**Ford, Chair**
Akers, Vice Chair
Bledsoe
Brown
Evans
Gibbs
Henson
Lamb
Moloney
Scutchfield

# A G E N D A
# General Government & Social Services Committee
# February 3, 2015
# 1:00 P.M.

| | | |
|---|---|---|
| **I.** | Approval of Committee Summaries<br>*Jan. 13, 2015 Special General Government & Social Services Committee Meeting*<br>*Nov. 11, 2014 General Government Committee Meeting*<br>*Oct. 21, 2014 Social Services & Community Development Committee Meeting* | (1-10) |
| **II.** | Items in Committee | (11-14) |
| **III.** | Standardized Cell Phone Procurement Process (Gorton)<br>*Contact: Aldona Valicenti, Chief Information Officer* | (15-19) |
| **IV.** | Aquatics Program Design (Gorton / Budget Link)<br>*Contact: Roger Daman, General Services* | (20-22) |
| **V.** | Bluegrass International Center (Lamb)<br>*Contact: Isabel Taylor, Multicultural Affairs Coordinator* | (23-32) |
| **VI.** | Lyric Theatre Strategic Plan (Gorton / Budget Link)<br>*Contact: Paula King, Lyric Theatre Board of Directors* | (33-42) |

**"Social services, community development and general government committee, to which shall be referred matters relating to the department of social services and its divisions, and any related partner agencies; the division of community development, related partner agencies, and other matters relating to community development; and 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 (2) Effective January 1, 2015. Adopted by Urban County Council September 25, 2014

2015 Meeting Schedule

| | | |
|---|---|---|
| February 3 | May 5 | September 1 |
| March 3 | June 2 | October 6 |
| April 7 | July 7 | November 3 |

**Special General Government & Social Services Committee**
**January 13 2015**
**Summary & Motions**

Vice Mayor Kay called the meeting to order at 12:45 PM. All committee members were in attendance. CMs Stinnett, Mossotti, and Farmer were also in attendance.

**1. Election of the Committee Chair**

On a motion by CM Moloney, second by CM Henson, CM Ford was nominated as Committee Chair.

CM Ford accepted the nomination. No other nominations were made.

On a motion by CM Bledsoe, second by CM Henson the Committee elected CM Ford chair. The motion was approved unanimously.

2. **Appointment of Vice Chair**

CM Ford appointed CM Akers as Vice Chair of the committee.

The meeting adjourned at 12:47 AM.

CLB 1.15.2015

# General Government Committee

November 11, 2014

Summary and Motions

Chair Kay called the meeting to order at 11:00 AM. Committee members Scutchfield, Gorton, Ford, Akers, Lawless, Beard, Myers, Clarke, and Lane were present. Councilmembers Stinnett and Farmer were also present and attended as non-voting members.

**1. Approval of Summary for October 7, 2014**

Motion by CM Akers to approve the summary, seconded by CM Ford. Motion passed without dissent.

**2. Downtown Arts Center Pilot Project; Downtown Arts Center Utilization; Sharing of Artistic Direction, Box Office, Tech. Services**

Vice Mayor Gorton introduced the item, and noted that the committee packet does not include information related to the "Sharing of Artistic Direction, Box Office, and Technical Services" referral item. Craig Bencz responded that this is a discussion item after the presentation.

Commissioner Reed introduced Celeste Lewis and Amber Luallen. Ms. Luallen presented the goals of the pilot project, discussed improvements that have recently been made to the building, and provided updated rental rate information. She also presented building utilization information.

Ms. Lewis presented the Downtown Arts Center's ("DAC's") marketing, fundraising, and sponsorship programs. She stated that a building and maintenance cost assessment is being completed related to the utilization of the third and fourth floors of the DAC. Ms. Lewis provided information regarding scheduled programs and exhibits, and invited the committee to the DAC's Holiday Open House on December 2$^{nd}$ from 5 – 7 p.m.

Vice Mayor Gorton asked for additional information regarding the difference between arts and nonprofits uses of the building. Ms. Luallen responded that the rental rates and policies are designed to make the DAC accessible to use for the Arts. In response to a question from Vice Mayor Gorton, Ms. Lewis stated that the DAC will not be utilized as a permanent office for any organization.

CM Clarke complemented Commissioner Reed, Ms. Lewis, and Ms. Luallen on the success of the DAC.

CM Lane congratulated the DAC staff for their success, and asked if revenue projections had been completed. Ms. Luallen stated that some revenue data have been compiled, and show short-term increases.

CM Farmer stated that the improvements being made to the building make it more attractive at the street level and increase utilization. In response to a question from CM Farmer, Ms. Luallen stated that the DAC staff will be working on the FY16 budget in the near future. She stated that the goal is to have the third and fourth floors complete and usable. Ms. Lewis stated that they are working toward having activity on every floor.

CM Scutchfield noted the increase in bookings and the improvement in the appearance of the DAC.

In response to a question from Vice Mayor Gorton, Ms. Luallen stated that the fourth floor will soon be available for use, and the items that were stored in that space have been boxed.

CM Clarke noted that Ms. Lewis and Ms. Luallen are also responsible for the success of the MoonDance Amphitheater.

Vice Mayor Gorton stated that efficiencies could be gained if resources were shared for box office sales, technical support, and other services. Ms. Luallen stated that it would be feasible to share ticket sales, pending the purchase of a new ticketing system. She stated that the Lyric Theatre has a ticket system in place, and there may be an opportunity for partnership in that regard. The sharing of technical staff would be more difficult, due to the demands placed on the staff within each venue.

