

James
Crosbie
Myers
Gray
Blues
Beard
Henson
Feigel
Lawless
Martin

INTER-GOVERNMENTAL COMMITTEE

March 9, 2010
1:00 P.M.

A G E N D A

- | | | |
|---|---------|---------|
| 1. Social Services Needs Assessment | James | (1-15) |
| 2. Creating one (1) position of Administrative Officer, the Div. of Youth Services | Myers | (16-20) |
| 3. E 911 Call Center Management | Lawless | (21-28) |
| 4. Legal Bills Review Services | Crosbie | (29-75) |
| 5. Update on Committee Items | | (76-77) |

"Inter-Governmental Committee, to which should be referred matters relating to wages and classification, personnel, government organization, employee relations, government buildings and property maintenance."

Council Rules & Procedures, Section 2.102(2)



LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

April 24, 2008

Contact: Susan Straub

Office: 859-258-3111

Cell: 859-576-2564

City evaluates social service programs

Lexington's social safety net is generally very strong, but there is room for improvements in the services that the community provides for its most vulnerable citizens, as well as a need to respond to changing demands and to set higher goals in the future, Mayor Jim Newberry and Social Services Commissioner Marlene Helm said today.

Tonight, Newberry and Helm will formally present the findings of a Social Services Needs Assessment to participants and councilmembers. Over 300 people, including providers, participants and funding agencies, participated in the assessment over a period of several months, beginning last August. The group formed working teams that focused on adults, cross-cutting issues, housing, special needs, young children or youth and sent observations back to Helm, who compiled a 67-page assessment report that includes research in census data, trends and best practices.

"This was a very important exercise for our community," said Newberry, who thanked those who volunteered many hours to the assessment process. "Resources are always limited for social services, so we must ensure that we are making the best use of

every dollar. But just as we can't afford to waste money, we also can't afford to fail to meet the basic needs of these citizens, who often cannot care for themselves." One goal of the assessment was to identify duplication of services and gaps in service.

Helm said the participants in the assessment, including representatives of over 80 social service agencies, were encouraged to "dream, dream bold and dream big."

"Our goal was to develop a blueprint for the future of social services in our community," she said. Top recommendations were:

Hire Youth Development Director - This person would focus on research and needs assessment, gap analysis, development, training, funding, coordination and implementation of positive youth programs.

Establish One-Stop Social Service Program - The one stop model provides ease of use and enhanced accessibility to a variety of social services in one location.

Standardize Rental Assistance- Implement a coordinated and comprehensive program including a uniform policy, application and standard eligibility requirements.

Convene Services Provider Summit- Organize an annual gathering of local and state service providers to showcase, highlight and review the status of services.

Support Independent Living- Advance programs and services for those with disabilities and special needs with a focus on independent living and accessibility.

Increase Mental Health and Substance Abuse Services - A walk-in mental health crisis clinic is proposed, as is a mobile team.

Establish a "Navigator" system - Navigators perform a combination of services that extend beyond traditional "case management". Navigators increase access to social services by providing cultural linkages between communities and providers.

Support Aging in Place - Increase programming, services and support for senior citizens. Promote "aging in place" services and programs.

Explore Affordable Housing Trusts and Land Banks - These are recognized as the up and coming method for ensuring the availability of affordable housing for a community. Mayor Newberry has already commissioned a task force to offer recommendations on this issue.



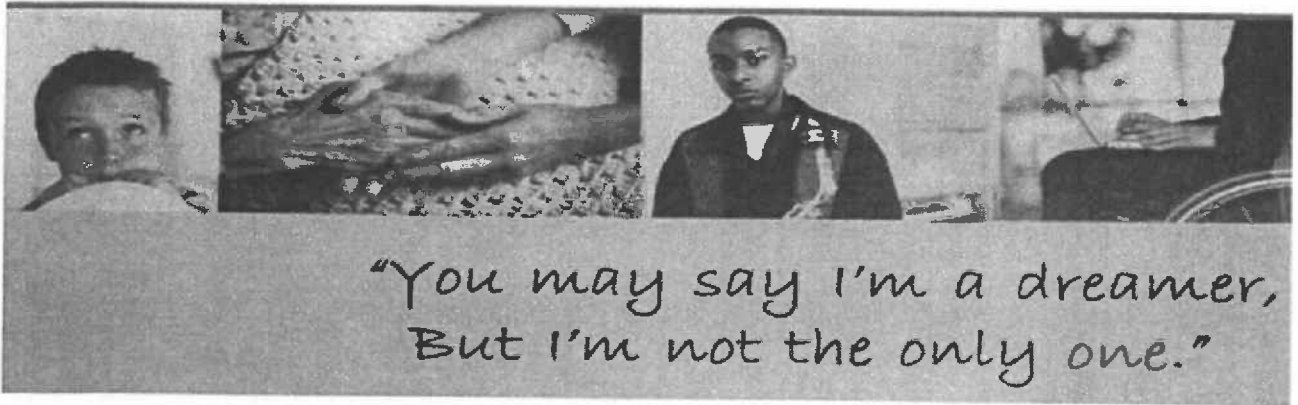
SOCIAL SERVICES

NEEDS ASSESSMENT

OVERVIEW

Lexington-Fayette County, Kentucky

March, 2008



Executive Summary

Dream, dream bold, dream big. This was the premise as over 300 individuals from the community and representatives from over 80 service agencies gathered on a balmy summer evening for the first ever "Community-Wide Social Service Needs Summit". The Mayor's direction was to dream with passion. The goal was to develop a blueprint for the future of social services in our community. Experienced community leaders echoed both the enormity of the undertaking and the seriousness of the work. This report reflects the essence of that pride in caring for the community of Lexington.

Providing a safety net as well as an expectation of higher aspirations for one another is fundamental to a vibrant and progressive community. Work groups, research about best practices, focus group discussions among community members, and solid leadership formed the basis of the recommendations we are making today.

Those involved also sought to identify gaps, reduce duplication wherever possible, and consider that planning for any successful endeavor requires a hard look at economics.

Six focus areas were identified and anchored the assignment. From these areas, team members were able to define the work. Each area work team utilized community volunteers as leaders, and facilitators and was assigned a department employee as a staff liaison. In addition, technology was utilized to ensure rapid and consistent communication among groups. The areas considered were titled only in general terms: 1) adults, 2) cross cutting issues, 3) housing, 4) special needs, 5) young children and 6) youth. Each group was free to further define their area

from these original designations. All community participants self selected which group they would work with over the next few months.

Behind the scenes, extensive planning occurred before, during, and after the team meetings through the leadership and planning teams. These teams, supported by LFUCG DSS staff at all levels, attended actual team meetings and worked to identify areas of logistic concerns. In addition, they worked to secure research into Lexington census data, review trends and consider best practices that might enhance each report. The brisk schedule required completion within an eight week period.

Throughout the needs assessment process and in all groups we confirmed that:

Lexington-Fayette County has a tremendous array of social service providers with a rich and enviable history of excellence.

Quality social services are required if a community is to be healthy, vibrant and progressive.

The needs of our citizens and the best practices in social service delivery have changed in multiple ways from past times and for multiple reasons. As many of these as possible should be considered in our planning.

Our work should compliment and build upon the work of other major community initiatives put forth by Fayette County Schools 2020 Vision and the United Way of the Bluegrass's Strategic Planning.

A report to the Mayor and community as well as a formal evaluation of the process and outcome would help to bring our work full circle.

Lexington is our community. Some of the recommendations and dreams for our community are amazingly bold. Some are obvious immediate needs echoed by community leaders. The top ten recommendations are a part of this executive summary, but all recommendations are found in this report. To do any less than share the hopes and dreams of our participants would have dishonored the greatness that embodies our beloved community.

Key Findings

- ☐ The issues of housing, transportation, and mental health were vibrant threads and seen as ever important “needs” throughout each of the six focus areas.
- ☐ There is a great need for ease of accessibility of the multitude of services available within our community.
- ☐ Enhanced awareness of 2-1-1 is strongly encouraged.
- ☐ Implementation of a one stop model such as the “Neighborhood Place” concept was seen as a crucial step in coordinating service between state and local governments as well as unifying “how” and “what services are offered.
- ☐ A “Service Provider” Summit held on an annual basis would be a “best practice” tool helping to unify, clarify, and identify the social services available within the community. This would also help to connect providers, especially those new to the community and /or those with new services. Service gaps could be identified as well as new collaborations formed.
- ☐ Services such as “rental and utility assistance” were identified as great needs, as currently much faith based and other agencies/entities offer support in this area but with limited and inconsistent connectivity and interaction.
- ☐ LFUCG is seen as having a major responsibility to not necessarily provide many of the needed services, but to help identify those services and then convene the community services providers to discuss, strategize and deliver.
- ☐ LFUCG’s goals and priorities are highly regarded and are often used as both a guide for the annual work plans for local service providers and a tool for its own Social Service Department in setting priorities and determining strategies.
- ☐ Research and statistics for Lexington-Fayette County should be gathered analyzed and discussed regularly as they relate to social service needs and the changing demographics of service users.

Top Recommendations

Youth Development Director (YDD) - Create a position of Youth Development Director. The YDD would have the major responsibility for the community's youth programming. This position would include a focus on research and needs assessment, gap analysis, development, training, funding, coordination and implementation of positive youth programs. This office would also ensure a directory of services be developed as well as public awareness and advocacy. The office would be a convener and a resource for on-going as well as new programs and would work closely with the local schools and other civic and community organizations in this critical area.

One Stop Social Service Program- Institute the concept similar to the Neighborhood Place Program currently operating in Louisville. The one stop concept was one of the needs identified in almost all of the six work teams as being a great need. The one stop model provides ease of use and enhanced accessibility to a variety of social services in one location. Each Neighborhood Place is by design different in that each meets the needs of the particular neighborhood in which it is located.

Rental Assistance- Implement a coordinated and comprehensive program of rental assistance inclusive of a uniform policy, single application and standard eligibility requirements. Convene with United Way all current providers, faith based, civic and public entities and work toward developing a rental assistance program that minimizes duplication of efforts, streamlines the application process and maximizes community resources.

Services Provider Summit- Convene on an annual basis a gathering of local and state services providers to showcase, highlight and review the current status of social services provision. This annual gathering will allow for the timely sharing of new and on-going programs as well as help identify service gaps and opportunities for grant and other potential collaborations. This convening might also serve to provide information about the upcoming focus of grant support from the LFUCG.

Independent Living- Advance the support of programs and services for those with disabilities and special needs. Independent Living and accessibility should be considered a cornerstone of the mission and focus of the Department of Social Services in conjunction with partner agencies also committed to this service provision. This issue is one that is increasingly becoming a defining element of a progressive 21st century community.

Mental Health and Substance Abuse Services - Increase the offering of mental health and substance abuse services for adolescents and families. A walk in mental health crisis clinic is proposed as is a mobile team that might be formed and utilized as needed to address mental health and substance abuse crises. Almost every work group identified mental health as being a growing yet fully unmet need in our community. New types of mental health issues appear to be emerging such as "hoarding" and substance abuse and other mental health issues involving youth/adolescents appear to be increasing. LFUCG's Coleman House Concept is promising and perhaps is poised for expansion upon further study and documentation of the needs and current availability of services. Coleman House is considered a one stop type service model for youth and has received favorable comments from the legal system and users.

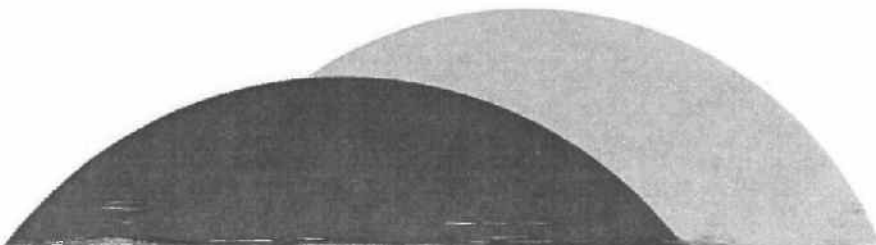
Navigators- Establish a "Navigator" system on a pilot basis. Navigators perform a combination of services that extend beyond traditional "case management". Navigators increase access to social services by providing cultural linkages between communities and providers. Navigators focus on the unique needs of the individual and extend beyond their agency to facilitate assistance in a most expedient manner. This system could also be a prelude to a more coordinated system of case management by DSS as recommended by the management audit of 2007.

Aging in Place - Increase programming, services and support for senior citizens. Promote activities and services which will advance the concept of "aging in place" to ensure the vibrancy of our community and best recognize and utilize the rich and valuable resource our senior population offers. Advocacy, education, social, health, nutrition, housing, education, financial, and legal are just some of the "wrap around" type services today's seniors and their caregivers want and need. The delivery and availability of these services and information need to be timely, well coordinated and easily accessible.

Affordable Housing- Affordable Housing Trusts and Land banks are recognized as the up and coming method for ensuring with deliberation the availability of affordable housing for a community. This is an issue that surfaces in the most affluent and the most typical of communities and many have to resort to extremes to provide this most basic and sacred of needs. The housing report provides an array of examples of these types of programs which are easily replicable. Land banks and housing trusts showcase a community's intent to ensure a livable city for all regardless of income and circumstance. The South End Urban Village Park affected by the Newtown Pike Extension will be Lexington's first official and comprehensive foray into this concept.

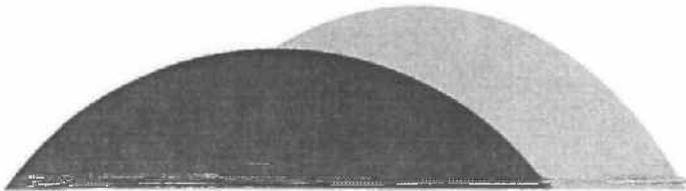
Honorable Mentions

- ☐ Enhanced use and awareness of 2-1-1
- ☐ Use of the "plain language" concept to provide a more user friendly atmosphere for clients and service users
- ☐ Increased use of volunteers be they senior citizens, individuals with special needs and others to help in enhancing the efficiency and effectiveness of service provisions and to offer a means for all who wish to have a recognized avenue by which to serve the community.
- ☐ Caregiver and kinship Conference-the issue of grandparents and other kin raising young children and providing the bulk of care to a loved one is increasing and the need for a special focus on information and services for this group has risen to the forefront as well.
- ☐ Youth Programming-the issue of positive youth programming that is coordinated, timely and sustained was strongly iterated and is seen as a must. The possibilities are limitless and the time is now.
- ☐ Awareness and Advocacy- Suggestions included a social service newsletter reflective of a cross section of services and providers perhaps distributed quarterly, GTV-3 programming directed at the various social service segments and a resource fair that easily be combined with the annual service providers summit listed as one of the top ten recommendations.
- ☐ Transportation- especially for those with special needs and seniors. Para transportation and other transport services with limited wait times and ease of use by those with mobility supports also received much discussion.



Social Services Needs Assessment Update

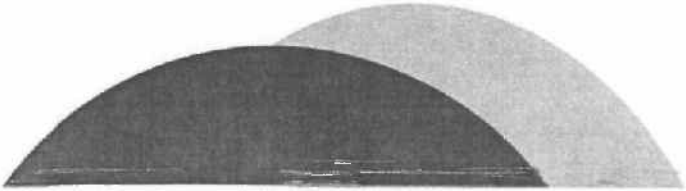
March, 2010



Department of Social Services Mission

The Mission of the Department of Social Services

is to provide and support an easily
accessible system of human
services for Fayette County



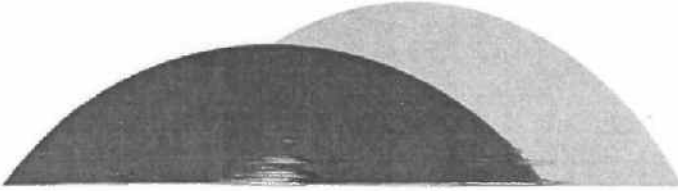
Values

- Respect and Dignity
- Excellence in Quality of Service
- Stewardship
- Sustainability



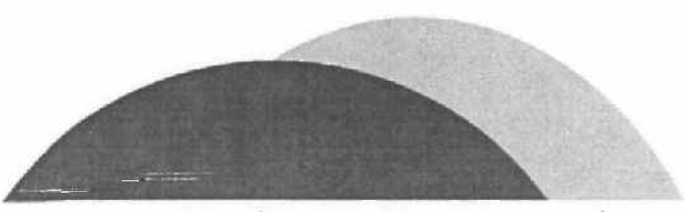
Key Recommendations

- Youth Czar
- “One Stop” Social Services Model
- Centralized Rental Assistance
- Service Provider Summit
- Independent Living Programs and Services



Key Recommendations ⁽²⁾

- Mental Health and Substance Abuse Services
- Navigator Concept and Enhanced Case Management
- Unity Council
- Affordable Housing Trust and Land Bank



Trends and Emerging Issues

- Growing “senior” population
- Kin Care
- Re-entry (foster care, prison, shelter)
- Financial Literacy/Payee Services
- Central Intake
- Positive youth programs and services throughout the community
- Enhanced awareness and advocacy



030-10

16

Lexington-Fayette Urban County Government
DEPARTMENT OF FINANCE & ADMINISTRATION

Jim Newberry
Mayor

Linda L. Rumpke
Commissioner

MEMORANDUM

TO: Mayor Jim Newberry
Joe Kelly, Senior Advisor
Council Members

FROM: *Leslie F. Jarmon* for Michael Allen
Michael Allen, Director
Division of Human Resources

DATE: January 5, 2010

RE: Create Position in the Division of Youth Services

The attached action amends Section 21-5 creating one position of Administrative Officer (Grade 118E) in the Division of Youth Services that was funded and approved in the FY 10 budget process, to become effective June 22, 2009, the first day of the first pay period in Fiscal Year 2010.

This approved Administrative Officer position is needed to provide administrative oversight of the Day Treatment Center and the DSS partner agencies. This position was being staffed by a part time person but the work load requires full time attention. The Division of Human Resources has reviewed the PAQ for this position and has concluded it to point factor at the Administrative Officer (Grade 118) level of responsibilities.

The fiscal impact for FY2010 (26 pay periods) will be budget neutral. All funding for the new positions was included in the FY 2010 approved budget.

If you have questions or need additional information, please contact Daniel H. Fischer at 258-3030.

Attachment

cc: Marlene Helm, Commissioner - Department of Social Services
Darrylyn Combs, HR Senior Manager, Division of Human Resources
Jim Dodson, HR Analyst, Division of Accounting

10-0003b

Changes In Authorized Positions

AMEND SECTION 21-5 OF THE CODE OF ORDINANCES

Changes From:								Changes To:							
Div. Line #	No. Pos.	Class Code	Pay Grade	Position Title	Prog. #	Employee Name	Hourly or Bi-weekly Salary	Div. Line #	No. Pos.	Class Code	Pay Grade	Position Title	Prog. #	Employee Name	Hourly or Bi-weekly Salary
<u>Division of Youth Services(650)</u>								<u>Division of Youth Services(650)</u>							
								350.02	1	112	118E	Administrative Officer	657(1)		

ADMINISTRATIVE REVIEW FORM

18

Request for Council Action

For Instructions, See Reverse

030-10

I. DIRECTORS AND / OR COMMISSIONERS

Summary of Action Requested: Amends Section 21-5 creating one position of Administrative Officer (Grade 118E) in the Division of Youth Services that was funded and approved in the FY 10 budget process, to become effective June 22, 2009, the first day of the first pay period in Fiscal Year 2010.

Budgetary Implications: ☐ Yes ☐ No Advance Document Review: ☐ Law ☐ Risk Mgmt

If 'Yes', provide the following information. Prepare and attach B-102 if necessary

FUNDING	ACCOUNT NUMBER	THIS FY IMPACT	ANNUAL IMPACT
☐ Fully budgeted	_____	\$ _____	\$ _____
☐ Partially budgeted	_____	\$ _____	\$ _____
☐ Not budgeted	_____	\$ _____	\$ _____

Leslie F. Jarman
for Michael Allen
Director's Signature

1-01-05-10
Date

Mark W. Lee
Commissioner's Signature

1-01-05-2010
Date

II. LOGGED IN SENIOR ADVISOR OF MANAGEMENT

Bob Books
Received By Date

III. ADMINISTRATIVE SERVICES REVIEW

Review By	Initials / Date	Approve	Disapprove	Comments
Department of Law	<i>GHG</i> / 1/6	☒	☐	
Division of Budgeting	<i>EM</i> / 1/6	☒	☐	

Schedule No. _____

B-102 No. _____

Acct. No. *1101 1606503 6521 63XXX*

Fiscal Year *2010*

Annual Impact \$ *Budgeted*

Current Balance \$ *Budgeted*

Division of Human Resources
Division of Community Development
Department of Finance

DH / 1-7-10
HC / 1-7-10
BP / 1-7-10

☒ ☐ ☐

IV. POST REVIEW ACTION TAKEN

☐ Forward to SAM ☐ Hold / Return to Commissioner or Director

V. SENIOR ADVISOR OF MANAGEMENT'S REVIEW

☒ New Business Item ☒ Approve ☐ Disapprove Hold Until (Date) _____
☐ Mayor's Report Item ☐ Approve ☐ Disapprove Hold Until (Date) _____

James P. Kelly
Senior Advisor of Management Date *1-7-10*

VI. WORK SESSION ACTION TAKEN

☒ To Meeting Docket (Send to Law Dept)
☐ Refer to: _____
☐ Other: _____

☐ Receive as Information Only

To Council Committee
Rebecca P. Lange
Council Administrator Date *1-12-10*

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 21-5(2) OF THE CODE OF ORDINANCES, CREATING ONE (1) POSITION OF ADMINISTRATIVE OFFICER, GRADE 18E IN THE DIVISION OF YOUTH SERVICES EFFECTIVE RETROACTIVE TO JUNE 22, 2009.

BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 – That the following subsection line number of Section 21-5(2) of the Code of Ordinances be and hereby is created to read as follows:

350.02 1 112 118E Administrative Officer

Section 2 - That this Ordinance shall become effective retroactive to June 22, 2009.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL

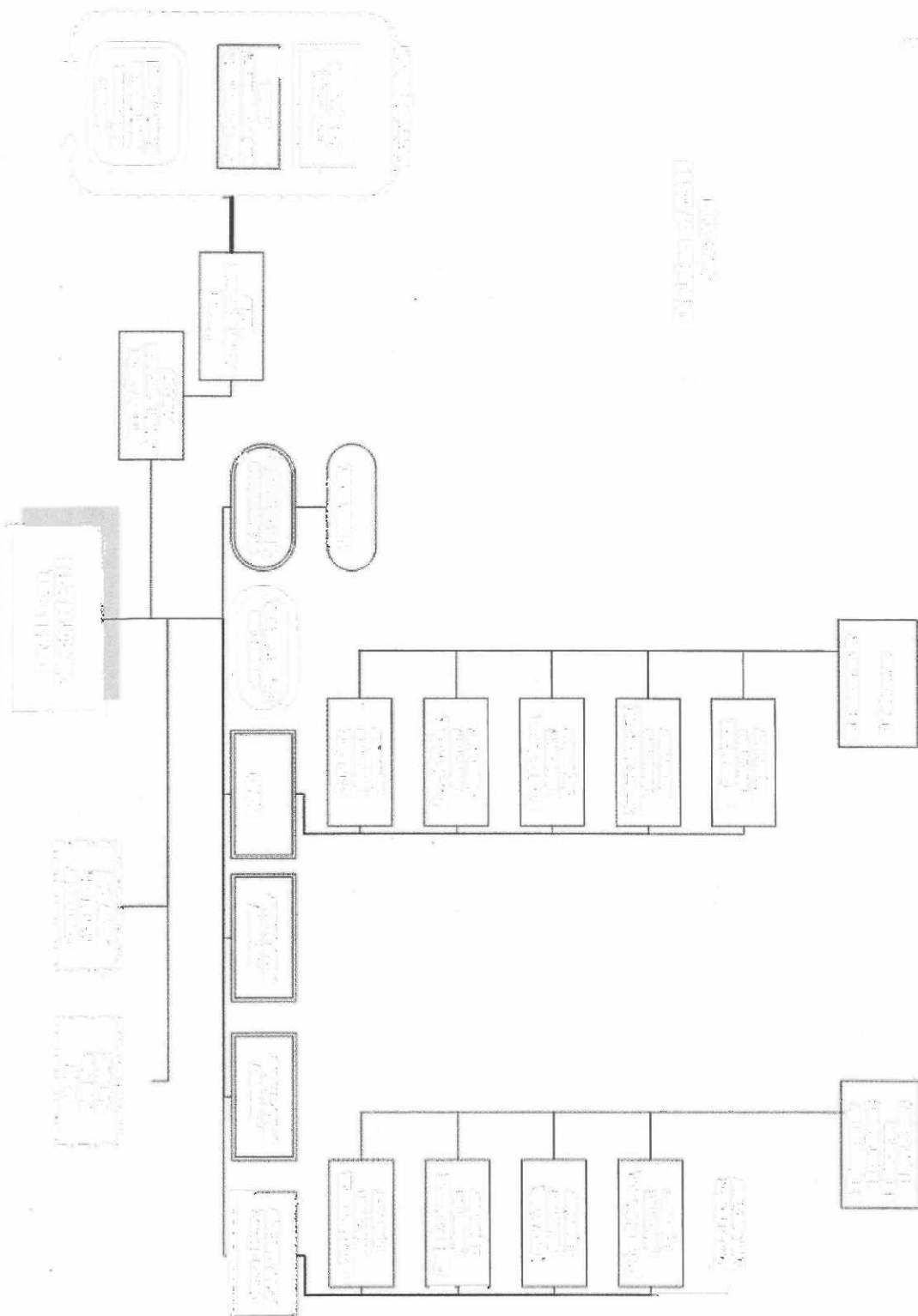
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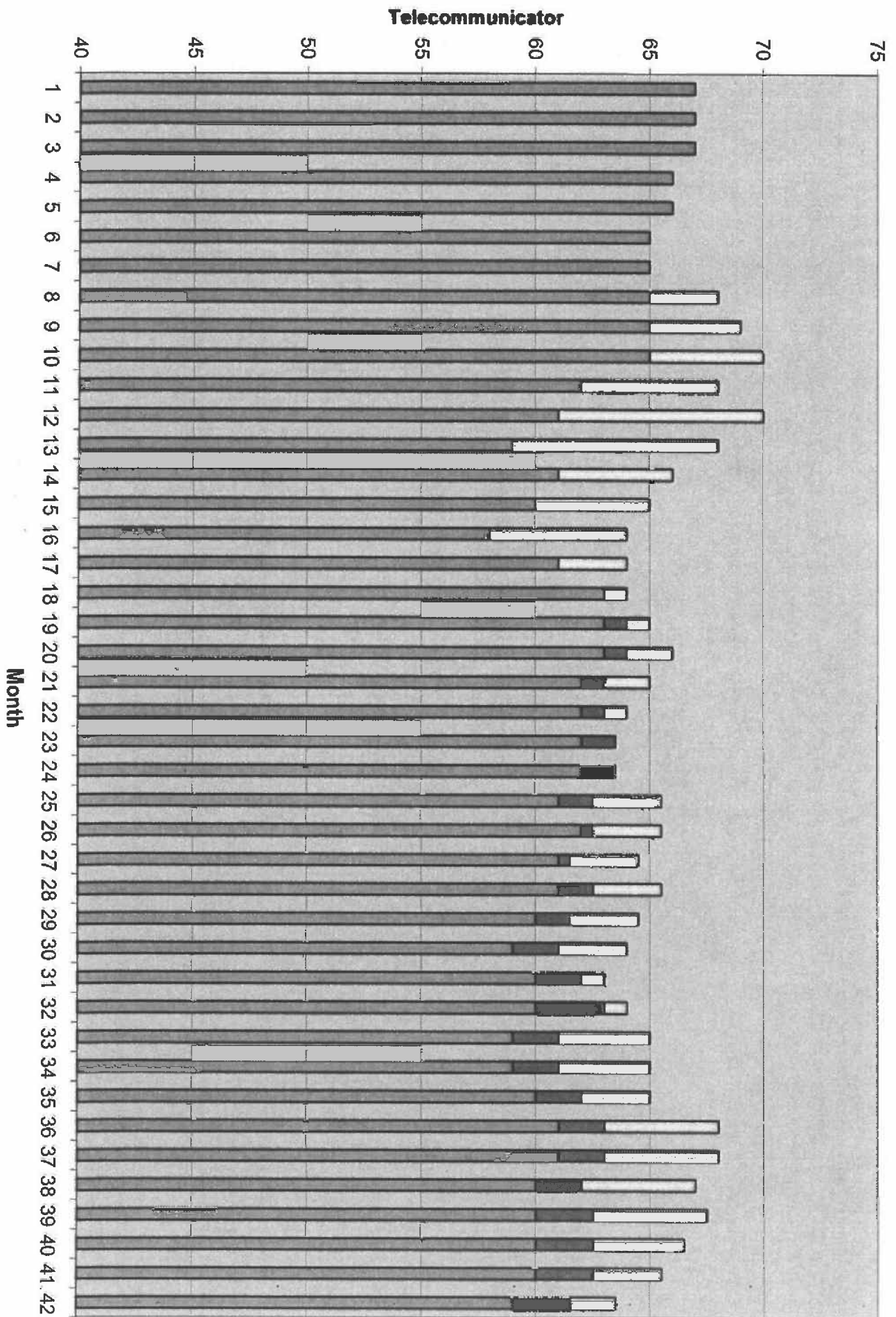
GHG X:\Cases\HR\10-LE0029\LEG\00243685.DOC

18. An Ordinance authorizing and directing the Mayor, on behalf of the Urban County Government, to accept a Grant from the Ky. Div. of Emergency Management, which Grant funds are in the amount of \$3,215 Commonwealth of Ky. funds, are for the purchase of equipment for the Div. of Fire and Emergency Services Technical Rescue Team's Rescue Squad, the acceptance of which obligates the Urban County Government for the expenditure of \$3,215 as a local match, appropriating funds pursuant to Schedule No. 103, and authorizing the Mayor to transfer unencumbered funds within the Grant budget. ✓
19. An Ordinance amending certain of the Budgets of the Lexington-Fayette Urban County Government to reflect current requirements for municipal expenditures, and appropriating and re-appropriating funds, Schedule No. 104. ✓
20. An Ordinance amending Section 22-5(2) of the Code of Ordinances creating one (1) temporary position of Administrative Specialist, Grade 110N, ending four years from the effective date of passage of this Ordinance, within the Div. of Waste Management, and appropriating funds pursuant to Schedule No. 105. ✓
21. An Ordinance authorizing and directing the Mayor, on behalf of the Urban County Government, to execute and submit a Grant Application to the Bluegrass Community Foundation, to provide any additional information requested in connection with this Grant Application, and to accept this Grant if the application is approved which Grant funds are in the amount of \$12,429, are for Parenting Education and Teen Esteem Building, for the Div. of Family Services, the acceptance of which does not obligate the Urban County Government for the expenditure of funds, appropriating funds pursuant to Schedule No. 106, and authorizing the Mayor to transfer unencumbered funds within the Grant budget. ✓
22. An Ordinance amending Section 21-5(2) of the Code of Ordinances creating one (1) position of Administrative Officer, Grade 118E in the Div. of Youth Services, effective retroactive to June 22, 2009. ✓
23. An Ordinance creating Article XI of Chapter 2 of the Code of Ordinances to establish the "Keep Lexington Beautiful Commission" as the official local affiliate of Keep America Beautiful, Inc.; specifying the membership of the Commission as thirteen (13) members representing various interested constituencies; providing for 4-year terms for members with initially staggered terms; providing for filling of membership vacancies and appointment of members to one (1) additional term; providing for removal of members; providing that members shall reside in Fayette County; providing for Commission officers and bylaws; providing that the Commission shall meet a minimum of six (6) times per year and for special meetings; and providing the duties and functions of the Commission related to litter prevention, beautification and community improvement, and waste reduction. ✓

REMOVE
allay - Myers/Jones
refer to
Inter gov. Comm.

