Planning and Development Services Management Board
Meeting Minutes: March 21, 2019

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. Chairman Litzler led those gathered in a moment of silence and the Pledge of Allegiance.

Chairman Litzler asked Ms. Remley to call the roll. Attendance of members was as follows.

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<th>Term</th>
<th>Present</th>
<th>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>
<td>Present</td>
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<td>Sherry Carran</td>
<td>Present</td>
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<td>Jessica Fette</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>
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Following the roll call, he asked that the record reflect that a quorum was present.

Also present were: Garry Edmondson, Legal Counsel; Councilman Tyson Hermes, Board Member-Elect; Gary Waugaman, Board Member-Elect; Trisha Brush, GISP, Director of GIS Administration; Nicole Cullum, CB, Accountant; James Fausz, AICP, Long Range Planning Manager; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant.

ACCEPTANCE OF AGENDA

Chairman Litzler asked if there were any changes to the agenda. With none, Mayor Fette 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.
STAFF PRESENTATION

Chairman Litzler opened discussion on a proposed interlocal agreement with the Kenton County School Board for annual analysis of the district’s student population and school districts. Mr. Gordon advised members that staff has been presented with an attractive challenge by Rob Haney at the Kenton County Board of Education. Mr. Haney recently explained what the school board goes through to analyze the student population and school districts and stated that this work is currently done by the private sector.

Mr. Haney is aware of what PDS and its GIS staff do and asked if they would be willing to take part or all of this task on. Mr. Gordon stated that this is the question that staff needs the Board’s guidance on and turned the floor over to Mr. Fausz to provide members additional information.

Mr. Fausz stated that the school board is currently using a four-year report from 1990-1994 to analyze/forecast its needs. He indicated that staff was working with the school board on another project when Mr. Haney asked if they would be able to help.

Mr. Fausz explained that the demographic study would be done using a GIS-based software and that school board doesn’t have GIS staff. The software would be purchased by the school board from Davis Demographics and PDS’ GIS staff would act as the school board’s project manager. Mr. Fausz stated that the information received from this project could also help PDS in other areas. The question staff is looking to the Board for is what the billing rate for the school board should be.

Ms. Brush stated that GIS staff has helped the school board over the years by geo-coding student addresses to help determine bus routes, etc.

Mayor Meier confirmed that the school board would be purchasing the software, not PDS. Ms. Brush stated that this was correct. There was discussion regarding the three options and the amount of work PDS would do under each one. Ms. Brush asked if PDS should charge the school board 25% of the cost of the project like other member governments. Mr. Gordon asked members for their thoughts on the matter.

Mayor Meier stated that the school board doesn’t pay taxes or anything to support PDS so it should be treated like any outside agency – i.e. Campbell County.

There was discussion regarding the three options and how much work staff has time to do. Ms. Brush noted that Joe Busemeyer has worked with the school board in the past and that the school board would pay for him to attend software training. Mr. Fausz indicated that Planning and Zoning is currently working on its proposed project list for the FY20 Work Program and that this would be a project to consider.

Commissioner Sewell stated that she agrees with Mayor Meier that the school board should be treated like Campbell County and asked what the timeframe is for the project. Ms. Brush
indicated that the work would need to be done over the summer and completed before next school year. She stated that the school board has been working with rough/raw data, only a snapshot, to estimate its needs and that this software would allow them to forecast their needs.

Ms. Carran asked how Boone County handles this. Ms. Brush indicated that she believes Boone County schools are part of the GIS partnership. There was discussion regarding the school board joining the GIS partnership. Mr. Gordon noted that joining the partnership would only provide for the GIS part of the project, not the planning staff’s time.

Discussion followed regarding whether this service is required under KRS, whether a contract or interlocal agreement should be used, 100% of the costs to be covered, and other school districts being interested in the project. Ms. Brush noted that PDS could not use the software for any other school districts since the Kenton County Board of Education would own it.

