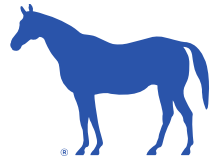# PUBLIC INPUT SUBCOMMITTEE PARTIAL REPORT-OUT

Tuesday, June 11, 2024

General Government and Planning Committee

Subcommittee Detail:

Subcommittee Members:

- Hannah LeGris, Chair, 3rd District Council Member
- Dan Wu, Vice Mayor
- Chuck Ellinger, At-Large Council Member
- Shayla Lynch, 2nd District Council Member
- Liz Sheehan, 5th District Council Member

Staff:

- Shauntae Hall – Council Administrator
- Jennifer Sutton – Council Research Analyst
- Jillian Riseman – Council Public Information Officer
- Hannah Eiden – 3rd District Council Aide
- Michael Cravens – Department of Law
- Ashleigh Bailey – Department of Law
- Nick Brock – Digital Content Administrator

Purpose:

The purpose of this subcommittee is to review, update and improve the public input process for the Urban County Council making it easier for residents to access information and engage with Council.

Scope of Work:

- Review and modernize the current public input process for meetings of the Urban County Council. (in progress)

- Review and update the current public input resident guidelines and expectations to improve flow and ease of understanding. (in progress)

- Research and select an engagement platform for implementation in the upcoming budget year (FY24). (completed)

- Create a marketing/education plan for our residents to explain any changes in the process. (in progress)

- Provide periodic updates to the General Government and Planning Committee at key points in the process. (in progress)

Meeting Dates:

- February 23, 2023
- March 10, 2023
- April 20, 2023
- May 18, 2023
- June 15, 2023
- August 17, 2023
- October 12, 2023
- January 18, 2024
- February 29, 2024
- April 25, 2024
- May 30, 2024
- Meeting information and materials may be viewed here.

Previous Changes:

- Addressed typos and gendered language
- Updated formatting and organization of public input guidelines and expectations
- General clarification of procedure
- New electronic sign-in process
- Yielding of time
- Public comment restrictions
  - Accepted technology (additional restrictions pending)
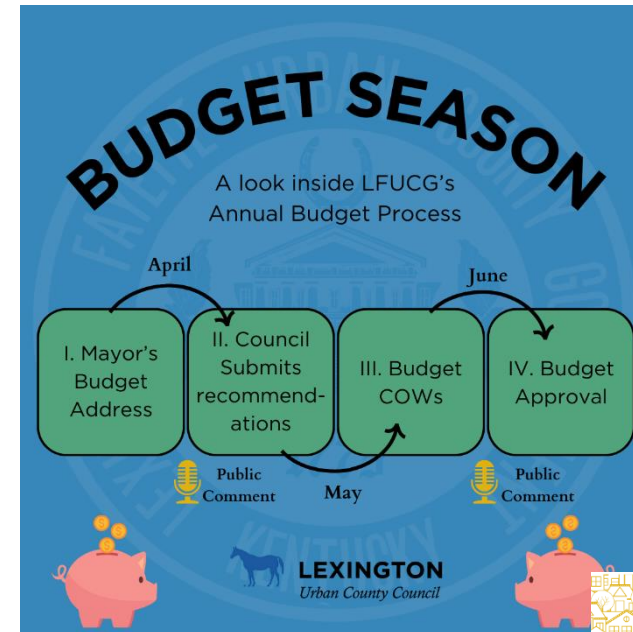 - Security updates
  - Loss of privilege

Overview of New Updates:

- Public Information Officer
  - o Public Input Website
- New Technology
    - o Engagement HQ
    - o GovDelivery
- Education and Outreach: Issue Expo
- Additional Technology Policy Changes
  - o USB Policy
  - o Audio/Video/Presentation Policy

Public Information Officer:

- Jillian Riseman, January 2024
- Electronic sign-in management for public comment
- Social media campaigns: Budget education, Engage Lexington, NDFs, and weekly schedule
- Council Comment Newsletter
- Resources for Council Offices: Graphics, one-pagers, issue specific social media tool kits
- Website:
  - General Updates
  - Public Input Webpage
    - https://www.lexingtonky.gov/public-input
    - Here you can find information on:
      - Parking
      - Public Comment
      - Subcommittees
      - Volunteer Opportunities

Public Input Website

- www.lexingtonky.gov/public-input

Public Information Officer:

- Annual Report Highlights:
  - April 2023 to April 2024: 371 unique individuals across 61 different meetings. Of those people, 80% only signed in one time.
  - Council Meeting attendance: 183 participants across 26 meetings
  - 18% of participants yielded their time
  - Of 103 residents who spoke at Work Sessions, 72% spoke about an item on the agenda

