that do not provide for a commensurate level of compensation.

In setting the TML program for 2019-2020, the Board recognized that there is a practical limit to what the League can accomplish during the legislative session. Because the League (like all associations) has finite resources and because vast amounts of those resources are necessarily expended in defeating bad legislation, the Board recognized that the League must very carefully select the bills for which it will attempt to find sponsors and seek passage.

The Board considered approximately 50 initiatives that had been recommended by the membership-at-large. Each initiative was subjected to several tests:

- Does the initiative have wide applicability to a broad range of cities of various sizes (both large and small) and in various parts of the state?
- Does the initiative address a central municipal value, or is it only indirectly related to municipal government?
- Is this initiative, when compared to others, important enough to be part of TML’s list of priorities?
- Will the initiative be vigorously opposed by strong interest groups and, if so, will member cities commit to contributing the time and effort necessary to overcome that opposition?
- Is this initiative one that city officials, more than any other group, should and do care about?

The Board placed each legislative issue into one of four categories of effort. Those five categories are:

- **Seek Introduction and Passage** – the League will attempt to find a sponsor, will provide testimony, and will otherwise actively pursue passage. Bills in this category are known as “TML bills.”
- **Support** – the League will attempt to obtain passage of the initiative if it is introduced by some other entity.
- **Oppose** – the League will actively and vigorously attempt to defeat the initiative because it is detrimental to member cities.
- **No Position** – the League will take no action.

### **Our Highest Priority: Oppose Bad Bills**

The Board determined that TML’s highest priority goal for 2019-2020 will be the defeat of legislation deemed detrimental to cities. As a practical matter, adoption of this position means that the beneficial bills will be sacrificed, as necessary, in order to kill detrimental bills.

### **The TML Priority Package**

The Board determined that the TML Priority Package will include the following items in priority order:

1. Defeat any legislation that would erode municipal authority in any way, impose an unfunded mandate, or otherwise be detrimental to cities, especially legislation that would:
  - a. erode municipal authority in any way, impose an unfunded mandate, or otherwise be detrimental to cities.
  - b. provide for state preemption of municipal authority in general.
  - c. impose a revenue and/or tax cap of any type, including a reduced rollback rate, mandatory tax rate ratification elections, lowered rollback petition requirements, limitations on overall city expenditures, exclusion of the new property adjustment in effective rate and rollback rate calculations, or legislation that lowers the rollback rate and gives a city council the option to re-raise the rollback rate.
  - d. erode the ability of a city to issue debt.
  - e. erode municipal authority related to development matters, including with respect to the following issues: (1) annexation, (2) eminent domain, (3) zoning, (4) regulatory takings, (5) building codes, (6) tree preservation, and (7) short-term rentals.
  - f. erode the authority of a city to be adequately compensated for the use of its rights-of-way and/or erode municipal authority over the management and control of rights-of-way, including by state or federal rules or federal legislation.
  - g. require the reporting of lobbying activities beyond the requirements in current law; limit or prohibit the authority of city officials to use municipal funds to communicate with legislators; or limit or prohibit the authority of the Texas Municipal League to use any revenue, however derived, to communicate with legislators.
2. Passage of any legislation that would:
  - a. eliminate reauthorization provisions for the collection and use of street maintenance sales and use tax and authorize cities to reimburse themselves from sales and use tax collections for actual election costs required for tax implementation.
  - b. allow cities the option of using either an official newspaper or a website for the publication of legal notices.

### **Support**

The Board voted to support legislation that would:

1. simplify the effective tax rate calculation for notice purposes only, provided the legislation would have no effect on either the underlying effective tax rate and rollback tax rate calculations themselves, or upon the hold harmless exemptions to those rates.
2. extend the sunset date for Chapter 312 tax abatement authority only if the business lobby groups whose members benefit from tax abatement agreements refrain from any support for harmful revenue and expenditure caps.
3. make beneficial amendments to the equity appraisal statute; close the “dark store” theory of appraisal loophole; and require mandatory disclosure of real estate sales prices.
4. authorize a council-option property tax exemption of a portion of the appraised value of property damaged by a disaster.
5. authorize a council-option city homestead exemption expressed as a percentage or flat-dollar amount.
6. support legislation that would convert the sales tax reallocation process from a ministerial process into a more formalized administrative process.
7. expand municipal annexation authority.
8. authorize a city council to opt-in to requiring residential fire sprinklers in newly constructed single-family dwellings.
9. expressly authorize any city to regulate and enforce building codes, including related permitting, plan reviews, inspections, and the collection of fees for these and other necessary services, within its extraterritorial jurisdiction.
10. expand the applicability of Texas Local Government Code Chapter 43, Municipal Annexation, Subchapter F Limited Purpose Annexation, to all cities.
11. simplify processes, reduce unnecessary bureaucracy, and increase potential efficiency of the subdivision platting process.
12. allow for greater flexibility by cities to fund local transportation projects; amend or otherwise modify state law to help cities fund transportation projects; or provide cities with additional funding options and resources to address transportation needs that the state and federal governments are unable or unwilling to address.
13. provide additional funding to the Texas Department of Transportation for transportation projects that would benefit cities and provide local, state, and federal transportation funding for rail as one component of transportation infrastructure.

14. expand the use of public, educational, and government (PEG) fees to include operational and related costs associated with PEG channels, including federal legislation, and that would allow a city to choose to not receive the PEG fees.
15. in relation to municipal courts, allow a more equitable way of distributing court fines that would result a higher percentage of fines being kept local, where the laws are enforced, the court is held, and the fines collected.
16. provide additional appropriations for the Texas Veterans Commission and the Texas Workforce Commission skills for veterans initiative that dedicates state funding to address the training needs of veterans returning home and entering the Texas workforce.
17. in relation to federal transit funding: (1) clarify federal congressional intent of federal transit law to protect cities across the United States from being penalized due a to a population drop suffered as a direct result of a natural disaster, retroactive to 2000; (2) explicitly state that only presidentially declared major disasters are covered, in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 100-707); and (3) protect federal transit funding streams for urbanized areas until the execution of the next decennial census.
18. increase funding for the Texas Intrastate Fire Mutual Aid System to \$3 million annually.
19. allow a city to lower the prima facie speed limit from 30 to 25 miles per hour without the need for a traffic study.
20. restore funding to the TCEQ in the FY 2020-2021 General Appropriations Act for air quality programs in all near non-attainment communities.
21. establish that expenditures of Community Development Block Grant funds by cities are a governmental function.
22. extend the authority granted under Section 214.33 of the Local Government Code to all cities seeking to adopt an ordinance requiring owners of vacant buildings to register their buildings by filing a registration form with the designated municipal official.
23. require city consent before TCEQ is authorized to issue a standard permit for a rock crushing operation, cement crushing operation, or any similar activity that may be authorized under a standard air permit from TCEQ within the corporate limits or ETJ of a city. (Alternatively, or in addition, such legislation may: (a) authorize a city to restrict, prevent, or regulate the locating of such activities in the city's corporate limits or ETJ in other manners, such as imposing minimum distance from such operations and schools, hospitals, churches, and residences; (b) require TCEQ to provide notice of applications for standard permits to cities for activities proposed in

- the city's corporate limits or ETJ and require TCEQ to address any and all comments received from the City as required by Sec. 382.112 of the Texas Health & Safety Code; or (c) prohibit TCEQ from issuing a standard permit for activities proposed in the city's corporate limits or ETJ unless the city verifies that the proposed activity is authorized under the city's zoning ordinance or comprehensive plan to locate at the proposed location.
24. grant cities the right to obtain information and the right to receive notice of incidents affecting public health from state agencies, especially when that information is vital to both the protection of the general public and first responders.
  25. provide consistency and uniformity in the compliance deadlines and fees for compliance dismissals of Class "C" misdemeanors.
  26. provide courts with access to TexasSure database to verify financial responsibility.
  27. provide additional funding through the Municipal Court Building and Security Fund and the Municipal Court Technology Fund.
  28. with regard to municipal ballot propositions, level the playing field for all participants.

### **Oppose**

The Board voted to oppose legislation that would:

1. negatively expand appraisal caps but take no position on legislation that would authorize a council-option reduction in the current ten-percent cap on annual appraisal growth.
2. impose new property tax or sales tax exemptions that substantially erode the tax base.
3. limit or eliminate the current flexibility of the Major Events Reimbursement Program as a tool for cities to attract or host major events and conventions.
4. limit the type of incentives available to the city or that would limit any use of incentives by a city.
5. impede the city's ability to manage long term planning, growth and development in a manner necessary to hinder or mitigate for potential flooding and to pay for city related costs, including preemption of annexation, tree removal, regulation of development projects, issuance of permits, and city spending.
6. erode municipal authority over billboards or place any unfunded mandate on cities relating to billboards.

7. further erode local control as it pertains to retirement issues.
8. substantively change or expand the scope of the current disease presumption law, unless doing so is supported by reputable, independent scientific research.
9. require candidates for city office to declare party affiliation in order to run for office.
10. eliminate any of the current uniform election dates.
11. impose additional state fees or costs on municipal court convictions or require municipal courts to collect fine revenue for the state.
12. alter the common law understanding of which topics are appropriate for the initiative and referendum process.
13. preempt city charter provisions relating to municipal ballot propositions.
14. restrict city authority to validate petition signatures.
15. restrict city authority to draft ballot propositions in such a way that reflects the full fiscal impact of the proposition.
16. restrict city authority to divide initiated questions to allow a vote on a single issue.
17. require preclearance of city ballot propositions by a state agency.

### **Take No Position**

The Board voted that TML take no position on legislation that would:

1. standardize red light photo enforcement systems, so long as the underlying authority is not eliminated. (Further, the committee recommends that TML defer to the Texas Red Light Coalition on more detailed matters relating to revisions to red light camera policy.)
2. amend the affected provisions of the Texas Government Code relating to the Texas Municipal Retirement System to allow for greater flexibility in retiree pension increases and provide for a forgiveness provision for cities that stopped the regular repeating COLA payments without reference to a cost of living index.
3. relate to immigration matters, so long as it does not impose new and substantial unfunded mandates or unavoidable liabilities on cities.

## **Other**

The Board voted that TML take the following additional actions:

1. seek the guidance of the TML executive committee in relation to tax abatement agreements should the “support” position included elsewhere in this program no longer encompass evolving scenarios.
2. take no position on *Wayfair*-related legislation that impacts local sourcing of sales and use taxes, but seek the guidance of the TML executive committee to address any unforeseen issues concerning the statewide implementation of the *Wayfair* decision.
3. concur with the [legislative program](#) of the Texas Recreation and Park Society, but disapprove the provision in that program relating to prohibiting firearms at certain types of city events.
4. work with the City of Leary on legislation that would reduce cost drivers for small city audits, so long as appropriate statutory safeguards remain in place.
5. with regard to economic development: (1) take no position on legislation that would broaden the authority of Type A or Type B economic development corporations; and (2) oppose legislation that would limit the authority of Type A or Type B economic development corporations statewide, but take no position on legislation that is regional in scope and that is supported by some cities in that region.
6. support the Texas State Library and Archives Commission and the work it does to advance fundamental and diverse state interests and respectfully request that the Texas Sunset Commission recommend reauthorization of the Texas State Library and Archives Commission so that it may continue its essential work on behalf of all Texans.



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## **Item F – Section Directors’ Report**

**Submitted by:** Gary Mitchell, AICP – Sections Representative

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Report: 7 of the 9 Sections submitted reports this round.

**Attachments:** Sections Representative’s Report



**Sections Representative Report  
Submitted by APA Houston Section Director Gary Mitchell, AICP**

**Central Section | Martin Zimmermann, AICP:**

- Held first-ever Central Section community service event at the Habitat for Humanity ReStore in south Austin on November 16, 2018, 9:30am - 1:00 pm. While turnout of only 2 volunteers was much below expectations, we have already started planning the next event doing sustainability education on Earth Day (April 22, 2019) at a school district in the Section area.
- Began planning to move Section awards ceremony from late summer to May 2019 and to align award categories with new Chapter awards.
- Finalizing launch of the initial Central Section Planning Student Scholarship Grant program. A \$500 scholarship will be offered to aspiring planning students and young professionals at each of the universities with urban planning programs within the section (Texas A&M University, The University of Texas and Texas State University).
- In an effort to get more people involved with the Section, we started establishing a Central Section 2019 Policy Committee. This committee will meet once or twice a month and will develop a policy guide on a few key issues affecting cities in the Central Section. Committee members will identify the topics at the first meeting. There are currently six volunteers and the first meeting will take place in early February. The Policy Committee will embody the mission of the American Planning Association and the American Institute of Certified Planners and will represent the collective thinking of our members on positions of both principle and practice. This effort will be separate from the official policy guides produced by the national American Planning Association; however, the committee may explore the possibility of contributing to the national reports.
- Continued monthly Section Board conference calls.
- Started recruiting candidates for upcoming Section officer elections.
- Sent 18 newsletter updates in 2018 with pertinent information about events, Section meetings, and volunteer opportunities to Section members, as follows:
  - February – 3 newsletter updates
  - March – 3 newsletter updates
  - April – 1 newsletter update
  - May – 3 newsletter updates
  - June – 2 newsletter updates
  - July – 3 newsletter updates
  - August – 2 newsletter updates
  - September – 1 newsletter update
  - October – 2 newsletter updates
  - November – 2 newsletter updates
  - January 2019 – 1 newsletter update (so far)

**East Section | Kyle Kingma, AICP, CFM:**

No activities to report this time.

