Public Involvement Annual Report
January 1, 2017 through December 31, 2017

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MARTIN METROPOLITAN PLANNING ORGANIZATION
PUBLIC INVOLVEMENT – 2017 ANNUAL REPORT

Narrative:

Each year, the Martin Metropolitan Planning Organization (MPO) assesses the effectiveness of its public outreach techniques and strategies to ensure that funds and time are invested efficiently and only after consultation with the public on a regular and as-needed basis. The MPO measures its overall performance by conducting a Public Involvement – Annual Report. In doing so, the MPO evaluates the Objectives and strategies detailed in the MPO’s Public Involvement Plan (PIP), initially adopted on December 21, 2009 and revised recently on April 17, 2017.

The Martin MPO PIP contains the following 5 Objectives:

Objective 1: To hold regular public meetings with its standing Advisory Committees, to obtain their input on all documents, projects, and funding determinations prior to consideration by the MPO Board.

Objective 2: To provide equitable access to information regarding transportation decision making.

Objective 3: To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.

Objective 4: To use a variety of methods to involve and engage the public.

Objective 5: Public Input on Program of Projects for Martin County Public Transit.

The purpose of this Annual Report is to review both the Objectives and strategies listed above in order to assess if/when they were met during the 2017 calendar year. To access the previously approved 2016 Public Involvement Annual Report, visit: http://martinmpo.com/wp-content/uploads/2017/03/Approved-PIP_Annual-Report_16.pdf
Objective 1: To hold regular public meetings with its standing Advisory Committees, to obtain their input on all documents, projects, and funding determinations prior to consideration by the MPO Board.

Technical Advisory Committee (TAC) Meeting- June 5th 2017

Local Coordinating Board for the Transportation Disadvantaged (LCB-TD) Meeting- June 5th 2017

Citizens Advisory Committee (CAC) Meeting- June 7th 2017

Bicycle and Pedestrian Advisory Committee (BPAC) Meeting- June 12th 2017
Objective 1 Strategies:

Strategy 1A: Advisory Committee positions are filled.
- Technical Advisory Committee: 92% positions filled
- Citizens Advisory Committee: 91% positions filled
- Bicycle and Pedestrian Advisory Committee: 86% positions filled
- Local Coordinating Board for the Transportation Disadvantaged: 88% positions filled.
- Overall 89% average of all Committee positions filled in 2017.

Evaluation: Strategy exceeded measure. (Satisfaction 89%; Measure 80%)

Strategy 1B: Advisory Committees receive meeting notices, agenda items and information at least 7 days prior to meetings.
- One-hundred percent (100%) of Advisory Committee meeting notices and information were sent at least 7 days prior to the meeting.

Evaluation: Strategy exceeded measure. The Martin MPO has a strong track record to provide the meeting agenda packets well ahead of the meeting so that the public and the committee and board members have adequate time to review and prepare. (Satisfaction 100%; Measure: 80%)

Strategy 1C: Advisory Committee recommendations/actions are presented to MPO Board.
- One-hundred percent (100%) of Advisory Committee recommendations were presented to the MPO Board. In 2017, committee members had opportunities to provide comment for planning studies and products such as the Community Characteristics Report, Public Involvement Plan (PIP) update and Transportation Improvement Program (TIP).

Evaluation: Strategy successfully achieved. (Satisfaction 100%; Measure: 100%)
On February 16th, Martin MPO staff conducted a Bicycle and Pedestrian Safety Campaign at SE Indian Street and Dixie Highway adjacent to the Golden Gate Community Redevelopment Area. Representatives from South Florida Commuter Services (SFCS) and Florida Department of Transportation (FDOT) also attended to promote walking, biking and rail safety.

Objective 2: To provide equitable access to information regarding transportation decision making.
Objective 2 Continued

Martin MPO staff conducted a second Bicycle and Pedestrian Safety Campaign at Post Family Park adjacent to Warfield Blvd. in Indiantown, FL. On December 15th, a total of 75 bags containing educational materials and safety items were distributed to the residents traveling the corridor by foot or bike from 11AM-1PM.
Objective 2 Strategies:

Strategy 2A: Meetings and events are held at convenient times and locations.
- During 2017, there were 35 total public meetings which were held at various times of the day as well as different locations in Martin County, such as the County Administrative Center, Witham Field Airport and Indian River State College (IRSC). Two Open Houses were held for the MPO Bicycle, Pedestrian and Trails Master Plan and one for the FEC Railroad Grade Separation Feasibility Study. In addition, a Treasure Coast Transportation Council (TCTC) meeting was held at the City of Stuart Hall on June 29, 2017.

