Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:18 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 2016 through April 2018</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<tr>
<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
<td>X</td>
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<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<tr>
<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
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Also present were: Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Emi Randall, AICP, RLA, Director of Planning and Zoning; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked Ms. Remley to call the roll. Following the roll call, he asked that the record reflect that a quorum was present.

**ACCEPTANCE OF AGENDA**

Chairman Litzler asked if there were any necessary changes to the agenda. With none, Mayor Meier made a motion to accept the agenda as presented; Mayor Mattone 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.

**ONGOING BUSINESS**

Chairman Litzler asked if the minutes of the May 18, 2017 meeting were acceptable or if anyone had any additions/corrections.
With none, he asked if there was a motion regarding the minutes. Ms. Carran made a motion to accept the minutes of the May 18, 2017 meeting as presented; Councilman Wessels seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Carran, Wessels, Mattone, Meier, Moriconi, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Crabb then provided the May month-end financial and fee-based revenue reports. She outlined revenues/expenses to date and stated that there was one budget exception – Contract and Services for LINK-GIS. She indicated that One Stop Shop revenue is 17.2% above projection and 9.7% over last year.

Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the May 2017 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, Wessels, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for a report from legal counsel. Mr. Edmondson stated that he had nothing to report.

Chairman Litzler asked for a report from the executive director. Mr. Gordon advised members that they had been provided with a copy of the Two-Year Progress Report for the new subdivision regulations and provided background. He indicated that this report had been given to the PDS Council last week and to the Home Builders Association. Mr. Gordon stated that any suggested changes would have to go before the Kenton County Planning Commission sometime this Fall and that there would be public discussion prior to that occurring. He asked members to contact Scott Hiles with any questions or comments. A brief discussion followed.

Mr. Gordon stated that he has been attending meetings on a regular basis with Parsons Brinckerhoff regarding PDS’ space in the new County Administration Building and that their professionalism has been impressive. He indicated that PDS’ space has not yet been identified but will be soon and that the building will have four full floors and a partial fifth. He and the deputies will be meeting with the architect over the next six weeks to discuss the layout of the space.

Mr. Gordon asked members to take some time to look at the newest NKYmapLAB project – Riverfront Commons – which was a three-month collaborative effort between GIS, Strategic Advisers, and Southbank Partners. He indicated that Southbank Partners had recently presented this map to State Legislators. Ms. Brush asked members to take a few minutes to also check out the story map on the GIS website.

Chairman Litzler asked for update reports from staff.
Ms. Brush stated that the Accela right-of-way management program (formerly Envista) is one solution for two counties, thirty-four cities, and two utilities and that it came out of the 2007 visioning session.

Ms. Brush outlined pain points:

- Difficulty in coordinating city paving and utility projects
- Final paving lists not being set far enough in advance
- Paving projects being sent by mail six months in advance
- Road projects varying from the list sent to the utility companies
- Resurfacing projects all over the city

Ms. Brush reviewed the common operating picture for the current users and noted that seven jurisdictions have taken a proactive approach and have included PCI rating data in the system. She then provided information on the return on investment. She stated that the City of Covington and the NKWD have collaborated on several projects realizing $18,000 on one project and $36,000 on another. The NKWD also collaborated with Campbell County Public Works and they saved $11,400 on paving. Ms. Brush stated that over the life cycle of the program (2010-2017) the approximate ROI totaled $222,201.

Ms. Brush then outlined the key takeaways and next steps:

Key Takeaways

- Common operating picture
- Coordination is crucial
- ROI inevitable

Next Steps

- PCI rating for the entire Kenton-Campbell County eco-system
- Continue to encourage coordination
- Defined process to report ROI stories
- Continue to encourage participation in the user group

Discussion regarding participation by the utilities, inputting data, user group meetings and access to the database followed.

Mr. Gordon noted for the record that the update on the Z21 Initiative would be given next month.

Chairman Litzler asked for review of the PDS Council’s action approving the proposed FY18 Annual Work Program and Budget. Mr. Gordon advised members that the budget and work program for FY18 are ready for final action by the Board. He indicated that Council’s Budget
Review Committee had reviewed the budget line by line and had liked the new format. He stated that copies of the budget and work program were provided to the full Council at the beginning of June and that there was only one question at last Thursday’s meeting.

Mr. Gordon stated that the Council had voted unanimously (16 to 0) to approved the budget and work program as presented and asked if members had any questions.

Mayor Mattone stated that Mr. Goetz’ recommendation last year to take some additional time to switch over to the new budget format was a good thing and probably resulted in a larger buy in by members of the Council.

Chairman Litzler indicated that things seemed to go smoother with the Budget Review Committee and Council than in the past. He stated that the new format is very detailed and transparent. He touched base on several items from the work program.

- PDS by the Numbers – surprised by the number of calls and walk-ins
- GIS services
- Website hits
- Pre-App meetings
- Zoning Update
- Economic Development Assistance
- Implementation of customer satisfaction feedback

Mr. Moriconi also noted the customer satisfaction feedback objective, the website activity, and asked if there would be any push back regarding the 1.4% fee increase. Mr. Gordon noted that the builders/contractors would rather have regular small increases than one large increase every so often.

Discussion regarding taking the compensating tax rate followed.

Chairman Litzler asked for a motion regarding the PDS Council-approved FY18 Work Program and Budget. Mayor Meier made a motion to approve and adopt the FY18 Work Program and Budget as presented; Ms. Carran seconded the motion. Chairman Litzler asked if there were any questions; there were none. He then asked for a roll call vote which found Board Members Meier, Carran, Mattone, Moriconi, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler thanked Ms. Cullum and Mr. Gordon for their hard work.

Chairman Litzler asked for review of the actions by various member governments on One Stop Shop Program 2.0 and the resulting level of services agreements. Ms. Randall stated that updated service contracts have been signed by Covington, Independence, Fort Mitchell, and Elsmere. She indicated that the Kenton County Fiscal Court, Taylor Mill, Crestview Hills, Lakeside Park, Edgewood, Ludlow, Fort Mitchell, Villa Hills, Ryland Heights, Crescent Springs and Erlanger have selected services and contracts will be provided. Ms. Randall advised the
Board that she is expecting responses from Park Hills and Fort Wright but has heard nothing from Bromley, Fairview, Kenton Vale, or Walton. If no responses are received, Ms. Randall stated that she will send an updated service agreement to each jurisdiction outlining the services they currently contract with PDS for.

Ms. Randall advised members that Edgewood, Elsmere and Taylor Mill have selected proactive code enforcement with Elsmere also selecting rental inspection services and joining the Kenton County Joint Code Enforcement Board.

Mr. Gordon indicated that Mr. Edmondson set up the One Stop Shop Interlocal Agreements as umbrella documents without spelling out what service was to be provided. He created Levels of Services agreements that would spell out those services and could be signed easily if a community wanted to change its priorities without having to go through the lengthy process of getting an interlocal agreement approved in Frankfort.

Mr. Gordon told members that the interlocal agreements had been signed by the chief executives for their communities and by the chair for PDS. He suggested authorizing the executive director to sign the levels of services agreements to save time.

Chairman Litzler asked for a motion regarding Mr. Gordon’s recommendation. Mayor Mattone made a motion to authorize the executive director to execute levels of services agreements on behalf of PDS; Mr. Moriconi seconded the motion. Chairman Litzler asked if there were any questions; there were none. He then asked for a roll call vote which found Board Members Mattone, Moriconi, Wessels, Carran, Meier, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler advised members that he would have committee assignments at the next meeting and asked for reports/comments from the other members of the Board.

Mayor Mattone stated that he didn’t have anything to report but wanted to say what a pleasure it has been to be on the Board and work with this staff.

Councilman Wessels stated that he and Ms. Randall had attended the recent OKI meeting and discussion followed regarding the state allocation of scoring for KY 536, Turkeyfoot, I-275 & KY 17, and Hands Pike at Crystal Lake to KY 17.

NEW BUSINESS

Chairman Litzler asked if there was any new business to come before the Board. There was none. Mayor Meier made a motion to adjourn the meeting and Mr. Moriconi seconded the motion. With all in favor, the meeting adjourned at 6:54 p.m.