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**Park City and Summit County Joint Transit Advisory Board  
April 21, 2020**

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## MEETING AGENDA

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

**MEETING DATE:** April 21, 2020  
**TIME:** 9:00 am – 11:30 am  
**LOCATION:** Zoom Meeting

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. Consent Items  
Acceptance of December meeting minutes
4. Discussion Items
  - a. Review of Costs and Performance of 10 White
  - b. 14 Electric Bus Purchase in Coordinated RFP with UTA
  - c. Ridership Report
  - d. Review of Draft Amendment to Summit County/Park City Interlocal Agreement (ILA)
  - e. Transit Governance Workgroup Assignments, Designate a Bi-weekly Meeting Time, and Update on County's Conversation with Wasatch County
  - f. Park City Transit Response to COVID-19 and Operator Staffing, Revenue Projections and FY20 and 21 Strategy
  - g. Upcoming Agenda Items
5. Next Meeting  
Tentatively scheduled for Tuesday, May 19, 2020 at 9:00am, location TBD.

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Kim Fjeldsted at (435) 615-5351 or [kim.fjeldsted@parkcity.org](mailto:kim.fjeldsted@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  
December 17, 2019

**ADVISORY BOARD MEMBERS IN ATTENDANCE**

**Park City Municipal Corporation:**

Mayor Andy Beerman  
Matt Dias  
Tim Henney  
Alfred Knotts  
Kim Fjeldsted  
Vinny Nguyen  
Robbie Smoot  
Scott Burningham  
Cindy Stockley  
Andy Beerman  
Margaret Plane

**Summit County:**

Caroline Rodriguez  
Kim Carson  
Doug Clyde  
Jamie Dansie

**Others in Attendance:**

Bev Harrison  
Linda Jones  
Other public members

**I. ROLL CALL**

Upon confirmation that quorum was reached, the meeting was called to order by Mr. Knotts at **9:04 AM**. All in attendance went around the room and individually stated their name and role within their respective organization.

**II. PUBLIC COMMENT/CUSTOMER FEEDBACK**

1. Ms. Harrison-Met High School committee member, Naomi Smith after she created editorial regarding climate change. Ms. Harrison helped initiate the Community Climate Change meetings and formed "PC Earth Club". Meetings have had good turn outs so far. They have reached out to fellow students and parents, to get older people other than just students to participate. The principal of Park City High School is on board to looking into possibly cutting back the parking spots/permits, encouraging students to carpool, ride bikes, etc. at high school. Climate change grants are being offered currently for a few thousand dollars.
2. The group rode electric bus to Summit Park and couldn't find the station on the other side of 80. Bus slowed down really slow. Kilby was faster and wondered why we are running steepest part. Mr. Nguyen explained why they run the service the way we do. No place for people to park out there.

**III. CONSENT ITEMS**

Acceptance of Onboard Survey will continue spring and fall annually over next couple of years.

**IV. DISCUSSION ITEMS**

Review and Acceptance of October 29<sup>th</sup> meeting minutes-Minutes approved with no comments.

**A. Ridership Report**

1. Mr. Smoot ridership report-We have two months' worth of ridership reports since we meet together last, we saw an increase in ridership in October and a lot was due to Lime running for a few days in October 2018, total of 11,000 passengers increase. November is similar to our trend over every month. Trend seems to be in line with other months.
2. One milestone we surpassed was the one year marker of Ecker Hill Park and Ride being online. Program started the middle of November 2018.
3. Second milestone we will meet next month is that we will be using the same method for counting passengers in each month that we are looking out. It has been challenging using different methods to compare data.
4. Ridership for November- we see a big increase on the Red route because we ran the Yellow route this year but did not include it last year.
5. Efficiencies metrics- increased passengers per hour and cost per passenger are improving year to year even with our large increase in hours. Rolling report same report shows that as we add hours we are adding passengers. Increase in our hours and passengers are almost staying up with each other with the all the changes it is promising to see this trend. We continue to see over 10% increases.
6. Ms. Carson would like us to continue to take a look at Brown line. Report shows up 7%. Make sure we are giving special groups, who do not have access to vehicles and opportunity to ride. Mr. Smoot said number does not show Pink line.
7. Ecker Hill has been in our top 10 utilized. Blue added December 6<sup>th</sup>.
8. Will keep the showing the rolling reports each month.

