

Kay, Chair
Scutchfield, Vice Chair
Gorton
Ford
Akers
Lawless
Beard
Myers
Clarke
Lane

A G E N D A

General Government Committee

March 4, 2014

11:00 A.M.

1. **February 11, 2014 Committee Summary** (1-4)
2. **Building Security – Links/Gorton** (5-9)
3. **Wireless Device Policies (Cell Phone Procurement) – Links/Gorton**
4. **Branding the name “Lexington” - Clarke** (11)
5. **Items Referred** (12)

“Environmental Quality Committee, to which shall be referred matters relating to the Department of Environmental Quality and its divisions, and any related partner agencies.”

-Council Rules & Procedures, Section 2.102(1)

2014 Meeting Schedule

Jan 14	May 6	Oct 7
Feb 11	June 10	Nov 11
Mar 4	Aug 12	Dec 9
Apr 8	Sept 9	

General Government Committee

February 11, 2014

Summary and Motions

Chair Kay called the meeting to order at 11:07am. All Committee members were present except Lane. Farmer, Stinnett, Henson and Mossotti also attended.

1. Approval of Summary for the January 14, 2014

Motion by Scutchfield to approve the summary. Seconded by Clarke. Motion passed without dissent.

2. Move Human Resources

CAO Hamilton made the presentation about reorganizing Human Resources. She indicated the process improvements are needed in Hiring, Grievances, Training and Protection and Privacy of Personal Information.

Hamilton stated that numerous comparable cities have independent Human Resources departments. She stated that to bring a new Commissioner it would cost \$ 143,500 at a minimum. She stated that she would like to see what the Compensation Study brings before taking further action. She stated that after the budget is presented in April she and her staff can concentrate efforts to improve Human Resources without the added expense of a new Department.

Beard commented on moving Risk Management.

Lawless stated that she wanted Human Resources from under Law because of the potential of conflict.

In response to questions from Stinnett, Hamilton stated that she and her staff need to completely analyze Human Resources.

Scutchfield discussed the need for efficiency. She agreed that adding a Commissioner will not make the system more efficient and transparent.

In response to a question from Ford, Gorton stated that the Links recommended the move out of Human Resources because Human Resources impact all of the Government and its employees. Clarke responded that it has never been clear to him why Human Resources was moved to Law.

In response to a question from Ford, Glenda George stated that Human Resources was under Finance and Administration in the Newberry administration.

Myers stated that he thought Human Resources should be moved to the CAO's Office because it should be viewed as a service to all divisions/departments/employees.

Mossotti stated that Human Resources should be moved from Law because of the potential for conflict between Law and Human Resources.

Motion by Ford to move Human Resources to the CAO's Office after the FY 15 budget is adopted. Seconded by Clarke. Motion passed 7-1 (No- Clarke).

In response to a question from Gorton, Hamilton stated that she and her office are ready to accept this plan.

Kay discussed the ultimate structure for Human Resources and Risk Management as well as other timetable.

In response Hamilton stated that she and her office will bring information back to the Committee during spring.

Clarke explained his vote.

3. Enterprise Programming in Parks

Brian Rogers discussed Enterprise programming within Parks. Rogers stated that Enterprise includes Aquatics, Extended School Program, Golf, Concessions, Rentals and External Special Events, Web Assistance, Volunteers and Tubby's Clubhouse.

Rogers discussed aquatics in detail. He stated that the General Fund subsidizes aquatics by approximately \$ 800,000 annually.

Rogers described golf in detail. He stated that the subsidy for golf was approximately \$ 1 million in FY 11, \$ 600,000 in FY 12 and \$ 900,000 in FY 13.

Rogers stated that golf usage is declining nationally.

Rogers described the Extended School Program in detail.

Rogers also described special; events, website services, and Tubby's Clubhouse.

Rogers stated that Enterprise serves 350,000 participants annually; they employ 750 people each summer; it generates approximately \$ 6 million annually.

Beard discussed the golf cart debt service.

Scutchfield commented on ESP. She also commented on the return on investment for new aquatics facilities. In addition she asked about number of unique golfers.

Akers commented on ESP, rental program, the 1st Tee Program and beer sales at golf courses.

Myers commented on ESP expansion. In response to a question from Myers Mike Fields stated that golf cart revenue brought in approximately \$ 600,000 annually. Myers also commented on expanding enterprise to include extreme sports.

Clarke commented on golf expenditures. In response Rogers stated that the FY 13 budget better reflects actual expenditures. Clarke also commented on the FY 15 aquatics capital request.

Akers comments on extreme sports. She challenged the division to think about newer activities.

Ford commented on ESP and aquatics.

Lawless commented on Enterprise programming.

Myers discussed the need to refocus efforts in Parks & Recreation. In response Commissioner Reed discussed the future of Parks and the vacant Director position.

4. Coroner's Office Classification and Salaries

Henson introduced the issue.

Coroner Gary Ginn discussed the duties of the Coroner and Deputy Coroner. He stated that Human Resources conducted a study of their salaries in 2007 but no action was taken. He also stated that while the duties qualify staff as a hazardous duty they are not classified in such a manner.

Ginn recommended that the Assistant Coroner position move from the 113N pay grade to the 119N. He recommended that two Chief Deputy Coroner positions be created at the 121N pay grade. He also recommended that the Coroner position be elevated to the 124E pay grade.

Lawless discussed the duties of the Coroner's Office, including the emotional stress of the job. She also asked about other Coroner's who don't transport bodies.

Ginn discussed the chain of custody when transporting bodies.

In response to a question from Gorton, John Maxwell stated that the compensation study would include the Coroner's Office.

Maxwell stated that he will have a budget number to implement the compensation study to CAO Hamilton by Mid March.

Motion by Gorton to ask Human Resources to examine the issue of hazardous duty classification for the Coroner and Deputy Coroner positions by July 1. Seconded by Scutchfield. Motion passed without dissent.

5. Items Referred

Kay discussed the items referred list.

Motion by Ford to remove the Parks Enterprise presentation from items list. Seconded by Beard. Motion passed without dissent.

Kay stated that the March Committee may be cancelled to accommodate a Special Budget & Finance Committee meeting to discuss the Homelessness Commission recommendations.

Motion by Beard to adjourn. Seconded by Gorton. Meeting was adjourned at 1:05 PM.

Summary of Physical Security Discussions as of February 20, 2014:

-General Government Committee began discussing the issue in the fall of 2013 and carried over for three consecutive months.

-Any potential changes should be weighed against the impact on our desire to remain open and transparent to the public and should improve overall safety for all employees.

-All first floor entry points and security weaknesses were discussed and are matters of public record.

-Numerous proposals and recommendations have been brought forward and discussed without implementation, including:

-Card readers on stair entrances

-Utilization of metal detectors in the lobby

-Locking doors on the fifth floor with card access readers

-Council has approved funding for a fifth floor security guard position

-Council staff submitted recommendations to Council to consider, including:

-Implement recommendation proposed by General Services Deputy Director to make the main lobby the single point of entry into the building with an exception for employees with garage access to utilize the interior garage door.

-Design an employee entrance lane in the lobby separate from the visitor's lane leading to the security officer's desk for check in.

-Develop uniform policy for employees to receive guests.

-Explore the possibility of making specific physical security decisions that may change the nature of security in the government building in closed session.



Government Center Security Update

Government Center Security Update

Current & Short Term Initiatives

- Access Policy
- Installation of Card Readers for 5th, 11th, 8th and 6th Floors.
- Hiring an Additional Security Guard for 5th Floor (Funded only for 2014)
- Installation of Additional Card Readers and CC for Back and Side Entries
- Installation of a Controlled Access Door at the 2nd Floor Lobby
- Sheriff's Office

Government Center Security Update

Proposed Initiatives for FY 2015

- Installation of Turnstiles at the Lobby



- Upgrading of the Elevators Control System
- Installation of Additional Card Readers on the Remaining Floors
- Additional Staffing
- Expansion of Remote Monitoring Services via CC

Government Center Security Update

Question?

Establish a Wireless Device* Policy and a Bring Your Own Device (BYOD) Policy.

- **Wireless Policy**

- o Purpose
- o Procedure
- o Procurement
- o Roles and Responsibilities
 - Establishing and monitoring contracts
 - Record keeping
- o Education
- o Use
 - Will employees sign an agreement outlining security expectations?
- o Security
 - Complex password requirements?
 - Mandatory Find my Device / remote wipe services?
- o Designated Service Provider (s)
- o Permitted Applications
- o Management of Assets
- o Consequences for Violations

- **Bring Your Own Device (BYOD) Policy**

- o Purpose
 - Increase in productivity, satisfied employees, significant cost savings to the LFUCG
- o Procedure
- o Roles and Responsibilities
- o Permitted Devices
- o Education
- o Use
 - Will employees sign an agreement outlining security expectations?
- o Maintenance Expectations from LFUCG Computer Services Staff
- o Security
 - Do we have the resources to manage a BYOD policy?
 - Complex Password Requirements?
 - Mandatory Find my Device / remote wipe services?
- o Ownership of Apps and Data
- o Permitted Applications
- o Privacy of Employee's Personal Data
- o Management of Assets
- o Consequences for Violations
- o Wiping Devices Upon Exit

**Cell phones, Smart Phones, iPads, Tablets, Laptops*

ORDINANCE NO. ____-2014

AN ORDINANCE CREATING SECTION 1-13 OF THE CODE OF ORDINANCES OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT TO ALLOW FOR USE OF THE NAME "LEXINGTON" FOR BRANDING OR PROMOTIONAL PURPOSES.

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

Section 1 - That section 1-13 of the Code of Ordinances be and hereby is created to read as follows:

Sec. 1-13.

The urban county government may use the name "Lexington" or other similar branding for the purpose of identifying the government or the urban county, or for promotional purposes. This is not intended to conflict with Section 1.01 of the Charter of the Lexington-Fayette Urban County Government, nor is it intended to in any way act as a waiver of sovereign immunity or any other third-party defense available to the urban county government.

Section 2- If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unlawful by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 3- That this Ordinance shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL

Item	Referred By	Date Referred	Status
Relationship with the BGADD	Myers	04/12/12	After Audit
Procedure for Underwriting or Sponsoring one of our Facilities or Parks	Gorton	03/06/13	Mar 2014
Moving Human Resources from the Department of Law to the Office of the CAO	Gorton/Link	06/20/13	Feb 2014
Building Security, 200 East Main Street	Gorton	8/29/2013	Mar 2014
Grant Review Process	Scutchfield	9/10/2013	
Restructuring to Remove the Division of Budgeting from the Department of Finance	Gorton	12/3/2013	
Impact of Vacant Positions on Parks, Maintenance & Programming	Gorton	12/3/2013	Mar 2014
Presentation of Information Regarding Enterprise Programs in Parks & Recreation	Gorton	12/3/2013	Feb 2014
Presentation of Information on Status of Barrier Free Playgrounds	Gorton	12/3/2013	
Explore Sharing of Artistic Direction, Box Office & Technical Services with Downtown Arts Center (DAC)	Gorton	12/3/2013	
Establishment of Standardized Cell Phone Procurement Process	Gorton	12/3/2013	Mar 2014
Coroner's Staff Salaries & Classification	Henson	1/28/2014	Feb 2014