Evaluation: Strategy exceeded measure.

Strategy 2B: Persons with disabilities are provided access to information and participation opportunities.
- All meetings are held in ADA accessible locations and project related information is made accessible to vision-impaired persons by using the “Searchable” feature of Adobe Acrobat Pro.
- In addition, Persons with Disabilities are represented on the MPO’s Bicycle and Pedestrian Advisory Committee as well as the Local Coordinating Board for the Transportation Disadvantaged to provide input.
- The public is also notified on how to access accommodations as needed. All meeting notices, agendas and staff e-mails contain information regarding nondiscrimination or who to contact if special accommodations or language translation services are required.

Evaluation: Strategy successfully achieved. One-hundred percent (100%) of meetings and project-related information are accessible to persons with disabilities. (Satisfaction 100%; Measure: 100%)

Strategy 2C: Public involvement activities are geographically dispersed throughout the MPO area.
- Open Houses were geographically held in different areas throughout the County (See Strategy 2A).
- Draft documents of the TIP and the PIP are available for review during the 45 day public comment in every branch of the Martin County Library System located geographically throughout Martin County.

Evaluation: Strategy successfully achieved. (Satisfaction 100%; Measure: Workshops held in at least 3 separate areas of the MPO region)

Strategy 2D: Public involvement activities and events target a diverse group of participants.
- In 2017, the MPO conducted a new outreach initiative and held two Safety Campaigns to target diverse groups of individuals and promote safe walking and bicycling on busy roadway corridors. On February 16th, a campaign was held at SE Indian Street and Dixie Highway in the Golden Gate Community Redevelopment Area. On December 15th a second campaign was held at Post Family Park adjacent to Warfield Blvd. in Indiantown, FL. Both areas consist of Limited English Proficient (LEP) populations and were selected for this reason. Representatives from South Florida Commuter Services (SFCS) and Florida Department of Transportation (FDOT) also attended to promote safe walking and
bicycling and the Alert Today, Alive Tomorrow message. Bags containing informational materials in both English and Spanish were distributed during a two hour timeframe for both campaigns. Overall, 48 individuals received safety bags at the Golden Gate campaign and 75 bags were distributed at the Indiantown campaign.

- The MPO Board presently has an Indiantown Ex-Officio representative that allows for the unique needs of Indiantown be brought forth and discussed.

**Evaluation:** **Strategy successfully achieved.** (Satisfaction 100%; Measure: Public meetings specifically designed and held for an underserved group)

**Strategy 2E:** Public information is available in a format for traditionally underserved populations.

- The primary language other than English spoken in the service area is Spanish. Staff continually meets the needs of this population by providing fliers and surveys in both English and Spanish. The Safety Campaign held in Indiantown on December 15th contained fliers in both English and Spanish. In addition, the Bicycle, Pedestrian and Trails Master Plan had a public survey accessible in both English and Spanish during the full development duration. Also as part of the Master Plan, a public Open House was held of which a flyer was developed in English and in Spanish.

- The MPO continues to contract with LanguageLine Solutions, a nationwide leader in the field of translation and interpretation services. The service provides over-the-phone, face-to-face and videoconference interpreting and document translation services. This provides the MPO access to more than 200 languages.

**Evaluation:** **Strategies successful.** Staff continues to be a leader in meeting the needs of the underserved populations through outreach efforts and by providing ways to communicate with the non-English speaking population.
Objective 3: To engage the public early, often, and with clarity so that opportunities exist for public feedback in the transportation decision making process.

Two Open Houses were held as part of the MPO Bicycle, Pedestrian and Trails Master Plan. The first Open House was held on March 22nd to gather input from the public regarding walking and bicycling in Martin County.

Second Open House was held on October 4th 2017 and presented the results of the Draft Plan and to further engage the public on ideas and feedback.
An Open House was also held as part of the FEC Railroad Grade Separation Feasibility Study on February 28th 2017.

Martin MPO hosted a Treasure Coast Transportation Council (TCTC) meeting on June 29th to review the 2040 Regional Long Range Transportation Plan (RLRTP).
Objective 3 Strategies:

Strategy 3A: Public information regarding MPO actions is available in different formats and easily accessible.
- MPO meetings are televised live on local television MCTV (Martin County Television) Channel 20 and U-verse Channel 99; past meetings can be viewed “on demand” on MCTV Agendas, minutes and MPO documents can be found on the Martin MPO website.
- Documents are available in a searchable format that accommodates the visually impaired.

Evaluation: Strategies successful.

Strategy 3B: The MPO responds to public inquiries within 7 working days of the date of receipt.
- Martin MPO utilizes the electronic public inquiry system Request for Service. This allows the request to be tracked from time of inquiry until time of resolution.

Evaluation: Strategies successful.

Strategy 3C: Meeting notices and information are available at least 5 days prior to meetings.

Evaluation: Strategy exceeded measures. Staff has a strong record of providing meeting notices to the public well in advance of meetings and will continue to strive for this 100% goal. One-hundred percent (100%) of all public meeting notices were made available to the public at least five (5) days prior to the meeting on the MPO website. (Satisfaction 100%; Measure: 80%)

Strategy 3D: MPO will provide follow-up information to groups on project process and comments received.
- Public comments for planning studies such as the Bicycle, Pedestrian and Trails Master Plan and FEC Rail Grade Separation Feasibility Study were logged and incorporated in the Draft recommended improvements and presented to the MPO Policy Board.
- Updates to the TIP and PIP were made available for public review and comment for 45 days at the Martin County Administrative Center, all County libraries, and on the MPO website and included public comment forms.
- During each MPO public meeting, staff shares information related to public comments and recommendations.
- On June 29th, the Martin MPO hosted a Treasure Coast Transportation Council meeting. The purpose of the meeting was to present the Final Draft 2040 Regional Long Range Transportation Plan (RLRTP) to the TCTC Board, composed of elected officials from Martin, St. Lucie and Indian River counties. The three M/TPO’s provided project process to the Board as well as comments received from the Treasure Coast Technical Advisory Committee (TCTAC). The Board unanimously approved the 2040 RLRTP at the TCTC meeting.

Evaluation: Strategy successful achieved.
Strategy 3E: Public participation opportunities will be made available at key decision-making milestones.

- Staff held three Open Houses in 2017 which allowed for public participation in MPO planning studies. A total of 35 individuals attended the March 22nd Open House for the Bicycle, Pedestrian and Trails Master Plan and 48 attended the second on October 4th. Stations were set up such as the Build-A-Street station which utilized StreetMix software and allowed individuals to virtually implement improvements on existing streets. The FEC Grade Separation Feasibility Study Open House on February 28th displayed candidate roadway crossings as well as candidate pedestrian/bicycle crossings that allowed for participants to vote using “play money” mobility bucks. Attendees could stay 5 minutes or for the full duration of the event.

- Public comments are logged by staff through meeting notes, minutes and plan document appendices. These are then summarized and shared with the MPO Board and Advisory Committees when applicable.

**Evaluation: Strategy successfully achieved.** (Satisfaction 100%; Measure: 100% of public meeting comments are logged, summarized and analyzed and distributed to applicable staff, Board and committees.)

Strategy 3F: Public feedback is incorporated into transportation decision making.

- Public comments for planning studies such as the Bicycle, Pedestrian and Trails Master Plan and FEC Rail Grade Separation Feasibility Study were logged and incorporated in the Draft recommended improvements and presented to the MPO Policy Board.

**Evaluation: Strategy successfully achieved.** (Satisfaction: 100%; Measure: A record of public comments will be maintained by staff.)
Objective 4: To use a variety of methods to involve and engage the public.

Palm City Elementary
Bike to School Day
May 10th 2017

J.D. Parker Elementary
Bike to School Day
May 11th 2017

J.D. Parker Elementary
Walk to School Day
October 4th 2017

Pinewood Elementary
Walk to School Day
October 6th 2017
Objective 4 Continued

Print

MPO Newsletter “On the Move”
Summer 2017 Issue

Social Media

Moving Martin Forward
Facebook Page

MPO Website

MPO Announcements of upcoming activities/events

Legal Advertisements

Legal notice
November 2017 MPO meetings
Objective 4 Strategies:

Strategy 4A: The MPO utilizes varied public involvement techniques.

- From May 10-11th, MPO staff participated in Bike to School Day with Palm City Elementary and J.D. Parker Elementary. MPO staff as well as the Safe Kids Coalition and South Florida Commuter Services (SFCS) provided items to allow children to be seen while riding their bicycles as well as bicycle helmets for students who did not own one. Over 300 students received items and safety materials as part of the national event.
- MPO staff also participated in National Walk to School Day with J.D. Parker Elementary on October 4th and with Pinewood Elementary on October 6th. Staff walked with students, faculty and family members to promote healthy and safe walking. Materials from the University of Florida Ped-Bike Resource Center were distributed to participating students. Overall, 70 students and over 20 adults participated in the J.D. Parker walk. 82 students participated in the Pinewood walk and all received pamphlets, activity books and flashing lights.
- Staff published MPO newsletters over the course of the year which provided information to the public about current projects and other MPO initiatives. All MPO newsletters can be found on the Martin MPO website.

Evaluation: Strategy exceeded measure. (Satisfaction 100%; Measure: At least three (3) separate techniques are used to involve/engage the public in decision making.)

Strategy 4B: The MPO conducts surveys on the effectiveness of public outreach techniques.

- During MPO public meetings, members of committees and general public during sign-in are asked if meetings are scheduled at convenient days and times.

Evaluation: Strategy successfully achieved.

Strategy 4C: Public information is available in languages other than English, as appropriate, or in other means to address disabilities.

- The MPO partners with Google to offer a unique option on its website that translates the site to more than 75 languages.
- The MPO maintains a contract with LanguageLine, a translating service available for written, on-site and telephone translations to accommodate more than 200 languages.
- Currently, two Spanish speaking professionals are on staff.

Evaluation: Strategy successfully achieved. (Satisfaction 100%; Measure: In specific geographic areas and for specific community meetings, presentation materials are produced in a language other than English.)

Strategy 4D: The MPO uses varied website tools to provide information.

- MPO staff continued to use its traditional website as a means of providing information to the public (www.martinmpo.com). All pages of the MPO website are available in more than 75 languages.
- MPO staff continued to maintain a Facebook page which increased public awareness of specific projects the MPO is currently undertaking.
- The MPO has an interactive web-based TIP that will allow users to see each project on a map, research financial information for specific projects, and generate customized reports.
**Evaluation:**  **Strategy exceeded measure.** (Satisfaction 100%; Measure: At least three separate website tools are used to involve/engage the public. MPO will attempt to use social media.)

Strategy 4E: The MPO uses the website to track public interest in activities.
- The *Moving Martin Forward* Facebook page allows staff to receive notification when someone comments, ‘likes’ or shares an announcement from the MPO. The October 4th MPO Open House reached over 8,000 individuals prior to the event and over 170 individuals liked the post announcing the Open House being held in order for the community to provide input.

**Evaluation:**  **Strategy successfully achieved.** (Satisfaction 100%; Measure: Project specific web pages are developed and traced as a method to gather public feedback.)
Objective 5 Strategies:

Strategy 5A: Request the Martin County Section 5307 Program of Projects (POP).
- The MPO collaborates with Martin County Public Transit to inform the public about transit projects. In doing so, the public has the opportunity to provide input on the Program of Projects and be involved in the prioritizing of the Program Of Projects for funding. During the June 2017 advisory committee meetings, individuals present had the opportunity to comment on the Public Transit POP. The MPO Policy Board also reviewed the POP on June 19, 2017.

Evaluation: Strategy successfully achieved. (Satisfaction 100%)

Strategy 5B: POP will be included with the MPO LOPP and presented at the CAC, TAC, BPAC and MPO Policy Board meetings.
- See Strategy 5A

Evaluation: Strategy successfully achieved. (Satisfaction 100%; Measure: MPO requests a representative from Martin County Public Transit attend the advisory committee and Board meetings when the List of Project Priorities and Program of Projects are discussed.)