Planning and Development Services Management Board
Meeting Minutes: April 19, 2018

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 4:33 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Treasurer Chris Moriconi</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2018</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
<td>4:54</td>
<td></td>
</tr>
<tr>
<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Also present were: Erlanger Councilwoman Jessica Fette; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Ryan Hermann, Associate GIS Specialist; Scott Hiles, CPC, Director of Infrastructure Engineering; Emi Randall, AICP, RLA, Director of Planning and Zoning; Brian Sims, CBO, Chief Building Official; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive 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, Councilman Wessels made a motion to accept the agenda as presented; Ms. Carran 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 March meeting were acceptable or if anyone had any additions/corrections.
With none, he asked if there was a motion regarding the minutes. Mr. Moriconi made a motion to accept the minutes of the March 15, 2018 meeting as presented; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Moriconi, Meier, Wessels, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Ms. Cullum reviewed the March financial report and outlined revenues/expenses. She indicated that One Stop Shop (OSS) revenue for March was above projections and that fees for services were at 84% with overall expenses below projections at 69%. Ms. Cullum stated that there were no exceptions for March and that we are on target to end the year below expense projections.

Following a brief discussion, Chairman Litzler asked for a motion regarding the financial reports. Mayor Meier made a motion to accept the March financial report subject to audit; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Carran, Mattone, Moriconi, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked for reports from the executive director and staff.

Mr. Gordon announced that the Governor had signed HB138 and that it will become law July 1, 2018. He stated that this bill removes the cap on the number of joint board of adjustment members and gives each jurisdiction the right to appoint its own representative. He noted that both the House and Senate votes were unanimous – 91-0 and 37-0 respectively.

Mr. Gordon noted for the record his appreciation for the help received from Representative Adam Koenig. Rep. Koenig shepherded the bill through both the House and Senate. Members of the Board expressed their appreciation as well.

Mr. Gordon asked Ms. Randall to outline the planning requests received from the jurisdictions for the coming fiscal year.

Ms. Randall advised the Board that requests have been received from the following jurisdictions and briefly described the work requested:

- Covington – traffic study of Scott & Greenup Streets
- Park Hills – small area study of the Amsterdam Valley and a portion of Dixie Highway
- Bromley – possible zoning district update
- Ludlow – historic preservation overlay (repeated request from last year)
- Villa Hills – help with Z21 and implementation of small area study
- Erlanger – Stephenson Road project (underway)
- Erlanger/Elsmere – look at land use along Dixie Highway
Mr. Gordon advised the Board that Council President Jansing named members to the Budget Review Committee and asked staff to verify their willingness to serve. Those selected are as follows:

Vice President Gary Waugaman – Villa Hills  
Secretary Greg Pohlgeers – Fort Mitchell  
Commissioner Joe Nienaber – Kenton County  
Past President Chris Reinersman – Independence  
President Dave Jansing – Lakeside Park

Staff will contact each member and a meeting will be set during the second or third week of May.

Ms. Brush advised members that the drone use policy has been drafted and a copy has been provided to them. Following a brief discussion, Chairman Litzler asked members to provide Ms. Brush with any comments or concerns via email.

Mayor Mattone stated that he had heard about a recent staff appointment. Ms. Brush announced that Louis Hill, PDS’ Geospatial Data Analyst, had been appointed by the Governor to represent the Kentucky APA Chapter for a four-year term on the Geographic Information Advisory Council. The Board congratulated Mr. Hill on his appointment.

Chairman Litzler asked for reports/comments from members of the Board.

Councilman Wessels stated that the issue of PDS’ seat on the TIF Board is on Fort Wright’s May 2nd agenda.

Commissioner Sewell stated that the new building is expected to be completed in March. Mr. Sims indicated that the beams would be arriving next week.

Chairman Litzler stated that he had attended a workshop this morning hosted by PDS and OKI regarding $7M in federal funding for roads and bike paths.

With no other comments, Chairman Litzler presented a plaque to outgoing Board Member Chris Moriconi for his four years of service. Mr. Moriconi thanked members and stated that serving on the Board has been very rewarding. Members gave Mr. Moriconi a round of applause.

**NEW BUSINESS**

Chairman Litzler asked for review of the proposed FY19 annual work program and budget.

Councilman Wessels stated that he thought it would be beneficial for the Board’s budget committee to meet monthly rather than waiting until April or May. Ms. Carran stated that the full Board receives monthly financial updates at its meetings and that she doesn’t believe it’s
necessary for a budget committee to duplicate that. Mr. Gordon explained the work program and budget process and stated that all budget changes come to the Board. Mayor Meier stated that Ms. Cullum provides monthly updates and that he didn’t think another meeting was necessary. A brief discussion followed.

Mr. Gordon indicated that he would like to start the budget presentation by outlining some of the FY18 Work Program Accomplishments.

The following projects coming to fruition have been several years in the making:

- Full implementation of electronic permitting and plan review
- Getting closer to the goal of a paperless office – FY21
- OpenGov – total transparency goal
- Transition to a programming budget

Other FY18 accomplishments include:

- Initiating the Z21 project for 13 jurisdictions
- Completion of the bike/ped study for Kenton County
- Initiating a customer satisfaction survey
- Drafting and getting the boards of adjustment bill through the General Assembly – which will become law July 1st.

Mr. Gordon highlighted FY19 Work Program Challenges:

- Handling workloads which are now roughly equal to those last seen in 2007/2008 with staffing down to 44 employees from 52 in 2008
- Maintain service levels with increased workload
- Fund additional staffing to help each of the program areas with its workload
- Grow transportation emphasis in our land use decisions - PDS had a full time engineer the last time things were this busy
- Move beyond the biennial Lou Noll Symposium which isn’t drawing those who need to hear PDS’ message and move to semi-annual PDS Road Shows that will visit all 20 jurisdictions’ legislative bodies
- Transition from the 2013 to 2018 Kentucky Building Code.
- Move to new County Administration building

Mr. Gordon then outlined the FY19 Budget Highlights and noted that staff is still making some adjustments to the programming format:

- FY18 carryover – every dollar has been appropriated to fund FY19
- Budget is based on a compensating rate which will bring in $34,000 more than this year
- Includes an increase of all fees by 2.1% which is the CPI for 2018
- Includes a 2.1% pot to fund performance-based increases for staff
Includes increased CERS payment which is estimated to be $67,000
Includes all annual costs for this building since we don’t except to see any real savings in FY19
Includes no major initiatives in FY19 that would require new funds
Does not fill the open Transportation Engineer position – hoping to cover the workload by increasing funds for our part-time engineer
Does not fill the open Assistant IT Tech position – looking at the possibility of a professional services agreement with the Fiscal Court
Fills an open Building Inspector position – fee revenue will fund this
Includes budgets cuts to many expenditure line items – below FY18 levels
Meets full annual commitment to Operations Reserve which is the only one necessary as the others are fully funded
Does not include the 1.4% increase to staff to meet the Covington payroll tax increase they will incur due to the move
Does not take any steps to address the salaries/wages deficiencies based on our just-completed HR study

Mr. Gordon advised the Board that using the compensating rate will put this budget as presented $34,273 in the red. He noted for the newer members that he has advised the Board in the past that he wasn’t sure how many years PDS would be able to maintain its service levels based on a fixed amount of tax revenue.

Mr. Gordon then stated that staff is recommending that the FY19 budget be funded with a compensating rate +4%. He indicated that this was the first time since FY10 that this recommendation has been made and for four of the last eight years PDS has taken a less than compensating rate.

Mr. Gordon noted that the cumulative inflation since FY10 has been 15.9% and that PDS has done nothing to offset the inflationary increases. He stated that PDS’ current tax rates are the lowest they have been in nine years –

• Previous high rate for real property was 3.2 cents and is currently at 2.9 cents
• Previous high rate for personal property was 3.6 cents and is currently at 2.9 cents

With the proposed compensating rate +4%, it is estimated that these rates would go to 3.0 cents. Mr. Gordon advised members that FY20 would be even more problematic if nothing is done now due to the next CERS increase, Covington add-on income tax for staff, and ongoing staff openings.

Discussion regarding whether to take the compensating rate +4% followed. Councilman Wessels suggested taking less than 4% and noted that taking 1-2% would provide enough to cover the $34,273 deficit. Ms. Carran stated that, at some point, it becomes irresponsible not to increase the tax when providing needed services. Mayor Meier indicated that the deficit
will continue to grow every year and Mayor Mattone stated that PDS needed to start growing the $200k for CERS.

Following additional discussion, a line by line review of the budget began. At the start of each program section, the directors provided a synopsis.

