



# REPORT



Vol. I. No. 4

FEBRUARY 1971

STATE CAPITOL / DES MOINES, IOWA / 515-281-5974

## INSIDE THIS ISSUE:

FROM THE DIRECTOR'S DESK  
*A Sign of Life*

OPP ORGANIZATIONAL CHART

OPP PERSONNEL BY PROGRAM AREA

DIVISION OF ADMINISTRATION & SPECIAL PROJECTS

DIVISION OF STATEWIDE PLANNING AND PROGRAM  
DEVELOPMENT

DIVISION OF LOCAL AFFAIRS

AVAILABLE OPP PUBLICATIONS

## PAGE

1

3

4

5

6

7

8

## FROM THE DIRECTOR'S DESK

### A SIGN OF LIFE

An advertisement in one of the current business magazines shows a single red rose growing in a garden, and carries a caption *growth is a sign of life*. This is true with respect to human institutions as well as in the realm of nature. Since our first newsletter was sent to you in September, a number of changes have taken place in OPP which we believe are signs of solid growth and a more useful life for OPP. This newsletter carries an outline of our new organizational pattern and also identifies the areas of major responsibilities which our staff members have assigned to them.

*Continued on Page 2*

State planning offices cannot adopt a standardized format which can be utilized in all 50 states. The pattern of growth in each state must be designed to fit the needs of that state as envisioned by the Governor and the legislative mandate which created the office.

In Iowa, as in most states, state planning must bring about better coordination of the development of physical, economic, and human resource programs and the promotion of efficient and economical use of federal, state, local and private resources. Few people would quarrel with this general purpose of OPP; however, there can be much difference of opinion as to how such coordination can best be brought about.

Effective coordination cannot take place simply through the adoption of a new organizational table, but depends upon having the right people in the right place at the right time, with the knowledge and good will to work together for the common good. We believe the staff of OPP have special skills and knowledge in the areas of their assignment, and that, in carrying out our role as a coordinating agency, we shall continue to learn and grow as we meet with responsible persons in other departments and other levels of government. As a coordinating agency we are committed to learning by doing.

OPP's activities in planning, evaluating and coordinating federal, state, and local programs must relate to identifiable common goals so that whenever possible the various separate programs are carried out with a minimum of duplication and a maximum use of all available resources. Not only must OPP do all it can to point out areas of duplication of programs and effort and poor utilization of funds in ongoing programs. It also has a specific responsibility to assist in developing mid- and long-range plans and programs which will accomplish the state's goals in the most effective manner. The definition of the state's goals is a very difficult task.

Sometimes the state's goals are defined in a general way as an extension of national goals which have been defined by the President, by Congress, or by the Supreme Court. We are all familiar with recent legislation passed by Congress which provides funds and guidelines to the states and local communities in a large number of program areas such as housing, crime, health, education, Model Cities, urban renewal, rural development, manpower, and so on. The governors and legislatures of the individual states usually have had little choice of redefining the goals of such programs, but through new state and local review processes we have an increasing opportunity for trying to make the programs more

effective and responsive.

Other goals of state government are often defined by the governor and legislature. OPP has the responsibility to develop plans and programs which will help achieve these goals. Some goals are ill-defined or contradictory. In such cases OPP can play a useful role by conducting research and studies and offering alternative methods of achieving the desired goals. Such efforts involve working with other state departments and the Comptroller's Office in defining costs of alternative proposals. Planning and budgeting cannot function independently. Dollar signs ought to be assigned to all plans and programs, but plans and programs cannot be evaluated on the sole criterion of cost alone. Thus OPP has a role in helping Iowa set priorities.

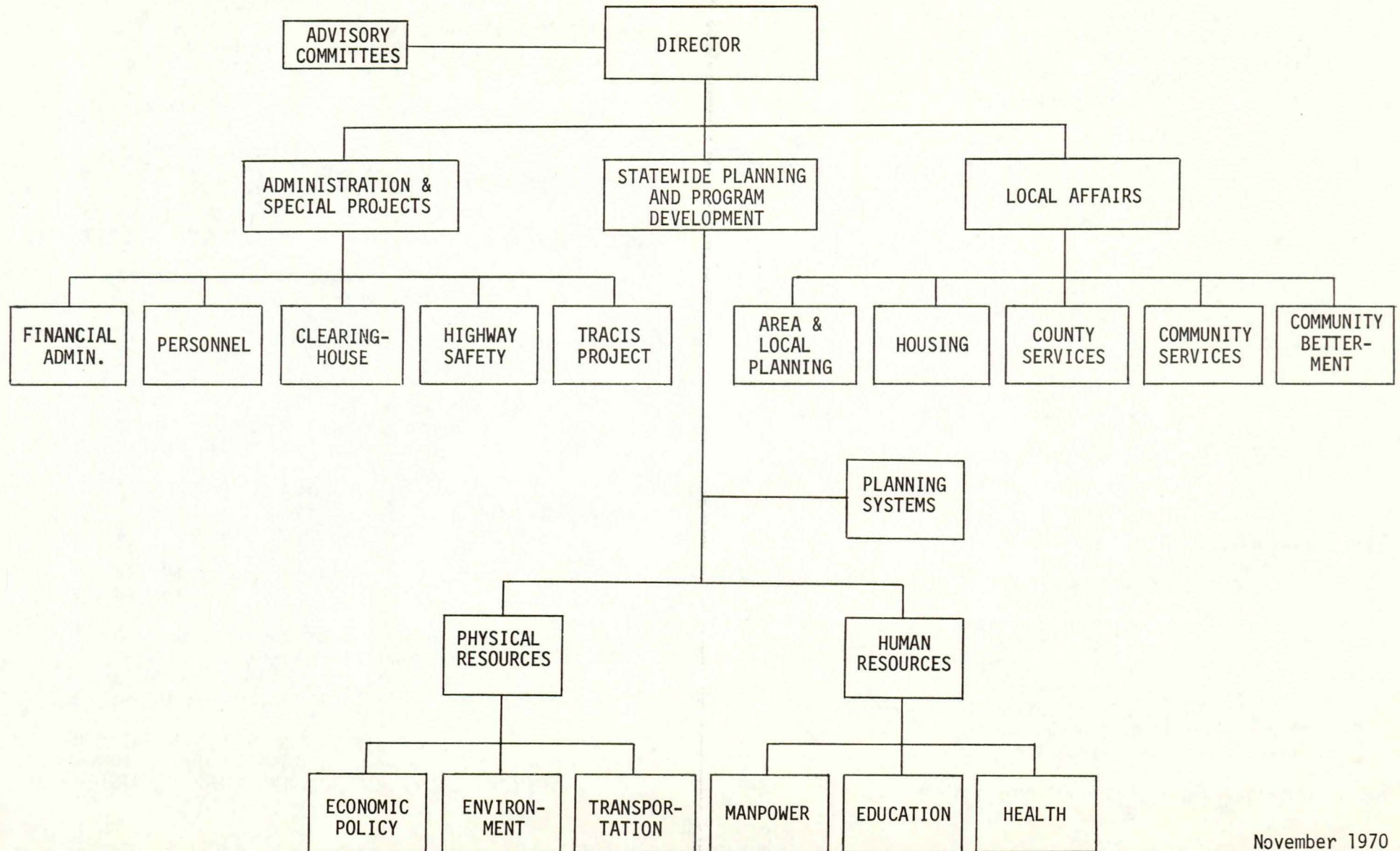
You will note from the organization chart that OPP has three principle divisions: Administration and Special Projects, Statewide Planning and Program Development, and Local Affairs. As Director of the office, I am responsible for the overall activities. As staff capability has increased, we hope to be of greater assistance to the Governor, Legislature, and local governments. You will note on the organizational chart that the Director often relies upon the assistance of advisory committees who can assist and advise him in special project areas. Effective use of advisory committees made up of citizens as well as department heads and technical teams from various levels of government often consumes considerable time and requires the use of additional staff. However, their use to-date has been very helpful.

Other sections of this newsletter explain in greater detail the functions and programs of each division. We hope the organization chart which is included will help you understand the purposes of this office and the people who are able to provide special assistance to you. We hope you will save this chart and personnel list for future reference and that it will help you in better understanding our office and in more fully utilizing the help available to you from OPP. If you have questions, I urge you to contact the Division heads: Mr. Darrel Grice, Mr. J. Robert Krebill, and Mr. Kenneth Henke, who can then refer you to the staff person or persons in the office who can best serve your particular need.

Growth is a sign of life, and Iowa is a place to grow. With an improved foundation and a renewed sense of purpose, OPP can now provide even more help to Iowans in maintaining a high quality of life through careful planning for dynamic growth.

# OFFICE FOR PLANNING & PROGRAMMING

## State of Iowa



November 1970

OPP PERSONNEL BY PROGRAM AREA AS OF JANUARY, 1971

Leroy H. Petersen, Director  
Nancy Honn, Secretary

- I. DIVISION OF ADMINISTRATION AND SPECIAL PROJECTS
  - Darrel L. Grice, Senior Planner
  - Anna Lee McCallion, Secretary
  - A. Fiscal Administration
    - F. Lowell Steen, Fiscal Director
    - Frank Milik, Fiscal Assistant
    - Dixie Dawson, Secretary
  - B. Personnel
    - A. Thomas Wallace, Jr.
  - C. Information Clearinghouse
    - A. Thomas Wallace, Jr., Federal Funds Coordinator
    - Dean Powell, Planning Intern
  - D. Highway Safety Program
    - Donald G. Heene, Program Director
    - Harry R. Gittins, Associate Planner
    - Nancy Caldwell, Secretary
  - E. Traffic Records & Criminal Justice Information System (TRACIS) Project
    - Terry Swanson, Project Director
    - Betty Surls, Secretary
- II. DIVISION OF STATEWIDE PLANNING AND PROGRAM DEVELOPMENT
  - J. Robert Krebill, Senior Planner
  - A. Planning Systems, Information and Research
    - J. Robert Krebill
  - B. Physical Resources - Ron Sagraves, Coordinator
    - 1. Economic Policy Planning
      - Ron Sagraves, Associate Planner
      - Wayne Laufenberg, Rural Community Coordinator
      - Ben Barberio, Planning Intern
    - 2. Environment and Natural Resource Planning (Contact Ron Sagraves)
      - Barry Petrowsky, Planning Intern
    - 3. Transportation System Planning (Contact Ron Sagraves)
- C. Human Resources - Gordon Bennett, Coordinator
  - 1. Manpower (CAMPS) and Social Services
    - Gordon Bennett, Director
    - M. "Zeke" Bailey
    - Dennis Fetters
    - Thomas Reinhardt
    - Walter Salomon
    - Jean Comstock, Secretary
  - 2. Education Planning
    - Paul C. Heitmann, Associate Planner
    - Dr. Dennis Harken, Project Director GEAC
    - Cheryl Willey, Secretary
  - 3. Health Planning
    - Harry Gittins, Associate Planner
- III. DIVISION OF LOCAL AFFAIRS
  - Kenneth C. Henke, Director
  - Dianne Vander Werff, Secretary
  - Kathie Lipovac, Secretary
  - A. Area and Local Planning
    - William McLaughlin
  - B. Housing
    - Ray Johnson, Senior Planner
    - Tom Higgins, Planning Intern
  - C. County Services
    - Maurice Van Nostrand
  - D. Community Services (Contact Kenneth C. Henke)
    - Norman Riggs, Administrative Assistant
    - Maude White, Associate Planner
    - Mike O'Bannon, Planning Intern
  - E. Community Betterment
    - Peter Stephano, Project Director

## ADMINISTRATION & SPECIAL PROJECTS

The various administrative support functions of OPP have been consolidated, along with a few "orphan" projects, into the new Division of Administration and Special Projects.

The consolidation has enabled the Senior Planner for Administration to clarify procedures and responsibilities and to bring greater efficiency into the day-to-day management of OPP operations. The sections entitled *Financial Administration*, *Personnel* and *Clearinghouse* are responsible to the Senior Planner for Administration in keeping "a tight ship" for OPP.