Commissioner Reed stated that a coordinating element is needed city-wide, and stated that he would like to bring this item back before the committee.

Vice Mayor Gorton stated the importance of coordinated marketing, and said larger cities have staff responsible for coordinating artistic venues.

CM Stinnett agreed that marketing is the key issue to be addressed, and asked for a comprehensive list to be completed on a one-stop website for the city’s artistic resources. In response to a question from CM Stinnett, Commissioner Reed replied that coordination efforts can be presented to the committee in January 2015.

## 3. Update: Kentucky Theater Renovation – Plans & Funding

CM Lane introduced the item, and stated that a total of $195,000 has been included in the LFUCG's budget to support the renovation of the Kentucky Theater.

Isabel Yates thanked the committee for supporting the theater's renovation. She stated that the mission is to preserve, renovate, and enhance the Kentucky Theater, and the next phase in that effort is the renovation of the theater's concessions. She introduced Harold Tate, and asked him to review the project expenses.

Mr. Tate referred to the summary provided in the committee packet, and reviewed the project financials. He provided Phase II cost estimates for completion of the concessions stand.

CM Lane stated that the concessions produce revenue, and asked if the use of LFUCG funding would be scrutinized for this use. Mr. Tate responded that the theater is owned by the City and serves downtown Lexington, and the priority is to ensure the success and longevity of the building.

Mr. Stovall commented that the State Theater is also in need of renovation. He also stated concerns with recessing the concessions area, and the effect that may have on revenues.

Vice Mayor Gorton stated that concessions are a priority for patrons of the theater, so she is optimistic that recessing the concessions will not affect revenue. In response to a question from Vice Mayor Gorton, Mr. Tate stated that the project is early in the planning process.

Vice Mayor Gorton stated that the State Theater may be a candidate for seed funding from the LFUCG to begin renovations.

In response to a question from CM Beard, Mr. Tate responded that the marquee will be completed by the end of November 2014, and outlined the improvements being made to the marquee.

In response to a question from CM Lane, Ms. Yates stated that she would welcome funding to assist with the renovation of the State Theater, but would like to complete the concession area in the Kentucky Theater first.

## 4. Items Referred

<u>Motion by Vice Mayor Gorton, seconded by CM Clarke to remove the "DAC Pilot Project", "Downtown Arts Center Utilization", "Explore Sharing of Artistic Direction, Box Office & Technical Services with Downtown Arts Center", and "Update: Kentucky Theater Renovation – Plans and Funding" referral items from committee. Motion passed without dissent.</u>

Motion by Vice Mayor Gorton, seconded by CM Ford to remove the "Restructuring to Remove the Division of Budgeting from the Department of Finance" referral item from committee. Motion passed without dissent.

The meeting was adjourned at 12:16 p.m.

# Social Services & Community Development Committee
# October 21, 2014 Summary

CM Ford called the meeting to order at 11:03 AM. CMs Akers, Ellinger, Kay, Stinnett, Beard, and Lane were present. CMs Lawless, Scutchfield, and Myers were absent. CM Clarke was also in attendance.

***Committee Summary***

On a motion by CM Ellinger, second CM Beard, the summary of the September 23, 2014 Social Services & Community Development Committee meeting was approved unanimously.

***Partner Agency Funding Process (FY16) / Change Name of Program***

Commissioner Mills introduced Theresa Maynard. Ms. Maynard provided an overview of the proposed amendments to the FY16 Extended Social Resource ("ESR") program funding process. She stated that a mandatory preapplication meeting will be held on November 19, 2014, and presented the following discussion items for the committee's consideration:

1. The total funding amount available for all programs;
2. Funding emergency shelter programs through the Office of Homelessness Prevention and Intervention (utilizing ESR funds);
3. Disallowing a program to be funded by both Partners for Youth and through ESR funding.
4. Amending the application from an annual to a biannual process, providing for two year funding awards;
5. The Mayor's Proposed Budget will include a total lump sum budgetary line item for ESR programming, rather than specific program funding information;
6. Discussion regarding setting caps for maximum funding requests for a single program and/or a maximum number of programs for which an individual agency can request funding;
7. Implementation of a "letter of intent" process with a December 15, 2014 deadline;
8. Allowing collaborative applications, and providing bonus points for same; and
9. Council Budget Link will be held with the Commissioner of Social Services and the ESR funding workgroup rather than individual agencies.

In response to a question from CM Lane, Ms. Maynard stated that approximately $700,000 would be allocated to the Office of Homelessness Prevention and Intervention based on the current fiscal year budget. She stated that the Director of that office could manage this process without additional staff. CM Lane asked a question regarding the timing of the biannual funding process, and Commissioner Mills responded that the Department of Law had been consulted regarding this process, and the second year of funding would be contingent upon the availability of funds.

CM Lane asked for criteria related to item 7. Ms. Maynard responded that applications that do not respond to the mission of the Department of Social Services and do not meet minimum application criteria will be rejected.

CM Lane asked how collaborative programs will be managed. Ms. Maynard stated that collaborative programs will be managed by the designation of a single fiscal agent.

In response to a question from CM Beard, Ms. Maynard responded that the Office of Homelessness Prevention and Intervention would administer funds for emergency shelters through a simplified application process. Commissioner Mills stated that program parameters for emergency shelters would be established and administered by the Office of Homelessness Prevention and Intervention.

In response to a question from CM Kay, Ms. Maynard discussed collaborative applications as they relate to innovative programs. CM Kay discussed the need to make policy decisions regarding funding innovative or ongoing programs.

In response to a question from CM Akers, Ms. Maynard affirmed that the FY15 scoring rubric would be used for the FY16 funding process. CM Akers stated support for providing points for innovative and collaborative program applications.

CM Lane asked if the funding proposed to be moved to the Office of Homelessness Prevention and Intervention will be in addition to that office's present funding; Ms. Maynard responded that it will.

CM Stinnett requested clarification regarding the funding being transferred to the Office of Homelessness Prevention and Intervention for emergency shelter funding. He asked for a recommendation for the appropriate amount of ESR funding to transfer on an annual basis to fund emergency shelters. Commissioner Mills stated that staff recommends between 20 percent and 25 percent of the total ESR funding be allocated to emergency shelter funding.

In response to a question from CM Stinnett, Ms. Maynard explained that a biannual funding process requires fewer resources from agencies during the application process, and creates more stable funding for programs. A biannual process will also require less LFUCG staff time to administer.

CM Clarke spoke in favor of biannual funding, and asked if there was agency input regarding item 2. Janice James with the Hope Center spoke in favor of a biannual funding process, particularly for essential services such as emergency and homeless shelters. Ms. Maynard reiterated that agencies receiving emergency shelter funding would still apply for funding through a simplified application process.

Ms. Maynard responded to a question from CM Kay and clarified the application timeline and requirements for emergency shelters.

CM Akers asked for clarification regarding funding of year two of the program award. Ms. Maynard stated that Purchase of Service Agreements will clearly state that awarding of the second program year funding will be contingent upon the availability of funding. She stated that that the funding will be provided in accordance with the LFUCG's current quarterly invoicing process. Commissioner Mills reiterated that the LFUCG should not be the primary funding source of any program.

CM Akers referred to the funding categories, and stated concern with continuing funding for the Public Health category.

CM Stinnett stated that item 1 would apply to the General Fund budget only.

Motion by CM Stinnett, seconded by CM Ellinger, to allocate 25 percent of annual ESR funding to emergency shelter programs. Motion passed without dissent.

CM Kay spoke against setting a program or maximum funding request cap, and stated that the LFUCG should focus on funding the best programs the community can provide.

Motion by CM Akers, seconded by CM Ellinger, to set a funding target of one percent of the General Fund budget for all ESR programs. Motion passed without dissent.

Motion by CM Kay, seconded by CM Akers to approve a requirement that no specific program can be concurrently awarded grant funds by both Partners for Youth and through the ESR Program. Motion passed without dissent.

Motion by CM Kay, seconded by CM Ellinger to approve a biannual application cycle for ESR funding. Motion passed, with CMs Ford, Akers, Ellinger, and Kay voting in favor, and CMs Stinnett, Beard, and Lane dissenting.

Motion by CM Stinnett, seconded by CM Ellinger to approve the presentation of a lump sum amount for ESR funding in the Mayor's Proposed Budget, rather than individual line items for each program receiving funding. Motion passed without dissent.

Motion by CM Stinnett, seconded by CM Ellinger to require a Letter of Intent process prior to a formal ESR program application. Motion passed without dissent.

Motion by CM Kay, seconded by CM Ellinger to allow collaborative ESR program applications, and to award a 5 point bonus for same. Motion by CM Akers, seconded by CM Ellinger, to amend the motion to provide for 10 points for collaboration rather than 5 points. Motion to amend failed unanimously. The original motion passed, with CMs Ford, Akers, Ellinger, and Kay voting in favor, and CMs Stinnett, Beard, and Lane dissenting.

Motion by CM Akers, seconded by CM Beard to require the Council Budget Link to be held with the Department of Social Services Commissioner and the ESR funding workgroup rather than individual applicant agencies. Motion passed without dissent.

The item regarding setting a cap on single program funding requests and/or the number of programs for which a single agency can request funding was not voted on, and was deferred to the Council for consideration.

***Homecare Program Match***

Craig Bencz presented this item, and explained the FY15 Council Link recommendation to separate the existing Purchase of Services (PSA) agreement with the Bluegrass Area Development District (BGADD) into agreements for BGADD annual dues and the Kentucky State Homecare Program (Homecare), respectively. He further explained the recommendation for Homecare funds to be placed in the Department of Social Services' budget to provide for further separation of funds.

Motion by CM Kay, seconded by CM Akers, to approve the Council Link recommendation to split the BGADD PSA agreement into two separate agreements for BGADD membership dues and Homecare match. Motion passed without dissent.

***Workforce Investment & Training – Interlocal Agreement***

CM Ford referred to the memorandum and timeline included in the committee packet, and introduced a Resolution recommending that the Mayor not sign the proposed Amended Interlocal Cooperative Agreement and take the necessary steps to have Lexington-Fayette County area declared a Workforce Investment Area. CM Ford asked Vice Chair Akers to temporarily assume the committee chair to allow him to bring forth a motion related to this item.

CM Lane acknowledged the issue, but stated that positive changes had been made at the BGADD to address problems. He suggested that additional time be allowed to allow the BGADD to continue to address issues.

CM Ford stated the importance of the proposed Resolution, and stated that the LFUCG has exhausted reasonable efforts to be supportive of the BGADD. He explained that some segments of the community are still not being served by the BGADD, and ongoing communications with the community demonstrate that the issues related to the Workforce Investment Board are not being adequately addressed.