**B. Bonanza Park, Arts & Culture and District Transit Hub**

1. Mr. Knotts - Explained plans for the Bonanza master plan with the Transit Hub Plan, Arts & Culture, & Affordable Housing Units. Needs to be discussed with are partners JTAB. Need to discuss internally the footprint access, layout to building transit within a mixed master plan in mind with our partners. Be able to build in the transit plan would fall into the short term range plan. Wanted to bring to the JTAB team.
2. Ms. Carson-Questions how will BRT connect with Bonanza being the terminus and how people will get to where they need to go? How will it function?
3. Mr. Knotts- important we need to look at trips incoming and outgoing services as well.
4. Mr. Clyde-Wants to know what plan looks like. Are all groups agreeing?
5. Mr. Knotts-Transit access would go underground and would have 6 to 7 bays and would store buses overnight and electric busses. Current transit facility is almost at capacity now. Footprint lay out pretty well.

## Joint Transit Advisory Board (JTAB)

6. Elements and footprints are all laid out, the concept to have two components as anchor, will lower parking to support site but also access to transit.
7. Mayor Beerman-Will has 40 to 50 affordable Housing units.
8. Mayor Beerman stated that this is not going to be a Park & Ride, currently working on a Park & Ride off 248.
9. Another footprint includes extending Munchkin road to connect with Homestake with our parcel with Recycle Utah to create a complete street. Then we would look at short range transit plan.
10. Mayor Beerman-Asked about 224 study recommendations.
11. Councilman Henney-What studies would need to be done? Mr. Knotts advised that studies would be done.
12. Councilman Henney wants to know what the system governances would be.
13. Mayor Beerman stated that we need to get a better understanding over the next few months on all fronts.
14. Mayor Beerman requested Ms. Rodriguez and Mr. Knotts meet within the next month to complete the action items to present to the advisory committee to be able to move forward.

### **C. Title VI Program**

- a. Ms. Fjeldsted-Staff report title VI approved. Wanted to make sure minorities and low income population has a say and know when an opportunity comes up.
- b. Wants to do an outreach to organizations going to be a huge component to customers with limited English to make sure they have the opportunity to utilize transit.
- c. Mayor Beerman-offered Park City Community, Park City ED Foundation and Park City libraries.
- d. FTA requires meeting documents and show attending meetings.

### **D. Customer Feedback**

- a. Ms. Rodriguez-Roger sent customer email concerned about Red line not year round transit out to Hospital Red line being seasonal. Mr. Knotts will review the service as he did not realize that it is seasonal.
- b. City Manager Dias-Would like customer feedback consolidated.
- c. Mayor Beerman-Can we have the stops show which lines are seasonal?
- d. Mr. Knotts-Online and guide both show seasonal routes. We will add that message to the signs at the stop. We will do a better job of communicating changes next time with Outreach. Thayne's Canyon feedback has been positive only really negative only a pocket of people directly impacted.
- e. Ms. Fjeldsted-Transit is almost fully staffed for the first time coming into the busy season.

Joint Transit Advisory Board (JTAB)

- f. Ms. Rodriguez-Make sure we are doing our due diligences and documenting outreach with changes.

**E. ACTION ITEM (S)**

- e. Ms. Rodriguez and Mr. Knotts meet within the next month to complete the action items to present to the advisory committee to be able to move forward with the Bonanza Hub project.
- f. Transit will add seasonal line notifications to stops.
- g. Transit will make sure due diligence is done and recorded on all changes.

**VI. NEXT MEETING**

Scheduled for Tuesday January 21, 2020

The meeting was adjourned at 10:27 am

Respectfully submitted:

Cindy Stockley – Park City, Transit Department, JTAB Recorder



## MEMORANDUM

**Date:** April 21, 2020  
**To:** Park City Transit Joint Transit Advisory Board  
**From:** Summit County and Park City Staff  
**Subject:** Review of Cost and Performance of 10 White Express

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### **Background**

Since the inception of the 10 White, Park City Transit has operated 5 buses on this route during the winter.

For spring, summer and fall 4 buses were utilized until the summer of 2019, at that time a fifth bus was added in the peak to help improve the reliability. The 5<sup>th</sup> bus in the summer increased cost by \$80,000. With this addition the on time performance increased by 11% from the year before.

Performance data for the 10 White from June 2019 to February 2020 demonstrates during the winter season the overall average was 10 minute frequency for inbound trips and 10.1 minutes for outbound. In the summer the White averaged 9.8 minutes on the inbound trips and 9.9 minutes for outbound. In the spring, inbound trips averaged 11.8 minutes and outbound were 11.1 minutes. Overall reliability data for that same time frame shows the route was 4.76% early and 28.87% late for an overall 66.36% on time.

### **Discussion:**

Review frequency and reliability data, discuss service effectiveness and obtain feedback.

### **Additional Information:**

If you have any questions or comments regarding these items, please contact Robbie Smoot at [robbiesmoot@parkcity.org](mailto:robbiesmoot@parkcity.org).

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

Measuring route performance is consistent with the Traffic and Transportation Master Plan and the Transportation Demand Management Plan.

### **Attachments:**

- Attachment A – Average Frequency of the 10 White

**Attachment A**

10 White June 2019-February 2020

		Inbound 10 White @ Canyons Hub Winter = 2/1/2020 - 2/15/2020 Summer = 8/1/2019 - 8/15/2019 Spring = 6/1/2019 - 6/5/2019		Outbound 10 White @ Canyons Hub Winter = 2/1/2020 - 2/15/2020 Summer = 8/1/2019 - 8/15/2019 Spring = 6/1/2019 - 6/5/2019	
		Hour of Day	Average Frequency (minutes)	Hour of Day	Average Frequency (minutes)
Winter		0	7.5	0	9.3
		7	10.4	7	9.7
		8	10.5	8	10.7
		9	10.0	9	9.7
		10	9.8	10	9.8
		11	9.8	11	10.5
		12	10.1	12	10.0
		13	9.7	13	9.7
		14	10.3	14	10.2
		15	9.9	15	10.3
		16	11.2	16	11.2
		17	11.1	17	11.2
		18	10.2	18	10.8
		19	10.2	19	10.2
		20	9.7	20	9.9
		21	9.6	21	10.0
		22	10.2	22	10.0
		23	9.1	23	9.1
		Winter Avg.	10.0	Winter Avg.	10.1
Summer		0	7.2	0	6.1
		7	10.5	7	10.2
		8	10.9	8	9.8
		9	9.5	9	9.9
		10	9.6	10	9.6
		11	9.8	11	9.2
		12	9.9	12	10.1
		13	10.0	13	10.1
		14	9.9	14	9.9
		15	9.9	15	10.1
		16	9.9	16	9.8
		17	9.6	17	10.1
		18	9.9	18	10.4
		19	9.9	19	9.9
		20	10.5	20	11.0
		21	9.8	21	10.2
		22	9.2	22	9.5
		23	10.0	23	9.3
	8	Summer Avg.	9.8	Summer Avg.	9.9

Hour of Day	Average Frequency (minutes)	Hour of Day	Average Frequency (minutes)	Hour of Day
Spring @ OTTC	0	11.0	0	10.4
	7	10.5	7	10.3
	8	11.0	8	10.6
	9	11.5	9	11.3
	10	12.8	10	11.3
	11	14.0	11	11.7
	12	12.0	12	12.0
	13	12.9	13	11.6
	14	13.6	14	11.1
	15	12.3	15	12.8
	16	12.2	16	11.6
	17	11.8	17	11.4
	18	10.6	18	12.0
	19	12.6	19	11.6
	20	12.0	20	11.0
	21	10.2	21	9.8
	22	11.5	22	9.8
	23	10.6	23	9.8
	Spring Avg.	11.8	Spring Avg.	11.1



## MEMORANDUM

**Date:** April 21, 2020

**To:** Park City Transit Joint Transit Advisory Board (JTAB)

**From:** Park City Staff

**Subject:** Monthly Ridership & Quarterly Feedback Reports (December, January, February & March)

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**Background:**

Park City Transit reports monthly fixed route ridership and service effectiveness metrics as well as transit feedback to JTAB.

**Discussion:**

Review of monthly ridership reports, service effectiveness and feedback from the last quarter.

**Consistency with Adopted Plan:**

Measuring performance is consistent with the Traffic and Transportation Master Plan and the Transportation Demand Management Plan.

**Additional Information:**

If you have any questions or comments regarding this item, please contact Park City Transit, [transit\\_feedback@parkcity.org](mailto:transit_feedback@parkcity.org).