Speaking About an Agenda Item at Work Session

28% — No
72% — Yes

District Representation of Unique Individuals

District	Percentage
District 1	16%
District 2	2%
District 3	18%
District 4	3%
District 5	9%
District 6	6%
District 7	5%
District 8	2%
District 9	4%
District 10	8%
District 11	6%
District 12	20%
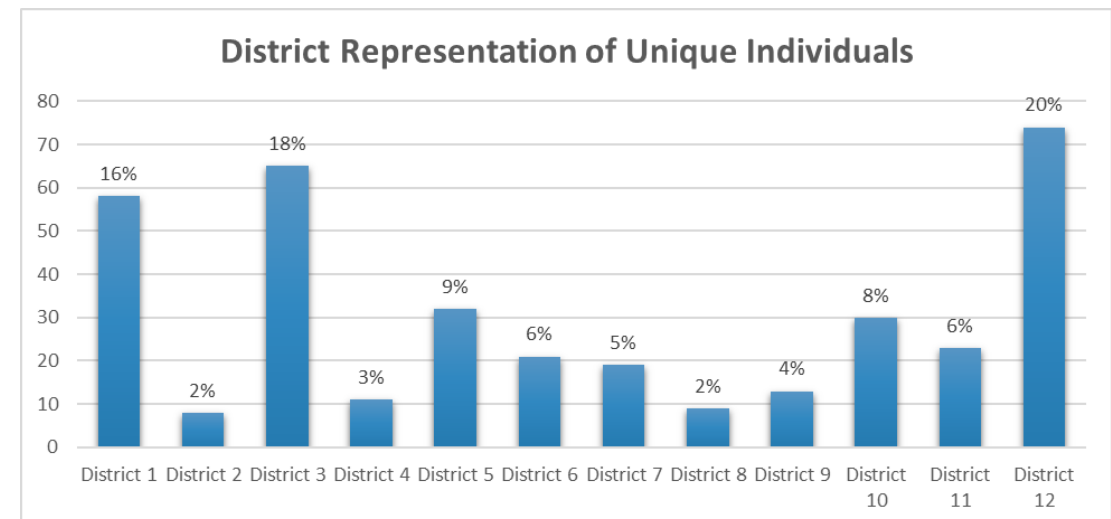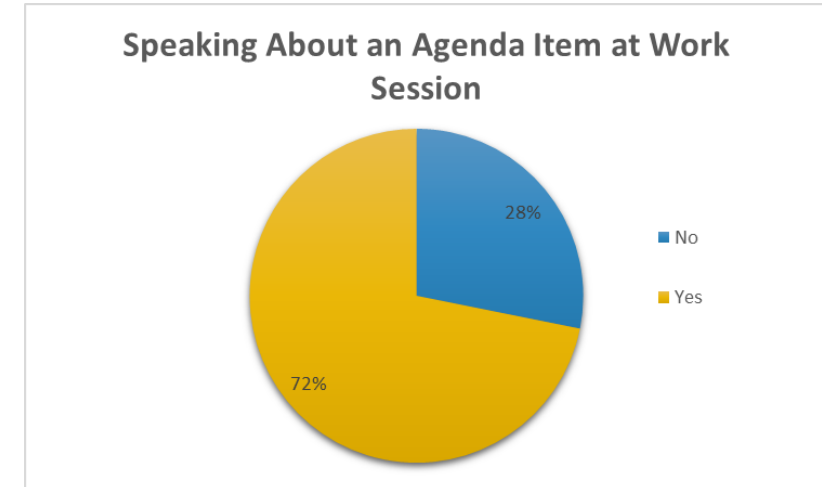
New Technology

- Engage Lexington
  - Launched April 22, 2024 with two projects: STR and FY 2025 Budget
  - Over 3k visits
  - Over 300 contributions
  - Almost 500 registrants
  - Engagement rate 11%

- GovDelivery
  - Implementation phase

Education and Outreach: Issue Expo

- Issue Expo
  - o This is a tabling event where community members could drop-in over the course of several hours and learn from stakeholders about a specific issue.
- Next Steps
  - o Creating event timeline
  - o Community outreach
  - o Connecting with community stakeholders
  - o Engaging Councilmembers and staff
  - o Pilot a new event structure

Additional Technology Policy Changes

- Updated USB Policy
  - o Portable digital media is prohibited on computers in Council Chambers during Council Meetings and Work Sessions.

- Clarify Public Comment Guidelines
  - o Amend Council Rules and Procedures to explain that public comment is time for residents to share their spoken comments to Council.

Public Comment Guidelines Revisions:

- Amend sections 3.106 and 3.107 of the Council Rules and Procedures
  - Rearranges the order of guidelines
  - Adds "No USB devices will be accepted, or other portable digital media."
  - Clarification: adds language to explain public comment is a time to share an individual's spoken comments rather than present multimedia materials such as PowerPoint presentations.
    - Materials can still be shared with Council Members in the form of physical handouts or email attachments.

Next Steps:

- Implementation and Evaluation
    - Formal Council Meeting public comment structure
- Develop new and ongoing Engage Lexington projects
- Educational Outreach Materials
- Outreach Events

Questions?