



# Virtual Public Involvement: *A Municipal Perspective*

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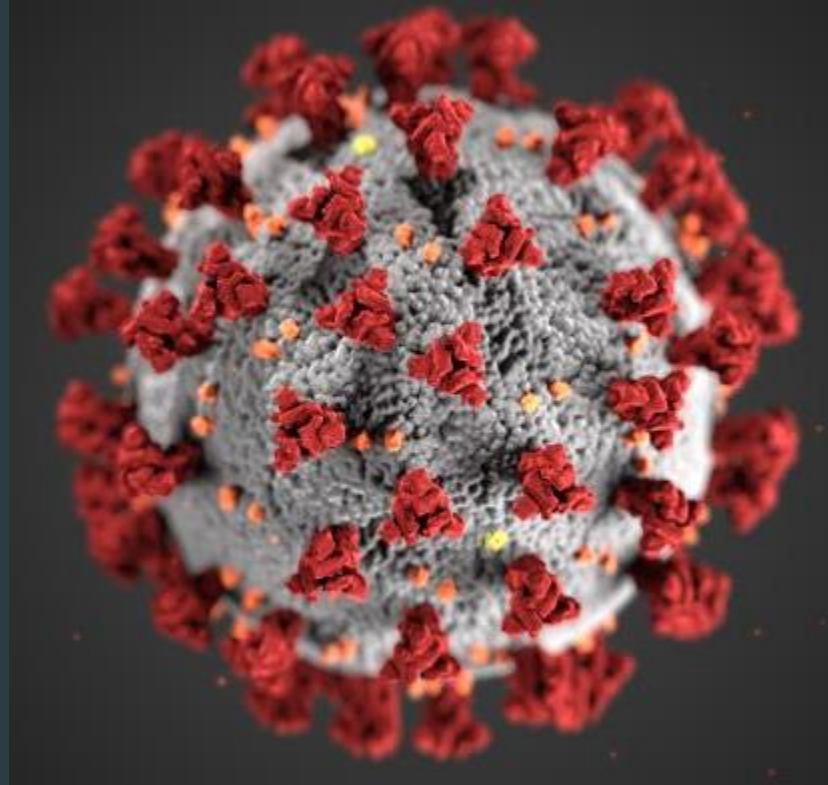
"The term "essential" challenges me because I believe what local governments do for their communities is essential, but we know health and safety must come first during a pandemic. Don't let a label keep you from adding value because that is always essential."

-Julia D. Novak

# VPI Municipal Applications

## Pre COVID19

- Meeting Agendas
- Resident via IQM2
- Complaints via SeeClickFix and Seamless Documents
- Reverse 911
- Everbridge Emergency Alerts
- Social Media
- Capital Projects / Webpages
- Planning Studies



## COVID19

- Pre COVID19 List +
- Council Meetings
- MLUL Meetings
- Meet the Mayor
- Board and Committee Meetings
- Pre/Construction Meetings
- FaceTime Building Inspections



# Capital Improvements and Planning Studies

- Tools to provide information
  - Webpage
  - Facebook, Twitter, Next Door
  - Tools to gather feedback
  - See Click Fix
  - Seamless Documents
  - Wikimaps
  - Survey Monkey

Do you feel that crossing a roadway with an exclusive pedestrian phase (EPP) is safer than one with a lead pedestrian interval (LPI) ?