## **Houston Section | Gary Mitchell, AICP:**

- October-November – Promoted project nominations for the 2018 Our Great Region awards program of the Houston-Galveston Area Council.
- November – In the first event of an ongoing series, Freese and Nichols' Pearland office hosted a small group of urban planning graduate students from Texas Southern University for an office visit focused on career options and what professional planners do on the job. Section Director-Elect Shad Comeaux and member Alexis Garcia interacted with the group as part of this Houston Section Emerging Planning Leaders initiative in coordination with the TSU Student Planning Organization.
- November 8-12 – Promoted two planning-oriented films at Houston Cinema Arts Festival.
- November 9 – Partnered with the Houston-Galveston Area Council on its annual Fall Planning Workshop, using the Section's suggested focus on "Planning at the Edge." Section Director Gary Mitchell provided opening and closing remarks along with H-GAC leadership and moderated a "Tools" panel. The event was attended by approximately 50 individuals from across the region, including various Section members.
- December – Promoted the new APA Learn online education platform to members.
- December – Provided advance notice to members of upcoming officer elections in Spring 2019.
- December 12 – Promoted the AIA Houston Holiday Party to which allied professionals were invited.
- December 13 – Section officers meeting for 2018 recap and 2019 planning.
- December 14 – Section Director Gary Mitchell and numerous other members attended a special memorial service for City of Houston Planning and Development Director Patrick Walsh. Also encouraged donations to the Julian Walsh Trust for the future educational needs of Patrick's young son (1834 Marshall Street, Houston, TX 77098).
- January 19 – Promoted member participation as judges in the Houston area Future City Competition involving middle school age students.
- January 24 – Second annual Section New Year Party (at the Hay Merchant on Westheimer).
- Ongoing – Continue to identify and register worthy events by other area organizations for CM credits, including the Houston-Galveston Area Council and the Kinder Institute for Urban Research at Rice University.



### *Upcoming Programs/Projects*

- January 26 – AICP Exam Workshop at Texas Southern University with APATX PDO Richard Luedke, AICP.
- March 21 – Houston Young Design Professionals Spring Happy Hour. Continued promotion by Houston Section of semi-annual event involving numerous local planning and design organizations.

## **Midwest Section | Tamara Cook, AICP:**

- October 2018 Post APA Texas Conference - Midwest Section Conference Scholarships – The Midwest Section reimbursed three students for travel expenses associated with attending the State conference.
- October 11 – Midwest Section Director attended the TML Conference in Fort Worth with the Chapter President, Doug McDonald, to man the APA booth.
- October 17 – Midwest Section Director attended the Board of Directors Meeting.

- October 24 – Midwest Section Board Meeting
- October 25 – Midwest Section Mentorship Mashup – 8 people attended the Fall Mentorship Mashup held at Texas Live in Arlington.
- November 14 – Joint Event with ASLA North Texas – The Midwest Section and the North Texas ASLA group joined together to sponsor a happy hour at HG Sply in Fort Worth. Julia Ryan, Senior Planner, City of Fort Worth provided a presentation on the Fort Worth Active Transportation Plan, currently underway in the city. About 10 people attended the happy hour and 0.5 CMs were offered for AICP.
- November 30 – Midwest Section Board Meeting
- January 11 – Midwest Section Board Meeting
- Bi-weekly newsletters and social media postings

#### *Future Programs/Projects*

- January 26 – Future City Competition North Texas – The Midwest Section partnered with North Central and the State Chapter to sponsor a Special Award for this competition. The Midwest Section will be sending a volunteer judge to judge the Special Award. Additionally, the Midwest Section is partnering with UTA SPA to sponsor a hands-on activity for the students with Legos, provided by NCTCOG. The activity will provide students an opportunity to plan for the region’s future and decide where housing and jobs will go in the region to accommodate the additional growth. UTA SPA will be providing volunteers to interact with the children and go through the exercise with them.
- February 8 – Focus North Texas - The Midwest Section is partnering with the North Central section to host the Focus North Texas event at the Irving Convention Center. To date, over 171 professionals including elected officials, planners, and presenters in North Texas are registered to attend this event. The Focus North Texas website has the program and registration information at [www.focusnorthtexas.com](http://www.focusnorthtexas.com).
- March 29 – Annual Awards Event, Membership Meeting, and Scholarship Fundraiser – Tentatively at Pinstripes, Fort Worth.
- April – Lattes and Leadership.
- May – Service Project.

#### **North Central Section | Drew Brawner, AICP:**

- December 13 – Hosted the NCTAPA Holiday Party at El Fenix in Downtown Dallas – opportunity to network and celebrate with fellow Section members.
- January 11 – North Central Section Board Meeting:
  - Director/Director-Elect transition: Drew Brawner is assuming the vacant position of Director; special election to fill the vacant Director-Elect position to be completed by early February.
  - Established a nominating committee to handle both the special election and upcoming Section elections.
  - Began planning programming for 2019 – goal is to host one social event and one networking event per quarter.

#### *Upcoming Activity*

- February
  - Director-Elect special election.
  - Joint Section Focus North Texas conference (Feb 8).

### **Northwest Section | AJ Fawver, AICP, CNU-A:**

- Held Section leadership goal setting and event scheduling meeting for 2019, in December.
- Issued final newsletter of the year for Winter 2019.

### **Southmost Section | Xavier Cervantes, AICP:**

No report this time.

### **Southwest Section | Rebecca Pacini, AICP:**

- September 6 – Section Board meeting discussed upcoming calendar of events. Board decided to abandon a former WordPress website in favor of using the Chapter Southwest Section page instead. Other forms of communication include emails and Facebook.
- September 26 – Happy Hour for a cause was held at the Cherrity Bar. Food and drink purchases helped to support local nonprofits: Habitat for Humanity, SA Pets Alive!, and Haven for Hope.
- An October professional development luncheon was not held in order to support members attending the APATX conference held October 17-19 and/or other local partner agency conferences including the Mayor’s Housing Summit held September 17-18 and the Alamo Area GIS Second Annual Professional GIS Conference held September 19-20.
- November 8 – Section Board meeting discussed upcoming calendar, adopting by-laws, and using Dropbox to archive files. We also discussed items from the Chapter board meeting and state conference.
- November 30 – Holiday Mixer held at High Street Wine Company at the Pearl. Approximately 30 members attended.
- January 8 – Section Board meeting discussed revised bylaws and the 2019 calendar. Bylaws were approved unanimously by the Board without any changes. Assistant Director, Christopher Lazaro, agreed to assume the role of Director Elect.

#### Upcoming

- January 30 – Coffee and Conversation with special guest Ian Caine, Director of the UTSA Center for Urban and Regional Planning Research.
- February 8 – Section Board meeting.
- February 22 – Tour of San Pedro Creek project in downtown San Antonio.

### **West Section | Fred Lopez, AICP, CNU-A:**

No report this time.



American Planning Association  
**Texas Chapter**

*Making Great Communities Happen*

## **APA Texas Chapter Executive Committee Winter Meeting**

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33rd Floor

### **Item G – Professional Development Officer’s Report**

**Submitted by:** Richard Luedke, AICP

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**A verbal report will be given to the Executive Committee at the meeting.**



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Texas Chapter

*Making Great Communities Happen*

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**Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.**  
**Freese & Nichols –Tower at Cityplace**  
**2711 N Haskell Ave Suite 3300, Dallas, TX 75204**

## **Agenda Item No. H-1**

**Agenda Topic:** Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws

**Action Item:**  Yes  No

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**Submitted by:** Gary Mitchell, AICP

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A. Background Information:

The APATX Board of Directors, during its last meeting on October 17, 2018, approved an interim version of uniform Section bylaws. This included an amendment offered by the Sections Representative to modify Section 9.1 so that, going forward, the APATX Executive Committee rather than the full Board will review and approve proposed Section bylaws and amendments to Section bylaws. The Board discussed and acknowledged that the Sections Representative and other Section Directors would continue to work through further potential edits to the uniform Section bylaws to address additional questions and issues raised. The newest iteration for consideration by the Executive Committee shows, with underscores and strikethroughs, the further edits made.

Pending Executive Committee approval, the next step will be for each Section's Executive Board to vote to replace their existing bylaws with the new bylaws model and put the matter to a ratifying vote of the Section membership in accordance with bylaws Article IX. APATX will assist the Sections to conduct this simple Yes/No vote electronically via Survey Monkey, accompanied by the proposed new bylaws and summary explanation. These steps need to be completed expeditiously in the next few months ahead of the statewide and Section officer elections process that occurs in coordination with APA National into the summer months.

B. Details: (include additional pages if need)

The attached newest iteration of the uniform Section bylaws includes accompanying commentary on the more significant proposed changes. Also included is a new Article XI, Provisions Unique to Section, as the intent is that individual Sections may consider adding other bylaws provisions particular to their Section (now or in the future) but should not modify the model provisions for all Sections in the preceding Articles.

Thanks and kudos to APATX Secretary Christina Sebastian for preparing the up-to-date Section maps needed for Addendum A to the new bylaws.

C. Action Needed Today:

Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections.

D. Attachments:

Model uniform Section bylaws (as further revised since October 17 APATX Board of Directors meeting).

DRAFT (01.23.19)

APA TEXAS \_\_\_\_\_ SECTION BYLAWS

Adopted [Month] [Day], 2019

Amended and Restated Bylaws  
of the American Planning Association – Texas Chapter, \_\_\_\_\_ Section

**Commented [G1]:** Note that questions arose about certain terms used in the bylaws (e.g., member in “good standing,” a “qualified” member, and “business” meeting). These terms are carried over from the APATX bylaws and presumably from APA National, so clarifications should be sought as needed from the APATX Executive Administrator.

**ARTICLE I. NAME AND TERRITORY**

**1.1 Name.** The name of this organization shall be the “American Planning Association – Texas Chapter, \_\_\_\_\_ Section.” The Section shall be referred to as the \_\_\_\_\_ Section. In these bylaws, the \_\_\_\_\_ Section may be referred to as “the/this Section”; the Texas Chapter of the American Planning Association as “the Chapter” or “APA Texas”; and the American Planning Association as “APA.”

**1.2 Territory.** This Section shall represent the Association and Chapter in the geographic territory covered by the Texas \_\_\_\_\_ counties listed in Addendum “A.”

**ARTICLE II. PURPOSE**

The Section is a subsidiary component of the Texas Chapter of the American Planning Association. The purpose of this Section shall be to:

Provide a local professional association of planners of diverse education, backgrounds, experiences and employment to advance the art and science of planning in Texas to help improve the state as a place to live and work;

Promote planning as a profession, the practice of planning, and the policies of the American Planning Association and the Texas Chapter;

Provide a forum for the interchange of ideas, interests, and current practices of the planning profession between and among professional planners, elected and appointed officials, educators, other professional organizations and the public; and

Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts and ethical reasoning.

### ARTICLE III. MEMBERSHIP

**3.1 Section Members.** A person who is a member of the Chapter and whose official mailing address, as maintained by APA, is in territory included in the Section boundaries shall be considered a Section Member. Section Members are subject to all requirements of APA membership including payment of dues. Section membership may be further classified as “Members”, “Planning Board”, “Student” or any other classification determined by the Chapter or APA.

### ARTICLE IV. FISCAL ADMINISTRATION

**4.1 Fiscal Year.** The Section shall use the same fiscal year calendar used by the Chapter.

**4.2 Budget.** The Section shall adopt a budget annually. The Section may submit a Section Grant request to the Chapter as part of the Chapter’s annual budget process to assist with local programming for members.

**4.3 Financial Reporting.** The Section shall follow budgeting, accounting and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by November 1 of each year based on guidance and a template provided by the Chapter Treasurer.

### ARTICLE V. ELECTED OFFICERS, APPOINTED OFFICERS AND EXECUTIVE BOARD

**5.1 Eligibility.** Office shall be open to any Section Member who is also a member of the Chapter in good standing.

**5.2 Terms of Office.** The terms of office for all elected officers shall be two years, beginning at the conclusion of the annual fall conference meeting of APA Texas in odd numbered years.

**5.3 Elected Officers.** The elected officers of the Section shall be the Director, Director-Elect, Secretary, and Treasurer. In every election that occurs after the adoption of the bylaws, the Director-Elect, Secretary, and Treasurer shall be elected by the membership. The previously elected Director-Elect shall become the new Director, and the former Director shall become the Immediate Past Director.

**5.4 Consecutive Terms in Office.** A person holding the office of Secretary or Treasurer may run for re-election. If the Director-Elect position is vacant for any reason prior to the next regular officer elections, then the person holding the office of Director may run for re-election. If the person is re-elected as Director, then the person serving as

**Commented [G2]:** The new Section 5.4 is intended to provide flexibility while maintaining the uniform set of officer positions identified in Section 5.3. Section 5.4 provides options if a smaller Section—or even a large Section—has difficulty filling all of the identified officer positions. In particular, if a next Director is not in waiting because no one stepped up for the Director-Elect position, then the current Director may run for re-election. The earlier draft effectively imposed a one-term term limit on the Director by moving up the Director-Elect after one term and moving the Director into the Immediate Past Director position.

The new 5.4 also spells out that current holders of the Secretary and Treasurer offices may run for re-election.

Immediate Past Director may continue in that position or else the position shall remain vacant until the next election. If a previously elected Director-Elect will become the new Director, then the person holding the office of Director may become a candidate for the offices of Director-Elect, Secretary, or Treasurer. If the person is elected as Director-Elect, then the person serving as Immediate Past Director may continue in that position or else the position shall remain vacant until the next election.

**5.54 Appointed Officers.** The appointed officers of the Section shall be Communications Coordinator, Professional Development Officer, and Emerging Planning Leader Representative. The Executive Board Director of the Section shall appoint members to these positions each year unless willing members cannot be identified, in which case an elected officer may also take on the duties of an appointed position. The Executive Board may establish and fill any other appointed positions it deems necessary to advance the purposes and initiatives of the Section. The term of office for all appointed officer positions shall coincide with the terms for elected officers specified in Section 5.2.

**5.65 Executive Board.** There shall be an Executive Board consisting of the Director, Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer, and Emerging Planning Leader Representative. The Immediate Past Director shall serve as an ex-officio member of the Executive Board.

**5.76 Duties of the Officers.**

**5.76.1 Director.** The Director shall:

- i. Call and preside at meetings of the Section and the Executive Board.
- ii. Organize educational programs and Section meetings.
- iii. Administer elections for officers.
- iv. Create, appoint and discharge all appointed officers and special committee chairs.
- v. Sign all contracts and agreements; and shall perform all other duties usual and incidental to the office.
- vi. Serve as the Section's representative to the Texas Chapter Board of Directors.
- vii. Provide reports on Section activities to the APA Texas Executive Committee relative to the Recommended Levels of Service for APA Texas Sections contained in the newest edition of the APA Texas Section's Guide regarding the established "Level of Service."
- viii. Succeed to the office of Immediate Past Director upon completing of his/her term of office.

**Commented [G3]:** The edits to the Appointed Officers section (now Section 5.5) are intended to provide flexibility for smaller Sections—or any Section—that cannot fill all of the appointed positions. The reality is that elected officers end up covering those duties as well, or the appointed position activities may not always get done.

Also, the edits provide the requested flexibility for Sections to create and fill other appointed positions beyond those called out.

Additionally, the terms for appointed officers will now match the terms of the elected officers who appoint them (two years).

Finally, multiple Sections commented that the Executive Board rather than only the Director should fill the appointed positions.

5.76.2 Director-Elect. The Director-Elect shall:

- i. Act in the absence or incapacity of the Director.
- ii. Perform such other duties and authorities as are necessary to carry on the business of the Section including duties delegated by the Director.
- iii. Be the next Director of the Section and take whatever steps are necessary to prepare for that office while serving as Director-Elect.

5.76.3 Secretary. The Secretary shall:

- ~~i. Notify Section Members of meetings, educational programs and other events of interest to the Section.~~
- ~~ii. Prepare, report and post minutes of the Executive Board as detailed in Section 7.6.~~
- ~~iii. Maintain the Section email distribution list and other mailing lists.~~
- ~~iv. Notify the membership of the results of Section elections as specified in Section 6.3.~~
- ii. Prepare, report and post minutes of the Executive Board as detailed in Section 7.6.
- iii. Maintain the Section email distribution list and other mailing lists.
- iv. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

**Commented [G4]:** This edit and the edits under Communications Coordinator remove an overlap between their respective duties.

5.76.4 Treasurer. The Treasurer shall:

- i. Exercise general supervision of the financial affairs of the Section.
- ii. Collect any money due to the Section.
- iii. Assist the Director in preparing an annual budget for adoption by the Executive Board and submittal to APA Texas.
- iv. ~~Make available~~ Prepare an Annual Financial Report for presentation to the Section membership ~~the annual financial report submitted to the Chapter Treasurer in accordance with Section 4.3.~~
- v. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

5.76.5 Communications Coordinator. The Communications Coordinator shall:

- ~~i. Notify Section Members of meetings, educational programs and other events of interest to the Section.~~
- ~~ii. Maintain and publish the newsletter and any notices of meetings.~~
- ii. Maintain the communication tools the Section uses such as a the Section's website, Chapter event calendar, electronic newsletter, or social media, and other communication tools.
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

**5.76.6 Professional Development Officer.** The Professional Development Officer shall:

- i. Be a member of the American Institute of Certified Planners (AICP) in good standing.
- ii. Coordinate all AICP Certification Maintenance activities as they relate to Section meetings and educational offerings.
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

**5.76.7 Emerging Planning Leader Section Representative.** The Emerging Planning Leader Section Representative shall:

- i. Serve as the Section representative to the Chapter Emerging Planning Leader Chair.
- ii. Coordinate all activities that bridge the professional gap between college graduates, members of the American Institute of Certified Planners (AICP), and members of the Fellows of the American Institute of Certified Planners (FAICP).
- iii. Perform such other duties required by these bylaws or customary to the office including duties delegated by the Director.

**5.87 Immediate Past Director.** The Immediate Past Director may be present at all meetings of the Executive Board to provide advice and continuity on the transition of business and activities from year to year. The Immediate Past Director may be responsible for administering the election of officers (see 6.1).

**5.98 Removal from Office.** An officer may be removed from office for cause and after a hearing whenever, in the judgment of four-fifths of the Executive Board, the best interest of the Section will be served thereby. Cause for removal from office shall include commission of a breach of professional ethics or conduct, conviction of a felony, repeated neglect of duties, or unexcused absence from four consecutive meetings of the Executive Board, each of which was scheduled and communicated at least two weeks in advance. The Executive Board shall provide the person subject to possible removal from office written notification of the potential action, the cause for such potential action, and at least two weeks' notice of the hearing date, time and location at which the matter will be considered by the Board. The Section Communications Coordinator shall provide the same advance notice to the Section through all communications methods used by the Section. The hearing shall be rescheduled if the person has a reasonable excuse for not being able to attend at the designated hearing time. The person shall be provided an opportunity to be heard during the hearing and to enter exhibits into the

**Commented [G5]:** The edits to the Removal from Office section (now Section 5.9) are intended to provide more procedural detail given due process concerns that were raised by multiple Sections.

official record of the hearing before the Executive Board renders its decision. Minutes of the hearing shall be recorded as specified in Section 7.6.

**5.109 Quorum and Voting.** To conduct any Section business, including approving or taking actions required by these bylaws or making any decisions that could have budgetary impacts or involve policy changes that would affect the Section and/or its Executive Board members, a simple majority of the members of the Section Executive Board shall constitute a quorum. For any Section business matter which requires a vote of the Executive Board, all Board members identified in Section 5.6 shall be eligible to vote, and all individuals serving in any additional appointed positions established by the Executive Board under Section 5.5 shall be eligible to vote if present. Any Executive Board member ~~eligible to vote on a specific matter coming before the Executive Board~~ may vote by proxy if said proxy states the specific matter under consideration, is signed by the member intending to vote by proxy, and names a person actually present at the meeting who is himself or herself qualified to vote on the specific matter in question. Proxies shall count toward any quorum required to transact business.

**Commented [G6]:** The edits to the Quorum section (now Section 5.10) are intended to clarify that, as with the APATX Board of Directors, both elected and appointed members of the Section Executive Board are eligible to vote on Section business matters.

## ARTICLE VI. ELECTIONS AND VOTING

**6.1 Elections Administration.** The Section Director shall work with the Chapter President to administer the election of officers. However, in the event the person holding the office of Director is a candidate for another elected Section officer position during an election year, the Immediate Past Director shall administer the election of officers. If the person holding the position of Immediate Past Director is a candidate for a Section elected office, or if the position of Immediate Past Director is vacant, then the Executive Board shall appoint a willing Section Member not running for any office to administer the election of officers.

**Commented [G7]:** The edits to Section 6.1 are intended to provide flexibility for smaller Sections that have a limited number of individuals who are willing to run for officer positions.

**6.2 Solicitation/Nomination of Officer Candidates.** The Executive Board shall direct the Communications Coordinator to announce to the Section, through all communications methods used by the Section, a call for candidates for the offices of Director-Elect, Secretary, and Treasurer. Director shall appoint a Nominating Committee. Depending on the level of response to the call for candidates, The Executive Board/Nominating Committee shall endeavor to secure/recommend to the Executive Board one or more persons to run for each of the elected officer positions/offices of Director-Elect, Secretary, and Treasurer. The Executive Board shall not prevent any interested Section Member in good standing from becoming a candidate. The Secretary shall notify the membership of the resulting set of candidates/nominations.

**Commented [G8]:** The edits to Section 6.2 and the deletion of Section 6.3 open up officer elections to any willing candidate and eliminate the required appointment of a Nominating Committee. Multiple Sections called for these changes given the difficulties of recruiting candidates, not to mention finding additional members to serve on another committee.

**6.3 Candidates by Petition.** ~~Additional candidates may be placed upon the official ballot following the submission of a petition containing the signatures of at least ten or more~~

~~of the qualified Section Members received by the Director within 14 days of notice from the Secretary, after which nominations will be closed.~~

**6.34 Election Procedures.** Elections are held in conjunction with APA and the Chapter as part of an electronic consolidated election process. The candidate receiving a simple majority of the votes cast for each office shall be deemed elected, and the Secretary shall notify the membership of the results. In the event no candidate receives a simple majority, the Executive Board shall elect one of the two leading candidates, and such action shall be made a matter of record. Officers will take office at the conclusion of the annual fall ~~conference meeting~~ of APA Texas in odd numbered years.

**6.45 Election Schedule.** The election schedule is published yearly by APA. The Chapter President shall work with the Section Director to distribute the schedule to members.

**6.56 Schedule Amendment.** If due to unforeseen circumstances, the Executive Board finds that the election timetable set forth by APA cannot be followed, the Executive Board may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election time, that said change shall be approved by a unanimous vote of the Executive Board, and that the membership shall be notified of the change.

**6.67 Vacancies.** ~~In the event a vacancy is created in the office of Section Director, the rest of the Executive Board shall endeavor to recruit a willing past Section Director to complete the unexpired Director term. Alternatively, the Director-Elect may be invited to forego the remainder of his or her term and shall immediately vacate his or her office and assume the office of Section Director. If the Executive Board is unable to fill the vacant office of Director by either of these methods, or if the Board opts not to use these methods and, it shall then call an election to be held at the earliest practicable date for the purpose of electing from the Section Membership a person to fill the unexpired term of Director-Elect. In the event a vacancy is created in any of the offices of Director-Elect, Secretary, or Treasurer, the Director shall may appoint a qualified person to fill the position for the remainder of the term. The Director shall have the discretion to call an election to be held at the earliest practicable date for the purpose of filling any or all of such unexpired terms from among the Section Membership, if so desired. An election called pursuant to this section shall be held within 120 days of the date on which an office was officially vacated.~~

**Commented [G9]:** The edits to the Vacancies section (now Section 6.6) are intended to provide options rather than forcing the Director-Elect to move into the vacated Director position. Also, an election rather than appointment is required as the ultimate solution if the other alternatives fail or are not pursued. Vacancies in the other elected officer positions also require an election, and a timeframe is established by which elections to fill vacancies must be completed (but extended to 120 days versus the earlier 90 days).

**6.78 Voting.** In Section officer elections, voting shall be done only by those Section Members in good standing with the Chapter.

## ARTICLE VII. MEETINGS

**7.1 Executive Board Meetings.** Meetings of the Executive Board shall be called by the Director or by a simple majority of the Executive Board members. There shall be at least four meetings of the Executive Board each year. Meetings may be held in person, by phone in a conference call, or through other live conferencing means.

**7.2 Notice of Meetings.** At least 15 calendar days' notice of Executive Board meetings shall be provided to Section Members. The notice must specify the date, time and place of the meeting. Notice may be provided by any of the following methods: electronic mail, posting to the Section website, posting on social media, newsletter, or postal mail.

**7.3 Section Meetings.** Section meetings of the membership shall be held periodically throughout the year at such dates, times, and places as may be decided by the Executive Board. Meetings shall usually consist of Section business and programs on topics of interest to the general membership, specific activities that advance the planning profession, or special interests of the membership.

**7.4 Special Meetings.** The Director may call special meetings at such dates, times, and places as may be appropriate upon sufficient and reasonable advance notice for other Section officers to attend.

**7.5 Chapter Meetings.** The Director, or his/her designee, may be reimbursed for actual expenses incurred while attending Chapter meetings. Such reimbursement shall be included as a line item in the annual Section budget. In the event that the Director is unable to attend said meetings, this responsibility shall be assumed by the Director-Elect and shall carry the Director's proxy. Should the Director-Elect be unable to attend, the Director may delegate this responsibility to another elected officer of the Section.

**7.6 Meeting Minutes.** Minutes shall be recorded at each Executive Board meeting by either the Secretary or other member designated by the Secretary to serve in his/her absence. The minutes may summarize the matters discussed but shall document the specific results of any items involving a vote or other decision of the Executive Board, especially decisions that involve Section financial affairs and authorization of expenditures. All minutes shall become part of the permanent Section record, of which the Secretary shall be custodian.

**Commented [G10]:** The edits to Section 7.6 are intended to clarify that "minutes" may involve more summary-level documentation of meetings but should record any specific votes or decisions taken as APATX Past President Kim Mickelson advised.

## ARTICLE VIII. COMMITTEES

**8.1 Committee Appointment.** The Director may appoint, whenever necessary and appropriate, special committees and committee chairs to perform specific duties. These may include programs, awards, networking, student activities, or special conference

planning committees. The Section Executive Board shall define the role of any special committees.

**8.2 Committee Tenure.** The tenure of each committee shall be for the duration of the specific duty assigned to it, but shall not exceed beyond the end of the appointing Director's term of office except that any committee may be continued by the succeeding Director.

#### ARTICLE IX. AMENDMENT OF BYLAWS

**9.1 Approval by Chapter.** Section bylaws and amendments to Section bylaws shall be submitted for review and approval by the Executive Committee of the APA Texas Board of Directors prior to adoption by the Section.

**Commented [G11]:** The edit shown in Section 9.1 was approved by the APATX Board of Directors during its October meeting in Galveston.

**9.2 Proposals.** These bylaws may be altered, amended, or repealed, or new bylaws adopted after a proposal to do so is initiated as follows:

- i. Through a recommendation by a simple majority of the members of the Section Executive Board; or,
- ii. Through a written petition from at least 20% of the entire qualified Section membership.

Notice of the proposal and the specific amendments or entire set of bylaws to be repealed or newly adopted shall be distributed to the membership by postal mail or electronic mail.

**9.3 Adoption.** A period of 30 days from the date the proposal is distributed to the membership shall be allowed for the return of the ballots, prior to certification of the results by the Secretary. Voting may be conducted through mailed ballot or electronic ballot. The ballot shall be distributed to all Section Members in good standing by the Secretary. In voting for Section bylaws amendments, approval or disapproval shall be by a simple majority of the votes cast.

#### ARTICLE X. RULES OF PROCEDURE

Except as provided herein, all matters of procedure during business meetings shall be guided by the newest published edition of Robert's Rules of Order. The Section Director shall be the final authority on all rules of procedure.

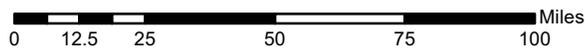
**ARTICLE XI. PROVISIONS UNIQUE TO SECTION**

**11.1 Purpose.** The preceding Articles in these Section bylaws are based on a template developed by APA Texas for all of its Sections. This Article provides for additional bylaws provisions that are specific to a particular Section.

**11.2 Title. Text.**

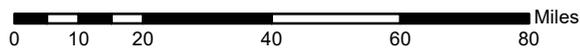
# ADDENDUM A

## APATX Central Section County Map



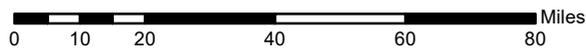
# ADDENDUM A

## APATX East Section County Map



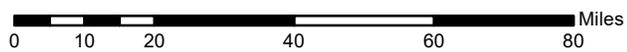
# ADDENDUM A

## APATX Houston Section County Map



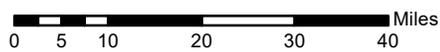
# ADDENDUM A

## APATX Midwest Section County Map



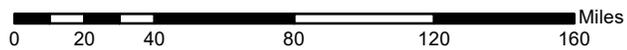
# ADDENDUM A

## APATX North Central Section County Map



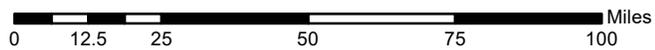
# ADDENDUM A

## APATX Northwest Section County Map



# ADDENDUM A

## APATX Southmost Section County Map



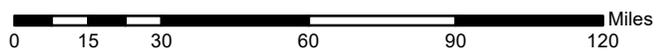
# ADDENDUM A

## APATX Southwest Section County Map



# ADDENDUM A

## APATX West Section County Map





American Planning Association  
**Texas Chapter**  
*Making Great Communities Happen*

## APA Texas Chapter Executive Committee Winter Meeting

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

### Agenda Item No. H-2

#### Agenda Topic: PSO Legacy Project Best Practices

Action Item:  Yes  No

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Submitted by: Kelsey Poole

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#### A. Background Information:

- Draft best practices guideline for organizing and managing the PSO Legacy Project (LP)

#### B. Details:

- Draft Best Practices includes:
  - Proposed timeline for LP
  - Best practices suggestions for organizing and managing the LP
  - Checklist suggestions for LP logistics

- C. Action Needed Today: I would like to request that the Board discuss the need for a LP best practices as well as the goal and format of the LP. If we choose to adopt and create a best practices guideline I would like to request that the APATX conference committee and/or the entire APATX Board review the draft best practices by the next board meeting so that we can start planning LP for APATX19, Waco.

- D. Attachments: Draft Legacy Project Best Practices



**APATX Legacy Project**  
**Draft Best Practices, Checklists, and Timelines**

**Draft Timeline:**

**12 Months**

- Start researching potential LP topics based on APATX conference locations
- Discuss potential topics during a APATX Board meeting
- Reach out to stakeholders in selected conference community/city

**9 Months**

- Vote/ select LP Topic
  - **Maybe this can be done internally on the Board or in partnership with last year's LP PSO Committee via Doodle Poll/Monkey Survey**
- Select which Planning Program (i.e. UT-Arlington, UT-Austin, UT-San Antonio, Texas Southern University, and Texas A&M University) will Chair the PSO Committee
- Reach out to selected PSO Chair
- Send PSO Chair LP conference packet (i.e. check list of items that the PSO Committee and hostig university will be responsible for before, during, and after the conference).
- PSO chair should contact all the Texas PSOs to organize PSO Committee logistic and roles

**6 Months**

- PSO Committee should meet in person or over the phone with the APATX Conference Committee to discuss LP topic and deliverables
- PSO Committee may consider meeting with the stakeholders in the community, if appropriate
- PSO Committee will submit first draft of SOW for LP Topic and LP format
- APATX Conference Committee and/or PSO Committee should collect any necessary data sets for the project

**4 Months**

- PSO Committee will present final draft of the LP SOW for review by the APATX Conference Committee
- PSO Chair will send the LP SOW to all the planning program in the State of Texas
- Confirm participation of planning programs in LP
- Complete marketing for LP project and student volunteering (e.g. flyers, #, webpages, program description, volunteer sign up sheets etc.)
- SOW, available data sets, volunteer sign up/information, and conference information should be posted on the APATX website PSO page
- APATX will advistize the LP SOW on the APATX website and on its social media platforms

**3 Months**

- Participating PSO teams must advise number of team members participating
- Select space at conference to host LP presentations
- Reach out to Planning Programs and PSOs to set up exhibitor space at the conference
- Request/order any necessary AV equipment or additional materials for LP event(s)

- Reach out to potential LP judges
- Confirm judges and send judges SOW (underscore the grading rubric in the SOW)

## 2 Months

- Order prizes for winning LP team
  - **Maybe this should be done after the conference and mail along with volunteer checks**
- Finalize voting method for conference (i.e. online, ballot)
- Confirm Planning Programs and Student who will be exhibitors at the conference

## 1 Months

- Confirm all volunteers for APATX conference
- Send out volunteer assignments
- Promote voting on APATX social media platforms and website

## 3 Weeks

- All participating PSO teams must submit final LP project to the ELP
- EPL will forward the PSO project and SOW to the selected judges
- Confirm AV logistics

## 2 Weeks

- Resend volunteer assignments
- Promote voting on APATX social media platforms and website

## 1 Week

- Promote voting on APATX social media platforms and website
- Print all LP marketing and materials (i.e. grading evaluations, flyers promoting voting, LP presentations and project descriptions, volunteer assignments and sign in sheets) for the conference

## Day of LP Presentations /Award Luncheon

- Room setup and AV support for setting up projectors
- Have group of APATX members including EPL promote, monitor and tally voting
- EPL announces winner at luncheon

## **Draft Best Practices**

### **Mentorship/ APA Support**

- Conference Committee needs to email Student Committee and identify who is in charge (which school is leading the LP)
- Elect one person from conference committee to chat w/ PSO Committee and/or chair weekly or biweekly for LP updates and to address items needed from APA
  - **This could be the EPL**

### **Budget**

- Determine the budget for the PSO Committee
- Share expense reimbursement form with conference committee (should be bundled into LP Packet)

### **Scope of Work**

- Choose date to meet to establish SOW, deadlines and committee assignments
- Identify local planners and community members associated with the project who may help share data/information and who could serve as judges for the LP

### **Student Committee**

- Create Contact List
- Create shared communication platform for PSO Committee (i.e. shared Google Drive)
- Share list with conference committee and APATX communications chair
- APATX conference volunteer recruitment and volunteer assignment management
  - **Someone from the APATX Conference Committee and/or the EPL should help students manage the volunteer assignments before and during the conference**

### **Voting**

- Determine how voting will be conducted (i.e. ballot, online)
- Create marketing for voting (i.e. emails, social media, flyers, #, webpage)
- Ask APA to print any marketing materials
- Work with conference committee, APATX communications chair and president to promote voting
- Have link or QR code in the brochure for voting
- Highlight voting and the LP on the main page of the APATX conference

### **Prizes**

- Prizes should be listed in the SOW
- There needs to be a maximum (i.e., no more than 10 \$25 gift cards)
- Consider alternatives to gift cards (e.g. donations to the PSO, funding for national conference)
  - **Consider ordering prizes after the winner is determined ( I think we ordered too many gift cards last year)**

### **Judges/Judging**

- Determine judges in APA and outside of the APA ASAP so that you can coordinate schedules during the conferences
- Prep thank you cards for any judges
- Create grading rubric for any presentations and/or visual projects (this should ideally be in the SOW)
- Send judge grading rubric, SOW, and project ASAP

### **PSO Teams**

- There is no maximum number for the teams but there is a max for prizes
- Need to tell APATX Conference Committee how many students are participating per team ASAP
- Teams can be interdisciplinary
- Teams may include undergraduate students, graduate, and Ph.D students
- There needs to be at least one Masters Planning student on each team

### **Presentations**

- Need to determine time limit (presentation and questions)
- Need to determine presentation format (e.g. interview panel, poster presentation, debate)
- Pick a time to present so that more APA members can attend and so that students can attend sessions
  - **Consider hosting this during one of the night events**
- Send personal invitations to the APATX Board
- If possible, display presentation in the student exhibitor space, which should be in the conference exhibitor space

### **Check Lists:**

#### **PSO Committee**

- PSO Chair (rotating schools/ how do we do this?)
- UT-Arlington Rep + Assignment
- UT-Austin Rep + Assignment
- UT-San Antonio + Assignment
- Texas Southern University Rep + Assignment
- Texas A&M University Rep + Assignment
- APATX Conference Committee Rep
- EPL

#### **PSO Committee Assignments**

- SOW
- Marketing
- Volunteers
- Day of Logistics with the help of the Conference Committee
- LP program write up
- List of needed materials for LP presentation based on SOW
- Voting logistics and promotion with the help of the APATX
- Coordinating site visits

#### **SOW**

- Topic
- Goal/Deliverables
- Timelines/ Deadlines
- Point of contact (EPL)
- Grading rubric
- Project parameters (i.e. # of team and type of members, project area, allowed materials)
- Available datasets/maps

#### **Marketing /Communications :**

- Media Outlets:
  - Social Media (i.e. insta, FB, twitter, snap)
  - Emails (from APA, PSO Chair... what about Paperless Post/Evite?)
  - Flyers
  - Consider making a student video for each or all of the PSO teams
  - PSO social media platforms and websites
  - APATX PSO and conference page and APATX landing page banner
- Items to Market
  - PSO participating in the LP
  - Volunteers
  - Voting
  - Attending Presentations
  - Participating schools, LP Topic(s) and Student Projects
  - Winning Project

#### **AV Needs:**

- Projectors
- Laser pointers
- Laptops

- Projector screens
- Mics
- Extension cords
- Powerstrips
- UBS drives



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 Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

## Agenda Item No. H-3

**Agenda Topic:** PSO Grant Policy

**Action Item:**  Yes  No

**Submitted by:** Mike McAnelly, FAICP, Executive Administrator

**A. Background Information:**

The Chapter has an existing policy of awarding a \$500 annual grant to the Planning Student Organization at each collegiate school of planning accredited by the Planning Accreditation Board at Texas Universities. Accredited programs currently include UT-Arlington, UT-Austin, Texas A&M University, and Texas Southern University. For 2017-2019, a PSO grant was also awarded to UT-San Antonio which had submitted its application and was actively pursuing PAB accreditation. The PAB denied the application for accreditation of UT-San Antonio In November 2018. A planning program that is denied accreditation must wait at least one year following the PAB decision before it can reapply for accreditation. **Should the Chapter Board reconsider its policy for awarding grants to Planning Student Organizations at Texas Universities?**

**B. Details:**

The existing policy is intended to encourage and reward students at PAB accredited planning programs at Texas Universities.

**PAB Accreditation**

Four (4) Texas universities currently have PAB Accredited planning programs: UT-Arlington, UT-Austin, TAMU, and Texas Southern).

**Association of Collegiate Schools of Planning (ACSP) Membership**

Six (6) Texas universities are members of ACSP: UT-Arlington, UT-Austin, UT-San Antonio, Texas A&M, Texas Southern, and UNT.

**PSO Registration with APA**

PSOs must register with APA each academic year. Each PSO must have a Student Representative (who must be an APA Student Member) and a Faculty Adviser. Terms last September thru the following August.

Three (3) PSOs are currently registered with APA: UT-Arlington, UT-Austin and Texas A&M. Other PSOs need to register with APA.

**C. Action Needed Today:**

Reaffirm and continue the Chapter’s existing policy for awarding annual PSO grants to PAB accredited planning programs.

**D. Attachments:**

Status of Texas Planning Programs for PAB Accreditation, membership in ACSP, and PSO registration with APA

# STATUS OF TEXAS UNIVERSITIES FOR PAB, ACSP, AND APA PSO REGISTRATION

## AMERICAN PLANNING ASSOCIATION

### Planning Student Organizations currently registered with APA

#### [Texas A&M University](#)

Student Representative: Felicity Owens

Faculty Adviser: Dr. Wei Li

#### [University of Texas at Arlington](#)

Student Representative: Amber Raley, Kelsey Poole

Faculty Adviser: Dr. Guoqiang Shen

#### [University of Texas at Austin](#)

Student Representative: Madison Graham

Faculty Adviser: Robert Patterson

## REGISTERING YOUR PSO EACH ACADEMIC YEAR

PSOs must register with APA each academic year. Each PSO must have a Student Representative (who must be an APA Student Member) and a Faculty Adviser. Terms last September thru the following August.

### PSO Registration Form: 2018–2019 Academic Year

## PLANNING ACCREDITATION BOARD (PAB)

### Summary of Recent Actions

#### October 2018 Actions

#### Accreditation Granted

#### [Texas A & M University](#)

*Master of Urban Planning*

Accreditation granted through 12/31/2021

The 3-year decision is based on PAB's findings that multiple deficiencies exist.

#### [Texas Southern University](#)

*Master of Urban Planning and Environmental Policy*

Accreditation granted through 12/31/2022

The 4-year decision is based on PAB's findings that multiple minor deficiencies exist and/or deficiencies have been recently corrected. No serious deficiencies.

#### [University of Texas at Arlington](#)

*Master of City and Regional Planning*

Accreditation granted through 12/31/2023

The 5-year decision is based on PAB's findings that multiple minor deficiencies exist and/or deficiencies have been recently corrected.

Progress Report by July 1, 2021 to be submitted by the Program for possible extension of accreditation of 2 years to 12/31/2025.

#### [University of Texas at Austin is also accredited by PAB](#)

*Master of Science in Community and Regional Planning*

Accreditation through 12/31/2022

#### Denial of Accreditation, or Revocation of Accreditation

#### [University of Texas at San Antonio](#)

*Master of Science Degree in Urban and Regional Planning*

The decision is based on PAB's findings that the Program is not in substantial compliance with the Accreditation Standards and multiple deficiencies exist.

# STATUS OF TEXAS UNIVERSITIES FOR PAB, ACSP, AND APA PSO REGISTRATION

## ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING (ACSP)

### Member Schools

#### **Texas A&M University**

Department Chair: Shannon Van Zandt  
[svanzandt@arch.tamu.edu](mailto:svanzandt@arch.tamu.edu)

#### **Texas Southern University**

Department Chair: Sheri Smith  
[smithsl@tsu.edu](mailto:smithsl@tsu.edu)

#### **University of North Texas**

Department Chair: Brian Collins  
[brian.collins@unt.edu](mailto:brian.collins@unt.edu)

#### **University of Texas, Arlington**

Department Chair: Ivonne Audirac  
[audirac@uta.edu](mailto:audirac@uta.edu)

#### **The University of Texas at Austin**

Department Chair: Elizabeth Mueller  
[ejmuel@austin.utexas.edu](mailto:ejmuel@austin.utexas.edu)

#### **The University of Texas at San Antonio**

Department Chair: Richard Tangum  
[richard.tangum@utsa.edu](mailto:richard.tangum@utsa.edu)



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 Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

## Agenda Item No. H-4

**Agenda Topic:** TML Affiliate Services

**Action Item:**  Yes  No

**Submitted by:** Mike McAnelly, FAICP, Executive Administrator

A. Background Information:

- The Texas Municipal League offers a range of association services to its 21 Affiliate organizations. Services are priced to recover TML’s costs for staff and expenditures.
- 11 of 21 Affiliates have some management work done by TML. For the two largest groups, TML manages all aspects of management. Two of the 11 Affiliates have Administrators.
- TML employs three full-time association managers and two support staff.
- Affiliates range in membership from 40 (Hispanic City Attorneys Association) to 1,250 (Finance Officers Association).

B. Details:

Base Membership Services

- APA is the largest Affiliate and relies on its strong National organization for our basic services.
- With 2,588 APA members, the annual cost for TML to provide base membership services would be \$38,830 (@ \$15 per member).
- The annual cost for base membership services by APA National is approximately \$8,046.

Financial Services

- TML cost for providing Financial Services would be one percent of APA’s fund balance on 11/30/2018, which would be \$3,667.
- APA’s annual cost for accounting services was \$2,800 in 2018.

Conference Management and Registration Services

- APA is the largest Affiliate conference, other than TML’s own Annual Conference.
- The estimated cost to the Chapter for reimbursing TML is \$10,000 for managing this event, plus direct conference expenses such as postage, food and beverage expenses, and staff travel expenses. (261 hours at \$37 per hour)
- APA’s estimated cost for providing conference registration services for APATX19 Waco is \$11,200.

C. Action Needed Today:

- APA should continue its use of association management services by APA National and Chapter.
- Utilize TML knowledge and experience in selecting and negotiating with large convention centers for choosing a venue for APATX2021. Undertake a conference RFP process for the 2021 APATX conference location.
- Explore use of a Conference App (such as *Trip Builder*) and utilize TML knowledge and experience for Introducing a Conference App for the APA Texas Chapter Conference.

A. Attachments:

1. TML Affiliate Services Pros and Cons

# List of Common Services Provided by TML to Affiliates

The Texas Municipal League offers a range of association services to its 21 Affiliate organizations. Services are priced to recover TML’s costs for staff and expenditures.

<p><b>Base Services</b> (number of members @\$15 per member)</p> <p>Membership records—assemble and maintain Membership renewals</p> <p>Membership certificates, awards, or recognition plaques —create Membership interest survey —draft, conduct, and analyze Membership recruitment campaigns —advise and draft New member enrollment and outreach</p>	<p><b>PROS</b></p> <p>APA membership records are assembled and maintained for Chapters by APA National.</p> <p>Chapter creates certificates, awards and recognitions. Chapter conducts and analyzes a bi-annual membership survey. Membership Committee is responsible for membership campaigns and outreach. APA has such a strong culture of volunteerism that our services are performed by our members.</p> <p>APA National receives membership dues and disburses chapter dues to APA Texas, minus administrative fee (3% of Chapter dues) and bank processing fee (\$2.92 per member). <b>The annual cost for membership services by APA National is approximately \$8,046.</b></p>	<p><b>CONS</b></p> <p>11 of 21 Affiliates have some management work done by TML. For the two largest groups, TML manages all aspects of management. Two of the 11 Affiliates have Administrators. TML employs three full-time association managers and two support staff. Affiliates range in membership from 40 (Hispanic City Attorneys Association) to 1,250 (Finance Officers Association). APA is the largest Affiliate and relies on its strong National organization for our basic services.</p> <p><b>With 2,588 APA members, the annual cost for TML to provide Base Services would be \$38,830 (@ \$15 per member).</b></p>
<p><b>Financial Services</b> (1% of fund balance at specific date (usually November 30))</p> <p>Monthly financials</p> <p>Annual budget and service plan—assist developing</p> <p>Annual audit coordination if needed (auditor fees separate)</p> <p>Affiliate fund management—deposits, payments, and investment earnings Tax return preparation assistance</p>	<p><b>PROS</b></p> <p><b>APA’s annual cost for accounting services was \$2,800 in 2018.</b></p> <p>Chapter manages its finances in accordance with APA Financial Policy and Requirements. Chapter Administrator prepares monthly account reconciles in QuickBooks. Chapter President, Treasurer, Administrator and Board of Directors prepares and adopts annual budget, Action Plan, and 5-yr Strategic Plan. Chapter Administrator and Treasurer are responsible for</p>	<p><b>CONS</b></p> <p><b>TML cost for Financial Services would be one percent of APA’s fund balance on 11/30/2018, which would be \$3,667.</b></p> <p>TML relies on an outside financial advisor for the Investment Risk Poole for TML investment funds. The TML Risk Poole managed by TML is such a large investment trust that APA would be a very small portion of its overall funds. <b>APA would likely require approval from the National organization in order to</b></p>

	<p>funds management. The Chapter employs a Certified Public Accountant (CPA) to prepare its annual financial report and tax return. Audit is performed by CPA when there is a change in Treasurer or Administrator.</p>	<p><b>transfer financial services to an outside organization.</b></p>
<p><b>User Fees</b> (\$37 per hour)</p> <p><b><u>Boards and Committees</u></b></p> <p>Board meeting coordination and attendance</p> <p>Committee meeting coordination and attendance</p> <p>Board orientation coordination</p> <p><b><u>Membership Communication</u></b></p> <p>Electronic newsletter coordination</p> <p>Online membership directory development and maintenance</p> <p>In-transition program coordination</p> <p><b><u>Training</u></b></p> <p>Online course coordination</p> <p>Region activity coordination</p> <p>Annual conference coordination</p> <p>Workshops coordination</p> <p>Training certification program administration</p> <p>Professional certification continuing education credit coordination</p> <p><b><u>Website and Social Media</u></b></p> <p>Social media management</p> <p>Website maintenance</p>	<p><b>PROS</b></p> <p>APA’s hourly cost for Administrative Services is currently \$21 per hour (based on annual Administrator contract cost of \$43,500 for 2,080 hours per year.</p>	<p><b>CONS</b></p> <p>APA relies on the Chapter Administrator for administrative support for the Chapter Board of Directors and Executive Committee.</p> <p>APA contracts for Communication Technician Services for \$15, 850 per year. Scope of services includes membership communications, electronic newsletter coordination, website and social media management, and future transition of the Chapter website to the APA National website.</p> <p>Chapter Membership Rosters are provided on a monthly basis by APA National.</p> <p>Online Membership Directory is provided by APA National, at no cost to the Chapter.</p> <p>Regional Planning Workshops for planning commissioner training are coordinated by the Chapter Executive Administrator and volunteer trainers.</p> <p>Leadership Training for Chapter and Section officers is provided by the Board of Directors and Executive Committee, with volunteer trainers.</p> <p>AICP Exam Preparation Workshops are conducted in locations across the state by</p>

<p>Website redesign</p> <p><b>Other</b></p> <p>Work with national association on joint projects</p> <p>Strategic plan coordination</p> <p>Survey administration</p> <p>Listserv monitoring and maintenance</p> <p>Scholarship program administration</p> <p>Sponsorship program coordination</p>		<p>the Chapter’s Professional Development Officer, with support by the Executive Administrator.</p> <p>Professional AICP Certification Maintenance credit coordination is provided by the Chapter Certification Maintenance Manager, and by APA National.</p> <p>APA Texas utilizes its Chapter Administrator and elected officers to perform surveys, maintain its Campaign Monitor communications with members, administer scholarship grants, and coordinate its sponsorship program.</p>
<p><b>Annual Conference</b>  “<i>This three-day conference will be developed in cooperation with the League and the Affiliate.</i>”</p> <p>The Annual State Planning Conference and Short Course for Appointed and Elected Officials is the APA Texas Chapter’s largest source of revenue to support Chapter activities and services.</p>	<p><b>PRO</b></p> <p>APA is the largest Affiliate conference, other than TML’s own Annual Conference.</p> <p><b>The estimated cost for APA to provide conference registration and financial services for APATX19 Waco is approximately \$11,200.</b></p> <p><b>TML has knowledge and experience in selecting and negotiation with large convention centers in Fort Worth, Houston, Dallas, San Antonio, and Austin. The Chapter could benefit from assistance by TML’s event managers in making the transition to large convention center venues for the Chapter conference.</b></p> <p><b>TML uses a Conference App (<i>Trip Builder</i>) and can share its knowledge and experience for introducing a Conference App for the APA Texas Chapter Conference. APA should explore use of a conference</b></p>	<p><b>CON</b></p> <p>APA has utilized outside event managers in the past for venue selection for the annual planning conference, but the experience was not successful.</p> <p><b>The estimated cost to the Chapter for reimbursing TML is approximately \$10,000 for this event, plus direct conference expenses such as postage, food and beverage expenses, and staff travel expenses. (261 hours at \$37 per hour)</b></p>

<p><b>Blast E-mail Notifications <i>(as needed, estimate for information purposes only)</i></b>  TML will prepare and send blast email notifications at the request of the Affiliate. These notifications will be billed at \$111 per blast email. These blast emails are outside of the emails for publicity of programs and activities detailed in this agreement. Affiliate and TML agree that this work will be done on an as needed basis and billed accordingly.</p>	<p><b>app.</b>  <b>PRO</b></p>	<p><b>CON</b>  E-mail notifications are prepared and distributed by the APA Chapter Communications Technician, as part of the Scope of Services.</p>
<p><b>Graphics and Videography Services</b>  Reimburse TML separately for graphics and videography services associated with a project.</p>	<p><b>PRO</b></p>	<p><b>CON</b>  The Chapter utilizes its own service providers for graphics and videography services, on both a volunteer basis and contractors. The Chapter's ongoing relationship with these providers is a source for both high quality services and very economical cost.</p>



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Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

### Agenda Item No. H-5

**Agenda Topic:** APA Conference Registration Services

**Action Item:**  Yes  No

**Submitted by:** Mike McAnelly, FAICP, Executive Administrator

#### A. Background Information:

APA is revising their price structure for conference registration services, which will increase our cost for using APA conference services. The net increase for managing conference registration will increase from \$3.50 per person, resulting in an increase of about \$19.60 per person (early registration). Our total cost for 2019 conference registration services will increase from \$5,990.00 in 2018, to \$11,210 in 2019, for a net increase of \$5,220. The adjusted pricing reflects the cost for APA staff salaries and bank services.

#### B. Details:

- APA provides the following conference registration and financial management services:
  - Creates on-line registration system for members, non-members, students, life members, and speakers to register on the APA website and Texas Chapter website
  - Verifies registrant status using APA membership records
  - Prepares custom on-line registration form for conference events
  - Processes paper registrations for persons unable to complete on-line registration
  - Produces name badges and event tickets for all individual registrations
  - Processes credit card payments for on-line registration
  - Processes refund requests received in advance of the cutoff date
  - Provides weekly reports upon request for registrations and revenue received
  - Disburses revenue received from on-line registration in scheduled payments to the Chapter
- TML recently quoted us a price of about \$10,000 for providing conference management and registration services.
- This is the first time that APA has adjusted their conference registration fees in longer than 10 years.
- APA interaction with membership records provides significant benefit for conference registration.
- Increased cost can be absorbed in conference expenses.

#### C. Action Needed Today:

Approve continued use of APA Conference Registration Services for APA Texas Planning Conference.

#### D. Attachments:

TX Conference Registration Disbursement Comparison

**American Planning Association  
 Summary of Texas Chapter Conference Payments  
 Summary Report for the period July 2, 2018 through October 1, 2018  
 Account - 263100-000000**

<b>*Incurred Service Fees</b>		
	2018	2019
Registration Fee per Online Applicant	\$3.00	\$1.25
Bank Processing Fee	\$0.00	3%
Registration Fee per APA Manual Transaction	\$25.00	\$50.00
Tickets and Badges Produced by National	\$0.50	\$3.50
Initial Set Up Fee	\$750.00	\$1,000.00

PAYMENTS RECEIVED BY APA	TRANSACTIONS	CREDIT CARD COLLECTIONS	APA CHECK DEPOSITS	2018 TRANSACTION FEE*	2019 TRANSACTION FEE*
Online Transactions Via Credit Card	587	\$240,075.00		(\$1,761.00)	\$7,936.00
Manual Transactions Via Check	9		\$5,990.00	(\$225.00)	\$629.70
Manual Transactions Via Credit Card	7	\$3,690.00		(\$175.00)	\$460.70
Manual Credit Card Refunds	7	(\$3,370.00)	\$0.00	(\$175.00)	\$0.00
Tickets and Badges Produced by National	624			(\$312.00)	\$2,184.00
<b>Total</b>	<b>1234</b>	<b>\$240,395.00</b>	<b>\$5,990.00</b>	<b>(\$2,648.00)</b>	<b>\$11,210.40</b>

2018	\$5,990.00
2019	-\$11,210.40
	<b>-\$5,220.40 Increase per conference</b>

**This gives the per person increase for a member at the early-bird rate:**

	2018	2019
Online Per Member early-bird rate at \$495	\$3.50	\$19.60
Paper Per Member early-bird rate at \$495	\$25.50	\$68.35

\$3 per online + \$.50 badges & ticket print.

\$1.25 online fee + \$3.50 badges & ticket print + 3% of \$495 = (\$14.85) for a total increase of \$19.60.

\$50 paper fee + \$3.50 badges & ticket print + 3% of \$495 = (\$14.85) for a total of \$68.35 increase per paper attendee.



American Planning Association  
**Texas Chapter**  
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## APA Texas Chapter Executive Committee Winter Meeting

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

### Agenda Item No. H-6

**Agenda Topic:** Emerging Planning Leaders Budget Amendment Request for Programming **Action Item:**  Yes  No

**Submitted by:** Monica Rainey, EPL Chair

#### A. Background Information:

- At the 2017 Frisco Conference, EPL provided free headshots for attendees. This was largely popular with students and young professionals, and we would like to do it again in Waco.
- This year's conference will mark the 6<sup>th</sup> Annual Leadership Forum put on by EPL. We would like to try something new this year to provide a unique experience for attendees.

#### B. Details:

- The cost of paying a photographer to provide headshots during the conference is \$2,500. Paying for this service is part of a possible sponsorship package, however, we would like to get the funds approved now to be able to book it in advance.
- Jay Mathis of Mathis Training & Development is based out of Waco and would be a great facilitator of this year's Leadership Forum. The cost of a two-hour session with him is \$1,000.
- With the amount EPL is currently budgeted, there is only \$200 extra for other programming activities such as these. We would need the support of the Executive Committee to make up the extra \$3,300 difference.

C. Action Needed Today: Approval of additional \$3,300 in funds for EPL for 2019 programming

D. Attachments: 2019 EPL Committee Budget

**APATX EMERGING PLANNING LEADERS (EPL) COMMITTEE  
2019 BUDGET**

<b>Source</b>	<b>Program</b>	<b>Cost</b>	<b>Frequency</b>	<b>Description</b>
<i>EPL Base Activities</i>	Section Event Support	\$450	Annual	\$50 for additional events to be planned by individual sections (e.g. movie screening, continuing education, happy hours)
	Lattes and Leadership Events	\$450	Annual	One event in each of the nine sections, \$50 per event
	University Event	\$300	Annual	Funds for apps and marketing supplies for University welcome events.
<i>Conference Activities</i>	TxEPL Legacy Project	\$100	Annual	Funds for supplies and implementation fees (city fees, licenses, etc.)
	2019 Leadership Forum	\$1,000	2019 Conf.	Funds for leadership trainer - Jay Mathis (2 hr session)
	APATx19 Headshots	\$2,500	2019 Conf.	Funds for free headshots at the Waco Conference
	<b>GRAND TOTAL</b>	<b>\$4,800</b>		
	<b>EPL Annual Budget</b>	<b>\$1,500</b>		
	<b>Total Needed from Exec. Comm.</b>	<b>\$3,300</b>		<i>Action Item in Jan 2019 Meeting</i>



American Planning Association  
**Texas Chapter**  
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**APA Texas Chapter Executive Committee Winter Meeting**  
**Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.**  
**Freese & Nichols –Tower at Cityplace**  
**2711 N Haskell Ave Suite 3300, Dallas, TX 75204**  
**Dallas Mavericks Conference Room – 33rd Floor**  
**Toll-free Dial-in Number (866) 499-7054**  
**Conference Code: 3750530425**

**GoToMeeting: <https://global.gotomeeting.com/join/450116701>**

**Agenda Item No.: H-7**

RETURN COMPLETED FORM TO [administrator@apatexas.org](mailto:administrator@apatexas.org)

**Agenda Topic: Fiscal Year 2019 Budget**

**Action Item:  Yes  No**

**Submitted by: Angela M Martinez**

**A. Background Information:**

- The FY2019 Chapter Budget was approved on 06/01/2018
- Any modifications to the budget will need to be discussed and voted on to revise the FY2019 Chapter Budget.
- Revisions to the FY2019 Chapter Budget include increasing National Chapter Grant Income (*dues rebate*), officer travel expenses, and EPL activities.

**B. Details: (include additional pages if needed)**

- National Chapter Grant Income (*dues rebate*) – due to the increase in membership dues, the Chapter is receiving more funds. We are proposing to increase the income for the dues rebate by \$8,000 (from \$71,500 to \$78,500).
- Officer travel expenses – our executive officers have recently had some job changes. Due to these changes, we must wait a year for their employer to fund travel expenses for APA if at all (public agency vs. private company). Since this is an election year, our President-Elect, Chance Sparks, will be traveling with our current President, Doug McDonald, to Washington DC for the Policy and Advocacy Conference and National Conference in San Francisco to meet all the players in our organization.
  - We propose to increase the Officer’s (Past Pres, Pres Elect, Sec, Treasurer) travel budget by \$2,500 (from \$5,500 to \$8,000).
  - We propose to increase the President’s travel budget by \$500 (from \$5,000 to \$5,500).
  - We propose to add Legislator travel budget for \$2,500. All Legislator travel is for FAICP and/or AICP members to testify on bills brought to legislation. All travel expenses MUST be approved by the Executive Committee prior.
- EPL – We propose to increase the EPL budget by \$1,500 (\$1,500 to \$3,000). EPL will work to obtain sponsorship for the remaining \$1,800 to cover all expenses. Should EPL be unable to obtain sponsorship, the Chapter will revisit increasing EPL’s budget for the additional expenses, specifically the headshots at the 2019 Waco Conference at the August Board meeting.
- These increases will be covered due to the increase from dues rebates without disruption to the Section Grant approvals for FY2019.

**C. Action Needed Today:**

- Approve the budget increase for National Chapter Grant Income (*dues rebate*), officer travel expenses, and EPL activities.

**D. Attachments:**

- APPROVED FY2019 Chapter Budget rev2
- PROPOSED FY2019 Chapter Budget rev3



American Planning Association  
**Texas Chapter**  
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**Texas Chapter - American Planning Association**  
**Adopted Budget Overview: Texas APA Budget - FY19 P&L Classes**

**APPROVED BUDGET**

October 2018 - September 2019 REV1

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
<b>Income</b>								
Job Posting Income								0.00
CPC Grant								0.00
Texas Planning Awards					5,000.00			5,000.00
AICP Training		1,000.00						1,000.00
CPC Study Guide Sales		500.00						500.00
Member Dues								
<i>National Chapter Grant Income (dues rebate)</i>					71,500.00			71,500.00
Registration Fees (600 Registrants)		3,000.00			7,000.00		267,000.00	277,000.00
Sponsorships							35,000.00	35,000.00
<b>Total Income</b>	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 83,500.00	\$ -	\$ 302,000.00	\$ 390,000.00
<b>Gross Income</b>								<b>\$ 390,000.00</b>
<b>Expenses</b>								
Assistance Provided - Other Orgs (PSO Grants)			2,500.00					2,500.00
Assistance to Individuals (AICP Exam Scholarships)		1,050.00						1,050.00
CPC Grant								0.00
EPL Activities			1,500.00					1,500.00
Planners Day at the Capital			3,800.00					3,800.00
Bank Service Charges								0.00
Chapter Board Meeting Expenses	3,000.00							3,000.00
National Planning Conference Reserve (Houston 2020)							5,000.00	5,000.00
Conference, Conventions, & Meetings							220,000.00	220,000.00
<i>Social Event Expense (Texas Chapter Reception)</i>				5,000.00				5,000.00
<b>Total Conference, Conventions, &amp; Meetings</b>	\$ 3,000.00	\$ 1,050.00	\$ 7,800.00	\$ 5,000.00	\$ -	\$ -	\$ 225,000.00	\$ 241,850.00
<b>Contracted Services</b>								
Accounting	7,000.00							7,000.00
Board Retreat	4,000.00							4,000.00
Communications Administrator	20,000.00							20,000.00
Executive Administrator	42,000.00							42,000.00
<b>Total Contracted Services</b>	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000.00
<b>Education &amp; Professional Development</b>								
CM Provider Registration			1,610.00					1,610.00
AICP Exam Preparation Workshops		2,500.00						2,500.00
CM WebEx Subscription (APA Ohio Chapter)			250.00					250.00
<b>Total Education &amp; Professional Development</b>	\$ -	\$ 2,500.00	\$ 1,860.00	\$ -	\$ -	\$ -	\$ -	\$ 4,360.00
<b>Information Technology</b>								
Internet Services	2,340.00							2,340.00
Website Design								0.00
Newsletter	360.00							360.00
<b>Total IT Services</b>	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
<b>Marketing</b>								
Conferences (TML Conference)			2,500.00					2,500.00
Luncheons			0.00					0.00
Facebook			150.00					150.00
Mailouts			0.00					0.00
<b>Total Marketing</b>	\$ -	\$ -	\$ 2,650.00	\$ -	\$ -	\$ -	\$ -	\$ 2,650.00

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
<b>Office Expense</b>								
Conference Call Fees	0.00							0.00
Postage & Delivery	200.00							200.00
Supplies	200.00							200.00
<b>Total Office Expense</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400.00</b>
<b>Officer Travel</b>								
Officers - Past Pres, Pres Elect, Sec, Treasurer	5,500.00							5,500.00
PDO / PODO	2,500.00							2,500.00
President	5,000.00							5,000.00
Executive Administrator	3,500.00							3,500.00
Communications Administrator	3,000.00							3,000.00
TML Representative	1,000.00							1,000.00
Section Representative	1,000.00							1,000.00
Student Reps	500.00							500.00
Misc. Travel for Programs (to be approved by EC prior to travel)	2,500.00							2,500.00
<b>Total Officer Travel</b>	<b>\$ 24,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,500.00</b>
<b>Section Grants (Disbursements)</b>								
Central Texas Section 7019						3,000.00		3,000.00
East Texas Section 7001						0.00		0.00
Houston Texas Section 6995						1,500.00		1,500.00
Midwest Texas Section 7217						2,500.00		2,500.00
North Central Texas Section 7209						0.00		0.00
Northwest Texas Section 7050						4,500.00		4,500.00
Southmost Texas Section 7035						4,500.00		4,500.00
Southwest Texas Section 7043						3,500.00		3,500.00
West Texas Section 7027						4,000.00		4,000.00
<b>Total Section Grants (Disbursements)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,500.00</b>	<b>\$ -</b>	<b>\$ 23,500.00</b>
<b>Committee Expenses</b>								
<b>Great Places In Texas</b>								
Trophies								0.00
Video Production, Marketing, and Travel					5,000.00			5,000.00
<b>Planning Awards Committee</b>								
Meals					0.00			0.00
Lodging					0.00			0.00
Trophies					1,500.00			1,500.00
Video Production					5,000.00			5,000.00
<b>Conference Committee Meetings</b>								
Historian			1,000.00					1,000.00
AICP Training			2,500.00					2,500.00
Guide to Planning in Texas Communities			2,000.00					2,000.00
<b>Total - Committee Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,500.00</b>
<b>Total Expenses</b>	<b>\$ 103,600.00</b>	<b>\$ 3,550.00</b>	<b>\$ 17,810.00</b>	<b>\$ 5,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 23,500.00</b>	<b>\$ 225,000.00</b>	<b>\$ 390,460.00</b>
<b>Net Operating Income</b>	<b>\$ (103,600.00)</b>	<b>\$ (3,550.00)</b>	<b>\$ (17,810.00)</b>	<b>\$ (5,000.00)</b>	<b>\$ (12,000.00)</b>	<b>\$ (23,500.00)</b>	<b>\$ (225,000.00)</b>	<b>\$ (390,460.00)</b>
<b>Other Income</b>								
Interest Income	500.00							500.00
<b>Total Other Income</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>
<b>Net Other Income</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>
<b>Total Balance</b>	<b>\$ (103,100.00)</b>	<b>\$ 950.00</b>	<b>\$ (17,810.00)</b>	<b>\$ (5,000.00)</b>	<b>\$ 71,500.00</b>	<b>\$ (23,500.00)</b>	<b>\$ 77,000.00</b>	<b>\$ 40.00</b>



American Planning Association  
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**Texas Chapter - American Planning Association**  
**Adopted Budget Overview: Texas APA Budget - FY19 P&L Classes**

**PROPOSED BUDGET**

October 2018 - September 2019 REV3

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
<b>Income</b>								
Job Posting Income								0.00
CPC Grant								0.00
Texas Planning Awards					5,000.00			5,000.00
AICP Training		1,000.00						1,000.00
CPC Study Guide Sales		500.00						500.00
Member Dues								
<i>National Chapter Grant Income (dues rebate)</i>					79,500.00			79,500.00
Registration Fees (600 Registrants)		3,000.00			7,000.00		267,000.00	277,000.00
Sponsorships							35,000.00	35,000.00
<b>Total Income</b>	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 91,500.00	\$ -	\$ 302,000.00	\$ 398,000.00
<b>Gross Income</b>								<b>\$ 398,000.00</b>
<b>Expenses</b>								
Assistance Provided - Other Orgs (PSO Grants)			2,500.00					2,500.00
Assistance to Individuals (AICP Exam Scholarships)		1,050.00						1,050.00
CPC Grant								0.00
EPL Activities			3,000.00					3,000.00
Planners Day at the Capital			3,800.00					3,800.00
Bank Service Charges								0.00
Chapter Board Meeting Expenses	3,000.00							3,000.00
National Planning Conference Reserve (Houston 2020)							5,000.00	5,000.00
Conference, Conventions, & Meetings							220,000.00	220,000.00
<i>Social Event Expense (Texas Chapter Reception)</i>				5,000.00				5,000.00
<b>Total Conference, Conventions, &amp; Meetings</b>	\$ 3,000.00	\$ 1,050.00	\$ 9,300.00	\$ 5,000.00	\$ -	\$ -	\$ 225,000.00	\$ 243,350.00
Contracted Services								
Accounting	7,000.00							7,000.00
Board Retreat	4,000.00							4,000.00
Communications Administrator	20,000.00							20,000.00
Executive Administrator	42,000.00							42,000.00
<b>Total Contracted Services</b>	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,000.00
Education & Professional Development								
CM Provider Registration			1,610.00					1,610.00
AICP Exam Preparation Workshops		2,500.00						2,500.00
CM WebEx Subscription (APA Ohio Chapter)			250.00					250.00
<b>Total Education &amp; Professional Development</b>	\$ -	\$ 2,500.00	\$ 1,860.00	\$ -	\$ -	\$ -	\$ -	\$ 4,360.00
Information Technology								
Internet Services	2,340.00							2,340.00
Website Design								0.00
Newsletter	360.00							360.00
<b>Total IT Services</b>	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00
Marketing								
Conferences (TML Conference)			2,500.00					2,500.00
Luncheons			0.00					0.00
Facebook			150.00					150.00
Mailouts			0.00					0.00
<b>Total Marketing</b>	\$ -	\$ -	\$ 2,650.00	\$ -	\$ -	\$ -	\$ -	\$ 2,650.00

	Administrative & General	AICP Exam Workshop	Education & Professional Development	National Conference	Program	Section Programs	Chapter Conference	TOTAL
<b>Office Expense</b>								
Conference Call Fees	0.00							0.00
Postage & Delivery	200.00							200.00
Supplies	200.00							200.00
<b>Total Office Expense</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400.00</b>
<b>Officer Travel</b>								
Officers - Past Pres, Pres Elect, Sec, Treasurer	8,000.00							8,000.00
PDO / PODO	2,500.00							2,500.00
President	5,500.00							5,500.00
Executive Administrator	3,500.00							3,500.00
Communications Administrator	3,000.00							3,000.00
TML Representative	1,000.00							1,000.00
Legislator Travel	2,500.00							2,500.00
Section Representative	1,000.00							1,000.00
Student Reps	1,000.00							1,000.00
Misc. Travel for Programs (to be approved by EC prior to travel)	2,500.00							2,500.00
<b>Total Officer Travel</b>	<b>\$ 30,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,500.00</b>
<b>Section Grants (Disbursements)</b>								
Central Texas Section 7019						3,000.00		3,000.00
East Texas Section 7001						0.00		0.00
Houston Texas Section 6995						1,500.00		1,500.00
Midwest Texas Section 7217						2,500.00		2,500.00
North Central Texas Section 7209						0.00		0.00
Northwest Texas Section 7050						4,500.00		4,500.00
Southmost Texas Section 7035						4,500.00		4,500.00
Southwest Texas Section 7043						3,500.00		3,500.00
West Texas Section 7027						4,000.00		4,000.00
<b>Total Section Grants (Disbursements)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,500.00</b>	<b>\$ -</b>	<b>\$ 23,500.00</b>
<b>Committee Expenses</b>								
<b>Great Places In Texas</b>								
Trophies								0.00
Video Production, Marketing, and Travel					5,000.00			5,000.00
<b>Planning Awards Committee</b>								
Meals					0.00			0.00
Lodging					0.00			0.00
Trophies					1,500.00			1,500.00
Video Production					5,000.00			5,000.00
<b>Conference Committee Meetings</b>								
Historian			1,000.00					1,000.00
AICP Training			2,500.00					2,500.00
Guide to Planning in Texas Communities			2,000.00					2,000.00
<b>Total - Committee Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,500.00</b>
<b>Total Expenses</b>	<b>\$ 109,600.00</b>	<b>\$ 3,550.00</b>	<b>\$ 19,310.00</b>	<b>\$ 5,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 23,500.00</b>	<b>\$ 225,000.00</b>	<b>\$ 397,960.00</b>
<b>Net Operating Income</b>	<b>\$ (109,600.00)</b>	<b>\$ (3,550.00)</b>	<b>\$ (19,310.00)</b>	<b>\$ (5,000.00)</b>	<b>\$ (12,000.00)</b>	<b>\$ (23,500.00)</b>	<b>\$ (225,000.00)</b>	<b>\$ (397,960.00)</b>
<b>Other Income</b>								
Interest Income	500.00							500.00
<b>Total Other Income</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>
<b>Net Other Income</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500.00</b>
<b>Total Balance</b>	<b>\$ (109,100.00)</b>	<b>\$ 950.00</b>	<b>\$ (19,310.00)</b>	<b>\$ (5,000.00)</b>	<b>\$ 79,500.00</b>	<b>\$ (23,500.00)</b>	<b>\$ 77,000.00</b>	<b>\$ 540.00</b>



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## APA Texas Chapter Executive Committee Winter Meeting

Friday, January 25, 2019, 8:30 a.m. to 2:00 p.m.

Freese & Nichols –Tower at Cityplace  
2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

### Agenda Item No. H-8

**Agenda Topic:** Consider Reimbursement Request for Chapter President-Elect

**Action Item:**  Yes  No

**Submitted by:** Doug McDonald, AICP

**A. Background Information:**

The Chapter provides travel funds for members of the Executive Committee. The Chapter President-Elect shares travel funds with the Chapter Past President, Treasurer, and Secretary. The Chapter's Travel Policy (attached) outlines what travel funds can be used for, including, but not limited to hotel costs, onsite travel costs, and airfare. The Policy requires a separate vote by the Executive Committee to fund conference registration.

**B. Details:**

Due to Chance's recent job transition, I would like the board to consider reimbursement of the NPC19 conference registration for Chance. Chance was not able to attend NPC18 in New Orleans and will need to attend this conference to shadow Doug McDonald during the Chapter President leadership meetings. His new employer had not budgeted this expense for him to attend prior to his hire. The cost for registration is \$735.00.

**C. Action Needed Today:**

Approval from the Chapter Executive Committee to reimburse Chance Sparks for registration costs related to the 2019 National Planning Conference.

**D. Attachments:**

Chapter Travel Policy

## Texas APA Travel Reimbursement Policy

The Board of Directors of Texas APA recognizes that board members, officers and committee members may be required to travel or incur other expenses from time to time to further the missions of this non-profit organization. The Texas APA Chapter will budget funds each year to assist officers in covering travel expenses to attend certain meetings and events. Individual Sections should not use Chapter disbursements for travel expenses for their members.

The Chapter cannot budget sufficient funds to cover all travel expenses for all officers, board members and committee members to attend all meetings and events. The intent of the Chapter is to defer some expenses so that individuals are not excluded from attending important meetings. The Chapter will still depend on the ability of the leadership to find additional resources either through employers or personally to help pay for travel expenses as much as possible.

1. Eligible Officers. The following officer positions will be eligible to receive travel reimbursements:

- a. President
- b. President Elect
- c. Past President
- d. Treasurer
- e. Secretary

The Executive Committee may approve reimbursements to additional members of the Board for travel to specific events in advance of travel.

2. Eligible Events. Travel expenses may be reimbursed for travel to the following events:

- a. Chapter Board meetings (expenses directly related to the Texas APA Annual Conference will not be reimbursed)
- b. Executive Committee meetings
- c. President and President-Elect attendance at national leadership meetings

The Executive Committee may approve reimbursements for travel to other specific meetings or events in advance of travel.

3. Eligible Expenses. The following expenses may be reimbursed:

- a. Hotel expenses (excluding personal costs such as movies)
- b. Airfare (only when travel is not in conjunction with the Texas APA Annual Conference)
- c. On-site travel including taxi, bus, transit or rental car
- d. Meals (meals will only be reimbursed for overnight trips and when a meal is not included at the meeting or event)

The Executive Committee may approve reimbursements for additional cost in advance of travel.

4. The following costs are not eligible for reimbursement unless specifically approved by the Executive Committee:

- a. Registration for conferences or events
- b. Mileage (the standard IRS mileage rate must be used)
- c. Per Diem
- d. Other miscellaneous costs and alcoholic beverages

5. Section Directors. Hotel expenses are eligible for reimbursement for attendance to the Chapter Board Meetings. The Executive Committee must approve reimbursements in advance of travel.

6. Awards Committee. The Chapter will pay the lodging expenses for one representative from each Section to attend the annual Awards Committee meeting. Additional costs will be the responsibility of the Section representative. The Chapter will reimburse the Awards Committee Chair for eligible travel costs as provided for in the annual budget.

7. Travel Budget. The total reimbursement amount for all travel expenses will be determined by the amount approved in the annual budget.

8. Reimbursement process. A reimbursement form must be submitted to the Treasurer along with all original receipts for eligible expenses. Expenses will be reimbursed for the exact amount shown on the submitted receipts. Reimbursements cannot be made for any expenses without a receipt.



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### Agenda Item No. H-9

**Agenda Topic:** Consideration of Travel Reimbursement for APA Region III Director

**Action Item:**  Yes  No

**Submitted by:** Doug McDonald, AICP

**A. Background Information:**

The Chapter has received a grant from the Chapter President's Council to produce a video for NPC20 Houston with Great Places in Texas Spokesperson Chet Garner, featuring all the Great Places in America Houston designees. This video was planned to be filmed immediately following the APATX18 conference in Galveston, but had to be rescheduled due to weather.

This video will feature Chet Garner and Wendy Shabay, the Region III Director serving on the National Board of Directors. Initially, the hotel and travel costs were going to be absorbed with the APATX18 conference costs, but due to the rescheduling, Chapter President Doug McDonald is requesting reimbursement of up to \$400.00 for Wendy Shabay to travel to Houston. This includes airfare, transportation, and hotel costs for one night.

Within the Chapter's budget, the Board of Directors approved a line item of \$2,500 for miscellaneous travel. I request Wendy's travel to be funding within this line item. Expenses from this line item require a vote of approval from the Executive Committee.

**C. Action Needed Today:**

Approval from the Chapter Executive Committee to reimburse Wendy Shabay for travel expenses related to the video shoot for NPC20 with Chet Garner.

**D. Attachments:**

None



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## APA Texas Chapter Executive Committee Winter Meeting

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### Agenda Item No. H-10

**Agenda Topic:** Sponsorship Assistance for CityLab High School Summit Keynote Speaker

**Action Item:**  Yes  No

**Submitted by:** Doug McDonald, AICP

**A. Background Information:**

The Chapter has been working with CityLab High School in Dallas, Texas to help secure a keynote speaker for the CityLab Summit on March 29, 2019. CityLab High School is a new Dallas ISD Choice School that focused on architecture, urban planning, environmental science, and community development. At this school, students learn from teachers and professional practitioners from the fields of architecture, urban planning and public policy.

Bill Dahlstrom, FAICP and Ann Bagley, FAICP are both members of the CityLab Foundation Board and are working on developing a new planning curriculum for the high school.

**B. Details:**

The Chapter would like to assist with the summit by sponsoring the speaking costs and travel for Keynote Speaker, Mitchell Silver. Mitch has been commissioner for the New York City Parks Department since May 2014. Previously, he served as chief Planning and Development Officer and Planning Director for the City of Raleigh, North Carolina. He was president of the American Planning Association between 2011 and 2013. From those who have heard Mitch speak, he is inspiring and will be a great advocate for city planning for these high school students. This event will be open to the public.

Speaker and travel costs are estimated to be approximately \$3,500. Ann Bagley, FAICP, has graciously volunteered to donate \$500 towards this fee. The North Central Section has also voted to assist by contributing \$1,000 towards this fee.

I am requesting the Chapter to allocate a maximum of \$2,000 to assist with the CityLab High School Program.

**C. Action Needed Today:**

Approval from the Chapter Executive Committee to allocate a maximum of \$2,000 towards costs and travel for Mitchell Silver for the Keynote Speaker at the CityLab High School Summit.

**D. Attachments:**

None



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# APA Texas Chapter Executive Committee Winter Meeting

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## Agenda Item No.:H-11

**Agenda Item:** AICP Code of Ethics Discrimination Policy

**Action Item:**  Yes  No

**Submitted by:** Heather Nick, AICP

**A. Background Information:**

It was brought to the attention of the Texas Chapter via the Kansas Chapter, that the Code of Ethics, Rules of Conduct simply states, “We shall not unlawfully discriminate against another person”. The Kansas Chapter also collected Code of Ethics from other allied professions. They discovered that several had recently updated their codes to prohibit discrimination. For example, the American Institute of Architects (AIA) Code of Ethics and Professional Conduct includes the following rule, “Members shall not discriminate in their professional activities on the basis of race, religion, gender, national origin, age, disability, or sexual orientation” (AIA, 2018). The Kansas Chapter submitted a letter to the American Institute of Certified Planners (AICP) Commission requesting an update regarding discrimination to the Code of Ethics. They requested that the Texas Chapter consider sending a similar letter in support of the amendment.

**B. Details:**

I was tasked with researching this topic, including contacting leaders within the American Planning Association (APA) to determine if any individuals or groups were working on similar efforts related to the evaluation and amendment recommendations to the Code of Ethics.

Since our October Board meeting, I’ve learned that revision to the Code of Ethics is a priority issue identified by the Board of Directors and the AICP Commission. There is a knowledge-based governance task force which is in the process of completing a white paper related to the Code of Ethics. The white paper will allow the AICP Commission to provide guidance to a different task force on the desired direction of the update. During the upcoming winter retreat, the Commission will be reviewing an initial draft of the white paper.