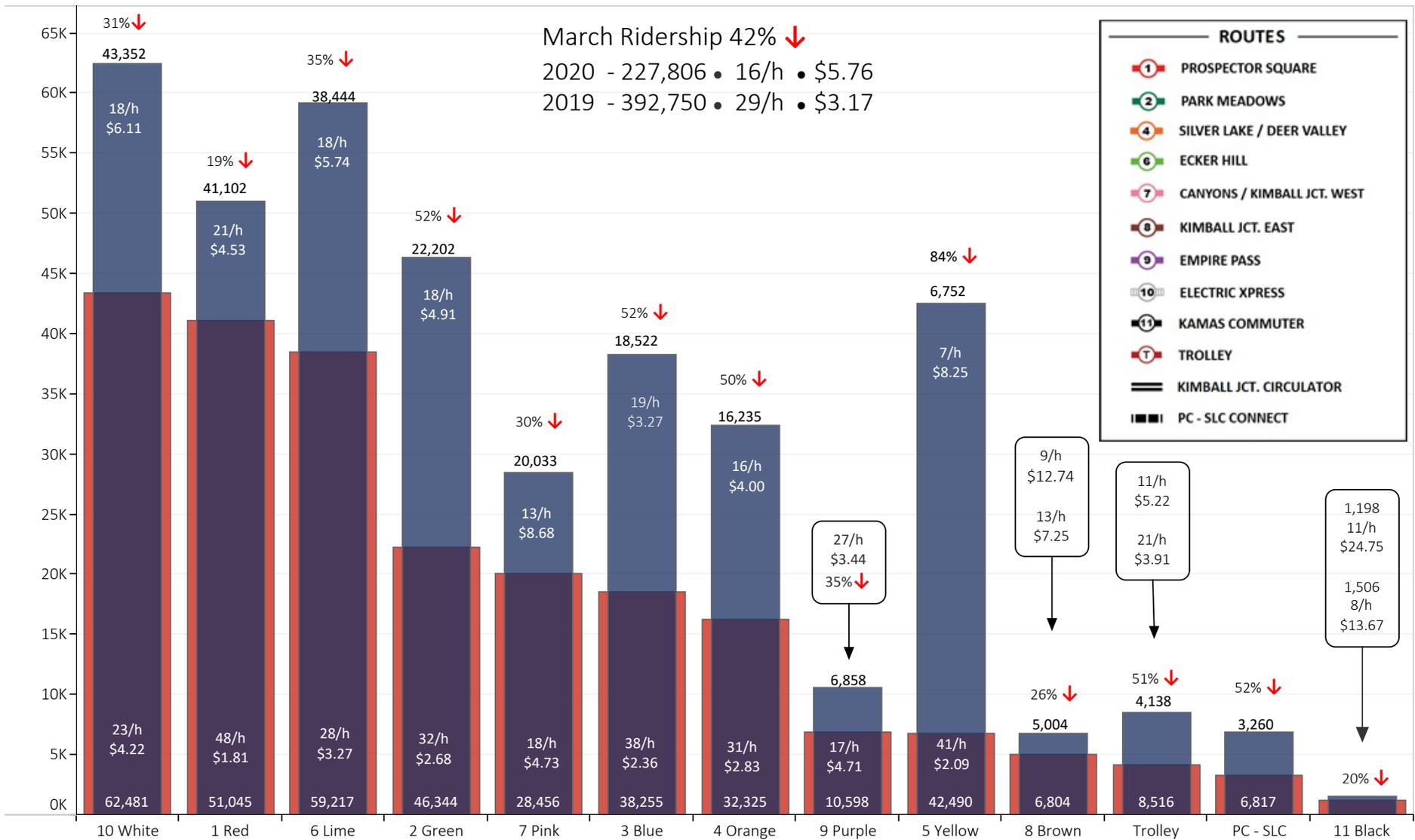
**Attachments:**

**Attachment A** – December - March Fixed-Route Ridership Report  
**Attachment B** – December – March 12-Month Rolling Ridership Report  
**Attachment C** – Quarterly Feedback Report (October – December)

Attachment A

Park City Transit - March 2020 Fixed Route Ridership

2019 2020

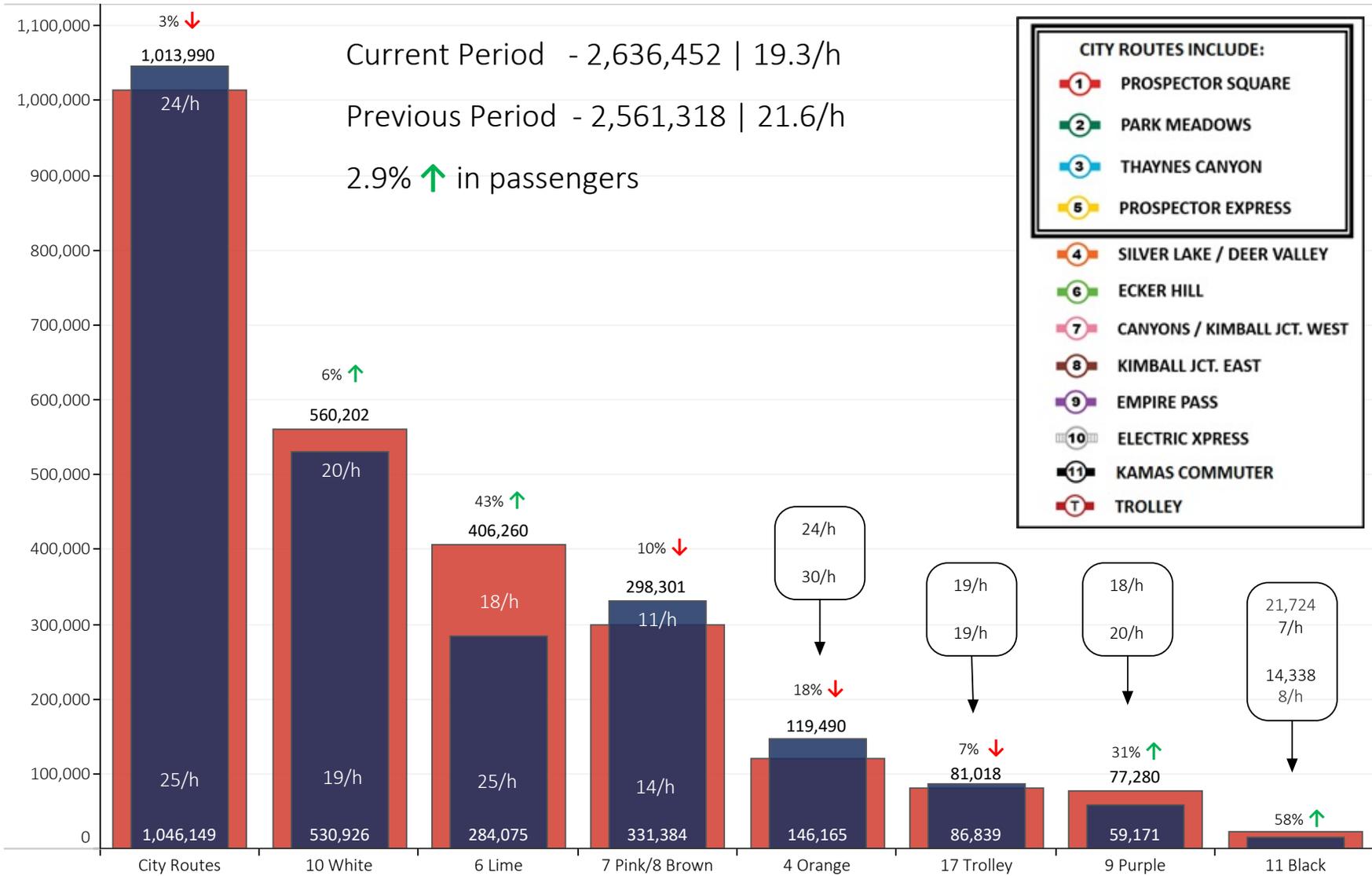


##/h = passengers per service hour, \$##.## = cost per passenger  
 All percentages represent % change.  
 Monthly totals do not include the Kimball Junction Circulator or the PC - SLC Connect.  
 Data for city-operated special service during the Sundance Film Festival are not included.  
 AM / PM Citywide routes are not visualized but are included in the totals.  
 Passengers per service hour is rounded to the nearest whole number.



Park City Transit - Monthly Annual Fixed Route Report  
(12 months - April through March)

Current 12 Months Previous 12 Months

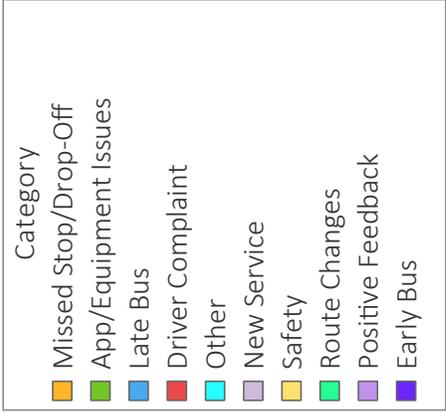
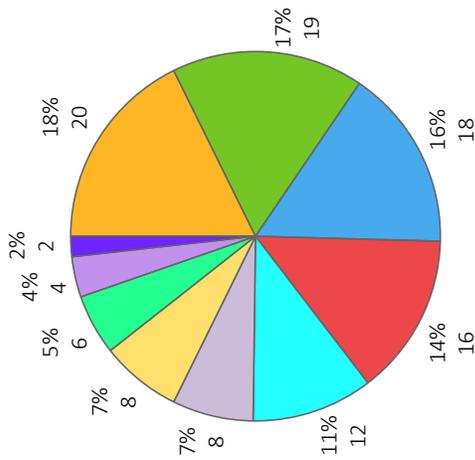


Notes:

##/h = passengers per hour  
Past reporting grouped "City Routes" together. In order to maintain data quality, this method was applied to the most recent reporting months even when routes have been reported individually. Total passengers for the previous period include routes that have been discontinued.  
Kamas data collection quality improved dramatically during the current period.



