



## MEETING AGENDA

### **Park City and Summit County Joint Transit Advisory Board**

**MEETING DATE:** May 21, 2019  
**TIME:** 9:00 am – 11:00 am  
**LOCATION:** Park City Library – 3<sup>rd</sup> floor Community Room  
1255 Park Avenue, Park City, UT, 84060

#### **Meeting Agenda**

1. Roll Call
2. Public Comment /Customer Feedback

To allow time for others, please limit your comments to no more than five minutes per person. Comments made cannot be acted upon or discussed at this meeting, but may be placed on a future agenda for consideration.

3. Discussion Items
  - a. Review and Acceptance of April 16, 2019 Meeting Minutes
  - b. Review of April Monthly 2019 Ridership Report
  - c. Review of Winter On-Board Ridership Survey Results
  - d. Discussion on Update to 2016 Short Range Transit Plan
  - e. Review and Discussion of 'Transit First Policy' Draft
  - f. Review and Discussion of Joint Transit Advisory Board Rules of Procedure and 2019 Calendar

4. Next Meeting

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Alfred Knotts at (435) 615-5360 or [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org) or Caroline Rodriguez at 435.336.3113 or [crodriguez@summitcounty.org](mailto:crodriguez@summitcounty.org)

#### **Utah Open Meeting Law Compliance**

Notice of this meeting has been given no less than 24 hours public notice of this meeting.

## JOINT TRANSIT ADVISORY BOARD (JTAB)

### MEETING MINUTES

January 10, 2019

#### ADVISORY BOARD MEMBERS IN ATTENDANCE

##### **Park City Municipal Corporation:**

Andy Beerman  
Jerry Benson  
Holly Erickson  
Diane Foster  
Tim Henney  
Kory Kersavage  
Alfred Knotts  
Barbara Murdock  
Robbie Smoot  
Franklin Williams

##### **Summit County:**

Kim Carson  
Tom Fisher  
Derrick Radke  
Caroline Rodriguez  
Doug Clyde

##### **Others in Attendance:**

Carolyn Murray – KPCW (Radio Media)  
Charlotte Rehfield – Citizen/PCT Driver

#### **I. PUBLIC COMMENT/CUSTOMER FEEDBACK**

Ms. Charlotte Rehfield, 3<sup>rd</sup> season Park City Transit Driver, Coalville citizen inquired why Heber Valley for future transit rather than Coalville/Wanship area. She surveyed some of the area residents and found that within 50+ mobile home community that 75% drove (in max exodus to Park City for work). Ms. Rehfield questioned Coalville Government why it was previously thought that transit would not be used. She concluded that J1 populations want more amenities, and are willing to go further out (from Park City); there are many local unused rooms, which would be viable extra income for empty nesters in Tollgate and Coalville/Wanship.

#### **II. DISCUSSION ITEMS**

- A. Roll Call** – Upon confirmation that quorum was reached, the meeting called to order by Mr. Knotts at **9:14 am**. All in attendance went around the room and individually stated their name and role within their respective organization.
- B. Review/Acceptance of February 26, 2019 Meeting Minutes** – Mayor Beerman 1<sup>st</sup> for Approval of Minutes. Councilman Clyde 2<sup>nd</sup>.
- C. February/March Ridership Reports**
  - I. Mr. Knotts began with recapping the positive change through Sundance (into Feb) + World Cup from increased ridership – helping more people. Pink/Brown route was anticipated.
    1. Mr. Fisher remarked that there was an increase in ridership at Powderwood, Crestview (adjacent to Tanger) and Hyatt Place, Grand Summit (Canyons).
    2. Ms. Foster added that although improvements, they will not exponentially sustain. Mr. Smoot detailed that there is a switch from hand count of passengers to using APC technology.

3. Discussion ensued regarding decrease of passenger of overall passenger counts, yet increase of overall volume was reported, as directed from data from Mr. Smoot, who also iterated that the cutaways did not all have counts, but there were full days of data he could analyze.
4. Mayor Beerman stated the longer Lime loop and additional buses would lend way to a decrease of efficiency. Mr. Knotts mentioned that trends would continue to evolve with the removal of the Yellow route, and that data should be analyzed on a quarterly basis instead.
5. Mr. Fisher concluded that it would be helpful to appendix changes from year-to-year, to gain from the context of historical data.
6. **ACTION ITEM(S):** Quarterly or monthly, add an appendix or similar regarding any changes to the system.
7. **ACTION ITEM(S):** Find what is missing on the Kamas 11 Black and provide it to the county.
8. **ACTION ITEM(S):** Report on positive versus negative feedback overall.

II. **Customer Service** – As consistent with a cycle, Customer Service is no exception, and that the seasonality makes it a work in progress, stated Mr. Knotts. Mr. Smoot enumerated the results of the seemingly sparse ‘Customer Service’ data, admitting that an Android App update caused some dissatisfaction for riders due to some systematic issues. Mr. Knotts requested that this data be additionally reported per quarterly basis.

1. Councilman Clyde inquired what complaints mean for Park City Transit, and what is to be done? Mr. Knotts specified that as a front facing experience for customers, it was important for driver feedback to not be punitive. Ms. Murdock added that that drivers would be spoken to regarding complaints, and receiving additional training as necessary.
2. The dialogue continued with Mr. Williams mentioning that customers were submitting both via web and phone, and that often their early bus was a service recovery additional bus (for a really late bus).
3. Mr. Knotts questioned if there was a fix or best to simply determine trends within data (and perform management analysis write up). Mayor Beerman inquired how to separate out a passenger emotional response from an objective complaint. There were not many overall complaints as such, contributed Mr. Smoot – Council to receive complaints.
4. Mr. Fisher noted complaints related to Silver Spring not going to resorts, although there was only 1 or 2.
5. Councilman Henny reiterated that adjustments were being made, App issues eventually settle out – interpretation of transit was positive overall.
6. **ACTION ITEM(S):** Add detail on the count of feedback items in the visual, report this quarterly.
7. **ACTION ITEM(S):** Qualitative analysis: What is the actual value of the feedback? What is learned/what action(s) to be taken? Also, Management analysis per gathered feedback.



- III. Mr. Fisher questioned where to place electric versus a diesel. Councilman Henney stated his concern was funding vehicles versus other items. The following discussion ensued.
  1. Ms. Rodriguez detailed that with Federal Procurement Requirements, Proterra partnerships more could be gained through replacement (of aged vehicles).
  2. Mr. Benson reminded that the replacement of diesel to electric vehicles meet City goals, Federal funding was intended for advanced technology – dual drive train technology meets these requirements, and if a deviation in procurement intention occurs then grant process to start from scratch again.
    - a. Mr. Knotts cautioned that this could be final round of transportation bill and grant to be termed out.
    - b. Ms. Rodriguez notified that 2018 grants were discretionary – 2019 grants different specifications.
    - c. Ms. Carson expressed that Summit County was interested in purposeful conversion to help introduce electric vehicles to Salt Lake Valley.
  3. Councilman Henney inquired what was the plan? How to execute? And where was the bottleneck? This was the nexus of how to strategically use JTAB to support procurement process and approvals thereof.
    - a. Mr. Knotts responded to Ms. Foster’s request for formal traditional plan, as next JTAB a comprehensive fleet replacement plan would be drafted, complementing the intended ‘Transit First Policy’.
    - b. Mr. Benson outlined new replacement plan would include: how many buses were needed to operate based on current numbers to maintain status quo of service. Furthered by Mr. Knotts commenting years/miles to be considered – the overall cost of electric ownership coupled with data of actual daily use and knowledge of daily dispatch.
    - c. Councilwoman Carson stated Summit County was comfortable with future conversions. Councilman Clyde added, electric good-diesel bad. Mr. Fisher requested through JTAB they would understand proposals and bring to respective Councils for approval. Councilwoman Carson requested a long-term appropriation strategy of available tax dollars.
- IV. Mr. Kersavage reviewed that through VW grant money – if awarded, old vehicles would need to be removed; also completely destroyed via 3” hole through engine block. Photo evidence to be submitted as a commitment that these vehicles would never (by anyone) used again.
- V. **ACTION ITEM(S):** Establish grant application process plan, with timeline and delegation of duties.

**G. Planning Processes** – The process of fiscal year budgeting (approvals) is different than matching, as fiscal year service matching and service plans, stated Mr. Knotts. Adding that it was year 4 of five in the in the ‘Short Range Transit Plan’ (SRTP).

