

PUBLIC INPUT SUBCOMMITTEE PARTIAL REPORT-OUT

Tuesday, August 15, 2023



LEXINGTON



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:

- Stacey Maynard – Council Administrator
- Jennifer Sutton – Council Research Analyst
- Hannah Eiden – 3rd District Council Aide
- Michael Cravens – Department of Law
- Ashleigh Bailey – Department of Law
- Nick Brock – Digital Content Administrator
- Hailey Salyers – Video Production Producer



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.
- Review and update the current public input resident guidelines and expectations to improve flow and ease of understanding.
- Research and select an engagement platform for implementation in the upcoming budget year (FY24).
- Create a marketing/education plan for our residents to explain any changes in the process.
- Provide periodic updates to the General Government and Planning Committee at key points in the process.



Meeting Dates:

- February 23, 2023
- March 10, 2023
- April 20, 2023
- May 18, 2023
- June 15, 2023
- August 17, 2023 (additional meetings will be scheduled at this time)
- Meeting information and materials may be viewed [here](#).



Overview of Changes:

- Address typos and gendered language
- Update 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



Electronic Sign-In Process:

- Two iPads available outside of Council Chamber for electronic sign-in
- Sign-In window will be open 30 minutes prior to the start of the meeting and will end 30 minutes after the start of the meeting
- Staff members will be available to assist anyone who wishes to speak
- Individuals speaking will be required to enter the following information:
 - Name
 - Council District
 - Item on/not on the agenda (for work sessions only)
 - Yielding time - yes/no
 - If yes, to whom, must be present when called to yield time
 - Do you have handouts for Council - yes/no
 - If yes, they are to be placed on the black box on the table outside the Council Chamber
- Speaker list auto-populates on an iPad provided to meeting chair
- A full list of speakers will be maintained in the council office and shared with individual council offices by district at staff meetings
 - Allows us to keep track of data related to resident participation at meetings



Electronic Sign-In Form:



LEXINGTON

Sign-in for public comment

Name *

First Name Last Name

Council district *

Address

Address Line 1

ZIP Code

Preferred pronouns

He/him/his

She/her/hers

They/them/theirs

Other:

Phone

Email

Date of meeting to participate in public comment *

Name of meeting to participate in public comment *

Is your item on the agenda? *

Yes No

Are you yielding your time to speak? *

Yes No

Are you providing handouts for councilmembers? *

Yes No

Submit Form



Public Comment Guidelines Revisions:

- Current guidelines separated into two sections: Public Comment Process and Public Participation

Public Comment Process:

- Outlines process for signing in to speak
- Addressed handouts for Council
- Approaching the dais
 - Added language to clarify that only the Mayor, Mayor's Staff, Council Members, Legislative Aides or Council Staff shall be permitted beyond the podium or in designated staff areas at any time (this includes the Caucus Room when there are no public meetings taking place)
- Other Security Changes
 - No longer accepting external USB devices
- Time limit
 - No change to the current three (3) minute time limit for individuals
 - Yielding time was reduced from the current practice of fifteen (15) minutes to nine (9) minutes per speaker (i.e., two individuals may yield their time to another speaker for a total of nine (9) minutes)
 - Individuals yielding time will be required to sign-in to speak during the sign-in period and must be present when called to yield their time



Public Comment Guidelines Revisions Continued:

Public Participation:

- Provides clarification on rules of order and decorum in the Council Chamber
- Clarifies that public comment is a time for the Mayor and Council to listen to residents, as opposed to engaging in dialogue, problem solving or reacting to comments
- Maintains that public comment is not to be used for political endorsements or campaign purposes
- Reminds speakers to remain courteous, refrain from using unbecoming, derogatory or abusive language and other disruptions in support or opposition to speaker ideas (i.e., clapping, cheering, etc.)
- Any person not adhering to these guidelines may be cautioned by the presiding officer and given the opportunity to conclude their comments within their designated time limit. Any person failing to comply as cautioned shall not be allowed to continue.
- The meeting chair will be responsible for enforcing these rules

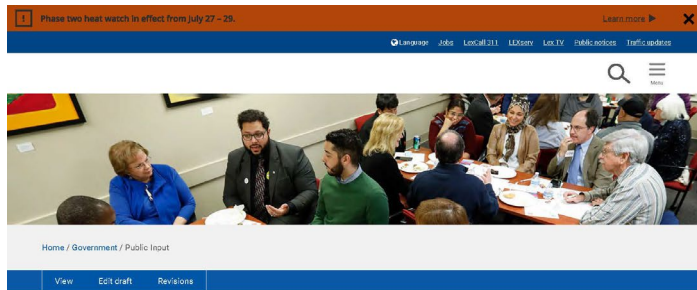


Next Steps:

- New Technology
 - Engagement HQ
 - Agreement recently signed
 - Development and design group established
 - GovDelivery
 - Agreement in process with vendor
- Education and Outreach
- Public Input Web Site
- Consideration of Additional Public Input Options
 - In committee
 - Written
 - Virtual
 - Early sign-in/QR code access
- Additional Security Measures
 - Receiving written comment or attachments

Public Input Web Page Preview:

<https://www.lexingtonky.gov/public-input> (not yet active)



Public Input

Status: Draft

Moderate Request Review

Log message

Apply

Are you interested in having your voice heard or getting involved with city council representative? This page has all the information to help you participate in local government.



Transportation & parking



Urban county council office



Watch live meetings



Watch past meetings



Visiting city government



Volunteer

Do you know your councilmember?

Find your councilmember

Contact

LexCall
115 Corso Road
Lexington, KY

Hours:
Monday - Friday: 8 a.m. - 6 p.m.
311 or (859) 425-2255 | TTY: (859) 425-2363
Fax: (859) 280-8042

- Agendas, minutes & documents
- Boards and commissions
- Council specific calendar
- Committees
- Council clerks office
- Legislative process
- Legislation (tracking & input)
- Public notices
- Subcommittees



Suggestions or problems with this page?



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Lexington, KY 40507
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Questions?



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