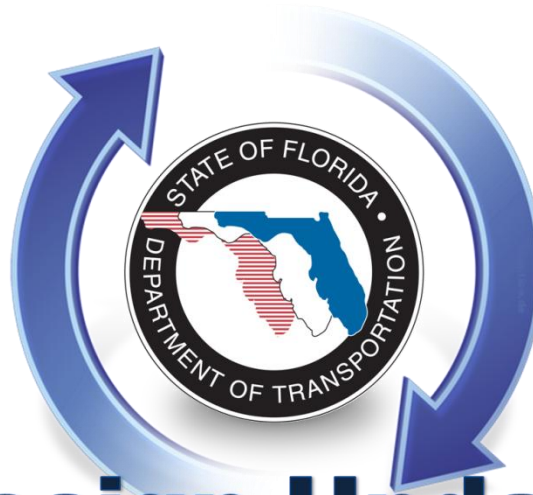


# *Conducting Public Meetings*



## **Design Update Training**

# Why Public Involvement?

- ◆ Public involvement is two-way communication aimed at incorporating the views, concerns and issues of the public into the decision-making process.
- ◆ Part of FDOT's mission and value statement



## Our Mission

The department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity and preserves the quality of our environment and communities.

## Our Vision

Serving the people of Florida by delivering a transportation system that is fatality and congestion free.

## Our Values

The fundamental principles which guide the behavior and actions of our employees and our organization.

### Integrity

"We always do what is right"

### Respect

"We value diversity, talent and ideas"

### Commitment

"We do what we say we are going to do"

### One FDOT

"We are one agency, one team"

### Trust

"We are open and fair"

### Customer Driven

"We listen to our customers"



# *FDOT Public Involvement Policy*

“... it is the policy of the Florida Department of Transportation to promote public involvement opportunities and information exchange activities in **all functional areas** using **various techniques** adapted to **local area conditions** and project requirements.” #000-525-050-f



# *Previous Public Involvement*



- ◆ If PD&E was done, talk to the PD&E project manager to learn about the community and potential issues.
- ◆ In Design, Public Involvement begins with the Community Awareness Plan (CAP) and this may have already been written/completed
- ◆ Look for recommendations and commitments made previously and include in Scope



# Community Awareness Plan

Public Involvement effort based on project level:

- ✓ **Level 1** – Non-controversial with minimal impact on accessibility or traffic
- ✓ **Level 2** – General public acceptance with little impact on accessibility or traffic (i.e. urban resurfacing or bridge repair projects)
- ✓ **Level 3** – May be controversial with significant impact on accessibility or traffic (i.e. roadway widening or major reconstruction projects)
- ✓ **Level 4** – Involves interstate work and all projects that require temporary or permanent total closure



# Elements of a Public Meeting

## Activities **BEFORE** a Meeting

- ◆ Identify meeting location
- ◆ Free parking
- ◆ ADA compliant
- ◆ Easy to find
- ◆ No public, K-12th educational facilities (Jessica Lunsford Act)
- ◆ For hotel locations, must use Green Lodging facility



# Elements of a Public Meeting

## Activities **BEFORE** a Meeting



- ◆ Prepare mailing list
  - ✓ Some Districts provide this through the PIO office
  - ✓ Consultant may be responsible for compiling list
  - ✓ Need to include renters/tenants
- ◆ Notification letters/brochure
  - ✓ Send notification to elected officials and government representatives a few days before distribution to public
- ◆ Press releases
  - ✓ Submit through District PIO office





# *Elements of a Public Meeting*

## Activities **BEFORE** a Meeting

- ◆ Advertise in Florida Administrative Register
  - ✓ Required by Chapter 120, F.S., 7 days in advance of meeting
  - ✓ May be prepared by PIO or consultant
  - ✓ [www.flrules.org](http://www.flrules.org)
  
- ◆ Advertise on FDOT's Public Notice Website
  - ✓ <http://www2.dot.state.fl.us/publicsyndication/PublicMeetings.aspx>
  - ✓ Notice posted through FDOT INFONET site
  
- ◆ Advertise in newspaper
  - ✓ At least 15 days before but no more than 30 days before
  - ✓ Example ad provided in Chapter 11 of PD&E manual





# Elements of a Public Meeting

## Activities **BEFORE** a Meeting

The image shows two sample forms for a public meeting. The top form is a 'COMMENTS' sheet with a header that reads 'SR 808/GLADES ROAD PD&E STUDY PUBLIC KICKOFF MEETING FEBRUARY 7, 2012 LAKEHIDE TERRACE CATERING AND CONFERENCE CENTER'. It includes a 'COMMENTS' section with a 'Please Print' instruction and a 'CONTACT INFORMATION (PLEASE PRINT):' section with fields for Name, Address, City, State, and Zip. The bottom form is a 'REGISTRATION SIGN-IN SHEET' with a header that reads 'SR 808/GLADES ROAD PD&E STUDY PUBLIC KICKOFF MEETING February 7, 2012'. It features a table with columns for 'NAME', 'REPRESENTING', and 'COMPLETE ADDRESS'.

- ◆ Prepare meeting materials
  - ✓ Sign-in sheets
  - ✓ Comment sheets
  - ✓ Handouts
  - ✓ Display boards



# Elements of a Public Meeting

## Activities **BEFORE** a Meeting



- ◆ Hire Off-duty Police Officers?
  - ✓ Case-by-case basis
  - ✓ Depends on level of controversy
  - ✓ Too many officers at an event may send the wrong message
  - ✓ Can be hired for parking control
  - ✓ Talk about it within your team



# *FDOT Nondiscrimination Language*

- ◆ Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status.
- ◆ Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact \_\_\_\_\_ at \_\_\_\_\_ at least seven days prior to the meeting.



# Plain Language Initiative



- ◆ Executive Order 07-01
- ◆ Requires clear language containing only necessary information presented in a logical sequence
- ◆ Short sentences written in the active voice that make it clear who is responsible for what



# *Elements of a Public Meeting*

## Activities **DURING** a Meeting

- ◆ Don't over-dress
- ◆ Prior to start time, discuss with team members specific roles and responsibilities
- ◆ Have everyone sign-in
- ◆ Use plain language when explaining the project
  - ✓ No acronyms
  - ✓ No technical language
- ◆ No clumping
- ◆ Be courteous and respectful





# Elements of a Public Meeting

## Activities **AFTER** a Meeting



- ◆ Document and summarize the meeting
  - ✓ Scan and file all comment and sign-in sheets
  - ✓ Create a PDF of all display materials and handouts
- ◆ Hold a debrief meeting with the team to discuss any significant comments



# *Don't Forget These Mandatory Requirements*

- ◆ Use current Title VI language
- ◆ Advertise meeting in Florida Administrative Register 7 days in advance
- ◆ Post notification on FDOT's public notice website
- ◆ Do not hold meeting at public educational facilities
- ◆ Ensure meeting location is ADA accessible
- ◆ Make sure to invite or notify renters/tenants in addition to property owners





# Contact Information

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<http://www.dot.state.fl.us/emo/pubinvolvement.shtm>



# Questions?



**Roadway Design**  
Florida's Transportation Engineers