- I. JTAB to serve as a role in STIP remarked Mr. Knotts. Mr. Fisher reiterated that it was the main role of JTAB. Councilwoman Carson furthered that JATB was to lay out policies and have the subsequent conversations with their respective Councils.
- II. Ms. Rodriguez reminded that JATB members were to be advocates of SRTP – being community assets for these goals. Community should hear this from their elected officials, with rationale of demographics, etc. – for buy-in from both sides.
- III. It was unanimously agreed upon that the process should begin earlier in a more organized, systematic manner.
  1. Councilwoman Carson remarked with flexibility embedded in the process, the overall plan could be better anticipated.
  2. Mr. Benson furthered that Nelson Nygaard produced related “Transit Forward” visioning work.

H. **Heber RFP update** – Heber/Midway is continuing to take the lead, working with MAG and Wasatch County, updated Ms. Foster; PCMC was not to work on as staff.

- I. New funding contribution numbers have been designated by MAG, PCMC, Wasatch County and UDOT. With each additional partner, the RFP/project becomes more regionally credible.
- II. Proposed service from Heber to Provo, in addition to Heber to Park City – through UDOT funding, said Mr. Fisher.

I. **\*Additional Discussion** – Ms. Foster inquired if meeting should be set for 2 hours, as board frequently ends late. It is decided for next meeting to schedule meeting for 2-hour block. Mr. Knotts briefly commented on process for adding items into agenda and/or packet.

### III. **NEXT MEETING**

Scheduled for Tuesday May 21, 2019

**The meeting was adjourned at 10:54 am**

Respectfully submitted:

Holly Erickson – *Park City, Transit Department, JTAB Recorder*



MEMORANDUM

Date: May 21, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City Staff
Subject: Review of April 2019 Monthly Ridership Report

Background:

Park City Transit (PCT) reports monthly ridership compared to the same month of the previous year which is included hereinto as Attachment A.

Discussion:

Transit ridership has continued to show strong growth month over month for the 2018/2019 winter season. Below is an overview of the monthly growth from December 2018.

Table with 2 columns: Month, % Increase. Rows: December (17.1%), January (13.3%), February (24.4%), March (19%), April (14%).

On April 7th service levels changed from the winter to spring schedule which resulted in the season suspension of the 3 Blue, 4 Orange and 5 Yellow. The 9 Purple was traditionally suspended, yet this year it is remaining in service, although only currently providing a reduced level of service to Empire Pass from 7:40 am to 3:40 pm. The 6 Lime has been slightly modified to now include the additional service areas the Old Town Transit Center and Deer Valley from the Ecker Hill Park and Ride.

Lastly, the 12 Black Kamas Links has been discontinued as of the beginning of spring service schedule and while the Homestake Shuttle ridership has not been historically included in the ridership reports it is important to disclose that this service has also been suspended effective May 11, 2019.

Consistency with Adopted Plan:

All operations are consistent with the adopted 2016 Short Range Transit Development Plan. All goals, policies, and objectives are consistent with the Snyderville Basin General Plan and Park City General Plan.

Fiscal Analysis:

Staff time required for this effort is captured in the City's and County's respective work programs while operating expenses are captured in the City and County's respective adopted budgets.

Additional Information:

If you have any questions or comments regarding this item, please contact Alfred Knotts at alfred.knotts@parkcity.org or Robbie Smoot at robbie.smoot@parkcity.org.

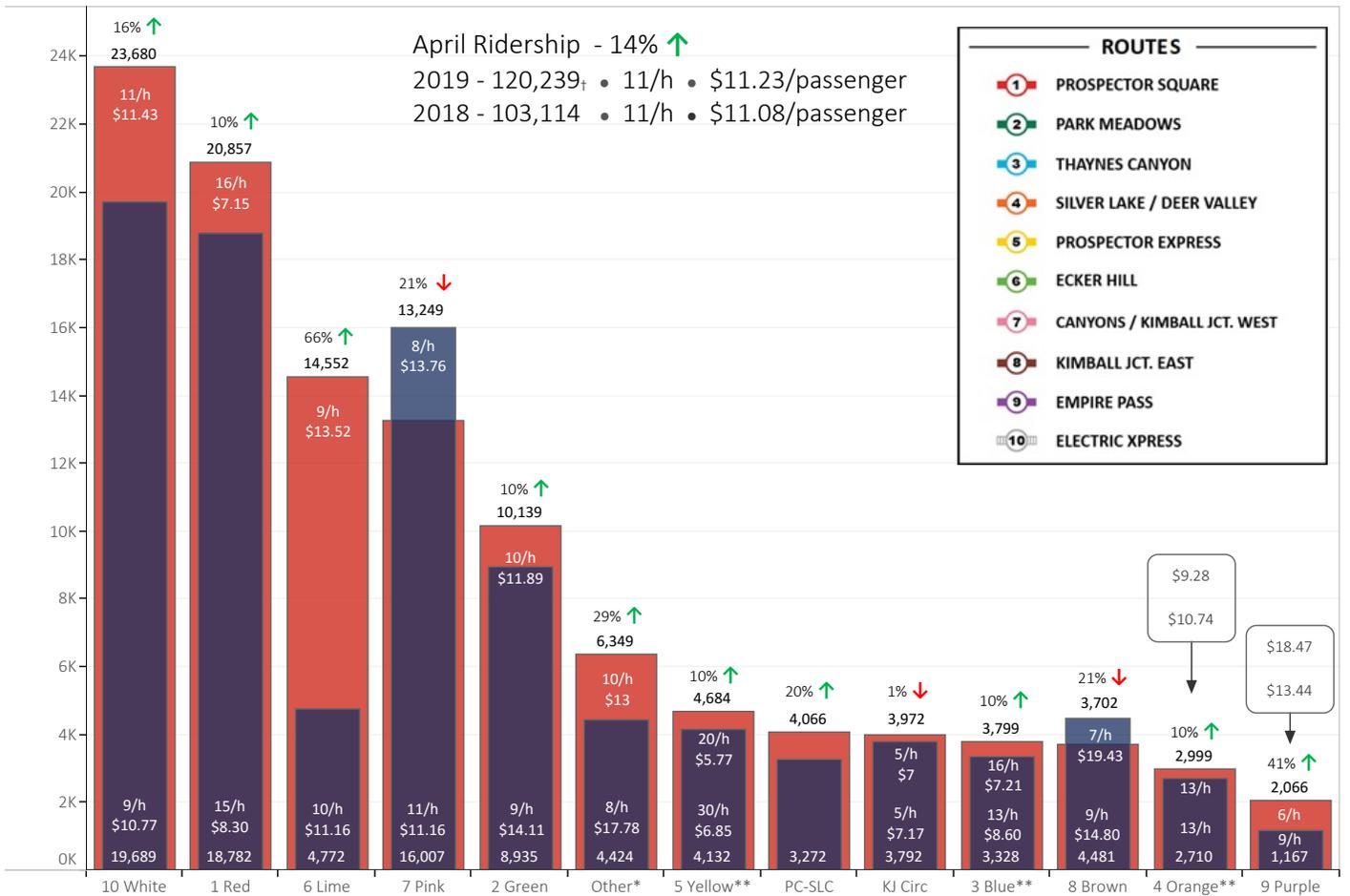
Attachments:

- Attachment A – April Monthly Ridership Report

# **ATTACHMENT A**

Park City Transit - April 2019 Fixed Route Ridership

2018 2019



##/h = passengers per service hour, \$##.## = cost per passenger

\* Other routes include the Trolley, 11 Black and AM/PM City Wide.

† 2018 ridership data was collected using hand counts where as 2019 data was collected using Automatic Passenger Counts (APC).

\*\* Route does not operate in spring shoulder season. Only in service until April 7th.

Ridership from the Homestake Shuttle is not included.





## MEMORANDUM

Date: May 21, 2019  
To: Park City Transit Joint Transit Advisory Board  
From: Park City Staff  
Subject: Review of Winter On-Board Transit Survey Results

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### **Background:**

Park City Municipal and Summit County are conducting transit surveys to gain a better understanding of today's transit riders and how they utilize the Park City Transit system. The data collected is being used to improve transit forecasts and anticipate needs of both local residents, and heavy visitor ridership in the region. A winter survey was conducted in March 2019 to target riders during the ski season on both weekdays and weekends to capture a variety of trip types and system users. An additional survey will be conducted July 18-21, 2019 (dates subject to change slightly) to capture the summer system users on both weekdays and weekends.