Answered: 402 Skipped: 1 First: 6/10/2019 Zoom: Apr 2019 to Jan 2020

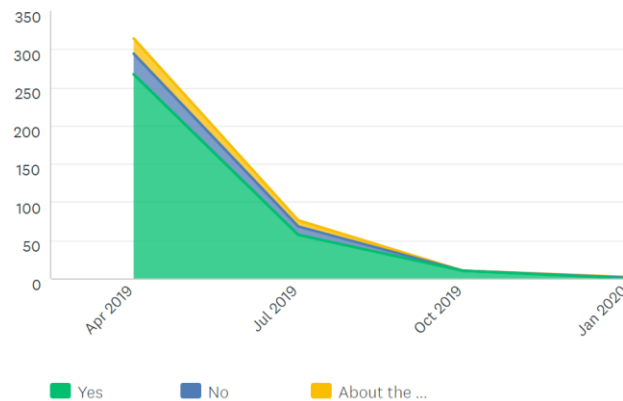
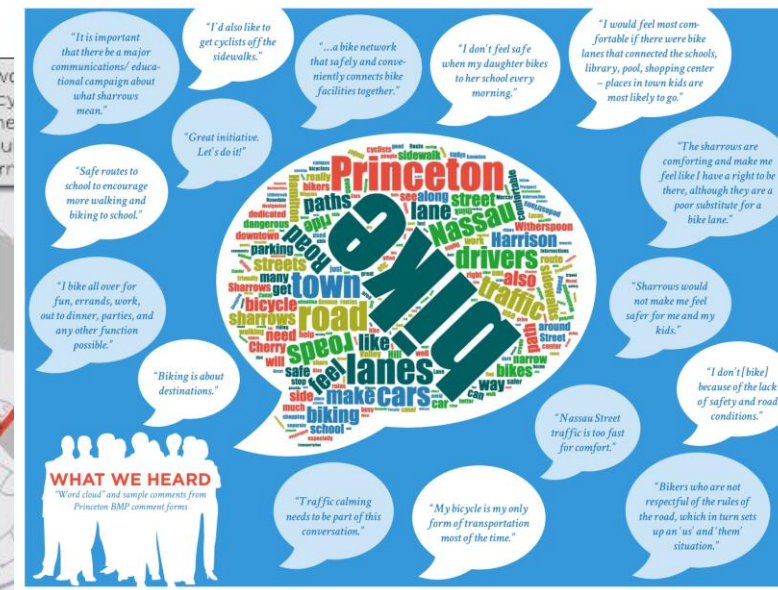
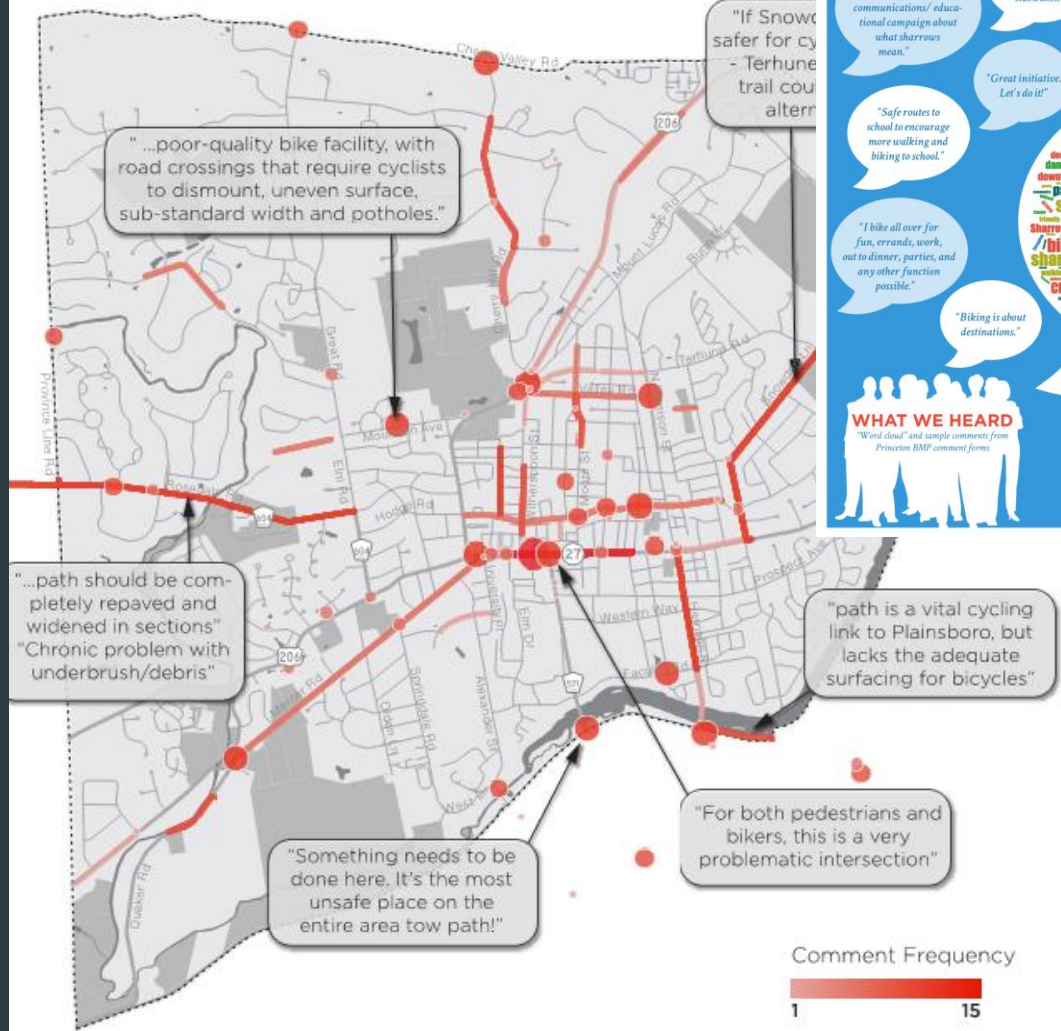


Figure 2.2 | Heat Map Indicating Frequency of Comments on Problem Corridors (line) and Spot Locations (circle), and Sample Wikimap Comments

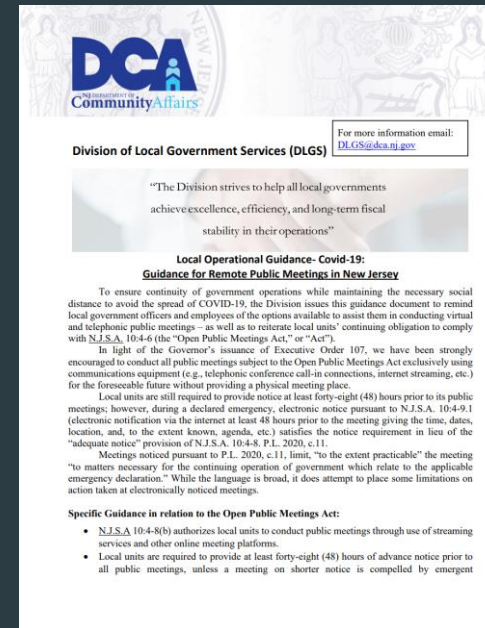


# COVID19 Bid Openings

- ▶ Bid distribution
  - ▶ In-person review / distribution of documents by appointment only
  - ▶ Online project software
- ▶ Bid delivery - use on-site drop box or mail
  - ▶ Consider certified mail if USPS is inconsistent
- ▶ Addenda to be faxed and posted on website
- ▶ Bid Opening
  - ▶ In person bid opening in front of municipal building
    - ▶ Limited to 10 people max, first come first served, 1 rep per company
    - ▶ Social distance / masks / gloves
  - ▶ Zoom bid opening
  - ▶ In person bid review is not allowed
    - ▶ Scanned copies will be emailed upon request

# COVID19 Council Meetings

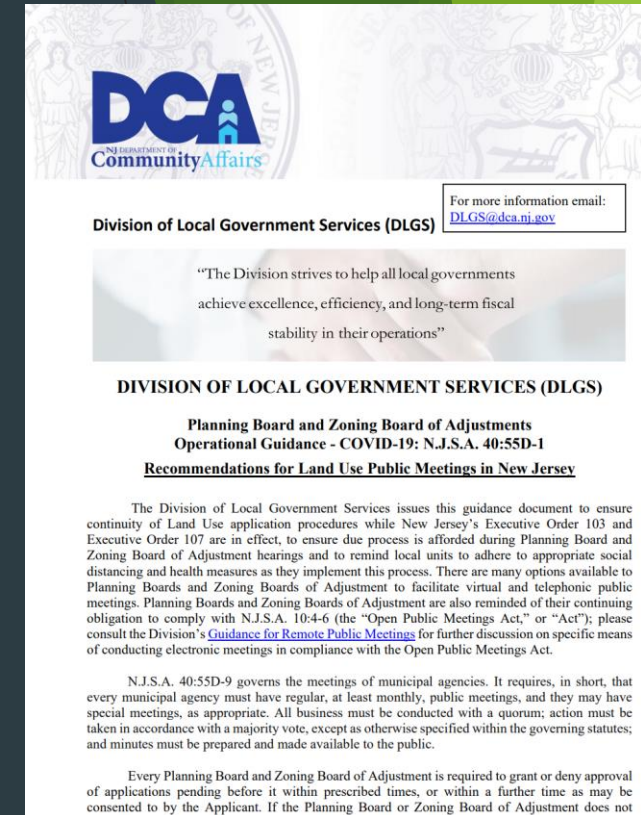
- ▶ Plan and practice, then repeat!
- ▶ Zoom is a popular platform among many options
  - ▶ Use the Webinar platform
- ▶ Identify a host (other than the Chair) to manage the platform
  - ▶ Establish a special email address for comments (disable the chat feature)
- ▶ Use the waiting room feature
- ▶ Livestream meeting on YouTube (replaces the live feed on Community TV Channel)
- ▶ Provide phone access
- ▶ Provide more than 1 public comment period
- ▶ Utilize share screen feature





# COVID19 Planning and Zoning Meetings

- ▶ Municipal Land Use Law (MLUL) Requirements and Deadlines must be met
- ▶ Familiarize your board members with the technology
- ▶ Creation of a permanent digital file to replace in-person file review
  - ▶ Website storage capacity
  - ▶ Size of files for downloads and viewing
  - ▶ Requirement for access to technology
  - ▶ Redactions of private information
- ▶ Printing service for paper copies



# Municipal VPI Resources



## ► SJ Resources

- Running Effective Virtual Meetings webinar and post meeting document:  
<https://docs.google.com/document/d/1wM0Uq0VyjJSbTb3jZL0H7CanIdl89LV5S2creaAjg9U/edit#>
- Free technical assistance
- Public Information and Engagement Catalog  
[https://docs.google.com/spreadsheets/d/1jQFnjFlZYS1MiQxDrjB1no3tNdMloupu11cAu\\_IMc6Q/edit#gid=948765804](https://docs.google.com/spreadsheets/d/1jQFnjFlZYS1MiQxDrjB1no3tNdMloupu11cAu_IMc6Q/edit#gid=948765804)

## ► NJLM COVID Resource

## ► NJSME Chat Platform



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