ORGANIZATION CHART





2010 Vacation & Holiday Leave Usage

	Remaining Vac Balance + 2010 Vac Accruals		Holiday Balance 2009 Year-End	2009 Hol Balance + 2010 Holiday Accruals	Holiday Hrs Used thru February	Remaining Holiday 2010 Accruals		Total Leave Hours Available In 2010 (Vac & Hol)	Minimum Vac & Hol Hrs To Use By 12/31/10 Cut-Off	Post-March Leave Hours Approved	Remaining Leave Time to Use (weeks)
1	335.8		80.0	210.0	0.0	210.0		545.8	297.8	320.0	-0.6
2	328.0		77.4	207.4	0.0	207.4		535.4	287.4	96.0	4.8
3	331.7		80.0	210.0	0.0	210.0		541.7	293.7	40.0	6.3
4	332.0		73.6	203.6	24.0	179.6		511.6	263.6	28.0	5.9
5	330.5		77.5	207.5	12.0	195.5		526.0	278.0	120.0	4.0
6	313.0		78.9	98.9	20.0	78.9		391.9	143.9	40.0	2.6
7	312.0		58.0	78.0	0.0	78.0		390.0	142.0	120.0	0.6
8	305.0		69.5	89.5	20.0	69.5		374.5	126.5	40.0	2.2
9	329.4		80.0	100.0	20.0	80.0		409.4	161.4	0.0	4.0
10	325.0		59.0	79.0	22.0	57.0		382.0	134.0	0.0	3.4
11	330.0		65.4	169.4	16.0	153.4		483.4	235.4	0.0	5.9

Vacation Leave Hours - 2009 Leave Extension

	Total Holiday & Vacation Used 2009	Total Leave Used in 2009 (weeks)		Vacation Balance 2009 Year- End	Vacation Hrs Rolled Over thru 3/31/10	Vacation Hrs Used thru February	Vacation Hrs Approved thru March	Rollover Balance on 4/1/10
1	277.0	6.9		311.0	143.0	98.7	44.5	-0.2
2	272.6	6.8		268.0	100.0	40.0	68.0	-8.0
3	194.0	4.9		259.5	91.5	55.8	40.0	-4.3
4	362.4	9.1		256.0	88.0	92.0	0.0	-4.0
5	294.6	7.4		249.9	81.9	75.4	12.0	-5.5
6	263.1	6.6		225.0	57.0	0.0	80.0	-23.0
7	220.0	5.5		220.0	52.0	36.0	40.0	-24.0
8	271.0	6.8		217.0	49.0	0.0	80.0	-31.0
9	161.3	4.0		201.4	33.4	40.0	0.0	-6.6
10	315.0	7.9		197.0	29.0	40.0	0.0	-11.0
11	216.0	5.4		178.0	10.0	16.0	0.0	-6.0

	Strength	Solo	Probation	Vacancy	Testing	Candidate	Hiring Status
Telecomm	31	23	0	8	1	0	Open thru March 19th
Telecomm Senior	34	26	3	5	1	5	<i>closed</i>
Telecomm Supervisor	11	8	0	3	0	0	Job analysis underway

Hiring Status: Stage within the hiring process that the position stands.

Candidate: An applicant that has applied for a position and met basic minimal requirements (HS graduate, 18 yrs old, etc).

Testing: Candidate for position that has obtained minimal requirements and approved by the hiring committee. Additional test required include a polygraph, a background check and a physiological study.

Vacancy: Funded vacant position that is available to be filled.

Probation: Category for new employees that begins on their hire date until they reach 'solo' stage. Successful graduation from the DOCJT Telecommunicator Academy is required during this period.

Solo: An employee that has passed all test and certifications and who is capable of performing their responsibilities with minimal supervision.

Strength: Position available within a job classification.

INTERGOVERNMENTAL COMMITTEE SUMMARY
JANUARY 12, 2010

All committee members were present, with Stinnett attending as a non-voting member.

1. E 911 Call Center Management- Lawless

James asked Lawless to brief the committee on this issue. Lawless explained due to a shortage of E911 operators vacation time accrued and carried over by some staff may be forfeited. She said this has been an issue for the last four years.

David Lucas, E911 Director was asked to cover information included in the committee packet. He showed number of calls, response time, a list of 11 employees and the amount of vacation time subject to be forfeited. He covered national standards for answering calls, percentages and complaints and information regarding ways other communities handle this matter, adding staffing E911 is a stressful job. He showed the divisions of E911 leave hour usage and vacation leave extension, figures ranged from 4 to 11 weeks of time to be used 2010. He said most are management positions. He said national average for turn over in 911 operators is higher than the national average, higher than nurses, teachers, etc. He showed a graph of staffing levels for the last few years.

Discussion:

Feigel said on one hand she felt this was personnel issue and was not sure why the committee is looking at this. She asked if the hiring freeze would affect staffing of E911. Lucas talked about using a temporary agency, saying the service worked well.

The concern was this was not a permanent solution and if there was training programs for operators. Lucas responded, no there is not

Lawless asked about pay scale, Lucas said it starts at \$13.95 per hr. There was also discussion on requirements for operators. Lawless asked about difficulty in filling positions and recruiting. Lucas explained the divisions recruiting efforts.

Henson about turnover rate compared to other 911 operations. Lucas said the national average is 19% and he has done comparisons with Louisville. There was discussion regarding reasons for leaving the position. He said the maximum staffing level is 75, they are currently at 61. He explained job duties and how promotions from entry level, call-taker, and dispatcher can occur. Henson referred to staffing with a temporary agency, saying she is concerned about reputation of our police dept. and since 911 is the first line of that communication; staffing levels need to be taken seriously.

Beard asked how many lines 911 has, and how calls are tracked. Lucas explained the process.

Crosbie asked how the responder answers the phone, what do they say? Lucas explained how different types of calls are received and answered such as fire, police etc. She noted callers don't always know they are not talking to a police or an actual sworn officer. There is a misconception. Lucas said it's sometimes confusing. She asked Lucas to notify council members of the next E911 board meeting.

Stinnett asked how calls are prioritized and if staff is trained on how to prioritize. Lucas explained criteria. He asked about training updates and if complaint levels are up or down. Lucas estimated the handle approximately 30 per year. Stinnett asked how discipline and dismissals are handled. He wanted to know if fire and police call are kept separate. Lucas talked about need for radio upgrade in order to accomplish that.

Blues question about the call taker's role. Lucas said activity level is either very busy or very slow. He said call takers, and dispatcher's role is to explain response times, situations, etc.

James said many of today's questions are not addressed at the issue at hand. The discussion of customer service, job duties etc are not related to the issue to be looked at today. She reminded the committee about staying focused on topic, but since there was time she would entertain discussion.

Gray asked about attrition, structure of organization and ratio of supervisors to call takers confirming ratio is approximately 12 to 1. James added for clarification, there are 11 supervisor spots, some still to be filled. Gray noted these are types of questions responsible management should be asking. He wanted to know if stress levels among staff being managed internally. He asked the committee where as a body we go from here. He suggested Lucas meet with Commissioner Bennett to review outcomes of today's proceedings.

Lawless stated she has expertise in the areas of training and burnout having managed a rape crisis center. She said stress is associated when a call taker never knows outcome of call. She suggested support to crisis line workers by providing feedback, team building, saying a survey and management evaluation might be helpful.

Crosbie talked about training and promotions for call takers, and going from entry level to supervisor.

James summarized items discussed such as temporary labor and how its budgeted Lucas said this is second fiscal year we've used a temp. agency. She asked the number of positions to be filled and considering the current economy, the

possibility of filling them all, asking once a job is posted how long before its filled?

She wanted to know how many call takers are available to answer calls. Lucas said the standard number is three and is set by E911 standards. When asked about funding Lucas explained E911 is funded by three sources. James asked if shift choices are instrumental. Lucas stated, yes, second shift is not popular. Lucas explained the ordinance and how it handles paid holiday time.

Gray talked about next action steps, asking Lucas what this meeting has contributed, adding he would like to see some type of report back to the committee.

Feigel asked if you lost two staff people tomorrow what would you do, wouldn't this put you below required staffing?

Lucas explained E911's back up plan for coverage, adding this is what contributes to the excess time staffers have accrued.

Lawless said she would be happy to consult with E911 on methods to aid staffing and management issues.

James asked Lucas to let either Paul Schoninger, or her know when he's ready to address the committee further on issues discussed today.

2. Update on Committee Items:

A question was raised regarding status on UK smoke free ban. Lawless said she is hoping for information to bring to the committee next month.

A motion by Beard to remove proposed new compensation system from the committee referral list, seconded by Blues with the provision that Gorton (who referred the item) is in agreement. Motion passed without dissent.

A motion to adjourn the meeting at 2:17 pm, passed without dissent.

Program Purpose:

- It is a “Best Practice” for the Insurance Industry and Larger Corporations to have the large loss defense fee bills reviewed by an outside law firm that specializes in complicated litigation and has the experience in reviewing work done by other law firms. The rationale for this is that the company or corporation would not have the in-house expertise on the matter being litigated because it is unique in its scope , or the in-house counsel has a “conflict of interest” and to have another set of eyes to determine if the litigation strategy and the work product of the defense counsel are in the best interest of the client company or entity.

Legal Bill Review Fee Schedule Explanation:

- I did research on this project on line with a group of national legal bill review providers and all of them based their fee on a percentage of the legal bill in the 4% to 6% range. None of them would charge on an hourly basis or take their fee out of savings realized by their clients.
- This type of billing scheme did not give any kind of guarantee of savings to the client. This billing did not make sense in a bad economic time , to add to the cost of additional outside legal expenses.
- The RFP contained an outline of a fee schedule which would be either a percentage of savings fee arrangement or a combination of a low hourly rate and a percentage of savings fee. Either option would allow us to control the program expenses with the savings realized.

Negotiations with outside Defense Counsel:

- The negotiations with outside defense counsel concerning any savings found by the Legal Bill review group will be accomplished in one of two ways; The savings listed in the report from the Legal Bill Review firm will be negotiated by the client with the Defense firm or will be negotiated between the Legal Bill review firm and the Defense firm. LFUCG will discuss with the Defense firm and get a mutual agreement on how the negotiations will occur.

Lexington-Fayette Urban County Government

Request For Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **Legal Bill Review Services** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received in the Division of Central Purchasing, Room 338, Government Center, 200 East Main Street, Lexington, KY, 40507, until 2:00 PM, prevailing local time, on December 29, 2009.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract and will be returned unopened to the Proposer. It is the sole responsibility of the Proposer to assure that his/her proposal is received by the Division of Central Purchasing before the date and time set for opening proposals.

Proposals must be sealed in an envelope and the envelope prominently marked:

RFP #36-2009 Legal Bill Review Services

If mailed, the envelope must be addressed to:

Purchasing Director
Lexington-Fayette Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Proposer must submit one (1) master and seven (7) duplicates of their proposal for evaluation purposes.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any City staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and the shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees

and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his/her contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1. Specialized experience and technical competence of the person or firm with the type of service required.
2. Capacity of the person or firm to perform the work, including any specialized services, within the time limitations.
3. Character, integrity, reputation, judgment, experience and efficiency of the person or firm.
4. Past record and performance on contracts with the LFUCG or other governmental agencies and private industry with respect to such factors as control of cost, quality of work and ability to meet scheduling.
5. Familiarity with the details of the project.
6. Degree of local employment to be provided by the person or firm.
7. Estimated cost of services.

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

Questions shall be addressed to:

Candace Wafford
Division of Central Purchasing
cwafford@lfucg.com

Affirmative Action Plan

All bidders must submit as a part of the bid package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Force Analysis Form;

Failure to submit these items as required may result in disqualification of the Bidder from award of the contract.

All submissions should be directed to:

Director, Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Central Purchasing, (859)-258-3320.

AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is _____ and he/she is the individual submitting the proposal or is the authorized representative of _____, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2009.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature

Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: _____ Date: ____/____/____

Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators									
Professionals									
Superintendents									
Supervisors									
Foremen									
Technicians									
Protective Service									
Para-Professionals									
Office/Clerical									
Skilled Craft									
Service/Maintenance									
Total:									

Prepared by: _____ Name & Title

**DIRECTOR, DIVISION OF CENTRAL PURCHASING
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
200 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

Parties who require assistance in developing an Affirmative Action Plan are encouraged to contact the Lexington-Fayette Urban County Government Division of Central Purchasing at 859/258-3320.

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE
EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this contract be subcontracted to MBE/WBE's. The goal for the utilization of certified MBE/WBE's as subcontractors are recommended goals. Contractors who fail to meet such goals will be expected to provide written explanations to the Director of the Division of Central Purchasing of efforts they have made to accomplish the recommended goals and the extent to which they are successful in accomplishing the recommended goals will be a consideration in the procurement process.