### **Discussion:**

AJM & Associates was hired to conduct the on-board transit surveys. Approximately 1,100 unique surveys were recorded. The project objectives for the winter and summer surveys are to:

- Perform a survey which proportionately addresses all system routes.
- Perform a survey which addresses the different system service markets.
- Perform a survey which follows the guidelines established in Title VI of the Civil Rights Act of 1964 for data collection.
- Obtain completed surveys equal to 10% of riders for a typical day.
- Determine trip origin and destination patterns of riders.
- Determine the socio-economic characteristics of riders.
- Determine the usage and fare payment characteristics of riders.

Data collected from the on-board transit surveys will help Park City Transit improve service and quantify needs of riders. It will also help dictate the direction of projects, programs, and policies for Park City's Long Range Transportation Plan (LRTP) update efforts that are currently underway.

A final polished report of findings will be provided in August 2019 after the summer on-board surveys have been conducted. These 2019 survey effort provide valuable and statistically significant baseline data on ridership and system user needs. The intent is to continue these surveys twice per year ongoing to report on progress and update ridership information to shape the future of Park City Transit.

**Appendix Information:**

Paper surveys were distributed in English and Spanish on all Park City Transit bus routes in operation in March 2019. 564 surveys were taken on weekdays, and 537 surveys were taken on the weekend. Approximately 70% of respondents speak English as the first language in the house, and nearly 30% of those who took the survey speak Spanish as the primary language in the house. The survey results also indicate how Park City Transit is serving its riders; for example, 67% of riders can make their trip without transferring and nearly 62% of riders take transit *at least* 5 days a week. About 20% of riders on both weekends and weekdays were new riders on the Park City Transit System, indicative of how many of the region's visitors are being served by transit.

The survey also provided opportunities for respondents to indicate what improvements they would like to see to Park City Transit. **More frequent service** ranked as the highest desired improvement, **later bus service** ranked second, and third was tied between **more reliable service** and **better real-time bus information**. An open ended comments section was also provided and Attachment A includes those responses.

**Consistency with Adopted Plan:**

All goals, policies, and objectives are consistent with the Short Range Transit Development Plan, Snyderville Basin General Plan and Park City General Plan.

**Fiscal Analysis:**

Staff time required for this effort is captured in the City's and County's respective work programs.

**Additional Information:**

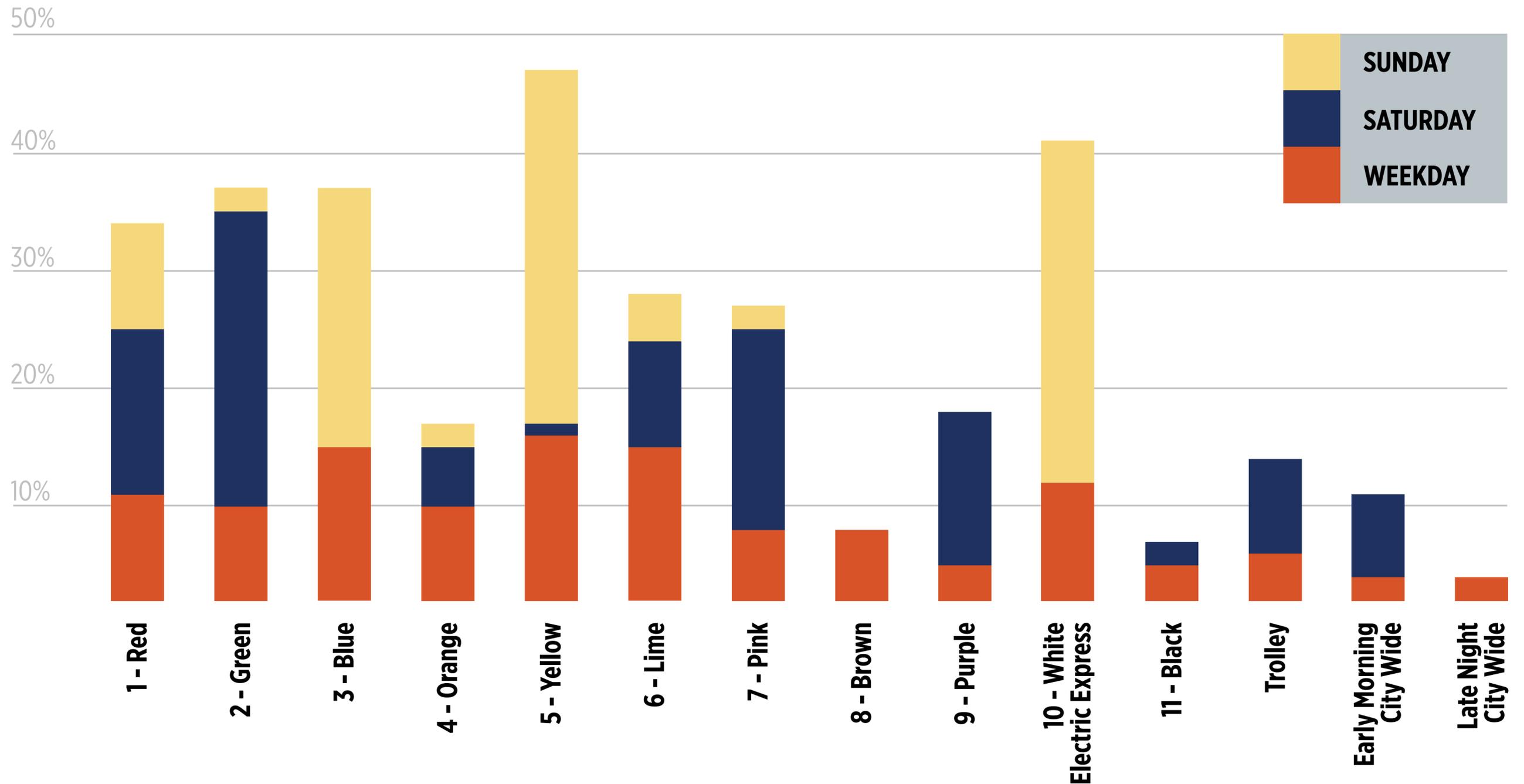
If you have any questions or comments regarding this item, please contact Alfred Knotts at [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org) or Alexis Verson at [alexis.verson@parkcity.org](mailto:alexis.verson@parkcity.org).

**Attachments:**

- Attachment A – An in depth detailing survey results from the Winter Peak On-Board Transit Survey

# How were the surveys distributed?

**SURVEYS WERE DISTRIBUTED IN MARCH 2019 ON ALL ROUTES AND DAYS OF THE WEEK.**



# Who responded to the survey?

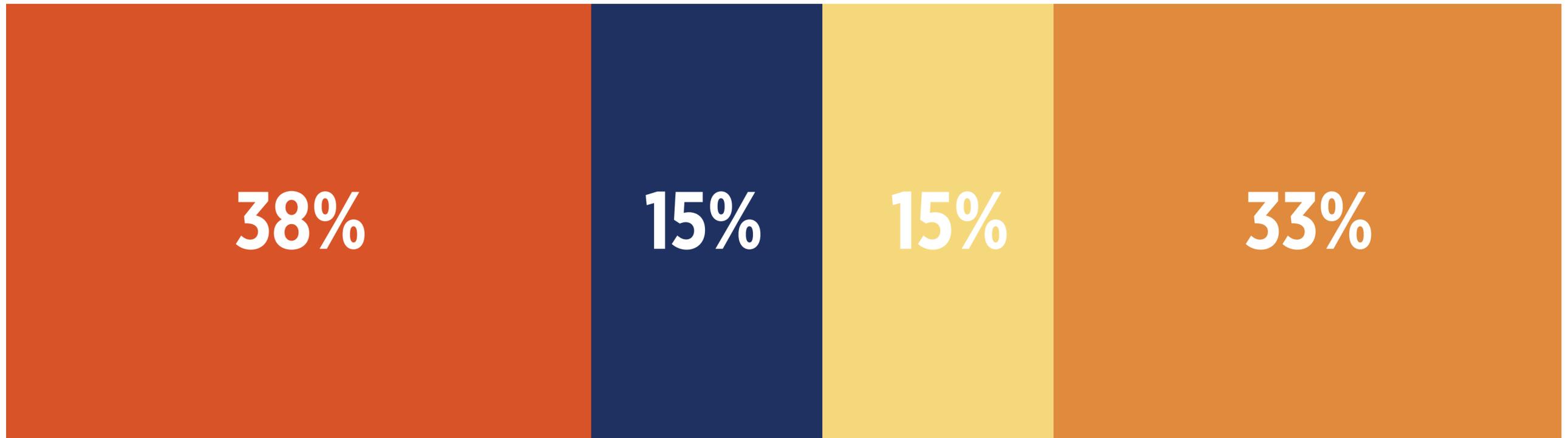
**1,101 RESPONSES WERE RECEIVED. SLIGHTLY MORE RESPONDENTS WERE SUMMIT COUNTY RESIDENTS OR COMMUTERS THAN VISITORS.**



