

# Public Involvement Annual Report

January 1, 2018 through December 31, 2018



## ORGANIZATION, NAME, ADDRESS AND TELEPHONE NUMBER:

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# 2018



# Year in Review

## **MARTIN METROPOLITAN PLANNING ORGANIZATION PUBLIC INVOLVEMENT – 2018 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 2018 calendar year. To access the previously approved 2017 Public Involvement Annual Report, visit: [https://martinmpo.com/wp-content/uploads/2018/03/PIP\\_Annual-Report\\_17.pdf](https://martinmpo.com/wp-content/uploads/2018/03/PIP_Annual-Report_17.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- February 5<sup>th</sup> 2018*



*Citizen's Advisory Committee (CAC)  
Meeting- February 7<sup>th</sup> 2018*



*Bicycle and Pedestrian Advisory Committee  
(BPAC) Meeting- February 12<sup>th</sup> 2018*



*Joint TAC/CAC/BPAC  
Meeting- April 2<sup>nd</sup> 2018*

## **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: 80% positions filled
- Local Coordinating Board for the Transportation Disadvantaged: 82% positions filled.
- Overall 86% average of all Committee positions filled in 2018.

**Evaluation: Strategy exceeded measure.** (Satisfaction 86%; 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 2018, committee members had opportunities to provide comment for planning studies and products such as the Transit Operations Center Feasibility Study, Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP).

**Evaluation: Strategy successfully achieved.** (Satisfaction 100%; Measure: 100%)

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



*On Sunday, October 28<sup>th</sup>, Martin MPO staff conducted a Parking Lot Safety in Downtown Stuart as part of FDOT's Mobility Week. Representatives from South Florida Commuter Services (SFCS) also attended to educate citizens of proper steps to take when entering and leaving highly used parking lots.*

## *Objective 2 Continued*



*Beth Beltran, MPO Administrator, presented at two national conferences in 2018. The Transportation Research Board (TRB) 16<sup>th</sup> National Tools of the Trade Conference in Kansas City, Missouri, shared research and best professional practices in the planning, development and implementation of transportation improvements for small and medium communities. The presentation titled **Effective Community Engagement in a Small Area with Diverse Populations** provided an overview of public involvement techniques used in Martin County to engage all members of the public during the transportation planning process.*



*The Association of Metropolitan Planning Organizations (AMPO) Annual Conference was held in San Antonio, Texas from September 25<sup>th</sup> through September 28<sup>th</sup>. AMPO serves the needs and interests of over 400 MPOs nationwide, offering technical assistance and a forum for transportation policy development. Beth Beltran discussed local public involvement activities performed in Martin County on a National platform.*

## **Objective 2 Strategies:**

Strategy 2A: Meetings and events are held at convenient times and locations.

- In 2018, the MPO held over 30 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 and Witham Field Airport.

**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.

- Draft documents of the TIP and the UPWP 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 2018, the MPO conducted a Parking Lot Safety Campaign as part of Florida Department of Transportation’s (FDOT) Mobility Week. Representatives from South Florida Commuter Services (SFCS) also attended to promote all modes of transportation, particularly transit and parking lot safety. Held on a Sunday as part of Downtown Stuart’s Green Market, staff provided safety tips to citizens such as: When backing out, be mindful of vehicles and pedestrians, Watch for white tail lights in back of vehicles since that indicates the car is already in reverse, and Obey stop signs and no-parking signs.
- The MPO is in the process of making Indiantown a voting member on the MPO Policy Board. It is currently an Ex-Officio member allowing for the unique needs of Indiantown be brought forth and discussed.
- Beth Beltran, MPO Administrator, presented at two national conferences in 2018. The Transportation Research Board (TRB) 16<sup>th</sup> National Tools of the Trade Conference in

Kansas City, Missouri occurred from August 22<sup>nd</sup> through August 24<sup>th</sup> as well as the Association of Metropolitan Planning Organizations (AMPO) Annual Conference held in San Antonio, Texas from September 25<sup>th</sup> through September 28<sup>th</sup>. The presentation titled *Effective Community Engagement in a Small Area with Diverse Populations* provided an overview of public involvement techniques used in Martin County to engage all members of the public during the transportation planning process. This allowed for Martin County to be nationally recognized at two separate events, as well as the Martin MPO for its efforts in reaching out to the local community.

