Appendix G

Public Information Plan

Draft Public Involvement Plan

Project Development and Environment (PD&E) Study
Plantation Midtown Bridge
New Construction Bridge
Plantation, Florida 33324

Financial Project ID: 448884-1-22-01
Federal Aid Number:
ETDM Number: 14481

Prepared For

City of Plantation
400 NW 73rd Avenue
Plantation, Florida 33317

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated December 14, 2016, and executed by FHWA and FDOT.

February 2022

Project Development and Environment (PD&E) Study

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In accordance with Part 1, Chapter 11 of the Project Development and Environment (PD&E) Manual, this Public Involvement Plan is submitted to the manager of the District Office in charge of PD&E studies as appropriate based on District organizational structure or designee for his/her review and approval.

Submitted by: Betsy Jeffers, PE
                Project Manager
                MARLIN Engineering, Inc.

Signature: _____

Date: _____

Approved by: Public Involvement/Community Liaison Coordinator
                Florida Department of Transportation, District Four

Signature: _____

                _____

                Printed

Date: _____

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The purpose of this Public Involvement Plan (PIP) is to assist in providing information to, and obtaining input from, concerned citizens, agencies, private groups (residential/business), and governmental entities. The overall goal of this plan is to help ensure that the study reflects the values and needs of the communities it is designed to benefit.

This plan complies with the Florida Department of Transportation's (FDOT's) Project Development and Environment (PD&E) Manual, Part 1, Chapter 11. A schedule of events and a list of documentation exhibiting compliance with these procedures are included.

1.0 DESCRIPTION OF PROPOSED IMPROVEMENT

Financial Project ID: 448884-1-22-01

ETDM Number: 14481

County: Broward County

Project Limits: The project study area is bounded by the Pine Island Road intersections at Peters Road and SR84/I-595 to the west, Peters Road on the north, SR 84 eastbound on the South and the University Drive intersections at Peters Road and State Road (SR) 84/I-595 to the east. The study proposes to construct a new bridge connection between the Plantation Midtown District and WB (WB) SR 84 as a congestion relief connector to Pine Island Road and University Drive. The proposed new connection could be 200 feet in length from WB SR 84 to the south and SW 17th Street to the north. Figure 1 shows the study area and potential location of a new bridge connection.

Figure 1. Study Area and Potential Location for New Bridge

Project Purpose: The purpose of this study is to address congestion in the Midtown District of the City of Plantation, Broward County, Florida. This study will supplement the joint Broward Metropolitan Planning Organization (Broward MPO)/FDOT District 4 (FDOT 4) I-595 Arterial Connectivity Study Along The I-95 Corridor (I-595 ACS). The I-595 ACS is a project where the Broward MPO and FDOT 4 partnered to conduct a planning study to address connectivity for all modes and congestion along eight (8) north-south roadways that cross I-595 and SR 84 in Central Broward County. The study area for the I-595 ACS included the Pine Island Road and University Drive corridors approximately one (1) mile north and south of I-595. This study will supplement that

effort by focusing on alternatives in the Midtown District including Peters Road, 80th Terrace, 78th Avenue and 17th Street. This effort will also include an alternative for a new bridge over the South Florida Water Management District (SFWMD) New River Canal between Westbound (WB) SR 84 and SW 17th Street that was introduced in the I-595 ACS.

The I-595 ACS study performed a preliminary analysis that showed traffic congestion relief could occur on Pine Island Road from Peters Road to the I-595 Interchange, University Drive from Peters Road to the I-595 Interchange. This study will prepare a comprehensive analysis of the potential impacts of the new connector bridge on Pine Island Road and University Drive as well as diverted traffic on Peters Road, 80th Terrace, 78th Avenue and 17th Street.

Proposed Activity: This project proposes the construction of a new bridge connection over the South Florida Water Management District (SFWMD) New River Canal between WB SR 84 and SW 17th Street. The typical section is anticipated to accommodate motorized traffic only as there are no existing or planned non-motorized facilities on WB SR 84.

The proposed new connection will cross the New River Greenway and the study will determine accommodation of pedestrian and bicycle crossings across the new connection.

Class of Action: To Be Determined. Proposed: Type II Categorical Exclusion (CE)

Project Contact Information: For additional information regarding this project contact:

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Email: BJeffers@marlinengineering.com

Gaspar Jorge Padron
FDOT Public Involvement/Community Liaison
Coordinator
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309
Telephone: 954-777-4320
Email: Gaspar.Padron@dot.state.fl.us

2.0 PROJECT HISTORY/BACKGROUND

The Plantation Midtown Bridge project was analyzed as part of the joint Broward MPO/FDOT 4 I-595 ACS. The I-595 ACS is shown in the Broward MPO 2021 to 2025 Fiscal Years (FY) Transportation Improvement Program (TIP) Financial Management Number (FM#) 441954-1 on page 7-1-33. The need for the bridge project is documented in Technical Memorandum 2 of the I-595 ACS: Midtown Bridge Traffic Data and Traffic Projections Technical Memorandum that was completed in September 2020.

University Drive is between 1,000' and 1,700' to the east of the proposed project, and is a 6-lane divided roadway with 22-foot wide median, 6-foot-wide sidewalks, 5-foot-wide bike lanes and served 78,500 Average Annual Daily Traffic (AADT) vehicles north of I-595, in 2019. Pine Island Road, to the west of the project, is a 6-lane divided roadway with 24-foot wide median, 6-foot-wide sidewalks, 5-foot-wide bike lanes and was serving 52,000 AADT in 2019 north of I-595. University Drive is currently operating below the Level of Service (LOS) target 'D' for the State Highway System, at LOS F, both north and south of I-595. The Pine Island Road corridor is currently operating above the LOS target at LOS C. The I-595 ACS 2019 peak hour intersection analyses shows that both University Drive and Pine Island Road intersections at SR 84 are operating at LOS E or worse during the peak period as follows:

- University Drive / SR 817 at SR 84 WB - The WB movements, all experience long delays, which causes the intersection to operate at LOS E in the AM peak hour.
- University Drive / SR 817 at Peters Road - The intersection operates at LOS E during the AM peak hour.
- Pine Island Road at SR 84 WB in both AM and PM peak hours - The intersection operates at an overall LOS F during both the AM peak hour and PM peak hour.

Building this bridge could provide traffic congestion relief on Pine Island Road from Peters Road to the I-595 Interchange, University Drive from Peters Road to the I-595 Interchange and diverted traffic will be analyzed on Peters Road from Pine Island Road to University Drive and on 17th Street and 80th Terrace south of Peters Road.

3.0 PROJECT GOALS AND OBJECTIVES

The objective of the PD&E Study is to evaluate the social, economic, and environmental effects of building a new bridge versus not building a new bridge. The project proposes to build a new bridge connection between the Midtown District to WB SR 84 between Pine Island Road and University Drive. The project goals and objectives for building a new bridge include; will provide better roadway capacity distribution, enhance transportation demand through congestion relief, provide roadway gap elimination through system linkages, enhance economic development, and address modal interrelationships as described in detail below.

3.1 Purpose

Capacity

University Drive, is between 1,000' and 1,700 to the east of the proposed project, and is a 6-lane divided roadway with 22-foot wide median, 6-foot-wide sidewalks, 5-foot-wide bike lanes and served 78,500 Average Annual Daily Traffic (AADT) vehicles north of I-595, in 2019. Pine Island Road, to the west of the project, is a 6-lane divided roadway with 24-foot wide median, 6-foot-wide sidewalks, 5-foot-wide bike lanes in and was serving 52,000 AADT in 2019 north of I-595. University Drive is currently operating below the Level of Service (LOS) target 'D' for the State Highway System, at LOS F, both north and south of I-595. The Pine Island Road corridor is currently operating above the LOS target at LOS C. The 2019 peak hour intersection analysis shows that both University Drive and Pine Island Road intersections at SR 84 are operating at LOS E or worse during the peak period as follows:

- University Drive / SR 817 at SR 84 WB - The WB movements, all experience long delays, which causes the intersection to operate at LOS E in the AM peak hour.
- University Drive / SR 817 at Peters Road - The intersection operates at LOS E during the AM peak hour.
- Pine Island Road at SR 84 WB in both AM and PM peak hours - The intersection operates at an overall LOS F during both the AM peak hour and PM peak hour.

Transportation Demand

The Plantation Midtown District encompasses approximately 860 acres and is bounded by University Drive to the east, Interstate 595 to the south, Pine Island Road to the west, and Cleary Boulevard to the north. The Plantation Midtown Master Plan was adopted in November of 2003 and is focused on the retrofit/revitalization of the area that was characterized by suburban sprawl, auto-orientation, and pedestrian impediments to a transit-oriented design with strong pedestrian components. The Master Plan has progressed where the Plantation Midtown District has evolved into a regional hub of commercial and employment activities with residential neighborhoods that has a significant daytime employee population. Future growth in the City of Plantation is expected to continue to be focused within the Plantation Midtown Area. The PD&E Study will develop AADTs in the study area for the opening year, ten years, and twenty years from opening the new facility for both the no-build and build conditions based on traffic growth rates. The traffic growth rates will be determined by using regression analysis of historical AADTs, regression analysis of historical AADTs plus the adjusted future year 2045 model volumes, model volume growth between the base year 2015 and future year 2045 model volumes, and socioeconomic growth for TAZs around the study area between the base year 2015 and future year 2045 from the South East Regional Planning Model Version 8 (SERPM 8) SERPM 8.

An analysis of year 2045 conditions with and without the proposed bridge has recently been performed in the Midtown Bridge Traffic Data and Traffic Projections Technical Memorandum completed in September 2020. The

SERPM 8 2045 future year model was used to assess the shift in traffic volumes due to the bridge providing an alternative option for trips that are destined to and from the Plantation Midtown area and WB SR 84. A new two-lane, two-way roadway link was added to the model network between SW 17th Street and WB SR 84 representing the bridge. The connection was assumed to be located just east of where the existing WB I-595 off-ramp connects to WB SR 84.

The result of the study shows that the proposed new bridge connection should produce significant congestion relief in the study area. The daily model projections show that the proposed Plantation Midtown bridge could attract 18,855 AADT in 2045 and has the potential to effectively reduce traffic on Pine Island Road, University Drive and WB SR 84 as follows:

- Pine Island Rd north of SR 84 2045 AADTs 65,500 to 61,000 AADT (approximately 7% reduction)
- University Dr north of SR 84 2045 AADTs 103,000 to 90,500 AADT (approximately 12% reduction)
- SR 84 east of Pine Island Rd 2045 AADTs 31,000 to 29,500 AADT (approximately 2% reduction)

System Linkage

The City of Plantation is evaluating both short-term and long-term options to improve the transportation network in Midtown to accommodate the anticipated growth. Strategies include building the proposed bridge between University Drive and Pine Island Road to provide direct access to and from WB SR 84. The proposal is specifically intended to reduce congestion on the existing nearby roadways and to create better system linkages with a complementary network supporting Pine Island Road and University Drive. The new access bridge connection between SW 17th Street and SR 84, addresses the City's overall vision for the Midtown District including a north-south connector in the middle of the Midtown District which would run parallel to University Drive and Pine Island Road.

Economic Development

The City's primary objectives to plan for a town center in Plantation is to promote revitalization and redevelopment opportunities, strengthen the area's existing economic foundation, encourage mixed use by inclusion of residential development, enhance vehicular mobility by improvements to the transportation system, and create a pedestrian-friendly environment.

The Master Plan promotes economic revitalization to be implemented by increasing both the number of permanent residents living in Central Plantation and the number of visiting consumers. Regulations have been established to encourage infill development, increased parking densities.

The results of the analysis performed in the Midtown Bridge Traffic Data and Traffic Projections Technical Memorandum indicates that the proposed new bridge connection increases the opportunity for increased growth and economic development as the analysis of the 2045 Build Scenario showed 7,076 more AADT entering the study area than the No-Build Scenario.

Modal Interrelationships

The Master Plan places a high priority on making the Midtown District a pedestrian friendly environment. Pedestrian pathways should connect the disparate parts of the area, be wide and lighted, and buffered from vehicular traffic with landscaping. This study will identify non-motorized facilities for a crossing of the New River

Greenway anticipated to include Americans with Disabilities Act (ADA) accommodations and high visibility pavement markings and signage.

The City of Plantation may also explore opportunities for a service connection to the I-595 Express Bus system that currently passes by the Plantation Midtown District on I-595. Service could utilize the new bridge and directly connect to the Midtown residents and businesses with direct express service to the City of Sunrise, TriRail and Downtown Miami.

3.2 Need

The project is within the jurisdiction of the Broward MPO and is identified as a roadway need, and is included, in the adopted 2045 Metropolitan Transportation Plan (MTP) as shown in Table 1 below and Figure 2 on the following page.

Ref. ID	Project Sponsor	Jurisdiction	Project Name	Project Limits	Project Description	Total Cost (2019$)	Timeframe for Implementation			
							2025	2026/30	2031/35	2036/45
109	City of Plantation	Non-State	Plantation Midtown N-S Spine Rd Extension		Extend N-S spine road in Midtown District; acquire right-of-way and construct bridge across New River Canal to westbound SR-84.	$56,937,062		Unfunded		

Table 1. Broward MPO 2045 MTP Roadway Needs Plan (2025-2045) Page 5-25

As previously mentioned, the Plantation Midtown Bridge project was part of the joint Broward MPO/FDOT 4 Arterial Connectivity Study Along I-595 that is included in the Broward MPO 2021 to 2025 TIP as FM# 441954-1 on page 7-1-33. The need for the bridge project is documented in Technical Memorandum 2: Midtown Bridge Traffic Data and Traffic Projections Technical Memorandum that was completed in September 2020.
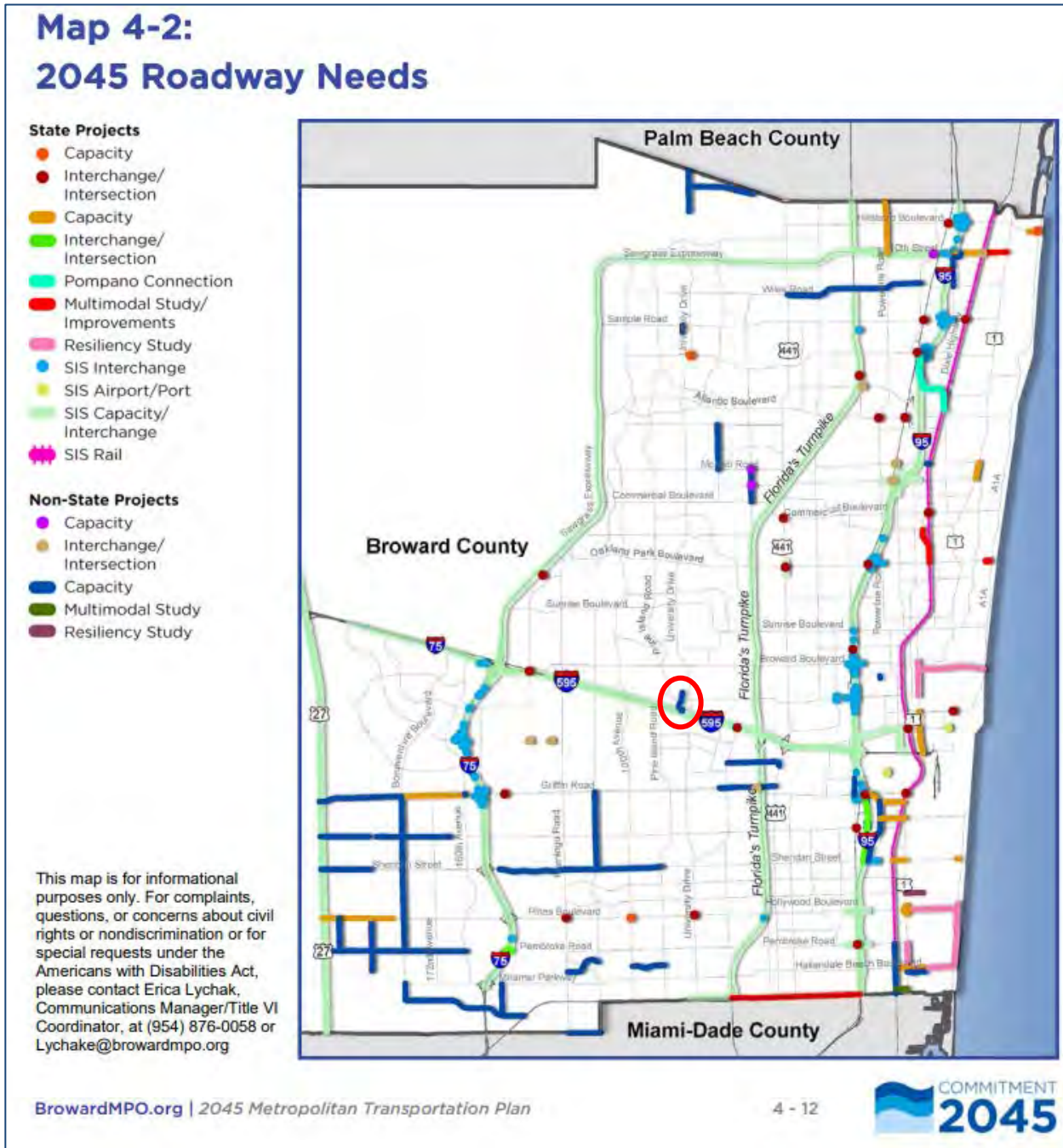
Figure 2: Broward MPO 2045 MTP Roadway Needs Plan Map page 4-12

Additional Pedestrian and Bicycle Accommodations, Navigational, and Logical Termini needs are described below.

Pedestrian Bicycle Accommodations

The proposed bridge alternative will bisect the New River Bridge Greenway on the northside of the canal outside of the Limited Access Facility (LAF) boundary. The bridge alternative will identify non-motorized facilities where

it bisects the greenway including Americans with Disabilities Act (ADA) accommodations and high visibility pavement markings and signage.

Navigational Needs

A new bridge may have implications to navigation if the waterway is navigable. As for the Plantation Midtown Bridge, there are low level bridges upstream and downstream that already limit navigation and since the bridge is on the west side of the SFWMD Broward Memorial Lock, located west of the Florida's Turnpike, this project study area should not be considered navigable waters. It is anticipated the bridge structures will generally have the same dimensions and height as the Pine Island Road and University Drive bridges.

Logical Termini

Figure 1 shows the bridge location area is between 1,000' to 1,700' west of the centerline of University Drive. The actual location of the bridge will be determined in this study. Locational factors for the south and north termini include WB SR 84 travel speeds, design of a proposed ramp west bound I-595 ramp from the I-595 ACS study, adequate merging and weaving distance to I-595, access management requirements, distance from the University Drive/SR 84 intersection, access to development within the Plantation Midtown District, right-of-way and any potential environmental issues related to crossing of the New River Canal. Analysis will include intersection concepts and impacts on SW 17th Street and WB SR 84 at the Bridge and along Peters Road at 80th Terrace and 78th Avenue.

4.0 IDENTIFICATION OF ELECTED OFFICIALS, AGENCIES AND AFFECTED PUBLIC

4.1 Federal, State, Regional and Local Agencies

The following federal, state, regional, and local agencies having an interest in this project due to jurisdictional review or expressed interest have been identified and will be contacted directly by FDOT through the Advance Notification (AN) process at the outset of the project in accordance with the PD&E Manual, Part 1, Chapter 3, Preliminary Environmental Discussion (PED) and AN. As other interested public agencies are identified during the PD&E Study, they also will be listed and contacted. A contact list has been developed including the entities listed below (provided in **Appendix A**), as well as a contact list for the Environmental Technical Advisory Team (ETAT) Members (provided in **Appendix B**).

Federal Agencies
Federal Highway Administration (FHWA), Florida Division
Federal Transit Administration, Region 4
National Oceanic and Atmospheric Administration – National Marine Fisheries Service, Southeast
U.S. Department of Interior – U.S. Fish and Wildlife Service, Southeast
U.S. Department of Interior – U.S. Geological Survey, Southeast and Region 2
U.S. Environmental Protection Agency, Southeast and Central Districts
U.S. Department of Agriculture – National Resources Conservation Service

State Agencies
Florida Department of State, Division of Historical Resources Florida Fish and Wildlife Conservation Commission
Florida Department of Economic Opportunity
Florida State Parks
State Historic Preservation Office
Florida Department of Transportation District Four
South Florida Water Management District

Regional Agencies
Florida Chamber of Commerce
South Florida Regional Planning Council

Native American Tribes
Miccosukee Tribe of Indians of Florida
Poarch Band of Creek Indians of Alabama
Seminole Tribe of Florida

Local Agencies
Broward County
Broward MPO
Town of Davie
City of Plantation

4.2 Elected and Appointed Officials

Local elected and appointed officials having jurisdiction within the project limits have been identified and will be contacted as part of the public involvement process for this PD&E Study. Elected officials will be reviewed and updated prior to mail outs for public meetings/hearings. A contact list is provided in **Appendix C**.

Federal Delegation

United States Senate: U.S. Senators are elected to four-year terms. Senators are at-large representatives.

U.S. Senator Rick Scott

U.S. Senator Marco Rubio

United States House of Representatives: Each representative serves a two-year term. There are no term limits. The district location that represents the project corridor is provided in **Figure 3**.

U.S. Congresswoman Debbie Wasserman Schultz
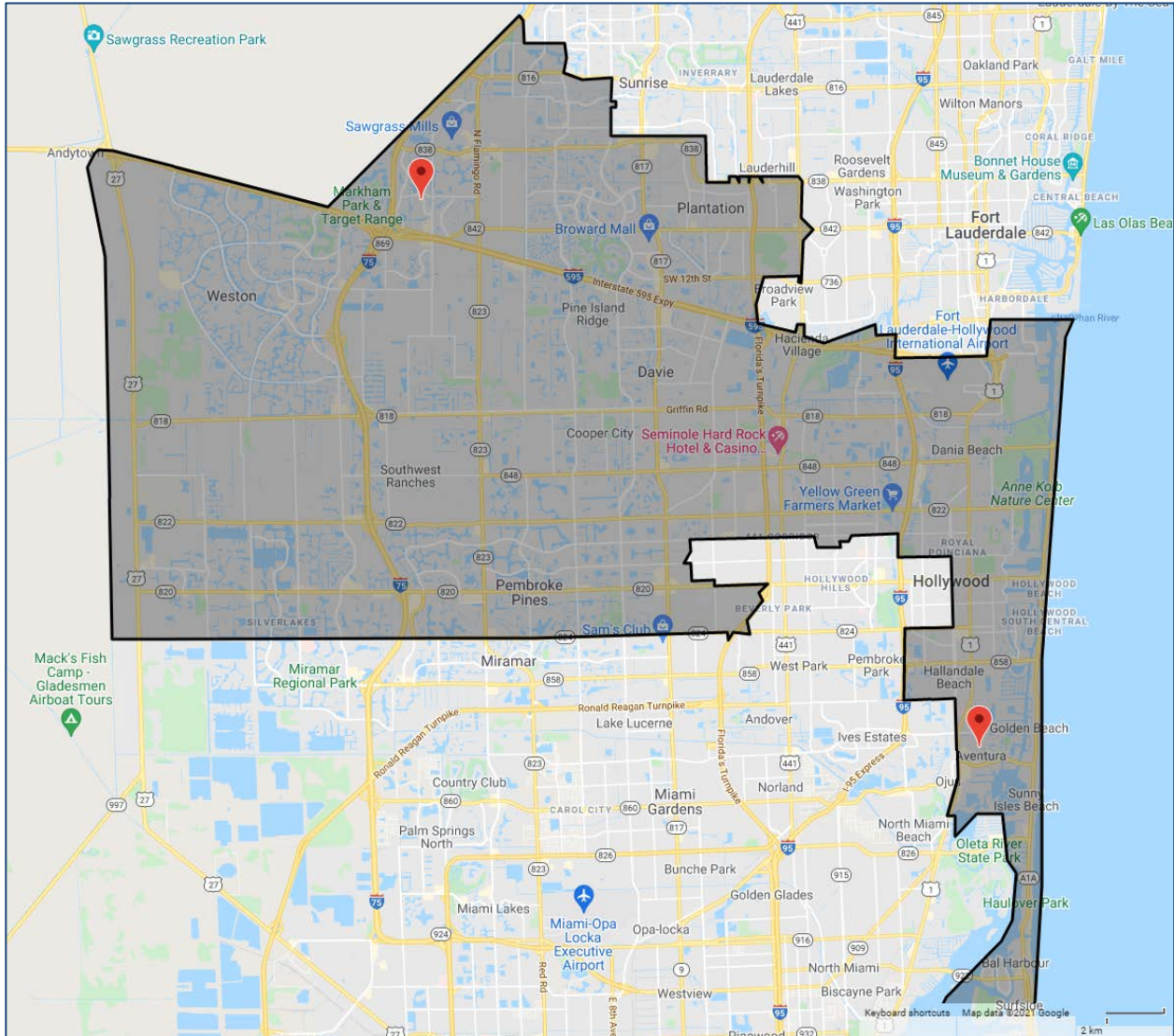District 23

Figure 3. U.S. House of Representatives District Map

State Delegation

Florida State Senators for Local Districts: Senators serve four-year terms and are restricted to two consecutive four-year terms. The district location that represents the project corridor is provided in Figure 4.
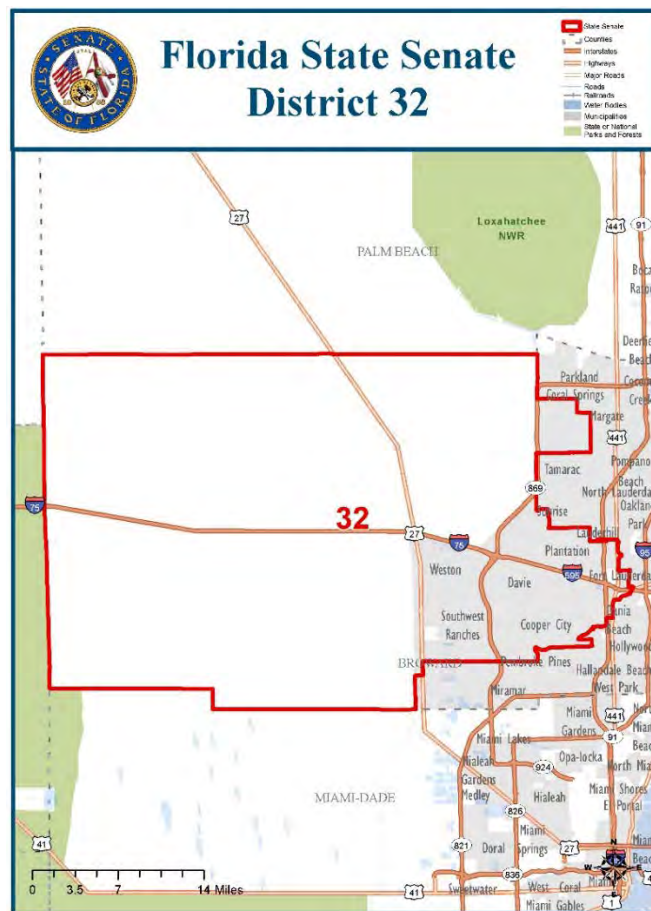
Senator Lauren Book
District 32

Figure 4. Florida Senate District Map

Florida State Representatives for Local Districts: Representatives serve two-year terms and are restricted to serving a maximum of four two-year terms. The district locations that represent the project ——corridor are provided in **Figure 5**.

Representative Michael "Mike" Gottlieb
District 98
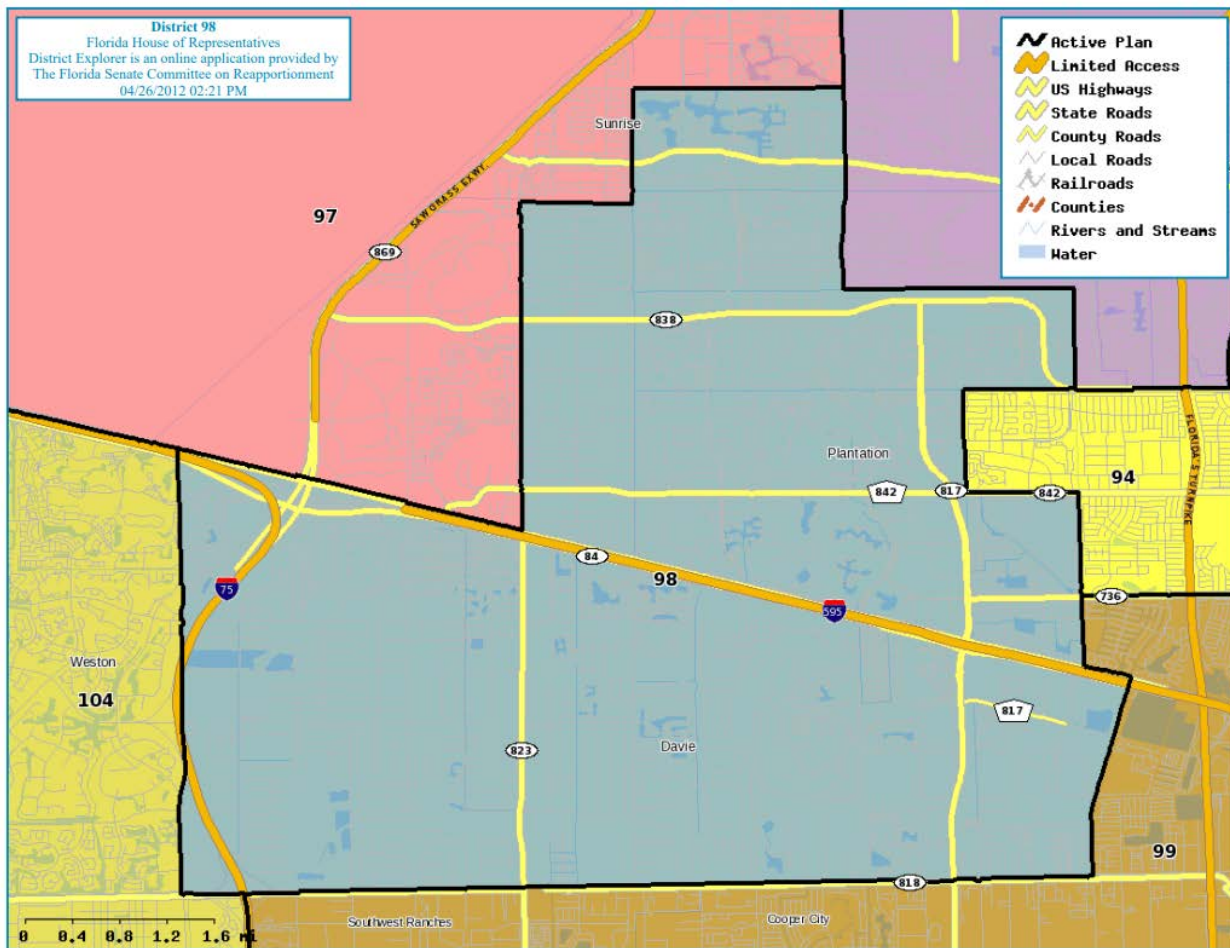
Figure 5. Florida Representatives District Map

Local Delegation

Broward County: Broward's County Commission is comprised of nine (9) board members as detailed below. The Board of County Commissioners sets the laws and policies under which the County runs. District 1, District 5, and District 7 falls within the project area and the location is provided in **Figure 6**.
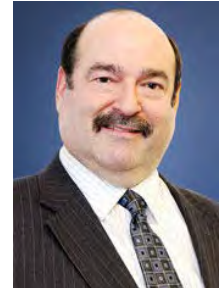
Nan H. Rich
Commissioner
District 1

Mark D. Bogen
Commissioner
District 2

Michael Udine
Commissioner
District 3/ Vice
Mayor

Lamar P. Fisher
Commissioner
District 4

Steve Geller
Commissioner
District 5/Mayor

Beam Furr
Commissioner
District 6

Tim Ryan
Commissioner
District 7

Dr. Barbara Sharief
Commissioner
District 8

Dale V.C. Holness
Commissioner
District 9

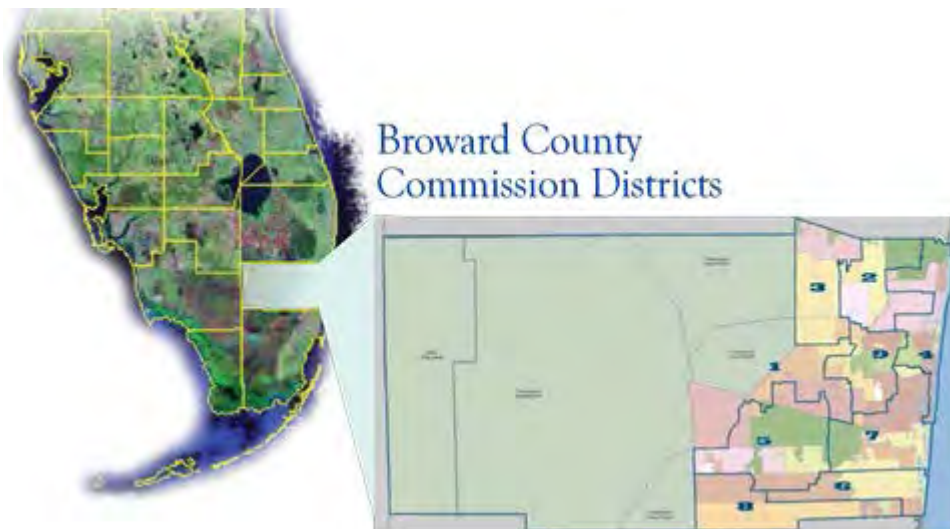*Figure 6. Broward County Commission Districts*

City of Plantation: The City of Plantation has a Strong Mayor form of government, meaning City Council sets policies for the operation of the City and the Mayor acts as the Chief Executive Officer, having administrative responsibility for policy execution and daily operations. The Mayor and Councilmembers are elected citywide ("at large") to four-year terms. The Council represents the city's interests and can establish citizen advisory boards and committees. Plantation holds Municipal Elections every two years in even numbers years in November. The City Council is divided into 5 groups to be voted on city-wide. All seats are elected at-large meaning Plantation has no districts. The City of Plantation Council is composed of five Council Members as detailed below.

Lynn Stoner
Mayor

Erik Anderson
Group 1

Denise Appleby Horland
Group 2

Jennifer Andreu
Group 3

Timothy J. Fadgen
Group 4

Nick Sortal
Group 5

Town of Davie: The Town Council including the mayor is the legislative body of the Town government. The Councilmembers may propose policies or procedures for consideration by the entire Council. The Town Council's major objective is to represent and meet the needs of the residents and business owners of the Town of Davie. According to Town Charter, the Town of Davie shall be governed by a council/manager form of government consisting of five (5) members, one of whom shall be the elected at-large Mayor and one of whom shall be the Vice-Mayor. The district locations at the town of Davie that represent the project corridor are provided in **Figure 7**.
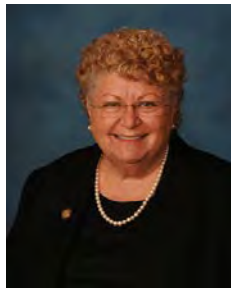
Judy Paul Mayor	**Michelle Whitman** District 1	**Caryl Hattan** Vice Mayor District 2	**Susan Starkey** District 3	**Marlon Luis** District 4
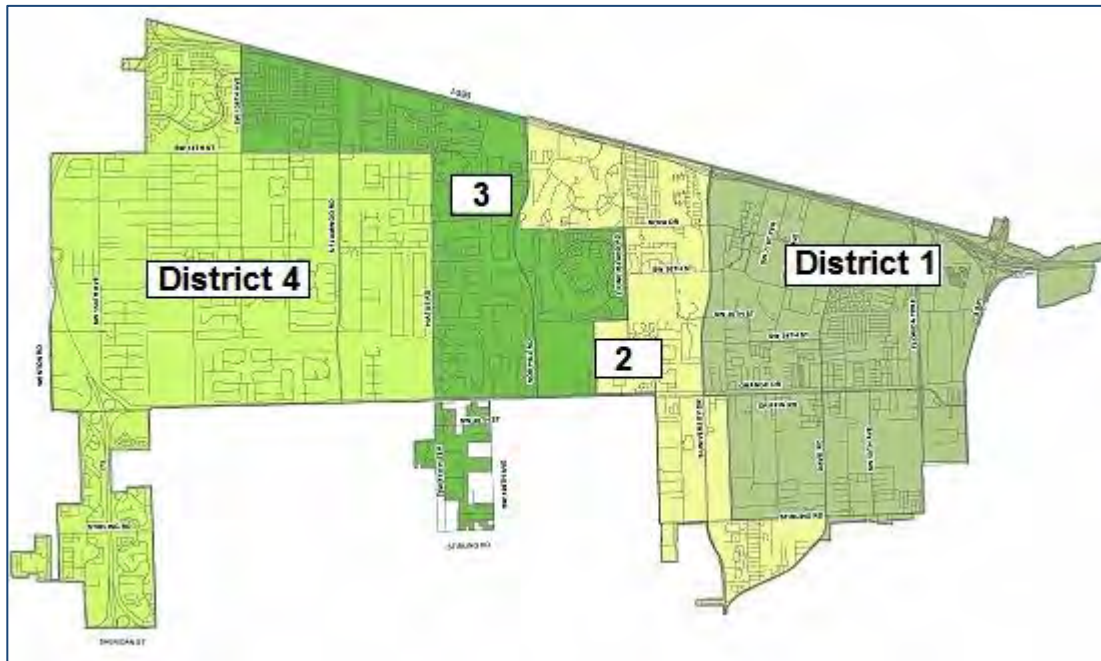
Figure 7. Town of Davie Council Districts

Demographics

City of Plantation

Total Population 91,750	**Median Household Income** $71,977	**Bachelor's Degree or Higher** 39.8%	**Employment Rate** 67.4%
Total Housing Units 38,596	**Without Health Care Coverage** 11.1%		**Total Households** 36,203
	Hispanic or Latino (of any race) 25,688		
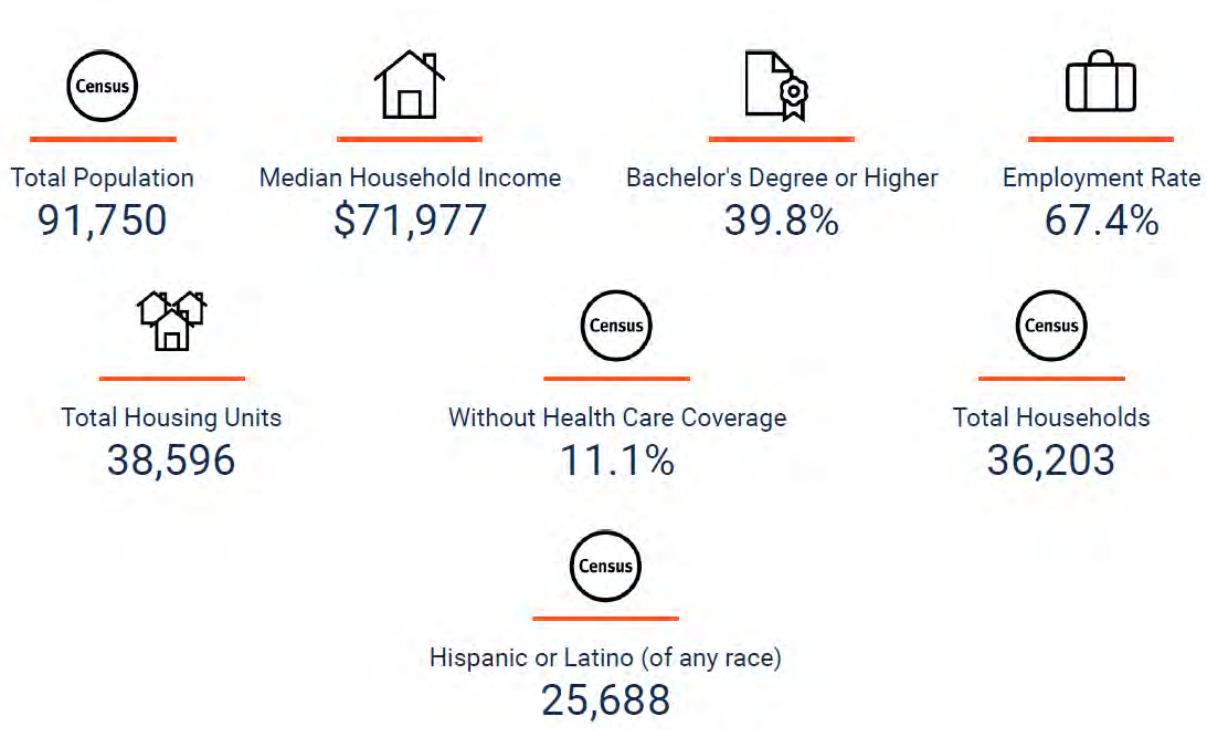
Source: U.S. Census Bureau, 2019 American Community Survey 1-Year Estimates

Commuting

25.8 +/- 1.6

Average travel time to work (in minutes) in Plantation city, Florida

28.4 +/- 0.2

Average travel time to work (in minutes) in Florida

Table:
S0801

Table Survey/Program:
2019 American Community Survey 1-Year Estimates

Means of Transportation to Work (Workers 16 Years and Over) i... [VIEW OPTIONS ˅]

Drove alone - 80.9%

Carpool - 8.4%

Public transportation - 1.4%

Walked - 0.6%

Other means - 1.5%

Worked at home - 7.3%

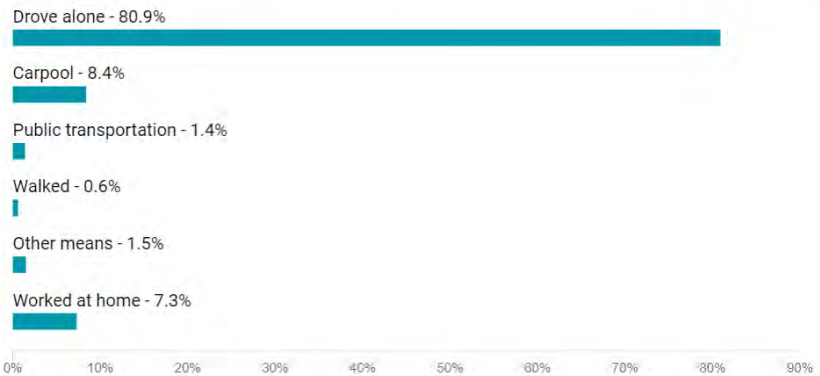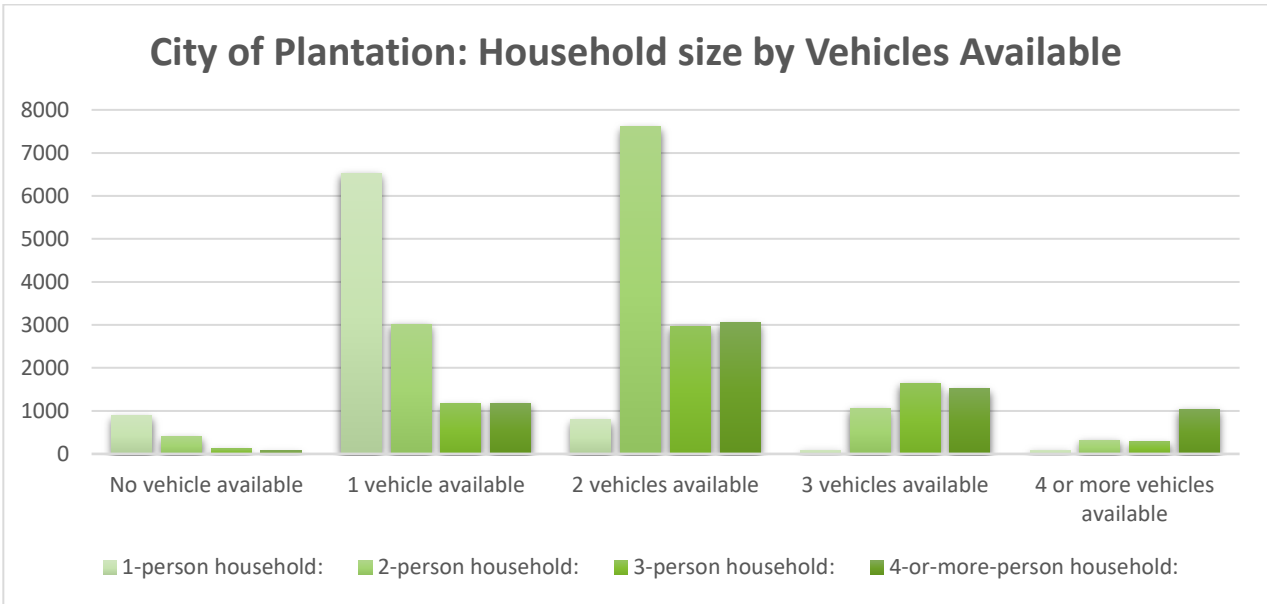0%   10%   20%   30%   40%   50%   60%   70%   80%   90%

Chart Survey/Program: 2019 ACS 5-Year Estimates Data Profiles

Source: U.S. Census Bureau, 2019 American Community Survey 1-Year Estimates Table ID S0801
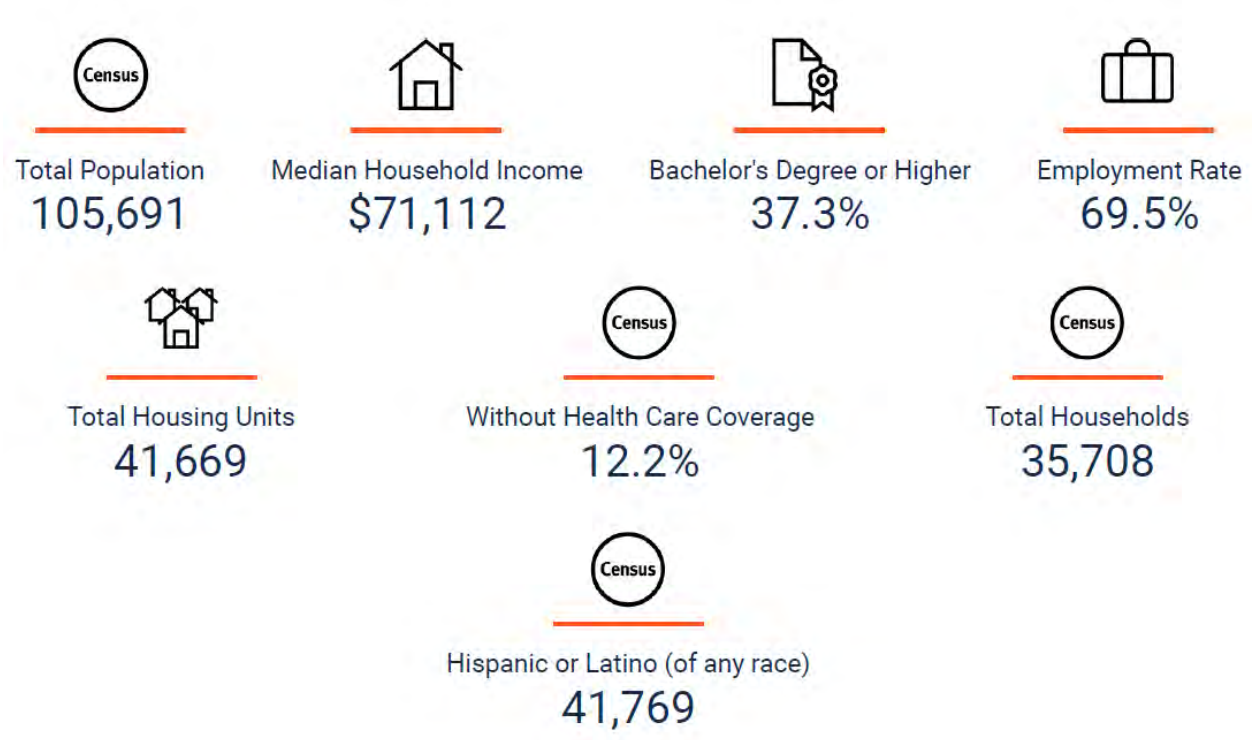
City of Plantation: Household size by Vehicles Available

Legend: 1-person household: / 2-person household: / 3-person household: / 4-or-more-person household:

Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates Table ID B08201

Town of Davie

Total Population
105,691

Median Household Income
$71,112

Bachelor's Degree or Higher
37.3%

Employment Rate
69.5%

Total Housing Units
41,669

Without Health Care Coverage
12.2%

Total Households
35,708

Hispanic or Latino (of any race)
41,769

Source: U.S. Census Bureau, 2019 American Community Survey 1-Year Estimates

Commuting

27.1 +/- 1.7

Average travel time to work (in minutes) in Davie town, Florida

28.4 +/- 0.2

Average travel time to work (in minutes) in Florida

Table: S0801

Table Survey/Program: 2019 American Community Survey 1-Year Estimates

Means of Transportation to Work (Workers 16 Years and Over) in Davie town, Florida

VIEW OPTIONS

Drove alone - 81.3%

Carpool - 9.0%

Public transportation - 1.2%

Walked - 1.5%

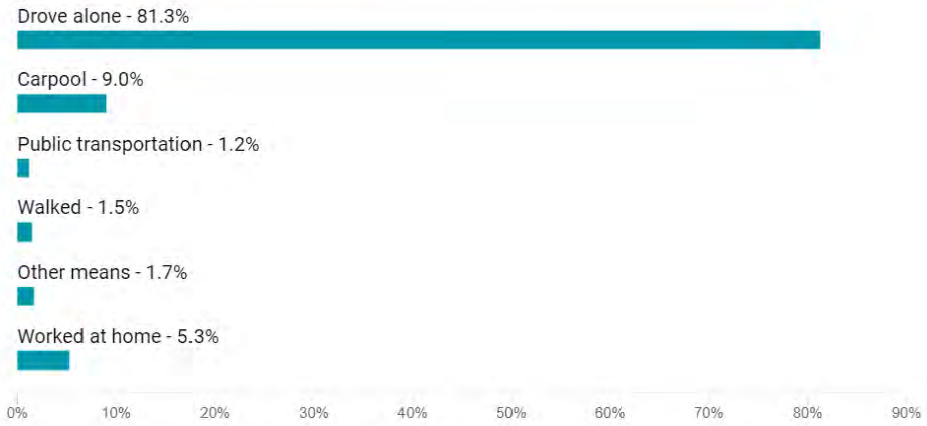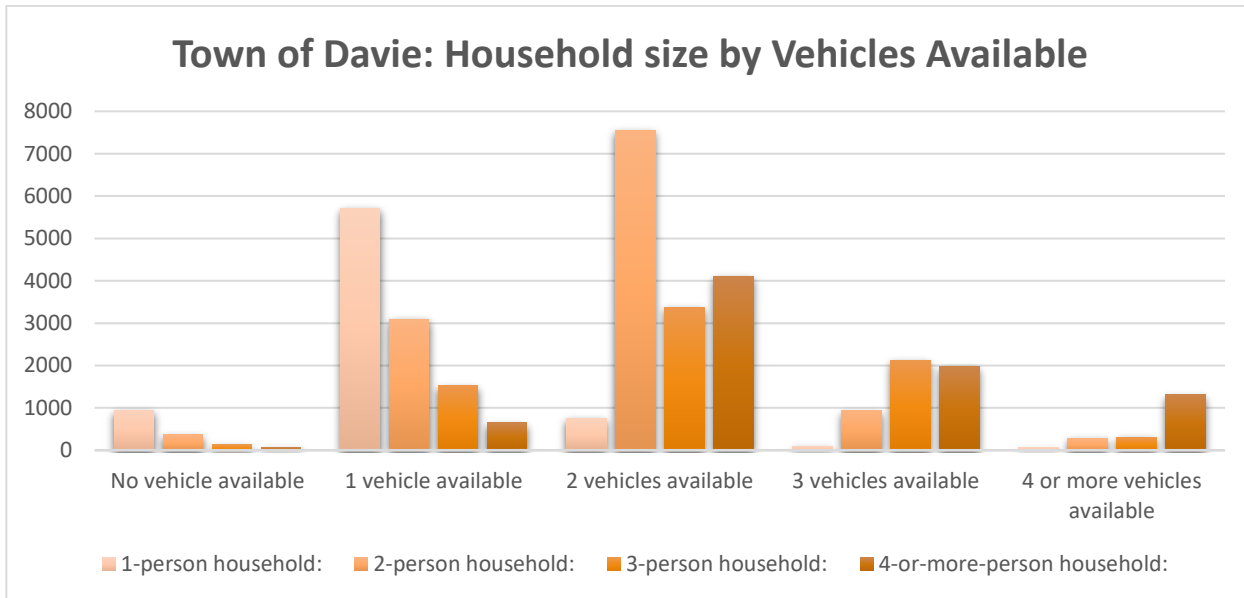Other means - 1.7%

Worked at home - 5.3%

Chart Survey/Program: 2019 ACS 5-Year Estimates Data Profiles

Source: U.S. Census Bureau, 2019 American Community Survey 1-Year Estimates Table ID S0801

Town of Davie: Household size by Vehicles Available

Legend: 1-person household: | 2-person household: | 3-person household: | 4-or-more-person household:

Categories: No vehicle available, 1 vehicle available, 2 vehicles available, 3 vehicles available, 4 or more vehicles available

Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates Table ID B08201

Appendix D includes the contact information for the representatives from these federally recognized Native American Tribes that were contacted during the public involvement effort.

5.0 IDENTIFICATION OF AFFECTED COMMUNITIES AND STAKEHOLDERS

This project is within the limits of the City of Plantation in Broward County. The study area has no permanent population or any structures within 300 feet of each side of the canal/bridge starting point.
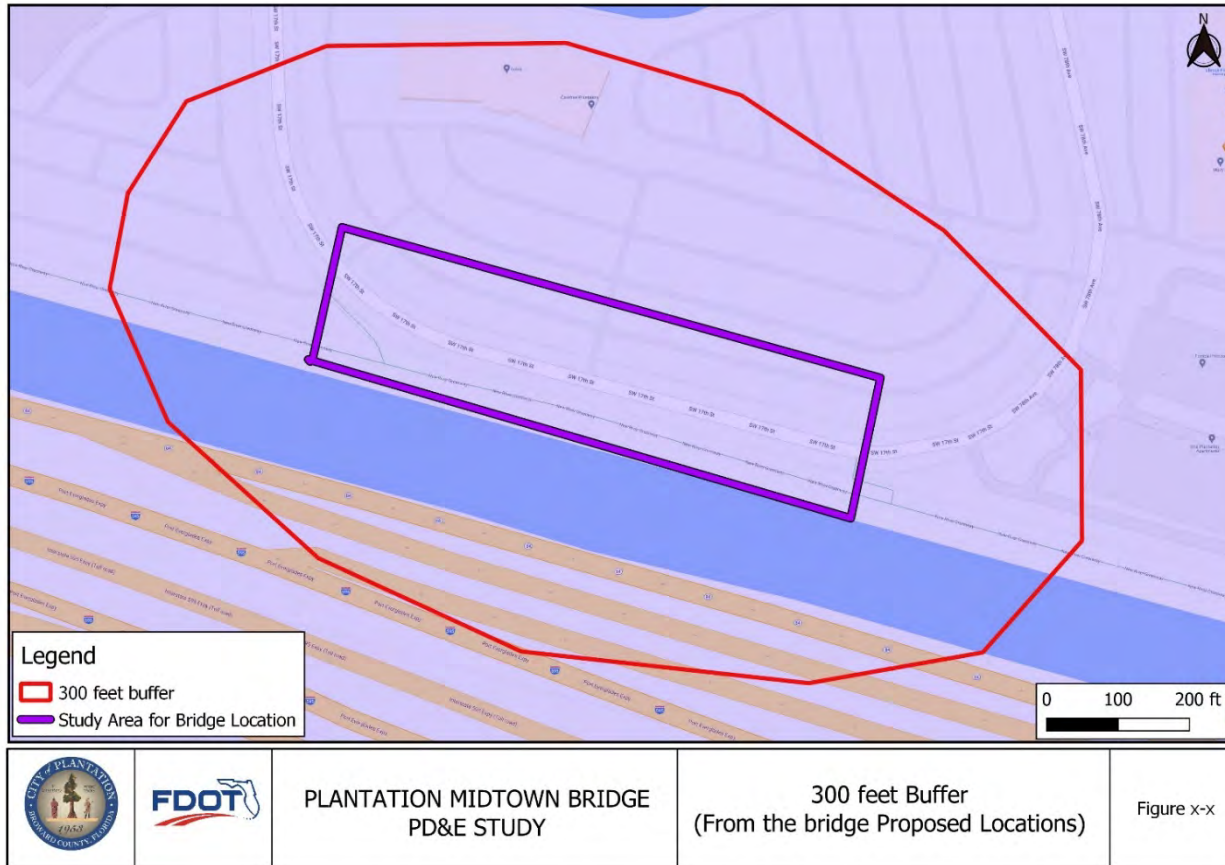

Figure 8. 300 feet buffer from the probable bridge location

As per the SDR Area of Influence (AOI), the existing land use is a parking lot of the nearby commercial building. Some of the commercial office names are

1. Aetna
2. Carefree planation, etc.

5.1 Community Facilities

The following community facilities and residential complexes are located nearby the project AOI.

*   One Plantation Apartments
*   Plantation Colony Apartments
*   Coco Plum Estates
*   Newport the Condo Owners Associates
*   Jacaranda Country Club

- Jacaranda Cove
- New Orleans Villas
- Royal Palm Estates
- Royal Palm South
- El Dorado Estates
- Plantation Preserve
- Modera Cornerstone
- AMLI Park West
- Midtown 24
- Camden Atlantic Apartments

5.2 Public Interest Groups

The following local, state, and national public interest groups or organizations having a direct or expressed interest in the project study have been identified and will be contacted by the FDOT District Four.

- Plantation Midtown Development District Board Members
  - PA Lethbridge & Co.
  - Westfield Broward Mall
  - BG Capital Group
  - Westside Regional Medical Center
  - Brinwo Development
- Hotels
  - Renaissance Fort Lauderdale
  - La Quinta Inn & Suites by Wyndham Ft. Lauderdale Plantation
  - Courtyard by Marriott Fort Lauderdale Plantation
  - Extended Stay America - Fort Lauderdale – Plantation
  - Hampton Inn Ft. Lauderdale/Plantation
  - Hyatt Place Fort Lauderdale/Plantation
- Corporate/ Offices
  - DHL Express Corporate Office
  - United Realty Group Inc
  - Amazing Towtrucks
  - Aetna
  - Carefree Plantation
  - Bronstein & Carmona PA
  - Florida Department of Agriculture and Consumer Services
  - US Marine Corps
  - Total Sales Inc
  - Mavis Discount Tire
  - FedEx Office Print & Ship Center
  - Fork Freight LLC
  - Kimley-Horn
  - National Beverage

- o Internal Revenue Service (IRS) Appeals and Chief Counsel Office
- o Internal Revenue Service (IRS) Taxpayer Assistance Center
- o Pearson VUE Testing Center #46993
- o Royal Palm Office Park
- o TradeStation
- o Crossroads Business Park
- Medical
  - o Vetserv Floirda
  - o Plantation Midtown Animal Hospital
  - o Jackson Memorial Hospital
  - o Sanitas Medical Center
  - o Uhealth at Plantation
- Schools
  - o Clever Oaks Montessori School
  - o Imagine Schools – Plantation Campus
  - o Tutor Time of Plantation
  - o Midtown Plantation KinderCare
- House of Worship
  - o Temple Kol Ami Emanu-El
- Banks
  - o Bank of America
  - o Wells Fargo Bank
  - o Centennial Bank
  - o Chase Bank
  - o Citibank
  - o Suntrust Bank
- Gas Stations / Car Rental
  - o Chevron
  - o 1st Car Rental Plantation
- Mall/Shopping Plazas
  - o Plantation Commons
  - o The Shops at One Plantation
  - o Publix Super Market at Plantation
  - o Market on University
  - o The Fountains
  - o Barnes & Noble
  - o Westfield Broward Mall
  - o Target
  - o CVS Pharmacy
  - o Aldi
- Parks/ Fire Station
  - o Pine Island Park

- o Plantation Fire Department Station 4
  - o Urban Air Trampoline and Adventure Park
- Restaurants
  - o Bokampers Sports Bar & Grill
  - o McDonald's
  - o IHOP
  - o Chili's Grill & Bar
  - o Duffy's Sports Grill
  - o Red Lobster
  - o Olive Garden Italian Restaurant

Appendix F includes the contact information for public interest groups that will be contacted during the public involvement effort. Additionally, all public and private groups, organizations, agencies and/or businesses that request placement on the project mailing list will be included.

6.0 OUTREACH ACTIVITIES

To keep the public informed and engaged and to allow for an inclusive process, the following techniques were used to notify the public of the PD&E Study and to solicit public input into the project development process. The various methods employed were digital and distributed electronically. In addition, project presentations were posted online. If needed, project information will be coordinated with the FDOT District Four Communications Office to communicate through social media and other means.

NOTE: To protect public health and to comply with Governor DeSantis' "**Safe. Smart. Step-by-Step. Plan for Florida's Recovery**," during the COVID-19 pandemic, all outreach activities will comply with FDOT's current COVID-19 Public Involvement Guidance. View **Appendix G**.

6.1 Media

BROWD COUNTY
City of Plantation Social Media Links

Plantation's eNewsletter @ plantationparks@gmail.com
Facebook
• City of Plantation
• Plantation Parks & Recreation
• Veltri Tennis Center
• Plantation Fire Department
• Plantation Utilities & Public Works
Nextdoor https://nextdoor.com/agency-post/fl/plantation/city-of-plantation-1/plantation-now-newsletter-156171688/
Instragram @plantationparks
Twitter @
• @plantationFLA
• @plantationparks
• @helenbhoffman
• @plantationfire
• @plantationpd

6.2 Notification Techniques

In addition to working with the media, a number of different notification techniques were used throughout the project development process. A brief description of these techniques is provided below.

Letters/Newsletters

Invitational and informational letters and newsletters were distributed to elected and appointed officials, property owners/tenants, business owners/operators, and interested parties as feasible. It is anticipated that three newsletters (Public Kickoff Newsletter, Alternatives Public Information Newsletter, and Public Hearing Newsletter) were distributed for this PD&E Study and posted on the project website. The newsletters gave a brief

overview of the project, project team contact information, notice of public meetings, updates on study activities, summary of findings, and the next steps of the project development.

News/Press Releases

News/press releases were submitted to FDOT District Four for approval at least twenty-one days prior to each public meeting and the public hearing or as otherwise directed by FDOT.

Public Notices /Display Ads

Public advertisement was published in the local newspapers, listed under **Section 6.1**, once prior to each public meeting, twice prior to the public hearing, and once to announce Location and Design Concept Acceptance (LDCA) at the end of the PD&E Study. Meeting notices will also be posted on the project website.

Public Announcements

To distribute PD&E Study information, fliers were made available to organizations such as neighborhood/civic groups, FDOT, Broward County, City of Plantation, and Town of Davie to publish in existing newsletters and websites. Any such correspondence will be coordinated through the District's Communication's Office.

Direct Mail List for Public Meetings and Hearing

The following were contacted by direct mail to obtain input throughout the project development process and/or to provide project information:

- Those whose property lies, in whole or part, within at least 300 feet on either side of the centerline of each project alternative (Section 339.155, F.S.), as well as other local citizens who   may be impacted by the construction of this project. This portion of the mailing list was based on the County Property Appraiser's tax rolls.
- Local elected and appointed public officials or individuals who requested to be placed on the mailing list for this project.
- Public and private groups, organizations, agencies, or businesses that requested to be placed on the mailing list for this project.

Virtual and Hybrid Meeting Techniques

The following meetings have complied with the public engagement guidelines for a hybrid meeting. These considerations remain mindful of the need to provide a variety of methods for the public to receive information and provide input on the project, while meeting public health guidelines and protecting vulnerable populations and civil liberties.

The overall goal is to strive to replicate the experience of the traditional public meeting in ways that allow all interested parties to participate. View **Appendix G** for guidance on virtual and hybrid public meetings and hearings.

Any virtual meeting held was hosted through Zoom and follow FDOT's Virtual Public Meeting Checklist. View **Appendix H** for virtual resources.

NOTE: *Virtual public meetings were held, if appropriate, and approved by the District Secretary and will follow Department procedure, federal and state regulations for Americans with Disabilities Act, Title VI, and notification*

requirements. The recordings of the virtual meetings were posted online for those who were unable to watch or participate in the live session.

Presentations to Local Officials: Presentations were given to local officials and agencies prior to any scheduled public meeting(s) or public hearing to apprise them of the project status, design concepts, and to receive their comments.

Public Meetings: December 9, 2021

Public Hearing: June 2022

Social Media

Social media platforms will give the project the furthest reach and largest audience. Being tactical about messaging will help cut through the noise of social media. City of Plantation has a social presence on Facebook, Instagram, Twitter, and Nextdoor. All content to be posted on social media sites were coordinated with City of Plantation's media contacts and public information staff.

Media Contacts

- Guillermo Canedo, FDOT District Four

- Jessica Ottaviano, FDOT District Four

FDOT Statewide Accounts:

- Facebook: MyFDOT

- Instagram: my_fdot

- Twitter: @MyFDOT

- YouTube: MyFDOT

- WordPress link: https://fdotmovingflorida.com/

FDOT District Four Accounts:

- Facebook: MyFDOTSEFL

- Instagram: myfdot_sefl

- Twitter: @MyFDOT_SEFL

- YouTube: MyFDOTSEFL

- WordPress link: https://myfdotsefl.wordpress.com/

7.0 COORDINATION WITH BROWARD COUNTY

Coordination meetings with each county will be held throughout the PD&E process to provide updated project information.

8.0 HYBRID PUBLIC MEETINGS

Public Meeting Site

The Public meeting was held at 400 NW 73rd Avenue, Plantation FL 33317, City Hall. The Public meeting was also held online via ZOOM.

Public Advertisement

Public advertisement was published in the local newspapers, listed under **Section 6.1**, once prior to the kickoff meeting. Meeting notices were also be posted on the project website.

Letters of Invitation

Letters were mailed to all property owners as required by Section 339.155, F.S., and electronically sent to local elected and appointed government officials notifying them of the upcoming kickoff meeting. The notification letters clearly described participation options, on how to register for the meeting, and what to expect during the meeting.

Meeting Preparation

Voice-over recordings, slide presentations and/or video presentations, project corridor aerial maps, graphics, and handouts were prepared to supplement the meeting presentation.

8.2 Hybrid Alternatives Public Information Meeting

Public Meeting Site

The Alternatives Public Information Meeting was conducted as a hybrid meeting to present the project alternatives and to obtain comments from the general public. The in-person component of the meeting was held at an appropriate facility convenient to the study area which follows FDOT's COVID-19 Public Involvement Guidance for Facilities Requirements (view **Appendix G**). and follow any local ordinances. Meeting materials were posted online concurrent with the meeting notification. This meeting was informal.

Public Advertisement

Public advertisement was published in the local newspapers, listed under **Section 6.1**, once prior to the public kickoff meeting. Meeting notices were posted on the project website.

Letters of Invitation

Letters were mailed to all property owners as required by Section 339.155, F.S., and electronically sent to local elected and appointed government officials notifying them of the upcoming kick off meeting. The notification letters clearly described participation options, how to register for the meeting, and what to expect during the meeting.

Meeting Preparation

Voice-over recordings, slide presentations and/or video presentations, project corridor aerial maps, graphics, and handouts were prepared to supplement the meeting presentation.

9.0 HYBRID PUBLIC HEARING

In compliance with the PD&E Manual, 23 CFR 771, and Section 339.155, FS, a public hearing will be held. As per FDOT's current COVID-19 Public Involvement Guidance (view **Appendix G**), all Public Hearings required by state or federal law (access management hearings and those associated with National Environmental Policy Act and State Environmental Impact Report approvals) should use the hybrid approach and follow all normal approval processes.

Public Hearing Site

A formal Public Hearing will be conducted as a hybrid meeting. The in-person component of the hearing will be held at an appropriate facility convenient to the study area and follow any local ordinances. Hearing materials will be posted online concurrent with the hearing notification.

Public Advertisement

An advertisement will appear in the local newspapers, listed under **Section 6.1**, twice prior to the public hearing. The first notice will be published at least 21 days prior to the hearing and the second notice will be published seven to 7 days prior to the hearing.

All advertisements will be sent to local newspapers via e-mail or by registered mail, return receipt requested.

In addition, an announcement of the public hearing will be published in the Florida Administrative Register (FAR) at least seven days prior to the public hearing.

Letters of Invitation

Letters will be mailed to all property owners as required by Section 339.155, F.S., and electronically sent to local elected and appointed government officials notifying them of the upcoming public hearing. The notification letters will clearly describe participation options (virtual and in-person), how to register for the hearing, general safety measures for the in-person hearing, and what to expect during the hearing.

Hearing Preparation

Voice-over recordings, slide presentations and/or video presentations, project corridor aerial maps, graphics, and handouts will be prepared to supplement the oral public hearing presentation.

Transcript

A verbatim transcript of the public hearing will be compiled to include written comments received at the hearing and written comments received within the established comment period after the hearing. All public hearing documentation (handouts, presentation, graphics, etc.) will be included with the transcript. The transcript will include a script of the recorded presentation, if applicable.

Documents for Public Review

All draft documents to support the PD&E Study will be available for public review at least 21 calendar days prior to the public hearing date, and for 10 days following the hearing.

Locations of Documents for Public Review – http://www.plantation.org/MidtownBridge

Public notice will be provided in the public hearing advertisement and by invitational letters as to where the study documents are located for public review. The documents will be available for review on the project website and at the following suggested locations (subject to change):

Title VI and Related Statues

Information about the Title VI Program will be provided in the presentation, by handout, signage, and through availability of personnel, on the Title VI Program and the Relocation Assistance Program.

Americans With Disabilities Act Compliance

Notification of the Department's intent to comply with the Americans with Disabilities Act will be provided in the public advertisements for the public hearing, in invitational letters to property owners/tenants and local officials, in handouts, and by selection of a public hearing site that meets ADA requirements.

10.0 ADDRESSING ACCESSIBILITY CHALLENGES FOR VIRTUAL MEETINGS

Access to virtual meetings may be harder for some based on internet availability and/or quality, technical proficiency, and/or physical ability. To address any potential barrier, the following will be provided for any meeting that has a virtual component:

- Call-in number
- Contact person and telephone number
- Offer to mail hard copies of presentation materials
- Recording of the virtual meeting online
- Longer public comment period after the meeting

11.0 PUBLIC HEARING FOLLOW-UP

The following procedures will occur after the public hearing.

Responses

Responses to letters received as a result of the hearing and questions and comments not answered at the public hearing will be made in writing.

Recommendation Notice

A legal notice announcing the Office of Environmental Management's (OEM's) approval of the final document (LDCA) and recommendations will be published in the local newspaper. In addition, press releases detailing the Department's recommendations will be provided to local media.

Hearing Transcript Package

A Transcript Package will be produced and submitted following the public hearing. The Transcript Package will include a verbatim hearing transcript prepared by an approved court reporter, an error sheet detailing any transcript discrepancies, a copy of correspondence received by the Department as part of the public hearing record, and affidavits of publication for newspaper ads advertising the hearing.

Public Involvement Summary

A public involvement summary will be produced and submitted at the conclusion of the PD&E Study, containing, at a minimum, documentation regarding public participation performed throughout the study period. This summary will include comments and responses received from the public, as well as Advance Notification, coordination with local officials and agencies, and public meetings; the verbatim transcript from the public hearing; proof of publication of ads; sign-in sheets; public hearing certification by the Project Manager (Moderator); and public comments.

12.0 PUBLIC INVOLVEMENT DURING DESIGN

To the extent public involvement activities are necessary in the Design phase, the Design Project Manager will be responsible for coordinating any such activities.

APPENDIX A

FEDERAL, STATE, REGIONAL, AND LOCAL AGENCIES CONTACT LIST

Federal, State, Regional, & Local Agencies

SALUTATION / PREFIX	FIRST NAME	MI	LAST NAME	TITLE	DISTRICT	AGENCY	EMAIL
						Federal Agencies	
	Jamie		Christian	Division Administrator		Federal Highway Administration (FHWA) - Florida Division	Jamie.christian@dot.gov
Mr.	David		Hawk	Deputy Division Administrator		Federal Highway Administration (FHWA) - Florida Division	david.hawk@dot.gov
Ms.	Karen		Brunelle	Director		FHWA Florida Division - Office of Project Development	Karen.Brunelle@dot.gov
Mr.	Luis		Lopez	Senior Environmental Specialist		FHWA Florida Division - Office of Project Development	luis.d.lopez@dot.gov
Ms.	Cathy		Kendall	Planning Team Lead		FHWA Florida Division - Office of Project Development	Cathy.Kendall@dot.gov
Ms.	Stacie		Blizzard	Transportation Planning Specialist	District 4	FHWA Florida Division - Office of Project Development	Stacie.Blizzard@dot.gov
Mr.	Jim		Stevenson	Director		FHWA Florida Division - Office of Project Delivery	james.stevenson@dot.gov
Mr.	Mark		Clasgens	District Transportation Engineer	District 4	FHWA Florida Division - Office of Project Delivery	Mark.Clasgens@dot.gov
	Khoa		Nguyen	Director		FHWA Florida Division - Office of Technical Services	Khoa.Nguyen@dot.gov
Ms.	Marisel		Lopez-Cruz	Alternate Duty Location Position		FHWA Florida Division - Office of Project Development and Environmental Review	Marisel.lopez-cruz@dot.gov
Dr.	Yvette	G.	Taylor	Regional Administrator	Region 4	Federal Transit Administration	
	Keith		Melton	Director. Office of Planning & Program Development	Region 4	Federal Transit Administration	
	Andy		Strelcheck	Regional Administrator	Southeast Region	National Oceanic and Atmospheric Administration – National Marine Fisheries Service	andy.strelcheck@noaa.gov
	Virgina		Fray	Acting Deputy Regional Administrator	Southeast Region	National Oceanic and Atmospheric Administration – National Marine Fisheries Service- Habitat Conservation Division	virginia.fay@noaa.gov
	Laurn		Lugo	Assistant Regional Administrator	Southeast Region	National Oceanic and Atmospheric Administration – National Marine Fisheries Service- Operations, Management and Information Division	lauren.b.lugo@noaa.gov
	David		Bernhart	Assistant Regional Administrator	Southeast Region	National Oceanic and Atmospheric Administration – National Marine Fisheries Service- Protected Resources Division	david.bernhart@noaa.gov
Dr.	John		Mc.Govern	Assistant Regional Administrator	Southeast Region	National Oceanic and Atmospheric Administration – National Marine Fisheries Service- Sustainable Fisheries Division	john.mcgovern@noaa.gov
	Leopoldo "Leo"		Miranda-Castro	Regional Director	Southeast Region	U.S. Department of Interior – U.S. Fish and Wildlife Service	
Ms.	Andi		Maris		District 7	U.S. Coast Guard (USCG) - Southeast	Andi.Maris@uscg.mil
Ms.	Holly		Weyers	Regional Director	Region 2	USDOI - U.S. Geological Survey (USGS)	hsweyers@usgs.gov
Dr.	Dianna	M.	Hogan	Acting Center Director	Southeast	USDOI - USGS	dhogan@usgs.gov
Mr.	Jason		Andreotta	District Director	Southeast	U.S. Environmental Protection Agency (USEPA)	Jason.Andreotta@FloridaDEP.gov
Ms.	Sirena		Davila	Assistant District Director	Southeast	U.S. Environmental Protection Agency (USEPA)	Sirena.Davila@FloridaDEP.gov
Mr.	Aaron		Watkins	District Director	Central	U.S. Environmental Protection Agency (USEPA)	Aaron.Watkins@FloridaDEP.gov
Mr.	Nathan		Hess	Assistant District Director	Central	U.S. Environmental Protection Agency (USEPA)	Nathan.Hess@FloridaDEP.gov
Mr.	Juan	C.	Hernandez	State Conservationist		U.S. Department of Agriculture (USDA) - National Resources Conservation Service (NRCS)	juan.hernandez@usda.gov
						State Agencies	
Dr.	Thomas		Reinert	Regional Director	South	Florida Fish and Wildlife Conservation Commission (FFWCC)	Thomas.Reinert@MyFWC.com
						Florida Department of Economic Opportunity	
						Florida State Parks	
Dr.	Timothy		Parsons	Director	Florida	State Historic Preservation Office	timothy.parsons@dos.myflorida.com
Dr.	Angela		Tomlinson	Assistant Director	Florida	State Historic Preservation Office	angela.tomlinson@dos.myflorida.com
	Paul		Lampley	Director of Transportation Operations	District Four (D4)	Florida Department of Transportation District Four	Paul.Lampley@dot.state.fl.us
	Steve		Braun	Director of Transportation Development	District Four (D4)	Florida Department of Transportation District Four	Steve.Braun@dot.state.fl.us
	Ron		Bergeron Sr.		Broward County	South Florida Water Management District	rbergeron@sfwmd.gov
						Regional Agencies	

SALUTATION / PREFIX	FIRST NAME	MI	LAST NAME	TITLE	DISTRICT	AGENCY	EMAIL
	Mark		Wilson	President/ CEO		Florida Chamber of Commerce	mwilson@flchamber.com
	Isabel	C.	Carballo	Executive Director		South Florida Regional Planning Council	isabelc@sfrpc.com
Local Agencies							
	Barbara	B.	Boy	Executive Director	Planning Council	Broward County	bblakeboy@broward.org
	Deanne	D.	Von Stetina	Assistant Executive Director	Planning Council	Broward County	dvonstetina@broward.org
	Gregory		Stuart	Executive Director		Broward Metropolitan Planning Organization (MPO)	stuartg@browardmpo.org
	Michael		Ronskavitz	Chief of Staff		Broward Metropolitan Planning Organization (MPO)	ronskavitzm@browardmpo.org
	Bryan		Caletka	Director of Transportation		Broward Metropolitan Planning Organization (MPO)	caletkab@browardmpo.org
	Lynn		Stoner	Mayor		City of Plantation	lstoner@plantation.org
	Erik		Anderson	Plantation City Council Member Group 1		City of Plantation	eanderson@Plantation.org
	Denise		Horland	Plantation City Council Member Group 2		City of Plantation	dhorland@Plantation.org
	Jennifer		Andreu	Plantation City Council Member Group 3		City of Plantation	Jandreu@plantation.org
	Timothy J.		Fadgen	Plantation City Council Member Group 4		City of Plantation	Tfadgen@plantation.org
	Nick		Sortal	Plantation City Council Member Group 5		City of Plantation	Tfadgen@plantation.org
	April		Beggerow	City Clerk		City of Plantation	CityClerk@plantation.org
	Phil		Goodrich	Parks Director		City of Plantation	pgoodrich@plantation.org
	Don		Todd	Fire Chief		Plantation Fire Department	dtodd@plantation.org
	Samira		Shalan	City Engineer/ Engineering Director		City of Plantation	SShalan@plantation.org
	W. Howard		Harrison	Chief of Police		City of Plantation	hharrison@psd.plantation.org
	Steve		Rodgers	Public Works Director		City of Plantation	Srodgers@plantation.org
	Judy		Paul	Mayor		Town of Davie	judy_paul@davie-fl.gov
	Michelle		Whitman	Councilmember District 1		Town of Davie	MWhitman@Davie-fl.gov
	Caryl		Hattan	Vice Mayor District 2		Town of Davie	caryl_hattan@davie-fl.gov
	Susan		Starkey	Councilmember District 3		Town of Davie	susan_starkey@davie-fl.gov
	Marlon		Luis	Councilmember District 4		Town of Davie	marlon_luis@davie-fl.gov
	Jonathan		Vogt	Town Engineer		Town of Davie	jonathan_vogt@davie-fl.gov

APPENDIX B

ETAT CONTACT LIST

ETAT

SALUTATION/ PREFIX	FIRST NAME	MI	LAST NAME	AGENCY	EMAIL
Ms.	Adrianne		Daggett	FL Department of State	Adrianne.Daggett@dos.myflorida.com
Ms.	Alison		Swing	Seminole Tribe of Florida	alisonswing@semtribe.com
Ms.	Alyssa		McManus	FL Department of State	alyssa.mcmanus@dos.myflorida.com
Mr.	Andrew	A.	Kizlauskas	US Army Corps of Engineers	andrew.a.kizlauskas@usace.army.mil
Ms.	Anita		Barnett	National Park Service	anita_barnett@nps.gov
Ms.	Barb		Conmy	South Florida Water Management District	bconmy@sfwmd.gov
Mr.	Bradley	M.	Mueller	Seminole Tribe of Florida	bradleymueller@semtribe.com
Mr.	Brian		Camposano	FL Department of Agriculture and Consumer Services	Brian.Camposano@FDACS.gov
Ms.	Brittany Ann		Bianco	FDOT Office of Environmental Management	Brittany.Bianco@dot.state.fl.us
	Cammie		Dewey	Saint Johns River Water Management District	cdewey@sjrwmd.com
Mr.	Chris		Stahl	FL Department of Environmental Protection	Chris.Stahl@FloridaDEP.gov
Ms.	Cynthia		Ovdenk	US Army Corps of Engineers	Cynthia.D.Ovdenk@usace.army.mil
Mr.	David		Echeverry	Seminole Tribe of Florida	davidecheverry@semtribe.com
Mr.	Jason		Aldridge	FL Department of State	Jason.Aldridge@dos.myflorida.com
Mr.	Jason		Hight	FL Fish and Wildlife Conservation Commission	Jason.Hight@MyFWC.com
Ms.	Jennifer		Goff	FL Fish and Wildlife Conservation Commission	jennifer.goff@MyFWC.com
Ms.	Jennifer		Zercher	US Coast Guard	Jennifer.N.Zercher@uscg.mil
Ms.	Jennifer		Schull	National Marine Fisheries Service	Jennifer.Schull@noaa.gov
Mr.	John		Juilianna	Saint Johns River Water Management District	jjuilianna@sjrwmd.com
Mr.	John		Wrublik	US Fish and Wildlife Service	john_wrublik@fws.gov
Mr.	Jonathan		Turner	FDOT Office of Environmental Management	Jonathan.Turner@dot.state.fl.us
Ms.	Ntale		Kajumba	US Environmental Protection Agency	Kajumba.Ntale@epamail.epa.gov
Ms.	Katasha		Cornwell	FDOT Office of Environmental Management	katasha.cornwell@dot.state.fl.us
Mr.	Leroy		Crockett	Natural Resources Conservation Service	Leroy.Crockett@fl.usda.gov
Ms.	Lindsay	S.	Rothrock	FL Department of State	lindsay.rothrock@dos.myflorida.com
Ms.	Lisia		Kowalczyk	US Coast Guard	Lisia.J.Kowalczyk2@uscg.mil
Mr.	Mark		Kiser	FL Department of Agriculture and Consumer Services	Mark.Kiser@fdacs.gov
Mr.	Mark	M.	Tamblyn	US Army Corps of Engineers	Mark.M.Tamblyn@usace.army.mil
Mr.	Mark		Cantrell	US Fish and Wildlife Service	mark_a_cantrell@fws.gov
Mr.	Matt		Preston	FL Department of Economic Opportunity	matt.preston@deo.myflorida.com
Mr.	Mike		McDaniel	FDOT Office of Environmental Management	Michael.McDaniel@dot.state.fl.us
Mr.	Michael		Pennington	FDOT Office of Environmental Management	mike.pennington@dot.state.fl.us

SALUTATION/PREFIX	FIRST NAME	MI	LAST NAME	AGENCY	EMAIL
Ms.	Melissa		Bryan Parsons	Saint Johns River Water Management District	mparsons@sjrwmd.com
Mr.	Luis	D.	Lopez	Federal Highway Administration	nepa-assignment-transition-team@fla-etat.org
Mr.	Paul	N.	Backhouse	Seminole Tribe of Florida	paulbackhouse@semtribe.com
Mr.	Peter		McGilvray	FDOT Office of Environmental Management	peter.mcgilvray@dot.state.fl.us
Mr.	Perry		Jennings	Saint Johns River Water Management District	pjenning@sjrwmd.com
Mr.	Randall	D.	Overton	US Coast Guard	randall.d.overton@uscg.mil
Mr.	Randy		Turner	US Army Corps of Engineers	Randy.L.Turner@usace.army.mil
Ms.	Alya		Singh-White	US Environmental Protection Agency	Singh-White.Alya@epa.gov
Ms.	Amanetta		Somerville	US Environmental Protection Agency	somerville.amanetta@epa.gov
Ms.	Sandy		Smith	Saint Johns River Water Management District	ssmith@sjrwmd.com
	Thu-Huong		Clark	FDOT Office of Environmental Management	thu-huong.clark@dot.state.fl.us
Ms.	Trisha		Stone	South Florida Water Management District	tstone@sfwmd.gov
Ms.	Veronica		del Carmen Beech	US Army Corps of Engineers	Veronica.C.Beech@usace.army.mil
Ms.	Roshanna		White	US Environmental Protection Agency	White.Roshanna@epa.gov

APPENDIX C

NATIVE AMERICAN TRIBES CONTACT LIST

Native American Tribes

NAME	FIRST NAME	LAST NAME	TITLE	ADDRESS	PHONE	EMAIL
Miccosukee Tribe of Indians of Florida	Billy	Cypress	Chairman	P.O. Box 440021 Miami, Florida 33144		kevind@miccosukeetribe.com
Miccosukee Tribe of Indians of Florida	Kevin	Donalsdon	Environmental Specialist	P.O. Box 440021 Miami, Florida 33144		
Poarch Band of Creek Indians of Alabama	Stephanie A.	Bryan	Tribal Chair	5811 Jack Springs Road Atmore, AL 36502		
Poarch Band of Creek Indians of Alabama	Larry D.	Haikey	PBCI Tribal Historic Preservation Officer	5811 Jack Springs Road Atmore, AL 36502		lhaikey@pci-nsn.gov
Seminole Tribe of Florida	Marcellus W.	Osceola	Chairman	6300 Stirling Road Hollywood, FL 33024		
Seminole Tribe of Florida	Dr. Paul N.	Backhouse	Sr. Director Heritage and Environmental Office (HERO)	30290 Josie Billie Highway, PMB 1004 Clewiston, FL 33440		
Seminole Tribe of Florida	Bradley	Mueller	Compliance Review Supervisor	30290 Josie Billie Highway, PMB 1004 Clewiston, FL 33440		THPOCompliance@semtribe.com

APPENDIX D

ELECTED OFFICIALS CONTACT LIST

Elected Officials

TITLE	JURSIDICTION	FIRST NAME	LAST NAME	EMAIL
U. S. Senator	US Senate	Rick	Scott	Ryan_Hnatiuk@rickscott.senate.gov
U. S. Senator	US Senate	Marco	Rubio	Lea_Padron@rubio.senate.gov
U. S. Representative	US House of Rep, District 23	Debbie	Wasserman Schultz	wassermanschultz.house.gov
Florida House of Representative	Florida House of Rep, District 94	Bobby	Dubose	bobby.dubose@myfloridahouse.gov
Florida House of Representative	Florida House of Rep, District 95	Anika	Omphroy	anika.omphroy@myfloridahouse.gov
Florida House of Representative	Florida House of Rep, District 97	Dan	Daley	dan.daley@myfloridahouse.gov
Florida House of Representative	Florida House of Rep, District 98	Michael Mike	Gottlieb	michael.gottlieb@myfloridahouse.gov
Florida House of Representative	Florida House of Rep, District 99	Evan	Jenne	evan.jenne@myfloridahouse.gov
State Senator	Florida Senate: District 32	Lauren	Book	book.lauren@flsenate.gov
State Senator	Florida Senate: District 33	Perry E.	Thurston, Jr.	thurston.perry@flsenate.gov
Commissioner	Broward County Commissioners: District 1	Nan	Rich	nrich@broward.org
Commissioner	Broward County Commissioners: District 2	Mark D	Bogen	mbogen@broward.org
Commissioner/ Vice Mayor	Broward County Commissioners: District 3	Michael	Udine	mudine@broward.org
Commissioner	Broward County Commissioners: District 4	Lamar P	Fisher	lfisher@broward.org
Commissioner	Broward County Commissioners: District 5	Steve	Geller	sgeller@broward.org

TITLE	JURSIDICTION	FIRST NAME	LAST NAME	EMAIL
Commissioner	Broward County Commissioners: District 6	Beam	Furr	bfurr@broward.org
Commissioner	Broward County Commissioners: District 7	Tim	Ryan	tryan@broward.org
Commissioner	Broward County Commissioners: District 8	Dr. Barbara	Sharief	bsharief@broward.org
Commissioner/ Mayor	Broward County Commissioners: District 9	Dale	Holness	dholness@broward.org
County Administrator	Broward County	Bertha	W. Henry	bhenry@broward.org
Broward County Sheriff	Broward County	Gregory	Tony	Gregory_Tony@sheriff.org
Executive Director	Broward County MPO	Gregory	Stuart	stuartg@browardmpo.org
	South Florida Regional Planning Council			sfadmin@sfrpc.com
Chairman	South Florida Water Management District	Ron	Bergeron Sr.	rbergeron@sfwmd.gov
Clerk of the Circuit Court	Broward County	Brenda D.	Forman	https://www.browardclerk.org/AboutUs/AboutTheOffice#ContactUs
Public Works Director	Broward County			https://www.broward.org/Publicworks/Pages/Default.aspx
County Engineer (Traffic)	Broward County			traffic@broward.org
County Superintendent of Schools (Interim)	Broward County	Dr. Vickie L.	Cartwright	schoolboard@browardschools.com

APPENDIX E

SOCIOCULTURAL DATA REPORT

APPENDIX F

AFFECTED AND INTERESTED STAKEHOLDER CONTACT LIST

Stakeholders

PROPERTY OWNER OR TENANT	ADDRESS 1	CITY	STATE	ZIPCODE
One Plantation Apartments	1650 SW 78th Ave.	Plantation	FL	33324
Plantation Colony Apartments	8210 SW 12th St.	Plantation	FL	33324
Modera Cornerstone	1244 S Pine Island Rd.	Plantation	FL	33324
AMLI Park West	8021 Peters Rd.	Plantation	FL	33324
Midtown 24	700 SW 78th Ave.	Plantation	FL	33324
Camden Atlantic Apartments	7700 SW 6th St.	Plantation	FL	33324
Renaissance Fort Lauderdale	1230 S Pine Island Rd.	Plantation	FL	33324
La Quinta Inn & Suites by Wyndham Ft. Lauderdale Plantation	8101 Peters Rd.	Plantation	FL	33324
Courtyard by Marriott Fort Lauderdale Plantation	7780 SW 6th St.	Plantation	FL	33324
Extended Stay America - Fort Lauderdale - Plantation	7755 SW 6th St.	Fort Lauderdale	FL	33324
Hampton Inn Ft. Lauderdale/Plantation	7801 SW 6th St.	Plantation	FL	33324
Hyatt Place Fort Lauderdale/Plantation	8530 W Broward Blvd.	Plantation	FL	33324
DHL Express Corporate Office	1210 S Pine Island Rd Suite 400.	Plantation	FL	33324
United Realty Group Inc	1210 S Pine Island Rd Suite 600.	Plantation	FL	33324
Amazing Towtrucks	1601 SW 80th Terrace.	Plantation	FL	33324
Aetna	1600 SW 80th Terrace.	Plantation	FL	33324
Carefree Plantation	1600 SW 80th Terrace	Plantation	FL	33324
Bronstein & Carmona PA	8000 Peters Rd. ste a-200	Fort Lauderdale	FL	33324
Florida Department of Agriculture and Consumer Services	7800 Peters Rd. Suite C100	Plantation	FL	33324
US Marine Corps	7820 Peters Rd. # E109	Plantation	FL	33324
Total Sales Inc	7860 Peters Rd # F106	Plantation	FL	33324
Mavis Discount Tire	1401 S University Dr.	Plantation	FL	33324
FedEx Office Print & Ship Center	1347 S University Dr.	Plantation	FL	33324
Fork Freight LLC	8050 SW 10th St Suite 4200	Plantation	FL	33324
Kimley-Horn	8201 Peters Rd Suite 2200	Plantation	FL	33324
National Beverage	8100 SW 10th St.	Plantation	FL	33324
Internal Revenue Service (IRS) Appeals and Chief Counsel Office	1000 S Pine Island Rd	Plantation	FL	33324
Internal Revenue Service (IRS) Taxpayer Assistance Center	7850 SW 6th Ct	Plantation	FL	33324
Pearson VUE Testing Center #46993	1000 S Pine Island Rd	Plantation	FL	33324
Royal Palm Office Park	900 S Pine Island Rd STE 120	Plantation	FL	33324
TradeStation	8050 SW 10th St	Plantation	FL	33324
Crossroads Business Park	8201 Peters Rd	Plantation	FL	33324
Vetserv Florida	1200 S Pine Island Rd # 180	Plantation	FL	33324
Plantation Midtown Animal Hospital	1137 S University Dr.	Plantation	FL	33324
Jackson Memorial Hospital	S Pine Island Rd.	Plantation	FL	33324

PROPERTY OWNER OR TENANT	ADDRESS 1	CITY	STATE	ZIPCODE
Sanitas Medical Center	180 SW 84th Ave.	Plantation	FL	33324
Uhealth at Plantation	8100 SW 10th Street	Plantation	FL	33324
Bokampers Sports Bar & Grill	1280 S Pine Island Rd	Plantation	FL	33324
McDonald's	1351 S University Dr	Plantation	FL	33324
Ihop	1393 S University Dr	Plantation	FL	33324
Chili's Grill & Bar	813 S University Dr	Plantation	FL	33324
Duffy's Sports Grill	811 S University Dr	Plantation	FL	33324
Olive Garden Italian Restaurant	807 S University Dr	Plantation	FL	33324
Red Lobster	803 S. University Drive, The Fountains	Plantation	FL	33324
Clever Oaks Montessori School	8250 Peters Rd	Plantation	FL	33324
Imagine Schools – Plantation Campus	8200 Peters Rd	Plantation	FL	33324
Tutor Time of Plantation	851 SW 78th Ave	Plantation	FL	33324
Midtown Plantation KinderCare	8301 Federated Rd	Plantation	FL	33324
Temple Kol Ami Emanu-El	8200 Peters Rd	Plantation	FL	33324
Bank of America	1333 S University Dr	Plantation	FL	33324
Wells Fargo Bank	1191 S University Dr	Plantation	FL	33324
Centennial Bank	300 S Pine Island Rd #100	Plantation	FL	33324
Wells Fargo Bank	50 SW 84th Ave	Plantation	FL	33324
Chase Bank	200 S Pine Island Rd Ste 100	Plantation	FL	33324
Citibank	8400 W Broward Blvd	Plantation	FL	33324
Suntrust Bank	8400 W Broward Blvd	Plantation	FL	33324
Chevron	1301 S University Dr	Plantation	FL	33324
1st Car Rental Plantation	7787 SW 6th St	Plantation	FL	33324
Plantation Commons	7700 Peters Rd, Plantation, FL 33324	Plantation	FL	33324
The Shops at One Plantation	1663 S University Dr	Plantation	FL	33324
Publix Super Market at Plantation	1181 S University Dr	Plantation	FL	33324
Market on University	1041 S University Dr	Plantation	FL	33324
The Fountains	801 S University Dr	Plantation	FL	33324
Barnes & Noble	591 S University Dr	Plantation	FL	33324
Westfield Broward Mall	8000 W Broward Blvd	Plantation	FL	33388
Target	8201 SW 3rd St	Plantation	FL	33324
CVS Pharmacy	8201 SW 3rd St	Plantation	FL	33324
Aldi	8210 W Broward Blvd	Plantation	FL	33324
Pine Island Park	320 S Pine Island Rd	Plantation	FL	33324
Plantation Fire Department Station 4	8200 SW 3rd St	Plantation	FL	33324
Urban Air Trampoline and Adventure Park	801 S University Dr Ste	Plantation	FL	33324
BB&K PLANTATION COLONY LLC & ALTUS GROUP	8210 SW 12 STREET	Plantation	FL	33324

PROPERTY OWNER OR TENANT	ADDRESS 1	CITY	STATE	ZIPCODE
PG-PLANTATION CS TWO LLC	1210 S PINE ISLAND ROAD	Plantation	FL	33324
BAPTIST HEALTH SOUTH FLORIDA INC	1226-1228 S PINE ISLAND ROAD	Plantation	FL	33324
COLUMBIA CORNERSTONE VENTURE LLC & RYAN LLC	1244 S PINE ISLAND ROAD	Plantation	FL	33324
MASA PROPERTY MANAGEMENT LLC	1250 S PINE ISLAND ROAD	Plantation	FL	33324
TR ROYAL PALM CORP & LPC REALTY ADVISORS I LP	950-1000 S PINE ISLAND ROAD	Plantation	FL	33324
SVT CROSSROADS BUSINESS PARK III LP & STARWOOD CAP GRP&MORTIMER	8100 SW 10 STREET	Plantation	FL	33324
WINDROSE ATRIUM PROPERTIES LLC ALTUS GROUP US INC	851-865 SW 78 AVENUE	Plantation	FL	33324
TR ROYAL PALM CORP & LPC REALTY ADVISORS I LP	850-900 S PINE ISLAND ROAD	Plantation	FL	33324
CRICQ PLANTATION LLC	700 S PINE ISLAND ROAD	Plantation	FL	33324
FRANK, WEINBERG & BLACK LLC	7801-7807 SW 6 COURT	Plantation	FL	33324
CAMDEN USA INC	7700 SW 6 STREET	Plantation	FL	33324
DDR SOUTHEAST FOUNTAINS LLC & DEVELOPERS DIVERSIFIED REALTY	801 S UNIVERSITY DRIVE	Plantation	FL	33324
FRANK LASALLE LC & SMOKEY BONES	809 S UNIVERSITY DRIVE	Plantation	FL	33324
DDR SOUTHEAST FOUNTAINS LLC & DEVELOPERS DIVERSIFIED REALTY	805 S UNIVERSITY DRIVE #A & B	Plantation	FL	33324
DDR SOUTHEAST FOUNTAINS LLC & DEVELOPERS DIVERSIFIED REALTY C	821 S UNIVERSITY DRIVE	Plantation	FL	33324
BRE/ESA P PORTFOLIO LLC & EXTENDED STAY-PROPERTY TAX 1623	7755 SW 6 STREET	Plantation	FL	33324
7795 DEV LLC	7795 SW 6 STREET	Plantation	FL	33324
BRE/WELLESLEY PROPERTIES LLC 7711 LA QUINTA INN PROP TAX DEPT	7901 SW 6 STREET	Plantation	FL	33324
PERSAR OF FLORIDA LLC	7951 SW 6 STREET	Plantation	FL	33324
JYP INC	455 SW 78 AVENUE	Plantation	FL	33324
CTL PROPCO I LLC & GLAS TRUST COMPANY LLC	8000 W BROWARD BOULEVARD	Plantation	FL	33388
BROWARD MALL LLC & PROPERTY TAX RESOURCES INC	499 S UNIVERSITY DRIVE	Plantation	FL	33324
MACY'S FLORIDA STORES LLC & FEDERATED DEPT STORES INC	8000 W BROWARD BOULEVARD	Plantation	FL	33388
BROWARD MALL LLC	8000 W BROWARD BOULEVARD	Plantation	FL	33388
DILLARDS INC & PROPERTY TAX DEPARTMENT	8000 W BROWARD BOULEVARD	Plantation	FL	33388
SERITAGE SRC FINANCE LLC	8000 W BROWARD BOULEVARD	Plantation	FL	33388
SHOPPES AT BROWARD LLC	8100-8160 W BROWARD BOULEVARD	Plantation	FL	33324
HH US REAL ESTATE PLANTATION LLC & INTERNATIONAL CAPITAL LLC	8210-8220 W BROWARD BOULEVARD	Plantation	FL	33324
TARGET CORP & PROPERTY TAX DEPT	8201 W FEDERATED ROAD	Plantation	FL	33324
PLK FAMILY LLC & KLC	8301 W FEDERATED ROAD	Plantation	FL	33324
AW WESTSIDE MEDICAL PARK LLC & AURUM PROPERTY PARTNERS	260 SW 84 AVENUE	Plantation	FL	33324
ANAND DAKSHA LLC	201-209 SW 84 AVENUE	Plantation	FL	33324

PROPERTY OWNER OR TENANT	ADDRESS 1	CITY	STATE	ZIPCODE
GREEN PLANTATION LLC & GREEN COMPANIES	150 S PINE ISLAND ROAD	Plantation	FL	33324
AW WESTSIDE MEDICAL PARK LLC & AURUM PROPERTY PARTNERS	140 SW 84 AVENUE	Plantation	FL	33324
PEMBROKE DEVELOPMENT LLC	80 SW 84 AVENUE	Plantation	FL	33324
WACHOVIA BANK NA & THOMSON REUTERS	50 SW 84 AVENUE	Plantation	FL	33324
PLANTATION COURT LTD	8430 W BROWARD BOULEVARD	Plantation	FL	33324
LAUDERDALE PARTNERS LLC & MCKIBBON HOTEL GROUP INC	8530 W BROWARD BOULEVARD	Plantation	FL	33324
FLA BPI LLC	120-140 S PINE ISLAND ROAD	Plantation	FL	33324
FNLI JAX LLC & FORTRESS INVESTMENT GROUP	8550 W BROWARD BOULEVARD	Plantation	FL	33324
JACARANDA CENTER LLC & MICHAEL A MINKIN	8500 W BROWARD BOULEVARD	Plantation	FL	33324
OPH/PLANTATION REALTY LC	8440-8460 W BROWARD BOULEVARD	Plantation	FL	33324
P SMITH REALTY II LLC	8400 W BROWARD BOULEVARD	Plantation	FL	33324
Barry Lethbridge/ PA Lethbridge & Co.	8551 W Sunrise Blvd # 104	Plantation	FL	33322
Angela Cabrera/ Westfield Broward Mall	8000 W Broward Blvd	Plantation	FL	33388
Owen Duke/ BG Capital Group	250 S Pine Island Rd Suite 470	Plantation	FL	33324
Barbara Simmons/ Westside Regional Medical Center	8201 W Broward Blvd	Plantation	FL	33324
Jim Inklebarger/ Brinwo Development	150 South University Drive Suite D	Plantation	FL	33324
Barry Lethbridge/ PA Lethbridge & Co.	8551 W Sunrise Blvd # 104	Plantation	FL	33322
Angela Cabrera/ Westfield Broward Mall	8000 W Broward Blvd	Plantation	FL	33388
Cythia Busch				
Owen Duke/ BG Capital Group	250 S Pine Island Rd Suite 470	Plantation	FL	33324
Barbara Simmons/ Westside Regional Medical Center	8201 W Broward Blvd	Plantation	FL	33324
Jim Inklebarger/ Brinwo Development	150 South University Drive Suite D	Plantation	FL	33324

APPENDIX G

PROJECT CONTACT INFORMATION LIST

Project Contact

NAME	FIRST NAME	LAST NAME	TITLE	ADDRESS	EMAIL
City of Plantation	Samira	Shalan	City Engineer, P.E.	401 NW 70th Terrace Plantation, FL33317	sshalan@plantation.org
MARLIN Engineering	Betsy	Jeffers	Consultant Project Manager, P.E.		bjeffers@marlinengineering.com

APPENDIX H

PUBLIC MEETING SUMMARY

Plantation Midtown Bridge
City of Plantation Public Alternatives Work Shop (Hybrid)
December 9, 2021 at 6:00 PM

Summary Report

The City of Plantation with their consultant MARLIN Engineering, Inc. (MARLIN) held a (Hybrid) Public Meeting on December 9, 2021, at 6:00 PM. The Public Meeting was held at City Hall in the City Commission Chambers; attendees could also join the meeting via Zoom. Display boards illustrating the process, location, typical sections and Traffic Level of Service (LOS) (attachment A) were in the room. A PowerPoint presentation (Attachment B) started one minute after six o'clock. Introductions were given at the beginning of the PowerPoint by the City Project Manager and City Engineer, Samira Shalan, PE. City staff members in attendance included Mayor Lynn Stoner, Chief Administrative Officer Jason Nunemaker, and City Council Members Nick Sortal and Timothy Fadgen, Chief of Police W. Howard Harrison, and Assistant City Administrator Carole Morris. There were approximately 10 participants who attended online. A list of in-person attendees is provided at the end of this summary.

Betsy Jeffers, PE, MARLIN, the Consultant Project Manager, presented the Project Development and Environment (PD&E) study including the process, location, purpose and need, design concepts, environmental analysis, and summary schedule. The PD&E study is a process followed by the Florida Department of Transportation (FDOT) to evaluate alternative design scenarios, environmental impacts, social, cultural, and economic impacts of the transportation project. The PD&E study is required when the project affects an interstate limited access facility or uses federal funding. The project boundaries include Peters Road (North), Interstate 595 & State Road 84 (South), Pine Island (West), and North University Drive (East).

The Plantation Midtown Bridge is one component of the City's Traffic Management Plan. The project aims to provide new capacity to/from the Plantation Midtown Development District and improve traffic conditions on the University Drive and Pine Island Road corridors approaching I-595. The study is being conducted to evaluate proposed transportation solutions for congestion management in the Plantation Midtown District and provide the necessary documented information for the City of Plantation to decide on the type of improvements, design, and location for the bridge.

Heavy congestion along both University Drive and Pine Island Road with daily peak operation at Level of Service (LOS) F in the north and south directions is a one of the primary issues this project aims to alleviate, in addition to providing connectivity and increased safety. MARLIN proposed two typical sections and the bridge's general location during the presentation. At the end of the presentation, the public was provided an opportunity for questions and comments, which were addressed online and in-person.

There were no comments from the General Public. Discussion followed based on some questions/points from the Mayor, Council Members and Staff:

Mayor asked FDOT what they thought of the project: Ann Broadwell responded that this is very straight forward we just need to show that the structural engineering and the traffic works.

Council Member Sortal asked if there would be bicycle facilities on the bridge. Betsy Jeffers responded that there would not be bicycle facilities as WB SR 84 is part of the I-595 Limited Access Highway and bicycles are not allowed. Betsy further noted that the new bridge will cross the New River Greenway at-grade. FDOT is looking at potential alternatives for grade-separated Greenway Crossings as part of the I-595 Arterial Connector Study (ACS).

Rob Koreman, City Staff, made a statement that Peters Road and other roadways would receive the new traffic. Betsy Jeffers indicated that was correct and we are still looking at the Build Bridge Alternative. Discussion followed that the Bridge Alternative will be analyzed for bridge impacts but it is understood that the 595 ACS is proposing additional improvements to University Drive and Pine Island Road.

Council Member Fadgen asked if the Roadway LOS grades are a cumulative grade for all four intersection approaches. Jeff Weidner, MARLIN responded that that was correct.

Mayor Stoner inquired about the travel model being utilized to project future traffic. Jeff Weidner responded that the model is inclusive of all traffic and land use growth for Southeast Florida including Miami-Dade, Broward and Palm Beach Counties. And the traffic being analyzed was includes traffic from/to area outside the City of Plantation. A sub-area model was extracted and we are currently analyzing the Year 2045 projections for accuracy.

Mayor Stoner also asked about evolving technology such as connected vehicles. Mr. Weidner responded that yes technology is moving forward and connected vehicles can increase volumes without new capacity because they will operate with very small gaps between them. Projections to date don't include those changes and are conservative.

The project team had comment cards ready in the event in-person attendees did not want to speak. At any time of the process, comments or questions may be submitted regarding the project. Information on the project can be found on the project's website (http://www.plantation.org/MidtownBridge). The Public Meeting adjourned at about 6:45 PM.

Attendees:
Ann Broadwell
Shandra Davis-Sanders (FDOT)
Cesar Martinez (FDOT)
Gaspar J. Padron (FDOT)
Lynn Stoner (City of Plantation Mayor)
Nick Sortal (City of Plantation Council member)
Timothy Fadgen (City of Plantation Council member)
Jason Nunemaker (Chief administrative officer)
Carole Morris (Assistant City Administrator)
W. Howard Harrison (City of Plantation Chief of Police)

MARLIN Attendees:
Betsy Jeffers, P.E
Jeffery Weidner
Aycel Freda, P.E.
Christina Fermin, AICP, LEED Green Associate
Dharmin Kukadia, P.E.
Kathryn Marinace

ATTACHMENT A

MEETING ROOM DISPLAY BOARDS

Project Location and Study Area

What is a PD&E Study?

PD&E Study Process

Data Collection	Preliminary Concept Alternatives	Environmental Analysis	Engineering Analysis & Design	Final Documents
Engineering Data	Needs Analysis	Environmental Analysis & Studies	Engineering Analysis	Preliminary Engineering Report
Environmental Data	Initial Concept Alternatives Development	Environmental Documentation	Alternatives Refinement & Screening	Type 2 Categorical Exclusion
Other Data	Concept Alternatives Screening			FDOT Review of Final Documents
				Location and Design Concept Acceptance (LDCA)

Value Engineering

Continuous Public Involvement

Schedule

Public Kick-Off Meeting
April 22, 2021
Develop & Analyze data

WE ARE HERE

Public Workshop
December 9, 2021
Document Alternatives

Public Hearing
June 2022
Select "Build" or "No-Build" Alternative

PD&E Study Complete
September 2022
Location & Design Concept Acceptance

Design Complete
February 2023
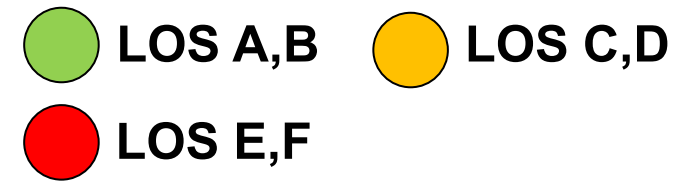
Existing Level of Service
Existing Conditions

AM Peak Hour

PM Peak Hour

Level-of-Service (LOS): A standard measurement, based on vehicle delay and speed, which reflects the relative ease of traffic flow on a scale of A to F

•LOS "A": free-flow traffic   •LOS "F" (worst/failing): highly congested traffic conditions

2045 Level of Service
No-Build Conditions

LOS A,B   LOS C,D   LOS E,F

AM Peak Hour

PM Peak Hour

Typical Sections

A

6' SHOULDER | 11' LANE | 11' TURN LANE | 11' LANE | 6' SHOULDER

B

6' SHOULDER | 11' LANE | 15.5' MEDIAN | 11' TURN LANE | 11' LANE | 6' SHOULDER
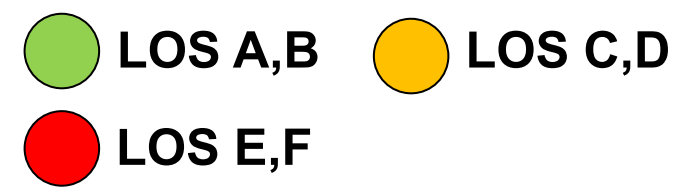
ATTACHMENT B

POWERPOINT PRESENTATION

Plantation Midtown Bridge
Project Development & Environment (PD&E) Study & Design

Financial Project ID: 448884-1-22-01 | **ETDM No:** 14481
Online & In-Person Alternatives Public Workshop
December 9, 2021

Welcome

Samira Shalan, PE
City Engineer
City of Plantation

ONLINE PUBLIC WORKSHOP
December 9, 2021, 6:00 p.m.
Join Zoom Meeting:
https://tinyurl.com/kc3vmuw3
Meeting ID: 880 5654 2427
Passcode: 419382

IN-PERSON PUBLIC WORKSHOP
December 9, 2021, 6:00 p.m.
City of Plantation City Hall
400 NW 73rd Ave
Plantation, FL 33317

Elected Officials and City Staff

Lynn Stoner
Mayor, City of Plantation

Erik Anderson
Plantation City Council

Denise Horland
Plantation City Council

Jennifer Andreu
Plantation City Council

Timothy Fadgen
Plantation City Council

Nick Sortal
Plantation City Council

Jason Nunemaker
Chief Administrative Officer
City of Plantation

Plantation Traffic Management Goals

Improving Safety

Reducing Congestion

Reducing Vehicular Crash Frequency and Severity

Increasing Connectivity

- Multimodal Transportation Master Plan
- Midtown Bridge Project Development & Environment Study
- **TRAFFIC MANAGEMENT**
- ADA Transition Plan
- Neighborhood Traffic Management Participation Plan
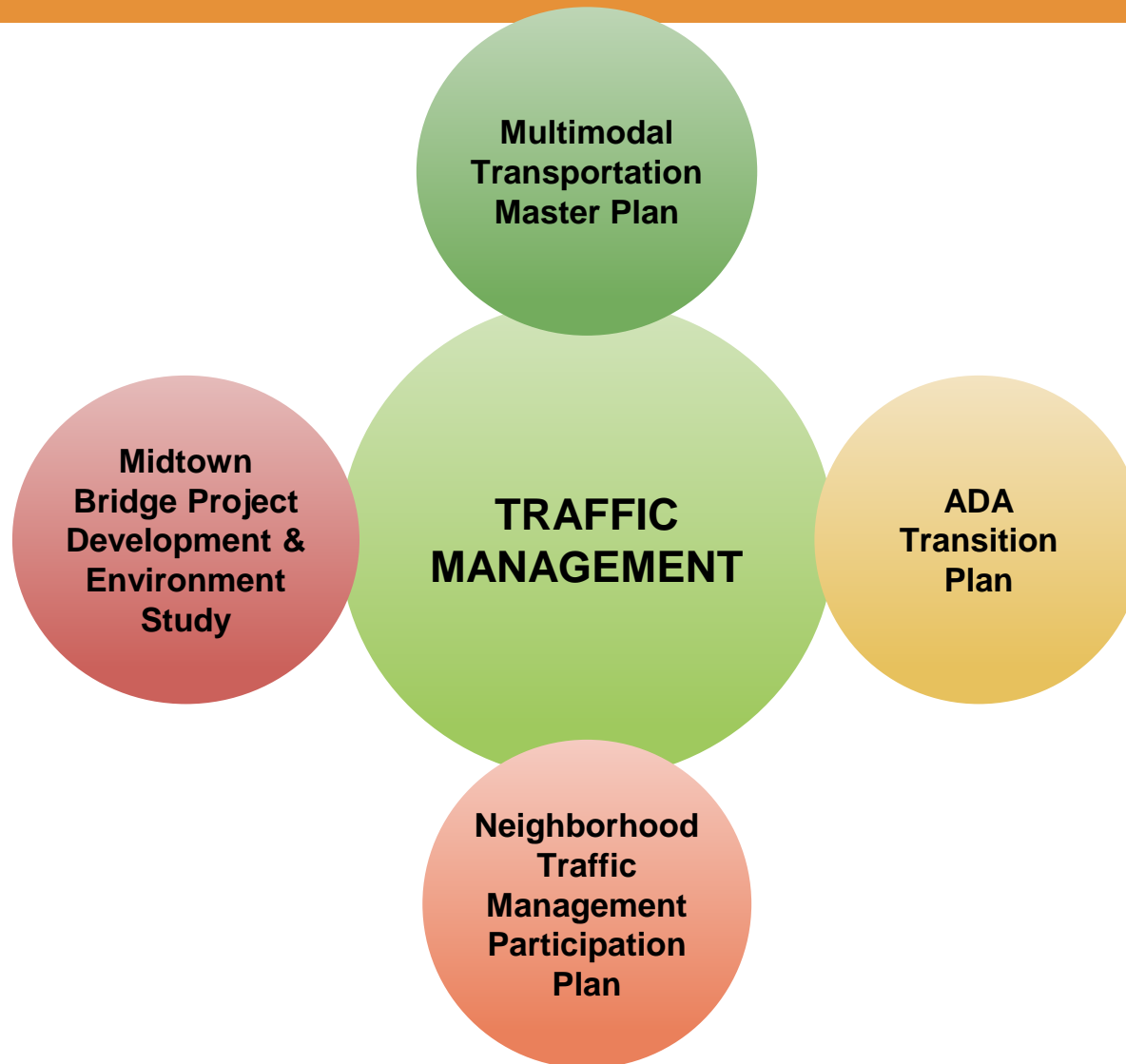
About MARLIN Engineering

FULL SERVICE

TRANSPORTATION PLANNING & ENGINEERING FIRM

30 YEARS OF EXPERIENCE

Betsy Jeffers, PE
Consultant Project Manager
MARLIN Engineering, Inc.

OUR TEAM

MARLIN

CTG Connetics Transportation Group

GCME

JANUS RESEARCH

MILLER LEGG
IMPROVING COMMUNITIES. CREATING ENVIRONMENTS.

Stanley Consultants INC.

QUEST ecology

SSN ENGINEERING

Agenda

- Meeting Logistics/Protocol

- Project Development & Environment (PD&E) Study Process

- Project Location

- Purpose and Need

- Design Concepts

- Environmental Analysis

- Summary Schedule

- Public Comment Period

Meeting Logistics / Protocol
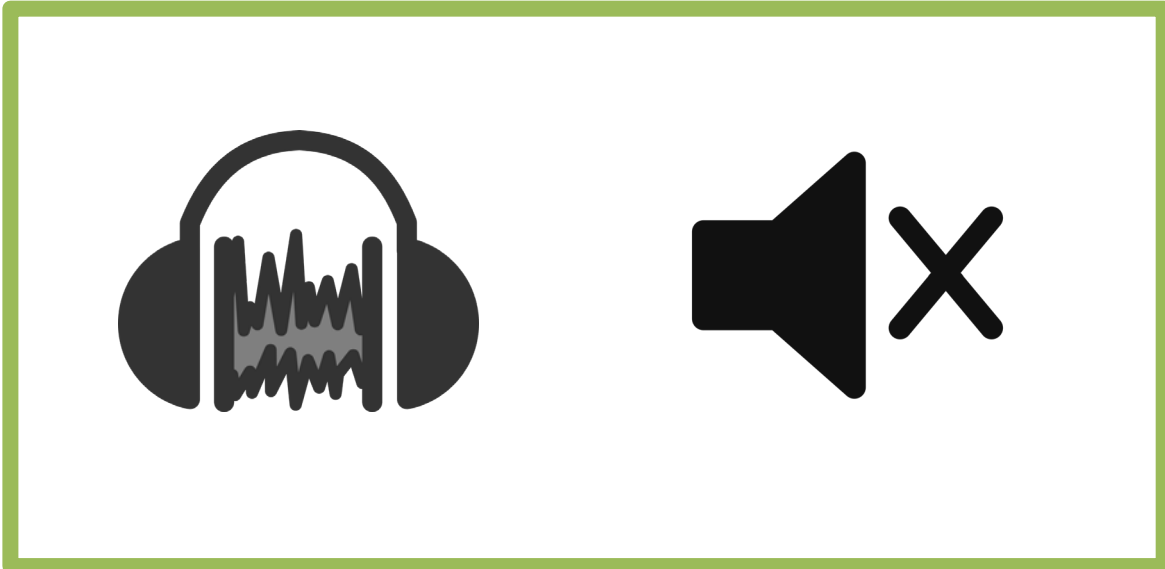
▶ This meeting is being recorded

All attendees will be placed in '**Listen Only'** mode throughout the Presentation.

Will be addressed During the Public Comment Period

Meeting Logistics / Protocol
Public Comment

PLEASE SUBMIT YOUR COMMENTS
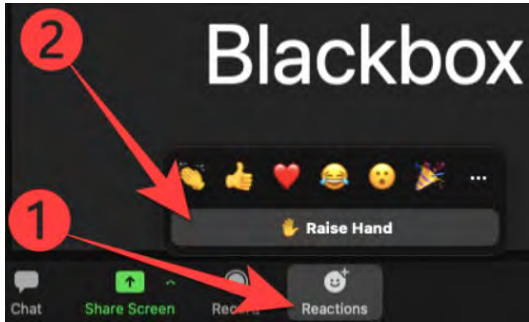
During the Public Comment period **online zoon users** may raise their hand to speak. The **raise your hand Icon** can be found at the bottom of your screen.
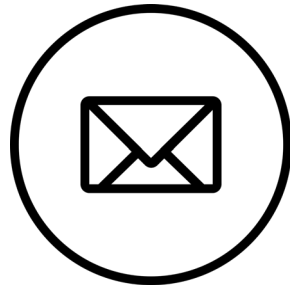
Responses to comments and questions will be provided later.
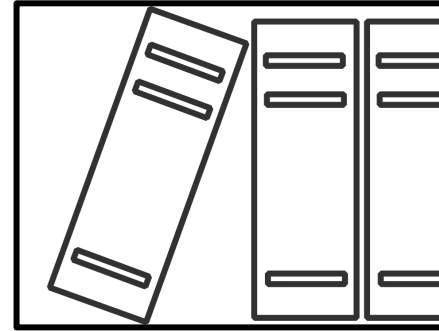
All comments and questions are part of the **Public Record**. Comments or questions may be submitted at any time during the process.