Live in Summit County



Short-term Visitor (<2 Days)

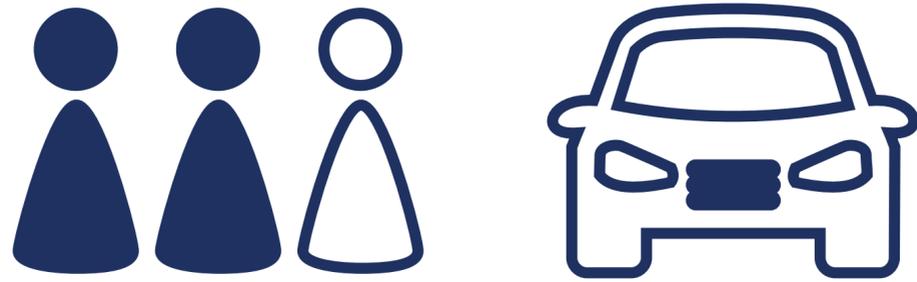


Commute to Summit County

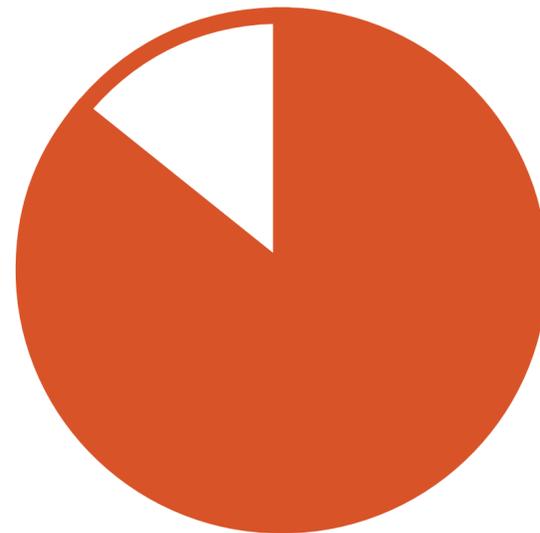


Long-term Visitor (2+ Days)

# Who is riding Park City Transit?



**65% OF ALL RIDERS  
DO NOT HAVE ACCESS  
TO A CAR**



**86% OF COMMUTERS  
TO SUMMIT COUNTY DO  
NOT HAVE ACCESS TO A  
CAR**

# Who is riding Park City Transit?

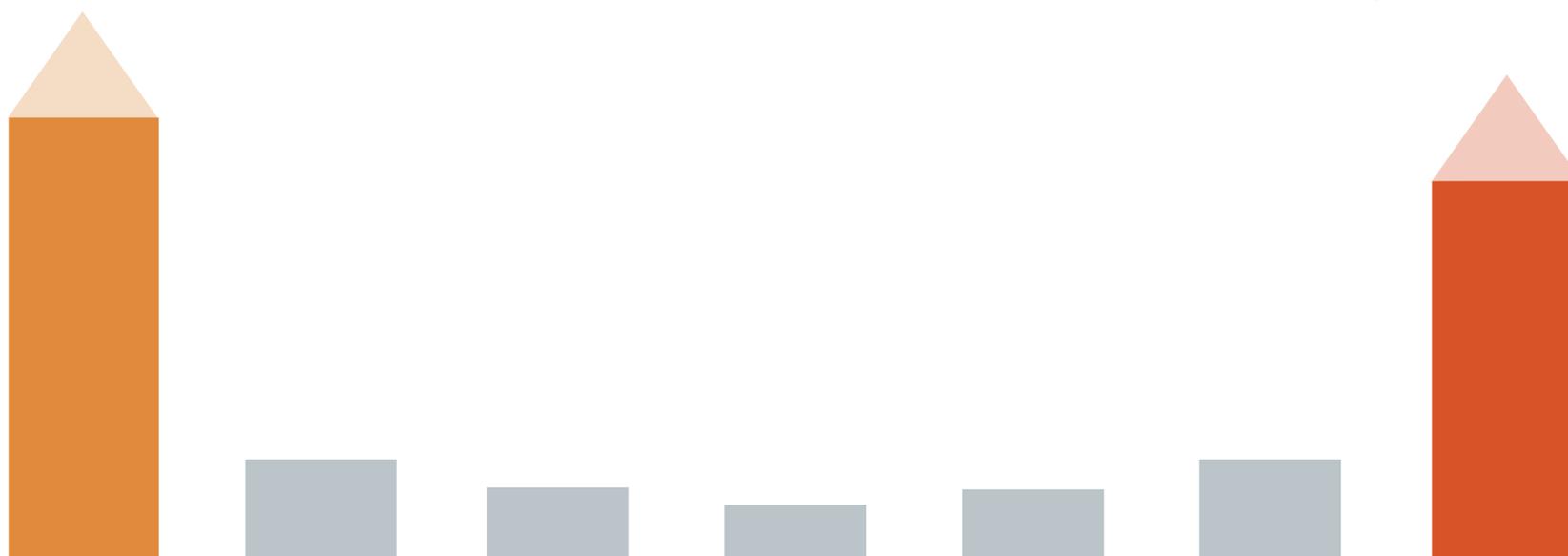


**36%** HAVE A HOUSEHOLD ANNUAL INCOME

**<\$25,000**

**31%** HAVE A HOUSEHOLD ANNUAL INCOME

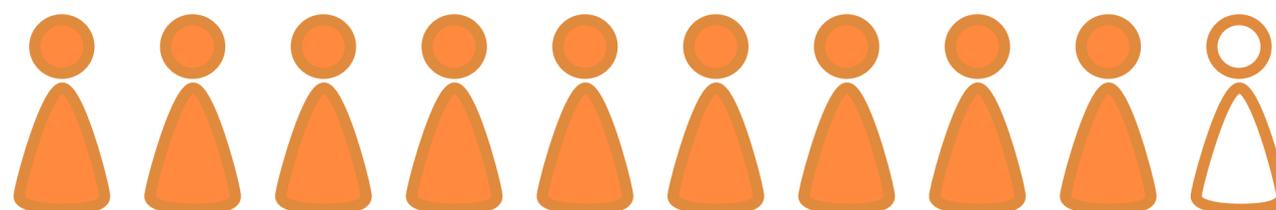
**>\$100,000**



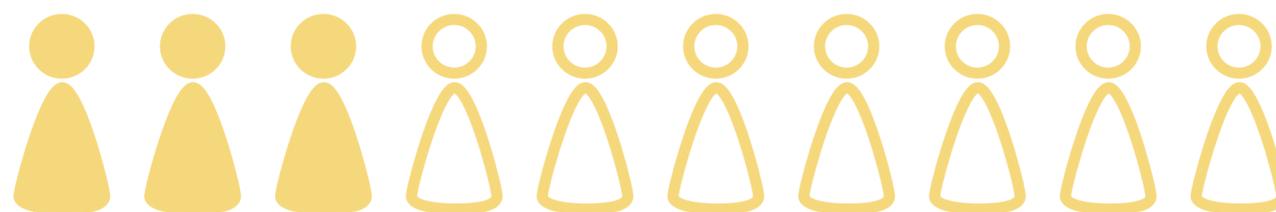
# Who is riding Park City Transit?



**9 OUT OF 10**  
RIDERS SPEAK ENGLISH FLUENTLY

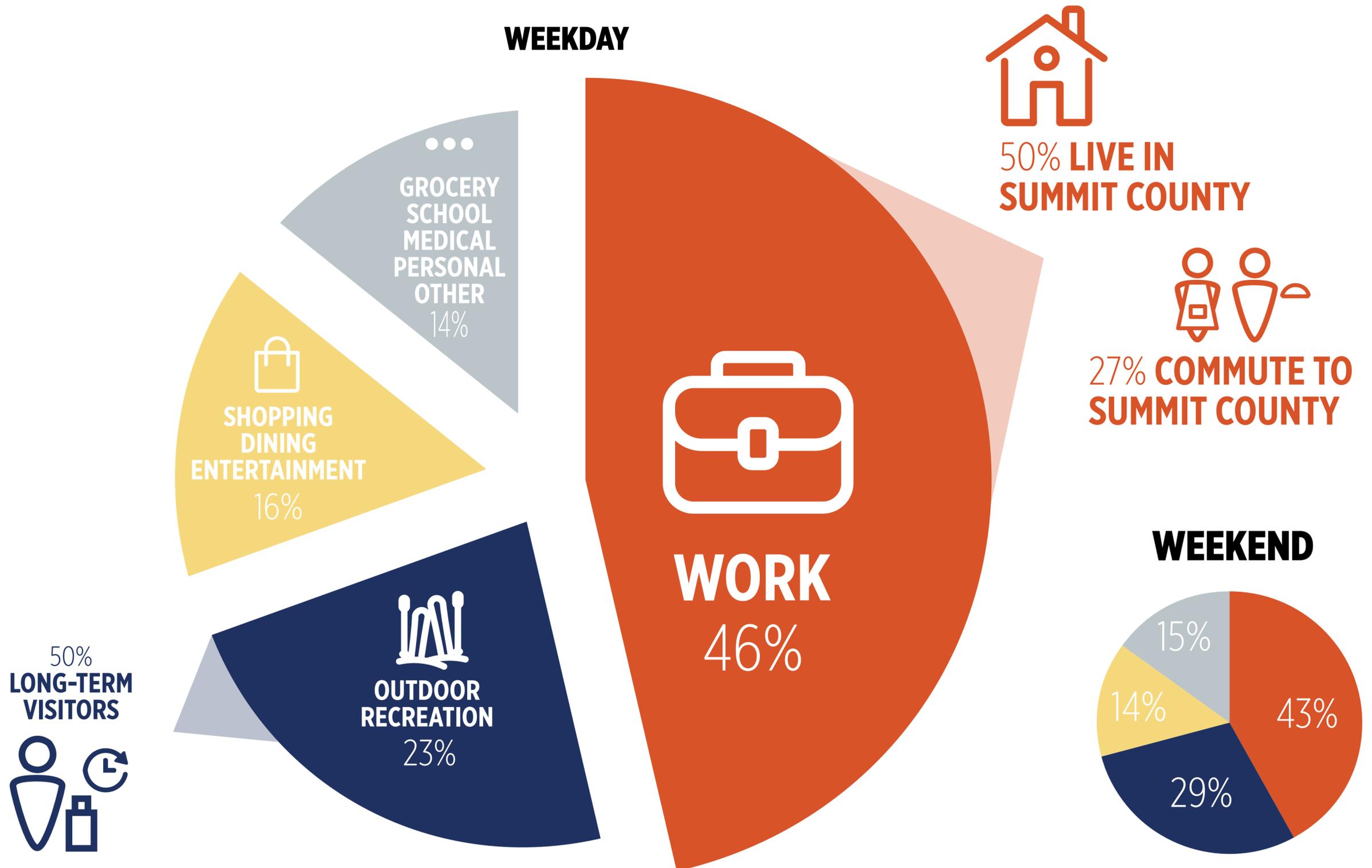


**3 OUT OF 10**  
RIDERS SPEAK SPANISH AT HOME



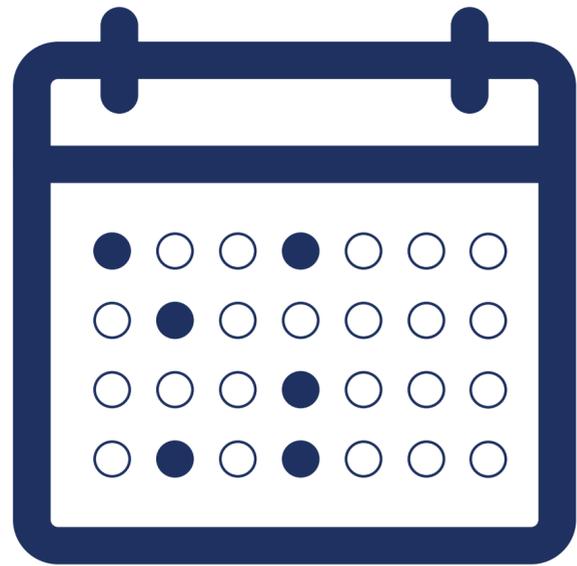
# How are riders using Park City Transit?

**NEARLY HALF OF RIDERS COMMUTE TO OR FROM WORK.  
HALF OF COMMUTERS LIVE IN SUMMIT COUNTY.**

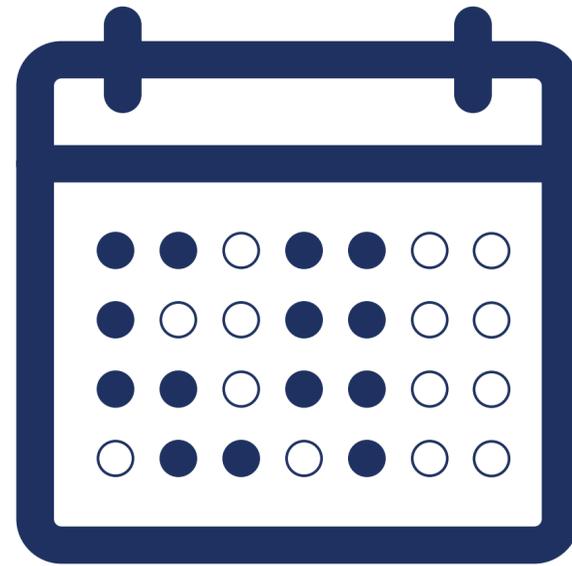


# How are riders using Park City Transit?

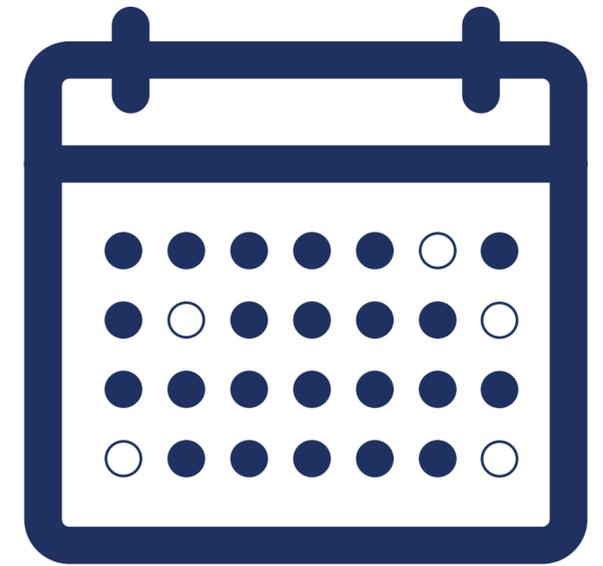
**OVER HALF OF RIDERS ARE FREQUENT RIDERS**



**24%**  
OF RIDERS USE PCT  
1-2 DAYS PER WEEK



**14%**  
OF RIDERS USE PCT  
3-4 DAYS PER WEEK



**56%**  
OF RIDERS USE PCT  
5-7 DAYS PER WEEK

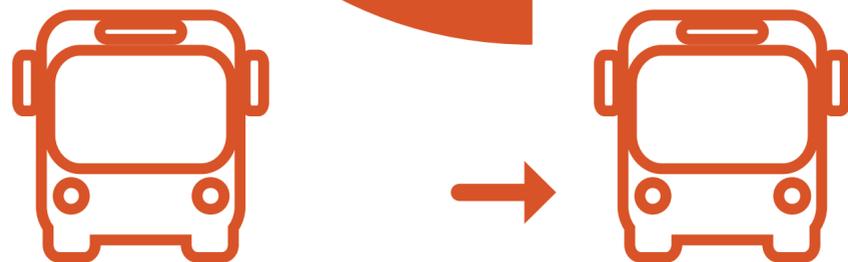
# How are riders using Park City Transit?