For assistance in locating MBE/WBE Subcontractors contact Candace Wafford at 859/258-3320 or by writing the address listed below:

Candace Wafford, Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street – Room 338
Lexington, Kentucky 40507

**Lexington-Fayette Urban County Government
MBE/WBE Participation Goals**

PART 1 - GENERAL

- 1.1 The LFUCG request all potential contractors to make a concerted effort to include Minority-Owned (MBE) and Woman-Owned (WBE) Business Enterprises as subcontractors or suppliers in their bids.
- 1.2 Toward that end, the LFUCG has established 10% of total procurement costs as a Goal for participation of Minority-Owned and Woman-Owned Businesses on this contract.
- 1.3 **It is therefore a request of each Bidder to include in its bid, the same goal (10%) or for MBE/WBE participation and other requirements as outlined in this section.**

PART 2 - PROCEDURES

- 2.1 The successful bidder will be required to report to the LFUCG, the dollar amounts of all purchase orders submitted to Minority-Owned or Woman-Owned subcontractors and suppliers for work done or materials purchased for this contract.
- 2.2 Replacement of a Minority-Owned or Woman-Owned subcontractor or supplier listed in the original submittal must be requested in writing and must be accompanied by documentation of Good Faith Efforts to replace the subcontractor / supplier with another MBE/WBE Firm; this is subject to approval by the LFUCG.
- 2.3 For assistance in identifying qualified, certified businesses to solicit for potential contracting opportunities, bidders may contact:
 - A. The Lexington-Fayette Urban County Government, Division of Central Purchasing (859-258-3320)
 - B. The Kentuckiana Minority Supplier Development Council in Louisville, KY (502-625-0135)
 - C. The Kentucky Cabinet for Economic Development, Small & Minority Business Division in Frankfort, KY (502-564-2064)
 - D. The Office of Equal Employment Opportunity, Contract Compliance Division in Frankfort, KY (502-564-2874)
- 2.4 The LFUCG will make every effort to notify interested MBE/WBE subcontractors and suppliers of each Bid Package, including information on the scope of work, the pre-bid meeting time and location, the bid date, and all other pertinent information regarding the project.

PART 3 - DEFINITIONS

- 3.1 A Minority-Owned Business Enterprise (MBE) is defined as a business which is certified as being at least 51% owned and operated by persons of African American, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native Heritage.
- 3.2 A Woman-Owned Business Enterprise (WBE) is defined as a business which is certified as being at least 51% owned and operated by one or more Non-Minority Females.

PART 4 - OBLIGATION OF BIDDER

- 4.1 **The bidder shall make a Good Faith Effort to achieve the Participation Goal for MBE/WBE subcontractors/suppliers. The failure to meet the goal shall not necessarily be cause for disqualification of the bidder; however, bidders not meeting the goal are required to furnish with their bids written documentation of their Good Faith Efforts to do so.**
- 4.2 Award of Contract shall be conditioned upon satisfaction of the requirements set forth herein.
- 4.3 The Form of Proposal includes a section entitled "MBE/WBE Participation Form". The applicable information must be completed and submitted as outlined below.
- 4.4 **Failure to submit this information as requested may be cause for rejection of bid.**

PART 5 - DOCUMENTATION REQUIRED

- 5.1 Bidders reaching the Goal are required to submit only the "MBE/WBE Participation Form." The form must be fully completed including names and telephone number of participating MBE/WBE firm(s); type of work to be performed; estimated value of the contract and value expressed as a percentage of the total Lump Sum Bid Price. The form must be signed and dated, and is to be submitted with the bid.
- 5.2 Bidders not reaching the Goal must submit both the "MBE/WBE Participation Form" and a written statement documenting their Good Faith Effort to do so (If bid includes no MBE/WBE participation, bidder shall enter "None" on the subcontractor / supplier form). In addition, the bidder may submit the following as proof of Good Faith Efforts to meet the Participation Goal:
 - A. Advertisement by the bidder of MBE/WBE Contracting opportunities associated with this bid in at least two (2) of the following:
 1. A periodical in general circulation throughout the region
 2. A Minority-Focused periodical in general circulation throughout the region
 3. A Trade periodical aimed at the MBE/WBE community in general circulation throughout the region
 4. Bidder shall include copies of dated advertisement with his submittal
 - B. Evidence of written notice of contracting opportunities to at least five (5) MBE/WBE firms serving the construction industry at least seven (7) days prior to the bid opening date.

- C. Copies of quotations submitted by MBE/WBE firms which were not used due to uncompetitive pricing or other factors and/or copies of responses from firms that were contacted indicating that they would not be submitting a bid.
- D. Documentation of Bidder's utilization of the agencies identified to help locate potential MBE/WBE firms for inclusion on the contract including responses from agencies.
- E. Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. "Record of MBE/WBE Solicitation" and other required documentation of Good Faith Efforts are to be submitted with the bid, if participation Goal is not met.

**Lexington-Fayette Urban County Government
MBE/WBE Participation Good Faith Efforts Checklist**

- ☐ Attend LFUCG Economic Inclusion Outreach Event
- ☐ Attend or sponsor economic inclusion events to participate and/or provide networking opportunities
- ☐ Request list of MBE/WBE subcontractors and/or suppliers from LFUCG
- ☐ Advertise need for MBE/WBE subcontractors and/or suppliers in at least two of the following publications:
 - ☐ Local and/or regional newspaper(s)
 - ☐ Minority focused periodical in general circulation throughout the region
 - ☐ Trade periodical aimed at the MBE/WBE community in general circulation throughout the region
- ☐ Evidence of written notice of contracting and/or supplier opportunities to at least give MBE/WBE firms or suppliers serving this at least seven days prior to the bid opening date
- ☐ Utilize one or more of the following agencies identified to help locate MBE/WBE firms for inclusion on the contract including responses from the agencies
 - ☐ LFUCG
 - ☐ Kentucky Transportation Cabinet – Office for Civil Rights and Small Business Development
 - ☐ Tri-State Minority Development Council
 - ☐ Commerce Lexington
- ☐ Provide copies of quotations submitted by MBE/WBE firms which were not used due to uncompetitive pricing or other factors and/or copies of responses from firms that were contacted indicating they would not be submitting a quotation
- ☐ Provide copies of phone logs, faxes, and/or emails documenting efforts to contact MBE/WBE firms

Lexington-Fayette Urban County Government
MBE/WBE Participation Form

1) Identification of Participating MBE/WBEs

MBE/WBE Name, Address & Phone	Work to be Performed	Dollar Value of Work	% Value of Total Contract
1.		\$	%
2.		\$	%
3.		\$	%
4.		\$	%

The undersigned submits the above list of MBE/WBE firms to be used in accomplishing the work contained in this Bid.

Company: _____ By: _____

Date: _____ Title: _____

**RISK MANAGEMENT PROVISIONS
INSURANCE AND INDEMNIFICATION**

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A. 1.0 DEFINITIONS.

The CONTRACTOR understands and agrees that the Risk Management Provisions of this Contract define the responsibilities of the CONTRACTOR to the OWNER.

As used in these Risk Management Provisions, the terms "CONTRACTOR" and "OWNER" shall be defined as follows:

- a. "CONTRACTOR" means the contractor and its employees, agents, servants, owners, principals, licensees, assigns and subcontractors of any tier.
- b. "OWNER" means the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, boards, consultants, assigns, volunteers and successors in interest.

2.0. INDEMNIFICATION AND HOLD HARMLESS PROVISION

CONTRACTOR shall defend, indemnify, and hold harmless OWNER from and against all liability, claims, losses, actions, costs, expenses, obligations, fines, and assessments of whatever kind, including defense costs and attorney's fees, that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, in whole or in part, from or by: (a) CONTRACTOR's negligent acts or intentional misconduct, or errors or omissions, in connection with the performance of this contract, (b) CONTRACTOR's performance or breach of the contract provided the claim or loss is attributable to death, illness, personal injury, or property loss or damage or loss of use and not caused by a negligent act or omission, or the willful misconduct of the OWNER, or (c) the condition of any premises, equipment or other property being used or operated by the CONTRACTOR in connection with the performance of this contract. In the event OWNER is alleged to be liable based upon the actions or inactions of CONTRACTOR, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by OWNER, which approval shall not be unreasonably withheld. This Indemnification and Hold Harmless Provision shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this contract.

3.0 FINANCIAL RESPONSIBILITY

The CONTRACTOR understands and agrees that it shall, prior to final acceptance of its bid and the commencement of any work, demonstrate the ability to assure compliance with the Indemnity Agreement and other provisions of this Contract.

4.0 INSURANCE REQUIREMENTS

BIDDERS' ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AS BIDDERS MUST CONFER WITH THEIR RESPECTIVE INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF BID SUBMISSION THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF AN APPARENT LOW BIDDER FAILS TO COMPLY STRICTLY WITH THE INSURANCE REQUIREMENTS BELOW, THAT BIDDER MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

4.1 Required Insurance Coverage

CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to OWNER in order to protect OWNER against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability (Insurance Services Office Form CA 0001)	combined single, \$1 million per occurrence
Worker's Compensation	Statutory
Employer's Liability	\$500,000.00

The policies above shall contain the following conditions:

- a. OWNER shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by OWNER.
- c. The General Liability Policy shall have a Professional Liability endorsement (including Errors and Omissions) for any services performed pursuant to the contract, and/or a separate Professional Liability Policy in the amount of \$1 million shall be obtained unless it is deemed not to apply by OWNER.
- d. OWNER shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- e. Said coverage shall be written by insurers acceptable to OWNER and shall be in a form acceptable to OWNER. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

4.2. Additional insurance coverage and amounts required, if any, are stated below:

NONE.

4.3. Renewals

After insurance has been approved by OWNER, evidence of renewal of an expiring policy must be submitted to OWNER, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

IF CONTRACTOR INTENDS TO SUBMIT SELF-INSURANCE PLAN FOR BID, THIS MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO BID OPENING DATE.

Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of CONTRACTOR'S financial capacity to respond to claims. Any such programs or retentions must provide OWNER with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If CONTRACTOR satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, CONTRACTOR agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. CONTRACTOR'S latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. CONTRACTOR'S Risk Management Manual or a description of CONTRACTOR'S self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

4.5. Verification of Coverage

Prior to award of bid, CONTRACTOR agrees to furnish OWNER with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf. If requested, CONTRACTOR shall provide OWNER copies of all insurance policies, including all endorsements.

4.6. Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that OWNER may review, audit and inspect any and all of CONTRACTOR'S records and operations to insure compliance with these Insurance Requirements.

5.0 **DEFINITION OF DEFAULT**

CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default under this Contract. CONTRACTOR also agrees that OWNER may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging CONTRACTOR for any such insurance premiums purchased, or suspending or terminating this Contract.

Request for Proposals

49

The LFUCG of Lexington will receive sealed proposals for the following project:

Project:	Providing legal bill review services on behalf of the Lexington-Fayette Urban County Government from 1/1/2010 to 12/31/2012.
Proposal Due Date and Time:	December 29, 2009 by 2PM (EST)
Type of work:	Review the legal bills of Defense Counsel hired by the Lexington-Fayette Urban County Government where in certain cases defense costs exceed \$100,000. Work with the outside Defense Counsel and get their agreement on any decrease of their monthly bill. Type of Defense work will be General Liability, Auto Liability, Public Officials Liability, Law Enforcement Liability, Federal Labor Standards Act Liability, Whistleblower Act Liability, ADA suits, Federal and State 1983 Civil Rights Liability, Discrimination and Employment Law Liability.

Scope:

The purpose of this RFP is to pick qualified legal bill review companies to provide the Lexington-Fayette Urban County Government professional Legal Fee Review services for all the types of litigation listed in the type of work section.

Instructions for proposers:

The legal bill review firms that submit a response to this RFP will provide us with the following information:

- A. Complete and notarize all forms and affidavits attached to this RFP by the Division of Purchasing. These forms and affidavits will become part of the agreement between the Legal Bill Review firm and LFUCG.
- B. Give a short written description of the legal bill review firm's organizational chart and the areas of expertise of each member of the legal bill review firm.
- C. List and summarize the experience of the Principals of the legal bill review firm, and include five written references for your firm.
- D. Give a written summary of the curriculum vitae of the principals and any member of the firm that would be assigned to the LFUCG account.
- E. Give a detailed outline of the legal bill review service approach;
 - 1. Procedures for handling new assignments.
 - 2. List the services provided to your three largest clients.
 - 3. Attach a copy of your CGL and Professional Liability Coverage, whose limits of coverage are at least \$1,000,000.
- F. Fee schedule: Please bid with an hourly fee to cover the three year contract or bid on the basis of percentage of savings realized by LFUCG.

Please submit all RFP's to the Division of Purchasing, Brian Marcum, Purchasing Director, 200 East Main Street, Room 338, Lexington, Kentucky 40507.

E. Wayne Basconi
Attorney at Law
1757 Patterson Road
Versailles, Kentucky 40383
(859) 421-5404
wayne.basconi@gmail.com

December 29, 2009

Purchasing Director
Lexington-Fayette Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Re: Submission of Proposal in response to RFP#36-2009 Legal Bill Review Services

Dear Sir or Madam,

Enclosed for your consideration are one (1) master and seven (7) duplicates of a proposal in response to the Request for Proposals #36-2009 (Legal Bill Review Services).

Please let me know if you require any additional information.

Sincerely,


Wayne Basconi

Encl.

Wayne Basconi
Attorney at Law
1757 Patterson Road
Versailles, Kentucky 40383
(859) 421-5404
wayne.basconi@gmail.com

Proposal to Lexington-Fayette Urban County Government for Legal Bill Review
Services (RFP#36-2009 Legal Bill Review Services)

- A. **Attachments.** See attached documents.
- B. **Organization of Bidder and area of expertise.** This proposal is being submitted by Wayne Basconi, Attorney at Law, an individual (hereinafter "Contractor"). Contractor practices as "Of Counsel" with the firm of Pamela Bray Basconi, P.L.L.C. ("PBB Firm") which provides support services, billing and professional liability coverage. PBB Firm is a WBE, consisting of one attorney and one support staff. All legal bill review services required by this contract will be provided by or under the direct supervision of Wayne Basconi with support services provided by the PBB Firm as needed. Contractor has experience as an attorney working for a governmental agency, in private practice and, primarily, as in-house counsel. As in-house counsel, Contractor was responsible for procuring outside legal services, managing litigation and other legal matters that were handled by outside attorneys, and the negotiation of fees and expenses related thereto.
- C. **Summary of Experience of Principal.** Contractor's primary experience has been as in-house counsel in the legal department of a large, international energy and chemical corporation, including working for the subsidiary that performed all of the corporation's environmental remediation. In such capacity, Contractor was responsible for overseeing the procurement of professional services, including legal, technical and similar services. Contractor was responsible for contract and rate negotiations, billing disputes resolution, annual rate reviews, legal budgets and related matters. As both a provider and consumer of legal services during his career, Contractor is well-suited to provide meaningful legal bill review. Additionally, Contractor has an accounting degree and is a CPA (inactive status).

References:

George Luxbacher
 Senior Vice President
 Glenn Springs Holdings, Inc
 5005 LBJ Freeway, Suite 1350
 Dallas, TX 75244
 (972) 687-7502
George_luxbacher@oxy.com

Jo Ellen Drisko, President
 Drisko Group
 1510 Newtown Pike, Ste. 144
 Lexington KY 40511
 (859) 421-5405
Joellen@driskogroup.com

Ken Price, VP Operations
 Glenn Springs Holdings Inc.
 970 New Highway 7
 Columbia, TN 38401
 931-388-6752
Ken_Price@oxy.com

J. Clifford Ellerbrook, CPA
 2225 Mangrove Drive
 Lexington, KY 40503
 859-421-5406

D. Curriculum Vitae Summary of Wayne Basconi**PROFESSIONAL HISTORY:**

PRIVATE PRACTICE OF LAW
 Lexington, KY

Present

SENIOR CORPORATE COUNSEL July 1993 to January 2008
 Glenn Springs Holdings, Inc. (Occidental Petroleum subsidiary), Lexington, KY

ASSISTANT GENERAL COUNSEL March 1986 to July 1993
 Island Creek Coal Corporation, Lexington, KY

ASSOCIATE May 1983 to February 1986
 Katz, Kantor, & Perkins, Bluefield, WV

ASSOCIATE ATTORNEY GENERAL July 1979 to April 1983
 West Virginia Attorney General's Office

EDUCATION:

J.D., West Virginia University

B.B.A., Accounting, Marshall University

CERTIFICATIONS:

Kentucky State Bar

West Virginia State Bar

CPA, West Virginia (Inactive Status)

E. Outline of Legal Bill Review Services.

1. Once a particular case/matter is sent to Contractor for bill review, it will be set up as a separate account matter. Contractor will then request background information as to the matter so that the legal bills can be reviewed in the proper context. Such background information can be supplied by LFUCG by written summary, telephone conference or short meeting, whichever is deemed to be the most efficient for that particular matter. Providing basic background information regarding the matter will make for a much more meaningful review and will save money in the long run on the cost of the review.
2. The actual bill review will consist of the following:
 - a. The bill will be reviewed for clerical accuracy, such as compliance with agreed billing rates and expense reimbursement; duplicate charges, mathematical accuracy and similar issues.
 - b. The bill will then be reviewed for reasonableness, consisting of a review of:
 - i. The reasonableness of time spent on individual tasks. For example, was time charged for preparing a legal memo reasonable, given the complexity and scope of the issue?
 - ii. The reasonableness of the staffing level for the matter, to determine if an excessive number of lawyers, paralegals etc. were assigned to the matter. What is excessive is a subjective judgment and will depend in part on the difficulty of the legal issue at hand. The review will identify suspected overstaffing situations.
 - iii. The reasonableness of the level of legal expertise applied to the matter, to insure that the personnel used was the person with the lowest billable rate that was qualified to do the assigned task, so that, i.e., a partner is not doing what an associate can do, etc.

- iv. Has the firm been consistent in using the same lawyers to work on the matter, and has not unduly rotated lawyers in and out of the case, thereby losing efficiency of have the same team work on the case?
 - v. Was unnecessary work performed on the matter, either because it was not relevant to the issues of the case, or it was so basic that the law firm should not in good faith have charged for it?
 - vi. Consistency of records within the context of the legal bill. Do the various time entries for the same tasks by the different attorneys within the firm agree?
 - vii. Whether young or new associates have been assigned to the matter primarily for training purposes, rather than to bring actual value to the matter?
 - viii. Excessive or unnecessary use of outside professional services.
3. Upon completion of the accuracy and reasonableness review of the legal bill, a report will be prepared and sent to LFUCG containing the following:
 - A list of any clerical errors, overcharges, duplicate charges, etc. found in the bill.
 - A list identifying all areas where unreasonable charges, based upon the above criteria, appear to be indicated.
 - A recommendation by the Contractor as to (i) what reductions should be made in the bill; (ii) what billed items are suspect on their face and should be considered for reduction; and (iii) what items require more information upon which to form an opinion.
 - The basis for the Contractor's conclusions regarding the subject bill.
 4. The review of legal bills for reasonableness is a subjective determination. Accordingly, the report of Contractor's findings and conclusions, other than for strictly clerical errors, will be based upon Contractor experience, judgment and applicable professional norms. Accordingly, Contractor will take no action with regard to negotiation of fee reduction with the outside firm until directed to do so by the LFUCG.
 5. The Contractor's primary client is Occidental Petroleum Corporation, to which he provides general commercial legal services.
 6. Copies of Contractor's Liability policies are attached.

F. **Fee Schedule.** Contractor will charge for services as follows:

1. Hourly rate for legal bill review services will be \$75 for first year of the contract, \$85 for second year of the contract and \$90 for the third year.
2. In addition to the above hourly rate, Contractor will be paid 12% of any savings achieved on each defense firm's monthly bill (or the normal billing cycle, if other than monthly) in excess of \$500. For example, a \$2,500 reduction in a firm's monthly bill will result in an additional fee of \$240 to Contractor.
3. LFUCG will provide or cover the cost of any special software required to generate any specific form of report required by it.

G. Notes.

1. This Proposal is subject to the parties reaching agreement on typical contract terms under which the legal bill review services will be provided by Contractor.
2. Since subcontractors will not be used in supplying the services, information regarding MBE's is not being provided.
3. This Proposal will expire as of the close of business on February 28, 2010.

Date:

12/29/09

Wayne Basconi

Wayne Basconi

AFFIDAVIT

Comes the Affiant, Wayne Basconi, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Wayne Basconi and he/she is the individual submitting the proposal or is the authorized representative of Wayne Basconi, Attorney at Law, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Wayne Basconi

STATE OF Kentucky
COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by Wayne Basconi on this the 28th day of December, 2009.

My Commission expires: 11/13/2010

Angela C. (Kreager) Worley
NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Wayne Basconi
Signature

Wayne Basconi, Attorney at Law
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Wayne Basconi, Attorney at LawDate: 12/28/2009

Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators									
Professionals	1	1						1	
Superintendents									
Supervisors									
Foremen									
Technicians									
Protective Service									
Para-Professionals									
Office/Clerical									
Skilled Craft									
Service/Maintenance									
Total:	1	1						1	

Prepared by: Wayne Basconi, Principal
Name & Title



LAWYERS PROFESSIONAL LIABILITY POLICY DECLARATIONS

Agency:
747953

Branch:
912

Policy Number:
267840575

Insurance is provided by Continental Casualty Company,
333 S. Wabash Ave. Chicago IL 60604
A Stock Insurance Company.

1A. NAMED INSURED AND MAILING ADDRESS:

Pamela Bray Basconi, PLLC
1021 Majestic Drive
Suite 150
Lexington, KY 40513-1872

NOTICE TO POLICYHOLDERS:

This is a Claims Made and Reported policy. It applies only to those claims that are both first made against the insured and reported in writing to the Company during the policy period. Please review the policy carefully and discuss this coverage with your insurance agent or broker.

1B. PREDECESSOR FIRM(S): See Declarations Addendum

2. POLICY PERIOD:

Inception: 03/01/2009

Expiration: 03/01/2010

at 12:01 A.M. Standard Time at the address shown above

3. LIMITS OF LIABILITY:

Inclusive of Claims Expenses

Each Claim: \$500,000

Aggregate: \$1,000,000

Death or Disability and Non-Practicing
Extended Reporting Period Limit of Liability:

Each Claim: \$500,000

Aggregate: \$1,000,000

4. DEDUCTIBLES:

Inclusive of Claims Expenses

Aggregate: \$10,000

5. POLICY PREMIUM:

Annual Premium:

~~XXXXXX~~

Surcharges/Taxes:

KY LGP Tax - Lexington

Amount:

Kentucky Firefighters and Law Enforcement Foundation
Program Fund

~~XXXXXX~~

~~XXXXXX~~

Total Amount Due:

~~XXXXXX~~

Includes CNA Risk Management Seminar Credit of

\$ 0.00

6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:

G-118011-A (Ed. 04/2008), G-118012-A (Ed. 03/1999), G-118016-A (Ed. 04/2008), G-118039-A16 (Ed. 04/2008), G-145125-A (Ed. 08/2003), G-145184-A (Ed. 06/2003), GSL-11512-XX (Ed. 10/2008)

7. WHO TO CONTACT:

To report a claim:

CNA Insurance Companies

333 S. Wabash, 39 South

Chicago, IL 60685

www.cna.com/claims

Phone 312-822-5956 Fax 312-817-0528

Attn: Regional Director, GSL Lawyers Claims

Countersignature

Date

Authorized Representative

Date



Continental Casualty Company
CNA PLAZA
CHICAGO, ILLINOIS 60685

LAWYERS PROFESSIONAL LIABILITY

REVISED ATTORNEY SCHEDULE

Policy Number: 267840575

Endorsement Effective Date: 3/1/2009

Name of Each Lawyer

E. Wayne Basconi
Pamela Bray Basconi



KENTUCKY FARM BUREAU INSURANCE COMPANIES

KENTUCKY FARM BUREAU MUTUAL INSURANCE COMPANY

12/08/2009

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BUSINESSOWNERS POLICY DECLARATION

1

THIS NEW BUSINESS DECLARATION IS EFFECTIVE 12/01/2009 AT 1201 A.M. STANDARD TIME AND ALONG WITH THE FORMS AND ENDORSEMENTS IDENTIFIED BELOW, CONSTITUTE THE ENTIRE CONTRACT. THIS FORM SUPERSEDES ANY PRIOR SUCH FORMS BEARING THE SAME POLICY NUMBER. THE POLICY IS CONTINUOUS UNTIL CANCELLED OR EXPIRED IN ACCORDANCE WITH THE TERMS OF THE POLICY.

BASCONI, WAYNE
1757 PATTERSON RD
VERSAILLES, KY 40383-9619

POLICY NUMBER S0984162
POLICY DATE 12/01/2009
EXPIRES 12/01/2010
MEMBERSHIP NUMBER 01056691
COUNTY NUMBER 120
AGENT NUMBER 1492

**** CONTINUED ****

SECTION II - LIABILITY AND MEDICAL EXPENSES

COVERAGE		LIMIT OF INSURANCE
LIABILITY & MEDICAL EXPENSES	\$1,000,000	PER OCCURRENCE
MEDICAL EXPENSES	\$5,000	PER PERSON
DAMAGE TO PREMISES RENTED TO YOU	\$50,000	ANY ONE PREMISES
OTHER THAN PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000	
PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000	

FORM AND ENDORSEMENTS

PREMIUM

CLPJ	11 07	COMMERCIAL LINES POLICY JACKET	
BP 00 03	01 06	BUSINESSOWNERS COVERAGE FORM	
BP 01 65	07 02	KENTUCKY CHANGES	
BP 04 17	07 02	EMPLOYMENT-RELATED PRACTICES EXCLUSION	
BP 04 37	07 02	EXCLUSION - PERSONAL AND ADVERTISING INJURY	
BP 04 54	01 06	NEWLY ACQUIRED ORGANIZATIONS	
BP 05 01	07 02	CALCULATION OF PREMIUM	
BP 05 77	01 06	FUNGI OR BACTERIA EXCLUSION (LIABILITY)	
BP 06 01	01 07	EXCLUSION OF LOSS DUE TO VIRUS OR BACTERIA	
BP 10 05	07 02	EXCLUSION - YEAR 2000 COMPUTER-RELATED AND OTHER ELECTRONIC PROBLEMS	
IL TR	07 08	EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM	\$1.00

LAST PAGE OF DECLARATION

PAGE - 2

COUNTER
SIGNED*Janet Cox*

Vaughn Murphy, PLLC
Attorney at Law
100 East Main Street
Frankfort, Kentucky 40601

December 28, 2009

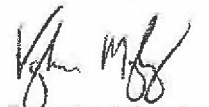
Mr. Brian Marcum
Purchasing Director
Lexington-Fayette Urban County Government
Room 338, Government Center
200 East Main Street
Lexington, KY 40507

Dear Mr. Marcum:

Enclosed is my response to the LFUCG RFP for an entity to perform legal bill review work for the city-county government. I believe that I possess the legal experience, attention to detail, and commitment to realizing savings for LFUCG to successfully fulfill the purposes of this RFP. If selected, I am confident that I would make the bill review process a cost saver for the city-county government.

Please contact me if you have any questions regarding my proposal or if you seek any additional information. Thank you for your consideration.

Sincerely,


Vaughn Murphy

**Vaughn Murphy
Bidder's Proposal
Request for Proposal #36-2009**

Description of Firm's Organizational Chart and Areas of Expertise

I am an attorney in a solo practice in Frankfort, Kentucky. I share one employee with the attorneys in the firm, Thompson & Comley.

In the course of my legal career I have developed a background primarily in employment, environmental, administrative, and family law. I also serve as a hearing officer for the Kentucky Department of Juvenile Justice and the Kentucky Retirement Systems. Previously I served as the Chief Hearing Officer for the former Kentucky Environmental and Public Protection Cabinet (EPPC) from 2005 to 2008. I maintained a significant caseload of administrative cases - handling approximately 50 to 60 cases at the time employment was concluded, and presiding over approximately 20 to 25 pretrial conferences per month. I was also responsible for amending and drafting regulations governing the Office of Administrative Hearings' case procedures.

As an attorney, I have experience in maintaining records of billing hours for clients. Moreover, I have also performed extensive legal research tasks in the past, and believe I have the background and attention to detail necessary to review the work-product and compare it against the hours billed to make determinations regarding what is and what is not reasonable.

Summary of the Experience of the Principals

As noted above, I am currently in private practice. My résumé outlining my experience is included in this RFP response. Also included is the résumé for Mr. Kyle Thompson, an attorney with whom I share office space and who would be available to serve as a subcontractor if I were awarded the contract.

References

Lloyd R. Cress
Greenebaum Doll & McDonald PLLC
Suite 1100
300 West Vine Street
Lexington, KY 40507-1622
(859) 288-4621

Teresa J. Hill
143 West Woodford Street
Lawrenceburg, KY 40342
(502) 859-3744

Lajuana S. Wilcher
English Lucas Priest & Owsley
Post Office Box 770
1101 College Street
Bowling Green, KY 42102-0770
(270) 781-6500

Lori Poole
Department of Juvenile Justice
1025 Capital Center Drive
Frankfort, Kentucky 40601
(502) 573-2044 x.243

Scott R. Smith
Smith Management Group
1405 Mercer Road
Lexington, KY 40511-1028
(859) 231-8936

Summary of Curriculum Vitae

Please find my résumé and the résumé for Mr. Thompson enclosed.

Outline of Legal Bill Review Service Approach

It is my understanding that itemized bills would be forwarded by LFUCG to the legal bill review firm via email. After receipt of the bills, I would identify the tasks that involved extended periods of the law firm's time, and then review the work-product for efficiency. Pleadings and briefs filed in the record would be reviewed. The review process would also likely include detailed examinations of, for example, the necessity of original research, the novelty of the legal

question being briefed or argued, the necessity of the time committed to discovery, and other factors related to time and efficiency. This analysis would also require interaction with the contracted law firm.

After gathering the information, the undersigned would then meet with the contracted law firms regarding items that appear to be overbilled. If no agreement could be made with the law firms representing the urban-county government, then the recommendations regarding overbilling would be provided to the client for fee negotiations with the respective law firms.

Services to Largest Clients

I serve as a contract hearing officer for the Kentucky Retirement Systems and the Kentucky Department of Juvenile Justice. The undersigned's remaining clients are individuals represented in family law matters, state board and personnel issues, and real estate disputes.

Professional Liability Coverage

The undersigned maintains professional malpractice insurance of \$250,000 per claim, \$750,000 aggregate. If the RFP is awarded to the undersigned, the necessary increases to liability coverage will be made.

Fee Schedule

The undersigned proposes to perform the work for LFUCG at a rate of \$100/hr.

Affirmative Action Plan

I have been contacted by an African-American attorney who is interested in serving as a subcontractor for this RFP. If awarded the contract, it is my intention to enter discussions with this individual regarding serving as a subcontractor on this project.


 Vaughn Murphy
 Vaughn Murphy, PLLC
 100 East Main Street
 Frankfort, KY 40601
 502-352-2885
 vaughnmurphy@fewpb.net

Vaughn Murphy, PLLC
Attorney at Law
100 East Main Street
Frankfort, Kentucky 40601

EMPLOYMENT:

Private Law Practice. Practice includes: wills, probate, domestic, nonprofit, and administrative law. (April 2008- Present).

Chief Hearing Officer, Office of Administrative Hearings, Kentucky Environmental and Public Protection Cabinet. Managed office staff and maintained a caseload as a hearing officer. Advised the Secretary regarding hearing officers' recommended orders and drafted final orders for complex environmental litigation. Also served as a mediator for administrative cases. (July 2005-February 2008)

Legislative Liaison, Kentucky Environmental and Public Protection Cabinet. Handled a wide variety of responsibilities in the Office of the Secretary, including: drafting legislation and regulations, advising the Secretary regarding recommended orders from the Office of Administrative hearings, and lobbying the General Assembly. (December 2003-July 2005)

Legislative Counsel, Subcommittee on Civil Service and Agency Organization of the Committee on Government Reform, Washington, D.C. Worked extensively on matters affecting the federal workforce, including: law enforcement officer pay and benefits, measuring and rewarding employee performance, and executive branch ethics disclosures. (February 2003-December 2003)

Legislative Counsel, Office of Congresswoman Jo Ann Davis (VA), Washington, D.C. Responsible for agriculture, environment, education and judiciary issues. Worked extensively on legislation addressing solid waste disposal and protection of private property rights. (January 2001-February 2003)

Legislative Assistant, Office of U.S. Senator Rod Grams (MN), Washington, D.C. Responsible for agriculture, education, and judiciary issues. (May 1999-January 2001)

Special Assistant for State/Federal Relations, Virginia Liaison Office, Washington, D.C. (August 1997-May 1999)

Policy Analyst/Special Assistant, Administration of Governor George Allen, Richmond, VA. (January 1996-July 1997)

Associate Attorney, Philpot and Sullivan. Lexington, KY. (October 1993-December 1995)

EDUCATION:

Juris Doctor and Masters of Public Policy

Regent University College of Law & Government, Virginia Beach, VA, 1990-93

University of Kentucky College of Law, Lexington, KY, 1989-90

Bachelor of Science Degree, Economics (History Minor), with Departmental Honors, University of Kentucky, Lexington, KY, 1985-89

CERTIFICATION:

Member, Kentucky Bar, and the Eastern District of Kentucky Federal District Court

KYLE T. THOMPSON**thompsonattorney@gmail.com**

157 Northwood Rd., Frankfort, KY 40601

(502)695-7087

EDUCATION:**OHIO NORTHERN UNIVERSITY *Pettit College of Law*****ADA, OH****Juris Doctorate** May, 2001 GPA: 3.18 *Dean's List*

Dean's Scholarship Recipient

Cali Excellence in Education Book Award - *Estate Taxation* Fall, 2000

Order of the Barristers Honorary Society (Top Oral Advocates)

*Moot Court Board of Advocates*Burke E. Smith Intra-school Trial Advocacy Competition - *1st Place*Jessup International Law Moot Court Competition- *Midwest Region Runner-up*Anthony J. Celebrezze Intra-school Oral Advocacy Competition - *3rd Place*1999 Daniel S. Guy Appellate Advocacy Competition - *Semi-finalist*

2001 Texas Trial Lawyer's Association Regional Competition

Student Bar Association - Parliamentarian, Student Representative

Phi Alpha Delta Legal Fraternity

University Leaders' Council - Law School Representative

UNIVERSITY OF KENTUCKY *College of Arts and Sciences***LEXINGTON, KY****B.A. Political Science, Minor: History** August, 1998 GPA: 3.14*Dean's List*

Omicron Delta Kappa Honorary Leadership Fraternity

Delta Sigma Phi Social Fraternity - Founding Member

Inter-Greek Programming Assembly - Chairperson

University Academic Affairs Committee - President Appointed Student Representative

Student Government Association - Special Activities Director

Air Force ROTC - Cadet and Scholarship Recipient

EMPLOYMENT:**June 1, 2007- THOMPSON & COMLEY, PLLC / THE THOMPSON LAW GROUP FRANKFORT, KY****Present** *Partner.* Areas of practice include, but are not limited to Domestic law, Estate Planning, Criminal Law, Administrative Law, Social Security Disability, and Insurance law. Serve as guardian ad litem for abused, neglected and dependent children in the Franklin County area.**July, 2004- COMMONWEALTH OF KENTUCKY****May 31, 2007 BOARD OF EMERGENCY MEDICAL SERVICES FRANKFORT, KY***General Counsel* Legal representative, advisor, personnel manager, and counsel for state agency responsible for licensure and certification of paramedics, emergency medical technicians, first-responders, and ambulance providers throughout the Commonwealth of Kentucky. Duties include legislative analysis, review, and drafting; disciplinary proceedings for all violators of KRS 311A; and daily operation of legal services division of KBEMS. Appointed to position by Governor Ernie Fletcher on July 1, 2004.**Nov., 2001- SULLIVAN UNIVERSITY, *Dept. of Legal Studies* LEXINGTON, KY****Present** *Adjunct Professor* Contracted to teach evening and weekend classes in paralegal studies program of local college system specializing in professional training. Have taught Computers in the Law, Business Corporations/Contracts, Advanced Legal Writing, Estate Planning, and Business Ethics courses. Create all lecture plans and assignments for future classes. Individually grade each student's progress through assigned readings, class assignments, and examinations.

- Sept. 2002-
June, 2004** **FRANKLIN COUNTY ATTORNEY'S OFFICE and
BOYD, SPARKS & BROADDUS, Attorneys At Law** **FRANKFORT, KY**
Assistant Franklin County Attorney/ Associate Attorney Responsible for the filing, litigation, and prosecution of criminal charges in Franklin County as a representative for the Commonwealth of Kentucky. Areas of prosecution included juvenile offender, abuse and neglect, domestic violence, traffic, and criminal misdemeanor charges. Private areas of practice included personal injury, custody, adoption, domestic, contract, transportation, insurance, and estate law.
- July, 2000-
Sept. 2002** **LIEBMAN AND LIEBMAN, Attorneys At Law** **FRANKFORT, KY**
Associate Attorney Areas of practice included state and federal administrative law, insurance law, transportation law, estate planning, and corporate telecommunications law. Outside counsel for major telecommunications corporation. **Responsible for administrative filings and procedure in multi-billion dollar sale and acquisition of Kentucky telecommunication company servicing one-quarter of all state residents.**
- July, 1994-
Present** **UNIVERSITY OF KENTUCKY, Athletic Department** **LEXINGTON, KY**
Sports Videographer, Production Assistant Prepared, shot and edited practice and game footage for coaching and highlight video purposes. Worked primarily with football and basketball programs. Traveled extensively with athletic teams to games and events throughout the country. Contracted by companies such as ESPN and FOX Sports to perform video work at University of Kentucky events. Remain under contract to work with football program during fall season. Independently paid for school and living expenses throughout undergraduate career.
- April, 1999-
May, 2001** **OHIO NORTHERN UNIVERSITY, College of Law** **ADA, OH**
Admissions Associate. Worked in office of law admissions as student associate. Traveled extensively to meet and recruit prospective law students across the country. Attended recruiting fairs and college career days at more than a dozen universities, and traveled to many others for individual meetings. Conducted phone interviews, personal tours, and group discussions concerning legal education at the Pettit College of Law. **Number of minority students, mean scores for LSAT and GPA, and credentials for incoming classes grew significantly during time in office of admissions.**
- August 1999-
April, 2000** **DR. GREGORY K. LAUGHLIN, Asst. Professor of Law** **ADA, OH**
Research Assistant. Performed electronic and print research on project entitled, "Who Owns The Copyright To Faculty-Created Web Sites?: The Work-For-Hire Doctrine's Applicability To Internet Resources Created For Distance Learning and Traditional Classroom Courses." Aided in editing of final product. Published in May, 2000, Vol. XLI, No. 3, edition of Boston College Law Review.

LICENSURE AND MEMBERSHIP:

Licensed to practice law in the Commonwealth of Kentucky - October 19, 2001
 Licensed to practice law in Federal District Court - Eastern District of Kentucky
 Licensed to practice law before Federal Court of Appeals - 6th Circuit
 Kentucky Bar Association - Member
 Kentucky Bar Association, Young Lawyer's Section - Member
 Kentucky County Attorneys' Association, Inc. - Member (2002-2004)
 Franklin County Bar Association - PRESIDENT ELECT (2008), PRESIDENT (2009)
 P.U.S.H. - Early Childhood Development - Board of Directors (Oct., 2003-Oct., 2006)
 C.L.E.A.R.- Trained and Certified Regulatory Investigator
 SIMON HOUSE - Board of Directors, Chairperson (2010)
 Downtown Frankfort, Inc. - Board of Directors
 Rotary of Frankfort

AFFIDAVIT

Comes the Affiant, VAUGHN MURPHY, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is VAUGHN MURPHY and he/she is the individual submitting the proposal or is the authorized representative of VAUGHN MURPHY, PLLC, the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

continued on next page

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

V. M. J.

STATE OF *Kentucky*
COUNTY OF *Franklin*

The foregoing instrument was subscribed, sworn to and acknowledged before me by *Vaughn Murphy* on this the *28th* day of *December*, 2009.

My Commission expires: *9/8/2012*

C. Tickerson
NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

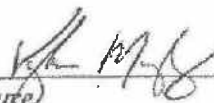
The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

VAUGHN MURPHY PLLC

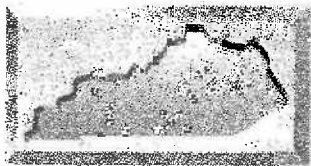
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: VAUGHAN MURPHY PLLC Date: 12 / 28 / 09

Categories	Total	White		Black		Other		Total	
		M	F	M	F	M	F	M	F
Administrators									
Professionals	1	1							
Superintendents									
Supervisors									
Foremen									
Technicians									
Protective Service									
Para-Professionals									
Office/Clerical	1		1						
Skilled Craft									
Service/Maintenance									
Total:	2	2							

Prepared by: V. Murphy ^{Director} Name & Title



Lawyers Mutual

www.lmick.com

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DECLARATIONS
LAWYERS PROFESSIONAL LIABILITY INSURANCE POLICY

PLEASE READ CAREFULLY

THIS IS A CLAIMS MADE FORM. COVERAGE IS LIMITED TO LIABILITY FOR ONLY THOSE CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND REPORTED TO THE COMPANY DURING THE POLICY PERIOD

Policy No

LMV05-02808-I-09

Item 1.	Named Insured:	Vaughn Murphy, PLLC		
Item 2.	Address:	100 East Main Street Frankfort, KY 40601		
Item 3.	Policy Period:	From (Mo-Day-Yr)	To (Mo-Day-Yr)	
		03/25/09	03/25/10	
		12:01 A.M. standard time at the address of the Named Insured as stated in Item 1.		
Item 4.	Limit of Liability	\$250,000	Each Claim	
	(including claims expenses)	\$750,000	Aggregate	
Item 5.	Deductible:	\$5,000	Each Claim	
Item 6.	Total Annual Premium:	\$1,423.30	Municipal Tax	90.60
			KY Surcharge	19.70
Item 7.	Endorsements Attached:	OFFICE SHARING	KY FAIR Plan	0.00
		PRIOR ACTS EXCLUSION		

By acceptance of this policy the insured agrees that the statements in the Declarations and the Application and any attachments hereto are the Insured's agreements and representations and that this policy embodies all agreements existing between the Insured and the Company or any of its representatives relating to this insurance.

Countersigned at Louisville, Kentucky Issue Date March 27, 2009

Authorized Representative

Lawyers Mutual Insurance Company of Kentucky

Waterfront Plaza • 323 West Main Street, Suite 600 • Louisville, KY 40202

502.568.6100 • 800.800.6101 • Fax 502.568.6103

Intergovernmental Committee Items-Pending

Item	Referred By	Date Referred	Status
Legal Bill Review Services	Crosbie	2-23-10	Mar 2010
Social Services Needs Assessment	James	2-2-10	Mar 2010
Creating one (1) position of Administrative Officer, Grade 118E in the Div. of Youth Services, Effective retroactive to June 22, 2009.	Myers	1-15-10	Mar 2010
Council Rules: Option to Speak Regarding Items Not on the Agenda	Crosbie	12-8-09	Feb Meeting
E911 Call Center Management	Lawless	12-1-09	Jan 2010 /Follow Up Mar 2010
UK Smoke Free Ban	Lawless	10-27-09	On Hold
Groups that Make Board/Commission Nominations	Crosbie	8-11-09	September 2010
Authority of the Downtown Development Authority: Article 40	James	6-8-09	
Section 2-248 of Code of Ordinances	James	4-8-08	Sub Committee
Grievance Procedures			

<u>Item</u>	<u>Referred By</u>	<u>Date Referred</u>	<u>Status</u>
Citizens' Advocate Office Draft Policy & Procedures Manual	Myers/ Ellinger	2-5-08	Sub Committee Meeting Pending
Boards & Commissions That Adhere to Ethics Act Financial Disclosure	Myers	8-14-07	
Boards/Commissions Reporting	Myers	8-14-07	
Council Standing Committees	Myers	1/16/07	COW Discussion
High Risk Pay Supplement	Gorton	2/14/06	Unknown
Proposed New Compensation System	Gorton	1/15/05	Delayed-Finance & HR

PAS 01.06.2010