

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

A G E N D A

General Government Committee

May 6, 2014

11:00 A.M.

1. **Committee Summary** (1-3)
2. **Neighborhood Parks Task Force – Henson** (4-37)
3. **Wireless Device Policies (Cell Phone Procurement) – Links/Gorton** (38-48)
4. **Branding the name “Lexington” Update – Clarke** (49-55)
5. **Items Referred** (56)

“The General Government Committee, to which shall be referred matters relating to the general administration of government: The Department of Law; the Department of General Services; each department’s respective 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

March 4, 2014

Summary and Motions

Chair Kay called the meeting to order at 11:02 AM. All Committee members were present except Gorton and Lawless.

1. Approval of Summary for the February 11, 2014

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

2. Building Security

Jamshid Baradaran provided an update to the committee on Government Center security issues. He discussed floor card readers that would limit access; hiring an additional security guard for the 5th floor; installation of an additional card reader for the back and side entrances; installation of a controlled access door at the 2nd floor lobby; and utilization of the Sheriff's Office to provide security in the current year.

Baradaran discussed upgrading the elevator control system; installation of turnstiles at the 1st floor lobby; installation of floor card readers; expansion of remote monitoring via camera; and additional staff for FY 15.

Baradaran asked for feedback on the draft access policy.

Beard discussed access from the stairwells.

Clarke discussed the use of elevators to circumvent the stairwell access card readers.

Clarke stated that if the visitor policy discussed in the access plan was implemented it would reduce the need for other controls. Clarke asked if all divisions had personnel to receive visitors. In response Baradaran stated that that is the feedback that his office is looking for. Baradaran also discussed the need for redundancy.

Lane discussed the security operating and capital requests in the FY 15 budget. In response to a question from Lane, Geoff Reed stated that consultation with security vendors is on going

Scutchfield agreed with Clarke and said if the access policy is followed 5th floor security guard is unnecessary.

Kay agreed that the 5th floor security guard is an unwarranted redundancy.

Beard and Myers discussed carrying concealed weapons. Beard requested that Law provide an opinion regarding carrying a concealed weapon in public buildings.

3. Wireless Device Policies

CIO Aldona Valicenti discussed the wireless devices policy. She stated that procurement of cell phones is part of the policy. She stated that this is just an outline of the policy. As it is written it will be brought back to the Committee for feedback.

Valicenti stated that the policy dealt with procurement, purpose, use, responsibilities and management of assets. She stated that the issues are identified but not yet finalized.

Valicenti also discussed a bring your own devices policy which includes uses, responsibilities, security and wiping devices upon exit. She stated that many public sector bodies are dealing with this issue as well.

Clarke discussed the use of devices off-site for official business.

Lane stated that he supported the policy as it was long overdue. He discussed open records and security consequences.

Kay discussed the cell phone procurement element of the policy.

Myers stated that his goal was to have 1 carrier for cell phone procurement. In response Todd Slatin stated that LFUCG utilized numerous different cell phone services via State price contracts. Slatin agreed with Myers that the goal should be a centralized procurement policy.

Akers discussed the bring your own devices policy. In response to a question from Akers, Valicenti stated that work stations are now being leased and they hope to move to leases for laptops.

Valicenti stated that LFUCG has been slow in adapting to tablets, I pads and other newer technologies.

Myers discussed buying local. Slatin stated that they are looking at that but right now they are purchased via state price contracts. Slatin discussed the pro-card limitations as well. He agreed that buying local could be a part of the policy. In response Valicenti noted that all the companies are full service providers in this market.

Clarke addressed the cell phone procurement issue that came to the links' attention. He stated that the link was concerned about a division procuring cell phones in a decentralized manner and questioned whether it was an effective and efficient method of procurement.

In response to a question from Kay, Valicenti stated that they will come back to the Committee in May as they work on the policy.

4. Branding Lexington

Clarke led the discussion. He referred to an ordinance that was drafted by Law that permitted for the use of the word “Lexington” for branding or promotional purposes.

Motion by Clarke to recommend approval of the ordinance and bring it to the next Work Session. Seconded by Akers.

Lane stated that branding was a complex, very expensive issue. Lane made a motion to table discussion until Scott Shapiro can brief the committee. The motion did not receive a second.

Beard discussed the 17 other Lexington’s in the US and the potential for confusion.

In response Clarke stated that this wouldn’t change anything but rather permit the use of the word Lexington.

Scutchfield stated that she would like to hear from Shapiro before approving the ordinance.

Ford stated that during the Newberry Administration branding was a component of the Management Partners audit.

Lane stated if the ordinance did not change anything then it shouldn’t be needed.

In response to a question from Kay, Clarke stated that it just allowed the City to use the word Lexington if it chooses for branding purposes.

On a 5-3 vote the motion passed (Kay, Scutchfield, Ford, Akers, Clarke-Yes; Beard, Myers, Clarke-No.)

5. Items Referred

Kay referenced the items referred list.

The meeting was adjourned at 12.38 PM

Neighborhood Parks Task Force

Final Report

Origins and Background

Council Member Peggy Henson requested the appointment of the Neighborhood Parks Task Force because of the issues occurring in some parks that have a diminished family friendly environment, while criminal and unwanted activities increase. When changes are made to a park, there is a need to evaluate its infrastructure and programming opportunities that promote greater neighborhood use. The park is left with a void when these elements are not considered. That void becomes an opening for unwelcome behavior to take place, which creates an unsafe perception of the park and therefore discourages activity.

Council Member Henson wants the community to feel comfortable and safe when they go to their park. Parks users should feel their neighborhood park is open and available with opportunities that serve our community in its entirety, whether that is the playground for children or space to exercise in the outdoors.

The Neighborhood Parks Task Force was appointed on May 20, 2013 by Vice Mayor Linda Gorton. The task force held seven meetings between June 25, 2013 and February 5, 2014, meeting for about 10 hours total. Business was conducted by parliamentary procedure and all substantial decisions were made by motion and majority vote. Meetings were open to the general public, with public comment held at the end of each meeting.

The task force was comprised of:

- Council Member Peggy Henson, Chair
- Council Member Chris Ford
- Council Member George Myers
- Geoff Reed, General Services, Commissioner
- Laura Hatfield, Partners for Youth, Executive Director
- Sergeant Andrew Daugherty, Police Department
- Captain Ron Watson, Sheriff's Office
- Chris Cooperrider, Parks and Recreation, Deputy Director
- Tyler Scott, Legislative Aide to Vice Mayor Gorton
- Staff: Hilary Angelucci, Legislative Aide to CM Henson

Representatives from the Department of Law as well as additional individuals from the Division of Police and the Division of Parks and Recreation participated in many of the task force meetings.

Goal

To develop strategies to make Lexington's neighborhood parks safe, while improving the quality of life and health for citizens and ensuring a plan is in place by the Division of Parks and Recreation when a park faces a decline in its family friendly environment, such as an when an amenity or program is removed leaving the park with a void.

Recommendations

1. Barring Policy

The Barring Policy allows for the temporary or permanent banning of an individual from Fayette County Parks and/or Parks and Recreation Programs, based on inappropriate or illegal behavior by individuals while participating in or while attending parks or Parks programs.

This policy will be a tool for the Divisions of Police and Parks and Recreation to further prevent unwanted activities from taking place in parks and will allow parks to maintain a safe and family friendly park environment.

The Chief Administrative Officer, Sally Hamilton, the Fayette Count Attorney, Larry Roberts and the Parks Advisory Board have all reviewed and are in the process of approving the final draft.

2. The Plan for Opportunity Parks

Definition of an Opportunity Park:

A park with a recognized void or need that has experienced criminal behavior or has a perception of being unsafe and therefore presents an opportunity to enhance more positive activity and strengthen the surrounding community.

The Plan for Opportunity Parks is to create a support system for parks that have the potential of becoming an Opportunity Park. The plan identifies three approaches; communication, infrastructure and usage. Focusing on these three areas simultaneously creates a more cohesive effort in enhancing a family friendly park environment throughout Lexington.

The creation of a communication team, led by each District Council Member, is suggested to support the Division of Parks and Recreation's effort in strengthening communication between the community, the Divisions of Parks and Recreation, Police, and Council Members. Formalized communication is crucial in recognizing early signs of an Opportunity Park and provides the community a voice to support the needs of our neighborhoods.

Facilities and amenities that are perceived negatively due to deterioration, display a lack of use or near the end of their expected life will be identified by the Division of Parks and Recreation, designating a park with such amenities as an Opportunity Park. This will assist Parks in prioritizing their annual budget requests for repairs, replacement, removal or repurposing their facilities and amenities.

The implementation of SAFE Parks will increase recreational opportunities throughout the community, which helps extinguish negative perceptions associated with underutilized parks that are more vulnerable to unwanted activities. Increased activity in a park improves the community's perception and therefore creates a more family friendly park environment that neighborhoods feel safe and want to use.

3. SAFE Parks and Creation of (1) Full Time Position

SAFE Parks, or Strategies for Accessible & Family Engaged Parks, is a program under the Division of Parks and Recreation managed by a program supervisor to create more family friendly parks by increasing leisure service programming opportunities in neighborhood and community parks, with a particular focus on underutilized parks.

Creating more recreational opportunities for adults, children, and families to come enjoy their park helps extinguish negative perceptions associated with lightly used parks that are more vulnerable to unwanted activities. This new programming model provides a wider range of programs that complements the Division's current programming resources and growing interests in our community.

SAFE Parks targets three groups of stakeholders: community leaders, third party leisure service providers, and neighborhoods. The program supervisor leverages third party leisure service providers and connects them with the community leaders to provide additional programming opportunities in our neighborhoods.

The operation of SAFE Parks does require the creation of one full time position within the Division of Parks and Recreation. A central point of contact for stakeholders is essential to the success of SAFE Parks. The Program Supervisor's primary responsibilities are to identify and develop community partnerships, perform due diligence on third party leisure service providers, and market the programming opportunities to all three stakeholders driven by the needs of the neighborhood.

4. Pilot Program

The pilot of SAFE Parks began in January 2014 and will finish in May 2014. The pilot is testing three different scenarios in which SAFE Parks can be applied to better understand how this new programming model will operate. The three areas include:

- (1) A certified leisure service provider offering a program, Stroller Strides, that the Division of Parks and Recreation does not already offer in an area that supports the desire for this program, in this case Veterans Park.
- (2) Assist an Opportunity Park, Green Acres, by implementing neighborhood desired programming with the leadership of the neighborhood association to improve the perception of the park making a more family friendly environment.
- (3) Establish community interest and leadership in an Opportunity Park, Wolf Run, to learn what the surrounding neighborhood's interests are for the eventual creation of programming partnerships.

Recommendations In Detail

a. Parks Barring Policy (p. 5)

* latest version of policy, different from Final Report, PAB approved 4/23/14

i. Letter of Support from Division of Police (p. 8)

b. The Plan for Opportunity Parks (p. 9)

c. SAFE Parks Executive Summary (p. 13)

d. SAFE Parks Pilot Program (p. 14)

i. Update of Pilot Program from Division of Parks & Recreation (p. 17)



Policy: Issuance of a Barring Notice

Policy
Number:

D R A F T

Page: 5 of 17

Originator: Policy Memorandum

Date: May, 2014

Authorized by: Office of the Director

Date:

References: PARMS Policy 0.8.4.3

Revision Date:

Revision Date:

Revision Date:

Purpose

To establish a policy for the temporary or permanent banning of an individual from Fayette County Parks and/or Parks and Recreation Programs, based on inappropriate or illegal behavior by individuals while participating in or while attending parks or Parks programs.

Scope

This policy applies to all individuals that participate in park programs or attend LFUCG parks.

Policy Introduction

It is the policy of the Division of Parks and Recreation that all persons who enter a park, park facility or participate in an organized or passive park program, event, activity and/or service will conduct themselves in accordance with published and posted rules and regulations. It is the responsibility of superintendents, managers and staff to ensure that these rules and regulations are published and made available to the public.

Due to the unique nature of recreation activities, each operating unit within the Division of Parks and Recreation has its own program/facility rules, codes of conduct and behavioral guidelines. Copies of all divisional rules and regulations that may lead to barring an individual are on file in the deputy director's office.

Any serious violation of a Parks rule or regulation by an adult or juvenile must be documented in writing to the Deputy Director of Parks within 10 business days of incident. A serious violation is defined as behavior that could result in that individual being removed from the program, event, activity or service for the remainder of the day of the infraction or for inappropriate behavior of a substantial nature. In most cases, inappropriate behavior results in a verbal warning, written warning and removal from the program, event activity and/or service.

BARRING/NO TRESPASSING NOTICE

Persistent inappropriate behavior(s), illegal activities and/or violations of local, state and federal laws and/or ordinances may result in the issuance of a **BARRING/NO TRESPASSING NOTICE**. The result of this issuance will be that the person -adult or juvenile- will be prohibited from entering **any and all** parks and park facilities operated and/or maintained by the Division of Parks and Recreation. Violation of this policy may result in an arrest or citation for Trespassing by the Division of Police.