**MORE THAN THREE QUARTERS OF RIDERS HAVE A SINGLE SEAT RIDE.**

**WEEKDAY**

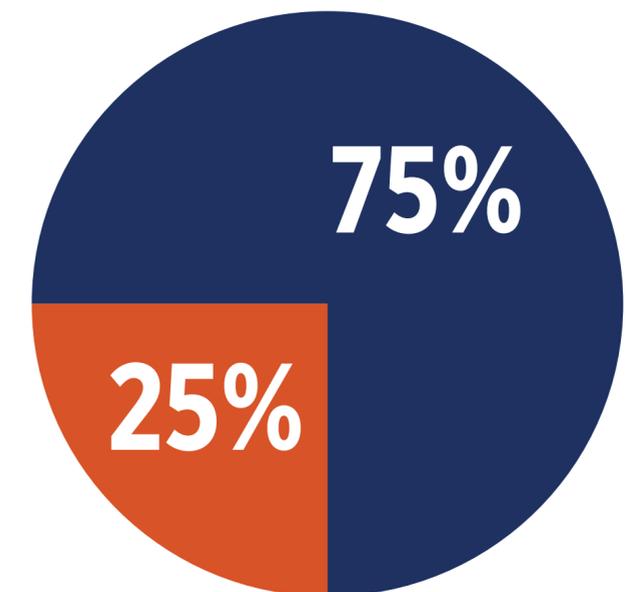


**78% HAD A SINGLE-SEAT RIDE**



**22% TRANSFERRED TO OR FROM ANOTHER BUS**

**WEEKEND**



# How are riders using Park City Transit?

**THE LARGE MAJORITY OF RIDERS WALK TO AND FROM THE BUS STOP.**

**9 OUT OF 10  
RIDERS WALK TO AND  
FROM THE BUS STOP**



**6%**  
DRIVE  
ALONE



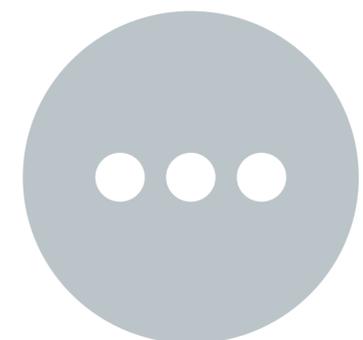
**4%**  
DROPPED-OFF/  
PICKED-UP



**1%**  
BICYCLED OR  
SCOOTERED



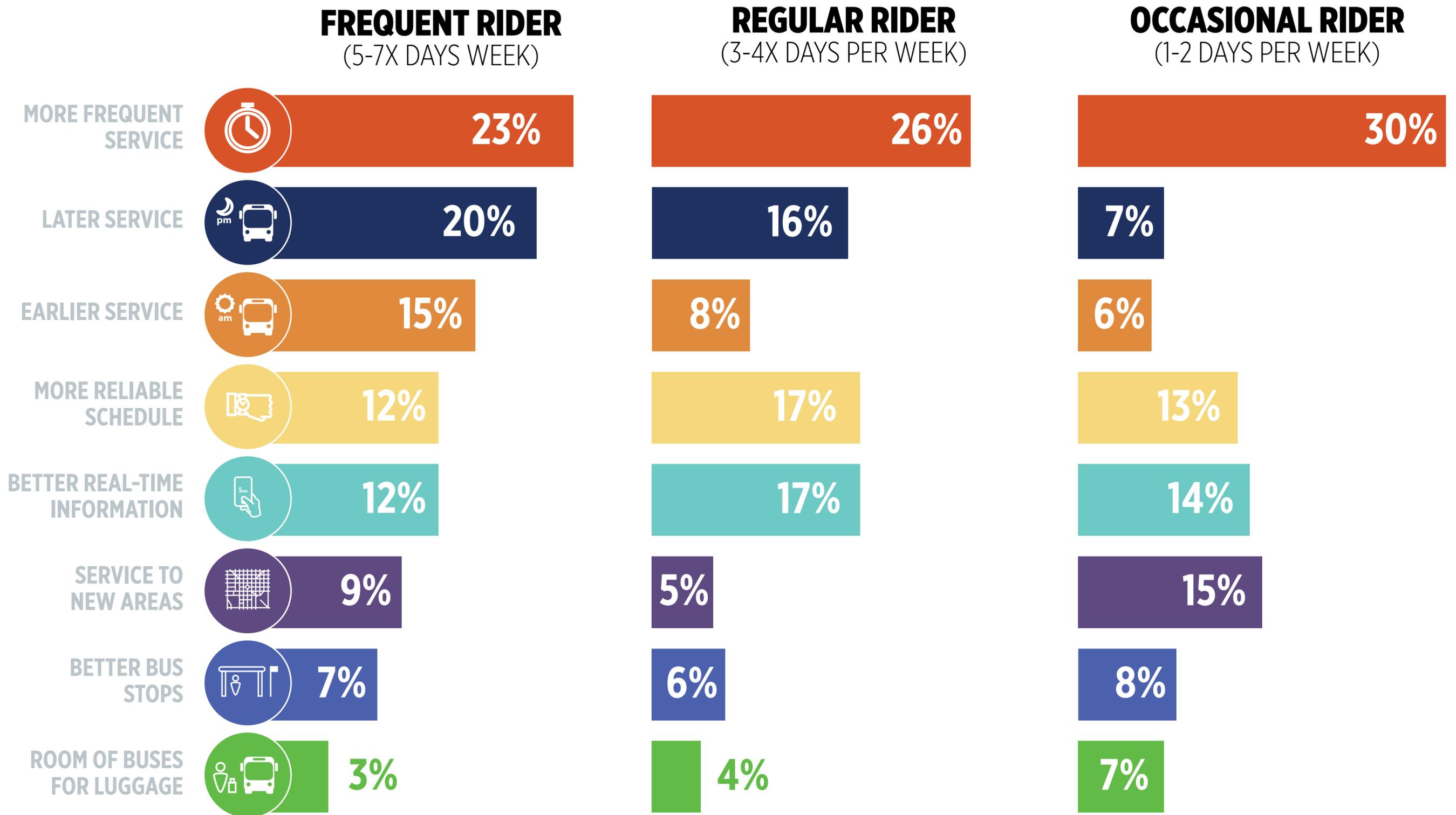
**4%**  
OTHER



**49%**  
OF THOSE WHO DRIVE ALONE LIVE IN SUMMIT COUNTY

# What are the priority service improvements for riders?

**RIDERS ARE MOST INTERESTED IN MORE FREQUENT BUS SERVICE.**

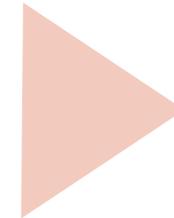


# Are riders using the MyStop Mobile App?

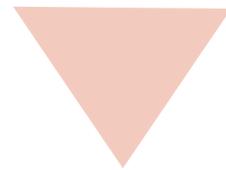
**MOST RIDERS USE AND BENEFIT FROM THE MOBILE APP.**



**Two-third of riders use the myStop Mobile app**



**79% OF SUMMIT COUNTY RESIDENTS**



**84% find the app useful**



**79% OF COMMUTERS TO SUMMIT COUNTY**



**16% believe the app has room for improvement**



**46% OF LONG-TERM VISITORS**



**31% OF SHORT-TERM VISITORS**

# Rider Types



## A Resident of Summit County

38% of riders

**AGE 25-44** (36%)

**TAKES TRANSIT 5-7 DAYS PER WEEK** (73%)

**HAS TAKEN TRANSIT FOR 5+ YEARS** (32%)



## A Commuter to Summit County

15% of riders

**AGE 19-24** (43%)

**TAKES TRANSIT 5-7 DAYS PER WEEK** (85%)

**DOES NOT HAVE ACCESS TO A CAR** (85%)

**HOUSEHOLD INCOME < \$25,000** (44%)



## A Visitor to Park City

48% of riders

**AGE 25-44** (50%)

**TAKES TRANSIT TO RECREATION** (41%)

**>\$100,000** (37%)  
**HOUSEHOLD INCOME**



## MEMORANDUM

Date: May 15, 2019  
To: Park City Transit Joint Transit Advisory Board  
From: Park City and Summit County Staff  
Subject: Discussion on Update to 2016 Short Range Transit Plan