**Community Planning Services**

Mr. Hiles indicated that Infrastructure Engineering is in a good position regarding staffing since they were able to return an inspector last year. He reminded members that they had four inspectors prior to the recession and that there are three now. He advised members that a fourth will be needed in the next few years. There was discussion regarding application turn-around time and making sure there isn’t any negative feedback. Councilman Wessels asked if it would be cheaper to contract out inspection services if additional help is needed. Mr. Hiles indicated that was a possibility but expressed concern about accountability and a brief discussion followed.

Ms. Randall advised members that Current Planning is busy. In 2017, 95 staff reports were completed compared to an average of 25-30 per year during the recession. She noted that requests received for Long Range Planning staff assistance are more than can be filled. Discussion regarding the project requests followed.

Ms. Randall noted that Current Planning staff is slammed and that to keep up they will need additional staff to address KCPC needs and Z21 concerns. Long Range Planning staff will pursue as many projects as possible and the rest will have to wait until next year. Discussion regarding charging cities for the projects and prioritizing the projects followed.

Following the directors’ comments, Ms. Cullum reviewed the budget process and each line item of the Community Planning Services section.

**General Governmental Services**

Mr. Hiles stated that inspections would also be an issue for this program.

Ms. Cullum reviewed each line item and answered any questions members had.

**GIS Mapping / Analysis Services**

Ms. Brush stated that GIS staff is very busy and that they have been operating without support staff for ten years. She noted that one of their full-time staff members had also reduced his hours to part-time.

Ms. Brush indicated that GIS staff provides internal support to both Engineering and Planning & Zoning as well as providing services and external support. She advised members that GIS is growing.
Ms. Brush stated that GIS staff has developed and maintained PDS’ various websites and that a Z21 website is probable. Staff also provides IT support, will be working on the upcoming 2020 Census, and will more than likely become the addressing authority for Kenton County.

Ms. Brush noted that while the use of GIS has been growing, GIS staff has not. She stated that staff has been turning away projects that can’t be handled due to staffing issues.

Discussion regarding the Census, boundary survey, the GIS partnership, and the LINK-GIS Partnerships budgets followed.

Ms. Cullum reviewed each line item and answered questions members had.

**One Stop Shop Program Services**

Mr. Sims stated that the workload continues to increase with the economy being up. He indicated that there were approximately 4,000 inspections in 2011 with 5,500-5,600 in 2017 and that plan reviews have doubled. This increase in work has been handled with the same staffing and they need another person to be able to maintain service levels.

Mr. Sims noted that the Building Department and Planning & Zoning are sharing a clerk to help cover the workload in both departments. He also advised members that inspectors are called out after hours to provide support to local fire departments, Homeland Security, and in response to natural disasters, i.e. tornadoes.

Members asked about permit turn-around time. Mr. Sims indicated that staff is working hard to keep plan reviews within a week and noted that 25 sets of plans have been received since Tuesday. He also stated that they are doing their best to provide inspections within 24 hours.

Ms. Randall indicated that the Zoning Administrators are working on zoning permits, building/zoning permits, and code enforcement. She noted that four jurisdictions have also gone pro-active on code enforcement. She stated that her request for another zoning official has been denied and that a temp has been brought in to cover one zoning official’s maternity leave.

Ms. Randall stated that the City of Bromley is looking at coming on and that the City of Elsmere may be increasing its services.

Mayor Mattone excused himself from the meeting at 7:47 PM

Ms. Cullum then reviewed each line item and answered any questions members had.
Reserve Accounts

Mr. Gordon stated that the only contribution during FY19 would be to the Operations reserve pursuant to the resolution adopted in January – one-half of one percent.

Following review of the budget, members discussed the new building, CERS, use of the FY18 carryover, and using a “comp +” rate instead of just a compensating rate.

Chairman Litzler expressed concern about taking less than a comp +4% rate and stated that he is concerned about PDS digging a hole that they can’t get out of. Several members agreed but there was additional discussion regarding taking less than +4%. Staff was asked to calculate the additional income that would be generated if +2% or +3% was taken.

Members were asked to review the Work Program and to email their comments to Mr. Gordon. Staff noted that the Board’s next meeting would be its annual organizational meeting which will be held on Tuesday, May 1st, at 5:15 PM.

Chairman Litzler asked if there was any new business to come before the Board. With none, Councilman Wessels moved to adjourn the meeting and Mr. Moriconi seconded the motion. With all in favor, the meeting adjourned at 8:07 PM.

_______________________________
Tom Litzler, Chairman

_______________________________
Dennis Andrew Gordon, FAICP
Executive Director/Secretary