There was discussion regarding the options and the estimated income –

1. PDS acting as project manager with Davis doing most of the work - $10,000
2. PDS doing most of the work - $30,000
3. Hybrid option – combination of option 1 and 2 - $20,000

The consensus was that 100% of the costs of the project should be covered by the school board.

Mr. Gordon stated that members had given staff what they needed and that they will come back with a firmer proposal.

Chairman Litzler asked if PDS could charge more under a contract. Mr. Edmondson reminded members that PDS cannot charge more than what it costs and can’t make money on the project.

There was discussion regarding the FY19 rates used in the estimated income calculations. Ms. Cullum noted that the rates used do not include overhead. Mayor Meier stated that the rate used needs to cover overhead. Chairman Litzler asked what the timeline would be. Mr. Gordon stated that the Board has meetings on April 8th and April 18th and that this issue could be on one of those agendas.

**ONGOING BUSINESS**

Chairman Litzler asked if the minutes of the February 21, 2019 meeting and March 11, 2019 special meeting were acceptable or if anyone had any additions/corrections.

With none, Commissioner Sewell made a motion to accept the minutes of the February 21, 2019 meeting as presented; Mayor Fette seconded the motion. Chairman Litzler asked for a
roll call vote on the motion which found Board Members Sewell, Fette, Mattone, Meier, Carran, and Chairman Litzler in favor of the motion. The motion passed unanimously.

With none, Mayor Fette made a motion to accept the minutes of the March 11, 2019 special meeting as presented; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Fette, Carran, Mattone, Meier, Sewell, and Chairman Litzler in favor of the motion. The motion passed unanimously.

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

Ms. Cullum reviewed the February financial statement (a copy of which is attached to the original minutes). She indicated that, at 66.7% of the way through the fiscal year, revenues were above projections at 88.9%, fees for services were slightly below projections at 66.1%, and expenses were below projections at 63.8% of budget. She noted that One Stop Shop revenue was above projections at 79.6% with expenses below projections at 59.8%.

Following a brief discussion, Chairman Litzler asked for a motion regarding the February financial report. Commissioner Sewell made a motion to accept the February 2019 financial report subject to audit; Mr. Mattone seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Sewell, Mattone, Meier, Carran, Fette, 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 were no questions.

Chairman Litzler opened discussion on critical issues to the FY20 budget and annual work program.

- One Stop Shop Codes Administration Program
- Resolution 843-2018

Mr. Gordon stated that some of the information being provided tonight had been requested previously by members - -

1. Next Generation 911 / Addressing Authority – Mr. Gordon stated that this handout had been provided to the Mayors’ Group on Saturday and that the most important sentence has been highlighted in yellow –

   “Implementing NG911 in states and counties nationwide will require the coordination of a variety of emergency communication, public safety, legislative, and governing entities.”
2. Why Employees Left: FY10 through FY18 – Mr. Gordon stated that this information had been requested by Councilman Wessels at a previous meeting. Members asked if these individuals were senior members of staff or support staff. Mr. Gordon provided members with the position held by each member.

3. Memorandum of Agreement with KCPC – Mr. Gordon reminded members that this issue had been discussed during the last meeting and he thought having a copy of the agreement may be beneficial. Mr. Waugaman asked if Mr. Gordon and Councilman Wessels had been able to set a meeting with Mr. Darpel. Mr. Gordon stated that they would be meeting next Thursday. Mr. Waugaman also stated that the suggested average reserve is 1/3 of an organization’s budget and that KCPC’s reserve is over that amount. A brief discussion followed.

4. Authorization for and Benefactors of Services Provided – Mr. Gordon stated that Councilman Wessels had requested a prioritized list of services and that request lead to the list before them. He reviewed the list of services, when each began, who benefits from them, and the funding source(s) for each. Discussion followed.