All registrants will receive a link to the **meeting recording.**

http://www.plantation.org/MidtownBridge

Public Comment Period – Online Participants
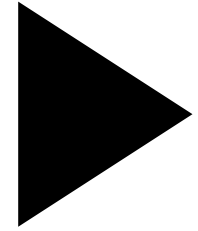
When Submitting Questions Please use the Chat box or wait to be called upon:

When your name is called to speak, please:

- **Unmute yourself**
- **State your name and address**
- **State your comment or questions**

Using the Chat Box:
- **The chat box is located at the bottom of your screen.**
- **Please submit any questions or comments.**

3 Minutes will be given to speak

MARLIN
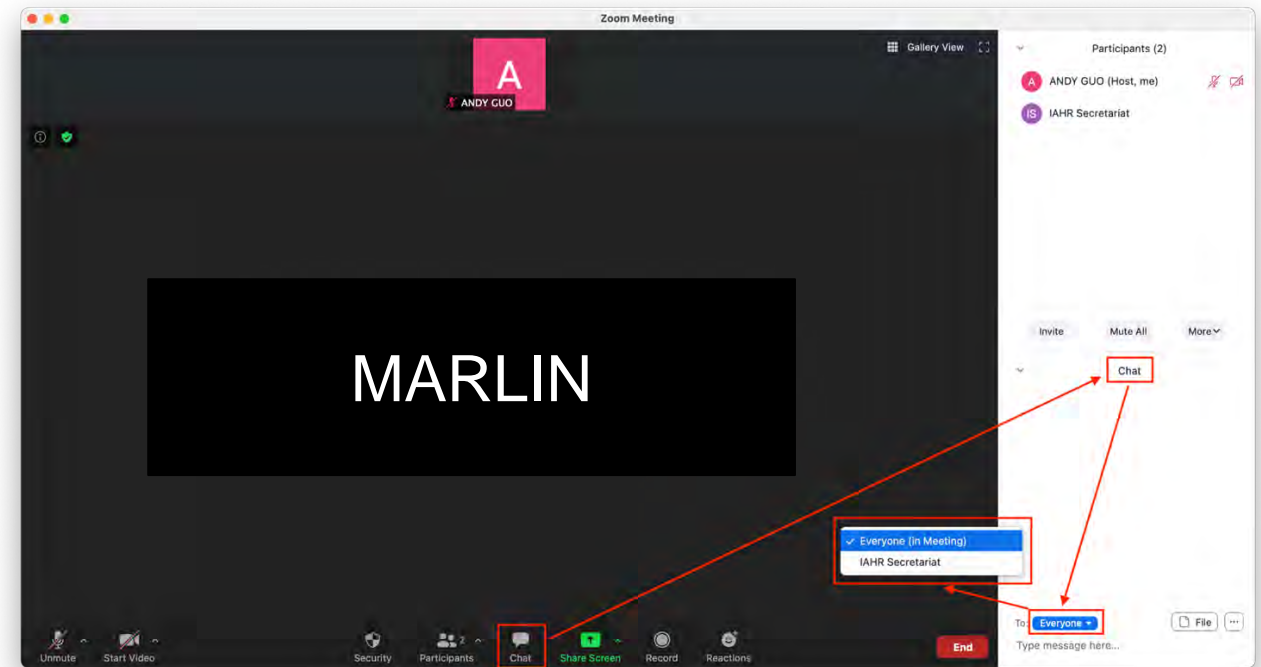
For technical assistance, please notify staff using the Chat box in the Control Panel.

Public Notice
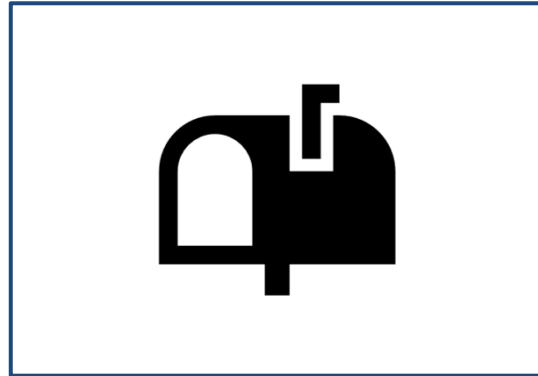
Property Owner/Tenant Letters
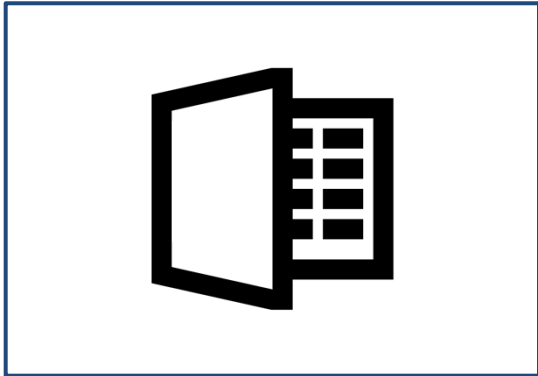
Florida Administrative Register & Florida Department of Transportation

Social Media

http://www.plantation.org/MidtownBridge
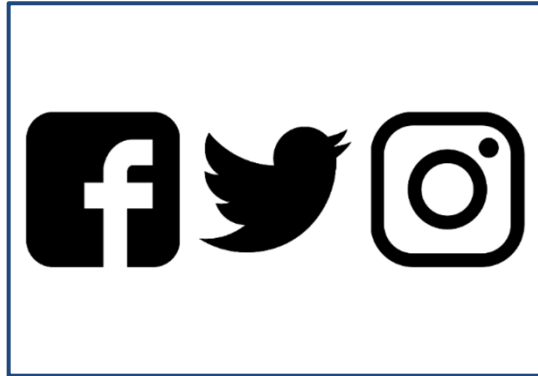
Title VI

The Florida Department of Transportation is required to comply with various non-discrimination laws and regulations, including Title VI of the Civil Rights Act of 1964.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status.

Persons wishing to express their concerns about Title VI may do so by contacting either:

City Clerk
April Beggerow, MPA, MMC

City of Plantation
400 NW 73rd Avenue
Plantation FL, 33317
954.797.2237
ABeggerow@plantation.org

Tallahassee Office
Florida Department of Transportation

State Title VI Coordinator
Jacqueline Paramore Equal Opportunity Office
605 Suwannee Street, MS 65
Tallahassee, Florida 33309-3421 (850) 414 4753
Jacqueline.paramore@dot.state.fl.us

Federal-State Partnership

The environmental review, consultation, and other actions required by applicable federal environmental laws for this project are being, or have been, carried out by the City of Plantation and reviewed by Florida Department of Transportation (FDOT) pursuant to 23 U.S.C. Section 327 and a Memorandum of Understanding dated December 14, 2016, and executed by the Federal Highway Administration (FHWA) and FDOT.

What is a PD&E Study?

What is a Project Development and Environment (PD&E) Study?

- **A process followed by FDOT to evaluate:**
  - Engineering Alternatives
  - Environmental Impacts
  - Social, Cultural and Economic impacts associated with a planned transportation project
- **Mandated by the National Environmental Policy Act (NEPA)**
- **Required when affecting an Interstate Limited Access or to use Federal Funds**

Public Involvement

Phase 1
Planning

Phase 2
Project Development & Environment (PD&E) Study

Phase 3
Final Design & Engineering

Phase 4
Right-of-Way Acquisition

Phase 5
Construction

Phase 6
Maintenance

What is a PD&E Study?

PD&E Study Process

Data Collection
- Engineering Data
- Environmental Data
- Other Data

Preliminary Concept Alternatives
- Needs Analysis
- Initial Concept Alternatives Development
- Concept Alternatives Screening

Environmental Analysis
- Environmental Analysis & Studies
- Environmental Documentation

Engineering Analysis & Design
- Engineering Analysis
- Alternatives Refinement & Screening

Final Documents
- Preliminary Engineering Report
- Type 2 Categorical Exclusion
- FDOT Review of Final Documents
- Location and Design Concept Acceptance (LDCA)

Value Engineering

Continuous Public Involvement

Project Location and Study Area

Project Background

The Broward Metropolitan Planning Organization (Broward MPO) has identified this project as a roadway need, and is included in the adopted 2045 Metropolitan Transportation Plan (MTP)

The Midtown Bridge project was analyzed as part of the joint Broward MPO/Florida Department of Transportation District 4 (FDOT 4) Arterial Connectivity Study Along I-595.

Map 4-2: 2045 Roadway Needs
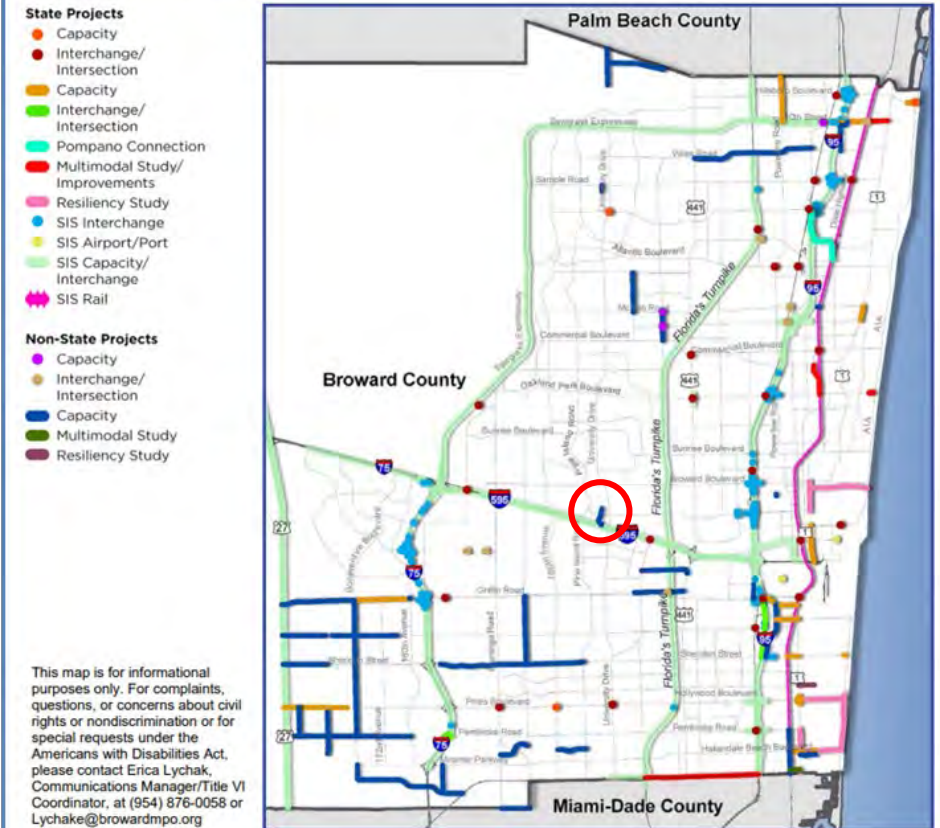
Project Purpose and Need

Purpose:

- The purpose of this project is to provide new capacity to/from the Plantation Midtown Development District and to also improve traffic conditions on the University Drive and Pine Island Road corridors approaching I-595.
- The study is being conducted to evaluate proposed transportation solutions for congestion management in the Plantation Midtown District and to provide documented information necessary for the City of Plantation to reach a decision on the type, design, and location of the improvements.

Need:

- The project's need arises from the poor operation of both University Drive and Pine Island Road with operation on a daily basis at Level of Service (LOS) F in both the north and south directions.

Existing Level of Service
Existing Conditions
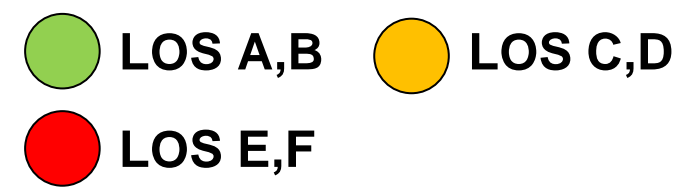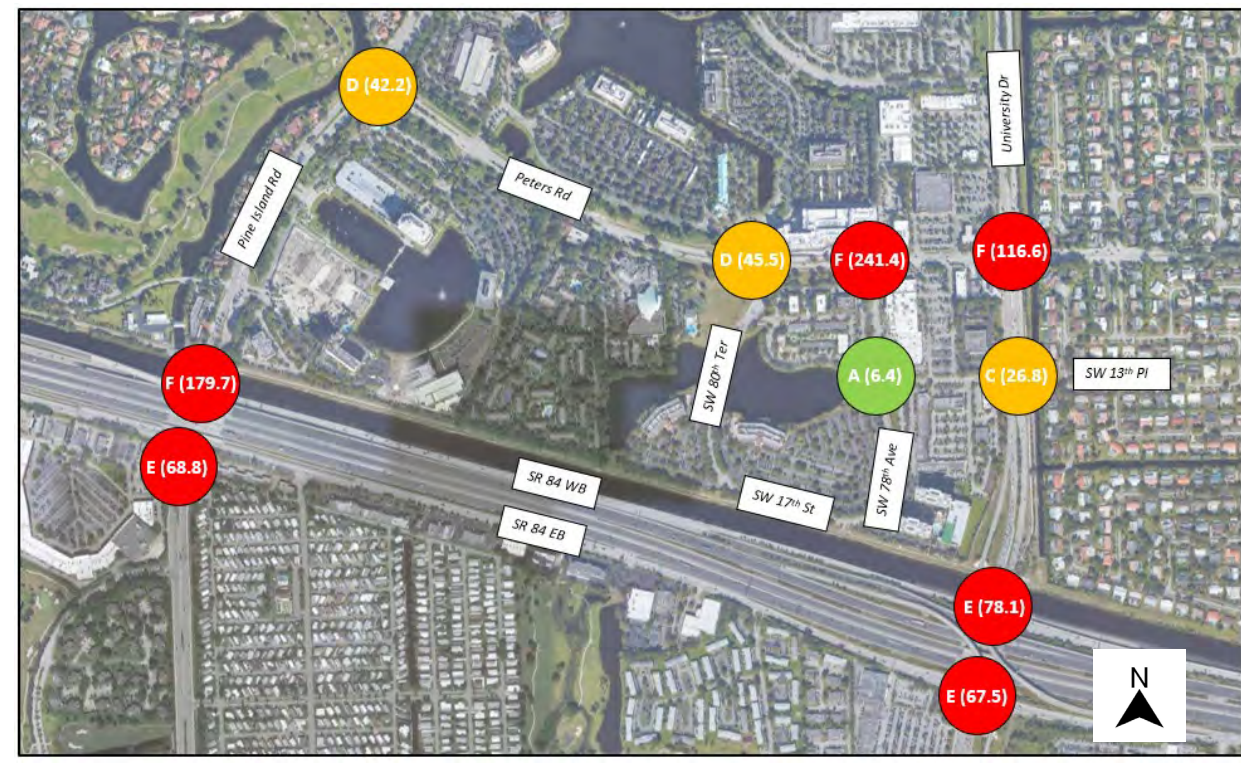
LOS A,B   LOS C,D   LOS E,F

AM Peak Hour   **PM Peak Hour**

Level-of-Service (LOS): A standard measurement, based on vehicle delay and speed, which reflects the relative ease of traffic flow on a scale of A to F
- LOS "A": free-flow traffic •LOS "F" (worst/failing): highly congested traffic conditions

2045 Level of Service
No-Build Conditions
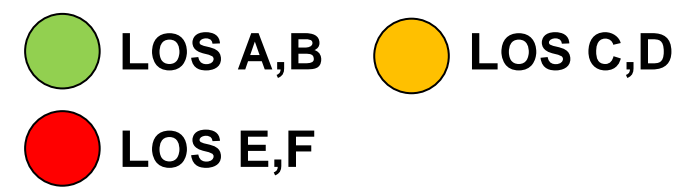
Plantation — the grass is greener
Plantation Midtown — green and growing

LOS A,B   LOS C,D   LOS E,F

AM Peak Hour

PM Peak Hour

Typical Sections

Environmental Analysis

Socio-Cultural
- Mobility
- Aesthetics
- Community & Recreational Resources
- Economic-Midtown Business District

Natural
- Wetlands and Water, Water Quality
- Floodplains and Coastal
- Aquatic Preserve
- Wildlife and Habitat
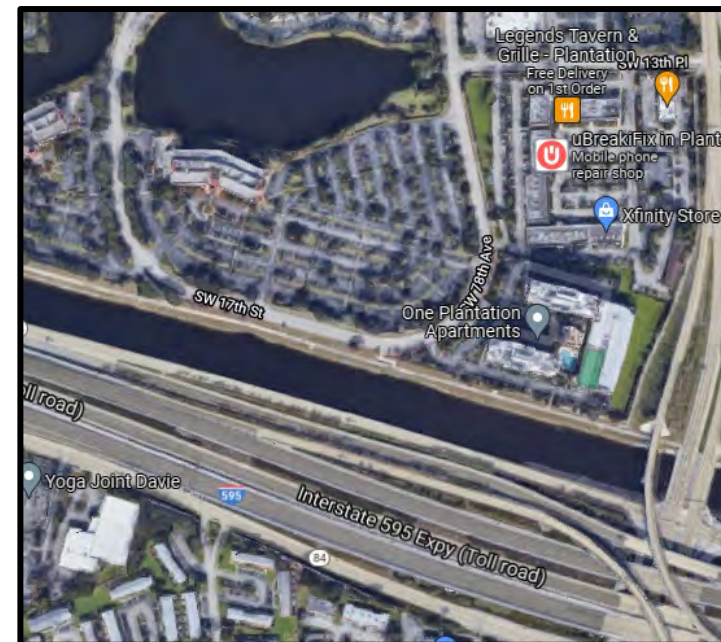
Physical
- Traffic Noise
- Air Quality
- Contamination
- Infrastructure

Schedule

Public Kick-Off Meeting
April 22, 2021
Develop & Analyze data

WE ARE HERE →

Public Workshop
December 9, 2021
Document Alternatives

Public Hearing
June 2022
Select "Build" or "No-Build" Alternative

PD&E Study Complete
September 2022
Location & Design Concept Acceptance

Design Complete
February 2023

Public Meeting Recording & Other Materials
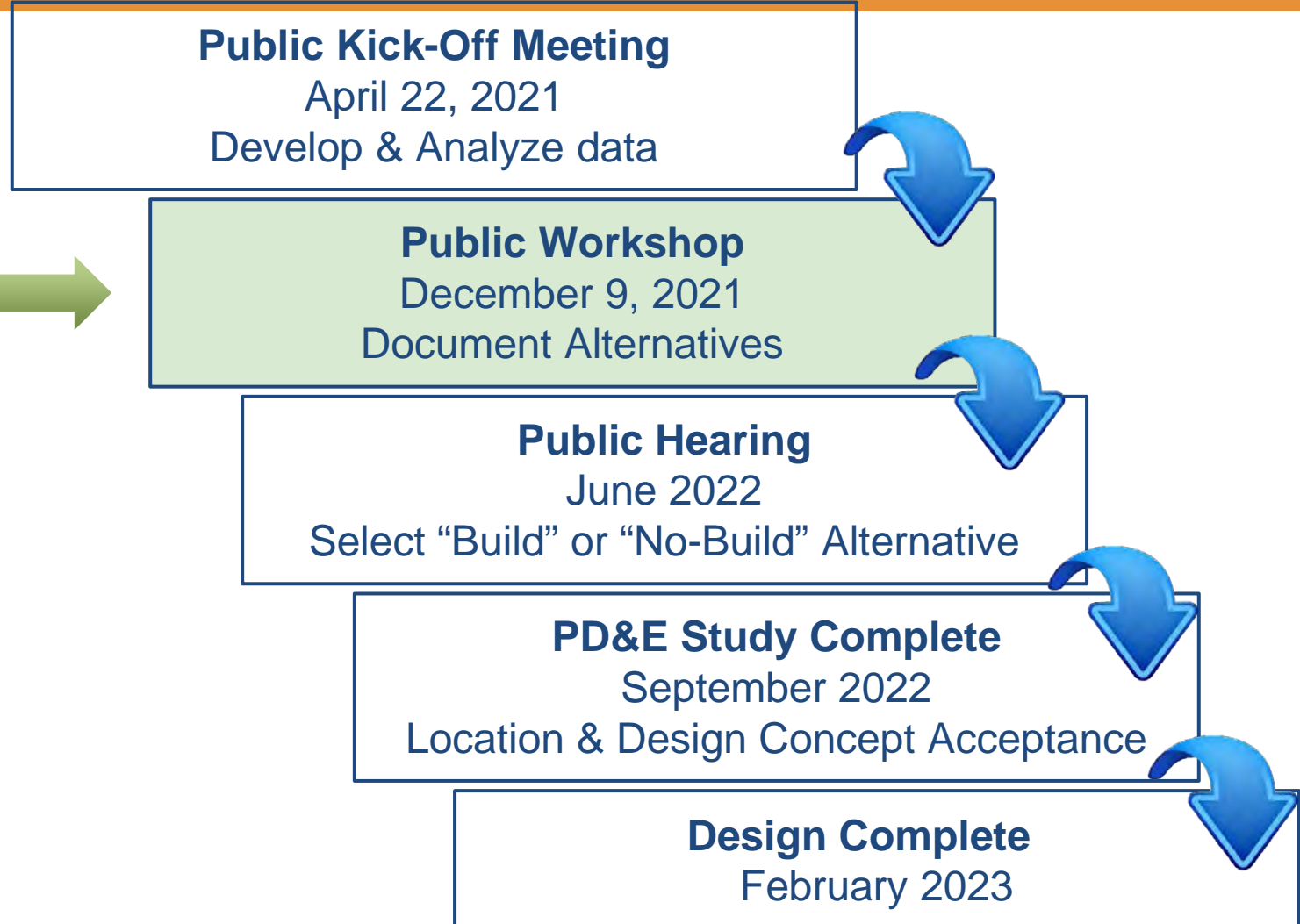
Public Meeting Recording	Public Meeting Exhibits

Available at City of Plantation upon request.

Online on website

http://www.plantation.org/MidtownBridge

Thank you!

City Engineer
Samira Shalan, PE
City of Plantation
954.797.2282
sshalan@plantation.org

Public Comment Period

- In person attendees will be given the opportunity to come up to the podium

- Written questions will be read.

- Next, attendees with written questions and questions from the online chat box will be read and answered.

- Online attendees who would like to speak will be unmuted for questions.

- Comments or questions may be submitted at any time during the process.

- Visit our project website: **http://www.plantation.org/MidtownBridge**

> **3 Minutes will be given to each speaker.**

ATTACHMENT C

Public Meeting Flyer

CITY OF PLANTATION
INVITES YOU TO A PUBLIC WORKSHOP
Plantation Midtown Bridge PD&E Study

The City of Plantation will conduct a Public Workshop regarding a proposed bridge spanning the New River Canal south of SW 17th Street. The presentation will begin at 6:00 PM. Conceptual designs will be available for public viewing. Representatives will be available to offer pertinent information and answer questions. We invite you to stop by* or join us thru Zoom (https://tinyurl.com/kc3vmuw3).

STUDY DESCRIPTION & PURPOSE
The City of Plantation has initiated a Project Development and Environment (PD&E) Study to evaluate conditions for a new 130-foot to 150-foot bridge over the South Florida Water Management District (SFWMD) New River Canal between SR 84 and SW 17th Street.
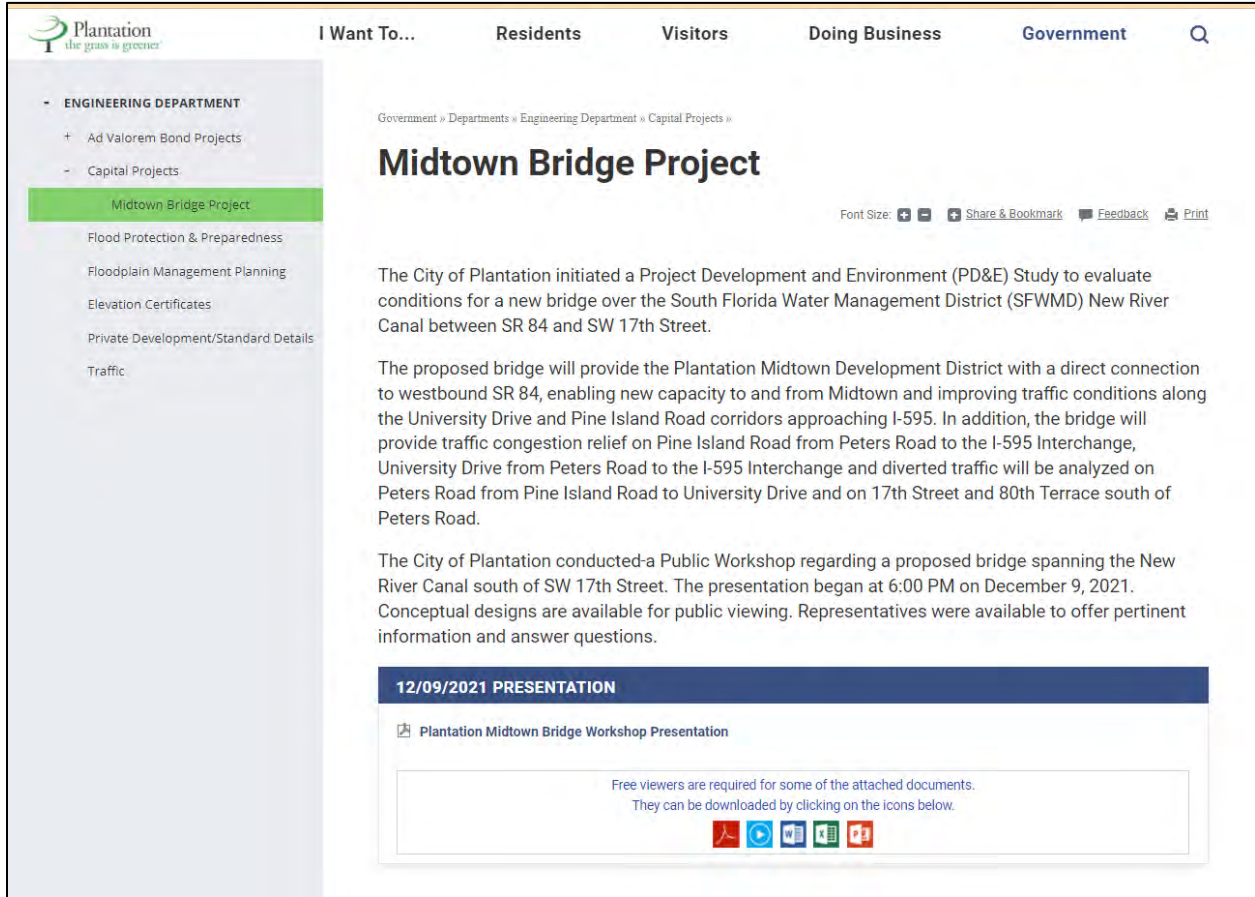
The proposed bridge will provide the Plantation Midtown Development District with a direct connection (right-in/right-out) to westbound SR 84, enabling new capacity to and from Midtown and improving traffic conditions along the University Drive and Pine Island Road corridors approaching I-595.

JOIN US AT THE PUBLIC WORKSHOP
Thursday, December 9, 2021| 6:00 PM – 7:00 PM
Join Zoom Meeting: https://tinyurl.com/kc3vmuw3
Meeting ID: 880 5654 2427
Passcode: 419382
City of Plantation City Hall
400 NW 73rd Ave, Plantation, FL 33317

*We will adhere to the latest social distancing guidelines

CONTACT INFORMATION
Samira Shalan, PE – Plantation City Engineer
954.797.2282 | sshalan@plantation.org
Betsy Jeffers, PE – Project Manager
954.317.2797 | bjeffers@marlinengineering.com

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 (ADA) or persons who require translations services (free of charge) should contact Samira Shalan, PE, and Project Manager at least seven (7) days prior to the Project Workshop.

CITY OF PLANTATION
INVITES YOU TO A PUBLIC WORKSHOP
Plantation Midtown Bridge PD&E Study

PROPOSED BRIDGE CROSSING THE NEW RIVER CANAL SOUTH OF SW 17TH STREET
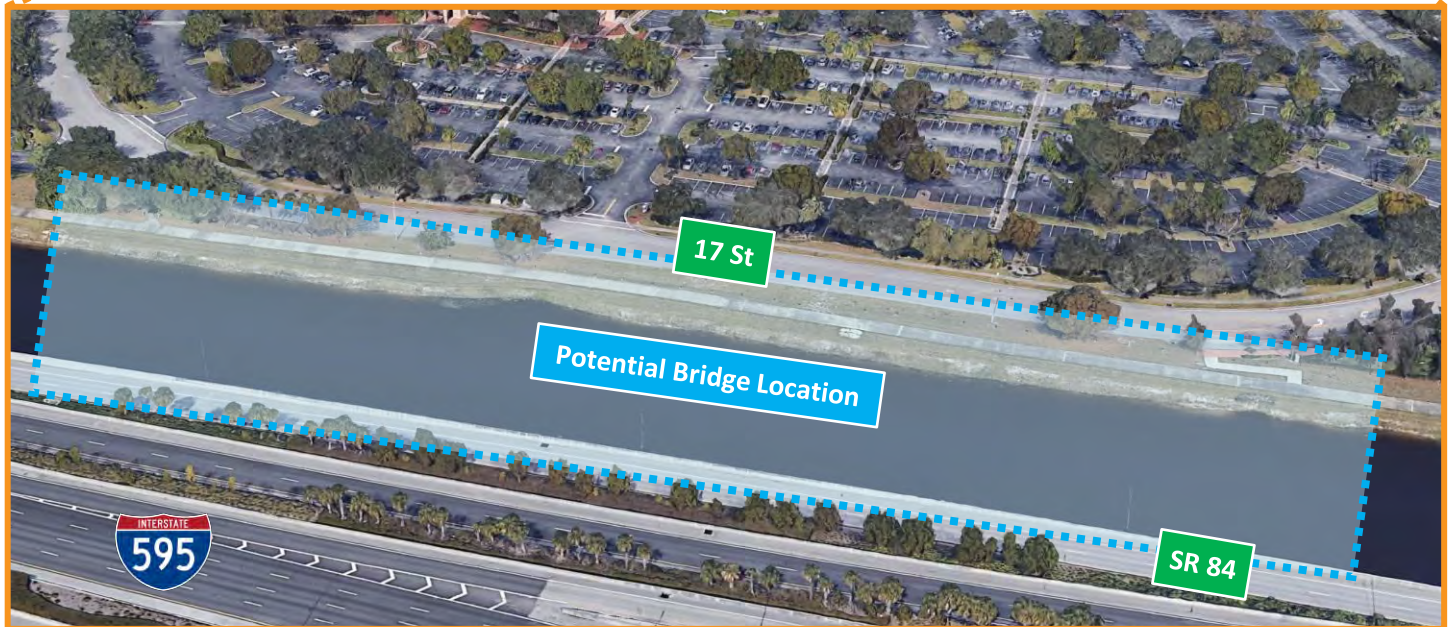
ATTACHMENT D

PROJECT POSTINGS

Project Postings on Facebook

12/08/2021

12/06/2021

Project Website

APPENDIX I

FDOT COIVD-19 MEETING GUIDANCE

FDOT Public Engagement Meeting/Hearing Instructions

The Florida Department of Transportation has updated its process for conducting public engagement activities. To provide multiple opportunities for the public to receive information and provide input, the Department will use a hybrid model as appropriate for all meetings going forward. This approach uses both a face-to-face and a virtual component. Public engagement activities should use appropriate approaches evaluated on a project-by-project basis, making sure that strategies are inclusive of all affected stakeholders.

PUBLIC MEETINGS

In general, public meetings should use the hybrid approach and follow all normal approval processes. Public meetings must use accommodations which allow for social distancing, consider the capacity limit of the venue, and follow any local ordinances. Public meetings can be exclusively virtual if the impacts of the project are minimal.

PUBLIC HEARINGS

Public hearings must be hybrid and follow all normal approval processes. Physical locations must use accommodations which allow for social distancing, consider the capacity limit of the venue, and follow any local ordinances.

PHYSICAL LOCATIONS FOR HYBRID MEETINGS AND HEARINGS

The District should poll or survey the affected and interested public or use previous participation numbers on the project to estimate how many participants would be willing to attend a face-to-face meeting, and then choose a location that would accommodate those numbers, including overflow rooms. Implement, as necessary, all local ordinances and sanitizing protocols; please note these are subject to change. All meetings must include a virtual component using GoToWebinar and a telephone number for calling in by those who do not have or use a computer.

The Office of Policy Planning provides technical assistance on how to conduct virtual and hybrid public meetings. Further guidance is available in "A Guide to Hybrid Public Meetings and Hearings" on the Department's Public Involvement webpage. The Office of Environmental Management should be contacted concerning NEPA PD&E hearings – jason.watts@dot.state.fl.us.

Contact: rusty.ennemoser@dot.state.fl.us or alison.stettner@dot.state.fl.us

APPENDIX J

FDOT VIRTUAL RESOURCES

A Guide to Hybrid Public Meetings and Hearings

OFFICE OF POLICY PLANNING | OCTOBER 2020

A GUIDE TO HYBRID PUBLIC MEETINGS AND HEARINGS

- This guide was prepared by the Florida Department of Transportation (FDOT) Office of Policy Planning.

- The Office of Policy Planning provides technical assistance on how to conduct public meetings using virtual and hybrid meeting formats.

- Please contact the FDOT Office of Environmental Management (OEM) concerning hearings for Project Development and Environment (PD&E) projects. Contact: jason.watts@dot.state.fl.us.

A Guide to Hybrid Public Meetings and Hearings

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About this guidance
p3

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Safety measures
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- Hybrid meeting preparation - page 11
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PART 1

About this guidance

Hybrid approach
FDOT public meetings and hearings will be conducted using the hybrid meeting format.

Variety of methods
Hybrid meetings provide multiple ways to share information and solicit input.

Access and experience
Hybrid meetings increase engagement opportunities, convenience, and access.

Room for innovation
Flexibility allows meetings to be planned to fit the project context.

FDOT HYBRID PUBLIC MEETING GUIDANCE

- The FDOT Public Engagement Hybrid Meeting Guidance provides techniques for holding public meetings and hearings.

- Public meetings and hearings will employ a hybrid meeting format that combines face-to-face and virtual meeting components.

- The guidance is mindful of the need to provide a variety of methods for the public to receive information and provide input on plans and projects, while meeting public health guidelines and protecting vulnerable populations and civil liberties.

- The goal is to increase engagement opportunities, convenience, and access for the public while allowing flexibility in developing meeting plans.

This guidance complies with:

Conducting Proceedings by Communications Meeting Technology (CMT), Rule Chapter 28-109, Florida Administrative Code

Public Business: Miscellaneous Provisions (Government in the Sunshine), Section 286.011, Florida Statutes

Administrative Procedure Act, Section 120.525, Florida Statutes

All other applicable local, state, and federal laws

FDOT 4

THIS GUIDANCE COMPLIES WITH…

- Conducting Proceedings by Communications Meeting Technology (CMT), Rule Chapter 28-109, Florida Administrative Code;

- Public Business: Miscellaneous Provisions (Government in the Sunshine), Section 286.011, Florida Statutes;

- Administrative Procedure Act, Section 120.525, Florida Statutes; and

- All other applicable local, state, and federal laws.

PART 2

About hybrid meetings

What is a hybrid meeting?
For a hybrid meeting, attendees can participate from different locations.

Hybrid basics for FDOT public meetings and hearings
Basic requirements for FDOT meetings and hearings.

Challenges to public participation
Hybrid meetings are a potential solution to public involvement challenges.

Hybrid meeting building blocks
The building blocks are *the virtual*, *the physical*, and *the bridge*.

Hybrid meeting flow
A diagram showing the information flow of a typical hybrid meeting.

FDOT 5

ABOUT HYBRID PUBLIC MEETINGS

The listed topics are discussed in this section.

WHAT IS A HYBRID MEETING?

- A hybrid meeting refers to the physical location of the participants.

- In a hybrid meeting, a subset of the people attending the meeting is located together in the same place.

- This is the in-person meeting component of a hybrid meeting.

- Other attendees join the meeting by web conference or phone conference.

- This is the virtual meeting component of a hybrid meeting.
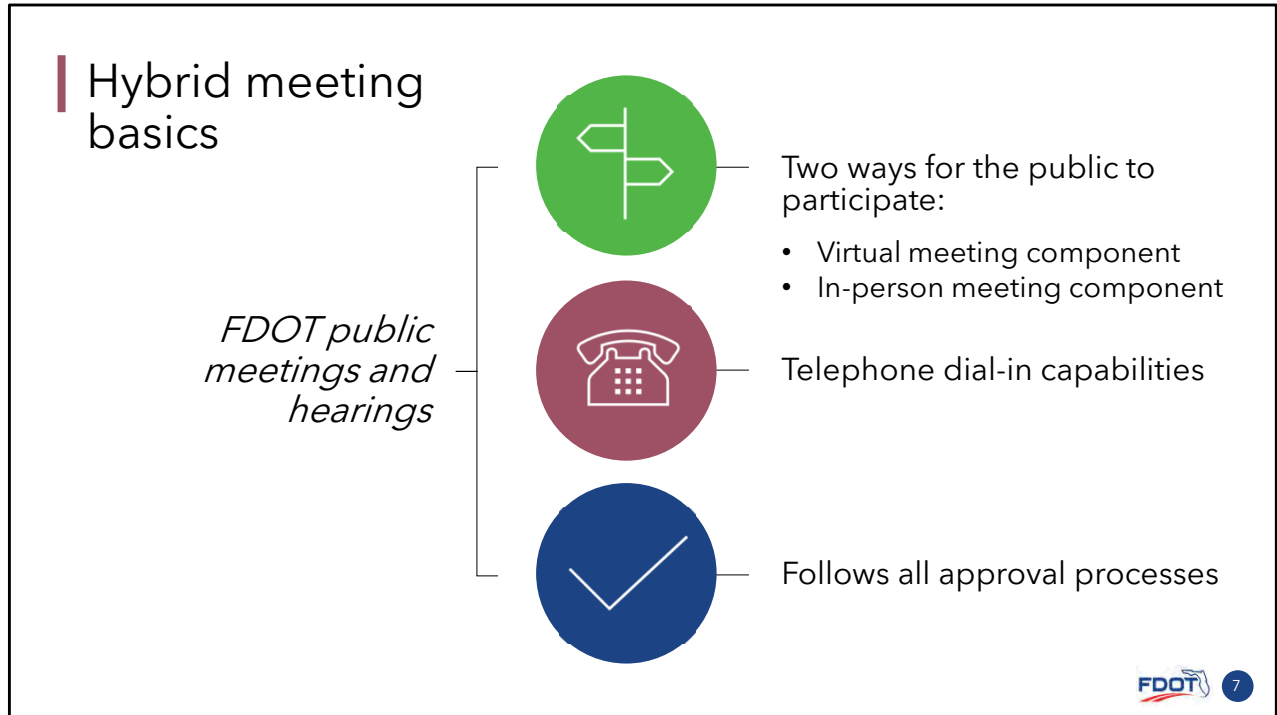
HYBRID BASICS FOR FDOT PUBLIC MEETINGS AND HEARINGS

- FDOT hybrid public meetings and hearings accommodate public participation in both virtual and in-person settings.

- The virtual meeting component must have telephone dial-in capabilities to more fully accommodate individual preferences and/or needs.

- At this time, GoToWebinar and GoToMeeting can be used for the virtual meeting component.

- Additional platforms are being studied and may be added in the future.

- Hybrid meetings and hearings must follow all Department approval processes.
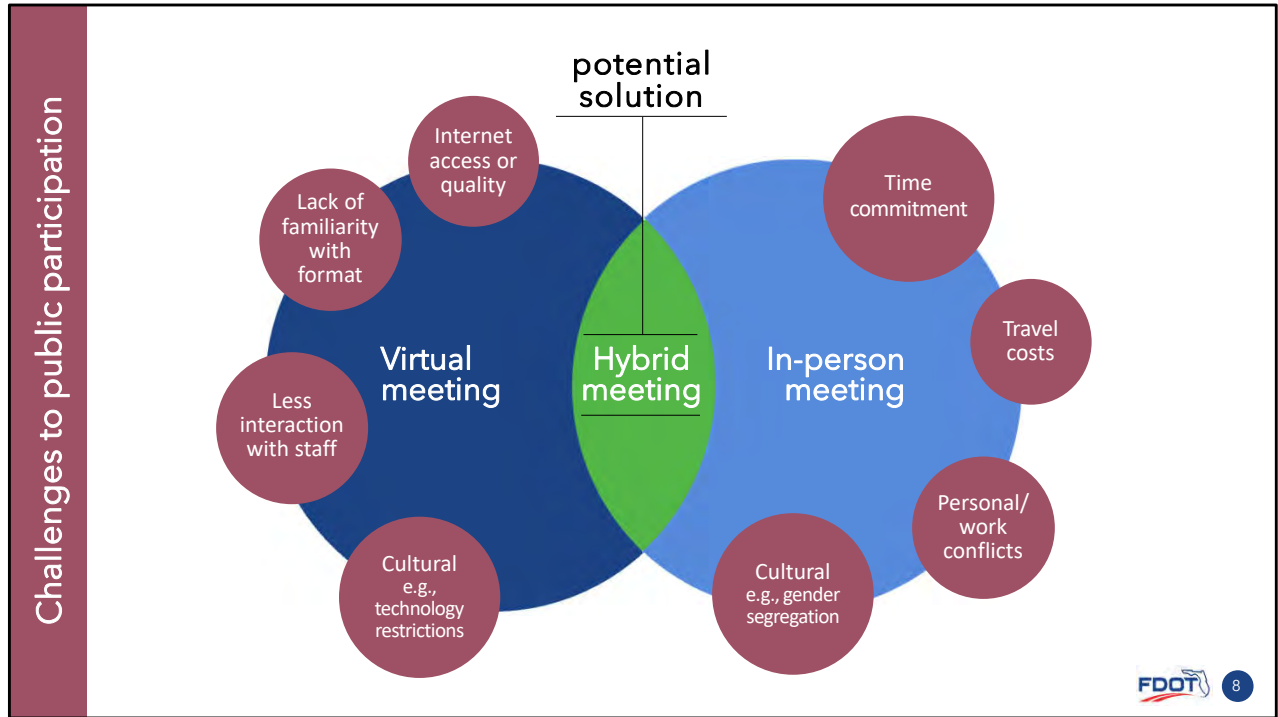
CHALLENGES TO PUBLIC PARTICIPATION

Hybrid public meetings can help overcome some common challenges that negatively affect public meeting attendance.
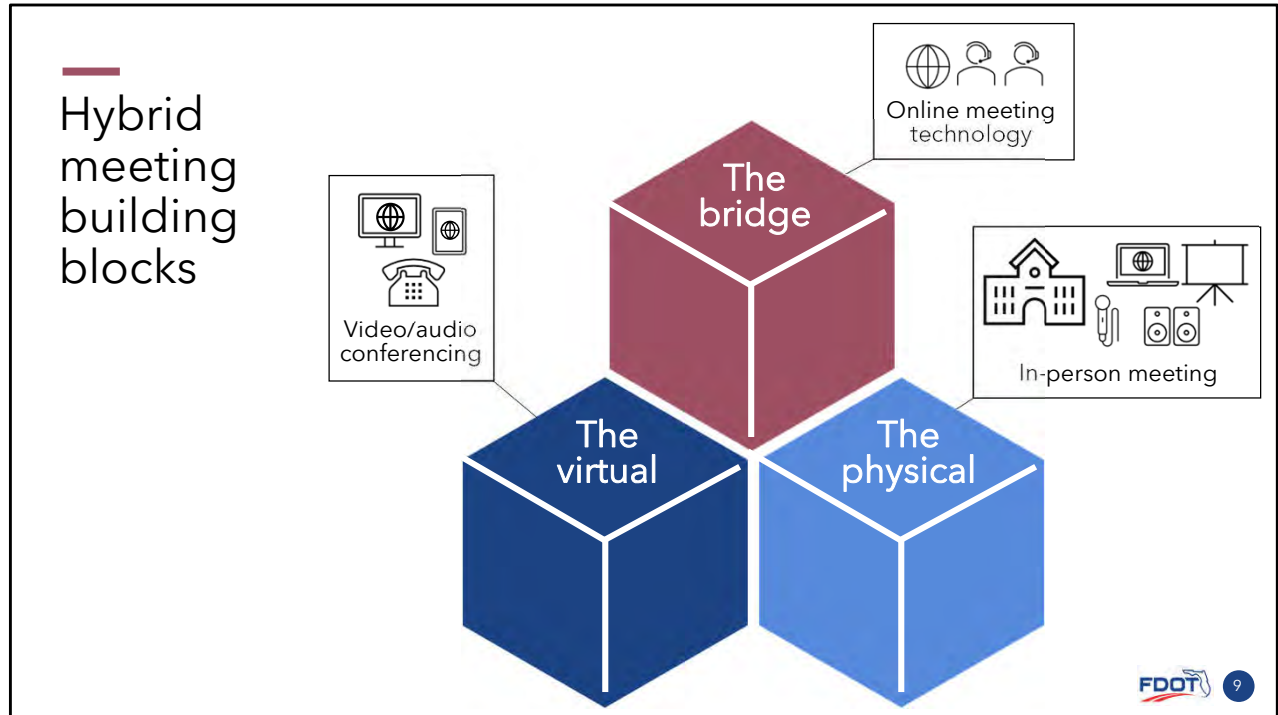
HYBRID MEETING BUILDING BLOCKS

- A hybrid meeting typically consists of three basic building blocks: the virtual, the physical, and the bridge.

- The virtual building block is the video and audio system (e.g., computer with microphone and speaker) that meeting attendees use to connect to the meeting.

- The physical building block is the in-person meeting venue.

- The bridge building block is the technology that brings the virtual and physical meeting components together.

Hybrid meeting flow
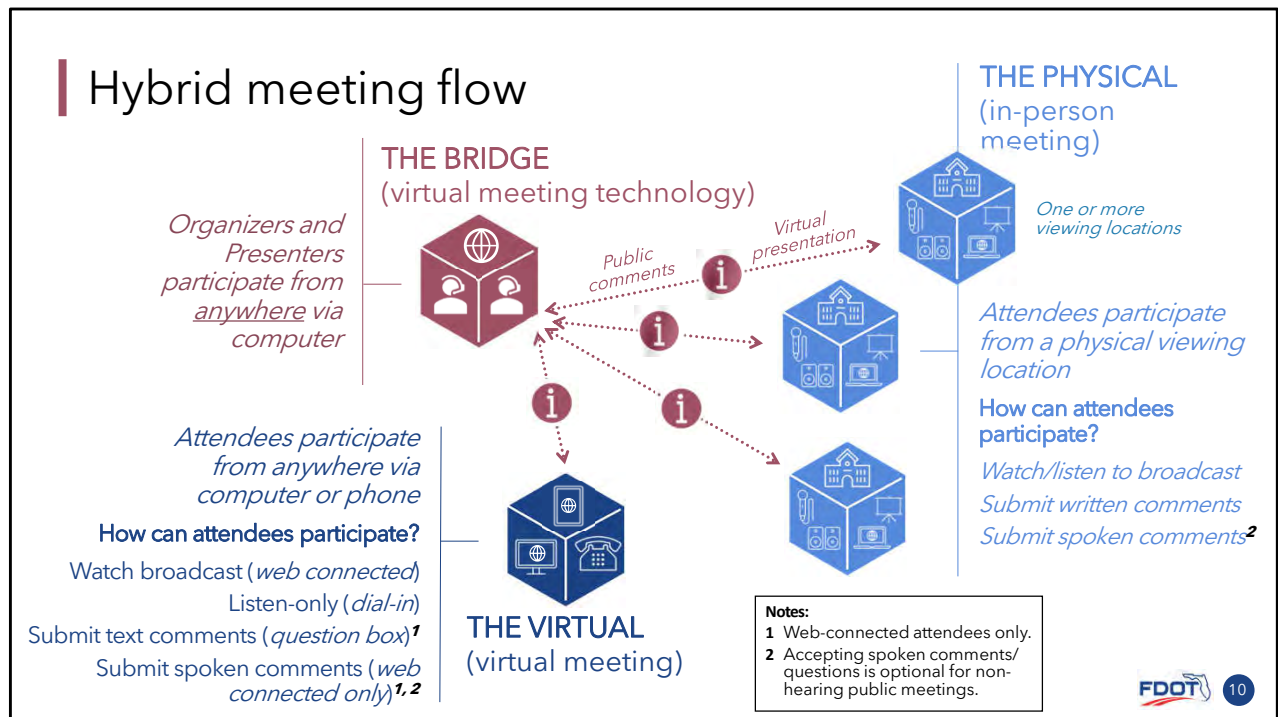
HYBRID MEETING FLOW

- The figure depicts the flow of a hybrid meeting.

- The virtual presentation is simulcast via the bridge (virtual meeting technology) to meeting attendees participating virtually and from one or more physical locations.

- Keep in mind that dial-in attendees to the virtual meeting will only be able to listen to the presentation so take care to describe or spell-out important information shown in the presentation.

Comment opportunities for virtual attendees during the meeting:
- Virtual attendees can submit comments and questions during the meeting by typing text in the question box on the virtual meeting platform or, if unmuted by the meeting organizer, by speaking their comments or questions into their computer microphone.

- Attendees that dial in to the meeting on a telephone line will not be able to submit comments using the virtual meeting comment features.

- A telephone hot line could be open during the meeting for dial-in attendees to state their comments/questions to meeting staff.

Comment opportunities for in-person attendees during the meeting:
- In-person attendees can submit written comments and questions via comment card or, if offered, speak their comments and questions into a microphone provided in the meeting room.

PART 3

Hybrid meeting preparation

Hybrid meeting steps

Writing the hybrid meeting plan

Communicating with the public and accepting comments

Technology and staffing needs

Preparing for issues

11

HYBRID MEETING PREPARATION

The listed topics are discussed in this section.

HYBRID MEETING STEPS

The process for planning, organizing, executing, and completing a hybrid meeting involve these basic steps.

Writing the hybrid meeting plan
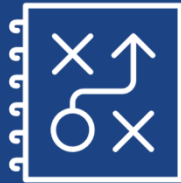
Elements to consider:

1. Event type (e.g., Kickoff Meeting, Public Information Meeting, Public Hearing)
2. Project number
3. Project description, history, demographics, previous public involvement
4. Event date and time
5. Location
6. Meeting/hearing format
7. Projected in-person audience
8. Meeting technology/registration process
9. Venue room capacity and layout
10. Safety measures
11. Notifications
12. Survey/feedback
13. Materials
14. Staffing
15. Project contact

FDOT 13

WRITING THE MEETING PLAN

- Include this information in your hybrid meeting plan.

- All materials must be reviewed and approved through normal channels.

- Keep in mind that public hearings have additional requirements.
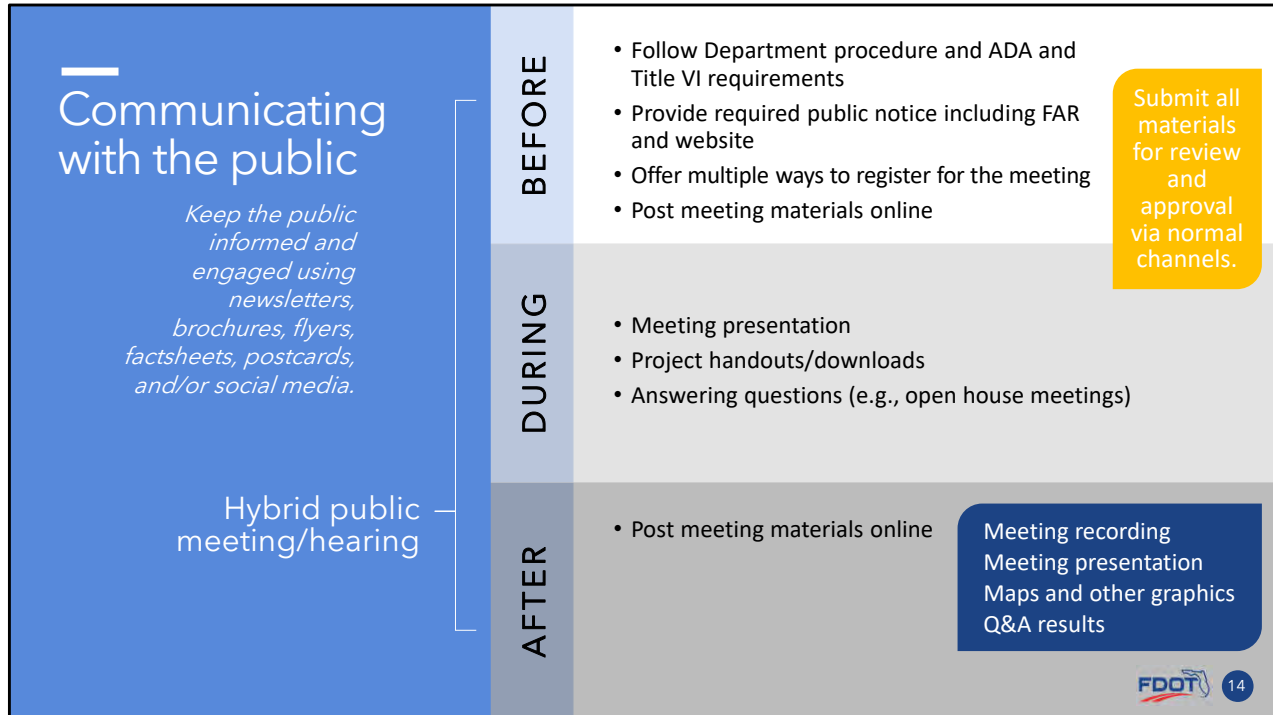
COMMUNICATING WITH THE PUBLIC

- To facilitate an inclusive process, maintain contact with the public when the project is active.
- Provide project updates using newsletters, brochures, flyers, factsheets, postcards, and/or social media, which can be distributed by mail and electronically.
- Include required non-discrimination language on all communications and work with the Communications Office for traditional media and social media communications.

Before the public meeting:
- Follow Department procedure and ADA and Title VI requirements.
- Provide required public notice including FAR and website.
- Offer multiple ways to register for the meeting
- Post meeting materials online concurrent with distribution of the meeting notification, if feasible.

During the public meeting:
- Present information about the project and ways for the public to submit comments and questions.
- Offer key information in handouts for in-person attendees and downloads on the virtual meeting platform for virtual attendees.
- Provide question and answer opportunities in the virtual and in-person settings, as appropriate.

After the public meeting
- Post the meeting materials online for on-demand viewing.

KEY INFORMATION FOR MEETING NOTIFICATIONS

- The hybrid format may be unfamiliar to some people so be sure to clearly describe the array of options for public participation.

- Offer a back-up meeting date should the meeting not be able to take place or be completed.

Sample survey questions

How did you learn about the meeting?

Was the information presented clear?

Was the information presented informative?

Were the options for providing comments convenient?

Which hybrid meeting option do you prefer?

Do you have any other comments to share with us?

Exit survey

FDOT 16

SAMPLE EXIT SURVEY QUESTIONS

- An exit survey can provide valuable information about community preferences.

- Here are some questions you could ask in an exit survey to help you assess performance.

- An exit survey can be generated and distributed through the GoToWebinar meeting platform.

- Virtual meeting registrants will receive the survey automatically on their computer screen upon signing out of the meeting or in a scheduled follow-up email.

- A postcard or letter can be mailed or emailed to other meeting attendees who registered in advance or signed in at the physical meeting location.
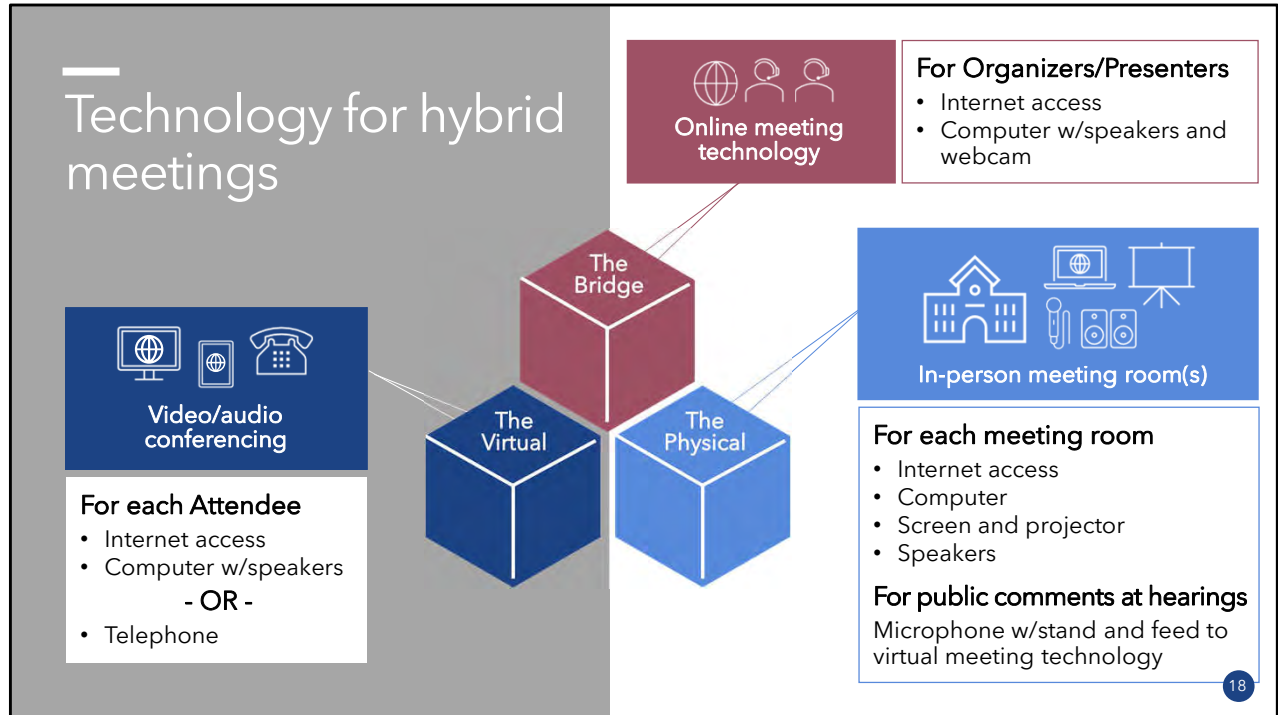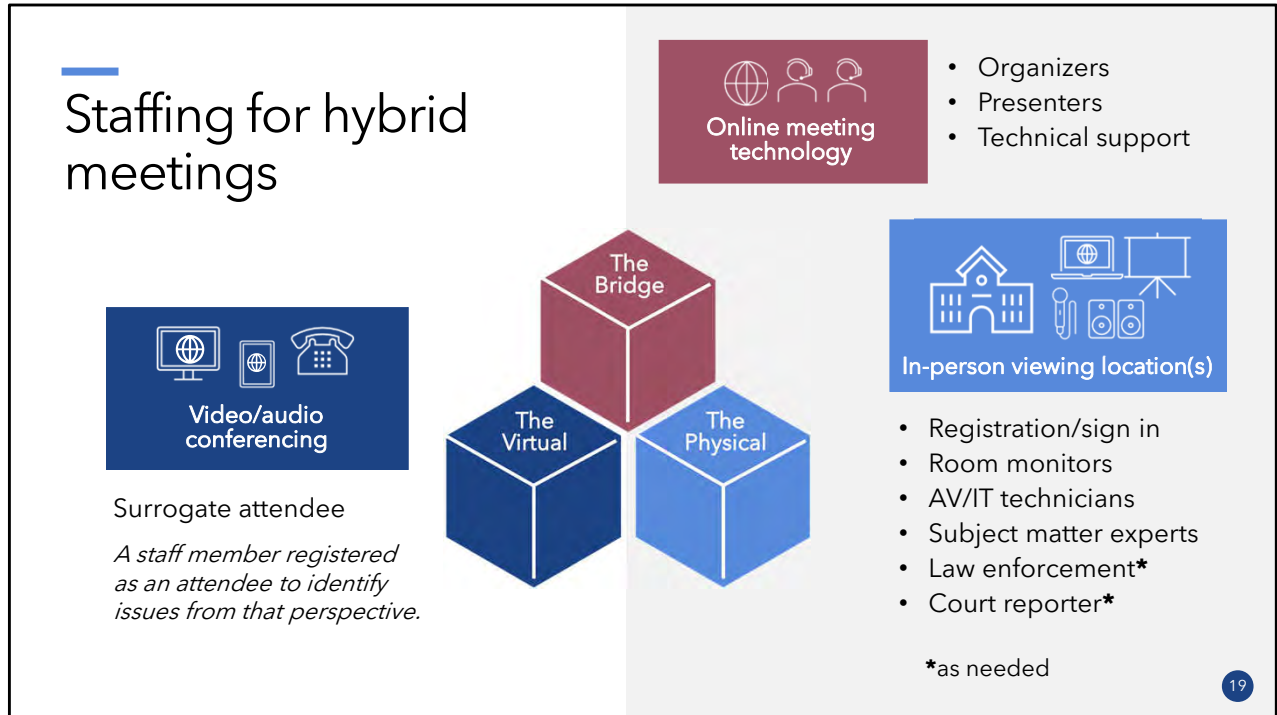
ACCEPTING PUBLIC COMMENTS AND QUESTIONS

Public comments and questions can be invited before, during, and after the meeting.

TECHNOLOGY FOR HYBRID MEETINGS

Conducting and participating in a hybrid meeting has specific technology needs.

STAFFING FOR HYBRID MEETINGS

Hybrid meetings will include staff for the Bridge and the virtual and physical components.

Preparing for issues	Technical issues	Power outage	Severe weather	Crash!

Technical issues: Assign multiple "Organizers" to enable access to the virtual meeting control panel if the main Organizer loses their connection.

Power outage:
- Position virtual meeting staff with "Organizer" status in different geographic locations.
- Have the dial-in number written down and dial in to the virtual meeting.
- Have a back-up meeting date.

Crash!: If the virtual or in-person component of a simulcasted hybrid meeting cannot proceed, the entire meeting must be rescheduled.

Have a back-up meeting date; announce in the meeting intro.

Send e-mail notifications to registrants if the meeting cannot proceed.

Slow internet connection

Virtual Meeting

Organizers	Attendees
• Select a broadcast location with broadband.	• Staff helps attendees troubleshoot via chat box or phone.
• Dial in by phone, if needed.	• Dial in by phone may be required.

Alert the audience to the issue

Have two slides ready to alert the audience in case there is an interruption:

Slide 1: **"The issue is being resolved..."**

Slide 2: **"The meeting will be postponed..."**

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PREPARING FOR ISSUES

Have a backup plan to prepare for a variety of issues that may occur.

PART 4

Safety measures
for in-person
meetings

Guiding principles

Determining meeting space needs

Setting up the room

Additional staffing

PART 4 SAFETY MEASURES FOR IN-PERSON MEETINGS

Have a backup plan to prepare for a variety of issues that may occur.
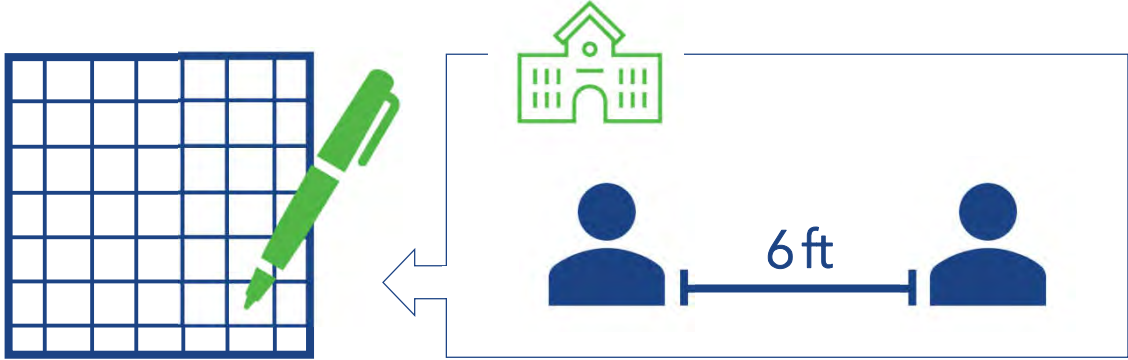
Guiding
principles
for in-person
meetings

1. Incorporating **safe social distancing** practices as defined by the Centers for Disease Control and Prevention (CDC) and the Governor's "Safe. Smart. Step-by-Step. Plan for Florida's Recovery"

2. Minimizing **time of exposure** in indoor spaces (*staff and public*)

3. Using **PPE** (Personal Protective Equipment) and consideration of **safety barriers**

4. Providing a **touchless experience** to the greatest extent possible (*staff and public*)

5. Following the practices of **early, continuous, collaborative, and inclusive public engagement**

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GUIDING PRINCIPLES FOR IN-PERSON MEETINGS

Consider these guiding principles for when planning, organizing, and executing a safe, in-person meeting.

Determining space needs for meeting rooms

1. Estimate potential in-person attendance.
2. Identify potential meeting rooms.
3. Develop room layouts using safety guidance.
4. Plan for unexpected attendance.

DETERMINING SPACE NEEDS FOR MEETING ROOMS

- The physical venue for hybrid meetings must be of adequate size to maintain social distancing.

- The meeting room (or rooms) should be large enough to accommodate the expected number of attendees, staff, and law enforcement and their ability to socially distance as people interact with the meeting materials and each other.

- To determine the space needs for meeting rooms:

    1. Estimate potential in-person attendance.
    2. Identify potential meeting rooms.
    3. Develop room layouts using safety guidance.
    4. Plan for unexpected attendance.

Determining space needs for meeting rooms

STEP 1

Estimate potential meeting attendance

a. *What is the community's level of interest in the project?*

b. *How many people would be willing to attend an in-person meeting? Ask them!*

We want to hear from you!
PLEASE TAKE OUR SURVEY

The Florida Department of Transportation (FDOT) is making plans to hold a public hearing for Alfa Road design project from Bravo Street to Charlie Drive in Delta County.

Please visit our website at www.website.com and take the survey to tell us how you would prefer to participate in the public hearing. You can participate in person, online, or by telephone (telephone allows listening only).

If you do not have access to the internet to take the survey, please call (555) 555-5555 and leave a message letting us know how you would like to participate in the public hearing. **THANK YOU!**

No person should be turned away.

DETERMINING SPACE NEEDS FOR MEETING ROOMS (continued)

Step 1: Estimate potential meeting attendance.

- To estimate how many people might attend a hybrid public meeting, particularly the in-person component requiring a physical room, first consider the level of interest in the plan or project.

- If there have been previous interactions (e.g., meetings) on the plan or project, then consider how many people showed interest to develop an estimate.

- If the level of interest in the plan or project is unknown, then consider distributing a short survey to poll the affected community about their attendance preference.

- The poll question could be "P*lease tell us how you would prefer to participate in the project meeting by selecting one of the following options*." A full range of options could be *in-person, online, by telephone (noting that this is listen-only mode), will not participate,* and *undecided*.

- An online survey app such as Survey Monkey is a quick and easy way to create a poll question and an online link.

- Plan on distributing the poll question about 90 days before the meeting to enough time to choose the right facility.

- More time may be needed when less is known about community opinions about the plan or project.

- Ways to distribute the poll link include 1) targeted posts on social media (e.g., Facebook, Twitter, and Nextdoor); 2) in a newsletter, letter, and/or postcard to property owners and tenants; 3) email to people on the contacts list, 4) on project/partner websites, and 5) in a press release. Be sure to coordinate the Communications Office for media distribution.

- Keep in mind that some people do not have online access. A dedicated telephone line where people can leave a message about their attendance preference is one way to address this issue.

- Along with the poll question, identify the plan or project, contact person, and any other questions you would like to ask the community.

Determining space needs for meeting rooms
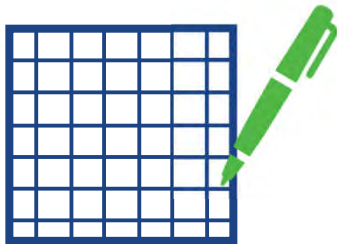
STEP 2

Identify potential meeting rooms.

a. *Are meeting rooms located near the affected communities?*

b. *Do meeting rooms appear to be the appropriate size and configuration?*

STEP 3

Develop room layouts using safety guidance (refer to pages 32-35).

Does the meeting room(s) allow for social distancing by:

- *Projected attendees?*
- *Meeting staff?*
- *Law enforcement? (if applicable)*

FDOT 25

DETERMINING SPACE NEEDS FOR MEETING ROOMS (continued)

Step 2: Identify potential meeting rooms.

- Once you have an idea of how much interest there is in the project, you can start exploring possible locations for your meeting.

- Venues should be located as close as possible to the location

- In addition to the facility, consider parking, entry ways, availability of restrooms, and be ADA-compliant.

- Does the room appear adequate in size to accommodate all participants with social distancing in mind?

Step 3: Develop room layouts using safety guidance (refer to pages 32-35)

- For each venue under consideration, develop a room layout plan to confirm which facility will work best.

Determining space needs
for meeting rooms

STEP 4

Plan for unexpected attendance.

Consider:

a. *Encourage participation in the virtual meeting*
b. *Have overflow space(s)*
c. *Provide multiple meeting times/dates*
d. *Monitor occupancy and admissions*

Remember…

Have a backup plan.
Be flexible.
Be ready to adapt.

FDOT 26

DETERMINING SPACE NEEDS FOR MEETING ROOMS (continued)

Step 4: Plan for unexpected attendance.

- Planning is necessary to ensure that no person is turned away.
- While the virtual meeting option could reduce in-person meeting attendance, access to technology varies by community which could mean higher in-person attendance.
- Plan for more people than you expect.
- Overflow space could be in additional meeting rooms, lobby areas, and breezeways, including everything to create the full meeting experience.
- Also consider conducting the meeting multiple times and inviting people to pre-register for a certain time slot.

Safety measures for in-person meetings

Setting up the room		
Social distancing	Entry & exist points	Staff safety practices
Touch-free stations	Attendee comfort stations	

FDOT 27
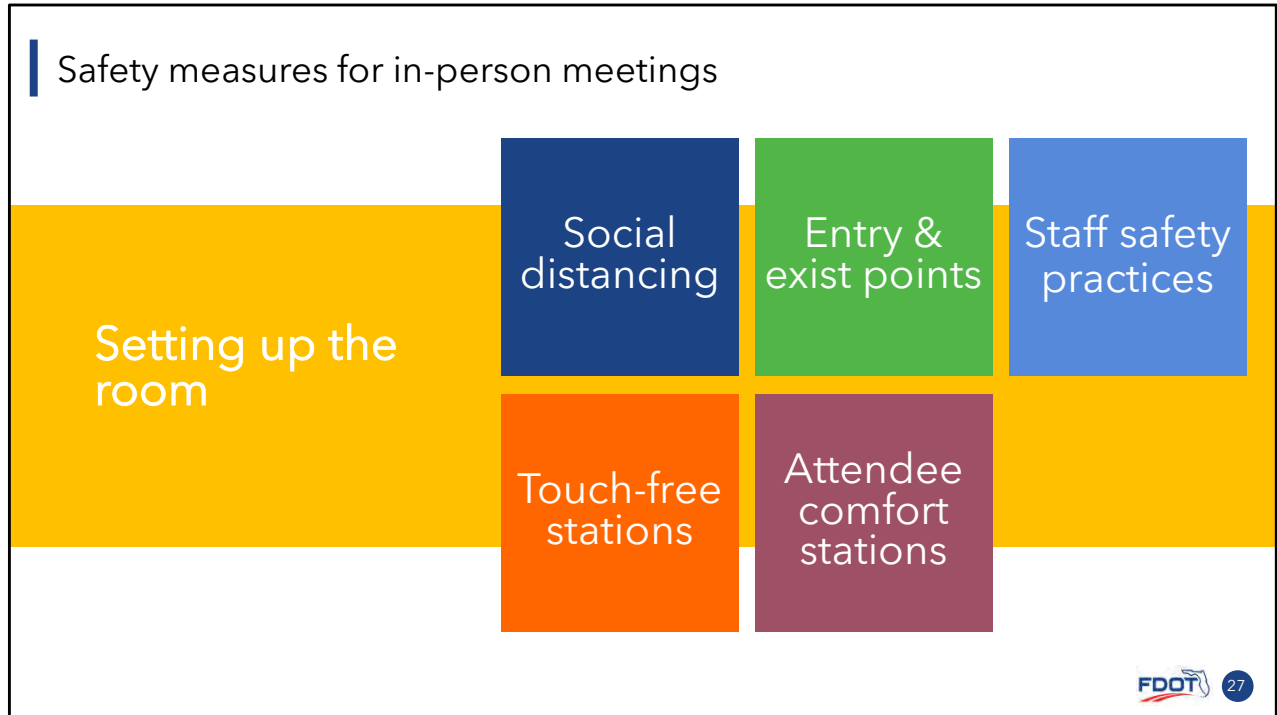
ROOM LAYOUT CONSIDERATIONS

When developing a layout plan for the meeting room, there are several safety measures to take into consideration.

Social distancing
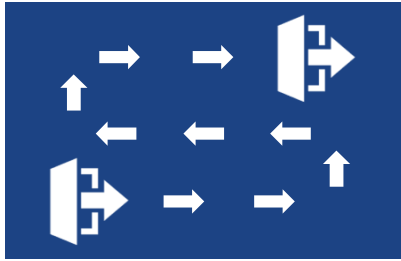
Traffic flow

Use signs and floor markings at entry points and throughout the meeting room to help attendees social distance, especially where lines could form.
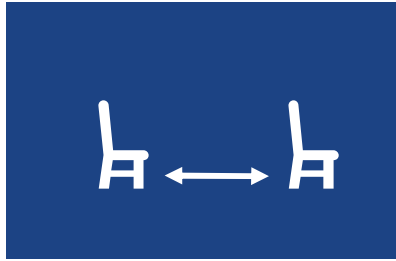
Presentation seating

- Place seating 6 feet apart in all directions.
- Use directional signage and floor markings to guide attendees as they take their seat.
- Designate space for wheelchair users.

Protective shields

Protective shields are useful in areas where social distancing may be difficult to maintain, such as registration and display stations.

FDOT 28

SOCIAL DISTANCING

Traffic flow – Meeting attendees should flow in one direction to better maintain social distancing.

- Use signs and floor markings at entry points and throughout the meeting room to assist attendees in maintaining social distancing, especially in areas where lines may form.

- Use tape on the floor and/or rope lines to demarcate the required six-foot separation between people.

Presentation seating

- Place all seats six feet apart in all directions.

- Provide directional signage and floor markings to assist attendees in maintaining social distancing as they take their seat.

- Seating can be rearranged for family members or others wanting to sit together.

- Provide space for wheelchair users.

Protective shields

- Consider using protective shields (i.e., sneeze guards) in places where social distancing may be difficult to maintain (e.g., registration and display stations where people may tend to cluster).

Entry and exit points

Safety information

Provide safety information on boards/signs in conspicuous locations.

Doors – Entry and Exit

Provide separate and clearly marked entry and exit points, if possible.

Consider assigning staff to open doors for attendees or leave doors open, if allowed.

Clickers & timers

Use clickers and timers to manage the number of people in the room.

Monitor the time attendees spend at displays and the number of people waiting to enter the room.

FDOT 29

ENTRY AND EXIT POINTS

Safety information (boards/signs)

Provide safety information on boards and/or signs alerting attendees to social distancing, mask wearing, hand washing, and other safety guidance.

Doors/entry and exit

- If possible, provide separate and clearly marked entry and exit doors.
- Consider assigning staff for opening doors for attendees to minimize touching, or leave the doors open, if feasible.

Timers/clicker counters

- Consider using timers and clicker counters to manage the number of people in the room and time spent at each station.
- Determine the amount of time people can spend at the displays by factoring the: 1) type of display, 2) number of directly affected people, and 3) overall number of people waiting to enter the room.
- Remind attendees of the availability of display materials online or in a handout provided at the meeting.
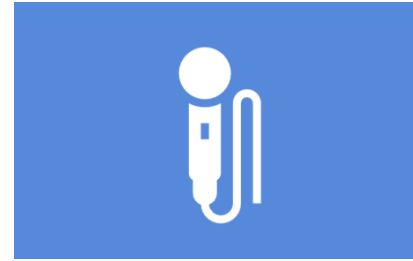
Staff safety practices

Masks/face coverings

- Meeting staff are required to wear a mask.
- Provide masks for attendees who may want them (if feasible).
- Find out if any local safety directives are in effect.

Disinfecting

- Bring disinfectant for regular for cleaning of high touch areas.
- Use chairs made of materials that can be sprayed and wiped down (e.g., plastic or metal).

Microphones

Options:
- Use multiple microphones sanitized between each use.
- Replace disposable microphone covers after each use.
- Place the microphone at a safe distance from users.

FDOT 30

STAFF SAFETY PRACTICES

Masks/face Coverings

- All in-person meeting staff are required to wear a mask.
- Provide face coverings for those who may want them, if feasible.
- Check local directives regarding masks.

Disinfectant

- Bring disinfectant spray and/or wipes for regular for cleaning of high touch areas.
- If possible, use seating made of plastic or metal that can be sprayed and wiped down.

Microphones

- Consider the following methods to reduce the potential for virus spread from public comments at a microphone:
    - Have multiple microphones available and sanitize after each use.
    - Use disposable microphone covers replaced after each use.
    - Place the microphone stand at a safe distance from users (may require a more sensitive microphone).

Touch-free stations
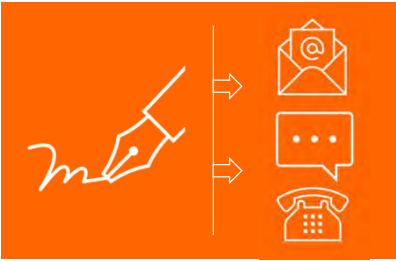
Registration/sign-in station

Consider methods for touchless sign-in, for example:

- Pre-registration (online/phone)
- QR code check-in
- Sign-in using a texting app
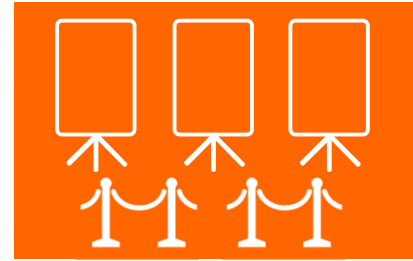- Sign-in cards with give-away pens

Sanitation stations

Provide hand sanitation stations at entry, exit, and intermediate points in the meeting place.

Use automated dispensers if available.

Information stations

Discourage crowding at stations by providing two or more sets of displays.

Use boards that are large enough for people to read at a social distance from staff.

FDOT 31

TOUCH-FREE STATIONS

Registration/sign-in stations

- Consider methods for a touchless sign-in experience, for example:
    - Pre-registration online and by calling a project contact person (consider using appointment times for larger audiences)
    - QR code check-in at meeting for pre-registrants
    - Text option to sign-in at the meeting
    - A socially distanced staff member can check in pre-registrants and record the sign-in information for others
    - Sign-in cards with give-away pens

Sanitation stations

- Provide sanitation stations with hand sanitizer at all entry, exit, and intermediate points in the meeting place.

- If available, provide automated dispensers for a touch-free experience.

Information stations

- Provide two or more sets of displays and stations to allow for social distancing.

- Boards should be large enough so that social distancing can be maintained at each display and between displays.

- Consider placing tables in front of displays to establish a safe physical distance between staff and

attendees.