In response to a question from CM Ellinger, CM Ford stated that the existing Interlocal Cooperative Agreement will remain in place in the absence of a signed Amended Interlocal Cooperative Agreement, and referenced changes that will occur in 2015 as a result of the passage of the Workforce Innovation and Opportunity Act.

In response to a question from CM Lane, CM Ford stated that the Business and Education Network is working on a Workforce Analysis study for Fayette County, and passage of the proposed Resolution is the first step in exploring declaration of the Lexington-Fayette County area as a Workforce Investment Area in FY 2015-2016.

CM Clarke spoke in favor of moving the Resolution forward to the full Council for discussion.

CM Stinnett stated that this is the first step in developing a workforce development program in Fayette County, and stated support for the Resolution.

CM Ford stated that the committee has reviewed this issue in depth, and asked for support in moving the Resolution forward to Council for consideration.

Motion by CM Ford, seconded by CM Ellinger, to approve forwarding the Resolution regarding the proposed Amended Interlocal Cooperative Agreement to the full Council for further consideration. Motion passed without dissent.

***Items Referred to Committee***

On a motion by CM Ellinger, second by CM Kay, "BGADD Membership, Audit Response" was removed from the referral list. Motion passed unanimously.

On a motion by CM Ellinger, second by CM Akers, "Change name from Partner Agency to Partner Program Funding" was removed from the referral list. Motion passed unanimously.

On a motion by CM Ellinger, second by CM Kay, "Partner Agency Funding Process" was removed from the referral list. Motion passed unanimously.

On a motion by CM Akers, second by CM Kay, "Manage Partner Agency Prescription Programs" was removed from the referral list. Motion passed unanimously.

On a motion by CM Ford, second by CM Ellinger, "Proposed Reorganization of Office of Homelessness Prevention & Intervention to the Department of Social Services" was removed from the referral list. Motion passed unanimously.

The meeting adjourned at 12:35 PM.

2014-11-07 CLB

| Referral Item: | | Referred By: | Date Referred: | Prior Hearing Date(s): |
|---|---|---|---|---|
| **1** | Workforce Investment & Training | Ford | Nov. 2012 | Ongoing |
| 2 | Building Security, 200 East Main Street | Gorton | Aug. 2013 | Nov. 2013, March 2014 |
| **3** | **Establishment of Standardized Cell Phone Procurement Process** | **Gorton** | **Dec. 2013** | **Aug. 2014, Feb. 2015** |
| 4 | Increasing Commitment to Partner Agency Funding | Myers | April 2014 | |
| **5** | **Aquatics Program Design** | **General Services Link** | **July 2014** | **February 2015** |
| **6** | **Lyric Theatre Strategic Plan** | **General Services Link** | **July 2014** | **February 2015** |
| 7 | Parks Foundation | General Services Link | July 2014 | Sept. 2014 |
| 8 | SAFE Parks Position | General Services Link | July 2014 | |
| **9** | **Review of Ethics Ordinance** | **Ford** | **Oct. 2014** | **February 2015** |
| **10** | **Bluegrass International Center** | **Lamb** | **Jan. 2015** | **February 2015** |
| **11** | **EMS Service Fees** | **Henson** | **Jan. 2015** | **February 2015** |
| | | | | |
| Current as of Jan. 28, 2015 | | | | |

Office of
Chris Ford
1st District Councilman

**MEMORANDUM**

To: General Government & Social Services Committee Members

From: Chris Ford

Date: January 29, 2015

**RE: Appointment | Ethics Ordinance Review Subcommittee**

Pursuant to Council Rules & Procedures, Section 2.104, I hereby appoint a Subcommittee (of our Standing Committee) to facilitate the efforts on the Ethics Ordinance Review.

Members of the subcommittee are listed below:

**Council Member Angela Evans** - Chairperson

**Council Member Susan Lamb**

**Council Member Richard Moloney**

**Council Member Jennifer Scutchfield**

**Council Member Chris Ford**

Specifically, the subcommittee's legislative reference is the *Code of Ethics* (Urban County Charter, Article 16) and the *Ethics Act* (Code of Ordinances, Chapter 25). The charge of the subcommittee is to explore areas of the law which may ultimately benefit by clarification, modification or revision by our Urban County Council. Potential focus areas include, but are not limiting to:

* *Modifying the Nominating Process for Ethics Commission members*

* *Expanding the Financial Disclosure requirements for LFUCG Boards & Commissions*

* *Policy impacting Domestic Partnerships, including nepotism & disclosure*

* *Misconduct, Compliant Processes, Hearing Procedures, etc.*

* *Lobbyist Registration / Transparency*

The Ethics Ordinance Review Subcommittee will be supported by the resource & assistance of stakeholders such as the Council Clerks' Office, Council Core Staff, the Dept. of Law, the Ethics Commission, and the 1st District Council Office.

I wish to express appreciation & gratitude to the Subcommittee members, for their interest and willingness to serve. We will look forward to presentation of an interim report and / or update to the full committee within the next 60 days.

200 East Main Street • Lexington, KY 40507 • (859) 258-3216
cford@lexingtonky.gov

*Horse Capital of the World*

# Lexington-Fayette Urban County Council

TO: CM Chris Ford
Chairman, General Government & Social Services Committee

FROM: Craig Bencz
Research Analyst

DATE: January 28, 2015

**RE: Items in Committee – Council Budget Link Recommendations**

This is in response to your recent request for information regarding FY 2015 Council Budget Link non-budgetary recommendations to the General Government and Social Services Committee. Pursuant to Council Rule and subsequent to the completion of the Budget Link meetings, Vice Mayor Linda Gorton placed these items into committee for consideration.[i]

Council Budget Links are typically comprised of three council members, which may include the Vice Mayor. The FY 2015 General Government Budget Link was led by Vice Mayor Gorton, Councilmember Clarke, and Councilmember Mossotti.

A number of referral items resulting from the Budget Link process have been addressed and removed from the committee docket. Active items remaining in committee are summarized in the following table:

| Recommendation | Committee | Division/Partner Agency | Sponsor | Summary |
|---|---|---|---|---|
| Presentation on formation of a ***Parks Foundation.*** | General Government | Parks & Recreation | Gorton (General Services Link) | Request a presentation on the steps moving forward to form a parks foundation. |
| Design a plan for development of the ***Aquatics program***. | General Government | Parks & Recreation | Clarke (General Services Link) | The link would like Parks to develop an aquatics plan that conducts a needs assessment of Lexington and creates a plan for the long-term development of the Aquatics program. |
| Report on the status of a ***S.A.F.E. PARKS position.*** | General Government | Parks & Recreation | Clarke and Henson (General Services Link) | The budget link requested creating the SAFE parks position with the current personnel. Update council on the feasibility of reorganizing to create the position. |
| Request the development of the ***Lyric strategic plan*** to present to Council. | General Government | Lyric Theatre | Gorton (General Services Link) | The Budget Link supports the efforts of the Lyric to create a strategic plan and would like the plan presented to the Council. |

The ***Parks Foundation*** item was heard in General Government Committee on September 9, 2014. As you know, the ***Aquatics Program*** and the ***Lyric Theatre Strategic Plan*** are included on the committee agenda for February 2015.

If, after reviewing this memo you have any questions or would like additional information, please don't hesitate to contact me.

Craig Bencz
Research Analyst

---

[i] LFUCG Code of Ordinances, Appendix A, Sec. 2.204 states: "The vice-mayor may refer any item directly to committee. Any councilmember may request the vice-mayor to refer items to committee. Otherwise, items shall be referred to committee by a majority vote…"

| Chief Administrative Office<br><br><br>POLICY MEMORANDUM | Date of Issue:<br>12.12.2014<br>Revised<br>TBD | Expiration Date:<br>N/A | No. 52 |
|---|---|---|---|
| To: ALL DIVISIONS AND DEPARTMENTS | | Subject: WIRELESS DEVICE POLICY | |
| Signature: | | | |

**WIRELESS DEVICES**

**PURPOSE**

The purpose of this policy is to establish procedures for procuring LFUCG wireless devices for employees of the Lexington-Fayette Urban County Government (LFUCG) who need the capability to communicate regarding official business while away from their designated work area.

**DEFINITION**

**Wireless Device – A portable computing device such as a cellular telephone, smartphone or tablet computer purchased by the LFUCG.**

**GENERAL RESPONSIBILITIES**

The Chief Administrative Officer (CAO) and the Divisions of Purchasing and Computer Services shall have the ultimate responsibility of developing, monitoring, and maintaining all policies and procedures and of establishing and monitoring all contracts related to LFUCG wireless devices.

The Mayor or CAO may make specific exceptions to the provisions of the established policies in the event of disaster, emergency situations, or other extenuating circumstances which affect public services.

**PROCEDURES**

LFUCG Wireless Devices may be provided to employees and officials who:

I. By the critical nature of their job must be available as designated by their Division Director.
II. Due to their job and responsibilities and in order to perform their job duties need to communicate with other LFUCG employees, agencies, or private citizens or firms.
III. Due to their job and responsibilities and in order to perform their job duties need access to wireless technology while away from their designated work area.

All employees who need the capability to communicate regarding official business while away from their designated work area using an LFUCG wireless device(s) must fill out the *Wireless Request Form*. The form must be signed by both the Director and Commissioner and must be submitted by the employee's manager to the Division of Computer Services. The Division of Computer Services will make a recommendation of appropriate plan and device and will assist the employee with choice of carrier.

The LFUCG wireless device will be ordered by and shipped to The Division of Computer Services. The Division of Computer Services will inventory the device.

Employee will obtain the LFUCG wireless device from The Division of Computer Services and will be required to sign the *Acceptable Usage Agreement.*

Any employee violating the Acceptable Use Policy while using the LFUCG wireless device shall be subject to penalties and remedial administrative actions set forth in the *Lexington-Fayette Urban County Government Uniform Guidelines and Standards of Disciplinary Action.*

All wireless devices and accessories for which service is no longer needed shall be returned immediately to the Division of Computer Services.

**BILLING AND MONITORING**

All Divisions/Departments desiring LFUCG wireless devices shall request funds in their appropriate budget and shall be responsible for budgeting for those wireless devices in subsequent years.

The contracted wireless device company shall send all billing statements to each individual LFUCG Division/Department. Each Division/Department shall make payment to the contracted wireless device company.

Each Division/Department shall monitor usage and billing of their LFUCG wireless devices.

**USER RESPONSIBILITIES**

Directors and Commissioners are responsible for ensuring that LFUCG wireless devices are utilized in accordance with this policy.

Employee shall password protect their LFUCG device(s) with a complex password. The password shall be complex and shall be changed every 90 days. The device must lock itself with a password or pin if it has been idle for five (5) minutes.

Pursuant to *Fleet Policy 17*, employees are prohibited from using wireless devices while driving.

Personal calls and personal data use should be limited to an absolute minimum. Employees shall be responsible for any overage charges resulting from personal use of the LFUCG owned device(s).

Employee shall agree that the LFUCG device(s) will not be shared with other individuals. Only the employee assigned to the LFUCG wireless device(s) may use the device(s). The employee must keep it in their possession at all times.

All applications purchased for the LFUCG device must be approved by the Division Director and Commissioner.

Employee shall notify their Director and the Division of Computer Services immediately should the LFUCG device(s) become lost or are stolen.

*LFUCG reserves the right to take appropriate disciplinary action for noncompliance with this policy.*

# CAO Policy 52 – Wireless Device Policy Acceptable Use Agreement

As an employee of the Lexington-Fayette Urban County Government (LFUCG), I agree to the following user responsibilities for my LFUCG-owned wireless device:

I. Will protect the device using a complex password
II. Will change my password every 90 days
III. Will refrain from using device while driving, pursuant to Fleet Policy 17
IV. Will limit personal data use and personal calls
V. Will be responsible for any overage charges resulting from personal use of device
VI. Will refrain from sharing device with other individuals
VII. Will notify my Director and the Division of Computer Services immediately, should device become lost or is stolen

I have read and understand CAO Policy 52. I understand that any violation of the user responsibilities may result in the loss of my LFUCG-owned wireless device privileges:

Signed: ______________________________________

Date: ________________________________________

Verizon Pricing

b. Voice and Data Bundles

| (Domestic) America's Choice℠ for Government Voice & Data Plans | | | |
|---|---|---|---|
| The calling plans below reflect the monthly access charge discount. No additional discounts apply. | | | |
| Domestic AC for Government Voice & Data | 400 Minute | 600 Minute | 1000 Minute |
| Domestic Anytime Voice Minutes Per Month | 400 | 600 | 1000 |
| Monthly Access Charge (non-pooled | $46.15 | $58.64 | $70.19 |
| Monthly Access Charge (pooled minutes) | $48.07 | $60.57 | $72.11 |
| Overage Rate | $0.25 per minute | | |
| Domestic Data Allowance for Email | Unlimited | | |
| Domestic Night & Weekend Minutes | Unlimited | | |
| Domestic Mobile to Mobile Minutes | Unlimited | | |
| Friends & Family for Government | Up to 10 numbers For Entire Account, Not Per User | | |
| Domestic Text/PIX/FLIX Messages | Unlimited | | |
| NationalAccess Roaming | $0.002 per Kilobyte | | |
| Unlimited Domestic Push to Talk | Included (device dependant) | | |
| Domestic Long Distance | Included | | |
| NOTE: See attached Calling Plan and Feature Details for important information about calling plans, features and options. | | | |

AT & T Pricing

| Government Bundles (Voice/Data/Text) | | | |
|---|---|---|---|
| **Included Minutes** | **300** | **400** | **600** |
| **Cost** | **$48.75** | **$49.61** | **$61.43** |
| Overage Rate | $0.25 | $0.25 | $0.25 |
| Wi-Fi Hotspots | Included | Included | Included |
| Tethering | Not included | Not included | Not included |
| Mobile-To-Mobile | Unlimited | Unlimited | Unlimited |
| N & W/E | 5,000 | 5,000 | Unlimited |

# Aquatics Master Plan Update

General Government and Social Services Committee

February 3, 2015

General Services

Parks and Recreation

## Scope of the Aquatics Master Plan RFP

- 5 Segments
  - Demographics / Market Analysis
    - Population statistics, demographic analysis and state of aquatics in Bluegrass
  - Public Input
    - Aquatics Steering Committee
    - Focus groups, onsite input, town hall meetings, social media, website, and survey

2

## Scope of the Aquatics Master Plan RFP

- 5 Segments
  - Service Delivery Opportunities
    - Study of current programming offerings
    - Identify needs for swimming instruction for traditionally underserved populations
    - Analysis of underserved market segments
    - Analysis of management practices for personnel recruitment and retention

3

## Scope of the Aquatics Master Plan RFP

- 5 Segments
  - Facility Feasibility Study
    - Feasibility of non-traditional water features
      - Splash parks
    - Feasibility of indoor aquatics facility and multisport facility to include aquatics facility
  - Funding Sources/Economic Impact
    - Potential revenues streams
    - Financial options
    - Public/private funding sources
    - Economic impact for each recommendation

4

## Scope of the Aquatics Master Plan RFP

- Timeline
  - Complete Draft Scope for RFP
  - Appoint Aquatics Review Committee
    - Aquatic stakeholders with Council representation
    - Review draft RFP in February
  - Meet with Purchasing to Finalize RFP
  - Advertise RFP in March

5

## Questions?

# Bluegrass International Community Center

General Government and

Social Services Committee

February 3, 2015

Department of Social Services

Multicultural Affairs

## MISSION

- To support the city and its residents, individually and collectively, to thrive in today's global environment through the deliberate encouragement of civic engagement, mutual understanding, and economic and artistic diversity.

2

# PURPOSE

- Response to Fayette County's always evolving demographics
  - International population
    - 222% growth
    - 16.4% of the population in Fayette
    - 119 foreign languages
    - Over 50,000 foreign born residents

3

# CHALLENGES

- Fayette County languages
  - 35 from Africa
  - 11 from Middle East
  - 22 from European
  - 26 from Asian
  - 5 from Philippines
  - 4 from Mexico
  - 5 from Guatemala
  - 14 from India

4

# CHALLENGES

- Gaps
  - English [ESL] classes
    - Literacy
      - University level
      - job related
    - Driver's education
  - Outreach
    - LFUCG
    - Health
    - Public Safety
    - Business

5

# CHALLENGES

- Lack of infrastructure
  - Trained interpreters
  - Education
    - American laws & culture
    - Cross-cultural skills
      - Students
      - Staff
      - Business
  - Workforce & entrepreneurial support

6

## OPPORTUNITIES

- Economic engine
  - Immigrants are nearly twice as likely as the native-born to start businesses
  - Medical, Research, Service, Restaurant industries
- International expertise
- Global artistic & cultural expression

Kauffman Foundation's Index of Entrepreneurial Activity

7

## OPPORTUNITIES

- KY global grade growth [kyexports.org]
  - 25.9% export growth 2011-2013
    - US export growth 6.7%
    - N Carolina 8.5%, S Carolina 5.7%, Alabama 7.9%, Illinois 1.6%, Ohio 8.9%, Virginia -.8%
- Foreign language speakers in Fayette County
  - Open markets for local companies
  - Overcome language barriers to effectively trade
  - Internships & partnerships with existing businesses to open or expand business ventures locally & internationally

## LFUCG Division Participation

- Department of Social Services
  - Division of Aging Services
  - Division of Adult & Tenant Services
  - Division of Family Services
  - Division of Youth Services
- Division of Emergency Management
- Division of General Services

9

## Community Involvement

- Committees of Community leaders & experts
  - Civic Engagement
  - Arts & Cultural Programming
  - ESL/Literacy/Tutoring
  - Professional Development
  - Driver's Education & KY Driver's Manual Translation

10

# Community Involvement

- Universities
  - University of KY [internships, ESL, entrepreneurship, international students]
  - Bluegrass Higher Education Consortium [global & multicultural competence]

11

# Engagement

- Civic
  - Division of Emergency Management
  - KY Center for Restorative Justice
  - Chinese American Association
  - Foreign born business owners
  - KY Refugee Ministries
  - Georgetown College Professor
  - KY Education Department employee
  - African community advocate & CASA volunteer
  - KY Labor Department employee
  - University of KY Professors

12

## Engagement

- Arts & Culture
  - Children's Art Therapist
  - KY Refugee Ministries
  - Maxwell Street Legal Clinic
  - BCTC Professor, UK
  - Chinese American Association
  - Business owners
  - Transylvania University
  - Lexington Public Library
  - Sister Cities
  - KY Center for Restorative Justice
  - Citizen/Advocate from Africa, a CASA volunteer
  - FLACA President

13

## Committee Example

- ESL/Literacy/Tutoring
  - University of KY Professor of ESL
  - Georgetown College Professor of ESL
  - BCTC
  - Transylvania University
  - Midway College
  - Lexington Public Library
  - KY Refugee Ministries
  - International Community members
  - Maxwell Street Legal Clinic - AmeriCorps

14

# Goals

- Immediate
  - Internships
  - Scheduling
  - Training
  - Creation of a Mayor's International Affairs Advisory Commission
  - Creation of an International Center Web site

15

# Goals

- Long-Term
  - Continued input & support from international and local leaders in business, the arts, academia:
    - Meet individual and community needs from literacy to international business assistance
    - Assessment of services & referrals for housing, health, legal aid, citizenship classes, career & job opportunities.
  - To support the city and its residents to thrive in today's global environment through the deliberate encouragement of civic engagement, mutual understanding, and economic and artistic diversity.

16

## Conclusion

- With a little help and information, our foreign born residents, citizens, businessmen, and international students can become engaged entrepreneurial catalysts and informed civic participants adding to the strength and well being of all.

17

## Bluegrass International Center

- 1306 Versailles Rd, Lexington, KY
  - LFUCG-owned property
- Opening date
  - March 15, 2015
- Contact Information
  - Isabel Taylor, Multicultural Affairs Coordinator
  - itaylor@lexingtonky.gov
  - 859-258-3824

18

Questions?

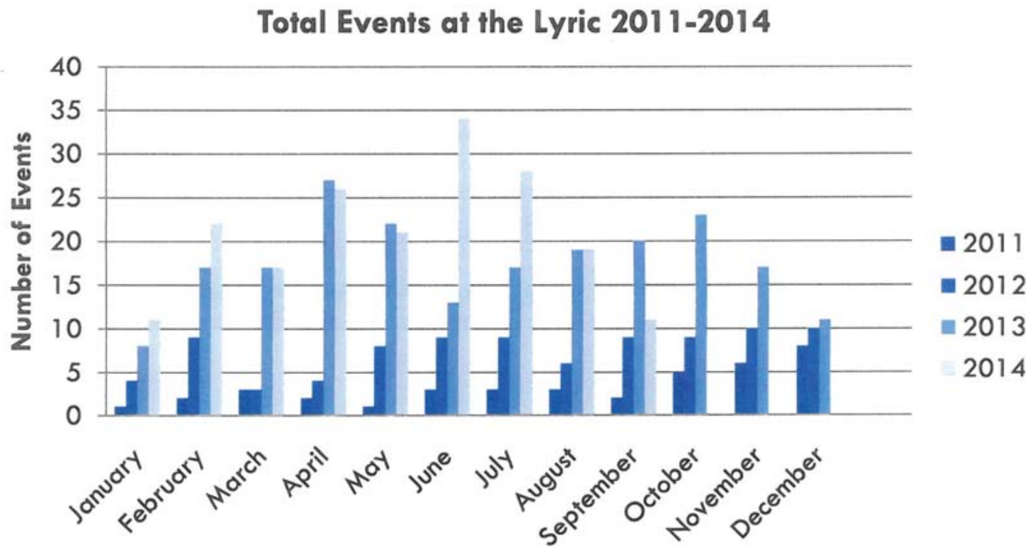
General Government & Social Services Committee
February 3, 2015

LYRIC STRATEGIC PLAN

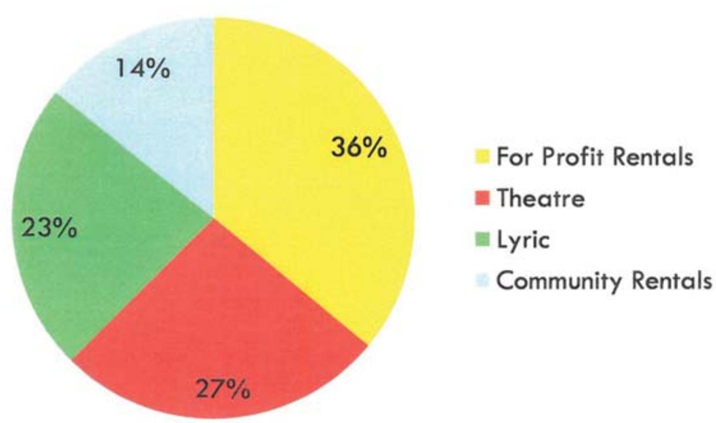
# Background

- Facility
  - LFUCG- owned
  - Opened in October 2010
- Business Plan
  - Completed in 2009, contained Business Model that has not worked
- Board
  - All volunteer
- Management
  - First Director hired in Spring 2011; resigned December 2012
  - Second Director hired

# Analytics




# Analytics:
## 2014 Building Utilization Summary




**Graph indicates total number events. Events which happened over multiple days are counted for each day.*
*** Data was available from January 2010-September 2014*

# Background

- Budget

| FY14 | FY13 | FY12 | FY11 |
|---|---|---|---|
| 32% of budget from LFUCG | 44% of budget from LFUCG | 45% of budget from LFUCG | 65% of budget from LFUCG |

- First Audit just completed for FY14, with a clean opinion

# Strategic Plan

- Timeline
- Contributers
- Content

# Timeline

- June 2014 – Met with CIO and representatives from Mayor's Office and Council Office
- July 10 – CIO met with Lyric Board members
- July-September, Lyric committee begin reviewing 2009 Business Plan and how it related to today and the future

# Contributers

- Lyric Staff
- Lyric Board of Directors
- Open Workshops (3)

# Contents

- Mission
- Vision
- Core Values
- Outcome Metrics
- Goals
- Strengths and Weaknesses Analysis

# Strategic Plan

- Mission
  - Preserve, present, and celebrate diverse cultures and community inclusion with a special emphasis on the African American experience.

# Strategic Plan

- Vision
  - Be a leading arts and cultural center, informed by the African American Experience.

# Strategic Plan

- **Core Values**
  - Providing Cultural Education and Programming Outreach
  - Providing the Highest-Quality of Artistic Presentation
  - Creating Opportunities for Community Inclusion
  - Promoting the Artistic Experience as a Unique & Vital Dimension of Individual Growth and Community Life

# Strategic Plan

## Outcome Metric & Goals

- Enhance Programming to Engage Community
  - *Year 1-3 goals*
    - One major performance a quarter with a minimum 60% attendance with a yearly average of 70% attendance
    - An average of 9 related smaller events a month
  - *Year 4-5 goals*
    - Six major performances a year with a minimum 70% attendance and with a yearly average of 75% attendance
    - An average of 9 related smaller events a month


# Strategic Plan


## Outcome Metric & Goals

- Strengthen Fundraising & Financial Solvency
  - *Years 1-3 goals*
    - Maintain the Net Loss at $4000 per major performance (4/year totaling $16,000)
    - Identify and seek a minimum of 4 potential sources of sponsorship per year each for $5000
  - *Year 4-5 goals*
    - Maintain the Net Loss at $2000 per major performance (6/year totaling $12,000)
    - Identify and seek a minimum of 6 potential sources of sponsorship per year each for $5000

# Strategic Plan

## Outcome Metric & Goals

- Increase visitors to Gallery Space and Museum
    - Provide 4 exhibits a year
        - 1 major sponsor for each gallery

# Strategic Plan

## Outcome Metric & Goals

- Increase Marketing Efforts and Raise Awareness
    - Increase the number of mission related community events by 10% annually
    - Increase the number of paid theater rentals by 2 a year
    - Increase the number of new donors by 20%
    - Sustain a healthy volunteer program

# Strategic Plan

## Outcome Metric & Goals

- 5: Nurturing Board Governance
  - New by-laws will be presented to the Council by September 2015

# Strategic Plan

- Strengths:
  - Top Notch Facility
  - Unigue Niche
  - Support from the Local Government
  - History
  - Operational & Managerial Stability
- Weaknesses:
  - Diversify Funding Sources
  - Minimize Loss on Major Performances
  - Secure Major Sponsorships
  - Community Awareness
  - Affordability versus Quality

# Questions?