Planning and Development Services Management Board
Meeting Minutes: December 20, 2018

Chairman Tom Litzler called the monthly business meeting of the Planning and Development Services Management Board to order at 5:15 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
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<tr>
<th>Term</th>
<th>Present/Absent</th>
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<tr>
<td>Chairman Tom Litzler</td>
<td>Present</td>
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<td>Vice Chairman Paul Meier</td>
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<td>Sherry Carran</td>
<td>Present</td>
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<td>Jessica Fette</td>
<td>Present</td>
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<td>Matt Mattone</td>
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<td>Beth Sewell</td>
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<td>Bernie Wessels</td>
<td>Present</td>
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Also present were: Garry Edmondson, Legal Counsel; Trisha Brush, GISP, Director of GIS Administration; Nicole Cullum, CB, Accountant; Ryan Hermann, Associate GIS Specialist; 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 stated that he would like to add a sixteenth item to the agenda regarding the executive director and asked if there were any other necessary changes. With none, Ms. Carran made a motion to accept the agenda as amended; Councilman Wessels 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 November 15, 2018 meeting were acceptable or if anyone had any additions/corrections.

With none, Ms. Carran made a motion to accept the minutes of the November 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 Carran, Meier, Sewell, Wessels, and Chairman Litzler in favor of the motion with Councilwoman Fette present but not voting. The motion passed unanimously.

Chairman Litzler asked for a review of the November financial report.

Ms. Cullum reviewed the November financial statement (a copy of which is attached to the original minutes). She indicated that, at 41.7% of the way through the fiscal year, revenues were above projections at 69.6%, fees for services were slightly below projections at 40%, and expenses were below projections at 40.7% of budget. She noted that One Stop Shop revenue was above projections at 57.8% with expenses below projections at 37%. Ms. Cullum also noted the budget amendment on page five.

Following brief discussion, Chairman Litzler asked for a motion regarding the November financial report. Commissioner Sewell made a motion to accept the November 2018 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 Sewell, Carran, Fette, Meier, Wessels, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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

Chairman Litzler then asked for the report from the executive director. Mr. Gordon stated that he had provided members with comments in writing prior to the meeting and that, unless members had questions, he had nothing else to report. Chairman Litzler noted that the lien discussion at the recent PDS Council meeting had gone well as did an orientation meeting with the four newly-elected mayors.

Chairman Litzler asked for a report from staff regarding the new GIS sandbox. Mr. Hermann invited members to step over to the reality sandbox and demonstrated how it works. Praise for this staff-built educational tool was strong.

Chairman Litzler opened discussion on critical issues to be considered before work begins on the FY20 budget and annual work program. Mr. Gordon stated that he would like to review each of the 17 items on the list and seek what information members would like to see when they discuss these topics at future meetings.
1. **CERS** – Mr. Gordon indicated that members had ranked this item less important relative to needing information. He asked what information members would like to see other than the projected numbers. Ms. Carran asked that they be kept up to date on any movement at the state level. Mayor Meier, who is a KLC board member, indicated that House Bill 2 is a redo of what was done last year.

2. **New Home** – Mr. Gordon indicated that staff would be providing members with a spreadsheet of the cost numbers. A brief discussion regarding the terms of the purchase agreement for the Royal Drive building followed.

3. **Payroll Tax – Fort Mitchell vs. Covington** – Mr. Gordon reported that the difference between the two tax rates was anticipated originally to be $41,000, however, the City of Fort Mitchell recently announced that it would be increasing its tax rate to 1.25 as of January 1st so this amount will decrease. He stated that the numbers will be broken out and provided to members.

   Mayor Meier asked if taxes are being paid based on where the inspectors are working. Ms. Cullum stated that they haven’t been, but we now have the software that can do this.

   Chairman Litzler asked if this difference would be paid for new hires and how long PDS would pay the difference.

   Councilwoman Fette asked if this was normal practice. Ms. Carran stated that staff salaries are below PDS’ benchmark and that staff members didn’t want to move but the PDS Council and Board wanted to, so this was being done to make up a little to make the move a little more palatable for staff.

4. **Competitive Payroll** – Mr. Gordon stated that a salary/wage survey is being completed to review salaries/wages with our benchmarks. Councilman Wessels stated that the City of Fort Wright is evaluating its salaries to remain competitive and that it is a good process. Ms. Carran suggested using “benchmark” rather than “competitive” because “competitive” is seen by some as if we are competing with the private sector. Mr. Gordon stated that the salary survey is looking at the public arena and shooting for the 70% range of the area high. Chairman Litzler stated that new hires shouldn’t get the tax difference but rather be told about the pending move and tax increase so they can take it into consideration when making their decision whether to accept PDS’ offer of employment.

   Mr. Gordon stated that Ms. Crabb has the results of the salary/wage survey. Chairman Litzler stated that if the salary survey is being done to retain people then item 3 would go away after the increase. Councilman Wessels stated that the benefit package should also be taken into consideration. Mr. Gordon agreed that it would be. Councilwoman Fette said that the City of Erlanger did a survey last year and that the NKADD was able to provide salaries for similar staff. Mr. Gordon noted that PDS participates in the
NKADD process but that PDS is the only planning agency that reports so the NKADD report is of minimal value to us.

5. One Stop Shop (OSS) Costs – Mr. Gordon stated that each service and fee would be looked at as to the cost recovery advocated by the Council

6. OSS Satellite Office at the Independence City Building – Mr. Gordon reminded members of the discussion with Council members about their concerns regarding PDS moving to Covington and the possibility of setting up a satellite office in Independence. He noted that staff would need to look at the costs involved and whether it could be staffed with current personnel or if additional staff would be needed. Mr. Gordon stated that the City of Independence would provide the space and utilities.

7. Workload and Staffing – Mr. Gordon stated that this would be a discussion with the deputies, looking at how staff managed in 2004-2008 when workloads were similar and staff numbers were higher. He indicated that no one is suggesting that staffing levels return to those numbers but that OSS has added duties and several jurisdictions over the past decade.

8. Health Insurance Coverage – Mr. Gordon indicated that staff would be working with Kelly at the Fiscal Court on the numbers for future years.

9. Code Enforcement Costs – As mentioned earlier, there had been a lien discussion with PDS Council members and a committee has been formed to develop guidelines and a process for calling liens. Members asked how much of the costs are the liens covering. Ms. Cullum indicated that the liens collected to date are covering approximately 11% of the costs. Councilwoman Fette asked what expenses were factored in to the $160,000. Ms. Cullum stated that salaries, benefits, overhead (building/utilities, etc.), and recording fees where included.

10. County Addressing Authority – Mr. Gordon stated that staff is working with the Fiscal Court to establish an addressing authority and that since PDS already assigns addresses for new dwelling units and subdivided properties, it only made sense for PDS to fill that role. Chairman Litzler asked if this could be another revenue source and Mr. Gordon stated that it was a possibility. Ms. Carran asked what the Post Offices do and Mr. Gordon indicated that the Post Office already looks to PDS.

Mr. Gordon stated that the Fiscal Court would adopt an ordinance stating the PDS issues addresses for Kenton County and that any addresses not issued by PDS would be invalid. Councilman Wessels asked who would make the final decision/approval of changes and indicated that residents get upset about their addresses being changed so the city would want to be involved. Mr. Gordon stated that PDS would work with the cities.
Back to #9 - Councilwoman Fette asked why PDS records the liens instead of passing them off to the respective jurisdiction. Mr. Edmondson stated that only the code enforcement board has the authority to file the lien – not PDS or the city.
Councilwoman Fette asked if the liens are being filed too quickly since Mayor Reinersman stated that all but 10% had been abated. Mr. Edmondson stated that the liens had to be filed to secure their place/standing. Discussion regarding the process followed. Ms. Carran stated that if you don’t do what you say you are going to do and file the lien, people see it and think that they can get away with not cleaning up their properties. Members asked about costs for recording the liens. Ms. Remley stated that the recording file for each lien is $13 for the first three pages plus $3 for each additional page. Ms. Cullum noted that recording fees are billed to the respective cities. Mayor Meier indicated that the Council committee should discuss these issues.

Mr. Gordon advised members that Councilwoman Fette has asked to attend the Council’s committee meetings and asked if there were any objections. There were none. Councilwoman Fette indicated that 424 violations were issued in Erlanger this year, that 414 of those have been closed or written off, and that zero liens have been recorded. She stated that her city’s process is more individualized and that it is handled by the City Clerk. She recognized that this was for only one city, not for 14 or 15. Mayor Meier indicated that they also try to work with the residents before turning the issue over to code enforcement.