Touch-free stations (*continued*)
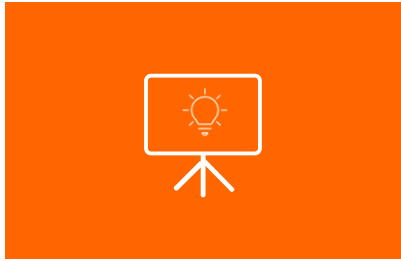
Smart Board displays

Limit use of Smart Board touch screens to staff only.

Project documents

- Offer disposable gloves and hand sanitizer for handling PD&E documents at the public hearing.
- Place a sign reminding attendees the documents are available online.

Public comments stations

- Sanitize comments stations after each use.
- Provide new pens to attendees for writing on comment cards.
- Direct attendees to the comment box to submit their comments.

FDOT 32

TOUCH-FREE STATIONS (continued)

Smartboard displays

Smart Boards displays should be managed by staff only.

Display of project documents (PD&E public hearing)

- For PD&E documents on display at the public hearing, place a box of disposable gloves and/or hand sanitizer on the table for those wishing to review the documents.

- Place a sign reminding attendees that the documents are available online and accessible from their smart phone by using the QR code displayed (if used).

Comments stations

- Sanitize comments stations after each use.

- Provide a new pen to each attendees who wishes to fill out a comment card; pens should not be not reused.

- Direct attendees to the comment box where they can submit their comments.

Attendee comfort stations

Restrooms

All facilities should have a fully stocked restroom.

Water fountains

Water fountains have shared surfaces that may contribute to the spread of infection and may require additional sanitation needs.

Trash receptacles

Provide trash cans throughout the venue, including at exits for disposal of PPEs.

FDOT 33

ATTENDEE COMFORT STATIONS

Restrooms

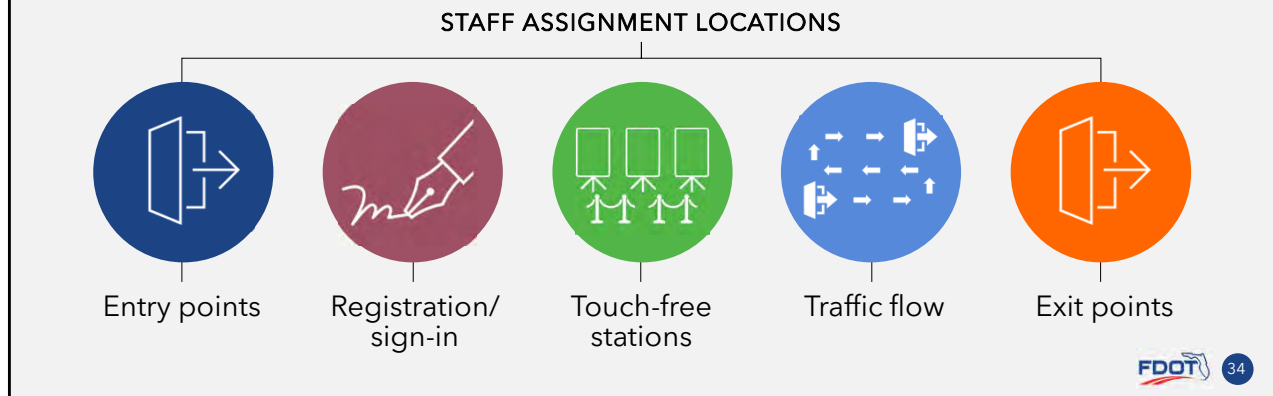All facilities should have a fully stocked restroom.

Water fountains

Water fountains/hydration stations that have shared surfaces that may contribute to the spread of infection and may require additional sanitation needs.

Trash receptacles

Provide trash cans throughout the venue, including at exits for disposal of PPEs.

Additional staffing considerations

Depending on the meeting purpose, significance to the community, and venue characteristics, additional staffing may be needed to manage social distancing and touch-free stations.

STAFF ASSIGNMENT LOCATIONS

| Entry points | Registration/ sign-in | Touch-free stations | Traffic flow | Exit points |

FDOT 34

ADDITIONAL STAFFING CONSIDERATIONS

- *Staff assignment locations for safety…*
    - Entry points - (counting people entering) Any law enforcement present will need to be counted toward the maximum number of attendees that can fit within the facility.
    - Sign-in/registration
    - Touch-free stations
    - Traffic flow
    - Exit points
- When developing the staffing plan, consider that some team members are vulnerable or taking care of vulnerable family members and should not be at the in-person location. Signage can be used to encourage social distancing practices rather than additional staff.

PART 5

Additional
Resources

FDOT Public Involvement Resources Webpage

http://www.fdot.gov/planning/policy/publicinvolvement

Public Involvement, Part 1, Ch 11, FDOT PD&E Manual

https://www.fdot.gov/environment/pubs/pdeman/pdeman-current

Centers for Disease Control and Prevention (CDC)

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/

Florida Department of Health Public Health Advisory

https://floridahealthcovid19.gov/

FDOT 35

ADDITIONAL RESOURCES

Please visit these websites for additional information on the topics discussed in this guide.

How to Set Up and Host a Virtual Public Meeting Using GoToWebinar

TECHNICAL TRAINING VIDEO | APRIL 2020

FDOT

- Welcome to this Florida Department of Transportation Technical Training on how to Set Up and Host a Virtual Public Meeting Using Go-to Webinar.

Introduction

- Why is the Department providing this training?
- What is a Virtual Public Meeting (VPM)?
- Steps to setting up and hosting a VPM
- Key takeaways

- In this video, you will learn about the technical aspects and considerations for delivering virtual public meetings that are consistent in quality with the Department's in-person public meetings.
- The training is oriented to Department staff and consultants and is divided into four main parts.
- The first answers why the Department is providing this training.
- The second part describes a virtual public meeting and features that make them suitable for public meetings.
- The third part provides instructions on setting up and hosting a virtual public meeting.
- GoToWebinar will be used to illustrate the setup but other platforms authorized by the Department maybe be used.
- Finally, I point out a few key takeaways from the training.

Why is the Department providing this training?

- COVID-19 cancellations and postponements
- Hearing from the public is fundamental to the Department's work
- FDOT interim process for public engagement activities

- The Department is providing this training in response to the COVID-19 pandemic.
- Public health orders related to the pandemic have called for cancelation or postponement of sizable gatherings of people in physical spaces.
- These circumstances prevent in-person public meetings like those routinely conducted by the Department.
- Hearing from the public is fundamental to the Department's work.
- Therefore, the Department has issued an interim process for conducting public engagement activities during this emergency.
- The interim process, which took effect on April 1, 2020, provides for online public meetings in place of certain types of public meetings.

FDOT Public Engagement Interim Process

During COVID-19 Emergency Management

─── ***Online*** *Public Meetings* ───

Conducted at the discretion of the District Secretary	Tailored to the specific type of project	*Postpone:* Face-to-face public meetings Public hearings *(pending further guidance)*

- Under the interim process, **[click]** online public meetings must be approved by the District Secretary and **[click]** tailored to specific type of project involved.
- **[click]** All face-to-face public meetings must be postponed, and public hearings of any kind must also be postponed pending further guidance from the Department.

FDOT Public Engagement Interim Process

During COVID-19 Emergency Management

Online Public Meetings

Demographics	Laws/Regs/Procedures	Public comment

• Carefully consider:
  - Affected public
  - Interested public
  - Ability to participate in an online meeting
	• All applicable state and federal laws and regulations
	• FDOT procedures
	  - Materials approvals thru normal channels
	  - Public notifications
		• During live event
		• Email, phone, letter
		• All comments are public record
		• Extended comment period

- When planning an online public meeting, **[click]** the interim process calls for careful consideration of demographics.
- If any members of the affected and interested public would be unable to participate in an online format, the meeting should be postponed until in-person meetings can resume.
- **[click]** Online public meetings must follow all applicable state and federal laws and regulations including the Americans with Disabilities Act and Title VI of the Civil Rights Act.
- Likewise, compliance with Department procedures is required for approval of meeting materials and notifying the public about the meeting.
- **[click]** Opportunity for public comment should be available during online public meetings as well as afterward through traditional public comment methods.
- All public comments, including those received during online meetings, become part of the public record.
- A recording of the virtual public meeting must be posted online for public viewing after the meeting.
- It may be appropriate for the public comment period to exceed the 10-day minimum to allow adequate time for the public watch the video and provide comments following the virtual meeting.
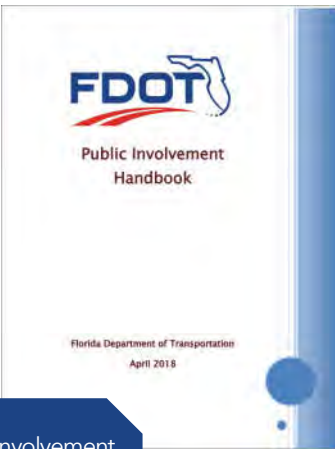
Public Involvement Guidance

PD&E Manual, Part 1, Chapter 11 · Public Involvement Handbook · Design Manual, Chapter 104

FDOT Public Involvement Webpage
http://www.fdot.gov/planning/policy/publicinvolvement

- The interim process draws from Chapter 28-109 of the Florida Administrative Code pertaining to meetings conducted using communications media technology.
- For more information on this and other public involvement-related laws, regulations, and procedures, please refer **[click]** to the Department's Public Involvement Handbook.
- The handbook and other public involvement resources are posted on the Department's Public Involvement webpage.

What is a Virtual Public Meeting (VPM)?

- Simply stated, a virtual public meeting is a meeting where the public is engaged **[click]** in a virtual environment and not in-person.
- A virtual public meeting uses technology that allows a group of people to communicate through an internet or telephone connection, or both.
- Online meeting platforms generally offer audio and screen-sharing and two-way communication components.
- Participants can see and hear the meeting proceedings and use messaging and/or microphone to communicate with others in the meeting.
- For persons who cannot access a virtual public meeting through the internet, online meetings usually have a telephone dial-in option.
- Along that line, some virtual public meetings are conducted entirely by telephone.
- An example of this is telephone town hall meetings where people can dial in to listen to a discussion and provide spoken comments.

Potential barriers to virtual public meetings

- Internet availability or quality
- Equipment availability
- Technical proficiency
- Income (e.g., internet affordability)
- Culture (e.g., technology restrictions)
- Physical abilities
- English-proficiency
- Literacy level
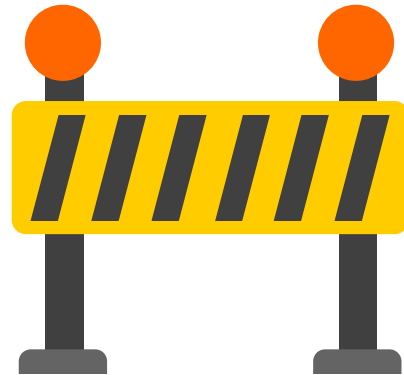
- While virtual meetings offer convenience by accommodating public participation wherever people are, we must always be attentive to potential barriers to participation faced by some individuals and groups.
- Access to a virtual public meeting may be harder for some and impossible for others based one or more of the characteristics shown here.
- Knowing about the people who live, work, shop, study, or travel in our plan or project area will help us respond to communication challenges that could negatively impact our public engagement goals.

Notes (examples):
- Language (e.g., limited-English proficient)
- Culture (e.g., rules on technology use)
- Physical ability (e.g., persons who are deaf or blind)
- Income status (e.g., data plan affordability)
- Literacy level (e.g., persons with low-literacy skills)
- Equipment availability (e.g., computer or smart phone)
- Technical proficiency (e.g., downloading apps)
- Internet availability or quality (e.g., lack of internet; lack of quality internet)

Steps to setting up and hosting a Virtual Public Meeting (VPM)

1. Set VPM timeline, team and agenda
2. Check equipment
3. Prepare materials for virtual viewing/sharing
4. Set up online meeting platform
5. Distribute meeting notifications
6. Rehearse
7. Host the Virtual Public Meeting
8. Post meeting video and respond to public comments
9. Debrief with the VPM team

- For this training, we have arranged the set up and hosting of a virtual public meeting in nine steps. **[click]**
- Steps 1 through 6 involve preparation from establishing our virtual public meeting timeline through rehearsal. **[click]**
- Step 7 covers activities on the day of the live event. **[click]**
- The last steps, 8 and 9, are few things to take care of after the meeting.

Notes:
1. Set VPM team, timeline and agenda
2. Check equipment
3. Prepare materials for virtual viewing/sharing
4. Set up online meeting platform
5. Distribute meeting notifications
6. Rehearse
7. Host the Virtual Public Meeting
8. Post meeting video for online viewing
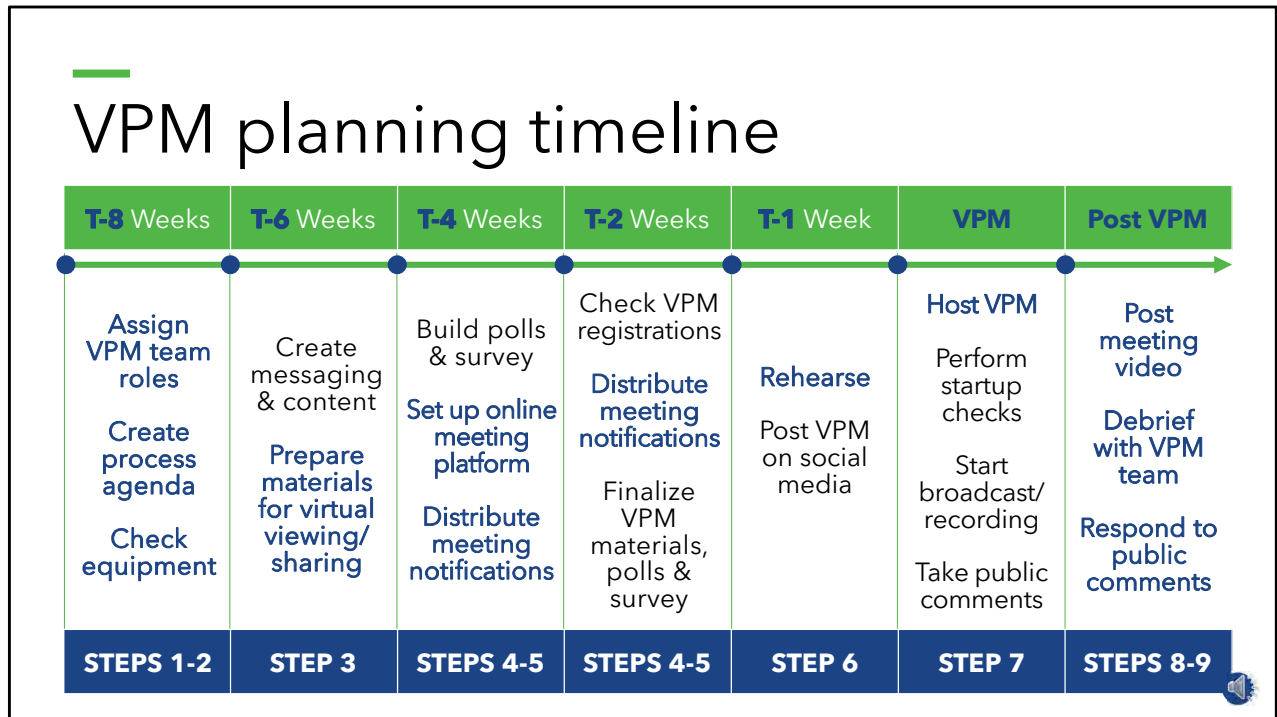9. Debrief with the VPM team
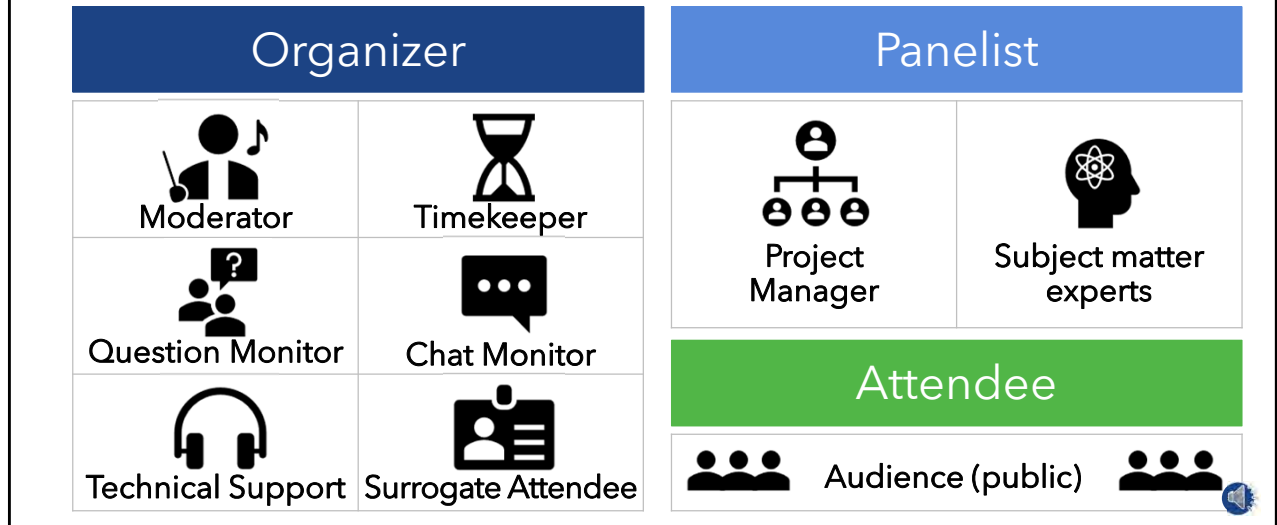
Set VPM timeline, team and agenda

> STEP 1

- Step 1 is about getting organized.

VPM planning timeline

T-8 Weeks	T-6 Weeks	T-4 Weeks	T-2 Weeks	T-1 Week	VPM	Post VPM
Assign VPM team roles Create process agenda Check equipment	Create messaging & content Prepare materials for virtual viewing/ sharing	Build polls & survey Set up online meeting platform Distribute meeting notifications	Check VPM registrations Distribute meeting notifications Finalize VPM materials, polls & survey	Rehearse Post VPM on social media	Host VPM Perform startup checks Start broadcast/ recording Take public comments	Post meeting video Debrief with VPM team Respond to public comments
STEPS 1-2	STEP 3	STEPS 4-5	STEPS 4-5	STEP 6	STEP 7	STEPS 8-9

- …and getting organized for a public meeting typically starts with laying out a timeline.
- This example timeline shows a piece of an overall timeline for planning and holding a public meeting.
- It envisions virtual public meeting preparations starting 8 weeks out.
- Activities shown in bold text correspond to the nine-step process discussed in remainder of this video.

11

Assign VPM team roles

Organizer		Panelist	
Moderator	Timekeeper	Project Manager	Subject matter experts
Question Monitor	Chat Monitor	**Attendee**	
Technical Support	Surrogate Attendee	Audience (public)	

- No matter the format, it takes a team to host a public meeting.
- The GoToWebinar platform recognizes three primary roles for an online meeting:
- **[click]** These are the roles of Organizer, Panelist, and Attendee.
- An Organizer performs a function such as meeting moderator, timekeeper, question box manager, chat box manager, technical support, and someone who watches the meeting as a surrogate attendee to identify issues from that perspective.
- Usually, there is a main Organizer with others performing as co-organizers.
- **[click]** A Panelist is a speaker during the event, which for a public meeting, is likely to be the project manager and other subject matter experts.
- A Panelist can be given presenter rights by the main Organizer in order to share their screen with attendees.
- Attendees are people that join the meeting to learn about the topic and provide comments if they so choose.

Create VPM process agenda

Timing and team members	Meeting activities	Materials and tools
• Time: 4:15 • Main organizer	• Log-in • Start meeting in Practice Mode	• Online meeting platform
• Time: 4:30 – 4:45 • All organizers and panelists	• Control panel check • Sound check • Screen sharing check	• Virtual equipment • Presentation (hardcopy)
• Time: 4:45	• Welcome message	• Script

- A process agenda is useful for organizing the various parts and players involved in a virtual public meeting.
- This tool shows the Organizers and Panelists **[click]** when their part of the meeting starts and ends and **[click]** what materials and tools will be used at that time.
- The process agenda helps ensure the meeting has a timely start, smooth transitions, and otherwise stays on-track, which is important in virtual given the separation between the speakers and audience.

Check equipment

STEP 2

- Step 2 is to check all equipment that will be used for the virtual public meeting.

Perform a system check

- Operating system
- Web browser
- Internet connection
- Software
- Hardware

Operating system	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS 10.15 (Catalina)
Web browser (Applies to scheduling webinars only)	Google Chrome v57 or later Mozilla Firefox v52 or later Internet Explorer v10 or later Microsoft Edge v12 or later Apple Safari v10 or later
Internet connection	Computer: 1 Mbps or better (broadband recommended) (see How much bandwidth is used during a session?)
Software	GoToWebinar desktop app (JavaScript enabled)
Hardware	2GB of RAM (minimum), 4GB or more of RAM (recommended) Webcam for HDFaces Microphone and speakers (USB headset recommended)

GoToWebinar System Check
https://support.goto.com/webinar/system-check-attendee

- Organizers and Panelists should perform a system check to make sure the online meeting platform functions property with their operating system, browser, internet connection, software, and hardware.
- **[click]** An easy system check is available on the GoToWebinar website.
- **[click]** Avoid using Wi-Fi to connect to the internet.
- A hard-wired connection offers better speed and stability for running an online meeting.

Configure Your Workspace

• Computer monitors
• Audio equipment
   - Speakers
   - Microphone
   - Telephone
• Webcam
• Ambient sound

Photo credit: Daniel Waas, GoToMeeting

• Now think about the Workspace where you will be during the meeting broadcast.
• For the main organizer going between the presentation slides and meeting control panel, a single monitor will work but having **[click]** two monitors makes it much easier.
• For co-organizers monitoring the question and chat boxes, the second monitor provides extra real estate for undocking and expanding those boxes for a better view of comments coming in and typing responses to go out.
• As to audio needs, **[click]** built-in computer speakers are sufficient, but a decent microphone is a must as nothing is more distracting during a virtual meeting than poor audio quality.
• **[click]** Use a good quality headset or well-placed desk microphone, and avoid lavalier type mics, which tend to pick up rustling noises with movement.
• A telephone is a good piece of standby equipment in case something goes wrong with the audio.
• If showing the moderator and panelists while speaking **[click]** is desired, those folks will need a webcam.
• And, finally, think about **[click]** the potential for background noise that could interfere with the broadcast.
• If necessary, find a quieter location for running the meeting.

Prepare materials for virtual viewing/sharing

> STEP 3

- Around six weeks prior to the virtual public meeting, presentation materials are likely already in production.
- In Step 3, we think through how to share this information in the virtual setting.

Visuals

20pt

36pt

font and color choices **matter**

- Keep visuals simple
- Choose fonts/colors well
- Limit bullet points/text
- Use high-quality images
- Limit moving parts and video

- Keep in mind that attendees maybe viewing the meeting on different types of devices with screens of various sizes and resolution.
- Therefore, it is a good practice is to keep visual information simple.
- If certain vital information is too fine-grained or detailed for small screens, consider providing the information as a viewable and downloadable pdf in the online meeting platform.
- **[click]** Fonts and color choices also can impact legibility on a screen.
- Experts recommend fonts that are 26-point or larger.
- Darker vs lighter colors are a better choice for text, especially for smaller text.
- A plain one-color background is best and lighter backgrounds look good on just about any display.
- Avoid distracting your audience with overly wordy slides and **[click]** opt for high-quality images that help the public understand the slide's topic.
- And, try to limit moving parts.
- Slide transitions can slow down the progression of your slides.
- And showing video successfully will depend on the internet connection of not only the organizer but also the attendees.

Scripts

Examples:

- Housekeeping items
- FDOT non-discrimination statement
- Plan/project info
- Poll questions (if used)
- Calls to action

Housekeeping items

During the meeting:
- Attendees are in *Listen Only* mode
- Messages from organizer (Chat box)
- Help with technical issues (Question box)

Non-discrimination statement

"Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status."

CONTACT INFORMATION:
- District Title VI Coordinator
- State Title VI Coordinator

Project information

- Information that facilitates the public's:
  - *Understanding of the plan or project*
  - *Participation in the decision-making process*
- Provide instructions on downloading materials from the online meeting platform

Poll questions

Before a poll question:
Explain what's going to happen and that responses are anonymous

During:
Read the poll question aloud

After:
Observe something about the poll results

Thank all who participated

Calls to action

Provide instructions:
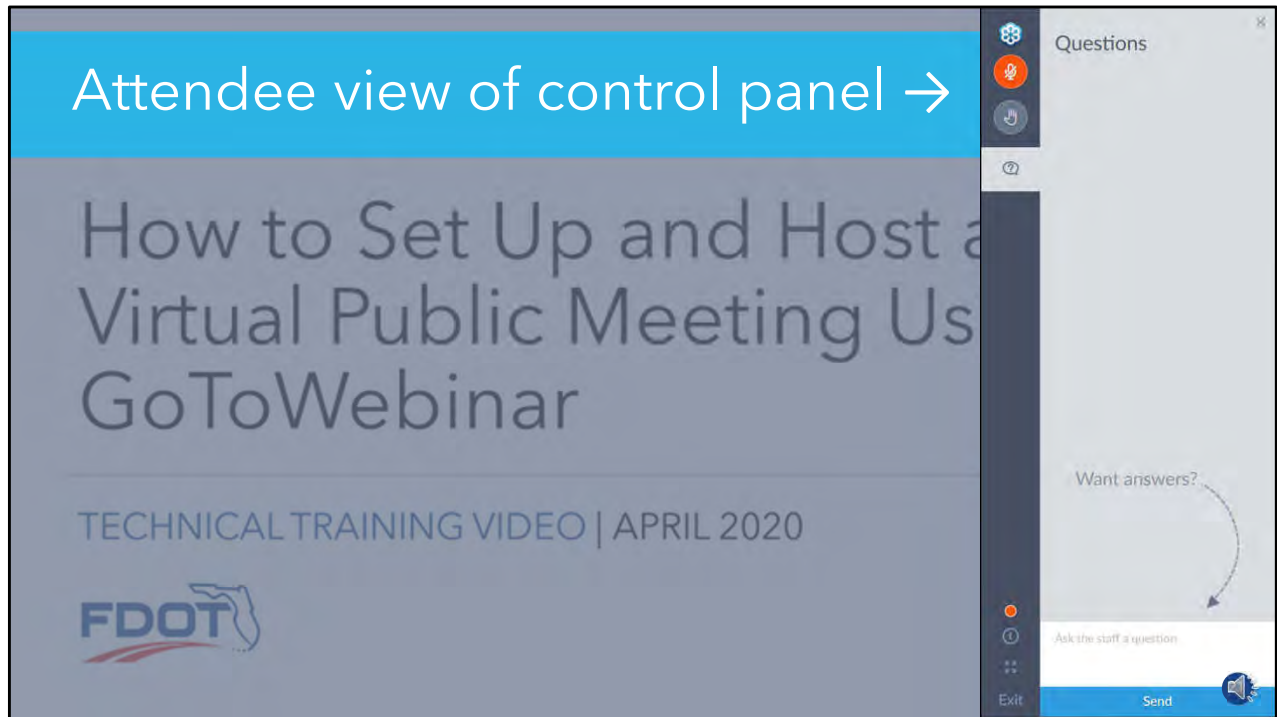*"You can comment on the project in the following ways..."*

Extend an invitation:
"Please participate in our follow-up survey."

- For in-person public meetings, we rely on boards and other printed materials to convey information to the public.
- In a virtual environment, that information must be shared differently.
- Virtual public meetings will require scripts for the various parts of the meeting.
- At the outset of the meeting, housekeeping information helps orient attendees to the online meeting platform.
- Early in the meeting, FDOT's non-discrimination statement should be read and shown on the screen.
- Plan or project information that lets attendees know what is under consideration and how they can inform the decision-making process.
- If a poll is used during the meeting, instructions on how to participated will be needed.
- The final script containing instructions on how to provide comments and inviting participation in a survey after the meeting.

Taking public comments <u>during</u> a VPM

Typed comments 💬

How:
- Question box →
- Send text

From the **Control Panel** on the online meeting platform

Spoken comments

How:
- Raise hand →
- Speak when unmuted by Organizer →

- Be sure to provide clear instructions on how the public can provide comments during the meeting.
- The ONLINE MEETING PLATFORM has two options for public comments.
- First, Attendees can TYPE THEIR COMMENTS in the QUESTION BOX on the ATTENDEE CONTROL PANEL.
- The organizer can see comments made on the ORGANIZER'S CONTROL PANEL, which we'll go through in the next section of the training.
- The second option for comments allows Attendees to use the RAISE HAND FEATURE on the ATTENDEE CONTROL PANEL.
- The default setting for attendees is muted so the Organizer must unmute the Attendee, which allows them to be heard by the entire audience.
- After speaking, attendees are asked to lower their hand.
- One technique for managing the succession of speakers at a meeting is to ask people to sign up to speak in advance.
- Registered speakers could be called three at a time to be on deck and ready to speak.

Attendee view of control panel →

How to Set Up and Host a
Virtual Public Meeting Us
GoToWebinar

TECHNICAL TRAINING VIDEO | APRIL 2020

FDOT

Questions

Want answers?

Ask the staff a question

Send

Exit

- This slide shows the Attendee's view of the GoToWebinar control panel.
- You can see the mute/unmute and raise hand buttons up top.
- The icon for the question box is just below.
- Questions are typed in the field at the bottom of the page.

Complementary Slides

Meeting Tips for Attendees

- Listening options
- Downloading info
- Asking questions
- Providing comments
- Getting help

Non-discrimination Policy

"Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status."

Contact:

Thank You

- A video of the meeting video will be shared.
- Please submit comments by this date.
- Responses to comments will be provided.
- Visit projectwebsite.com

- To reinforce the information provided in the meeting scripts, include complementary slides in the meeting slide deck.
- The examples shown include meeting tips for attendees, FDOT's non-discrimination statement and contacts, and a thank you slide with key information for attendees.

Just in case...

We are currently experiencing technical difficulties with the meeting.

Our team is actively working to fix the issue and hope to have this resolved soon.

Thank you for your patience.

- If you happen to lose audio during the meeting, have a slide like this handy to inform attendees of the situation.
- If technical problems prevent interested persons from participating in the virtual meeting, …..states that the proceedings should be terminated until the problems have been corrected.

Handouts

- Agenda
- Info sheet
- Newsletters
- Reports
- Boards
- Drawings
- Video
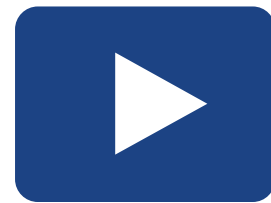
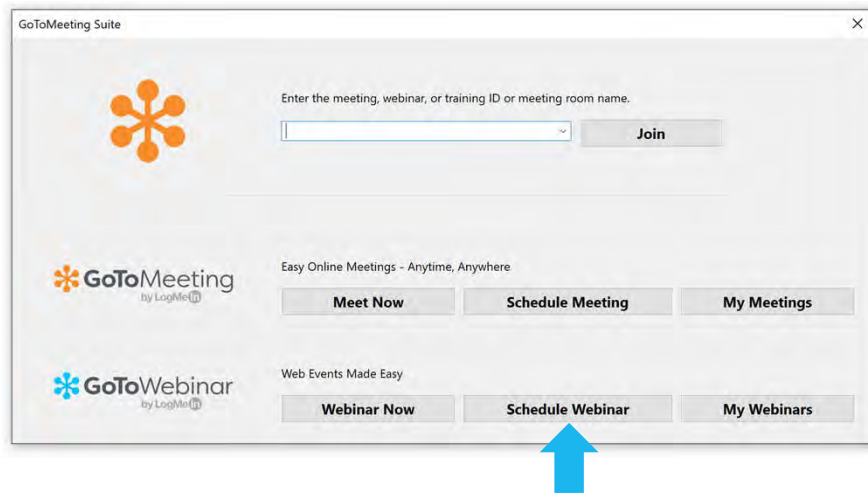- As mentioned, meeting materials can be added to the online platform for downloading during the meeting.

Set up online meeting platform

STEP 4

- Step 4 is to the set up the virtual public meeting on an online meeting platform.

Access GoToWebinar

- To access the GoToWebinar app, click the Windows symbol on your computer's task bar and type GoToWebinar.
- When the app appears, click **[click]** it to get to this screen.
- If the app does not appear, download it to your computer.
- GoToWebinar can be accessed through the web browser, but the app is usually faster for running a meeting.
- Next, **[click]** click on Schedule Webinar.
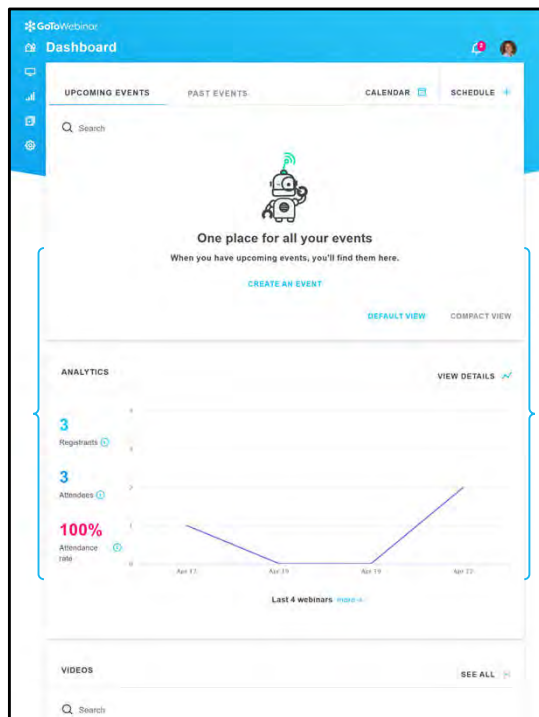
Dashboard

- Check Settings ⚙
- AUDIO
  - Computer audio (VoIP)
  - Long distance
- RECORDING
  - Confirm AUTO-RECORD
- Refresh app ↻
- Return to Dashboard ⌂
- Click CREATE AN EVENT

- This takes us to the GoToWebinar DASHBOARD.
- Here, we can create a new event and see details about our upcoming and past events.
- **[click]** Before creating a new event, first go to SETTINGS **[click]** to review two very important items.
- Under the AUDIO tab, select how attendees can call into the event.
- Under the BUILT-IN button, select all options available.
- For a public meeting, both COMPUTER AUDIO and LONG DISTANCE are used for a public meeting.
- Moving down the page to **[click]** the RECORDING tab, confirm that the auto-record toggle is in the on position.
- This will automatically start the meeting recording when the broadcast begins so it can be shared with the public for on-demand viewing after the meeting.
- **[click]** Refresh the app by clicking this symbol near your browser window.
- **[click]** Return to the Dashboard view and **[click]** click CREATE AN EVENT.

Schedule → NEW EVENT

Actions:
- Add Event Title
- Live or recorded event? Live
- Frequency? Once
- Indicate date/time/time zone
- How do you want to interact with attendees? Standard (fully interactive)

SCHEDULE

- The SCHEDULE page comes up and shows **[click]** actions for creating a NEW EVENT.
- The EVENT TITLE is added here.
- In this section, **[click]** indicate LIVE for the event.
- This enables interaction with the attendees during the meeting.
- Here, **[click]** select the FREQUENCY of the event.
- A single event is typical for a public meeting, but additional meetings could be conducted in non-English languages.
- **[click]** Here we indicate the DATE, TIME, and TIME ZONE.
- At the bottom, **[click]** we select the form of interaction with attendees.
- Click on STANDARD to allow full interaction with attendees including a dial-in phone line.
- When all information has been provided, **[click]** click SCHEDULE.
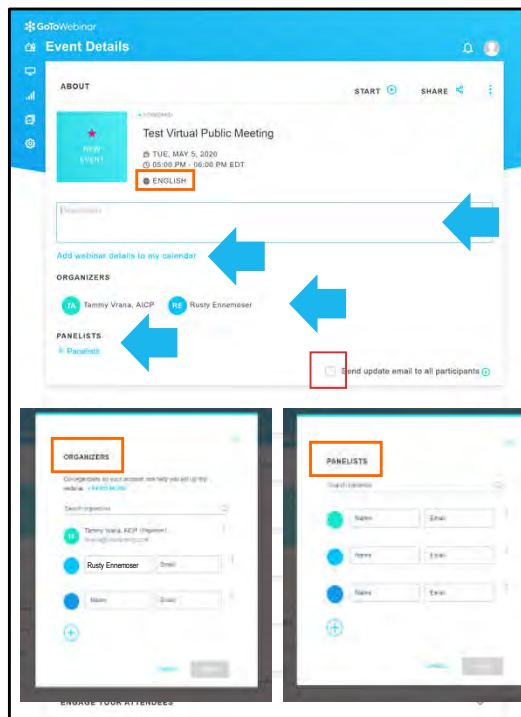
Event Details

Actions:

- ABOUT
  - Language setting
  - Description (for registration form)
  - Add to calendar
- ORGANIZERS
- PANELISTS

☐ Send update to all participants

- This brings us to the EVENT DETAILS page.
- **[click]** The first actions on this page are About the meeting.
- Set the desired language in this box.
- **[click]** Add the meeting DESCRIPTION here.
- The description will be used on the attendee registration form.
- **[click]** There is a link to add the new event to your calendar.
- **[click]** Click here to see the form for adding meeting ORGANIZERS.
- **[click]** Click here to see the form for adding PANELISTS.
- If there are changes to the event, these persons are automatically updated by **[click]** checking this box.

Event Details → SETTINGS

Actions:

- AUTO-RECORD
- AUDIO (telephone number)
- AUDIO PIN (shown after joining event)
- AUDIO ACCESS CODES
  - ID numbers: Organizer, Panelist and Attendee-muted
- IN-SESSION MANAGEMENT
  - Welcome message for Chat Box
  - List presenters in the waiting room

- Moving down the EVENT DETAILS page we come to Settings.
- **[click]** The AUTO-RECORD option is automatically set to record the event when the broadcast starts.
- **[click]** The AUDIO section shows the dial-in number for the meeting.
- **[click]** The AUDIO PIN**,** which is not shown until after joining the online meeting, is unique to each participant.
- **[click]** The AUDIO ACCESS CODES here are different for the organizers, panelists, and attendees.
- The meeting platform uses the codes to distribute these roles to different areas on the GoToWebinar control panel.
- **[click]** The INSESSION MANAGEMENT section has a field to **[click]** type in a Welcome Message for the Chat Box and another field to List Presenters In The Waiting Room.
- This content is shown on the screen in the meeting waiting room.

Event Details → BRANDING & COLORS

Actions:

- Add LOGO
- Add FEATURE IMAGE
- Select FEATURE COLOR
- Click PREVIEW: REGISTRATION PAGE
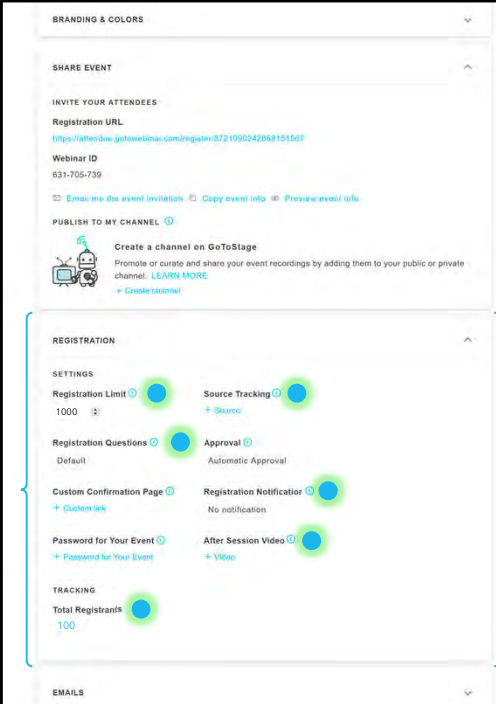
- The next pane under the Event Details section is Branding and Colors.
- Design elements can help distinguish your meeting from other meetings being promoted around the same time.
- **[click]** Up here, you can upload a logo that will appear prominently in the GoToWebinar materials.
- Here you can add a Feature Image that helps identify your plan or project.
- **[click]** The Feature Color option allows selection of a background color for the various screens and emails Attendees will see.
- **[click]** This link provides a Preview the Registration form.

Event Details → SHARE EVENT

Actions

- INVITE YOUR ATTENDEES
  - Registration URL
  - Webinar ID
    - Email me the event invitation
    - Copy event info
    - Preview event info

- Under the SHARE EVENT pane, is the INVITE YOUR ATTENDEES section.
- **[click]** The registration URL and Webinar ID for the meeting are shown here and here.
- Options are provided for **[click]:**
  - Emailing yourself the information for forwarding to attendees via email;
  - **[click]** Copying it to the computer clipboard for pasting in a letter and other outreach materials;
  - **[click]** The last option is to preview the information on the screen.

Event Details → REGISTRATION

Actions:

- SETTINGS
  - Registration Limit (set to highest #)
  - Registration Questions
  - Source Tracking (distinct URLs)
  - Registration Notification
  - After Session Video
- TRACKING – Total Registrants

- Next on the EVENTS DETAILS page is a list of REGISTRATION SETTINGS.

- I'll go over those items that would be used for a Department public meeting.

- **[click]** For REGISTRATION LIMIT, use the highest number of registrations provided under the GoToMeeting account to ensure that all interested persons can register.

- If the registration limit seems low given the level of interest in your plan or project, arrange for a higher subscription.

- **[click]** Default REGISTRATION QUESTIONS include first name, last name, and email address but you can select from a menu or devise your own registration questions here.

- This area could accommodate information a statement about ADA accommodations.

- **[click]** The SOURCE TRACKING feature allows the use of trackable URLs for publishing in different places such as social media feeds.

- **[click]** The email address of the person who will receive notification of new registrations is added under REGISTRATION NOTIFICATION.

- **[click]** An AFTER-SESSION VIDEO uploaded here will be linked to the follow-up email to attendees after the meeting.

- **[click]** TRACKING at the bottom provides a running count of registrations received.

Registration form

Logo ⟶

Date/time ⟶

Description ⟶

Feature image ⟶

Input fields ⟶

Customized questions and/or statements ⟶

- A registration form like this is what attendees see when they use the meeting link.
- The form shows the information provided in the setup.
- In addition to the standard first name, last name, and email address input fields, this example includes a zip code field.
- At the bottom, in place of a question, information about ADA accommodations and translation assistance are provided.
- A question here might be "How did you hear about this meeting?"

Event Details → EMAILS

Actions:

- REPLY-TO (e.g., organizer)

- CONFIRMATION EMAIL TO REGISTRANTS
  "Thank you for registering…"

- REMINDER EMAIL
  "This is a reminder that the Virtual Public Meeting will begin in 1 hour."

- FOLLOW-UP EMAIL
  "Thank you for attending the public meeting."

- Moving down to the page we come to EMAILS.

- The first action is to add the REPLY-TO name and email address that will be embedded in emails distributed to the project mailing list.
- **[click]** Next is the CONFIRMATION EMAIL TO REGISTRANTS
     This email includes the meeting access information.
     The email form includes input fields to additional information if desired.
- **[click]** A REMINDER EMAIL can be sent up to three times before the meeting and, like the confirmation email, can be customized.
- **[click]** A FOLLOW-UP EMAIL can be sent to attendees and people who registered but did not sign into the meeting.
- This email is also customizable and may include the link to the meeting recording.

Event Details → ENGAGE YOUR ATTENDEES

Actions:
- SURVEY
  - Up to 25 questions, after VPM
- POLLS
  - Up to 20 questions during VPM
- HANDOUTS
  - Up to 5, each <100MB, during VPM
- VIDEOS
  - Up to 5, each <4GB, during VPM

- The last pane on this page is ENGAGE YOUR ATTENDEES where up to 25 survey questions can be added.

- If a survey is used, the there are three options for offering it.

- The survey can appear on the attendees' screen immediately after the meeting

- It can be included in the follow-up email to attendees.

- And, the registrants who were absent from the meeting can receive it in a follow-up email.
- **[click]** Up to 20 poll questions can be added to be administered during the meeting.
- **[click]** Up to five meeting handouts can be added here
- **[click]** If video is to be show during the meeting, up to five can be uploaded here.
- Now we'll return to the event dashboard to start a meeting and see the meeting control panel.

Dashboard

- Return to Dashboard
- Select Practice

- From the Dashboard, click on the series of dots here and select Practice.

CONTROL PANEL

Start broadcast

Sharing

Webcam

Audio

Dashboard

Attendees

Polls

Question box

Handouts

Chat box
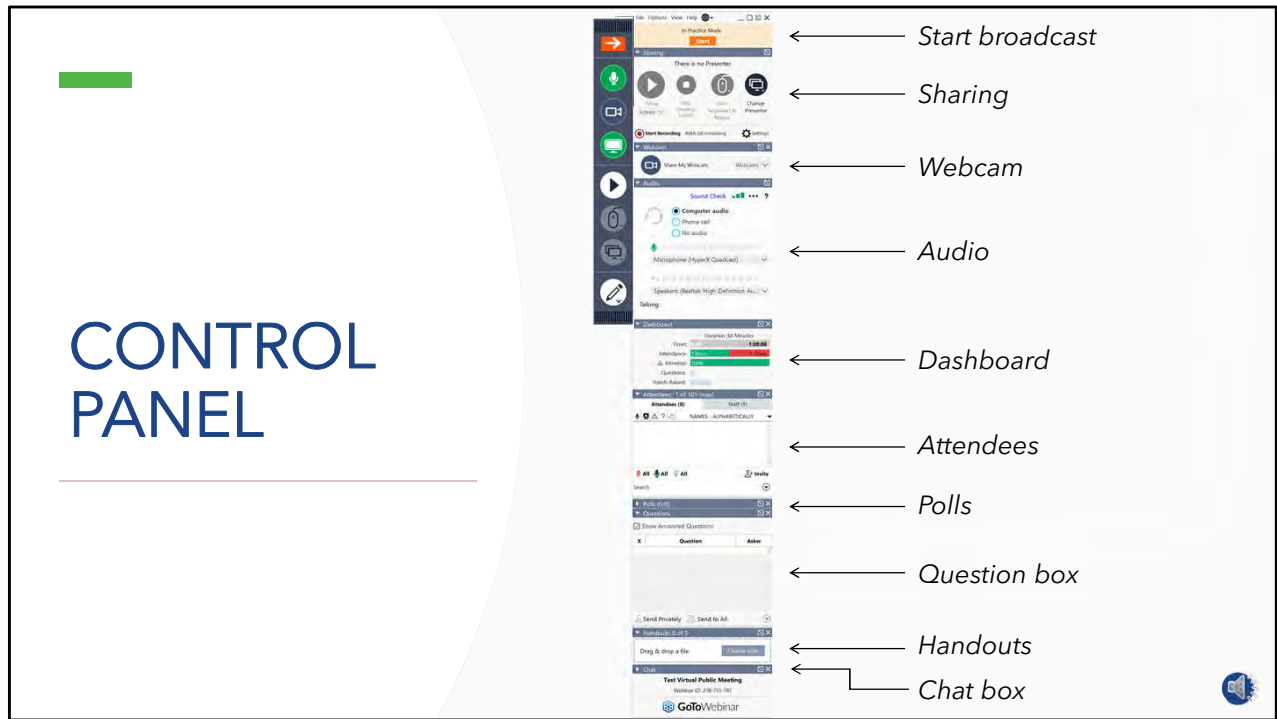
- This brings us to the CONTROL PANEL containing tools and features needed to run the meeting.

Audience view

Screen Sharing Menu

Start broadcast
Sharing
Webcam
Audio
Dashboard
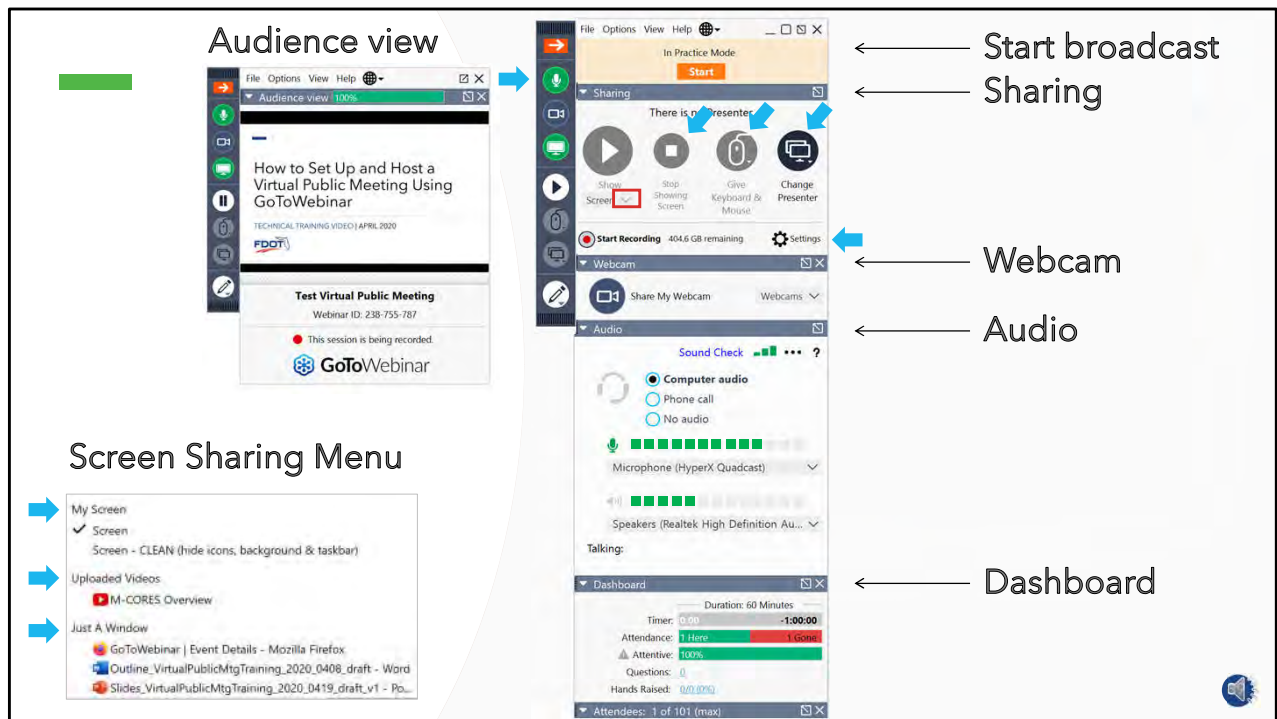
- At the top of the CONTROL PANEL is the START button.
- **[click]** START the BROADCAST when you are ready for the audience to hear you.
- **[click]** The AUDIENCE VIEW appears after starting the broadcast.
    - It shows a thumbnail view of what the audience can see on their screens.
- **[click]** The SHARING pane is where you start sharing your screen.
- **[click**] A pulldown menu allows you to select from everything on your screen, videos uploaded during set up, and select windows open on your desktop.
    - Like a video player, a pause setting is visible while you are sharing.
    - STOP SHOWING SCREEN ceases any view of your screen.
    - You can hand the KEYBOARD AND MOUSE CONTROL to another participant, allowing them take control of your computer.
    - By CHANGING THE PRESENTER, anyone in the meeting gains the ability to show their screen.
    - The SETTINGS BUTTON provides options for all aspects of running live event.
- **[click]** WEBCAM sharing can be use by up to six presenters during the meeting.
- **[click]** The AUDIO settings allow selection of computer audio, phone call, or no audio.
    - Sound sensors indicate if you can be heard, and a SOUND CHECK TOOL indicates if your equipment is working.
- **[click]** The DASHBOARD provides an overview of the meeting, including time remaining and attendee attentiveness.

Chat box

Thank you for joining this virtual public meeting for the US 1 design project. The presentation will start at 5:15 p.m. If you have questions or comments before or during the meeting, use the Question box to communicate with us by text.

(*Type message here*)

Question box

Question   Asker   Response

Attendees

Polls
Question box

Handouts

Chat box
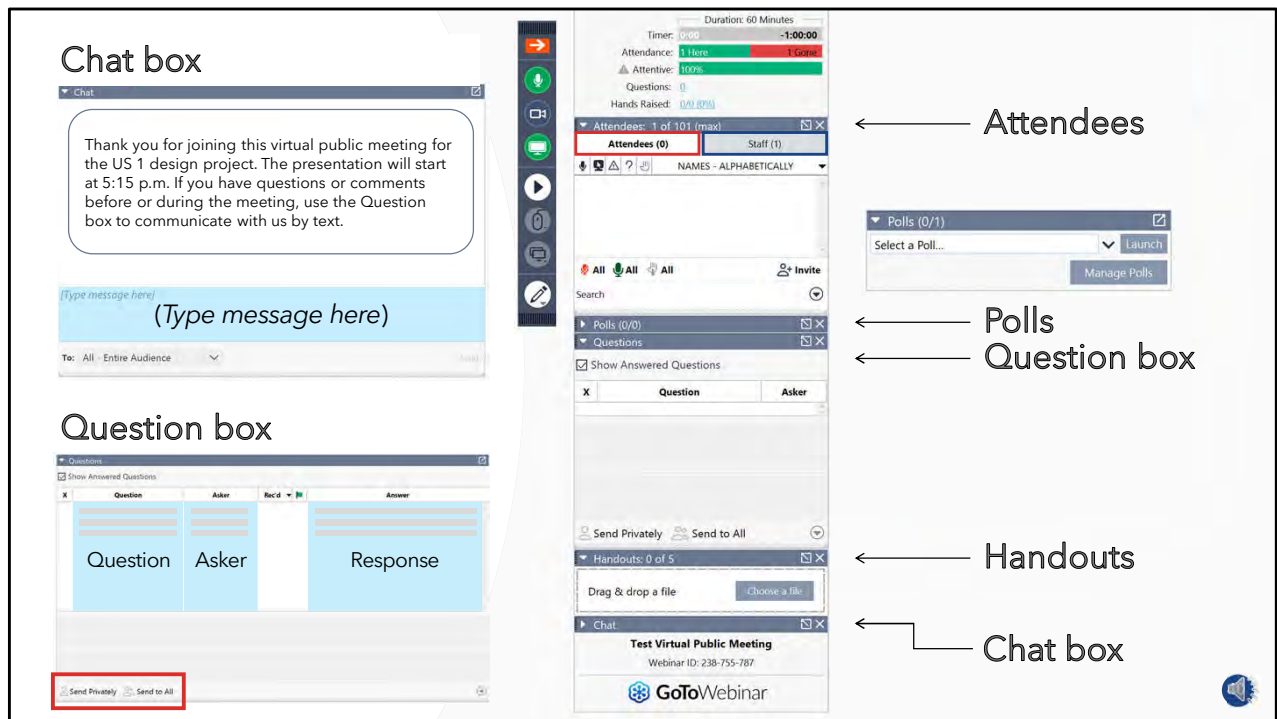
- Moving down the control panel, **[click]** the ATTENDEE panel shows the names of people who have joined the meeting.
    - From here the Organizer can mute and unmute attendees and see if they have asked a question or raised their hand.
    - All Attendees are muted by default during the meeting.
- Organizers and Panelists are also listed here under the Staff tab.
    - Controls allow these staff to subconference before and during the meeting.
- **[click]** POLLS is where pre-inserted questions for the audience are launched.
    - Launching a poll allows the audience to see and respond to a poll question.
    - After sharing the poll results, remember to hide it from Attendee view.
- **[click]** The QUESTION BOX contains typed questions from Attendees.
    - A field is provided for typed responses.
    - Responses can be sent privately to the asker or to the entire audience along with the question.
- **[click]** The HANDOUTS pane contains documents preloaded for access by Attendees during the meeting.
    - Uploads can also occur during the meeting.
- **[click]** In the CHAT BOX, messages can be sent to all Participants, or only to staff.

Control panel

GRAB TAB

Shrink controls
Mute/unmute
Share webcam
Start sharing screen
Pause/share screen
Keyboard/mouse control
Change presenter
Drawing tools
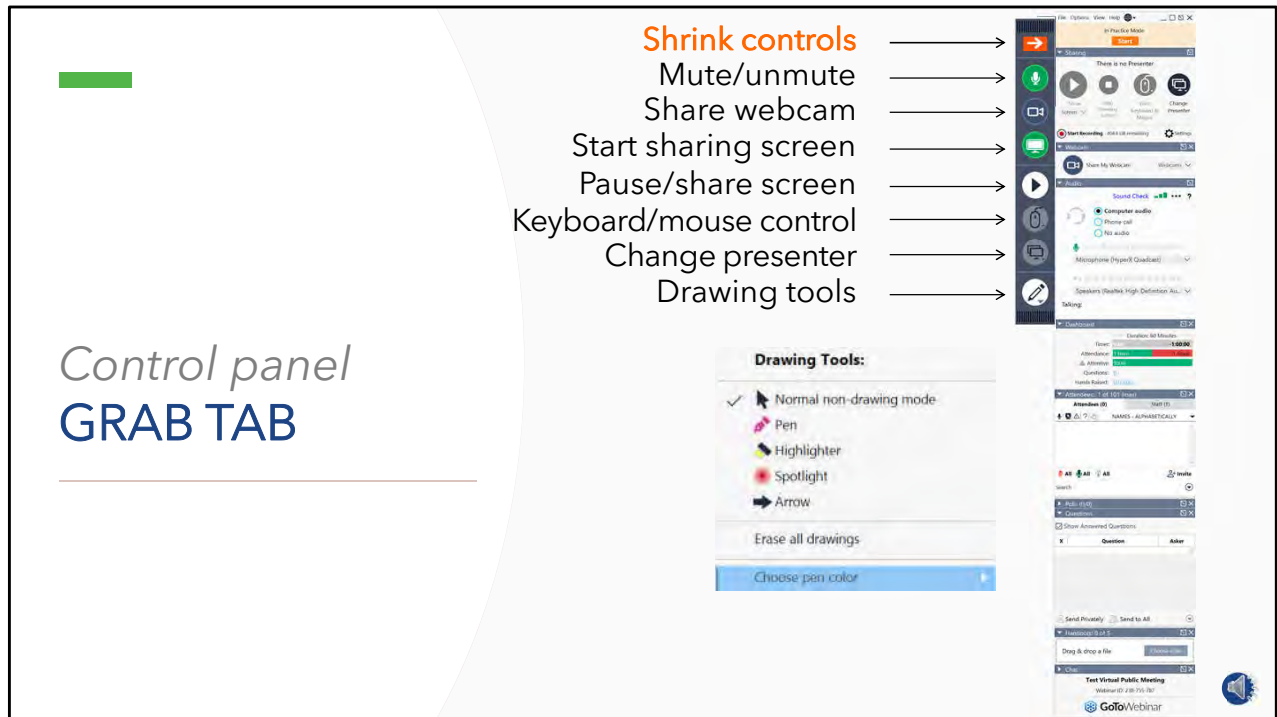
- The control panel GRAB TAB offers quick access to often used features and tools.
- **[click]** The arrow shrinks the control panel to maximize view of your screen.
- **[click]** Mute/unmute allows you to change your computer audio devices.
- **[click]** Share your webcam controls use of your webcam.
- **[click]** Once you start sharing our screen here, this button appears where you can pause and then share again.
- You can give someone your keyboard and mouse control and change the presenter using these buttons.
- **[click]** Various drawing tools allow you to draw on your shared screen during the meeting.

Control panel
UNDOCKED VIEW

Labels on the screenshot: Sharing, Attendee View, Dashboard, Audio, Webcam, Polls, Handouts, Attendees, Chat box, Question box
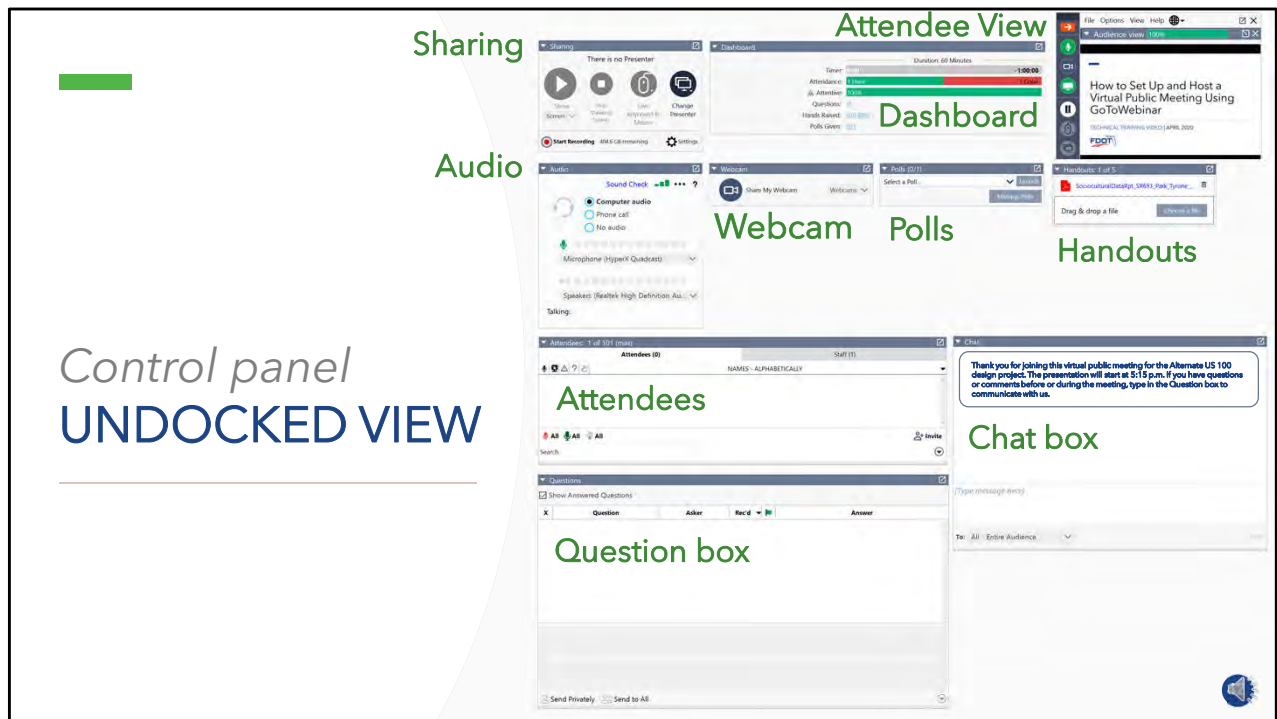
- To make the panes on the control panel easier to view and manage, you can undock them by clicking the box in the upper right corner of the pane and dragging it to another place on your desktop.

Distribute meeting notifications

STEP 5

- Letter notifications for a public meeting start going into the mail four to five weeks prior to the public meeting.

Add VPM details to notifications

✓ Registration link (a unique link provided upon registration)

✓ Dial-in number

✓ Meeting access code

Letter/newsletter Email Websites Social media Media release	Coordinate with **District Communications Office**

- Information on how to access the online public meeting, including the meeting registration link, direct dial in number and meeting access code, is provided in the letters and all other notifications send in the days leading up to the meeting.
- Other ways the public is informed about the meeting may include direct email, website content, social media posts, and traditional media releases.
- For this step, coordinate with District Communications Office, as appropriate for your district.

Rehearse

> STEP 6

- A dry-run of the virtual public meeting will ensure a seamless start and elevate the team's performance.

Practice for a polished performance

- Invite organizers and panelists
- Test:
    - Online meeting platform and equipment
    - Presentation materials
    - Meeting agenda
- Identify and fix any problems
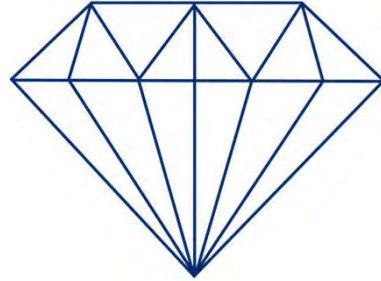
- A week or so before the meeting, send out the meeting access link to the team and schedule a rehearsal to:
    - Test the online meeting platform and equipment:
    - Practice the meeting slides and agenda:
    - And identify and resolve any problems.

Test online meeting platform in Practice Mode

- Meeting access link
- Setting audio and webcam controls
- Passing presenter role
- Sharing screens
- Playing video
- Progressing slides
- Using question and chat boxes
- Muting and unmuting
- Launching poll questions

"Testing, testing, **123**"

- After the organizers and panelists have successfully accessed the meeting, the main organizer provides an orientation to the various control panel functions including:

  - Setting the audio and webcam controls

  - Passing the presenter role

  - Sharing screens

  - Playing video

  - Progressing slides

  - Using the question and chat boxes

  - Muting and unmuting participants

  - And launching poll questions
- Team members can also practice un-docking modules from the control panel and setting up their computer desktop.

Pro Tips

- Join meeting from desktop app
- Close all non-essential applications (email and internet browsers)
- Turn off unnecessary electronics
- Silence nearby phones
- Have a backup plan

GoToWebinar Troubleshooting
https://support.goto.com/webinar

Tammy Vrana
You're a panelist for Test Virtual Public Meeting
Dear Gary Phillips,
Tammy Vrana (tvrana@vciplanning
Outlook

- Listed here are a few tips from seasoned online meeting organizers.

- First, join the meeting from the desktop app instead of the web browser which will improve the performance of the meeting platform.

- Close all non-essential applications, such as email, instant messaging, and internet browsers.

- Applications tap computer memory and bandwidth that are needed to run your meeting.

- Closing apps will also stop unwanted pop-ups on your screen **[click]** like this!

- Turn off unnecessary electronics to avoid disturbances.

- Silence nearby phones but keep a second one handy in case there are connection issues
- And have backup plan
    - Have multiple organizers practiced in starting and running the meeting;
    - Print the presentation so you have it in case you can't see it on your screen;
    - Have the dial in number somewhere other than your computer so you can rejoin by phone if there is a power outage or something else that affects use of your computer.

- And have a rainy-day date in mind should technical issues prevent the meeting from progressing.

- **[click]** Additional tips and troubleshooting instructions are available on the GoToWebinar website.

Test visuals on different screens

- Test the presentation visuals on different screens to see how they appear.
- Register as an attendee for the dry-run to preview the presentation from your smart phone or tablet.

Test meeting agenda

Flow and timing	Slides and scripts
• Speaker line up • Slide progression	• Housekeeping items • Non-discrimination statement • Project info • Poll question instructions • Call to action

- Check the flow and timing of the agenda by running through the presentation slides and scripts with the team.

Delivering your presentation

- Vary your delivery

- Don't be afraid to project your voice

- Show enthusiasm!

- Encourage team members with a speaking part to practice early and often before the meeting.
- Presenting to a faceless, soundless audience can be daunting.
- We can't read the room to see how our information is being received.
- Practice is probably the best way to get comfortable talking to a screen.
- As with any presentation, mix up your tone and pace to keep the audience interested and engaged.
- Don't forget to pause….especially before or after an important point.
- This adds impact, varies the pace, and gives you time to collect yourself.
- Don't be afraid to project your voice and show enthusiasm.
- Being a little extra can help compensate for not being in the same room with your audience.

Host the VPM

> STEP 7

- The day has come and it's almost time for the meeting to start.

T-30 MIN
- Start meeting in Practice mode

T-15 MIN
- Manage Question box
- Provide updates in Chat box
- Brief welcome to arriving attendees

T-0 MIN
- Start meeting w/recording
- Respond to attendee comments via Questions box

Photo credit: Steve Jurvetson

- You'll want adequate time for the team to setup and get settled, so plan to start meeting in practice mode 30 minutes prior to the published start time.
- About 15 minutes before the meeting starts, organizers will start seeing the arrival of attendees.
- At this time, the question box manager should start keeping an eye on questions coming in from attendees.
- Some may require assistance using the meeting platform.
- Use the chat box to apprise Attendees of any need to know information.
- The moderator may chime in for a short greeting and announcement that the meeting is about to begin.
- At the published start time, start the broadcast.
- Throughout the meeting, respond to comments and questions in the Questions box.
- Let attendees know that the team will be responding to comments and questions after the meeting.

Post meeting video and respond to public comments

> STEP 8

- After the meeting, the meeting video is posted for online viewing by the public and responses to public comments are prepared and distributed.

Sharing video

- Retrieve from GoToWebinar
  - Video file
  - Video link
- Distribute video
  - Follow-up email to attendees
  - Plan/project website
  - Social media
  - FDOT YouTube Channel
  - Project file
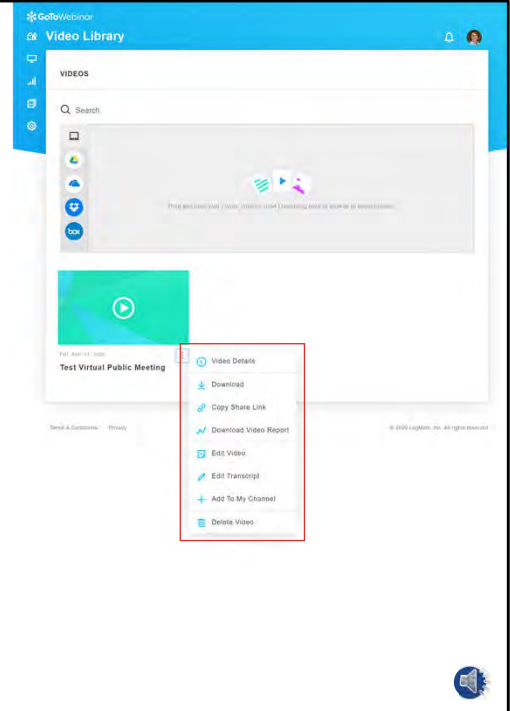
- To retrieve the video for sharing, go to the Dashboard on GoToWebinar.
- Click on **[click]** Past Events and select your meeting.
- The video will be shown **[click]** at the bottom of the page.
- To obtain the video, go to **[click]** Videos on the side bar.
- Look for your video and right click it.
- From the drop-down menu, you have the option of downloading the video file or copying a link to the video.
- The link is housed on the GoToWebinar site and is accessible to anyone.
- The link is a convenient way to share these very large files.
- With the video link and file in hand, you are ready to distribute the video.
  - Follow-up emails to attendees will automatically include the video if selected during meeting setup.
  - Post the link on the plan or project website and social media feeds.
  - Upload the video file to the appropriate FDOT YouTube Channel and the plan or project file.

Webinar event details	Q&A
Webinar ID	First and last name
Webinar start date and time	Email address
Webinar duration	Question number (by attendee)
Number of registrants	Date and time of questions asked
Number of attendees	Questions asked
Number of questions asked	Answer given
Number of questions answered	Answerer
	Attendee join and leave time
	Attendee time in session
	Attendee registration date and time

- If the virtual public meeting provided the option for spoken comments, those comments will be audible on the meeting video.
- To retrieve written comments from the Question box, **[CLICK]** go to the GoTo Webinar DASHBOARD and click the ANALYTICS BUTTON.
- From the ANALYTICS page, click BUILD REPORT.
- This takes you to the GENERATE REPORT page which shows nine different types of reports with different details about your meeting.
- **[CLICK]** Click Q&A Follow-Up, which includes the questions asked and answers given during the meeting.
- **[CLICK]** You'll see a prompt to select a session.
- After selecting a session, **[CLICK]** choices will be offered for file type and method of delivery, either an email of the report or download.
- **[CLICK]** The Q&A Follow-Up Report may include the data shown depending on any customizations added during the meeting setup.

Debrief with the VPM team

STEP 9

- The best time to debrief with your team is as soon as you can after the meeting has ended.
- That way the experience will still be fresh in everyone's mind.

Debriefing questions

- Did we meet our objectives and expectations?

- Were any problems encountered?

- Were problems solved? How?

- How can we replicate our successes?

- What would we like to see happen at VPMs in the future?

How'd we do?

What do the poll/survey responses reveal?

- During the debrief, think about the meeting objectives and expectations and if they were met.
- Were any problems encountered? Were problems solved?
- How were they solved?
- If something worked particularly well, identify ways to replicate that success, perhaps through sharing your knowledge with others.
- Ask the team what they would like to see happen at virtual public meetings in the future?
- Be sure to consider the results of any attendee feedback captured during or after the meeting.

Key takeaways

- Know who's out there (demographics)
- Consult Department procedures
- Obtain necessary approvals
- Use branding elements to make your VPM recognizable
- Practice, practice, practice
- Evaluate, adjust, improve!

- In conclusion, I'll point out a few key things to remember from what we have covered today.
- The first takeaway is a very important one and it is to consider demographics and community needs when planning a virtual public meting.
- The next two takeaways are to consult Department procedures and obtain necessary approvals as you would for any public meeting.
- Fourth is to use branding elements that make your meeting recognizable to the public and distinct from other public meetings.
- We all know that practice is a necessary ingredient for a well-executed meeting and evaluating our performance is the path to better public meetings in the future.

For more information

FDOT

Rusty Ennemoser, PhD

State Public Involvement and Community Resources Coordinator

rusty.ennemoser@dot.state.fl.us

FDOT Public Involvement Webpage
http://www.fdot.gov/planning/policy/publicinvolvement

- Thank you for viewing How to Set Up and Host a Virtual Public Meeting Using Go-to Webinar.
- If you have questions or comments about this training or other public involvement topics, please contact Dr. Rusty Ennemoser, State Public Involvement and Community Resources Coordinator.
- This and other public involvement resources are available on the Department's public involvement webpage.

The end ☺

SAMPLE SLIDES AND SCRIPTS

HYBRID AND VIRTUAL PUBLIC MEETINGS AND HEARINGS

About this Guidance

These slides and scripts are intended to be helpful guidance.

Any part may be used or modified to suit your presentation.

If you have questions or suggestions, please contact:

Rusty Ennemoser

rusty.ennemoser@dot.state.fl.us

SECTION TOPICS

- Attendee Orientation
- Speaker Introductions
- Public Meeting/Hearing Agenda
- How to Submit Comments and Questions (Introductory)
- Public Comment Period - Public Meeting
- Public Comment Period - Public Hearing
- Exit Survey and Post-Meeting Comments
- Technical Issues

ATTENDEE ORIENTATION

SAMPLE SLIDES AND SCRIPTS

Welcome

[Add moderator name]

[project logo and/or images]

[Webpage URL]

Elected and Appointed Officials in Attendance

Online	In-Person
• Name, Title, Affiliation	• Name, Title, Affiliation
• Name, Title, Affiliation	• Name, Title, Affiliation
• Name, Title, Affiliation	• Name, Title, Affiliation

About the Public [Meeting Type]

This public [meeting type] is being conducted in a hybrid format

Hybrid
[Meeting Type]

<u>Virtual</u>
online or
by phone

<u>In-person</u>
physical
location
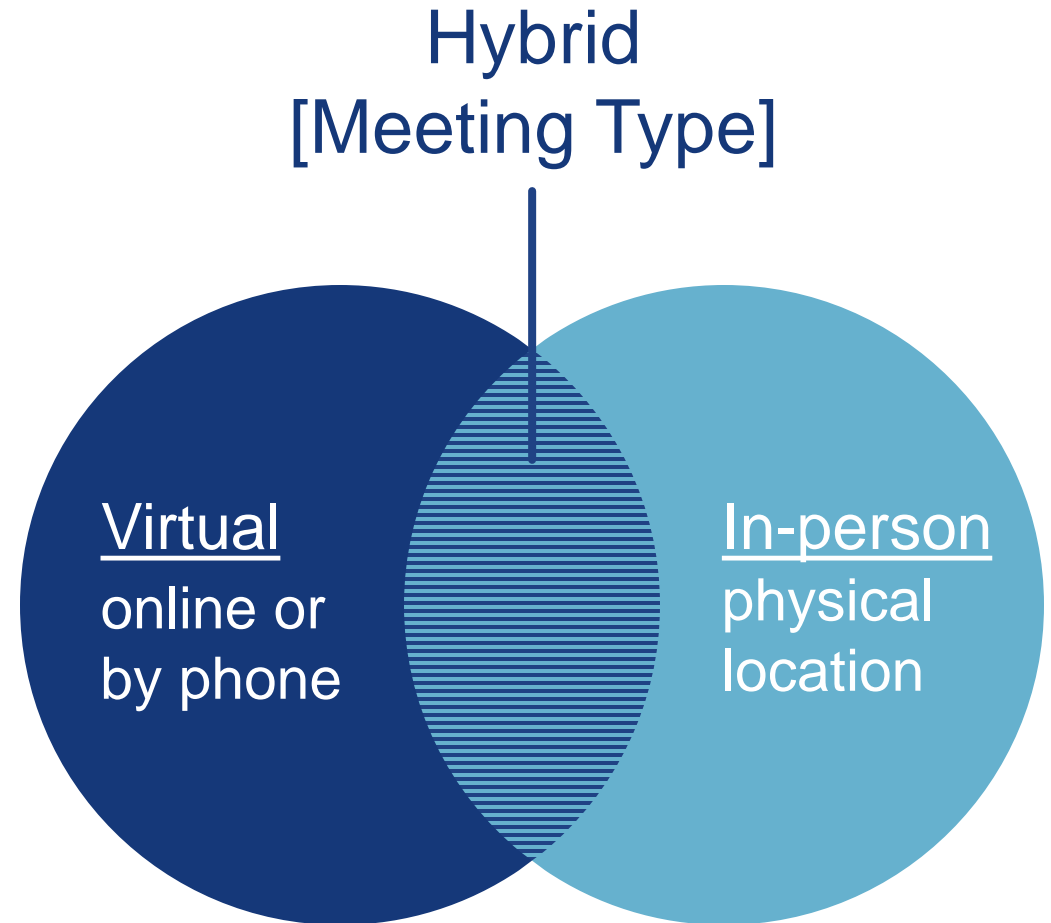
For Dial-In by Phone Attendees

Dial-in attendees are **'listen only'**

If you requested or downloaded the presentation
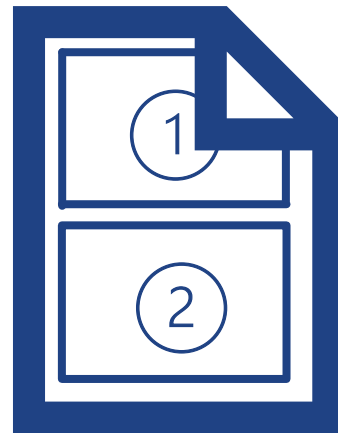
Paper copy of presentation

"Now showing slide 4."

Presenter will indicate slide number

[Webpage URL]

To report a technical issue...

