Planning and Development Services Management Board
Meeting Minutes: February 18, 2016

Chairman Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:13 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Sherry Carran</td>
<td>May 2015 through April 2017</td>
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<tr>
<td>Bill Goetz</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<td>Mark Kreimborg</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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<tr>
<td>Chris Moriconi</td>
<td>May 2014 through April 2016</td>
<td>X</td>
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<tr>
<td>Beth Sewell</td>
<td>May 2015 through April 2017</td>
<td>X</td>
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Also present were: Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Gary Forsyth, II, Associate Building Inspector; Pamela Messer, Senior Secretary; Emi Randall, AICP, RLA, Director of Planning and Zoning; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silence and then led the Pledge of Allegiance. After Ms. Remley called the roll, he asked that the record reflect that a quorum was present.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked if there were any changes to the agenda. With none, Commissioner Sewell made a motion to accept the agenda as presented; Mayor Meier seconded the motion. A voice vote found unanimous approval.

Chairman Litzler asked if there were any comments from the public and noted that there were none.

Ms. Randall introduced the newest member of staff, Pamela Messer. She stated that Ms. Messer has been with PDS almost three weeks and was replacing Donna Bresser. Ms. Randall indicated that Ms. Messer is highly organized and has a lot of administrative experience.

Ms. Messer stated that she was very excited to be working at PDS and that she has a background in executive management and marketing. Members welcomed Ms. Messer.
ONGOING BUSINESS

Chairman Litzler asked if the minutes of the January 21, 2016 business meeting were acceptable or if anyone had any additions/corrections.

With no changes reported, Chairman Litzler asked if there was a motion with regard to the minutes. Commissioner Sewell made a motion to accept the minutes of the January 21, 2016 business meeting as presented; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Sewell and Moriconi in favor of the motion with Mayor Meier and Chairman Litzler present but not voting. The motion passed unanimously.

Ms. Crabb provided the January monthly financial reports for the period ending January 31, 2016 and outlined the budget exceptions. She also advised members that fee-based revenue ended the month $147,872 ahead of projections and that revenues are up approximately 38% over where they were last January.

After a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the January 2016 financial reports subject to audit; Mr. Moriconi seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Moriconi, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson stated that he had nothing new to report. He advised members that he would be out of town and unable to attend the March 17th meeting. He stated that if anything came up during the meeting, he could be reached on his cell phone.

Chairman Litzler asked for a report from the executive director. Mr. Gordon updated members on the two most recent MapLAB projects – Trails of Kenton County and Realignment of Buttermilk, Dixie Highway, and Orphanage in Fort Mitchell. He indicated that the City Administrator for Fort Mitchell, Sharmili Reddy, is using the realignment map and has taken it to Frankfort to try to get funding for the project. Discussion followed. Mayor Meier indicated that the City of Crestview Hills would be interested in a similar map for the realignment of Crestview Town Center Boulevard and Thomas More Parkway.

Mr. Gordon advised members that an invitation has been extended to the new Council President, Mayor Chris Reinersman, and the newly-elected board member, Mayor Matt Mattone, to attend the upcoming board meetings and to participate in the budget process.

Mr. Gordon indicated that staff is working to get letters of support for the proposed Vacant Property Registration Ordinance (VPRO) from the jurisdictions. He stated that they intend to have this effort wrapped up by March 30th and present it to the Fiscal Court. Discussion followed.
Mr. Gordon stated that staff would be hosting a public forum on Thursday, February 25th, to discuss the mini cell tower issue. He indicated that the new proposed cell tower regulations are almost complete and Ms. Randall stated that staff hoped to have them ready tomorrow. Discussion followed.

Mr. Gordon provided information regarding data that staff has been compiling on services provided and reviewed a new report – PDS Key Monthly Indicators. Discussion of the various indicators followed.

Mr. Gordon advised members that Ms. Cullum had attended the Government Finance Officers Association Conference in June and, based on what she had learned, had suggested changing the format of the budget. He reviewed the proposed new format and indicated that it would include more detail regarding KCPC, One Stop Shop, and GIS. Ms. Cullum stated that most of the cities already use the same or similar format. Discussion followed with members concluding the change made a lot of sense.

**NEW BUSINESS**

Chairman Litzler asked for review of PDS’ current financial affairs with an eye toward the FY17 budget-making process. Mr. Gordon indicated that, with the January financial report being complete, he would be starting the review process and would like to get input from the members. Discussion regarding the new format and budget process followed with Ms. Cullum and Mr. Gordon answering general questions. Members also discussed long-term debt.

Mr. Gordon advised that it was his goal to get the FY17 budget done within the compensating tax rate. Discussion followed.

Chairman Litzler asked for review of an investigation by Human Resources on a comparison of PDS salaries and wages to the outside market and a recommendation from the executive director regarding the PDS FY16 Pay Plan.

Mr. Gordon reminded members that he had spoken to them in August and again in October about the salary study Ms. Crabb was conducting. Even though the preliminary numbers showed that salaries were falling short and he had recommended a 1 ½% increase, the board had decided at the October meeting to wait until the entire study was complete.

Mr. Gordon stated that the study was now complete and that the current pay plan grid was not keeping up with inflation. He reviewed the grid and the CPI from Kentucky. He indicated that Ms. Crabb had found that there is a CPI specific to the Cincinnati metropolitan area and that there is a discrepancy between it and the Kentucky CPI.

Mr. Gordon stated that the Kentucky CPI for 2014 was 0.8% while the Cincinnati metro area CPI was 1.8% and reminded members that staff had received a 1% increase. He explained that salary increases were also running about 18 months behind calculation of the CPI by the time it is issued and increases are worked into the coming year’s budget. He provided information
regarding the CPI percentages for 2010 through 2014 for Kentucky and Cincinnati metro area. He stated that the total Kentucky CPI for the five year period was 8.46% while the Cincinnati metro area total for the same period was 11.3%. Over this five year period, the pay plan grid was only increased by 5.5%.

He indicated that even with taking the one-time yearly incentives into consideration, staff salaries are still lagging behind. Mayor Meier asked if benefits were keeping up with the Cincinnati area. Ms. Crabb indicated that she had looked at the Area Development District’s annual survey and can’t say that they are better but, given the high deductible, she can say they aren’t as good as some. She also stated that some of the cities also offer more PTO than what PDS does. Discussion followed.

Chairman Litzler asked Mr. Gordon what he wanted from the board at this time. Mr. Gordon stated that he would like for members to consider the following recommendations:

1. amend the personnel policy manual to use the Cincinnati metropolitan area CPI rather than the Kentucky CPI;
2. adjust the FY16 Pay Plan by 2% across the board effective April 1, 2016; and
3. work toward including money in the FY17 budget so as to be able to adjust the pay plan again on October or January 1st.

Discussion followed regarding the proposed increase and budget meetings.

Chairman Litzler asked for reports from committees and members of the Board. There were none.

Chairman Litzler asked if there was any additional business to come before the Board.

With no further business, Chairman Litzler adjourned the meeting at 6:48 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary