



**Policy: Public Participation Program**

**Issuing Dept: Transit Operations/Planning  
Division of Strategic Planning**

**Effective Date: 9/11/08**

**SCOPE**

This policy shall apply to all Officers, Employees, and Agents of LYNX.

**DEFINITIONS**

**Agency:** The Central Florida Regional Transportation Authority d.b.a. LYNX

**Custodian:** The Chief Executive Officer or designee. Designee for the purposes of this policy shall be the named interim or acting Chief Executive Officer in the event that the permanent CEO is not available for an extended period of time.

**Coordinator:** An employee of the Authority designated by the Strategic Planning Division, in coordination with the Government Affairs Department, whose responsibilities include maintaining a Public Participation Program that meets the Federal Transit Administration's requirements.

**Public Participation:** Activities and literature whose purpose is to convey agency ideas and projects in an effort to solicit public (governmental, private, individual and special interest) input.

**Metropolitan Planning Organization (MPO):** A federally required planning body responsible for transportation planning and project selection in its region. METROPLAN ORLANDO serves as the MPO and is the transportation planning partner for Orange, Osceola and Seminole Counties — LYNX' primary service area.

**POLICY**

It shall be the policy of LYNX to proactively inform and involve the Central Florida public in the planning and implementation of LYNX' new services, routing adjustments, passenger fare adjustments, new facility construction, and planning activities in accordance with Federal and State regulations.



Public participation activities shall take place with all customer groups in a number of forums, including the riding public, non-riding public, member jurisdictions (city and county government), private sector partners, and State and Federal agencies.

With its authority to serve the Central Florida region with a full array of mobility options, LYNX maintains a program to proactively inform the public and afford the public participation in the early development and implementation stage of LYNX services. It is the intent of LYNX to ensure its actions are reasonable, non-capricious and considerate of public comment in its mission to provide mobility services for the welfare and convenience of the residents and visitors in the LYNX service area.

LYNX implements its Public Participation Program by utilizing a continuous communication program and various outreach techniques appropriate to the proposed action to be taken and the public to be affected. The LYNX Chief Executive Officer or designee has the responsibility to:

1. Maintain operating procedures that will be proactive and organize complete information for full public access to key decisions and opportunities for early and continuing participation.
2. Determine reasonable approaches and techniques to provide public information, input, and agency consideration in response to public concerns.
3. Administer a public notice and hearing process for a minimum of the following situations but not limited to:
  - a. Any fare increase for LYNX services and fare media.
  - b. Any service reduction impacting more than 25% of an individual route's total service hours. The exception of this reduction of service threshold will be routes that have existed less than two years or have been introduced as service development or experimental service.
  - c. Any major capital or planning project, which requires Federal or State funding participation. Public notice and participation may be fulfilled through LYNX' Transit Development Plan (TDP) and/or Budget workshop via the regularly scheduled meeting of the LYNX Board of Directors. Additional involvement will be sought through coordination with the Metropolitan Planning Organization (MPO), which conducts a public participation effort during the development of the region's Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP) and through coordination with the Florida Department of Transportation (FDOT) Work Program development.

Staff will summarize and package all public comments received for presentation to the LYNX Board of Directors prior to final action. The Board of Directors shall be allotted, at a minimum, one week to review public comments prior to taking action.



Public access to the LYNX Board of Directors is maintained by providing public notice of every regularly scheduled Board meeting as well as any special meeting at which Board action will take place. The Board affords public comment at all of its meetings and follows the protocol below:

1. Individuals, representatives and/or groups may provide comments directly to the Board or request to be placed on the Board meeting agenda for presentation to the entire Board during the public comment section of the agenda.
2. Every Board meeting shall reserve a place on the agenda for public comment.

### IMPLEMENTATION

The Chief Executive Officer shall utilize the Public Participation Administrative Operating Procedures and the Federal Transit Administration (FTA) approved Title VI Program to implement this policy, which shall be followed under all conditions that pertain to the activities listed. Staff, under the direction of the Chief Executive Officer, is authorized to amend the administrative guidelines from time to time as deemed necessary to implement this policy with the exclusion of required Federal and State statutes and regulations.

Any amendments to the Public Participation Program Policy must be provided to the LYNX Board of Directors for their information at the Board meeting directly following any amendments.