Feedback (October 2019 - December 2019)



Total Feedback = 96

All Feedback (July 2018 - December 2019)





## MEMORANDUM

**Date:** April 21, 2020  
**To:** Park City Transit Joint Transit Advisory Board  
**From:** Summit County and Park City Staff  
**Subject:** Review and Acceptance of Park City Municipal Corporation and Summit County Interlocal Transportation Agreement

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### **Discussion and Background:**

Park City Transit and Summit County having ILA Amendment discussions since mid-2019.

### **Discussion:**

#### **The following are terms under consideration by Park City and Summit County:**

1. Park City will compile a report of all transit expenses eligible for billing to the county each quarter. Exhibit A of the agreement lists eligible expenses. The expense detail will be reviewed by both City and County staff prior to preparation and submittal of a quarterly invoice. After each quarter's detailed expenses are approved by staff, a quarterly invoice will be prepared and sent within 30 days of the end of the quarter.
2. In consultation with Summit County, Park City staff will prepare a draft transit budget for review by the Joint Transportation Advisory Board (JTAB) in April with a JTAB-recommended budget submitted for City Council approval in May. The budget will specify amounts for each item of eligible expense listed in Exhibit A. Payment for expenses exceeding a budgeted line item must be reviewed with the JTAB prior to billing.
3. Summit County will continue to pay into a vehicle replacement fund based on the number of vehicles need for county service and Additional Mass Transit Tax service. The County will retain an ownership interest in the transit fleet proportional to its payments for fleet replacement.
4. Summit County will continue to pay for a portion of the Iron Horse Bus Storage Facility, based on the number of buses required for county service. Facility payments include a use fee equal to the 20-year amortization of the county share of the local match for the construction of the facility, plus an asset management fee equal to the county share of the 50-year depreciation of the building.
5. The parties agree to maintain operating reserve fund balances equal at least three months of transit operating expenses.
6. Changes in route alignment, frequency or hours of service will be reviewed and approved by JTAB prior to implementation.
7. The term of the ILA ends on December 31, 2021. The parties agree to develop a replacement agreement before that time.
8. All other terms of prior agreements are left intact.

### **Additional Information:**

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

### **Attachments:**

Attachment A – Second Amendment Agreement

**Attachment A**  
**SECOND AMENDMENT TO PARK CITY MUNICIPAL CORPORATION AND**  
**SUMMIT COUNTY INTERLOCAL TRANSPORTATION AGREEMENT OF 2006**

THIS AGREEMENT ("AGREEMENT") is made and entered into this \_\_\_\_ day of February, 2020, by and between the Park City Municipal Corporation (hereafter "the CITY") and the COUNTY of Summit (hereafter "COUNTY"), bodies corporate and politic of the state of Utah.

**WHEREAS**, the Interlocal Cooperation Act, Title 11, Chapter 13, Utah Code Ann. 1953, as amended, authorizes public agencies to enter into agreements with one another for joint or cooperative action; and

**WHEREAS**, the COUNTY and the CITY are public agencies desiring to provide quality and efficient transit services for residents, businesses and visitors within their respective jurisdictions; and

**WHEREAS**, the COUNTY and the CITY have entered into the Interlocal Transportation Agreement of 2006 and, in 2009, amended that Agreement with the First Amendment to the Interlocal Transportation Agreement of 2006; and

**WHEREAS**, in 2016, the voters in the COUNTY approved the Additional Mass Transit Tax provided for in section 59-12-2214 of the Utah Code; and

**WHEREAS**, the COUNTY and the CITY have continued to collaborate on transit and transportation services, projects and funding, including entering into the Joint Interlocal Agreement for Additional Transit Funding Provided by the Additional Mass Transit Tax (a.k.a County, City, or Town Option Sales and Use Tax) Between Park City Municipal Corporation and Summit County; and

**WHEREAS**, the COUNTY and the CITY have made significant improvements in transit and transportation services and amenities; and

**WHEREAS**, in 2017 the current methods and procedures were established for allocating costs and billing the COUNTY for transit services and these procedures have been used since 2017; and

**WHEREAS**, the COUNTY and the CITY are conducting a thorough review of the billing procedures and expenses and now desire to amend the 2006 Interlocal Agreement to reflect the current procedures on billing and expenses;

**NOW THEREFORE BE IT RESOLVED** that the COUNTY and the CITY hereby agree to the following terms:

1. LIMITED AMENDMENT:

Unless expressly amended by this agreement, all terms of all prior interlocal agreements, and amendments thereto, between the COUNTY and the CITY shall remain in full force.

2. DETERMINATION OF MILES AND HOURS

All expenses for transit service will be allocated to either the CITY or COUNTY based on where miles and hours of service are provided. For the purposes of this agreement, the McPolin Farm

White Barn will be the CITY/COUNTY dividing line on Highway 224 and the Park City Medical Center Bus Stop will be the dividing point on Highway 248, both of which will be considered to be within the CITY service area. Service miles and hours between Park City and the Medical Center will be allocated to the CITY. Service miles and hours between Kamas and the Medical Center will be allocated to the COUNTY.

Actual CITY and COUNTY miles of service, hours of service, and total direct and indirect cost of service will be reported to JTAB quarterly. The CITY will also report, on a quarterly basis, total fully loaded cost per hour and cost per mile for CITY-funded service, COUNTY-funded service and the total system.

### **3. QUARTERLY BILLING FOR ACTUAL EXPENSES**

The CITY will submit invoices to the COUNTY quarterly for actual expenses required to operate transit service and will provide detailed expense information on a quarterly basis for joint review. All other data, such as ridership and on-time performance, will continue to be reported on a monthly basis. The COUNTY will pay the CITY within 30 days of receipt of an invoice. If an expense is questioned or disputed, the COUNTY will give notice of such question or dispute within 15 days of receipt of an invoice. In the event that the CITY determines that its Transportation Fund may have an inadequate year-end balance, the CITY may submit monthly invoices for the last three months (April, May, June) of its fiscal year.

### **4. ADDITIONAL MASS TRANSIT TAX SERVICES**

For record keeping purposes, services funded by joint agreement with revenue generated by the Additional Mass Transit Tax (2016) and collected by the COUNTY, will be subject to the same reporting requirements as all other services, as set forth in Paragraph 3. Invoices for these services will be submitted separately so that the COUNTY can pay the full cost out of sales tax revenues.

### **5. ELIGIBLE EXPENSES**

The expenses listed on Exhibit A will be eligible to be included in billing to the COUNTY consistent with Paragraph 2. Any expense not listed in Exhibit A is ineligible unless agreed to by CITY and COUNTY staff and documented in a memorandum of understanding signed by the CITY Manager and COUNTY Manager.

### **6. BUDGET**

A proposed annual budget for transit service to be funded by the COUNTY or the Additional Mass Transit Tax shall be prepared by the CITY and presented for review by the JTAB in April of each year and will cover the following July 1 through June 30 fiscal year. JTAB will prepare a budget recommendation to the CITY Council in May of each year. The CITY will adopt its fiscal year budget in June of each year.

Expenses exceeding the CITY Council-approved budget for a specific category shall be reviewed by the JTAB to be eligible for billing to the COUNTY. If a recommended budget has not been prepared by the JTAB and a final budget adopted by the CITY Council, then all expenses will be reviewed by the CITY Manager and COUNTY Manager prior to submission and payment of invoices.

### **7. VEHICLE REPLACEMENT**

The COUNTY will continue to pay into a vehicle replacement fund as provided in the 2006 Interlocal Transportation Agreement and the 2009 First Amendment to provide for up to 20 percent local match on federal grant programs. The CITY will bill the COUNTY for the monthly

portion of the local match for vehicle replacement for all of the 10 White service buses plus the number of buses required to operate COUNTY service for that month based on the Federal Transit Administration (FTA) useful life of that vehicle type, consistent with FTA Circular 5010.1D. The COUNTY shall retain a financial interest in the CITY bus fleet proportional to its payments for vehicle replacement. Ownership of vehicles purchased with 100 percent local funds shall be allocated to the CITY and COUNTY by determination of the JTAB and documented in a written memorandum of understanding between the CITY Manager and COUNTY Manager. An annual report of the vehicle replacement fund, including payments into the fund by the CITY and COUNTY, along with payments out of the fund for vehicle procurement shall be provided by the CITY to JTAB in July of each year. An updated vehicle inventory (Exhibit C of the 2006 and 2009 Interlocal Agreements) shall be provided by the CITY to JTAB in July of each year. The vehicle inventory as of December 31, 2019 is attached to this Amendment as Exhibit C. An annual report of the vehicle replacement fund for the year ending June 30, 2019 is attached to this Amendment as Exhibit E.