5. KRS147.670 (8) – Mr. Gordon indicated that this statute provides the means for PDS to enter into agreements with the jurisdictions for code enforcement (KRS65.8801), community development (Chapter 99), neighborhood redevelopment (Chapter 99A), planning and zoning (Chapter 100), Kentucky Building Code (Chapter 198B) –

“Establish policies, procedures, and priorities for assigning staff and providing services to planning units established under the provision of KRS Chapter 100, their respective cities and counties, and other public and private agencies and organizations, and may, irrespective of KRS 147.675, enter into agreements with cities, counties, and other public agencies and organizations in accordance with the provisions of KRS 65.210 to 65.300 for the administration of KRS 65.8801 to 65.8839 and KRS Chapters 99, 99A, 100, and 198B.” (Emphasis added.)

6. OSS Program Revenues – Mr. Gordon stated that this spreadsheet shows the revenue brought in since the program’s start in FY06. He noted that it also shows the services currently being provided to each jurisdiction in red. Mayor Fette asked if the spreadsheet showed which jurisdictions have contracted for re-active and which have contracted for pro-active code enforcement. She also asked if a line could be added to show the actual cost of these services. Mr. Gordon stated that he would have the spreadsheet updated to reflect the re-active/pro-active code enforcement as well as the costs for the services provided.

7. February Invoice for the City of Independence – Mr. Gordon stated that this invoice was being provided to show members how much detail is available on each bill sent to the jurisdictions. Ms. Cullum noted that the only difference between the City of

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Independence and other jurisdictions is that the City of Independence takes in the permit fees at its city building and is then billed on a monthly basis.

8. OSS Program Billing Percentage: FY19 – Mr. Gordon indicated that he was providing a copy of this bill for those who may not see the detail provided to each jurisdiction regarding the services provided. Chairman Litzler stated that he and Mayor Fette were probably the only members who hadn’t seen the bill since he was no longer involved with the City of Fort Wright at that level and the City of Erlanger doesn’t participate in the OSS program.

Mr. Gordon stated that the percentages shown on this sheet are the percentages paid by each of the jurisdictions. Mayor Fette asked where these percentages came from. Mr. Gordon stated that when the program started, PDS agreed to provide jurisdictions a way to save money and provide consistent service to their citizens at a discounted rate. He noted that this rate was reviewed and adjusted several years ago with the assurance to the jurisdictions that the bottom line would remain revenue neutral. He indicated that, after the increase, some jurisdictions had to pay more and that others stayed relatively the same. He also advised members that a 1.9% increase provision would also be built in to the proposed FY20 budget. Discussion regarding fees, inflation, and what the jurisdiction can bear followed.

9. Resolution 843-2018 – Mr. Gordon stated that this resolution was passed in January 2018. He noted that the amounts have been updated to today’s numbers and highlighted in green. He indicated that the funds established are based on the advice of our auditors and that all are fully funded exception for the Operations Reserve Fund.

Mr. Gordon indicated that members will be provided with a proposed budget for FY20 at the next meeting. He indicated this would be supplemented by estimated budgets for fiscal years 2021 and 2022. Mayor Meier asked if the budget would include the recommended 2% and 1.9% increases and a new GIS person. Mr. Gordon stated that it includes the increases, not a new GIS person, but assistance for the GIS staff. He reminded members that nothing happens in this building without GIS and that everything is GIS-driven. He stated that they are looking at making small increases to help increase revenue coming in to GIS. Mr. Waugaman asked if the cost of a new GIS person could be noted on the budget so they will know what the cost would be. Ms. Carran suggested looking at two part-time people rather than one full-time so PDS wouldn’t have to pay the added benefits.

Mr. Gordon asked if there was anything else members would like to see. Chairman Litzler stated that he would like to know what the amount additional revenue would be for each percent over the comp rate.

Chairman Litzler asked for reports from members. Members had nothing to report.
NEW BUSINESS

Chairman Litzler asked if there was any new business to come before the Board. There was none. Ms. Carran made a motion to adjourn the meeting and Mayor Meier seconded it. With all in favor, the meeting adjourned at 7:08 PM.

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Tom Litzler, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary