



General Government & Social Services Committee

October 6, 2015

Summary and Motions

Chair Lamb called the meeting to order at 1:00 p.m. Committee Members Lamb, Evans, Akers, Bledsoe, F. Brown, Gibbs, Henson, Moloney and Scutchfield were in attendance. Committee Member J. Brown was absent. Council Member Stinnett was present as a non-voting member.

I. Approval of Committee Summary

Lamb noted the vote on a motion by Evans needs to be corrected to state that the motion failed by a 2-8 vote.

A motion was made by Henson to approve the September 1, 2015 General Government & Social Services summary with corrections, seconded by Scutchfield. The motion passed without dissent. Akers was absent for the vote.

II. Revision of CAO Policy 14R – Inclement Weather

Tammy Walters, Deputy Director of Human Resources, gave a presentation of the proposed updates to the Inclement Weather Policy, and clarified time reporting policies for weather emergencies.

III. Revision of Comp. Time Carry Over Policy

Jenifer Wuorenmaa explained that the Administration reviewed this policy, and is not recommending amendments at this time.

IV. Revision of Vacation Time Carry Over Policy

Jenifer Wuorenmaa presented the proposed vacation time carry over policy, which allows the Chief Administrative Officer (CAO) the discretion to extend the deadline for vacation carryover to the end of a fiscal year. This will be considered on an individual basis, and the request must demonstrate that leave time could not be reasonably used due to weather, work demands, or other extenuating circumstances as determined by the CAO.

Henson stated a concern that the policy is subjective. Wuorenmaa stated that the Law Department was consulted in drafting the Code amendment, and noted that all requests would require approval from the CAO's office. Wuorenmaa stated that the Administration left room for exceptions in the ordinance to allow for unanticipated circumstance on a case by case basis. Wuorenmaa stated there is also a condition that Stacey Maynard, Council Administrator, would be notified each time a request is approved, so that Council remains informed.

Lamb inquired if this would be on an employee or a divisional- basis. Wuorenmaa stated that the requests will be made for individual employees, and stated that accruals may be significantly different across all employees of a division.

A motion was made by Henson to approve the Vacation Time Carry Over Policy, seconded by Bledsoe. The motion passed without dissent. Akers was absent for the vote.

V. Boards, Agencies & Commissions – Membership, Vacancies, Etc.

F. Brown stated he would like a list of vacancies that need to be appointed by district so Council Members can assist in finding qualified candidates. Jamie Emmons, Chief of Staff, stated that this information will be provided. He also asked for feedback on how to better organize the list.

Moloney asked that Council Members receive a list of board vacancies every few months in order to help fill those vacancies.

Scutchfield asked Emmons if there are opportunities to combine similar boards. Emmons stated that this was last considered in 2007, and will be reviewed again in the near future. Scutchfield inquired about the number of inactive boards. Emmons stated he believes there are only a few inactive boards, and stated that some boards are inaccurately listed as inactive.

Scutchfield asked Emmons to explain the process of filling vacancies and the appointment of new members. Emmons commented on the various ways they receive nominations (via the Mayor, Council, staff, and other board members, etc.). Scutchfield inquired how many of the boards and commissions require confirmation by Council. Emmons stated there are three: Planning, Board of Adjustment, and the Ethics Commission.

Henson asked if the Town & Gown Commission has been dissolved. Emmons replied it has not but that it was not accomplishing what it had been set up to do and required reevaluation. He added that it is important for the University and the City to have a relationship. Moloney echoed that he feels the Town & Gown Commission had achieved positive results. Henson stated she feels they should hold a meeting of the Commission and have an election for vacant positions.

Evans asked if the Administration needs additional staff to coordinate board memberships. Emmons stated that the current process is working well. He noted that improvements can be made in the consistency of reports from staff assigned to boards and committees.

Bledsoe agreed with Scutchfield that there is significant duplication across existing boards and committees. Bledsoe suggested seeking young professionals to serve, particularly on smaller boards, in order to fill those positions and provide individuals with much needed experience.

Lamb inquired what qualifies a board as inactive. Emmons stated there is not an official definition but it typically means they are not meeting. Lamb inquired if inactive boards are needed. Emmons responded that this is being reviewed. Lamb requested a quarterly report.

VI. Aquatics Program Design

Monica Conrad, Director of Parks and Recreation, presented an update on the Aquatics Master Plan. Pat Hoagland, from Brandsetter Carroll, Inc. also presented. The Plan timeline was reviewed, and details regarding the citizen engagement process were presented. The qualitative analysis of citizen engagement and analytics will be completed by October 30, 2015. The preliminary Plan will be completed by November 30, 2015, and a draft action plan will be submitted by December 31, 2015.

In response to a question from F. Brown, Hoagland reviewed the construction and renovation history of Lexington's swimming pools, and Conrad stated that she will provide Council with updated information. F. Brown inquired if the newest pool is 15 years old, which Hoagland confirmed. He further inquired if there is a breakdown of revenue and expenses of each pool; Conrad stated that this information will be provided as the Plan moves toward completion.

Henson emphasized the need for ADA compliant pools. Henson also noted her desire for low income children to have access to swim lessons, including transportation. Henson suggested that the City partner with other non-government agencies to this end.

Evans stated her desire for Parks to look into and anticipate future pool trends. Hoagland stated it is hard to anticipate those trends, but noted some of the trends they have seen in past years.

Scutchfield stated the Steering Committee offers many different perspectives.

Items in Committee

A motion was made by Scutchfield to remove Boards, Agencies & Commissions from Committee, with the understanding that the Administration will provide a quarterly update. Seconded by F. Brown. The motion passed without dissent.

A motion was made by Henson to remove the Revision of CAO Policy 14R – Inclement Weather, seconded by Bledsoe. The motion passed without dissent.

A motion was made by Henson to remove the Comp Time Carry Over Policy from Committee, seconded by Evans. The motion passed without dissent.

A motion was made by Henson to remove the Vacation Time Carry Over Policy, seconded by Evans. The motion passed without dissent.

A motion was made by Scutchfield to adjourn, seconded by Bledsoe. The motion passed without dissent.

The meeting was adjourned at 2:11 p.m.

D.S. 10.7.2015

ORDINANCE NO. _____ - 2015

AN ORDINANCE

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

Section 1 – That Section 21-33 of the Code of Ordinances be and hereby is
amended to read as follows:

Sec. 21-33. - Vacation leave.

(a) Every classified civil service employee shall earn vacation leave at the rate of ten (10) hours per month of service for the first ten (10) years of service. Newly hired employees, however, shall, for the first month of employment only, earn vacation leave at the prorated rate of two and one-half (2½) hours for each full week of service. Every employee with more than ten (10) years of service shall earn vacation leave at the rate of fourteen (14) hours per month of service for the duration of employment. Employees may accumulate vacation leave but may not carry forward after the later of December 31 or the end of the first payroll period of each calendar year in which December 31 of the previous calendar year falls more than twenty-one (21) working days (one hundred sixty-eight (168) hours).

(b) Vacation leave may only be utilized upon the supervisor's approval of the prior written request of the employee. It may be used in any increment. Vacation leave will not be granted in excess of vacation credit earned by service prior to the starting date of leave. It shall be scheduled with regard to operating requirements, seniority of the employee, and, insofar as possible, with the written request of the employee. In situations where an employee is unable to obtain prior written approval, the employee may contact his supervisor and obtain verbal approval prior to using vacation leave. A leave form shall be submitted once the employee returns to work to document the verbal approval.

(c) Employees shall earn vacation leave during their probationary periods, but shall not be authorized to use it until they complete their probation; provided, however, that the following probationary employees may use vacation leave:

(1) Those with immediate prior urban county government service and no break in service.

(2) Those who exhaust sick leave and who can provide a doctor's excuse substantiating the need for leave.

(3) Those who are appointed to new positions during their probationary periods after six (6) months of urban county government service so long as the supervisor

certifies to the director that the employee's service is satisfactory.

(d) Absences on account of sickness, injury or disability in excess of sick leave authorized in this chapter, for sick purposes may, at the written request of the employee and with the written consent of the supervisor and the approval of the director, be charged to vacation leave credit. No refund of vacation time shall be allowed for illness incurred while on vacation leave.

(e) Upon separation from service, all employees shall be paid for accumulated vacation leave at their then current pay rate under sections 21-25 and 21-31, computed on an hourly basis.

(f) The vacation leave provided by this section is personal in nature and shall not be transferable from one (1) employee to another for any purpose.

(g) The Chief Administrative Officer, may, upon request, extend the deadline for vacation carryover to the end of a fiscal year. Said extension shall only be granted in cases where employees are unable to use their leave time due to weather, work demands, or other extenuating circumstances as determined by the Chief Administrative Officer. Approved extensions shall be submitted in writing, to the Division of Accounting with a copy of same to the Council Administrator.

(h) An employee who is granted an extension but separates from service prior to the end of the fiscal year, shall be paid pursuant to Section 21-33(e) of the Code of Ordinances for no more than one hundred sixty eight hours plus any hours of vacation leave accrued during the extension period (January 1 – June 30).

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:

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