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### **Background:**

A short range transit plan (STRP) is a near term 5 year plan implementation plan required by the Federal Transit Administration (FTA) for any agency receiving federal funding. In 2015 Park City, in close coordination with Summit County, initiated an update to the previous Short Range Transit Development Plan that was completed in 2011. After numerous public workshop and associated input, the plan was finalized in 2016 with implementation following immediately thereafter. Recommendations implemented since the completion of the plan include, but are not limited, to the following:

- Acquisition of thirteen (13) electric vehicles to advance diesel to electric Fleet Conversion
- Installation of two (2) overhead chargers and eight (8) depot chargers
- Transit Signal Priority installation and operation
- Increased SR 224 shoulder running authority
- 10 White Electric Express Route and 10 minute frequency
- Modification to the 1 Red Route to eliminate unsafe left hand turning movements
- Construction of the Kimball Junction Transit Center (KJTC)
- Construction of the Ecker Hill Park and Ride and Park and Ride Improvements at KJTC
- Improved Key Performance Indicator data collection, monitoring, and reporting
- On-board Passenger Surveys
- Increased rider appreciation events
- Increased frequency on 6 Lime Park and Ride Service
- Event Transit Enhancements

The existing 2016 SRTP can be found at the following link:

<https://www.parkcity.org/Home/ShowDocument?id=44571>

### **Discussion:**

Through the SRTP update process, the transit system, fleet needs, capital and operating costs and revenues, and new transit services or projects are assessed, and recommendations made. Given the existing plan is approaching its useful life Park City and Summit County should consider initiating the update process as to have an updated plan by 2020-2021. Attachment A provides a draft outline for a proposed update to the 2016 SRTP to be reviewed and considered by JTAB. As in previous years, staff anticipates pursuing FTA 5304 Statewide Planning funds available through Public Transit Team office which provides 80% federal funding and a 20% local match.

Title 49, Section 5304 of the United States Code of Federal Regulations can be found at the following link: <https://www.govinfo.gov/content/pkg/USCODE-2008-title49/pdf/USCODE-2008-title49-subtitleIII-chap53-sec5304.pdf>.

**Consistency with Adopted Plan:**

Update to the 2016 Short Range Transit Development Plan is consistent with FTA requirements as well all goals, policies, and objectives within the Snyderville Basin General Plan and Park City General Plan.

**Fiscal Analysis:**

Staff time required for this effort will be captured in the City's and County's respective work programs and FY 2019-2020 budget should it be agreed that an update to the 2016 SRTP is a high priority.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Alfred Knotts at [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org).

**Attachments:**

- Attachment A – Draft SRTP Outline

# **ATTACHMENT A**

# DRAFT SRTP OUTLINE

## CHAPTER 1 – Overview of the Short Range Transit Plan

- 1.1 Introduction and Organizational Planning Objectives
- 1.2 Purpose of the SRTP
- 1.3 SRTP Objectives and Focus Areas

## CHAPTER 2 – Service Area Characteristics

- 2.1 Park City and Summit County Background
- 2.2 Land Use – Existing and Proposed
- 2.3 Population
- 2.4 Travel Patterns
- 2.5 Recreation

## CHAPTER 3 – Existing Transit Services and Programs

- 3.1 Historical Background
- 3.2 The Organization
- 3.3 Service Area
- 3.4 Existing Transit Operations
- 3.5 Existing Special Services

## CHAPTER 4 – Transit Fleet and Facilities

- 4.1 Operations and Administrative Facilities
- 4.2 Vehicle Fleet
- 4.3 Passenger Amenities

## CHAPTER 5 - Management Systems

- 5.1 Management Systems Overview
- 5.2 FTA Compliance
- 5.3 Financial Management System
- 5.4 Fuel Management System
- 5.5 Data Management System and Transit Analytics
- 5.6 Asset/Facilities Management System
- 5.7 Scheduling Management System
- 5.8 Automated Vehicle Locator System

## CHAPTER 6 – System Performance and Evaluation

- 6.1 Performance Trends
- 6.2 Performance Measures
- 6.3 National Transit Database Reporting
- 6.4 Unmet Transit Needs

## CHAPTER 7 – Future Service Improvements and Programs

- 7.1 Future Service Plan
- 7.2 Future Route Expansion

- 7.3 Capital and Infrastructure Improvements – Rolling Stock, ITS, and Facilities
- 7.4 Fleet Renewal and Expansion
- 7.5 Public Interface Improvements and Programs
- 7.6 Security

#### CHAPTER 8 – Financial Plan

- 8.1 Financial Introduction
- 8.2 Funding Source Descriptions
- 8.3 Financial Sustainability Plan - Capital and Operating Forecast
- 8.4 Future Funding Needs

#### CHAPTER 9 – Future Action Strategies

- 9.1 Proposed Action Strategies
- 9.2 Transit Resiliency Program
- 9.3 Innovation Program
- 9.4 Concurrent Policy Directives: The General Plans, Local Area Plans, Transportation Master Plans, SRTP, Other Plans, and the Public
- 9.5 Council Directives



## MEMORANDUM

Date: May 21, 2019  
To: Park City Transit Joint Transit Advisory Board  
From: Park City Staff  
Subject: Review and Discussion of Draft Transit First Policy

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### **Background:**

On February 7, 2019, Park City Transportation Planning staff provided a “Critical Priority” update as part of the Park City Council Annual Retreat. As part of that discussion Council challenged staff with present aggressive and innovative policy questions to advance Council’s “Critical Priorities” which included a discussion and subsequent endorsement of pursuing a “Transit First Policy.” The intent of the “Transit Policy” is to provide a policy lens in which financial, land use, and project related decisions are contemplated and made at a local, regional, and state level to promote and facilitate a “car optional” experience for both residents and visitors. While this policy was discussed at a conceptual level at the Council Retreat a formal policy has not been adopted. As such, it is timely for the JTAB to review and provide feedback on a draft policy to be present to the respective Park City and Summit County councils for consideration.

Please see attached link for February 7, 2019 staff reports:

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/304493/Staff\\_Report\\_2\\_7-8\\_19.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/304493/Staff_Report_2_7-8_19.pdf)

[https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/304466/Council\\_Transportation\\_Policy\\_Brief\\_2019.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/304466/Council_Transportation_Policy_Brief_2019.pdf)

### **Discussion:**

Both the Park City General Plan and Snyderville Basin are very clear in their strategic direction of increasing capacity through alternative modes and travel demand management as opposed to focusing solely on traditional transportation engineering solutions. To further reinforce this strategy and associated policies it is recommended that JTAB members review and provide input on a draft policy that will ensure existing policies in adopted plans are carried over into subsequent plans and that private development and state sponsored projects demonstrate consideration of transit improvements during project development activities. Adoption of such a policy is also intended to provide additional leverage related to the management and operations of existing state highway facilities.

### **Consistency with Adopted Plan:**

A “Transit First Policy” is consistent with the adopted 2016 Short Range Transit Development Plan, 2009 Snyderville Basin Transportation Master Plan, 2011, Park City Traffic and Transportation Master Plan, and 2014 Park City General Plan.

### **Fiscal Analysis:**

Staff time required for this effort is captured in the City’s and County’s respective work programs and annual transit operating budget.

### **Additional Information:**

If you have any questions or comments regarding this item, please contact Alfred Knotts at [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org).

### **Attachments:**

- Attachment A – Draft Transit First Policy

# **ATTACHMENT A**

# TRANSIT-FIRST POLICY

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## Transit First Policy – PARK CITY AND SUMMIT COUNTY JOINT CHARTER

SAFETY, ACCESSIBILITY, ENVIRONMENT, CONNECTIVITY, ECONOMIC VITALITY, “COMPLETE STREETS”, COMMUNITY ENHANCEMENT,

(A) The principals and planning objectives detailed henceforth are to constitute and be unilaterally adopted as both the Park City and Summit County’s *Transit-First Policy*, which should be incorporated into the general plans of the City and County. All existing and future committees, advisory boards, and departments should implement these principles in conducting the City and County’s affairs to the maximum extent feasible and practicable:

1. To ensure quality of life and economic vitality in Park City and greater Summit County Region, the primary objective of the transportation system must be the safe and efficient, serve the needs of visitors, residents, and employees, provide for the efficient movement of people and goods; resulting in improved circulation, improved environmental and human health, and overall community vitality and sustainability.
2. Public transit, including private transportation providers and vanpools, also on-demand micro-transit are an economically and environmentally sound alternative to transportation by individual private automobiles. Within Park City and Summit County, travel by public transit, by bicycle and on foot must be an attractive alternative to travel by private automobile – supporting Transportation and Environmental City and County Council Critical Priorities.
3. Decisions regarding the use of limited public street and sidewalk space should encourage the use of public rights of way by pedestrians, bicyclists, and public transit, and should strive to reduce traffic and improve public health and safety, with goal of facilitating pedestrian and bicycle access to transit stops as needed – detailed in the Complete Streets Ordinance/Policy, and Streetscape standards.
4. Transit priority improvements, such as designated transit lanes and streets and improved signalization/preemption, should be made to expedite the movement of public transit vehicles . Projects should be identified and prioritized by improvement to transit performance with the focus on public and private partnerships to increase the operating efficiency of existing bus service through enhancements in speed and reliability in highly congested corridors. 5. Intelligent Transportation Systems (ITS) – ITS architecture and infrastructure such as real time traveler information, SCATS coordinated signal system, including traffic signal preemption, queue jumping, and active transportation system management through the Park City Traffic Command Center should be fully integrated and upgraded with the best available technology as necessary. Special considerations will be given to times of peak seasonal demand and special events

6. Pedestrian facilities should be enhanced wherever possible to improve the safety and comfort of pedestrians (wide enough to walk side-by-side) and to encourage travel by foot as a viable “first mile/last mile solution.”
7. Bicycling should be promoted by encouraging safe streets for riding, convenient access to transit, bicycle lanes, and secure bicycle parking (lockers), other support facilities
8. Parking policies for areas well served by public transit should be designed to encourage travel by public transit and alternative transportation. Reductions in parking requirements shall be considered and applied where transit is a viable alternative to the private automobile.
9. Encourage transit-oriented developments (TODs), i.e. specifically housing/commercial developments that seek to maximize opportunities for the use of multi-modal transit, especially in high density/congested areas.
10. The ability of the City and County to reduce traffic congestion depends heavily on the availability and effectiveness of existing and future regional public transportation and linkages to land use decisions.
  - a. Infill development and redevelopment should be encouraged and incentivized along existing and future transit corridors.
  - b. Promote land use patterns that maximize trip chaining opportunities by assembling uses that allow people to take care of daily needs, and or mixed use zoning (ground level retail/commercial/office space, upper floor residential).
  - c. Residential areas – Neighborhood Traffic Management Program (NTMP).
11. The City and County should promote the use of regional mass transit and the continued development of an integrated, reliable, regional public transportation system. Interlocal Agreements and partnerships with private, local, state, and federal are of the utmost importance.



## MEMORANDUM

Date: May 21, 2019

To: Park City Transit Joint Transit Advisory Board

From: Park City Staff

Subject: Review and Discussion of Joint Transit Advisory Board Rules of Procedure and 2019 Calendar

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### **Background:**

At the February 2019 JTAB meeting both Park City and Summit County presented both JTAB Rule of Procedure as well as annual calendar of proposed publishing and meeting dates. This staff report and associated attachments can be found in Exhibit A.

### **Discussion:**

As JTAB has further established itself as an active and effective advisory board and increases transparency and accessibility to the public through the first quarter of the 2019 calendar year, it is recommended both the procedures and calendar be reviewed by members of JTAB.

### **Consistency With Adopted Plan:**

This process is consistent with the 2006 Interlocal Transportation Agreement, as amended.

### **Fiscal Analysis:**

Staff time required for this effort is captured in the City's and County's respective work programs.

### **Additional Information:**

If you have any questions or comments regarding this item, please contact Alfred Knotts at [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org).

# EXHIBIT A



## MEMORANDUM

Date: February 26, 2019

To: Park City Transit Joint Transit Advisory Board

From: Park City and Summit County Staff

Subject: Joint Transit Advisory Board Rules of Procedure Follow up Discussion and Acceptance of 2019 Calendar

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### **Background:**

JTAB was established as part of the 2006 Interlocal Transportation Agreement between Park City Municipal and Summit County. The intent of JTAB is to provide an effective and efficient forum in which to discuss, evaluate, and recommend modifications to both City and County services amongst other joint decision, however, since the execution of this agreement the political, financial, human, and economic landscape have changed significantly. Additionally, Park City Transit has recently undergone internal organizational changes while seeing significant growth in levels of service, service area, and ridership as well as increased investment by both the City and County. Given the evolution in the transit system operations and the critical role transit plays in City and County joint community goals public involvement and transparency is of the utmost importance.

### **Discussion:**

In January 2019, staff recommended “Rules of Procedure” be established for the following procedures:

- Agenda Posting – location, availability, and minimum advance
- Meeting location
- Date and time of regularly scheduled meetings
- Special Meeting and/or cancellation procedures
- Documentation and maintenance of meeting notes/minutes

Draft “Rules of Procedure” can be found in Attachment A of this staff report. The development and acceptance of an annual meeting calendar was also discussed which can be found in Attachment B.

### **Consistency With Adopted Plan:**

This process is consistent with the 2006 Interlocal Transportation Agreement, as amended.

### **Fiscal Analysis:**

Staff time required for this effort is captured in the City’s and County’s respective work programs.

### **Additional Information:**

If you have any questions or comments regarding this item, please contact Alfred Knotts at [alfred.knotts@parkcity.org](mailto:alfred.knotts@parkcity.org) or Caroline Rodriguez at [crodriguez@summitcounty.org](mailto:crodriguez@summitcounty.org).

# **ATTACHMENT A**



Park City Transit  
Joint Transit Advisory Board

RULES OF PROCEDURE

February 26, 2019

## Joint Transit Advisory Board Rules of Procedure

Date of Meetings: The Joint Transit Advisory Board (JTAB) shall strive to hold monthly meetings on the third Tuesday of each month. If a regular meeting day falls on a holiday, the meeting shall be held on the next business day that is not a holiday.

Location of Meetings: JTAB meetings shall be held in publicly accessible offices within Park City city limits OR unincorporated Summit County. These locations should be alternated, to the maximum extent practicable, between Park City and Summit County every other month.

Posting of Agenda: Meetings shall be posted on the following websites in accordance with the Utah Open Meeting Act: Park City Municipal, Summit County, and Utah Public Notice.

Meeting Minutes/Notes: JTAB meetings shall be recorded electronically, except when this is prevented by equipment failure, and the recordings shall be made available upon request at Park City Municipal AND Summit County offices during regular office hours. The written minutes/notes shall be approved by JTAB at a subsequent meeting.

## **ATTACHMENT B**

2019 Joint Transit Advisory Board (JTAB) Calendar					
	Publish	Meeting	Other	Agenda items requested	Notes
<b>February</b>					
	21-Feb				
		26-Feb		Wasatch/regional transit study	10:30AM @ PCMC
<b>March</b>					
	14-Mar				
		19-Mar			9AM @ PCMC
<b>April</b>					
			8-Apr		Spring Change Day
	11-Apr				
		16-Apr			9AM @ Richins Auditorium
<b>May</b>					
	16-May				
		21-May			9AM @ PCMC
<i>Public outreach effort</i>					
<b>June</b>					
			7-Jun		Summer Change Day
	13-Jun				
		18-Jun			9AM @ Richins Auditorium
<i>2020 Estimate of transit service cost due</i>					
<b>July</b>					
			4-Jul		Peak Day - July 4th
	11-Jul				
		16-Jul			9AM @ PCMC
			24-Jul		Peak Day - Pioneer Day
<b>August</b>					
	15-Aug				
		20-Aug			9AM @ Richins Auditorium
<b>September</b>					
			2-Sep		Peak Day - Miners Day
			3-Sep		Fall Change Day
	12-Sep				
		17-Sep			9AM @ PCMC
<b>October</b>					
	10-Oct				
		15-Oct			9AM @ Richins Auditorium
<b>November</b>					
			3-Sep		Early Winter Change Day
	14-Nov				
		19-Nov			9AM @ PCMC
<b>December</b>					
			6-Dec		Full Winter Change Day
	12-Dec				
		17-Dec			9AM @ Richins Auditorium
			26-Dec		Peak Day
			31-Dec		Peak Day