



General Government & Social Services Committee

October 9, 2018

Summary and Motions

Chair Lamb called the meeting to order at 1:03 p.m. Committee members Evans, Kay, Moloney, J. Brown, Smith, Farmer, F. Brown and Henson were present. Committee Member Stinnett was absent. Council Member Bledsoe was in attendance as a non-voting member.

I. Approval of August 14, 2018, Committee Summary

A motion was made by CM Farmer to approve the August 14, 2018, General Government & Social Services Committee Summary, seconded by VM Kay. The motion passed without dissent.

II. Approval of September 18, 2018, Special Committee Summary

A motion was made by CM Evans to approve the September 18, 2018, Special General Government & Social Services Committee Summary, seconded by CM Farmer. The motion passed without dissent.

III. Council Rules and Procedures Subcommittee Report-Out

CM Lamb explained that draft resolution in the packet includes the changes requested at the special committee meeting in September. She invited Todd Slatin, Director of Purchasing, to discuss the request for proposal (RFP) process and how council members are involved. Slatin provided a brief explanation of the RFP process, how selection committees are created and when council members are invited. He said there are about 50 RFPs per year on average. He referenced the procurement regulations and requirements for committees. He highlighted that they currently send invitations for council members to serve on a selection committee to the council administrator, who then shares it with the full council. He said historically, there is not a lot of interest from council members and that when a council member is on a committee it is often because they requested to serve on it. CM Lamb mentioned that the council cannot mandate what the administration is responsible for but we can ask them to consider a process, for example, the inclusion of council members on RFP committees for projects of a certain size and for capital projects, or leave it the way it is now with council members individually expressing interest. CM Lamb clarified that she does not have a recommendation for the RFP process but that she wanted the committee to discuss the topic.

CM F. Brown asked about the vice mayor's role to choose who serves on a RFP selection committee. Slatin explained there is no written policy that outlines how or when council members are invited to participate and noted that on occasion, particularly for larger RFPs, they have asked the vice mayor for direction. CM F. Brown noted that he was denied by the vice mayor to serve on a RFP. VM Kay explained the discussion between them was whether council members were going to serve on the RFP for a new government center and that he communicated that he, with the administration, had concluded it would be better to keep the mayor's office, CAO's office and council members off of that committee. He added that he does not have the power to decide who serves on a RFP committee. CM F. Brown said he accepted and agreed with that decision, and questioned whether this should be outlined in the council rules and procedures. CM Kay said it is up to the administration who serves on RFP committees and that the process is informal.

CM Moloney referenced the recent RFP for the new government center and commented about inconsistent remarks regarding council members' involvement. Sally Hamilton, Chief Administrative Officer, explained she contacted the vice mayor about whether or not to have a council member serve on that committee in an effort to keep the process from becoming a political or confrontational process. She said that vice mayor felt it was better for the process to exclude council members and that she did not argue with that decision.

CM Moloney made a motion that the council member of the district where a public-private partnership (P3) project takes place and the chair of the Budget, Finance and Economic Development Committee serve on RFP committees for P3 projects. He added that finance people should also be included in RFPs for P3 projects. CM Lamb clarified the motion was to request the administration to consider this as part of their process within the Division of Purchasing. CM Henson and Slatin agreed this should only apply to RFPs for P3 projects and major capital projects. CM Evans offered a friendly amendment to the motion to place this under Sec. 1.101 (d) – *Administrative duties of the vice-mayor*. VM Kay said there may be some difficulties with specifying which council members have to serve on a RFP committee and Slatin noted the challenges that come from potential conflicts, which is why he prefers to leave the process more fluid. CM Moloney withdrew his motion and asked the Law Department to draft language for this proposed amendment to be considered at a later time.

VM Kay said that he did not agree with CM Moloney's earlier comments regarding the council members' involvement in the RFP for the new government center.

CM Evans questioned whether council members should serve on the RFP selection committees in general. David Barberie, Managing Attorney, said there are pros and cons with council member involvement but that there is nothing wrong with a council member serving. He pointed out the time commitment can present a challenge. He explained there are different ways RFP committees can be handled and emphasized the importance of fluidity so that council members are not forced to participate. CM Evans stressed the ability for council members to have input and a more institutional way for the council to provide that input on projects.

VM Kay pointed out the value of council members serving on RFP committees to understand the process. He said that he is supportive of the idea to create some regulation about notice of RFPs for large projects and P3 projects.

In follow up to questions asked at the previous meeting regarding any penalty for not following the council's rules and procedures, CM Lamb said there is a penalty of \$5 for violation of the code of ordinances where no other penalty is described, under Chapter 1, Section 1-8 – *General Penalty*. She noted that it does not pertain to the rules and procedures.

CM Lamb explained the requested discussion about a parliamentarian will be heard when the recommendations are brought to the full council. No further comment or action was taken on this item.

IV. Diversity Officer's Involvement in Appointments of Boards & Commissions

Melissa McCartt-Smyth, Office of the Mayor, Boards and Commissions Coordinator, presented a snapshot of the current status of LFUCG's boards and commissions, highlighting the software abilities and demographics asked on the application. She said the political party is considered for two boards. She reviewed the vacancies and explained how vacancies are impacted by some boards that have a

minimum and a maximum number of potential members and that the city doesn't have the appointing authority over some boards that are tracked in their system. She added that some boards have role-specific members or require an organization to nominate individuals. She reviewed the notification process.

Arthur Lucas, Diversity and Inclusion Officer, continued the presentation by reviewing the working group's eight recommendations. He explained the purpose of the diversity statement and read the proposed statement. He said that they do not recommend changing the application at this time. He said the work group believes the city should conduct a demographic survey and they hope to implement this in 2019. He shared the proposed inclusive statement to be included the mayor's office nomination letter. Lucas highlighted the creation of a flyer to encourage people to apply to our boards. He explained the distribution lists that the working group initiated to communicate vacancies more broadly throughout the community. Lastly, he highlighted the goal to host a recruitment fair in spring 2019 and outlined next steps, one being to communicate this effort to the existing members of our boards and commissions.

CM J. Brown pointed out how the diversity statement is a clear-cut message about how we are trying to diversify the boards and commissions. He asked who was leading this effort and Lucas explained that he was working with McCartt-Smyth. CM J. Brown emphasized the importance of a point person leading this effort.

CM F. Brown said the administration makes all of the appointments and the council approves them. He pointed out the boards that require confirmation hearings and asked if they should be looked at separately. He said certain boards are more political than others, for example, the Planning Commission, and that he wants representation from the entire community. It was clarified that all applicants still go through the mayor's office. CM Lamb reminded the committee of the significant changes to the council rules and procedures for council members' involvement in the appointments to boards and commissions.

CM Evans said we can encourage diversity but ultimately it is up to the mayor. It was clarified the data presented to the committee was from the end of September. McCartt-Smyth explained that the information requested on the application is optional and that the working group thought it should stay that way. She added that their focus is in outreach to diversify the applicant pool. She pointed out that most applicants fill out most of the information that is asked. Lucas emphasized the purpose of the diversity statement, which lets people know in writing that we are changing. CM Evans questioned if "seek" should be changed to "achieve" in the diversity statement, to make it stronger. CM Bledsoe questioned why the diversity statement and the inclusive statement for the nomination letter did not match. She highlighted the ethnicity and political party breakdown and suggested adding Global Lex, as well as politically affiliated groups, to the distribution lists. She recommended creating a link/graphic that can be used in newsletters.

VM Kay recommended changing the diversity statement to either say "the City of Lexington seeks diversity" or "strives to achieve diversity" because he feels the way it is written now weakens it. He said the full diversity statement should be included in the nomination letter. CM Henson suggested adding a statement about the information requested on the application being voluntary but that it is helpful in achieving better community representation and diversity. She said it might not be necessary to ask political party on the application. CM Lamb provided the definition of the words seek and achieve. She

explained that this information is to show the council and the community how we are trying to make a change for our boards and commissions.

McCartt-Smyth explained optional memberships, for example, a board might require a minimum of 10 members to operate but it can have up to 20 members, which affects overall vacancies. CM Evans said it might be helpful to look at the demographics by individual boards and how they compare side by side. She mentioned the idea of the city or the council having a diversity statement and said she will think about that idea further. VM Kay said there is a distinction between the boards that the council has more due diligence by that of a confirmation hearing versus the ones that are processed through the Mayor's Report. He said the boards that are tied to a confirmation hearing have the ability to affect individuals, not just the community at large and that it would be helpful to look at the applicant numbers for just those boards.

CM Lamb expressed that she would like this item to remain in committee and for it to come back after the demographic survey is completed. No further comment or action was taken on this item.

V. LFUCG Employee Evaluation Process

Tammy Walters, Deputy Director of Human Resources, provided a comparison of the current evaluation process and the updated process that is included in the PeopleSoft upgrade project. She highlighted the new process is completely paperless, focusing on six core competencies versus 12 and the ability to complete self-evaluations, which the managers can incorporate that into their employee's evaluations. She said they are shifting from a fiscal year cycle to a calendar year. Walters reviewed the performance management cycle that starts with planning in January, with quarterly checkpoints throughout the year and finishes in December with the self-evaluation and manager evaluation. She explained the core competencies that all employees are expected to have and the industry-specific competencies that are new to the evaluation process. She explained training for the new evaluation system will be offered this fall and employees will start using the new system in January. No further comment or action was taken on this item.

VI. LEXserv System Update

Rusty Cook, Director of Revenue, explained the structure of the LEXserv team. He highlighted the sewer billing history timeline, which was handled by Kentucky American Water Company (KAWC) up until 2012. He explained the shift of responsibilities from KAWC to the city for billing, pointing out that they are sending bills out almost every day. He reviewed the work associated with collections, which includes the detailed process for water shut offs. He explained what is involved with cash processing and noted there are daily cash uploads and the multiple ways in which payments are received. He highlighted a few others improvements like the web portal and work order management. Cook reviewed all that is involved with customer service, including the explanation of the bill and offering payment opportunities LexCall 311. He highlighted the success of the project and commended the LEXserv team, who works to create efficiencies to better serve the public. He explained that the only complaints they are receiving are about the bill and not the process. He reported an estimated cost savings of \$400,000, which he expects to grow.

CM Evans confirmed that the LEXserv employees are appropriately classified and that the employees from both divisions have remained in their same office. Cook highlighted some leadership and training

opportunities, and emphasized the team effort between the divisions. No further comment or action was taken on this item.

VII. Items Referred to Committee

No comment or action was taken on this item.

A motion was made by VM Kay to report the motions and summary of this meeting to full council on October 23, 2018, at Work Session, seconded by CM J. Brown. The motion passed without dissent.

A motion was made by CM J. Brown to adjourn, seconded by CM Evans. The motion passed without dissent.

The meeting adjourned at 2:50 p.m.

HA
10/15/18