INTRODUCTION
On, August 25, 2018, Harris County voters approved the passage of a $2.5 billion bond to finance flood damage reduction projects in Harris County. This came on the heels of several devastating flood events in Harris County’s recent history, including Hurricane Harvey in 2017. The flood damage reduction bonds fund projects across Harris County. While the Harris County Flood Control District is prioritizing, planning and building projects with bond funding, it is also dedicated to providing the Harris County community with transparent tracking and communication of progress on projects. One of the ways this is achieved is by hosting Bond Project Community Engagement Meetings.

COMMUNITY ENGAGEMENT MEETINGS
Throughout the project lifecycle, the Flood Control District is conducting community meetings to provide transparent and accessible public information about each bond project and solicit meaningful public input according to the “Order Calling the Election,” approved by Harris County Commissioners Court on June 12, 2018. This includes the stated intention to have, at minimum, one public meeting for each bond project. When projects are in close geographic proximity, the Flood Control District may consider combining the projects into one meeting.

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)
It is the Flood Control District’s intention to be consistent in the type of information presented; the manner in which it is presented; the way in which comments are requested, gathered and documented; and the response to public comments received. Therefore, a uniform process has been developed by the Flood Control District to provide community engagement consistency and equity across all bond projects.

A communications consultant is often assigned to assist the Flood Control District with each meeting, and each are provided the Bond Program Brand Package at the Bond Project Communications Kick-off Meeting for their use in the delivery of consistent community engagement for all 2018 Bond Projects. It will be incumbent to demonstrate public engagement competency and develop a plan in compliance with this guidance document. All deliverables developed to support community engagement for bond projects will be considered internal administrative draft documents until officially declared suitable for public use by the Flood Control District.
2018 BOND PROJECT COMMUNITY ENGAGEMENT MEETING REQUIRED TASKS
To maintain consistency across all bond projects, the Flood Control District requires the following tasks for all Community Engagement Meetings:

a. Bond Project Community Engagement Meeting Implementation Plan Development
b. Bond Project Community Engagement Meeting Noticing
c. Bond Project Community Engagement Meeting Logistics & Implementation
d. Public Comment Collection & Response Documentation
e. Community Engagement Meeting Completion Activities

There may be occasional exceptions to the requirements listed within this document. These exceptions will be considered and granted on a case-by-case basis.

a. Bond Project Community Engagement Meeting Implementation Plan Development
Within 90 calendar days of an anticipated public engagement meeting, the Harris County Flood Control will host an internal communications kick-off meeting to provide the all consultants with the project specifics and with templates. Following the project kick-off meeting, the information and facts garnered from that meeting will be used to develop a Community Engagement Meeting Implementation Plan, which includes the details of the meeting including a production schedule, deliverables, communication tools to publicize the meeting and the project’s QA/QC plan.

b. Bond Project Community Engagement Meeting Noticing
In coordination with the Flood Control District, each Bond Project Community Engagement Meeting consultant will appropriately publicize or provide notice of Bond Project Community Engagement Meetings.

Methods
All meetings will be noticed by postal mail (when applicable), email, and media alert/release, social media and on the Flood Control District website. For some meetings, additional noticing methods, such as door hangers and yard signs, may be added. All communication and outreach will be documented in the final Meeting Summary Report on the project’s webpage.

Timelines
Meetings will be publicized according to the Flood Control District guidelines. In the event that priorities shift or the timeline shifts due to venue availability or other outside forces, the meeting planning and noticing deadlines are subject to shift at the discretion of the Flood Control District.

Content
Public notices for community meetings will include a description of the project, a map of the meeting venue and the details of the meeting.

c. Bond Project Community Meeting Planning, Logistics & Execution
The following public information and tools will be developed to support and host well-organized Bond Project Community Engagement Meetings.

Meeting Venue & Security
Appropriate meeting venues will be identified within the bond project watershed that have sufficient attendance capacity, parking capacity, a green room and all necessary meeting infrastructure (e.g. tables, chairs, A/V). Preference will be given to county, municipal and public venues. For each meeting, the minimum security will consist of at least one licensed officer from either the Fire Marshal’s office or Constable’s office.

Meeting Scheduling
Bond project community meetings should be scheduled evenings from 6 to 8 p.m., Monday, Tuesday, Wednesday or Thursday evenings from 6 p.m. to 8 p.m. Alternatively, if it is determined that a weekend
meeting would better serve a bond project community, meetings may be scheduled on Saturday mornings from 10 a.m. to 12 p.m.

**Meeting Agenda**
To ensure consistency of Bond Project Community Engagement Meetings from community to community and project to project, it is preferred that each meeting is conducted in a similar manner. Because public input is important, the Flood Control District is using an open house format to provide an opportunity for community members to view project maps and interact with the project team.

**Meeting Materials & Exhibits**
As part of the meeting planning and implementation process, the project team will work together to develop public information materials and exhibits for distribution at the public meeting, through social media and on the Flood Control District website.

These may include:
- Project-specific PowerPoint presentation in the format of the above agenda
- Project-specific website content and graphics
- Project-specific informational handout (consisting of meeting agenda and project problem statement) to be translated into other languages, as needed
- Roll plots, informational maps and exhibits
- Printed community meeting registration documents; bond project public comment forms; printed nametags/holders

**Meeting Support Resources**
The Flood Control District will ensure that all meeting support resources are prepared and available. These may include:
- Outdoor and indoor directional signage
- Printed public information tools as identified in “Meeting Materials & Exhibits” Community meeting equipment, such as comment collection boxes, staff to document the meeting, and additional tables and chairs

**d. Public Comment Collection & Response Documentation**
The Bond Project Community Engagement Meeting begins the project’s public comment period. Public comments for the official meeting summary will be accepted for 14 calendar days following each community meeting. Information about how to provide public comments and the public comment deadline will be displayed in all public noticing and meeting materials developed to support the bond project community meeting. At the close of each project’s public comment deadline, the following will be developed as a result of those comments.

**Bond Project Community Engagement Meeting Summary**
For the closeout of each Bond Project Community Engagement Meeting, a Meeting Summary must be written, routed and approved to be posted to the project’s web page within 30 calendar days.
- Summarize the material presented at the meeting
- Document all noticing and meeting tasks associated with the bond project, which includes color photographs, electronic links to video files, and examples of public noticing and public information tools prepared to support the meeting
- Summarize, not respond to, the types of public comments received during the 14-day public comment period following the meeting

**Individual Public Comment Response**
For the purposes of documentation, the following standards will apply:
- Provide responses for all public comments received during the stated 14-day public commenting period.
- Track all public comments to ensure each receives a response
- Primarily sent by email, phone calls may also be required from time to time for those who have limited access to email or prefer telephone communication

e. Community Engagement Meeting Completion Activities
   At the conclusion of each Community Engagement Meeting, coordination will take place between the Flood Control District and any consultants to ensure all final documents are housed with Flood Control, and the website is updated with audio, video and a summary of the meeting, as appropriate.

CONCLUSION
Public participation is not just an important part of implementing each Bond Project, but also the fulfillment of a promise made by the Flood Control District in the “Order Calling the Election,” approved by Harris County Commissioners Court on June 12, 2018. The purpose of these engagement efforts is to provide transparent and accessible public information about each of the county’s Bond Projects, to solicit meaningful public input and to be responsive to those comments. Adherence to this document will ensure the consistent and successful execution of Community Engagement Meetings across varying communications leads, consultants, projects, and communities.