Special projects are occasionally assigned to OPP for administration, whenever assignment to a "line agency" is not appropriate. Such assignments normally require OPP to serve as a "neutral" administrator of a multi-agency effort. Innovative projects, such as the Governor's Summer Youth Opportunity Program, have been assigned to OPP to help them through the formative stages. Highway Safety and TRACIS (Traffic Records and Criminal Justice Information System) are current special projects in OPP.

Fiscal Administration includes two basic types of work:

- handling OPP accounts, budgets, payroll, purchasing, federal grant documentation, and short-range financial planning. OPP is now analyzing the feasibility of "integrating" our various federal grants into one package, with a resulting efficiency of about 25%; if successful, OPP will be the first state planning agency in the nation to attempt this; and
- managing contracts with outside consultants, including maintenance of a file on possible consultants, requests for proposals, evaluation and selection, and technical monitoring with the assistance of the particular planner in charge.

Personnel functions of OPP are coordinated with the Merit Employment Department even though OPP is by law excluded from the Merit System. They include:

- recruiting and selecting personnel, through advertising in national and statewide newspapers and professional journals, followed by intensive interviews;
- developing training programs for OPP and state agencies in planning, and conducting semi-annual personnel performance evaluation; and
- cooperating with the internship programs of Drake and other universities to train future planners and administrators and to involve youth in government.

Clearinghouse activities encompass the primary "information handling" functions of OPP, to wit:

- providing federal program information, through assistance to state and local agencies in finding federal funds; review of grant applications; and preparation of status reports for the Governor and General Assembly;
- maintaining a central library of planning information and reports, including OPP files, for the use of policy-makers, planners, and researchers throughout Iowa; and
- coordinating OPP publications in their preparation, printing, and distribution.

Highway Safety projects were assigned to OPP, with the responsibility of utilizing federal, state, and local funds most efficiently to reduce Iowa's traffic losses, through:

- providing overall planning administration and coordination of Iowa's activities under the federal Highway Safety Act of 1966;
- assisting state and local agencies in their projects under the following Federal Highway Safety Program Standards: Periodic Motor Vehicle Inspection; Motor Vehicle Registration; Motorcycle Safety; Driver Education; Driver Licensing; Codes and Laws; Traffic Courts; Alcohol in Relation to Highway Safety; Identification and Surveillance of Traffic Locations; Emergency Medical Services; Highway Design, Construction, and Maintenance, Traffic Control Devices; Pedestrian Safety; Police Traffic Services; and Debris Hazard Control and Cleanup; and
- assuming major responsibility for the federal highway safety program standard in Traffic Records (below).

Traffic Records and Criminal Justice Information System (TRACIS) has been assigned to OPP for planning and initial implementation. The staff is:

- designing a system for collecting, storing and disseminating information and data on traffic records (such as driver's licenses, vehicle registrations, and accident) and criminal justice (such as criminal histories or data on stolen property);
- attempting to accommodate this system to the entire spectrum of traffic law and criminal justice information storage and retrieval needs at the State and local levels, ultimately serving nearly all primary agencies of law enforcement; and
- evaluating means to assure that the privacy of individual citizens is safeguarded, through careful controls on the availability and use of information.

## STATEWIDE PLANNING & PROGRAM DEVELOPMENT

"Would you tell me, please, which way I ought to go from here?" asked Alice.  
"That depends a good deal on where you want to get to," replied the Cat.

Where we should "get to" and how "to go from here" are the basic questions which OPP must help Iowa answer.

The issues involved are complex and transcend all levels of government and private life. Their toughness can easily produce "analysis paralysis" and acid indigestion, *unless* OPP can help through skillful application of sophisticated tools of comprehensive planning, policy analysis, and program development.

Until recently, OPP applied these tools through special studies on the primary issues of the moment. Now, the newly formed Division of State-wide Planning and Program Development has consolidated a wide variety of *ad hoc* projects and semi-autonomous activities into the following seven, fundamental, continuing programs which systematically analyze Iowa's evolving problems, opportunities, and goals, and in turn evaluate paths "to go from here."

Planning Systems, Information & Research supports all planning activities in Iowa, through:

- designing "systems" which bring better planning into policy-making, budgeting, and day-to-day operations of government;
- coordinating statistical data and other information collected in Iowa, to increase accessibility and comparability; and
- providing population and economic forecasts and detailed U.S. Census data.