Mr. Gordon indicated that staff would try to break out the costs.

11. Planning Commission Funding – Mr. Gordon stated for those not familiar with the 2014 funding agreement, staff will lay out the terms, KRS100 vs. KRS147, PDS dollars, and application dollars. Chairman Litzler indicated that this is a really important issue.

12. Other Things – i.e. MapLAB – Mr. Gordon stated that there are other initiatives for which PDS hasn’t been charging and maybe that should change so as to at least recoup costs. Councilwoman Fette asked why not recoup 100% and stated that she, and probably the citizens, would have gladly paid for the work done on the Stevenson Road project. Ms. Carran stated that she agreed with Councilwoman Fette but noted that the MapLAB was started as part of educating the public on what PDS does. Councilwoman Fette stated that the demand level is probably higher since it’s free and that it would be interesting to see what would happen if it wasn’t.

Mr. Gordon stated that staff would be undertaking an asset inventory for the City of Erlanger. He indicated that staff is looking for their input as to what they should be charging for.

13. Infrastructure Inspection Costs – Mr. Gordon stated that he would like to discuss this issue later when he would be able to lay out the details.

14. Mr. Gordon noted that this item is redundant (#5).
15. TIF Districts – Mr. Gordon stated that the amount budgeted for this year’s TIF payments is $20,000 but that this amount will continue to grow once the areas are developed. Councilman Wessels asked how long the TIFs run. Mr. Gordon stated that each of the approved TIFs have 30-year terms. Chairman Litzler stated that the question is, going forward, do we continue participating or have we already set a precedent? Mr. Gordon asked if they should be scaled back.

16. Tax Rate and Inflation – Mr. Gordon indicated that tax rates and inflation numbers would be provided for the last 10 years.

17. Projections – Mr. Gordon indicated that Ms. Cullum is working on projections for revenues and expenditures for the next couple of budgets.

Mayor Meier questioned how mileage for inspectors would work after the move – i.e. if an inspector had an early inspection closer to his home than to work, how would their mileage be calculated? From their home or from the office? Would they be paid mileage for the trip to the office?

Ms. Carran asked about the January 7th work session and Mr. Gordon confirmed that it has been cancelled. Chairman Litzler asked why the January 17th meeting needed to be rescheduled. Councilwoman Fette stated that she would be unable to attend due to the KLC Newly-Elected Officials Academy. Chairman Litzler also noted that he would be out of town during January and half of February.

Chairman Litzler asked if any members were interested in attending the APA National Conference in April. Ms. Fette will be attending. Councilman Wessels and Mayor Meier will check their schedules and let staff know if they are available. Ms. Carran stated that she wouldn’t be running for re-election so she wouldn’t be attending.

Chairman Litzler asked for reports from members. Mayor Meier stated that he had participated in a two-hour KLC conference call on Tuesday regarding CERS and that they are waiting to see what happened on January 9th. Councilman Wessels took the opportunity to thank Ms. Carran for all she has done for the community and stated that she would be missed.

Chairman Litzler took a moment to recognize the work Pam Bushelman does for the BOAs. He said she does a wonderful job keeping them up-to-date and informed. Ms. Carran agreed and stated that, as a Board Member, she receives the packets via email which is much nicer than getting a copy in the mail.
NEW BUSINESS

Chairman Litzler opened discussion regarding PDS’ seats on the Fort Mitchell and Fort Wright tax increment financing district boards. Mr. Gordon stated that PDS’ appointments to the two boards will expire soon and asked if anyone wanted to volunteer.

Following a brief discussion, Mayor Meier made a motion to appoint Tom Litzler as the PDS representative on the Fort Mitchell tax increment financing district board; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.

Councilwoman Fette made a motion to appoint Matt Mattone as the PDS representative on the Fort Wright tax increment financing district board; Commissioner Wessels seconded the motion. A voice vote found unanimous approval.

Chairman Litzler again opened the floor regarding possibly rescheduling the January 17th meeting of the Board. No consensus was reached for a change and the meeting was left as originally scheduled.

Chairman Litzler asked if there was any new business to come before the Board. There was none and Chairman Litzler adjourned the meeting without objection at 7:45 p.m.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary