

General Government Committee

September 09, 2014

Summary and Motions

Chair Kay called the meeting to order at 11:01 AM. Committee members Scutchfield, Ford, Akers, Beard, Myers, Clarke, and Lane were present. Committee members Gorton and Lawless were absent. Councilmember Stinnett attended as a non-voting member.

1. Approval of Summary for August 12, 2014

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

2. Coroner's Office Salary & Classification

Glenda George presented an amendment to Section 22-24 of the Code of Ordinances to provide a salary supplement to Deputy Coroners in the Coroner's office.

CM Kay reminded the committee that the committee separated the issues of compensation and hazardous duty salary supplements, and that this item related to the latter.

Motion by CM Beard, second by CM Clarke, to refer the Coroner's Office Salary and Classification issue to the full Council for approval. The motion passed without dissent.

3. Procedure for Underwriting/Sponsoring Parks Facilities

Roger Daman presented the item, and explained that two CAO policies have been created to address donation and recognition guidelines; and to create guidelines for naming parklands, features and facilities with a fair market value exceeding \$50 thousand. Daman reviewed changes that had been made to the policies per Councilmember comment and review by the Parks Advisory Board. The Parks Advisory Board has approved the policies.

In response to a question from CM Kay, Mr. Daman stated that no committee action is required, and the policies are being presented for the committee's information.

CM Scutchfield and CM Clarke thanked Mr. Daman for his work on the policies. CM Kay spoke favorably of the policy development process.

4. Impact of Vacant Positions

Brad Chambers presented a quarterly review of vacancies in the LFUCG Parks & Recreation Department. He reviewed the hiring process and timeline, and explained that Parks has filled 39 full-time positions since fall of 2012. A vacancy rate of 12 to 14 persons – less than 10 percent of the Parks workforce – is the Department’s goal.

In response to a question from CM Clarke, Chambers stated that the timeline for offering a position to a candidate is six weeks to two months, which is affected by the time required for background checks and related processes. CAO Hamilton clarified that the minimum time to fill a personnel vacancy is typically 90 days. She stated that this may be decreased by requiring one approval before the Civil Service Commission rather than two, pending further review. She is also exploring the possibility allowing some positions to be filled without specific approvals from Commissioners.

In response to a question from CM Lane, Chambers stated that applicants will sometimes turn down offers based on starting salary. CM Lane suggested that HR explore the possibility of discussing pay scales with applicants earlier in the process.

CM Akers asked about potential reorganization of some positions in Parks & Recreation. Chambers stated that he is in the process of identifying and evaluating needs, and will report that information to the committee at a later date.

CM Kay clarified that no further action is required at this time.

5. Parks Foundation

Brad Chambers provided a presentation regarding the purpose and benefits of a Parks Foundation (“Foundation”). He explained that Foundations provide a vehicle for tax exempt gifts to a 501c(3) organization. In addition to funding for projects, Foundations can provide maintenance endowments to ensure ongoing maintenance of facilities. Chambers stated that the selection of Foundation Board members would be approved by Council. He stated that the next steps in the process would be to invite an expert to present on this item, and revisit the item as required. Challenges associated with Foundations include the time to establish the Foundation,

upfront costs, and the continuous communication required between the Foundation Board and Parks & Recreation to establish priority needs for funding.

In response from a question from CM Beard, Chambers stated that the Parks Advisory Board would have significant input regarding Foundation Board membership. CM Beard asked if any Council members will be on the Foundation Board. Chambers stated he would look into this issue and report back to CM Beard.

CM Clarke asked about leadership of the Foundation. Chambers stated that the leadership position of the Foundation Board would be a Council appointment. In response to a follow up question from Clarke, Chambers stated that hiring compensated staff would be a goal of the Foundation.

CM Kay commented that there is no down side to having a Foundation, and this would provide an advantage with regard to fundraising and promoting the development and maintenance of parks. He asked for Chambers to bring a specific proposal back to the committee to consider moving forward with next steps in the process.

6. Items Referred

A motion by CM Ford, seconded by CM Myers, to remove the “Moving Human Resources from the Department of Law to the Office of the CAO” referral item from committee. Motion passed without dissent.

The meeting was adjourned at 11:45 a.m.

ORDINANCE _____-14

AN ORDINANCE AMENDING SECTION 22-24 OF THE CODE OF ORDINANCES

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

Section 1 – That Section 22-24 of the Code of Ordinances be and hereby is amended to read as follows:

Sec. 22-24. Computation of salaries.

- (a) The compensation rates established by ordinance for full-time positions are fixed on the basis of full-time service as defined in section 22-17. In any case listed below, the salary prescribed for full-time employment shall be adjusted by multiplying same by a fraction of the hours actually worked during the pay period as the numerator and the regular number of hours required for full-time employment as the denominator:
 - (1) Where there is absence from duty without permission within the meaning of section 22-28
 - (2) Where the inception or termination of employment occurs during the pay period.
 - (3) Where there is authorized leave without pay.
- (b) Any unclassified civil service employee in a classification which receives a salary supplement pursuant to section 21-27(g) of the Code shall receive the same salary supplement under the same terms and conditions.
- (c) Any full-time non-sworn unclassified civil service employee who meets the criteria set forth in section 21-27(h) of the

Code shall receive the same salary supplement under the same terms and conditions.

Section 2 - That this Ordinance shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL
PUBLISHED: