

RESOLUTION NO. 553 -2013

A RESOLUTION AMENDING SECTION 1.102 OF APPENDIX A, RULES AND PROCEDURES OF THE LEXINGTON-FAYETTE URBAN COUNTY COUNCIL, TO PROVIDE THE DATE BY WHICH A DRAFT OF THE FOLLOWING YEAR'S COUNCIL CALENDAR SHALL BE PRESENTED TO THE URBAN COUNTY COUNCIL FOR REVIEW AND TO PROVIDE FOR SCHEDULED ZONE CHANGE HEARING DATES, AND AMENDING SECTION 2.102 TO PROVIDE THAT THE REGULARLY SCHEDULED MEETING TIME FOR ALL STANDING COMMITTEES, EXCEPT FOR THE BUDGET AND FINANCE COMMITTEE AND ONE STANDING COMMITTEE SCHEDULED AT 11:00, SHALL ALTERNATE EACH CALENDAR YEAR.

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WHEREAS, the Urban County Council, by Resolution No. 55-79, as amended, has adopted "Rules and Procedures of the Lexington-Fayette Urban County Council"; and

WHEREAS, it is the desire of the Council to amend the Rules to alternate the regularly scheduled meeting times for each standing committee; and

WHEREAS, it is the desire of the Urban County Council to establish guidelines relating to the presentation of the Council Calendar for review by the Urban County Council; and

WHEREAS, it is the desire of the Urban County Council to include in the calendar set dates for zone change hearings; and

WHEREAS, Section 5.104 of the rules provides that "[n]o permanent change shall be made to these Rules without notice specifying the purpose and wording of the change given prior to the consideration of the change and the adoption of the permanent change by a majority of all Council members through an amending resolution"; and,

WHEREAS, notice of the aforementioned changes was given to all Council members at the Committee of the Whole on October 12, 2014.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE LEXINGTON-FAYETTE COUNTY GOVERNMENT:

Section 1 - That Section 1.102 of the Appendix A, Rules and Procedures of the Lexington-Fayette Urban County Council, be and hereby is amended to read as follows:

(1) *Council office staffing:* The council office staff shall consist of the council administrator, core staff and the aides to council.

(a) *Council administrator:* The council administrator shall be a full time temporary position in the unclassified civil service system. The council administrator shall serve a term of four (4) years corresponding with the

terms of at-large council members. The council may reappoint the council administrator for additional four-year terms corresponding with the terms of the at-large councilmember. The term of the initial appointment for the council administrator shall terminate on December 31, 2014. The appointment, dismissal prior to the expiration of the four-year term, or discipline of the council administrator shall be by a majority vote of the Urban County Council with the advice and monitoring of the Division of Human Resources.

The council administrator, under the supervision of the vice-mayor, shall perform the duties imposed upon the council administrator by section 1.102 of the Council Rules. Performance evaluations for the council administrator shall be conducted by a committee comprised of the three (3) at-large council members.

The core staff shall be under the general direction and supervision of the council administrator, who shall be responsible to the council as a committee of the whole. The core staff shall handle all general filing, centralized research filing, records, and payroll, and all other matters for the legislative branch except such as are handled by the aides to council, council clerk's office and citizens' advocate's office. Aides to council shall provide all necessary administrative and clerical assistance to their councilmember(s), including analytical and research support functions. The core staff shall provide, maintain, and update, as necessary, the files of the various councilmember and council committees and shall monitor and store all official council work session and committee records, as appropriate, utilizing the best available technology, such as electronic imaging/archiving, to the extent feasible to maximize storage capacity and accessibility of the records to the public. The council administrator shall be responsible for:

- (1) Attending all regularly scheduled council staff meetings, council meetings and related council committee meetings and any other meetings as deemed necessary by the council as a committee of the whole council, such as neighborhood meetings or citizens groups.
- (2) Supervising and participating in analysis regarding budgetary impact, policies and procedures, capital improvements, general services to citizens and other similar activities of the council office.
- (3) Advising and briefing council members regarding questions asked by council members; studying and reviewing projects from various departments and making recommendations outlining alternatives to council regarding such.
- (4) Receiving a variety of research data and compiling information to be communicated to council members.
- (5) Supervising and preparing special projects upon request of the Committee of the Whole Council, individual councilmember, individual standing committees and individual ad hoc committees.
- (6) Meeting with the mayor, commissioners and division directors to obtain information concerning government operations.
- (7) Conferring with the Kentucky General Assembly and the Legislative Research Commission to obtain information concerning existing and proposed state laws and their application to the urban county government.

(8) Under the direction of the council as a committee of the whole council, preparing the annual budget for the council office and the council budget.

(9) Exercising general administrative authority over core staff, including, but not be limited to, time records, payroll, approval of leave requests and compensatory time accruals, reporting leave usages and other employment related processes.

(10) Assuring preparation of all work session and council committee agendas, together with pertinent information.

(11) With the approval of the council as a committee of the whole and coordinating with CAO policies where necessary, preparing standard operating procedures to address work flow between council members, core staff and aides to council, and monitoring same; and establishing and maintaining a repository for general council research.

(12) Serving as budget analyst.

(13) Training of Council members (including newly elected), Council Aides and Core Staff.

(14) Providing the first draft of the following year's council calendar to the Urban County Council no later than the third Tuesday in October. Said calendar shall also include a monthly zone change hearing date to be set for a Tuesday at 4:00 p.m. No zone change hearing dates shall be scheduled in months where there are three or less Council Work Sessions.

Section 2 - That Section 2.102 of the Appendix A, Rules and Procedures of the Lexington-Fayette Urban County Council, be and hereby is amended to read as follows:

Sec. 2.102. Standing committees.

As soon as possible after the election of council members, the vice-mayor shall make appointments to the standing committees, as required by these rules. Each councilmember shall serve on four standing committees. If necessary after committee chairs have been selected, the vice-mayor shall adjust appointments only as needed to comply with this rule.

The standing committees shall be as follows:

- (1) Planning and public works committee, to which shall be referred matters relating to the division of planning and including, but not limited to, matters relating to housing, infill and redevelopment, purchase of development rights and historic preservation, and any related partner agencies and the department of public works and its related divisions, including capital improvement projects and any related partner agencies.
- (2) The social services and community development committee, to which shall be referred matters relating to the department of social services and its divisions, and any related partner agencies and the division of community development, related partner agencies, and other matters

relating to community development and economic development.

- (3) 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.
- (4) Budget and finance committee, to which shall be referred matters relating to the department of finance and administration and its divisions, and any related partner agencies, the urban county courts and constitutional officers, fiscal operations of the government, revenues and expenditures of the government, and organization changes which affect the fiscal operations of the government (consideration limited to operational aspects only). Additionally, this committee shall review the final audit report and management letter of the accounting firm recommended by the mayor and selected by the council to conduct the annual financial audit of the urban county government and shall reports its findings concerning the same to the mayor and council for appropriate action.
- (5) Public safety committee, to which shall be referred matters relating to the department of public safety and its related divisions,
- (6) Environmental quality committee, to which shall be referred matters relating to the department of environmental quality and its divisions, and any related partner agencies.

The planning and public works, social services and community development, general government, public safety, budget and finance and environmental quality committees shall each consist of ten (10) council members.

The budget and finance committee shall consist of ten (10) council members including the three (3) at-large council members and the chairperson of each of the six standing committees and a councilmember selected by the vice mayor, provided, however, that if an at-large councilmember serves as chairperson of one (1) of the aforementioned standing committees, the vice-mayor shall appoint a district councilmember in his or her place. During the actual review of the annual budget, the budget and finance committee shall become the committee of the whole.

The economic development committee to which shall be referred matters relating to economic development and related partner agencies shall meet quarterly as the committee of the whole. The economic development committee shall be chaired by the vice-mayor or a designee.

The regularly scheduled meeting time of each standing committee, except for the Budget and Finance Committee, and one standing