Economic Policy Planning analyzes the current activities and future opportunities of the many public and private groups which affect our economy, to the end of promoting economic growth and change which will truly improve the quality of life in Iowa. Work includes:

- formulating a Governor's comprehensive strategy for guiding development programs (the Governor's Economy Committee recommended an expansion of this activity);
- analyzing trends in the Iowa economy through preparation of the annual Governor's Economic Report and Quality of Life Assessment;
- developing a special Iowa strategy for Rural Community Development; and
- providing special economic analyses as needed by State policy-makers or other OPP programs.

Environment & Natural Resource Planning efforts focus primarily on coordinating the large number

of agencies already working, through:

- analyzing major policy issues, strategies and organizational possibilities;
- evaluating proposed federal programs and requirements for creating State land-use plans and environmental master plans, and
- establishing techniques and procedures for developing State comments on the environmental impact of proposed construction, such as highways, reservoirs, or utilities.

Transportation System Planning strives to link transportation services to the development needs of Iowa. OPP has previously analyzed key issues and studied long-range airport facilities needs. Current work includes:

- evaluating alternative plans for creating an Iowa Department of Transportation, and
- preparing a total needs study, covering all modes of transportation, private and public, for the next 20 years.

Manpower & Social Services Planning coordinates and technically supports the entire span of governmental and private agencies which are helping individual Iowans to overcome barriers to self-improvement. Activities encompass:

- operating the "Cooperative Area Manpower Planning System (CAMPS)" which organizes and assists 16 area-wide groups of local, manpower-related agencies;
- serving as a central clearinghouse for information and analysis of Iowa's manpower and social service needs and programs; and
- conducting special studies as needed, such as preparing the detailed organizational plan for the Iowa Department of Social Services and designing the Governor's Summer Youth Opportunity Program.

Education Planning prepares, as Governor Ray put it, "a well researched chart by which to plot a rational, correlated future course for our entire Iowa educational system." Work includes:

- conducting research for 30 laymen on the Governor's Educational Advisory Committee; and
- providing central staff for the State Education Budget Revision Project.

Health Planning functions are delegated to the Office of Comprehensive Health Planning, with which OPP maintains close liaison.

## LOCAL AFFAIRS

Senate File 649 of the First Session of the Sixty-Third General Assembly designates the Division of Municipal Affairs to act as the Governor's representative to local governments. In pursuance of this responsibility DMA has developed five functional areas to aid local governments. As indicated on the OPP organizational chart, these areas are: (1) Area and Local Planning, (2) Housing, (3) County Services, (4) Community Services, and (5) Community Betterment.

DMA has a staff of trained specialists in the Area and Local Planning Section who formulate effective area and local planning under Section 701 of the 1954 Housing Act. Through sophisticated planning tools and techniques, these individuals strive to improve the human and economic development of our State.

Special emphasis is placed in the vital area of housing. An increased awareness of the housing problems in Iowa has prompted DMA to establish a Housing Section. Personnel devote many hours to the assessment of Iowa's housing needs and strive to meet these needs with pragmatic solutions. Information and technical assistance to communities on how to determine their housing needs and implement an effective housing program is provided on a request basis. Also, workshops are occasionally held as a means of communication between experts in various areas of housing and local officials.

A major function of the DMA is that of providing service to local governments. The Community Services Section is committed to helping local units of government by offering information and consultation when the need arises. Thus, staff are available to assist local governments with their problems upon request. Such assistance is offered in many areas. Local officials who want to know about federal aid programs can contact the DMA office for information on what programs are available, what eligibility requirements must be met, and whom they should contact at the federal level for assistance. Thus far DMA staff have helped communities secure federal aid in a wide range of federal programs by guiding them to the proper source of authority. Cities and towns have been helped in such diverse areas as housing, sewer-water grants, and city parks.

Another form of service offered to local governments is the periodic publication of manuals, handbooks, and model codes. To date manuals have been compiled in such areas as housing, annexation, civil service, and licenses and fees. These manuals are designed to aid local officials in performing their duties within the confines of Iowa law. Model ordinances are included

as a supplementary guide when necessary. Of particular interest is the recently completed Catalog of State Services to Local Governments which lists and describes every state program offered to local governments.

Staff are available to provide community services in a wide array of problem areas. A Model Cities specialist serves as a liaison between the State and local Model Cities programs and offers consultation and information regarding such programs to communities throughout the State.

The newest section to be added to the DMA is that of County Services. It is designed to provide the same services to counties that Community Services provides to Iowa's cities and towns in order to improve the functioning of county governments.

A special area of interest is the newly established Community Betterment Program. The purpose of this program is to encourage community improvement through competition between Iowa cities and towns in designated population categories. The goal of the program is to provide impetus and direction to Iowa communities in the improvement of their physical, social, cultural, and economic environment. The program is carried out at the local level with local leadership.

Thus far, DMA has been successful in providing assistance to local governments in the aforementioned functional areas. The advent of new, innovative programs and an expanding staff give promise of ever-increasing success, particularly in the areas of housing, community betterment, and area and local planning.

### CHANGE IN LOCAL "701" ADMINISTRATION

The Office for Planning and Programming has been designated by the Governor to administer the Local "701" Comprehensive Planning Funds -- under the Housing Act of 1954, P.L. 560, 83rd Congress, Sec. 701, 68 Stat., 590 (1954) as amended in place of the Planning Division of the Iowa Development Commission. The merger will implement the recommendation of the Governor's Economy Committee, achieve greater efficiency in local and state planning, and expand the services available to you.

The change in designation became effective January 15, 1971. On all program matters after that date, please direct your correspondence to Kenneth C. Henke, Jr., Director, Div. of Municipal Affairs, Office for Planning and Programming, State Capitol, Des Moines, Iowa 50319.

AVAILABLE OPP PUBLICATIONS

We have a limited supply of the following publications available. If any would be useful to you, please call our office.

- "A Regional Delineation for the State of Iowa" -- December, 1967
- "Organization for Social Services Administration State of Iowa, 1968" -- March, 1968
- "Iowa Trends, Actual and Projected, 1960-1980" -- June, 1968
- "Major Data Collection Programs of Iowa State Agenices" -- June, 1968
- "Transportation in Iowa, A Review of Key Policy Issues" -- September, 1968
- "Transportation in Iowa, Reports on Four Special Studies" -- September, 1968
- "Iowa Regional Development Reconnaissance" -- January, 1969
- "Manual for the Biennial Development Plan: State of Iowa" -- March, 1969
- "Final Report, Planning for Public Manpower Requirements" -- June, 1969
- "State-Local Information Exchange in Iowa" -- September, 1969
- "Proceedings of the Governor's Conference on Education" -- October 7-8, 1969
- "Improving Budget Procedures for Higher Education in Iowa" -- February, 1970

- "How to Conduct and Program Urban Housing Projects - A Guide for Local Governments" -- June, 1970
- "How to Conduct Comprehensive Inventories of Housing Needs in Local Areas - A Guide for Local Governments" -- June, 1970
- "Long Range Iowa Airport Facilities Planning Study, Final Report" -- August, 1970
- "Annexation in Iowa: Planning Procedures" -- September, 1970
- "A Guide for Civil Service Commissioners in Iowa" -- September, 1970
- "State of Iowa, Catalog of State Services to Local Governments" -- September, 1970
- "A Survey of License & Permit Fees in Selected Iowa Cities and Towns" -- September, 1970
- "The Statewide Housing Study: A Summary" -- August, 1970

*OPP REPORT* is  
Published by the  
Office for Planning and Programming  
Des Moines, Iowa 50319  
Director: Leroy H. Petersen

The publication of this newsletter is financially aided through a federal grant from the U. S. Department of Housing and Urban Development, authorized by section 701 of the Housing Act of 1954, as amended.

OFFICE FOR PLANNING & PROGRAMMING  
State Capitol  
Des Moines, Iowa 50319

Bulk Rate  
U. S. POSTAGE  
PAID  
Permit No. 1195  
Des Moines, Iowa

Reference Dept.  
Traveling Library  
Historical Bldg.  
LOCAL