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 2020</td>
<td>X</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2020</td>
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<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
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<td>Matt Mattone</td>
<td>May 2016 through April 2020</td>
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<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
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<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
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Also present were: Alex Edmondson, Legal Counsel; Trisha Brush, GISP, Director of GIS Administration; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; 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 changes to the agenda. With none, Commissioner Sewell 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 January 17, 2019 meeting were acceptable or if anyone had any additions/corrections.

With none, Mayor Meier made a motion to accept the minutes of the January 17, 2019 meeting as presented; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call
vote on the motion which found Board Members Meier, Carran, Mattone, Sewell, and Wessels in favor of the motion with Mayor Fette and Chairman Litzler present but not voting. The motion passed unanimously.

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

Ms. Cullum reviewed the January financial statement (a copy of which is attached to the original minutes). She indicated that, at 58.3% of the way through the fiscal year, revenues were above projections at 85.8%, fees for services were slightly below projections at 57.1%, and expenses were below projections at 56.9% of budget. She noted that One Stop Shop revenue was above projections at 74.4% with expenses below projections at 52.7%.

Following a brief discussion, Chairman Litzler asked for a motion regarding the January financial report. Councilman Wessels made a motion to accept the January 2019 financial report subject to audit; Mayor Fette seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Wessels, Fette, Mattone, Meier, Sewell, Carran, 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 a report from the executive director. Mr. Gordon stated that he had provided members with written comments prior to the meeting and that, unless members had questions, he had nothing else to report. There was a brief discussion regarding the Covington Traffic Study project and the Kenton County Addressing Authority. Mayor Meier suggested inviting Cincinnati Bell or AT&T to the table. Mr. Gordon stated that he would make this recommendation to the Fiscal Court.

Chairman Litzler asked for review of a staff recommendation to adopt amendments to *Direction 2030: Your Voice Your Choice*, the area-wide comprehensive plan. Ms. Randall provided an overview of the amendments to the comprehensive plan.

Recommended Land Use Map –

- Phase I – complete and presented to KCPC in August 2018
- Phase II – work in progress and will be presented to KCPC at its March meeting
- Phase III – is next and includes Covington and the Fiscal Court

Ms. Randall stated that there was an open house on January 15th and that it went well. She then outlined the changes to the Taylor Mill land use map as an example of the amendments to be made.

Ms. Randall indicated that staff would be presenting the changes to the Kenton County Planning Commission on March 7th. Following a brief discussion, Ms. Randall stated that all the
proposed amendments can be seen on the Action Direction 2030 website and that she would have a link sent to them.


Following additional discussion, Chairman Litzler asked for a motion regarding staff’s recommendation. Councilman Wessels made a motion to endorse the amendments to Direction 2030: Your Voice Your Choice, the area-wide comprehensive plan; Mr. Mattone seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Wessels, Mattone, Meier, Sewell, Carran, Fette, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler opened discussion on critical issues to the FY20 budget and annual work program. Mr. Gordon stated that staff had met with Chairman Litzler and Mayor Fette to go over the information presented to the Board at the last meeting. He advised members that they would be reviewing a new version of the budget analysis handout and noted that it includes the numbers for FY15 now, and several updates made by Ms. Cullum. He stated that a second handout was a list of mandatory and discretionary expenses as requested by Councilman Wessels at last month’s meeting. He also noted that Ms. Crabb would be presenting the findings of the salary/wage survey and that Ms. Brush was present to discuss an issue in GIS.

Members asked if they should discuss item #15 before getting into the budget issues so Mr. Edmondson didn’t have to sit through the lengthy budget discussion.

With everyone in agreement, Chairman Litzler asked for review of a recommendation from the executive director authorizing the Chairman to execute an interlocal agreement with the City of Independence allowing the City limited jurisdiction for HVAC inspections. Mr. Gordon provided background regarding how HVAC inspections have been handled for the last year and a half. He indicated that the Department of Housing, Buildings, and Construction is now requiring paperwork so legal counsel for the City of Independence has drafted an interlocal agreement and it has been sent to Frankfort for approval. Staff is asking the Board to authorize the Chairman to execute the agreement. He noted that it could take some time to hear back from Frankfort and stated that it may be wise to go ahead and authorize execution of the agreement. If Frankfort recommends any changes, the agreement could be amended.

Following discussion, Chairman Litzler asked for a motion. Mayor Fette made a motion to endorse and sign an interlocal agreement with the City of Independence allowing the City limited jurisdiction for HVAC inspections; Mayor Meier seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Fette, Meier, Sewell, Wessels, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Returning to the discussion on item #12, Ms. Cullum noted that the adjustments made on the first handout were to the FY16 and FY17 numbers due to GIS numbers being mixed in. The
other changes made were an increase of 3.9% to FY20 salaries and the addition of numbers for salaries, CERS, and FICA in FY21 and FY22 – which do not include health insurance costs.

With no questions regarding the first handout, Mr. Gordon presented the second handout which listed his assessment of mandatory and discretionary expenses. He asked members, once they had a chance to review the items, to let him know if any of the items needed to be shifted to the other side.

There was discussion regarding GIS revenue, PDS’ use of GIS, current and future building expenses, utility savings, and CERS increases.

Ms. Crabb then provided a handout showing raw numbers she obtained for the salary/wage survey. She indicated that these numbers were from the Department of Labor (2017 data), PayScale (2018 data), and OKI (2018 data). She noted that government agencies lag behind the private sector in salaries but usually offer better benefits. She stated that PDS usually pays more than other public sector entities to keep qualified employees. Ms. Crabb indicated that there will be shortage of skilled/qualified people – especially building inspectors – in the next five years. Discussion followed.

Councilman Wessels stated that it would be helpful to know why employees have left and asked if it was possible to have a list of reasons why the last ten employees left. Additional discussion followed.

Ms. Crabb noted that based on the numbers, PDS salaries are at least 2% behind. Councilman Wessels asked if there was a comparable agency with which PDS could be compared. Mr. Gordon stated that the closest would be OKI. Councilman Wessels also questioned who PDS is competing against for staff. Mr. Gordon stated that they compete against both the public and private sectors when trying to recruit staff. Ms. Crabb indicated that historically this hasn’t been an issue, but it will be in the future due to the shortage of qualified people.

Ms. Crabb then outlined staff’s recommendations –

1. Add 2% to all numbers in the FY19 Pay Plan to bring it in line with the 2018 metro public sector market (cost of approximately $66,719);
2. Make structural changes to the FY 19 Pay Plan – eliminating grades I and I+, adding VIII and VIII+, and adding Step 7 (20 years) to the progression guide (cost of approximately $5,156);
3. Reclassify nine positions to bring them in line with the metro public sector market (cost of approximately $41,631); and
4. Add 1.9 percent to all numbers in the FY19 Pay Plan to bring it in line with the 2019 metro public sector market.

Ms. Crabb noted that the amounts for items 1-3 include CERS and FICA and that the total adjustment for items 1 and 4 would be 3.9%. Mr. Gordon stated that an itemization could be
provided at the next meeting. Ms. Cullum advised members that the projections on the handout include the 3.9% increase but that this update does not include healthcare costs. Discussion regarding calculating payroll taxes for each jurisdiction and payroll services followed. Chairman Litzler noted that he keeps coming back to Council members; comments regarding the need to maintain quality staff and PDS’ level of service.

Members had a lengthy discussion regarding the shortage to balance the budget and the mandatory/discretionary expenses.

Mr. Gordon reminded members that he had asked to add one employee in FY19. He noted that an additional building inspector had been added and that this position is being paid for by OSS revenue. He advised members that staff is now requesting to add a new person in GIS and stated that Ms. Brush would provide members with information regarding the request.

Ms. Brush stated that she was making the request for help on behalf of the GIS team that needs help. She advised members that the GIS team has been operating for approximately ten years without an administrative support person and that this has only been possible due to staff’s innovation. She noted that they receive approximate 63 requests per day for mapping assistance, that staff has created self-service mapping to help with demand, and that data can be ordered and downloaded through the website. She stated that they have been managing and doing well but with the growing demand and continual changes – map changes and the addition of contributing partners – there is a need for additional help.

Ms. Brush indicated that staff tries to complete all requests within three business days or less but with six full-time and two part-time people, it is becoming more challenging to meet this goal.

Members asked what the duties of this person would be. Ms. Brush indicated that the primary duty would be customer service – creating maps and responding to requests. There was discussion regarding partnership fees and usage. Members stated that a job description and a report showing how staff is spending its time would be helpful in making this decision. There was additional discussion regarding the use of interns to help fill gaps.

Chairman Litzler stated that staff has been asked to let them know what they need and that he again goes back to Council members’ comments about maintaining service levels.

Mayor Fette indicated that members need to look at the list of discretionary expenses and make cuts wherever possible. She also noted that, as far as she was concerned, the Board’s stipends could be cut from the mandatory expenses list.

Mr. Gordon asked members to provide any additional feedback or suggested changes once they’ve had a chance to review the information provided.

Chairman Litzler then opened discussion on a date for a Board work session on the FY20 budget.
Following discussion, Chairman Litzler asked for a motion. Mayor Fette made a motion to schedule a special work session meeting on the FY20 budget for March 11, 2019, at 11:30 AM at PDS; Mayor Meier seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval and the motion passed.

Chairman Litzler asked for reports from members. Councilman Wessels advised members that he has decided not to run for re-election to the Board due to his busy schedule and asked that his name be withdrawn from Council consideration.

NEW BUSINESS

Chairman Litzler opened discussion on an alternative date for the April meeting due to a conflict with the PDS Council.

Following a brief discussion, Chairman Litzler asked for a motion. Councilman Wessels made a motion to reschedule the April 18, 2019 Management Board meeting to 3:30 PM to allow the PDS Council to meet at 5:45 PM; Commissioner Sewell seconded the motion. Chairman Litzler asked for a voice vote on the motion which found unanimous approval and the motion passed.

Chairman Litzler asked if there was any new business to come before the Board. There was none. Commissioner Sewell made a motion to adjourn the meeting and Mayor Meier seconded it. With all in favor, the meeting adjourned at 7:50 PM.

_____________________________________
Tom Litzler, Chairman

_____________________________________
Dennis Andrew Gordon, FAICP
Executive Director/Secretary