

CLEVELAND STATE UNIVERSITY
 LEVIN COLLEGE OF URBAN AFFAIRS
 DEPARTMENT OF URBAN STUDIES

SPRING SEMESTER 2005

Dr. Robert A. Simons, Mr. James Kastelic
Revised January 12, 2005

Course Syllabus
 PDD 611-50

Planning Capstone Studio

Meeting Time : Tuesday and Thursday 4:00-5:50 p.m.
 Place : UR # 27 (Thursdays) and UR 241 (Sweet Room, Tuesdays)
 Instructors : Dr. Robert A. Simons
 Mr. James Kastelic
 Office : 1717 Euclid Ave. UR 223, Cleveland State University
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 Email : roby@urban.csuohio.edu, jmkastelic@aol.com
 Office Hours : Tuesday 3:00-4:00 p.m. and by appointment

Required Reading Materials: Guest speakers will provide materials.

Books

American Metropolitics, Myron Orfield, 2002, Brookings Institute
 Cities without Suburbs, 2nd or latest edition, David Rusk, , Woodrow Wilson Center
 New Visions For Metropolitan America, Tony Downs, Brookings Institute

Niskannen bureaucracy grows and grows article

Selected reading will be made available through the college. They will be handed out or will be available through the college web site at <http://urban.csuohio.edu> , our faculty, Robert Simons, then go to course readings under 611 Planning Capstone 2003 . The instructor's lecture notes for the course on Power Point are available through the College of Urban Affairs computer system on the N:/simons/611capstone spr 2005/L#*.ppt.

Course Description

This course is intended for MUPDD students in their last year of study. The goal of the course is not be to impart any new planning tools (with a few exceptions where gaps exist), but rather to be to provide the student with an opportunity to work on a synthesis of their knowledge through an application of their planning skills to an actual project in a studio environment. The class will focus on various aspects concerning REGIONAL GOVERNANCE.

Guest lecturers will include other CSU faculty and outside planners and practitioners. Students will be assigned to groups and carry out specific tasks over the semester. Simons will act as project coordinator, and Kastelic will act as outside speaker coordinator. Each week will generally be split into two parts: a lecture or presentation from a guest speaker Tuesday and a class work session on Thursday. We will have a semi-dedicated classroom where we can use the computers on

the college network, meet and work.

Course Requirements

The course will have no examinations. There will be two individual assignments on specific tasks based on project data needs. This could be a work plan, preliminary report, or final report. These will be graded individually. The final assignment will be a group product including but not limited to a report, and you will be assigned a group grade. There will also be a presentation, graded individually. Students will take turns leading the discussion of topical issues as a portion of their course participation grade.

Grading procedures

Grading for the course will be as follows:

Two individual assignments/tasks (reports)	40 %
Final Group assignment (report)*	30 %
Final presentation	20 %
Class Participation	5 %
Ethics in Planning Essay	5 %

TOTAL	100 %

* group grade, all other grades based on individual effort

The numerical values for the letter grades are:

A =93-100, A- =90-92, B+ =88-89, B =81-87, B- = 79-80, C =70-78, F=69 or less.

Students should refer to the CSU Graduate Bulletin for administrative procedures related to drop-add, withdrawal, and incompletes.

Course Outline

<u>Session</u>	<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
1 RS, JK	1/18	L-Introduction course overview study regional government?? guest speaker: historical perspectives in Cleveland Kathy Hexter (conf) and company Bob Jaquay (conf) 430pm? http://urban.csuohio.edu/forum	
2 JK presentation, RS in charge	1/20	course organizational work session	

<u>Session Number</u>	<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
3 RS	1/25	guest speaker: government efficiency issues fiscal flows, capital operating, cost sharing Paul Oyaski, Cuya Co Development (conf), Marty Zenati, Mayor Parma Heights (conf)	
4 RS	1/27	work session GIS display, and website Brian Mikelbank, confirmed	
5 JK	2/1	guest speakers: regional planning and development/ NOACA Paul Alsenas, Howard Maier, Chris Ronayne (all conf)	
6 JK	2/3	class work session assignments progress	
7 RS	2/8	guest speaker: politics and governance Patrick Sweeney (conf) Tim McCormack (inv) Mayor Judy Rawson (conf 5pm),	Niskannen
8 RS	2/10	guest speakers: privatization/ not for profit sector Tony B., Slavic Village (inv), Steve Viny Daladgroup (inv) solid waste provider	
9 JK	2/15	guest speakers: housing and equity, fair share and diversity, Norm and Tim Bier, Stan Miller, NAACP (all conf)	
10 JK	2/17	work session	
11 JK	2/22	guest speaker: general government services, including courts Tom Longo (conf), judge Griffin, atty Gene Cramer inv	
12 JK	2/24	guest speaker: parks and recreation, Vern Hartenburg (MP) Natalie Ronayne both confirmed	
13	3/1	guest speaker: schools BBB, CH-UH (RS will call)	

JK on Vacation, RS in charge

Nyla Jean McDaniel, Fairview park (Jim will call)

Session

<u>Number</u>	<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
14	3/3	recreation work session, Ethics in Planning (conf)	Wendy Kellogg

JK on Vacation, RS in charge

15	3/8	guest speaker: police services and jails, Gerald McFaul sheriff (Jim), David Maine (Euclid) (inv)	
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RS

(speakers after this have generally not been not been invited yet)

16	3/10	work session survey	
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RS, JK

17	3/22	guest speaker fire services and EMS, 911	
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JK

18	3/24	work session <u>*Assignment 1 Due*</u>	
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JK

19	3/29	guest speaker: library and cultural services, Sports Tom Schorgl, Dean Rosentraub (invited), Library person	
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RS

20	3/31	work session <u>**surveys due now**</u>	
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RS

21	4/5	guest speakers: economic development and basic employment/all ports, Steve Minter, Bob Layton, Kathy Hexter's survey info **assign scenario teams**	
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RS

RS

22	4/7	work session: scenario products <u>*Assignment 2 due*</u>	
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RS

23	4/12	guest speaker: water and sewer services J. Ciaccia, Erwin Odeal, Claire Kilbane, or similar	
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RS at ARES, JK in charge

24	4/14	work session	
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RS at ARES, JK in charge

<u>Session Number</u>	<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
25 JK	4/19	guest speaker: transportation, roads, rapid, and air pollution Joe Calabrese, ODOT Dave Coil, NOACA John Beeker, or similar speakers	

26 RS	4/21	guest speaker: wrap up general panel Bill Hudnut??, ULI Ken Montlack or similar speakers	
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<u>Session Number</u>	<u>Date</u>	<u>Topic</u>	<u>Assignment</u>
27 RS at ARES, JK in charge	4/26	work session/ flex time	

28 RS at ARES, JK in charge	4/28	work session : class Web Site Workshop	
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29 RS and JK	5/3	Final preparations for presentation: no class, office hours extended office hours	
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30 RS, JK	5/5	<u>COURSE FINAL PRESENTATION</u> GUESTS: all	
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RS in Denver 5/7

29 FINAL EXAM DATE May 12 (Thursday)	NO FINAL EXAM, BUT debriefing on course and review of MUPDD program by students (required) (date negotiable), backup presentation date
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Issues to be addressed by all speakers

Overview and Mission:

Describe the mission of your agency, and the activities it performs.

In Cuyahoga County/4 county area, how many service providers are there that do what your agency does?

Do these other groups occupy the same physical territory that your agency does?

Variable Expenses:

How many employees does your agency have?

What percent of the agency's employees are devoted to performing the direct service functions/

What percent of the agency's budget is devoted to performing the direct service functions

What percent of your agency's budget is allocated to administration?

Fixed Expenses:

What is the number of buildings/square feet/acres of land your agency has

What kind of special equipment does your agency have/

Does your agency have any bonded indebtedness? If so, how much??

Revenues

what are the sources of operating revenues for your agency?

Property tax

Sales tax

Income tax

Client fees

Interest on investments

Intergovernmental transfers

Bonds

What are the sources of capital revenue for your agency?

Bonds

In-kind contributions

Coordination:

When is the last time the head of your agency talked to/had a regularly scheduled meeting with your counterpart from another agency in the Cleveland Area?

Do you see the other agency(ies) as competitive or complementary?

Do you have regularly scheduled meetings with your counterparts? If you do, do you discuss:
output measures?

Revenues?

Expenditures?

Competition?

Working more closely together?

Do you think regionalizing your agency's functions is desirable?

Feasibility of merging your agency with other similar agencies:

A good idea?

A bad idea?

Politically unfeasible?

Class initial tasks. Research:

1. State laws
2. Political models effects on term limits, government consolidation
3. Successful county merger cases, Indy-Marion Co., Jacksonville Fla, Denver, Miami-Dade, Louisville Ky
4. School issues
5. fair share housing
6. Safety issues (police, fire, EMS, 911)
7. General government, including judicial?
8. Land use planning/regional development plan
9. Port/transportation/airport
10. Parks
11. special service districts
12. Transit/bus
13. Sewer
14. Water
15. public process
16. Other regional services
17. Regional planning/A95 Review
18. Sports/cultural
19. local service vs. basic employment, gov't. is local service, LQs
20. Define not-for profit groups that also affect the picture (CDCs)
21. NAIOP video tape abstract and marketing issues

Data gathering for all units of observation (government service provider)

Questions for each service in 8 county area: what activity do they have per year, each of the last 5 years, average and trend, for each entity

1. Which entities provide this service
2. How many clients/user units
3. How many staff, broken out by functional type, and management, line function, etc.
4. Locations they provide service from (real estate).
5. Supplies, computers, personal assets they use
6. Vehicles they use, and fuel
7. Total expenditures, by type
8. Revenues, both operating, and capital
9. Any bond issues
10. Bonded indebtedness
11. Debt capacity
12. Tax base
13. outreach. Marketing , public process, surveys of Cuyahoga county residents toward regional governance (will require IRB clearance, all students will get some N)
14. Sources of funds, client fees, transfer payments, taxes by type, interest, other
15. Fiscal flow issues: do users live in jurisdiction? Are revenues from inside?

16. Other important things we should know

Outcome scenarios

No change- baseline forecasts of future relevant criteria

Merge only library and EMS, 911

Merge development planning

Merge all protective services (police, fire, EMS, 911)

Merge all governmental entities, water, sewer, spec districts.

Other

Merge in all government entities and schools

other

Consolidate all services in Cuyahoga county, leave the rest alone

other

Consolidate all services in Cuyahoga county and other labor market counties

Criteria outcome scenarios need to address:

Government employees

Users units served

Budget projections

Expenditures

Operating revenues

Capital revenues obtained

Bond issues floated

Local service/basic employment ratio analysis

Public opinion

Fair housing

diversity

political feasibility

timeline