According to Silvia E. Vargas, AICP, LEED AP, the follow-up task force, charged with drafting changes to the Code, has been identified but the individuals have not yet been ratified. She suggested that if the Texas Chapter is considering writing a letter to support the Kansas Chapter’s urging of changes, we do so quickly prior to the white paper’s completion and the follow-up task force confirmation. Silvia also provided additional contacts to voice our concerns and ask for guidance on how to proceed. She also suggested we consider an additional candidate to the follow-up task force as a liaison to the Chapter.

**Additional Background/Research:**

As stated in the opening paragraphs of our AICP Code of Ethics and Professional Conduct, “As Certified Planners, all of us are also members of the American Planning Association and share in the goal of building better, more inclusive communities”. Unfortunately, in most states, it remains lawful to discriminate based on sexual orientation and gender identity or expression. While local Human Resource policies may prohibit discrimination even if their State hasn’t made it an unlawful to do so, planners are questioning why our Code isn’t acting as our guide. Only 21 States and the District of Columbia prohibit discrimination based on sexual orientation and gender identity (see attachment) (Human Rights Campaign, 2019).

B. Details (continued):

In recent years, the APA has been proactively addressing equity and inclusivity. The APA Diversity and Inclusion Strategy, adopted by the Board of Directors in April 2018, sets forth an association-wide plan for how planners better promote the understanding and practices of diversity and inclusion both within and outside the planning community and profession. The following excerpt is included within the vision statement, “Diversity is an inclusive concept which encompasses, but not is not limited to, ethnicity, class, gender, age, sexuality, ability, educational attainment, spiritual beliefs, creed, culture, tribal affiliation, nationality, immigration status, political beliefs and veteran status” (APA, 2018). The Diversity and Inclusion Strategy includes several strategies and goals to support the vision and mission. Strategy 2 states, “Actively address barriers to and support the recruitment and retention of underrepresented peoples in the profession, the organization and among APA elected leadership” (APA, 2018). This strategy seems to support members desire to expand the prohibition to discriminate within the Code of Ethics.

APA Diversity Committee Chair, Miguel Angel Vazquez, AICP, stated that they were not specifically reviewing the Code of Ethics; however, the committee is drafting a Social Equity Guide and a Diversity Planning Advisory Service (PAS) report. He stated that the draft Social Equity Guide was going to be distributed for review and that it would be an opportunity to identify a proposed Code of Ethics review and considerations related to anti-discrimination. He also commended our efforts.

LGBTQ and Planning Division Past Chair and current APA Director Elected at Large, Marj Press, suggested that APA’s Ethics Officer, Jim Peters could share any past success or failure in changes to the code of ethics. She also recommended that we speak with AICP Commission President, Glen Larson, or our regional representative on the Commission.

The LGBTQ and Planning Division Chair, Tracey Corbitt, AICP, stated that they also were not reviewing the Code of Ethics; however, they were going to convey the information to the Executive Committee for further consideration and possible action.

Currently, we are awaiting a response from the division on any proposed action. It appears that there is an opportunity for collaboration between the Diversity Committee and the LGBTQ and Planning Division to review this item.

C. Action Needed Today:

- Authorize the submittal of a letter to support the Kansas Chapter’s urging of changes to the AICP Code of Ethics in regards to discrimination.
- Consider appointing a candidate to the follow-up task force as act as a liaison to the Chapter.

D. Attachments: Human Rights Campaign Employment Discrimination Map and Sources



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# APA Texas Chapter Executive Committee Winter Meeting

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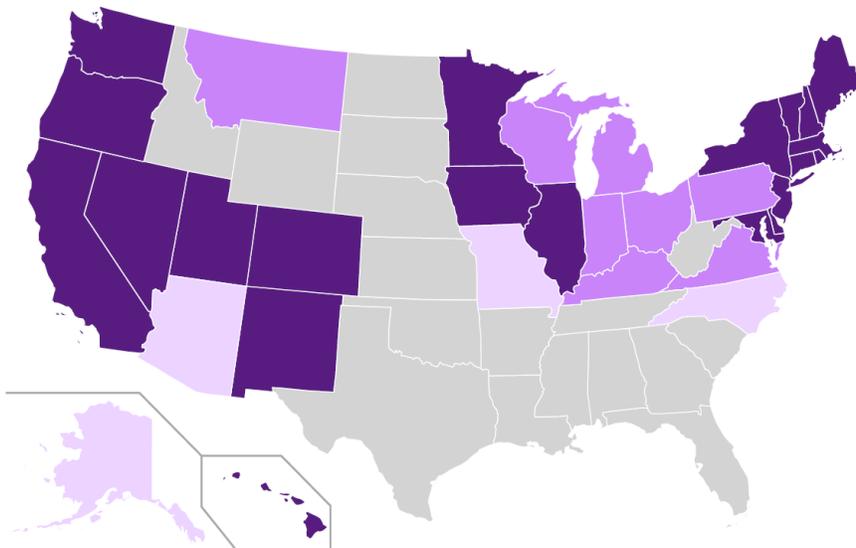
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 2711 N Haskell Ave Suite 3300, Dallas, TX 75204  
 Dallas Mavericks Conference Room – 33<sup>rd</sup> Floor

## Agenda Item No.: H-11 Attachments



HUMAN RIGHTS CAMPAIGN

## EMPLOYMENT



Updated January 11, 2019

The Federal Equal Employment Opportunity Commission is currently accepting complaints of sexual orientation and gender identity discrimination in employment based on Title VII's prohibition against sex discrimination.

\*State courts, commissions, agencies, or attorney general have interpreted the existing law to include some protection against discrimination against transgender individuals in Florida and New York.

\*North Carolina's executive order enumerates sexual orientation and gender identity. However, this order has a bathroom carve out for transgender employees making the executive order not fully-inclusive.

**Prohibit discrimination based on sexual orientation and gender identity (21 states & D.C.):** California, Colorado, Connecticut, Delaware, District of Columbia, Hawaii, Illinois, Iowa, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Hampshire, New Jersey, New Mexico, New York, Oregon, Rhode Island, Utah, Vermont, Washington

**Prohibit discrimination based on sexual orientation only**

**Prohibit discrimination against public employees based on sexual orientation and gender identity (8 states):** Indiana, Kentucky, Michigan, Montana, Ohio, Pennsylvania, Virginia, Wisconsin

**Prohibit discrimination against public employees based on sexual orientation only (4 states):** Alaska, Arizona, Missouri, North Carolina



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### Agenda Item No.: H-11 Attachments

#### Sources:

American Planning Association, <https://planning-org-uploaded-media.s3.amazonaws.com/document/APA-Diversity-and-Inclusion-Strategy.pdf>, Retrieved August 11, 2018.

American Institute of Architects, <http://aiad8.prod.acquia-sites.com/sites/default/files/2017-08/2017%20Code%20Update.pdf>, Retrieved August 14, 2018.

Human Rights Campaign, <https://www.hrc.org/state-maps/employment/pdf>, Retrieved January 22, 2019.



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### Agenda Item No. H-12

**Agenda Topic:** Advance Approval for ComTech Travel Reimbursement **Action Item:**  Yes  No

**Submitted by:** Mike McAnelly, FAICP, Executive Administrator

#### A. Background Information:

- Contract for Communications Technician provides that travel preauthorization must be obtained for the ComTech to be eligible for travel reimbursement. Approved travel expenses during which APA Texas business is conducted will be reimbursed by APA Texas. A \$3,000 travel expense line item was approved by the Board as part of the Adopted Budget for the ComTech. However, approval and authorization by the Board for this travel is still required by the ComTech Contract.
- Preauthorization is requested for the ComTech to participate in the NPC19 San Francisco. ComTech will provide social media content and interaction including Twitter, Facebook, Instagram, YouTube, and LinkedIn, for APA activities and APA Texas events during the National Planning Conference.
- Reimbursement of expenses will be shared between the APA Texas Chapter and the City of Tyler.

#### B. Details:

Reimbursable expenses will be shared equally with City of Tyler and will include:

- Conference Registration (half) \$367.50
- Air Travel (half) \$144 plus tax
- Land Travel/BART (half) \$24
- Hotel (2 nights @305) \$610 plus tax
- Meals (half) \$85

#### C. Action Needed Today:

**Approve travel reimbursement preauthorization of \$1,230.50, to be shared with City of Tyler for the CompTech to attend NPC.**

#### D. Attachments: None



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**APA Texas Chapter Executive Committee Winter Meeting**  
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## **Item I – Communications Tech Report**

**Submitted by:** Kyle Kingma, AICP

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**Report:**

See attachments for October, November, and December Communications Reports.

**Attachments:** Chapter Report, October Report, November Report, December Report

# CHAPTER COMMUNICATIONS TECHNICIAN REPORT

1-25-19

Kyle Kingma, AICP

## MAJOR ITEMS/INITIATIVES:

1. Great Places in America announcements
2. “Share your planning story” for Planning Month
3. Conference
4. Job postings
  - a. 62 jobs posted

## IN THE HOPPER:

1. Legislative session
2. GPIT (April)
3. Conference app options

## REPORTS:

- Website activity (Oct-Dec 2018 vs. same period 2017):
  - o Users: **+204%**
  - o New Users: **+230%**
  - o Sessions: **+115%**
- Facebook:
  - o Likes: **1,145**
  - o Group size: **122**
- Twitter Followers: **567**
- LinkedIn Connections: **663**

## OCTOBER 2018 COMMUNICATIONS REPORT

### Users assisted:

4

### Jobs Posted:

25

### Website:

- Approved jobs
- Created events
- Created news stories
- Updated conference information
- APA Awards Page update
- Legacy Project Page update
- New Commissioners Corner page
- New Planning Month recap page

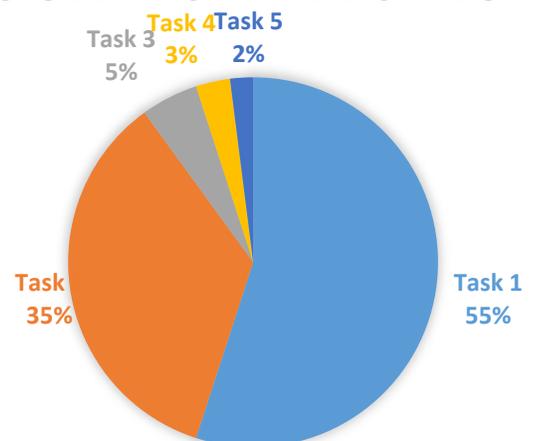
### General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Weekly job roundups
- Great Places in America promo
- Conference video
- Planning Month promo

### Reports:

- Website activity (October '18 vs. October '17):
  - o Users: 7.8k **+113%**
  - o Sessions: 11.7k **+80%**
  - o Session Duration: 1m33s **-29%**
- Facebook (October vs. September):
  - o Page reach: 18,643 **+140%**
  - o Post engagements: 10,325 **+182%**
  - o New Likes: 84 (1,117) **+7%**
  - o Group size: 117 (12 new)
- Twitter (October vs. September):
  - o Tweet impressions: 18k **+8%**
  - o Profile visits: 927 **+108%**
  - o New Followers: 29 (549)

### OCTOBER TASK TIME DISTRIBUTION



## NOVEMBER 2018 COMMUNICATIONS REPORT

### Users assisted:

2

### Jobs Posted:

20

### Website:

- Approved jobs
- Created events
- Created news stories
- Updated rotator

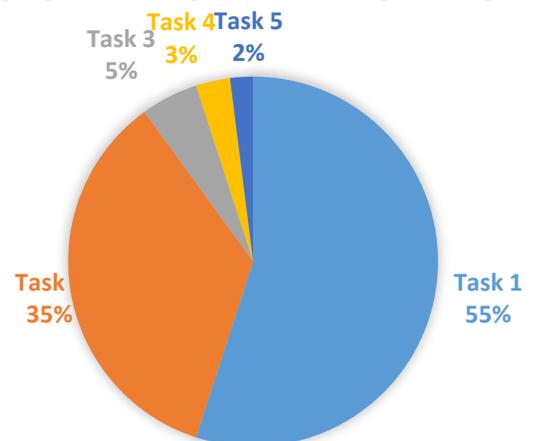
### General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Weekly job roundups
- Great Places in Texas promo
- Conference videos uploaded to Youtube
- GivingTuesday promo

### Reports:

- Website activity (Nov '18 vs. Nov '17):
  - o Users: 8.3k **+195%**
  - o Sessions: 10.6k **+120%**
  - o Session Duration: 1m2s **-48%**
- Facebook (November vs October):
  - o Page reach: 5,219 **-72%**
  - o Post engagements: 2,587 **-75%**
  - o New Likes: 13 (1,130)
  - o Group size: 119 (2 new)
- Twitter (November vs October):
  - o Tweet impressions: 6.1k **-65%**
  - o Profile visits: 159 **-82%**
  - o New Followers: 5 (553)

### OCTOBER TASK TIME DISTRIBUTION



## DECEMBER 2018 COMMUNICATIONS REPORT

### Users assisted:

1

### Jobs Posted:

17

### Website:

- Approved jobs
- Created events
- Created news stories
- Updated rotator

### General Communications:

- News items
- Social media content
- Weekly phone calls
- Weekly job roundups
- Great Places in Texas promo

### Reports:

- Website activity (Dec '18 vs. Dec '17):
  - o Users: 8.5k **+313%**
  - o Sessions: 10.8k **+187%**
  - o Session Duration: 1m6s **-45%**
- Facebook (December vs November):
  - o Page reach: 17.9 **+342%**
  - o Post engagements: 2,312 **-11%**
  - o New Likes: 5 (1,135)
  - o Group size: 122 (3 new)
- Twitter (December vs November):
  - o Tweet impressions: 14.2k **+242%**
  - o Profile visits: 371 **+233%**
  - o New Followers: 4 (557)

### DECEMBER TASK TIME DISTRIBUTION