TERM OF NOTICE

The term of this barring notice will be no less than 60 days and up to the lifetime of the person named in the barring/no trespassing notice.

RECOMMENDATION PROCESS

The recommendation to bar an individual will be made **in writing** by a Division of Parks and Recreation manager or supervisor and approved by the respective Deputy Director. The recommendation must state the name and address of the person to whom the barring/no trespassing notice is intended and a **complete** explanation as to the reason for the issuance of the barring/no trespassing notice. This should include any and all written notices of past violations of rules and regulations. The recommendation may also suggest a term for the barring/no trespassing notice. The Director will make the final determination on whether to issue a barring/no trespassing notice, and the term of the notice. The investigation and recommendation process should not exceed 60 business days from the original incident.

DELIVERY OF NOTICE

A barring/no trespassing notice will be delivered in person, or by certified mail, return-receipt requested, as well as first class mail. A copy of the barring/no trespassing notice will be provided to police, managers, Deputy Directors and other appropriate staff. Copies of the barring/no trespassing notice will be provided to the Division of Police for their records, with the request that violators of the barring/no trespassing notice be cited for Trespassing if found in the affected parks during the term of the notice.

SPECIAL CIRCUMSTANCES FOR ISSUANCE

Some offenses merit the immediate issuance of a barring/no trespassing notice while an investigation is conducted, which should not last longer than 60 business days. These include, but are not limited to:

- Vandalism, defacing and/or “tagging” by paint or other substance of any vehicle, equipment, structure, facility, sign and/or property feature within the properties maintained by the Division of Parks and Recreation.
- Fighting, assault, menacing, terroristic threatening, stalking or criminal abuse committed on property maintained by the Division of Parks and Recreation.
- Any sex crime observed and/or committed on property maintained by the Division of Parks and Recreation.
- Any crime committed by an adult against a juvenile on property maintained by the Division of Parks and Recreation.

A barring notice will be issued in writing by Lexington Parks and Recreation, after an investigation and a duration of banning has been determined. Guidelines which may be considered in determining the duration of banning are as follows:

1-12 Months	violation of park rules, policies, procedures; disregard for integrity of the sport: disruptive actions, continued/extended arguments with officials; vulgar and threatening language, fighting or attempted fighting, theft
1 to 3 years	Serious or flagrant violations of park rules, putting children at risk, any sex crime committed in a park, charges filed and/or court actions taken as a result of park based activities

Over 3 years violent behavior, endangering others, brandishing weapons, violations of policies to protect physical, mental, emotional safety of youth as outlined in the participant protection policy

COMMUNICATION

The notice of barring and notice of the appeals board decision will be made by certified mail, return-receipt requested, as well as first class mail. All other communication between the Division of Parks and Recreation and the recipient of a barring/no trespassing notice will be made by either party in writing. Any face-to-face meetings will be arranged by mutual agreement with no less than three (3) business days notice to both parties. The Deputy Director of Parks will act as the official representative of the Division with regard to barring/no trespassing notices.

APPEAL PROCESS

A barring/no trespassing notice can be appealed within 10 days of the receipt of the notice. The request for appeal must be made **in writing** and addressed to the Deputy Director of Parks, Division of Parks and Recreation, 469 Parkway Drive, Lexington, Kentucky 40504.

The panel will arrange for a public hearing at a time mutually agreed upon by the panel and the party named in the notice within thirty (30) days of the receipt of a request for an appeal. If the individual that was barred fails to appear for the hearing, then the barring judgment will be final.

The appeal panel will consist of (3) three district representative members appointed to the LFUCG Parks Advisory Board. The appeal panel members will rotate every (6) six months amongst the (12) twelve district representatives of the Parks Advisory Board. Any of the (9) nine district representatives not currently appointed to the panel can serve as an alternate for a current appeal panel member. All hearings will take place at the Division of Parks and Recreation headquarters located at 469 Parkway Drive, Lexington, Kentucky 40509.

The appeal panel will issue its findings within 5 days of the hearing. The finding will be delivered in person or by certified mail, return receipt requested, as well as by first class mail. An appeal can be made to Fayette County Circuit Court within 30 days of receipt of the appeal board's decision.

Review Record

Reviewer: sub-group of Nbhd Parks Task Force	Date: 9/20/13	Result: no change revise discard
Reviewer: Nbhd Parks Task Force	Date: 11/6/13	Result: no change revise discard
Reviewer: Hilary Angelucci	Date: 12/4/13	Result: no change revise discard
Reviewer: Nbhd Parks Task Force	Date: 12/11/13	Result: no change revise discard
Reviewer: Hilary Angelucci, Michael Sanner	Date: 1/8/14	Result: no change revise discard
Reviewer: Park Advisory Board	Date: 2/26/14	Result: no change revise discard



LEXINGTON DIVISION OF POLICE OFFICE OF THE CHIEF

11

April 18, 2014

Evelyn Bologna, Acting Director
Division of Parks and Recreation
545 North Upper Street
Lexington, KY 40508

Dear Acting Director Bologna,

The Division of Police supports the barring letter program being considered by the Division of Parks and Recreation. Barring letters have been used with much success in Lexington with both private businesses and federal housing programs. The barring letters for Parks and Recreation will provide a tool for police officers to seek out and identify people who disrupt activities in these public places and in turn, notify administrators in Parks and Recreation to properly and officially ban these same people from Lexington Parks. We have administrative processes in place that will work well in conjunction with procedures Parks and Recreation develops.

Sincerely,

A handwritten signature in black ink that reads "R. Bastin".

Ronnie Bastin
Chief of Police

RB/rmh

cc: Clay Mason, Commissioner
Assistant Chief Holman

The Plan for an Opportunity Park

Why a plan is needed

The Neighborhood Parks Task Force set out to develop strategies to make Lexington's neighborhood parks safe while improving the quality of life and health for citizens and ensuring a plan is in place by the Division of Parks and Recreation when programming is removed from these parks. The main reason this task force was created was because there is no plan in place for a park when programming or amenities are removed leaving the park with a void or need.

As the task force began its work, similar characteristics were noticed in various parks around Lexington that seemed to need more assistance than others. The task force defined these parks as Opportunity Parks:

An Opportunity Park is a park with a recognized void or need that has experienced criminal behavior or is perceived as being unsafe and therefore presents an opportunity to enhance more positive activity and strengthen the surrounding community.

Possible signs of an Opportunity Park:

- o Infrastructure is in a state of decline or is unsustainable
- o Deficit in activity
- o Crime has become an issue
- o Constituents have expressed concern and want change
- o Constituent's perception of the park is unsafe
- o The surrounding neighborhood needs support in creating more positive activity and a stronger community
- o The park is surrounded by higher crime areas or high unemployment rates

Recognizing an Opportunity Park

The Division of Parks and Recreation is ultimately responsible in determining whether a park is an Opportunity Park. If the division identifies a potential Opportunity Park, the division will work with the Council Member of the district in which that park falls to work together with the police and the community to solve the issues within that park.

One Plan with Three Approaches

1. Communication
2. Infrastructure
3. Usage

The combination of these three areas of focus, communication, infrastructure and usage creates a more cohesive effort in enhancing a family friendly park environment throughout Lexington.

COMMUNICATION

The task force suggests each Council District establish a district wide Communication Team to strengthen communication between the community, the Division of Parks and Recreation, the Division of Police and the Council Office.

Communication is a key component of addressing parks that have declined and experienced unwanted behaviors. Input from citizens may come directly to the Division of Parks and Recreation, the Division of Police, and the Council Offices and that information should be shared amongst the three LFUCG entities.

The Communication Team

Each District Council Office would lead their own team, focusing on all the parks within their district. They should meet at least once a year (of course more when needed) to discuss specific opportunities that become apparent through open communication. The team would strive to be in tune with the status of each park and the community that surrounds those parks.

The streamlined communication will provide the Communication Team with the ability to recognize early signs of an Opportunity Park, which could result in more preventative measures to aide a park back to a safe and family friendly park status. Formalized communication can produce more effective results and solutions. If a park shows signs of being an Opportunity Park, the Communication Team should identify root problems and recommend possible solutions to strengthen that park.

Focus of the Communication Team

The Communication Team would be driven by the needs and desires of the neighborhood and community that surrounds each park. The team's efficient communication will allow for invested parties to share and understand different perspectives of a park. Signs of a park becoming an Opportunity Park will be recognized early and followed up with proactive solutions. The team would then monitor and evaluate implemented solutions.

The possible make-up of a Communication Team:

- District Council Member
- Council Member's Legislative Aide
- Parks Deputy Director or designee
- Park's SAFE Parks program supervisor
- Police Officer from the area CLEAR Unit (if applicable or a representative from that roll call unit)
- District Representative of the Parks Advisory Board
- Community Member(s) connected to each park in the district (i.e. neighborhood associations, community organizations, churches, community leaders)

* This communication effort should not limit or constrict the Division of Parks and Recreation or the Division of Police in their routine responsibilities. Both divisions are to handle issues that arise as they see fit.

INFRASTRUCTURE

The condition of facilities and amenities within each park plays a significant role in personifying the atmosphere of the park and the clientele likely to visit the park.

Facilities and amenities that portray a negative connotation due to deterioration, display a lack of use or near the end of their expected life will be identified by the Division of Parks and Recreation. Amenities in this condition will designate a park as an Opportunity Park.

Criteria to evaluate Opportunity Park facilities or amenities includes:

- An amenity is unable to be used as originally designed
- The use of an amenity creates a substandard experience for park patrons
- An amenity is in an unsafe condition
- An amenity encourages individuals to perform unwanted behaviors
- Doesn't meet the changing recreational needs of the community

Prioritizing the budget

Opportunity Park amenities will be reviewed using existing data for repair, replacement, removal, or repurposing. An Opportunity Park amenity that requires additional funding will be identified in the Division of Parks and Recreation's annual budget proposal. This will assist Parks in prioritizing their budget requests.

Ongoing maintenance requirements and recreational needs with their respective costs will be considered in recommending the course of action with Opportunity Park amenities.

Preventative Measures

The condition and/or evidence of unwanted behaviors of all park amenities will be documented through biweekly park inspection performed by the Division of Parks and Recreation's Maintenance District Supervisors. There will be an annual review of the infrastructure associated with Opportunity Parks that contribute to a park's decline.

USAGE

The plan's strategy to increase park usage in an Opportunity Park is the implementation of SAFE Parks, a programming model aimed to increase leisure service programming opportunities in underutilized neighborhood and community parks. Parks with more recreational opportunities for their community to enjoy helps extinguish negative connotations associated with lightly used parks that are more vulnerable to unwanted activities. This new programming model provides a wider range of programs that complements the Division's current programming resources and the growing interests in our community.

With a strong Communication Team and prioritized infrastructure list, SAFE Parks can operate most efficiently to initiate partnership that will increase programming in Opportunity Parks, therefore increasing usage.

Opportunity Parks will be a priority in the SAFE Parks programming model, which encourages leadership within the community to empower a mindset that the park is "community owned" that leads to more sustainable leisure programs in our neighborhoods based on the area's needs and desires.

Preventative Measures

SAFE Parks will seek community leaders for Opportunity Parks. The supervisor will assess the participating neighborhoods' recreational needs. SAFE Parks will facilitate communication and

partnerships between leisure service providers and community leaders to provide programs based on the area's needs.

* Please see the SAFE Parks Executive Summary for more information about the program.

STEPS TO ADDRESS OPPORTUNITY PARKS

Each area of focus: communication, infrastructure and usage works simultaneously with the like-minded goal to enhance a family friendly park environment in our Opportunity Parks throughout Lexington.

The Process

- I. Establish Communication
- II. Collect Information and Learn Park's Needs
- III. Identify Opportunity Park
- IV. Report Opportunity Park to:
 - a. Division of Parks & Recreation
 - b. Division of Police
 - c. Council Office
- V. Determine Solution and Approach
- VI. Appropriate Entity(s) Vet, Support and Approve, possible entities include:
 - a. Division of Parks and Recreation
 - b. Division of Police
 - c. Council Member
 - d. Council Committee
 - e. Parks Advisory Board
- VII. Parks assigns to proper personnel for implementation
- VIII. Communication Team reviews, evaluates and monitors continuously

* Please see flow chart on the follow page.

Depending upon individual circumstances an action plan may include:

- Communication between the Divisions of Parks and Recreation and Police, and the respective Council Office
- Evaluate the use of targeted patrols or a surge approach
- Evaluate security lighting
- Consider enforcement signage or other measures that decrease unwanted activity
- Communication Team attends affected neighborhood association meetings
- Enforcement of Division of Parks and Recreation's Barring Policy

SAFE Parks Executive Summary

The goal of SAFE Parks, or Strategies for Accessible & Family Engaged Parks, is to create more family friendly parks by increasing leisure service programming opportunities in underutilized neighborhood and community parks. SAFE Parks encourages leadership within the community by empowering a mindset that the park is “community owned” and brings sustainable leisure programs into the surrounding neighborhoods based on the area’s needs and desires.

Lexington's Division of Parks and Recreation has experienced budget reductions that have limited the ability to provide additional leisure programs through the traditional service delivery model. The SAFE Parks program is a new model to provide a wider range of leisure programming that complements the Division's current programming resources. It adds activities that meet the needs of the community, where little activity exists.

Neighborhoods are the primary stakeholder in developing more family friendly parks. Creating more recreational opportunities for adults, children, and families to come enjoy their park helps extinguish negative connotations associated with lightly used parks that are more vulnerable to unwanted activities.

SAFE Parks leverages third party leisure service providers and connects them with the community to provide additional programming opportunities in our neighborhoods. This program targets three groups of stakeholders: community leaders, third party leisure service providers, and neighborhoods.

The success of SAFE Parks depends on a central point of contact for stakeholders within the Division of Parks and Recreation, which requires the creation of one full time position, a program supervisor, in order for SAFE Parks to be implemented and operate. The Program Supervisor’s primary responsibilities are to identify and develop community partnerships, perform due diligence on third party leisure service providers, and market the programming opportunities to all three stakeholders.

The Program Supervisor works with neighborhood based groups, faith based groups, and LFUCG to identify and cultivate community leaders that represent the area and have a good understanding of their community. SAFE Parks provides community leaders with resources to assess neighborhood programming needs and matches them with qualified instructors to provide programs in their parks. The community leader will “turn the key” to open the door for the third party leisure service providers.

The due diligence review process, conducted by the Program Supervisor, includes a background check, demonstrated ability to lead programs, confirmation of insurance and establishment of a reasonable fee structure. Instructors that wish to provide programming without a participant fee are considered volunteers and will be offered insurance coverage associated with being a LFUCG volunteer. Instructors that wish to be compensated are required to offer scholarships in-lieu of costs to rent Parks facilities. The Program Supervisor manages a directory of all approved third party leisure service providers, which in turn becomes a resource for the community leaders.

SAFE Parks creates cohesive neighborhoods, increases Lexington’s quality of life, improves the perception of the park, generates a desire for people to go to the park, and will ultimately create more family friendly parks throughout Lexington.

SAFE Parks Pilot Program

Neighborhood Parks Task Force Initiative

Primary Contact:

Reid Small (jsmall@lexingtonky.gov, (859-288-2976)
or Hilary Angelucci (hangelucci@gmail.com, 859-258-3201)

Start Date:

January 13th, 2014

End Date:

May 23rd, 2014

* This window of time is the evaluation period. Any progress made during this time will not necessarily end on this date. Information collected during this time frame will be reported by the end date.

Targeted Program:

SAFE Parks or Strategies for Accessible and Family Engaged Parks

Program Summary:

SAFE Parks, or Strategies for Accessible & Family Engaged Parks, is a program under the Division of Parks and Recreation managed by a program supervisor to create more family friendly parks by increasing leisure service programming opportunities in underutilized neighborhood and community parks.

Creating more recreational opportunities for adults, children, and families to come enjoy their park helps extinguish negative connotations associated with lightly used parks that are more vulnerable to unwanted activities. This new programming model provides a wider range of programs that complements the Division's current programming resources and growing interests in our community.

SAFE Parks targets three groups of stakeholders: community leaders, third party leisure service providers, and neighborhoods. The program supervisor leverages third party leisure service providers and connects them with the community to provide additional programming opportunities in our neighborhoods.

Goals:

To test SAFE Parks by evaluating three scenarios in which this program can be applied, with three separate goals in mind.

Goal 1 – The Leisure Service Provider: Add additional programming Parks and Recreation does not have the means to offer in our parks that is led by an approved leisure service provider, allowing an instructor to operate in a park, and acknowledge the program offered is desired by the surrounding neighborhood before the program begins; ultimately increasing the value of the park and programming offered in Lexington.

Goal 2 – The Programming Partnerships: Create a more open and family friendly park environment in a Opportunity Park by strengthening and guiding partnerships with the surrounding neighborhood association and leisure service providers to help implement neighborhood-desired programming and thus increasing the amount of park users.

Goal 3 – The Community Leader: Establish community interest and leadership to improve an identified Opportunity Park that could benefit from increased attendance and a greater sense of neighborhood ownership by identifying community leaders and learning the surrounding neighborhood's interests for the eventual creation of partnerships with leisure service providers.

Participants and Information (listed respectively to goals):

1. Stroller Strides Instructor – Veterans Park, 650 Southpoint Drive
Why it was selected: A certified instructor approached Parks and Recreation to offer this class in a particular park.
2. Green Acres – 1560 La Salle Road
Why it was selected: Green Acres Park has had many issues over the years with unwanted activities and users making nearby residents concerned for their safety. Surrounding residents have expressed an interest to improve the park.
3. Wolf Run Park – 1618 Maywick View Lane
Why it was selected: This park is a blank canvas in terms of the program but has also shown to have a need for improving as nearby residents have the perception this park is not safe and unwanted activity as occurred here in the past.

Pilot Program Tasks:

- o Provide Task Force members with monthly progress updates
- o A Sub-Task Force group meet monthly to review progress
- o Small and Angelucci log time spent working the pilot program

Evaluation:

1. Chart status of each participating program/park
2. Collect survey/questionnaire from all participants:
 - a. Participants:
 - i. Communication team members
 - ii. Task Force Members that participated in pilot (include aides to CMs)
 - iii. Reid Small and other supporting employees
 - iv. Neighbors of Veterans, Green Acres and Wolf Run Parks
 - v. All instructors that offered a service during pilot
3. Follow up meeting to assess success of each goal
4. Create Executive Summary of Pilot and Report
 - a. Present to the Task Force and then to the Urban County Council
5. Implement appropriate changes

A Successful Pilot...

If this pilot proves to be successful, the hope would be that the Division of Parks and Recreation could implement the new program with an employee to run it at the start of the 2015 Fiscal Year.

Full SAFE Parks Implementation Includes:

1. A full time position under the Division of Parks and Recreation included in the FY2015 budget.
2. Advertising and hiring of position with the Division of Human Resources in Fall 2014.
3. Fill new position by December 2014.
4. Launch Program the start of 2015.

* timeline is an estimate

MEMORANDUM

TO: Council's Neighborhood Parks Taskforce Members

FROM: Chris Cooperrider, Deputy Director
Division of Parks and Recreation

RE: S.A.F.E. PARKS PILOT PROGRAM

DATE: April 30, 2014

The SAFE Parks program works to connect the community and its leaders with local service providers to facilitate more recreational and educational opportunities in underutilized neighborhoods and community parks. Driven by community participation, the partnerships established leverage talents and resources within Lexington and Central Kentucky to increase overall programming in our parks. The goal of SAFE Parks is to encourage leadership within the community with the idea that the park is community owned or run, which provides the community a voice, creates more sustainable and positive opportunities and makes the parks more family friendly.

Lexington's Division of Parks and Recreation has experienced budget reductions that have limited the ability to provide adequate recreational programs through traditional service delivery models. SAFE Parks is a new model of providing leisure programming that in addition to Park's current programming resources, seeks private service providers to offer more community desired programming in our parks such as yoga classes, karate instruction or cooking lessons at a low cost to the city. Programs such as these will compliment existing Parks programming by providing a wider range of activities in underutilized parks with a specific intent to meet the community's needs.

SAFE Parks identifies service providers that demonstrate the ability and the passion for sharing his/ her talents and connecting them to the community. A service provider could be an individual instructor, organization, business or volunteer. The leisure service providers will be approved by Parks and Recreation through background checks, confirmation of liability insurance, established fee structure, and demonstrated ability to lead programs. The fee structure requires all services to be offered at a reasonable cost and will include underwriting through scholarships or reduced fees.

The SAFE Parks pilot program has been in place to gauge community interest and to identify challenges that such a program would face if implemented throughout Fayette County. The SAFE Parks pilot program was started January 15th and will be ending May 31st 2014. For the pilot three programming challenges were addressed; (1) identifying programming service provider, (2) identifying community leadership group interested in bringing programming in to a park, and (3) identifying parks facility/ location in need of both a leadership group and programming.

Fit4Mom was chosen to be the first alternative service provider for the SAFE Parks program because the provider had come forward and was seeking a location and community to serve. Mrs. Gilvin/ Fit4Mom have been highly recommended (Cpt. Rupard/ Chris Cooperrider/ Elizabeth Chatterton) to participate in the pilot and provided program proposal/ application which fit well with programming requirements. The location Mrs. Gilvin has chosen for

her program is Veteran's Park. Mrs. Gilvin has been in negotiation with the Pinnacle Neighborhood Association regarding the nature of the program/ who would benefit from this program/ where her program would be located within Veteran's Park. The Pinnacle N/A regretfully informed her that because her program was going to be charging a fee she would not be able to use their building free of charge. As a part of the SAFE Parks program Fit4Mom has been permitted use of Veteran's Park based on her offering a set number of scholarships in lieu of payment for rental of facility space.

Fit4mom/ Lindsay Gilvin have submitted her program/ application and started April 12 at Veterans Park. We have received nothing but positive feedback regarding this program.

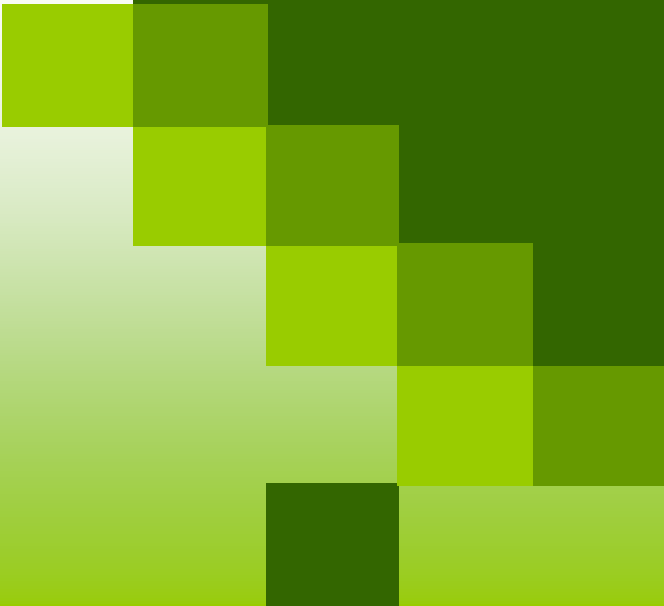
Green Acres neighborhood association was chosen to participate in the SAFE Parks program because there was an existing leadership group that was seeking new programming to come into their neighborhood building and park. Since the beginning of 2014 the Green Acres N/A has voted in an entirely new group of board members and has been more vocal about what they would like to have in the building/ park. Reid Small and Chris Cooperrider have attended one of the Green Acres N/A meetings to describe the program, survey regarding the need for such a program and to meet & greet members of the community to try to better understand what types of programming they would like to see. Green Acres' first two neighborhood association meetings were cancelled due to weather. Their first meeting with new advisory board members this year was on March 10. Many present seemed very interested and have filled out the surveys which Mr. Brown (NA president) has collected for Parks. We are in the process of organizing multiple proposals from groups/ individuals interested in programming at that building.

A Parks employee attended the Green Acres N/A meeting April 7 to present most appropriate programming opportunities. Parks employees will be attending N/ A meetings until the end of the pilot program.

Wolf Run Park was chosen to be a part of SAFE Parks program because the park and surrounding area lack a community advocacy group and host no program outside of facilitating baseball practice for Western Little League. These factors have made Wolf Run Park the SAFE Parks pilot program most challenging project. March 13 Council Member Henson's office and LFUCG Parks organized the first Wolf Run Park communication team meeting at Gardenside Baptist Church to describe program and start to identify members of the community who might come forward as community leaders. The second Wolf Run Park communication team meeting was April 16 at Village Branch Library with the goal of identifying Wolf Run Park activities board members. Parks employees have also inspected the Wolf Run Park building to assess potential uses in the future for programming.

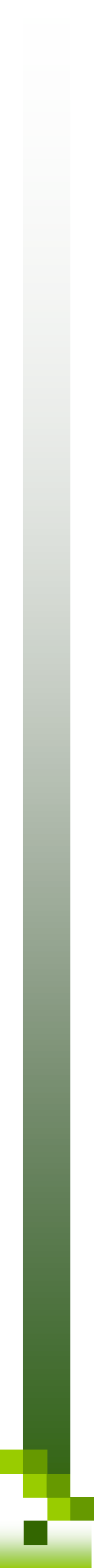
Future Wolf Run Activities Board meetings have been scheduled and a number of citizens have already agreed to lead this effort.

A full time civil service position has been requested as part of the LFUCG FY15 budget. The proposal budget is currently under review prior to Mayor's approval.



Neighborhood Parks Task Force Recommendations

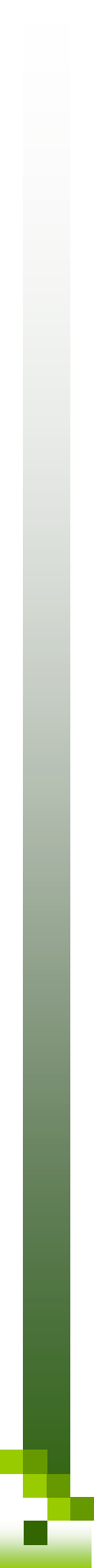
22
May 6, 2014
By Chris Cooperrider and Sergeant Andrew Daugherty



Neighborhood Parks Task Force

GOALS:

- develop strategies to make Lexington's neighborhood parks safe
- improve the quality of life and health for citizens
- ensure a plan is in place by the Div. of Parks & Recreation when a park faces a decline in its family friendly environment



Recommendations

- Parks Barring Policy
- The Plan for Opportunity Parks
 - Communication
 - Infrastructure
- SAFE Parks Program
 - Pilot Program



Parks Barring Policy: highlights

- Persistent inappropriate behavior/illegal activities may result in an individual being banned from LFUCG parks
- A tool for Police that allows officers to cite/arrest individuals for trespassing
- Notice will be issued by Div. of Parks & Recreation and delivered in person, by certified mail or first class mail
- An appeal process: individuals can appeal a barring notice within 10 days of the receipt of the notice



Parks Barring Policy:

Offenses within the properties maintained by the
Div. of Parks & Recreation that lead to barring:

- Vandalism
- Fighting, assault, menacing, etc.
- Any sex crime
- Any crime committed by an adult against a juvenile



Parks Barring Policy:

- Communication between Parks and Police
 - Parks maintains list of individuals barred from parks. Central Records is copied as the list is updated through the Parks Liaison
 - The Police database has access to the list (through Central Records), as officers check with Dispatch, violators can be identified
- Officer Issued Barring Notice
 - Officers can issue barring notices as part of an arrest case (if it is one of the listed crimes committed in a park)
 - This sets forth the process to issue a barring notice



Parks Barring Policy:

Approved by:

- Div. of Police
- Dept. of Law
- Chief Administrative Officer
- Parks Advisory Board
- Fayette County Attorney's Office



The Plan for an Opportunity Park

- An Opportunity Park
 - A park with a recognized void or need that has experienced criminal behavior or is perceived as being unsafe and therefore presents an opportunity to enhance more positive activity and strengthen the surrounding community.

- Establish a Communication Team
- Become familiar with parks and surrounding neighborhood needs
- Recognize early signs of an Opportunity Park
- Identify Opportunity Parks
- Propose solutions
- Monitor and Evaluate implemented solutions

Communication

- Identify amenities
- Propose solutions
- Annual review of identified infrastructure
- Incorporate Opportunity Parks category in budget requests

Infrastructure

The Plan Opportunity Park

Usage

- Implementation of SAFE Parks programming
- Identify community leaders
- Assess neighborhood and park needs
- Facilitate partnerships with service providers to increase programming



The Plan: Communication

- Each Council District Office develops and leads a Communication Team made up of community members, the Div. of Parks & Recreation, the Div. of Police and the Council Office
- The Communication Team
 - Focuses on all parks within the council district
 - Streamlines communication with stakeholders
 - Monitors park's family friendly status
 - Recognizes early signs of an Opportunity Park
 - Develops possible solutions



The Plan: Infrastructure

- Opportunity Park facilities/amenities
 - Unable to be used as originally designed
 - Use creates a substandard experience
 - Unsafe condition
 - Encourages unwanted behavior
 - Doesn't meet the changing recreational needs of the community
- Opportunity Park facilities/amenities will be identified in the annual budget proposal to assist Parks in prioritizing their budget requests



The Plan: Usage

Strategies for Accessible & Family + Engaged **SAFE Parks**

- **SAFE Parks:** a program to create more family friendly parks by increasing leisure service programming opportunities in underutilized neighborhood and community parks.



SAFE Parks

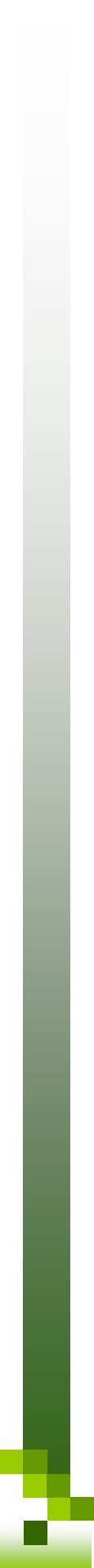
- New Service Delivery Model
 - Use 3rd party service provider
 - Partner with community leaders
 - Requires scholarship in lieu of rental fees
 - Target neighborhood programming needs



SAFE Parks

...continued

- Program Supervisor facilitates partnerships with:
 - 3rd Party Service Providers
 - Active Community Leaders
 - Opportunity Parks



SAFE Parks Pilot Program

- Fit 4 Mom
(3rd Party Service Provider)
- Green Acres Park
(Active Community Leader)
- Wolf Run Park
(An Opportunity Park)



End.

Questions?

Wireless Device Policy



PRESENTATION TO THE
URBAN COUNTY COUNCIL
GENERAL GOVERNMENT COMMITTEE
MAY 6, 2014

Wireless Device Policy

Overview



- Purpose is to promote the responsible use of wireless communication devices and to provide guidance for procurement, security, and the use of such devices
- Will replace current CAO Policy 10R
- The Policy has two components:
 - I. LFUCG Devices
 - II. Bring Your Own Device (BYOD)

Wireless Procurement Process



Wireless Device Request Form Filled Out and Signed by Employee, Director, and Commissioner

Forwarded by Manager to Wireless Device Coordinator in Computer Services

Computer Services Makes Recommendation of Appropriate Plan and Works With Employee to Choose Carrier

Wireless Device is Ordered by Computer Services

Wireless Device is Shipped to Computer Services and is Inventoried. Radio Frequency Identification (RFID) Tag is Placed on Device

Appropriate Division will be billed for cost of the wireless device and plan; Division will monitor for overages

LFUCG Devices

LFUCG Designated Service Providers



- AT & T
- Verizon
- Sprint
- T-Mobile
- Cricket (recently acquired by AT & T)– Parks and Recreation

LFUCG Devices

Security



- User will be required to sign a usage agreement
- Complex password will be mandatory
- Losses shall be reported immediately to the Division of Computer Services so device can be wiped
- Employees must use discretion with the type of information they access on wireless devices
- User must return the wireless device to Computer Services if it is no longer required to carry out their work or they leave the LFUCG
- Exit form / checklist for all employees that leave

BYOD Policy

Purpose



- Protect the user and LFUCG's data and systems
- Allow employees to be connected anywhere
- Increase employee productivity
- Generate cost savings for the LFUCG
- Clearly define what our Division of Computer Services will support and how they will support BYOD

BYOD Policy

Security



- User will be required to sign an acceptable usage agreement
- Complex log-in passwords will be required
- May require certain anti-virus applications to be installed on device; upgrades to more secure browsers encouraged
- Losses must be reported immediately to the Division of Computer Services so LFUCG data can be wiped
- Employees must use discretion with the type of information they access on wireless devices

BYOD Policy

Privacy



- The LFUCG will only request access to the device to implement security controls for LFUCG data

Timeline



- Complete draft Wireless Device CAO Policy 10R– June 2014
- Meeting with stakeholders to review final draft – June 2014
- Final review by CAO– July 2014
- CAO Policy 10R Revision Published– August 2014
 - Communication Plan – August 2014
 - ✦ Intranet
 - ✦ IT Governance Committee
 - ✦ Presentation of revised CAO Policy 10R at Director’s Meeting

Next Steps



- Questions?

MOBILE DEVICE REQUEST FORM

48

EMPLOYEE NAME:

EMPLOYEE #:

DIVISION #:

PHONE #:

DIVISION NAME:

(CS use only):

TYPE OF MOBILE DEVICE REQUESTED: _____ (i.e. smart phone, iPad, air card, etc.)

How many minutes per month?: 100 450 unlimited

Does the phone need to receive LFUCG email?: YES NO (Requires Data Plan)

Need texting? YES NO

BILLING ADDRESS: (EXACT name and EXACT billing address of person who will pay the bill)

(Application WILL NOT be processed without this information):

ACCOUNTING TO BE CHARGED: 1101- - -72203

JUSTIFICATION FOR MOBILE DEVICE:

REQUESTING EMPLOYEE:

I have read the LFUCG Wireless Telephone Policy (CAO Policy #10) and agree to abide by it. I understand that wireless devices are maintained and serviced thru the individual manufacturer ONLY, not LFUCG personnel.

Signature_____
Date**DIVISION DIRECTOR:**_____
Signature_____
Date**DEPARTMENT COMMISSIONER:**_____
Signature_____
Date**RECEIVED BY CELL PHONE ADMINISTRATOR:**_____
Signature_____
Date**REQUEST WILL NOT BE PROCESSED WITHOUT ALL APPROPRIATE SIGNATURES****SIGNATURES ACKNOWLEDGE THOROUGH REVIEW OF APPLICATION & VERIFIES NEED FOR SERVICE**



Blue Horse Logo / Branding

Presentation to Council

May 6, 2014

Blue Horse Logo / Branding

Today:

- Why
- Where we are
- What we can expect

Why? Three reasons

1. End logo confusion
 - Way too many logos
 - No rules around usage – all over the map
 - Not clear to the public what the city is doing and what it isn't



Why? Three reasons

2. Capture Lexington's brand

- Blue Horse describes Lexington's unique juxtaposition of urban and rural, of heritage and creativity
- Brands capture and reflect emotion: Recent Gallup poll found that 89.8% of Lexingtonians are satisfied with their city.
- Heightened impact by dovetailing with successful VisitLex work
- Seal not eliminated, just subordinated



LEXINGTON



Why? Three reasons

3. Reflect the great work that LFUCG does
 - Raise the production values of LFUCG's materials
 - From waste pickup to KiteFest to road-improvement projects to parks to public safety
 - Associate LFUCG's work with the city Lexingtonians love

Where we are

- Completed
 - ✓ Initial meetings with council members
 - ✓ Draft of blue horse ideas from Bullhorn
 - ✓ Held 22 meetings with divisions and departments
 - ✓ Negotiations with VisitLex (formerly the Lexington Convention and Visitors Bureau)
 - ✓ Lexington will need to share in legal costs defending the trademark
- What's next
 - 5 department meetings scheduled; remaining 9 will be scheduled
 - Finalize agreement with VisitLex
 - Second round of discussions with council members
 - Council vote
 - Roll out at no additional cost – natural replacement/transition
 - Support and monitoring



What we can expect

- From the designer...
 - ✓ Brand design guidelines
 - ✓ Templates
 - ✓ Powerpoint
 - ✓ Newsletters and brochures
 - ✓ Letterhead/envelopes/businesscards/signage
 - ✓ Email signature
 - ✓ Web site
- Brand support and monitoring
 - Intranet page for all departments to use with graphics, guidelines and templates
 - Support from and monitoring by Dept. of Communications

Item	Referred By	Date Referred	Status
Relationship with the BGADD	Myers	04/12/12	Update After Sum
Procedure for Underwriting or Sponsoring one of our Facilities or Parks	Gorton	03/06/13	New Parks Direct
Moving Human Resources from the Department of Law to the Office of the CAO	Gorton/Link	06/20/13	Update After Sum
Building Security, 200 East Main Street	Gorton	8/29/2013	Update After Sum
Grant Review Process	Scutchfield	9/10/2013	Update After Sum
Restructuring to Remove the Division of Budgeting from the Department of Finance	Gorton	12/3/2013	After Summer Bre
Impact of Vacant Positions on Parks, Maintenance & Programming	Gorton	12/3/2013	New Parks Direct
Presentation of Information on Status of Barrier Free Playgrounds	Gorton	12/3/2013	Annual Update
Explore Sharing of Artistic Direction, Box Office & Technical Services with Downtown Arts Center (DAC)	Gorton	12/3/2013	New LexArts Dire
Establishment of Standardized Cell Phone Procurement Process	Gorton	12/3/2013	05/06/14
Coroner's Staff Salaries & Classification	Henson	1/28/2014	Class Comp Study
<i>Downtown Arts Center</i>	<i>Farmer</i>	<i>2/11/2014</i>	After May
<i>Corporate Branding: Using the Name "Lexington"</i>	<i>Clarke</i>	<i>2/11/2014</i>	<i>Maybe May</i>
Neighborhood Parks Task Force	Henson	4/29/2014	05/06/14
PAS 4.9.14			