**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 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.**



*On April 11, 2018, MPO staff presented at the Village of Indiantown Council Meeting. This marked the first time the MPO presented at the Village of Indiantown since the vote passed in November 2017 to become an incorporated municipality. MPO staff provided an overview presentation to the Council and public in attendance to educate both on the role of the MPO and how one may get involved.*



*As part of the City of Stuart Tram Business Plan being performed by the Martin MPO and consultant team, staff attended the Green Market held in Downtown Stuart to survey citizens on their knowledge and opinion on the performance of the Tram system in the Downtown area.*

### **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.

- The FY18/19 – FY22/23 Transportation Improvement Program (TIP) was 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 April 11, 2018, MPO staff presented at the Village of Indiantown Council Meeting. MPO staff provided an overview presentation to the Council and public in attendance to educate both on the role of the MPO. Staff was also available for questions regarding how one may get involved.

#### **Evaluation: Strategy successful achieved.**

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

- In 2018, the Martin MPO began developing the City of Stuart Tram Business Plan. The purpose of this study is to engage the public to determine improvements to the Downtown Stuart tram system. Staff attended the Green Market held in Downtown Stuart on October

14<sup>th</sup> to survey citizens on their knowledge and opinion on the performance of the Tram system in the Downtown area. A total of 47 responses were received. The online survey is also accessible on the Martin MPO website for those not wishing to provide comments in person.

- 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.

- Committee comments for the Transit Operations Center Feasibility Study and Bicycle and Pedestrian Facilities Map were incorporated in the draft versions 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.**



*J.D. Parker Elementary  
Walk to School Day  
October 5<sup>th</sup> 2018*



*Port Salerno Elementary  
Walk to School Day  
October 10<sup>th</sup> 2018*



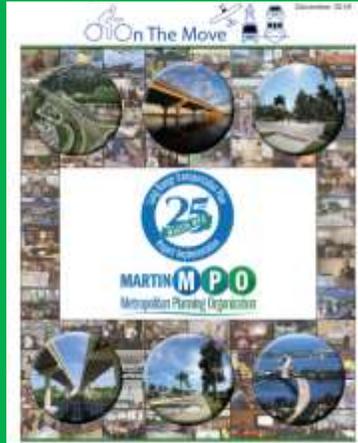
*Pinewood Elementary  
Walk to School Day  
October 10<sup>th</sup> 2018*



*Downtown Stuart – Green Market  
Parking Lot Safety Campaign  
October 28<sup>th</sup> 2018*

## Objective 4 Continued

### Print



*MPO Newsletter "On the Move"  
December 2018 Issue*

### Social Media Channels



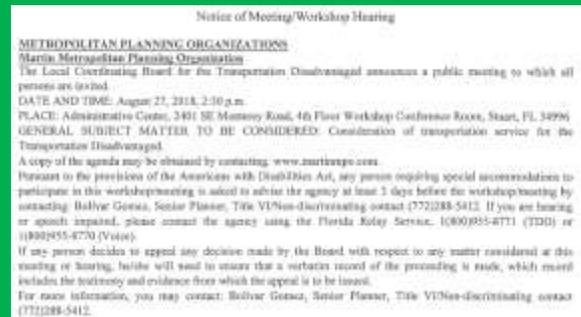
*YouTube*

### MPO Website



*MPO Announcements of upcoming  
activities/events*

### Legal Advertisements



*Legal notice  
August 2018 LCB-Td meeting*

## **Objective 4 Strategies:**

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

- MPO staff also participated in National Walk to School Day with J.D. Parker Elementary on October 5<sup>th</sup> and with Pinewood Elementary and Port Salerno Elementary on October 10th. 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, 63 students participated in the J.D. Parker walk, 41 students participated in the Pinewood walk, and 29 students participated in the Port Salerno walk. All participating students received goodie bags that consisted of reflective shoe laces, reflective arm bands, safety hero trading cards, reflective blinking lights and much more.
- 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. The most recent newsletter published for the public in December 2018 focused on the accomplishments of the MPO with implementation of long range transportation plan projects, the MPO and safety events, and the planning documents required for all MPO's to conduct.

**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](http://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 activities the MPO is currently undertaking. The MPO also utilized the County's YouTube Channel to develop and share videos of the MPO process.
- 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 Martin MPO Facebook page allows staff to receive notification when someone comments, 'likes' or shares an announcement from the MPO. The December 10<sup>th</sup> MPO Policy Board meeting announcement reached over 120 individuals and a post displaying the old Roosevelt Bridge reached over 320 individuals.

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

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

### **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 September 2018 advisory committee meetings, individuals present had the opportunity to comment on the Public Transit POP. The MPO Policy Board also reviewed the POP on September 17, 2018.

**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.)**