Type in **Question box** on GoToWebinar Control Panel	**Send an email** to [email address]	**Call** [(###) ###-####]
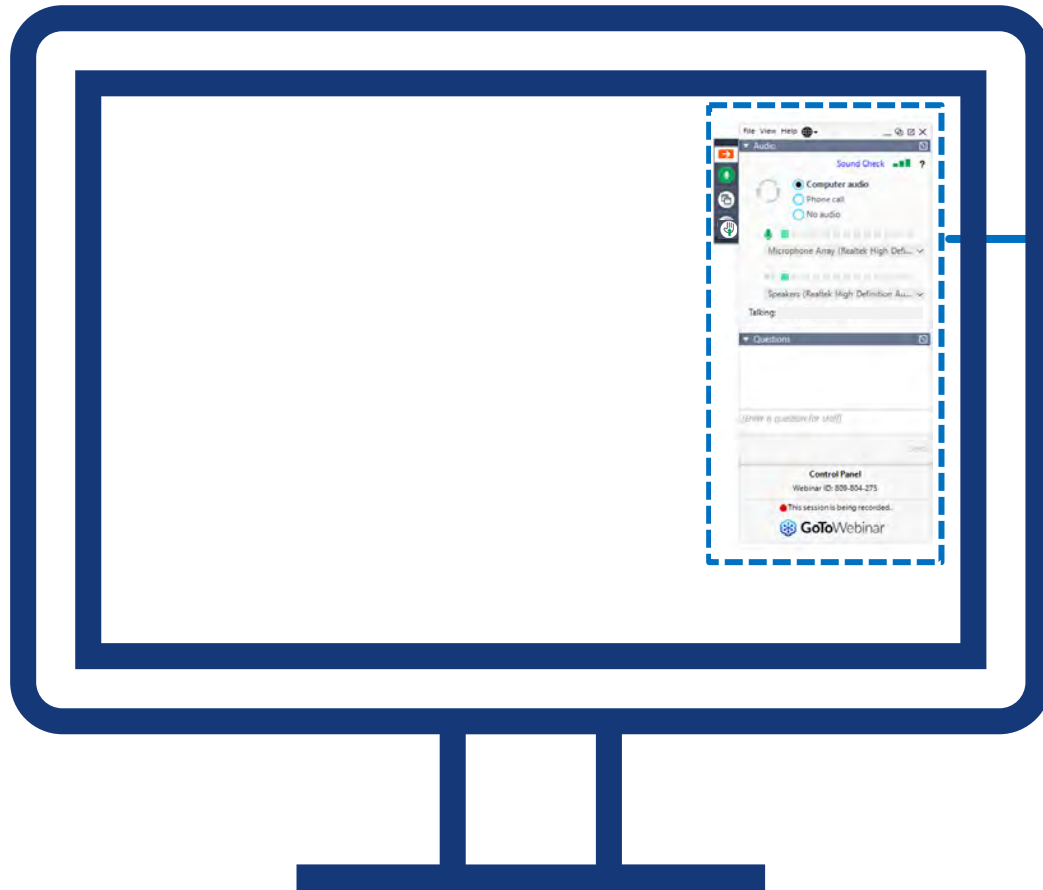
8

GoToWebinar Control Panel

SPEAKER INTRODUCTIONS

SAMPLE SLIDE AND SCRIPT

Speaker Introductions
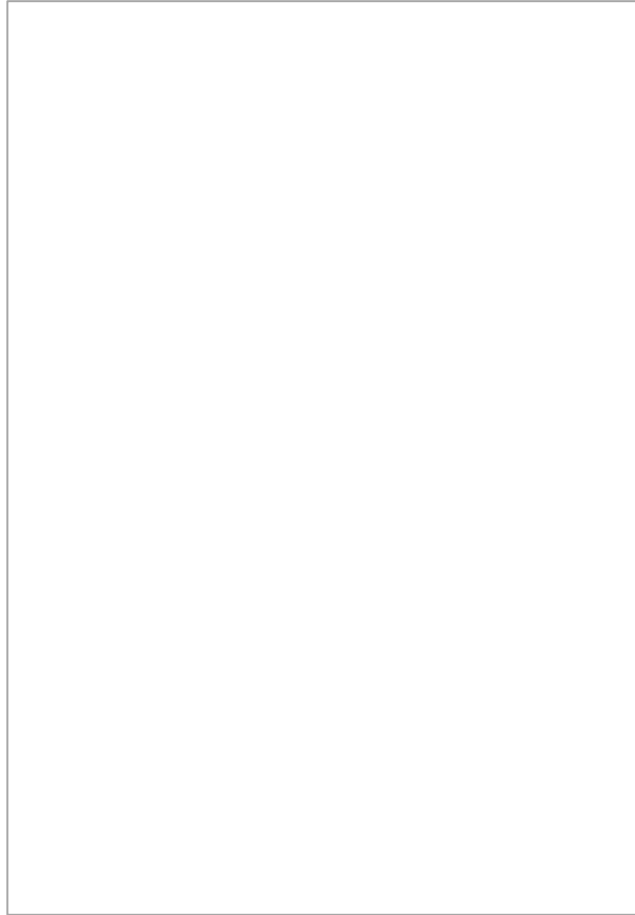
Speaker
Name
Affiliation

Speaker
Name
Affiliation
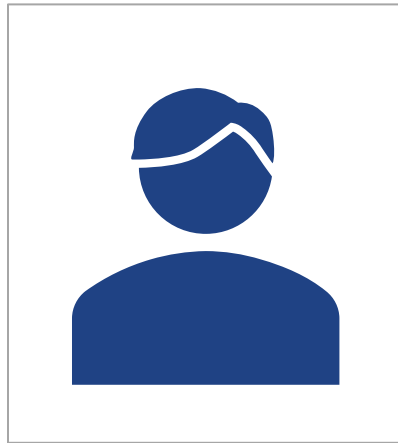
Speaker
Name
Affiliation

Speaker
Name
Affiliation

PUBLIC MEETING/HEARING AGENDA

SAMPLE SLIDES AND SCRIPTS

Public [Meeting Type] Agenda

- [Purpose of the meeting/hearing]

- [How to provide input]

- [Public meeting/hearing compliance]

- [About the proposed action]

- [Public comments and questions]

- [Final remarks and close meeting/hearing]

  - [How to provide input after the meeting/hearing]

  - [Where to find the meeting/hearing recording]

  - [Where to find the exit survey]

HOW TO SUBMIT COMMENTS AND QUESTIONS

SAMPLE SLIDES AND SCRIPTS

Written Comments and Questions

Multiple ways to submit:

1. Online using GoToWebinar

   Type your comment/question in the **Question box**

2. Online at project website

3. In-person using Comment Form

4. By email to Project Manager

5. By U.S. mail to Project Manager

Project Website
[Website URL]

Project Manager Contact Information
[Name] [FDOT District/TPK] [Address] [Address] [Email] [Phone number]

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Verbal Comments and Questions

Multiple ways to submit:

1. Online using GoToWebinar
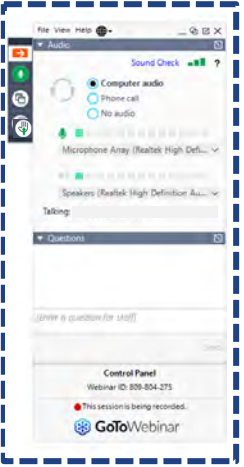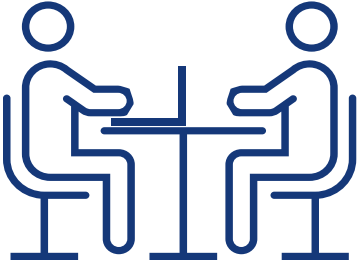
   Please **unmute yourself** when called upon

2. In-person at podium

   Please fill out a **Speaker Request Card** and return to [location]

3. In-person to Court Reporter

4. By phone, after [meeting or hearing]

[project manager]
(###) ###-####

About Your Comments and Questions
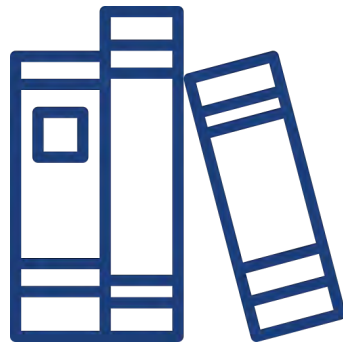
All comments and questions are part of the **Public Record**.

Please submit your comments and questions **by [date]**.
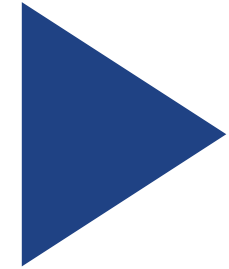
All registrants will receive a link to the **meeting recording**.

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PUBLIC MEETING/HEARING COMPLIANCE

SAMPLE SLIDES AND SCRIPTS

Title VI of the Civil Rights Act of 1964

Title VI Compliance

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons wishing to express concerns relative to FDOT compliance with Title VI may do so by contacting:

[Name]
District/Turnpike Title VI Coordinator
[Address]
[Address]
[Telephone number]
[Email address]

[Name]
State Title VI Coordinator
[Address]
[Address]
[Telephone number]
[Email address]

All inquiries or concerns will be handled according to FDOT procedure and in a prompt and courteous manner.

Public Notice
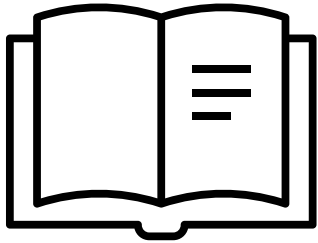
Florida Administrative Register
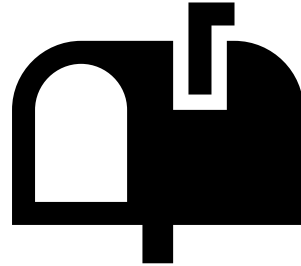
Property owner/tenant letters

Email to project contacts list
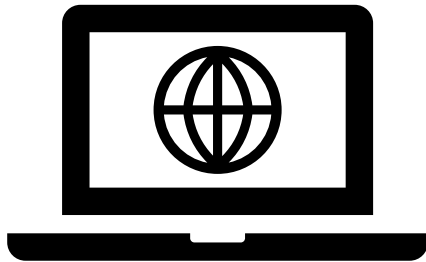
Department/project webpage
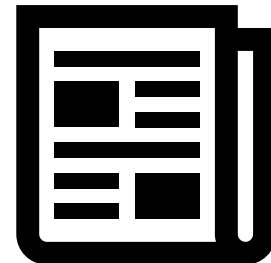
Newspapers

Social media

Project Documents

Draft project documents are available for public review at the following location and online.

Physical Location	Project Website
[Address] [Viewing hours] [Phone number] [End date]	[Website URL]

PUBLIC COMMENT PERIOD - PUBLIC MEETING

SAMPLE SLIDES AND SCRIPTS

Public Comment Period

Online	In-person	By phone

23
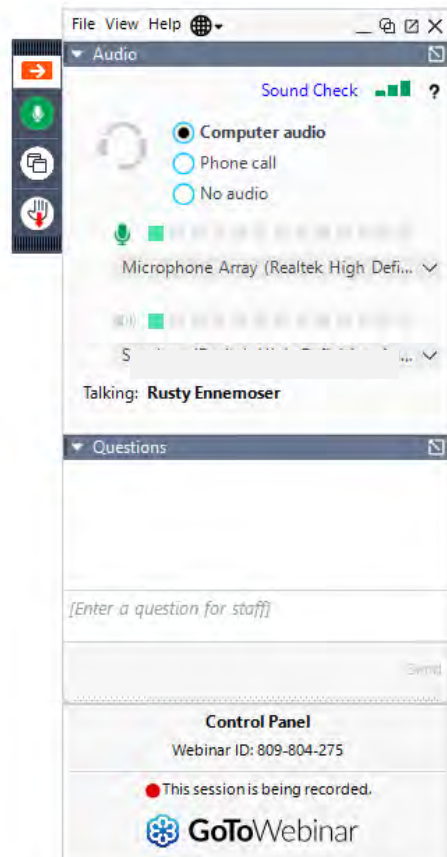
Submitting Comments or Questions

On upper left of GoToWebinar *Control Panel*

Online participants

1. Written - Type in **Question box** on Control Panel

2. Verbal - Request to speak:

   a. Click **Raise Hand button** on Control Panel

   b. Unmute your microphone when your name is called

In-person participants

1. Written - Complete a **Comment Form**

2. Verbal - Fill out and submit a **Speaker Request Card** Come to podium when called upon

Unmute *(green)*

Raise Hand button
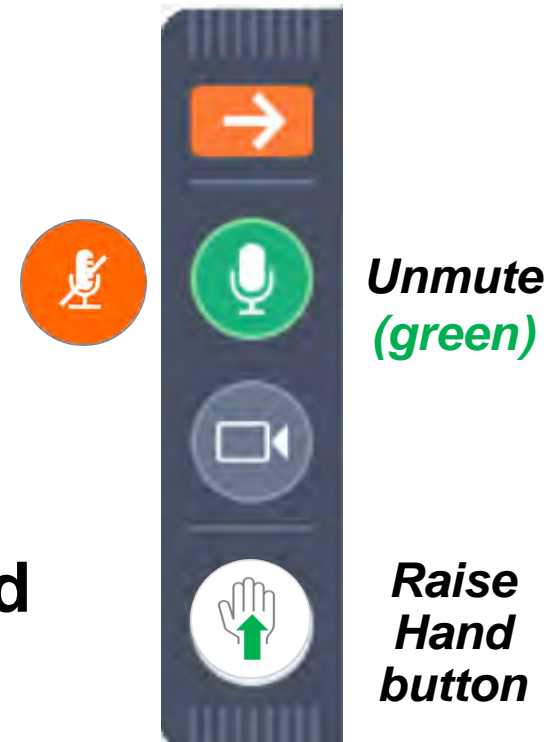
Any participant

Use your telephone to call [**(###) ###-####**

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Public Comment Period - Online Participants

When your name is called to speak, please:

1. Unmute yourself

2. State your name and address

3. State your comment or question
   (please limit to 3 minutes)

See GoToWebinar Control Panel

Unmute/ Mute button

Raise Hand button

You will not be on camera.

3:00

For technical assistance, please notify staff using the Question box in the Control Panel.

Public Comment Period - In-Person Participants

1. Fill out a **Speaker Request Card**

2. Come to the podium when called upon

3. State your name and address

4. Provide your comments/questions
    (please limit to 3 minutes)

You will not be on camera.

3:00

PUBLIC COMMENT PERIOD – PUBLIC HEARING

SAMPLE SLIDES AND SCRIPTS

Public Comment Period
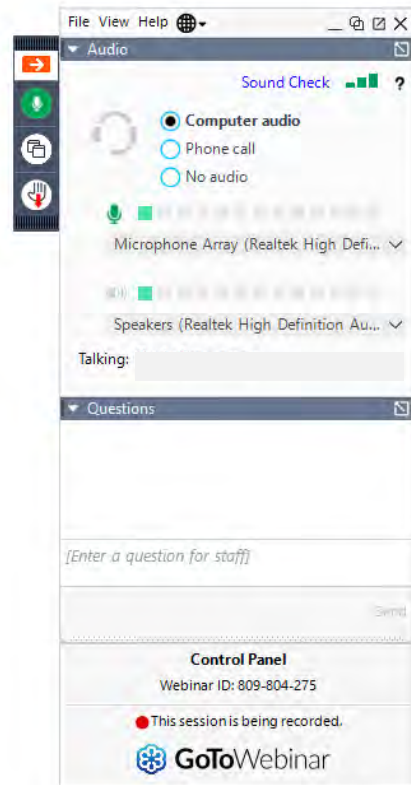
Online	In-person	By phone

Responses will be provided in writing at a later date.

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Public Comment Period

Verbal comments and questions

1. Online using GoToWebinar Control Panel

   If you did not request to speak during registration:

   a. Type your request in the **Question box** <u>or</u>

   b. Click the **Raise Hand button**

2. In-person at the podium

   Fill out a **Speaker Request Card**

3. In-person to Court Reporter

4. Call after the public hearing

Raise Hand button

Call Project Manager at:
[(###) ###-####]

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Public Comment Period - Online Participants

1. Moderator will call on Registered Speakers

2. When called upon, please **unmute yourself** on the GoToWebinar Control Panel

3. State your name and address

4. Provide your comments/questions **(please limit to 3 minutes)**

On GoToWebinar Control Panel

Unmute/ Mute button

Public Comment Period - Online Participants

When your name is called to speak, please:

- Unmute yourself

- State your name and address

- State your comment or question
(please limit to 3 minutes)

See GoToWebinar Control Panel

Unmute/ Mute button

Raise Hand button

You will not be on camera.

3:00

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For technical assistance, please notify staff using the Question box in the Control Panel.

Public Comment Period – In-Person Participants

1. Fill out a **Speaker Request Card**

2. Come to the podium when called upon

3. State your name and address

4. Provide your comments/questions
   (please limit to 3 minutes)

You will not be on camera.

3:00

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Public Hearing Transcript and Other Materials

Public Hearing Transcript

Public Open House Recording

Public Hearing Recording

Public Hearing Exhibits

Displayed at in-person location

Online "Public Hearing Exhibit Room" on website

[Insert webpage URL]

EXIT SURVEY AND POST-MEETING COMMENTS

SAMPLE SLIDES AND SCRIPTS

Your feedback is important to us!

*Please complete
our **exit survey**.*

Online Participants	In-Person Participants
The exit survey will appear upon leaving GoToWebinar.	The exit survey is located on the back of the Comment Form.

Thank you for participating.

Please submit comments and questions by [insert date]

[Insert contact email address]

[Insert contact mailing address]
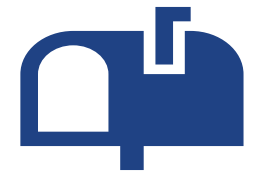
[Insert contact phone number]

[Insert webpage URL]

TECHNICAL ISSUES

SAMPLE SLIDES AND SCRIPTS

We are experiencing technical difficulties

Our team is actively working to fix the issue and hope to have this resolved soon.

Thank you for your patience.

We are experiencing technical difficulties

This meeting will be postponed to
[insert backup date].

Information will be posted at
[insert webpage URL].

Thank you for your patience.

VIRTUAL PUBLIC MEETING CHECKLIST

for use with the GoToWebinar online meeting platform

MEETING PREPARATION

- ◯ Create Timeline for virtual meeting activities
- ◯ Confirm Co-Organizers and Panelists
- ◯ Create a meeting Process Agenda showing staff responsibilities
- ◯ Check equipment suitability for a virtual meeting
- ◯ Prepare materials for virtual viewing/sharing
- ◯ Develop any Poll questions to be used during the meeting
- ◯ Develop any post-meeting Survey questions
- ◯ Set up the GoToWebinar Platform (detailed checklist below)
- ◯ Promote the meeting (notifications)
- ◯ Practice the meeting agenda, slides, and Control Panel features

GOTOWEBINAR SETUP

- ◯ Check Audio and Recording settings (yes to all options)
- ◯ Schedule a New Event (Live event with Standard interaction)
- ◯ Add Description, Organizers, and Panelists (Event Details page)
- ◯ Add Welcome Message for Chat box (Event Details page)
- ◯ Add Presenters for the Waiting Room (Event Details page)
- ◯ Add Logo and Feature Image (Event Details page)
- ◯ Select Feature Color (Event Details page)
- ◯ Obtain Share Event details for notifications (Event Details page)
- ◯ Set Registration Settings (Event Details page)
- ◯ Add Reply-To email address, set up Confirmation, Reminder, and Follow-up Email to Registrants (Event Details page)
- ◯ Add any Poll or Survey questions (Event Details page)
- ◯ Upload any Handouts or Videos (Event Details page)

RUNNING THE VIRTUAL MEETING

30-45 MIN BEFORE START TIME:

- Start pre-meeting in Practice Mode
- Close browser and unnecessary apps, including email
- Unmute meeting Staff to enable pre-meeting communications
- Check functionality of audio, webcams, and presentation slides progression
- Arrange your desktop (e.g., undock Control Panel modules)

15-30 MIN BEFORE START TIME:

- Send out any instructions to Attendees via the Chat box
- Monitor Attendee questions/comments in the Question box
- Verify all Attendees are muted
- Press Start on Control Panel to open the meeting and give Attendees time to get oriented. The Attendee View will be the Waiting Room or Shared Screen

AT START TIME:

- Make sure all meeting staff are muted except the speaker
- Make sure Record button is checked
- Click Start the Broadcast to allow Attendees to hear the speaker

WRAP UP:

- Stop Recording
- Mute all speakers
- Click File and End Webinar

ENGAGING WITH QUESTIONS

using polls and surveys in GoToWebinar

Asking questions is a way to learn about the communities we seek to engage and how these stakeholders and the general public feel about our plans, projects, and programs.

As we plan and develop transportation solutions, learning about affected and interested communities helps us be responsive to their needs, concerns, and aspirations. The best way to learn about a community is through conversations, and asking questions is usually how productive conversations start and continue.

Non-scientific polls and surveys are a relatively efficient way to ask questions and get public input. When bundled with a public meeting using GoToWebinar, the process of building, distributing, collecting, and analyzing results of polls and surveys has never been easier.

WHY ASK QUESTIONS?

- Start or continue a conversation
- Fill knowledge gaps
- Demonstrate or check for understanding
- Get feedback on a proposal or activity
- Show care/respect by giving everyone a voice

GOTOWEBINAR POLLS AND SURVEYS

polls

Polls consist of a single question.

Polls are a simple and quick way to engage an audience during a virtual public meeting. People tend to enjoy answering nonintrusive questions about themselves, and all participants get to learn about the audience in real time. GoToWebinar polls are anonymous.

Keep polls light on text. Questions and responses should be easy to understand at-a-glance to get the most participation. GoToWebinar accommodates only multiple choice poll questions with either one answer or multiple answers.

Up to 20 polls can be uploaded to the GoToWebinar Control Panel before or during the meeting. GoToWebinar polls are launched, answered, and reviewed during the meeting.

Online attendees view the poll on a device screen and answer using a mouse or touchscreen. After a poll is closed, the results are shown to attendees immediately or later in the meeting.

surveys
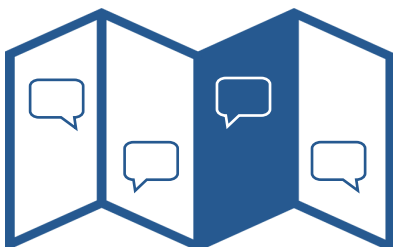
Surveys consist of multiple questions

Surveys can cover several topics and typically involve multiple questions, which may build off other questions to obtain more fine-grained details from survey takers.

Up to 25 survey questions can be uploaded during GoToWebinar setup. Available question types include:

- Multiple choice with one answer
- Multiple choice with multiple answers
- Rate on a scale (e.g., 1 to 5)
- Open ended

There are three options for launching a survey in GoToWebinar:

- Immediately after the meeting
- In the follow-up email to attendees (registered only);
- In the follow-up email to absentees (registered only)

 TIP Survey questions can also be added to fields on the GoToWebinar registration form.

ENGAGING WITH QUESTIONS *using polls and surveys in GoToWebinar (continued)*

Depending on customizations added when creating the GoToWebinar registration form, completed surveys will include details about the survey taker (name, email address, etc.).

Survey data can be exported from GoToWebinar to Excel or CSV files for detailed analysis of the responses gathered and generating charts.

WRITING TIPS FOR SURVEY AND POLL QUESTIONS

LIMIT OPEN-ENDED QUESTIONS

These questions require thought to answer. If open-ended questions are used, put them at the end of the survey so survey takers are more apt to respond to most of the questions.

KEEP A NEUTRAL TONE

Avoid adding opinion or otherwise leading information to questions that could influence survey takers to answer in a certain way.

BALANCE ANSWER CHOICES

The answer choices provided can be another potential source of bias. Be sure to cover the full spectrum of potential responses (e.g., strongly approve to strongly disapprove).

AVOID TWO QUESTIONS IN ONE

Instead of asking survey takers to assess two different things at the same time, create two questions.

MAKE QUESTIONS DISTINCT

Vary the types of questions you ask and how you ask them. Spread out questions that look similar.

OPT FOR OPTIONAL ANSWERING

Forcing questions to be answered makes survey takers more likely to quit the survey or select an answer at random.

Survey taking should be a quick and easy experience

☐ **Avoid too many questions.** Try to keep the number of questions to 10–12 so that survey takers do not give up before completing the survey.

☐ **Make sure questions are relevant to the audience** so they care enough or are able to answer the questions. Avoid asking the same kinds of questions over and over.

☐ **Ask for input from others.** Are all questions clear? Do the answers cover all potential responses? Is the time to complete reasonable?

GOTOWEBINAR QUESTION TYPES

Survey questions can be open-ended or have a fixed set of responses to choose from, such as yes/no options, multiple chose, and rating scales.

MULTIPLE CHOICE: SINGLE ANSWER

The materials presented during the meeting were easy to understand.

- ◉ Strongly agree
- ◯ Agree
- ◯ Neutral
- ◯ Disagree
- ◯ Strongly disagree

MULTIPLE CHOICE: MULTIPLE ANSWERS

How do you prefer to get news about public meetings and events (check all that apply)?

- ☐ Letter
- ☑ Email
- ☐ Community group
- ☐ Newspaper
- ☑ Social media
- ☐ None of the above

OPEN ENDED: SHORT PHRASE

If you use social media, which do you use most?

Twitter and Facebook

CHOICE: RATE SCALE

How would you rate the effectiveness of the virtual meeting in conveying the project information (5 is best)?

- ◯ 1
- ◯ 2
- ◯ 3
- ◯ 4
- ◉ 5

OPEN ENDED: ESSAY

Provide any additional comments here:

I'm glad to see that sidewalks and bikeways are included in the project. Also, we need an easier way to cross the street by the library.

'CAMERA-READY' TIPS

for virtual public meetings

Choosing the right environment, positioning the camera, and optimizing lighting conditions will help you look polished and professional when "meeting" the public virtually.

PICK YOUR SPOT

Choose a setting with low potential for distractions to either you or your audience. Avoid locations with background noise and where moving objects could be in the camera's view or your view such as windows, hallways, and ceiling fans. While on-camera, stand or sit without moving around too much.

Turn off or remove anything in the room that might be distracting. For example, artwork might draw the audience's attention away from your presentation, while an email chime could cause you to lose your focus.

Using a virtual backdrop is a way to making your space instantly presentable for a virtual meeting. Be sure to select one that looks professional. Another tip is to notify others around you when the broadcast will begin. Hanging a sign as a reminder would also help avoid interruptions.

CHECK THE LIGHTING

Proper lighting makes a big difference. Position the camera to achieve soft, front-facing light to brighten and enhance your image. Natural light is usually best but other lighting can substitute if you have too much or not enough natural light. Make sure the light source is outside the camera frame, and avoid a light source positioned behind you. Correct for harshness, glare, wash-out (overexposure), or dramatic shadows. You may be able to adjust the camera settings to improve brightness and contrast.

POSITION THE CAMERA

Adjust the camera to be at eye level to create a more natural and conversational feel between you and the audience. Placing a stack of books under your laptop is a quick and easy way to raise the camera to eye level.

CHOOSE YOUR ATTIRE

Avoid wearing clothes with intricate patterns. Stripes, checks, dots, and noticeable textures can distract by appearing to strobe or shimmer on video. Bright white or black shirts can cause the camera to auto-adjust brightness, making your face appear less clear on the screen. You can moderate this effect by wearing a jacket in a contrasting color. Neutral tones work well on video provided there is enough contrast between your clothing and your face and background.

MAKE FINAL ADJUSTMENTS

Adjust the camera position before the meeting to capture the desired view of yourself and the room.

Look in the direction of the camera as much as possible. Set up your computer desktop so the items you will be looking at most during the meeting are situated closest to the camera. This will help keep your eyes aimed toward the camera, giving the appearance of eye-contact with the audience. Eye contact helps engage the audience.

If using dual monitors, position them close together in front of you. That way, when you look back and forth it will be less obvious to the audience.

Quick Start Resources and other guidance are available on the Department's **Public Involvement** webpage.

Virtual Public Meeting

Attendee Guide

For the GoToWebinar Meeting Platform

Hello!

Thank you for your interest in participating in a virtual public meeting using the GoToWebinar meeting platform.

We hope this guide is helpful to you.

Virtual public meetings are recorded

A link to the recording will be emailed to everyone who registers for the meeting. It will also be posted at <project webpage>.

How do you plan to participate?
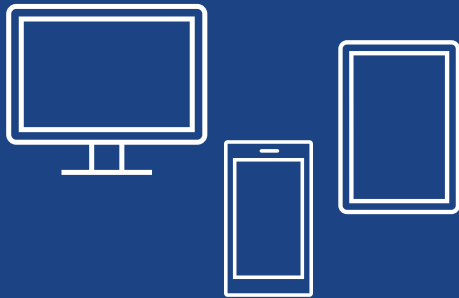
To view the meeting online, register for the meeting and you will receive a **meeting link** in a follow-up email.

To dial in on a telephone line to listen to the meeting, register for the meeting and receive the **telephone number and PIN** in the follow-up email.

The telephone number will also be listed in **meeting notifications** and at <**project webpage**>.

Download the PRESENTATION SLIDES here ‧‧‧‧‧►

Join the meeting 10-15 minutes early to get situated.
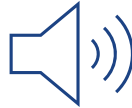
If using the meeting link — AUDIO OPTION 1

- Click link
- Look for **Control Panel**
- Select **Computer Audio**
- Select your **Microphone**
- Select your **Speakers**
- **Check sound**

File View Help

▼ Audio
Sound Check
○ Computer audio
○ Phone call
🎤 MUTED
Microphone (HD Webcam (10)
Speakers (High Definition Aud...

▼ Questions
This is the **Questions** box.
[Enter a question for staff]
Send
Multi sessions different registrants
Webinar ID: 980-960-603
GoToWebinar

If using the meeting link — AUDIO OPTION 2

- Click link
- Select **Phone Call**
- Dial phone #
- Dial **Access Code**
- **Enter Audio PIN** (links your registration to phone #)

File View Help

▼ Audio
○ Computer audio
○ Phone call
Dial: +1 (914) 614-3426
Access Code: 276-509-234
Audio PIN: 42
Already on the call? Press #42# now.
United States
Problem dialing in?

▼ Questions
[Enter a question for staff]

If you are dialing in directly and <u>not</u> using the online meeting link…

The **Dial-in Number** and **Audio Access Code** can be found in one of these places:

1. Email sent after you registered (includes Audio PIN unique to you)

2. FDOT meeting notice (letter, newsletter or newspaper advertisement)

3. <Project website>

4. <Add others as needed>

During the meeting

Welcome!
Thank you for joining us for today's meeting.

FDOT

All Attendees will be placed in "listen-only" mode.

Attendee webcams will be disabled. No one will be able to see you during the meeting.

If you used the meeting link…

You will see and hear the presentation.

If dialing in, mute the computer speaker and microphone to avoid audio feedback.

If you dialed in directly…

You will only hear the presentation.

Follow along with the presentation slides downloaded before the meeting at <**project webpage**>.

Submitting questions or comments

meeting link users

1. Look for the **Questions box** on the **Control Panel**.

2. **Type** your question or comment.

3. Click **Send**.

Questions and comments can also be submitted by **mail, email,** or **telephone.**

See FDOT contact information during the meeting, in meeting notifications and at <project webpage>.

If the **Raise Hand** feature is used at the meeting…

Click the **Raise Hand** icon on the **Control Panel** to request to speak.

When unmuted by the Organizer, everyone will be able to hear you.

If you hear an echo, lower the volume on your speakers.

Need help with anything ?

Please let us know.

Staff will be on-hand to assist during the meeting if you have a technical issue.

Type the issue in **Questions box** on the **Control Panel** and we will do our best to assist you.

You can also click **Help** on the **Control Panel** to access online instructions.

This is the **Questions** box.

FDOT

ADDRESSING ACCESSIBILITY CHALLENGES

for reaching people virtually

While virtual meetings offer convenience by accommodating public participation wherever people are, we must be mindful of potential barriers to participation faced by some.

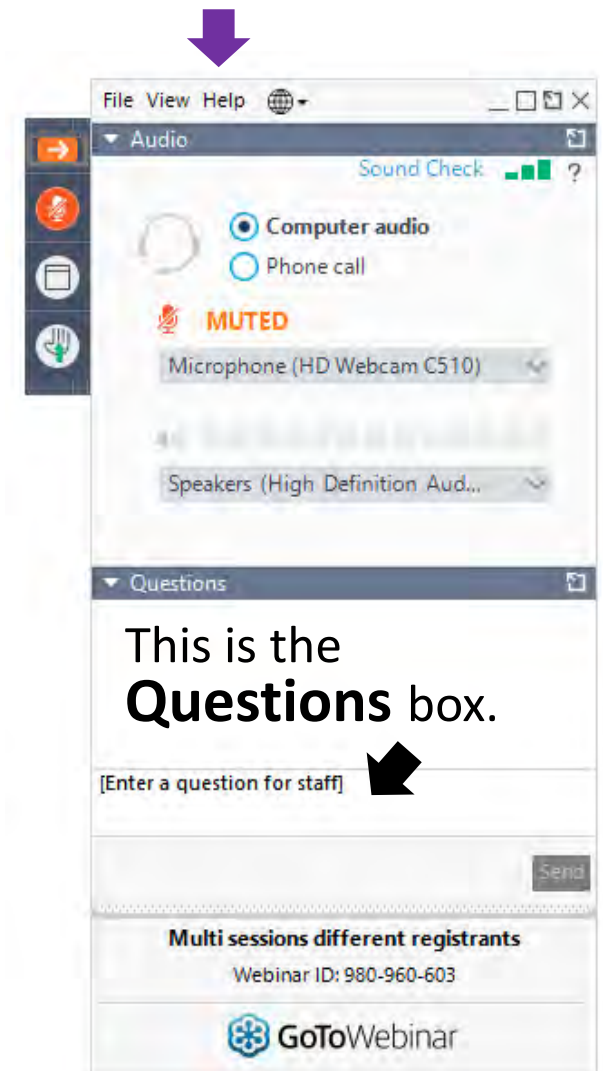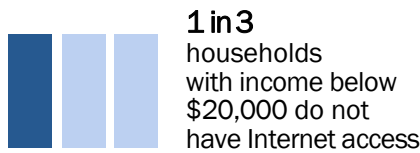Understanding the special needs of people who live, work, shop, study, or travel in our plan or project area helps us respond to communication challenges that could negatively impact our engagement goals.

Florida (2018: ACS 5-Year Estimates)

1 in 7 households have no Internet access

1 in 3 households with income below $20,000 do not have Internet access

POTENTIAL BARRIERS TO VIRTUAL MEETINGS

Access to virtual public meetings may be harder for some and impossible for others based on one or more of the characteristics below:

- Internet availability
- Internet quality
- Interest in the internet
- Technical proficiency
- Income (e.g., internet affordability)

- Culture (e.g., technology restrictions)
- Physical abilities
- English proficiency
- Literacy level

DATA ABOUT HOUSEHOLD INTERNET ACCESS

U.S. Census Bureau Data

The U.S. Census Bureau's [American Community Survey (ACS)](#) reports household Internet access by the following categories:

- Households with broadband
- Households with dial-up
- Households with cellular data
- Households with satellite data
- Households with no internet access

Beyond the Data

Remember that demographic data provides a snapshot but not the complete picture. Be sure to talk to those who regularly engage the community (e.g., local government staff and social service organizations) to learn more about the population groups in your study area.

TIP

[ACS](#) demographic data is searchable down to the block group level at [data.census.gov](#). In the website's search bar, type "*Internet*" and select *Table S2801: Types of computers and internet subscriptions.* Then select *View All Tables, Customize Table, 2018: ACS 5-Year Estimates Subject Tables*, and the desired *Geographies.*

Making Your Virtual Public Meeting More Accessible

Always provide a call-in number. This gives people without a computer the ability to call in and listen.

Provide a contact person and telephone number in the meeting notification inviting those needing assistance a way to request it.

Offer to mail hard copies of the presentation materials. If someone does not have computer or Internet access, they can follow along by phone. Make sure to number the pages and announce the page when shown during the meeting.

Post the recording of the virtual public meeting online. Those who could not join the live meeting because of an access issue may find a way to view the recording.

Have a longer public comment period after the meeting. Consider at least 20 days to allow time for the public to view the meeting recording and submit comments.

FDOT

ENGAGING PEOPLE
WITH LIMITED ENGLISH PROFICIENCY (LEP)
in transportation decision making

Adults having limited-English proficiency, which includes low-literacy, may find it difficult to read a project newsletter, fill out a comment form, or understand the information presented at a public meeting.

Less Than 12th Grade, No Diploma
age 25 or over

12.0%

Speaks English 'Less Than Very Well'
age 5 or over

11.9%

*Florida
ACS 2009-2018*
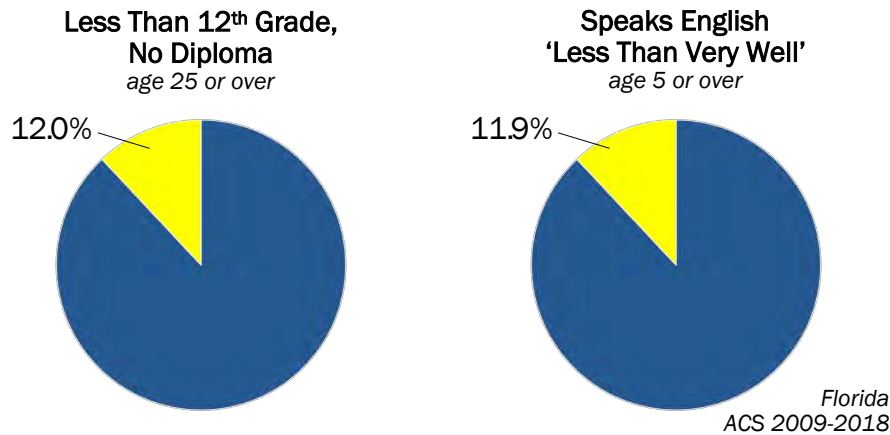
IDENTIFYING LEP POPULATIONS

Start with data from the U.S. Census Bureau American Community Survey (ACS). Identify the block groups in the study area, and refer to the ACS five-year data sets for the data tables listed below. Various data viewers allow selection and comparison of block group and reference community data.

ACS Data Tables
DP02 Selected Social Characteristics
S1601 Language Spoken at Home
S1603 Characteristics of People by Language Spoken at Home
B99052 Allocation of Year of Entry
S1501 Educational Attainment

Data Viewers & Tools
data.census.gov The U.S. Census Bureau data dissemination tool
Census Reporter Reporting tool designed for journalists.
Census 2020 Hard to Count Map Census tract details about populations at risk of undercounting
On the Map U.S. labor statistics

CORRELATING QUANTITATIVE AND QUALITATIVE DATA

Keep in mind that the ACS data are estimates and undercounting of LEP populations is a persistent issue. Verify the ACS data with local planners and community leaders. Consider that LEP populations have been linked in the research literature with the following population characteristics. Again, community outreach will be of help in determining the presence, extent, and communication needs of LEP communities in the study area.

- Low-income households
- 2nd and 3rd-shift workers
- Transportation dependent
- Single-head-of-household families
- Governmental distrust
- Sensitivity to meeting location
- Lack access to subscription-based news media

Reaching LEP Populations

☐ Explore local newspapers and websites to learn about community activities where information can be disseminated and collected.

☐ Make it well known in the study area that FDOT provides free language assistance to LEP communities.

☐ Ask governmental and nongovernmental entities in the area about their successful practices engaging LEP groups.

☐ Partner with community-based organizations to design LEP outreach activities.

☐ Conduct one-on-one interviews in the LEP community, especially with people who have been in the community for a long time.

☐ Use plain language and clear graphics to convey project information.

☐ Conduct presentations and provide bi-lingual notices at schools and churches.

☐ Hire local residents to conduct interviews (Bonus: Also provides temporary jobs in the community).

☐ Design and implement LEP training for Department staff and consultants.

FDOT

HANDLING PUBLIC COMMENTS

for transportation decision making

After soliciting and receiving public comments, the information is analyzed, synthesized, and disseminated to be responsive and transparent to the public, and inform decision making.

STEPS FOR HANDLING COMMENTS

1	2	3	4	5	6	7
COLLECT	DOCUMENT	ANALYZE	ACKNOWLEDGE	DISTRIBUTE	INCORPORATE	RESPOND

STEP 1: COLLECT

Collect public comments received at any time during the decision-making process. Comments may be in the form of letter, email, text, website form, telephone call, or public hearing transcript. All comments are part of the public record.

STEP 2: DOCUMENT

Document public comments received by logging each with the following information:

- Comment date
- Commenter contact information (if provided)
- Comment statements
- Comment tracking number (optional but useful)

STEP 3: ANALYZE

Sort the public comments using the categories below, then look for trends among the issues. Prepare a summary of the comments and key issues raised including the number and type of comments received.

- **General:** The comment is directly related to the project but does not require a detailed response.
- **Procedural:** The comment is related to the public involvement process.
- **Substantive:** The comment is directly related to the project and requires further analysis.
- **Other:** The comment is beyond the scope of the project (relates to another Department project or is completely outside Department's influence).

Quick Start Resources and other guidance are available on the **Public Involvement** webpage.

STEP 4: ACKNOWLEDGE

Acknowledge each comment within 10 working days, if possible, even if research is still in process for a complete response. At this stage, the objective is to thank participants in the process and let them know their comment was received and is being considered.

STEP 5: DISTRIBUTE

Distribute comments pertaining to other projects or issues to the appropriate personnel. Note in the acknowledgement correspondence to whom the comment was distributed and why.

STEP 6: INCORPORATE

Incorporate relevant public comments into the decision-making process.

STEP 7: RESPOND

Promptly and adequately respond to all comments that require a detailed reply via email or letter. Clearly explain the basis of any research or analysis that informed the response, citing specific statutes or other supporting information as appropriate. Encourage continued participation in the decision-making process.

PUBLIC INVOLVEMENT ACTIVITIES REPORT

Glean information from the public comments and Department responses for the Public Involvement Activities Report. To learn more about this report, refer to the **FDOT Public Involvement Handbook**.