#### **8. TRANSIT BUILDINGS**

The COUNTY will continue to pay for a proportional share of the Iron Horse bus storage facility as provided in the 2009 First Amendment to the Interlocal Transportation Agreement. The COUNTY payment shall include a use fee equal to the 20-year amortization of the COUNTY share of local match for the initial facility construction, plus an Asset Management fee equal to the COUNTY share of the 50-year straight line depreciation of the building. The COUNTY share shall be determined by the percentage of the total bus fleet required for COUNTY service. The calculations for building fees are set forth in Exhibit D. An annual report of the Facility Asset Management fund, including payments into the fund by the CITY and COUNTY, along with payments out of the fund for facility asset management shall be provided by the CITY to JTAB in July of each year. An annual report of the facility asset management fund for the year ending June 30, 2019 is included in Exhibit E.

Ongoing maintenance and snow removal for the Iron Horse bus storage facility and the Kimball Junction Transit Center are the responsibility of the CITY. Expenses for such maintenance are eligible for billing to the COUNTY under the allocation method described in Paragraph 2.

Capital asset management and asset replacement of the Kimball Junction Transit Center are the responsibility of the COUNTY. The COUNTY pays no fees for use, replacement, or asset management of the Kimball Junction Transit Center.

#### **9. EXPENSE INFORMATION TO BE PROVIDED**

The CITY will provide a detailed report of expenses included in each quarter's billing invoice. The report of expenses will enable the COUNTY to verify expense eligibility as described in paragraphs 2 through 8 above. Upon request, the CITY will provide additional information to verify specific expenses.

#### **10. DISPUTED EXPENSES**

If a dispute arises between the CITY and COUNTY regarding eligibility of an expense, the County Manager and City Manager shall meet within 14 days of a notice by the COUNTY to the CITY, or a mutually agreed upon reasonable timeframe. The CITY and COUNTY managers will review the expense and discuss a resolution of the dispute.

#### **11. RESERVES**

The CITY and the COUNTY agree that it is prudent to hold fund balances, beyond those being held for planned capital replacement, for operations of the system in any circumstance where

operations revenues are insufficient for a period of time to operate the system. It is agreed that these fund balances will be maintained at a level that allows the entity to meet its current year budgeted transit operations obligations for a minimum period of three months. Also, each entity will maintain these fund balances in the form of a restricted account in a way that makes them easily verifiable to each other. The CITY and COUNTY will establish their respective fund balances no later than December 31, 2021.

#### 12. FEDERAL GRANT FUNDS

The CITY will continue to apply for and receive Federal funds for capital and operating assistance as provided for in the 2006 and 2009 Interlocal Agreements. Within 45 days of receipt of operating grant funds, the CITY shall pay to the COUNTY its share of the grant funds based on the proportion of miles and hours of service provided for COUNTY and Additional Mass Transit Tax service compared to the miles and hours of service provided for CITY service. Miles and hours will be weighted equally, 50 percent each, for calculating allocation of federal funds.

#### 13. JOINT TRANSIT ADVISORY BOARD (JTAB)

The 2006 Interlocal Transportation Agreement and the 2009 First Amendment to the Interlocal Transportation Agreement established the Joint Transit Advisory Board. This Second Amendment to the Interlocal Transportation Agreement of 2006 reaffirms the role and responsibilities of the JTAB. Furthermore, the CITY and COUNTY agree that any changes to route alignment, frequency, hours of service that have previously been reviewed and approved by the JTAB will be submitted for approval by the JTAB prior to implementation of the change. This requirement does not apply to temporary changes related to events, construction, road closures, or weather.

#### 14. TERM

This agreement expires December 31, 2021. The CITY and COUNTY agree to develop a replacement for the 2006 Interlocal Transportation Agreement before that date.

# Fiscal Years 2020/21 Transportation Financial Update



## Guiding Principles

- Natural Disaster Vs. Economic Recession
- A principled and balanced approach:
  - **Fiscal responsibility:** Transparent decision-making and revenue projections, and avoid irresponsible cuts to generate short-term savings at the expense of long-term prosperity.
  - **Compassion & Commitment:** Maintain PCMC's core commitments, community safety and wellbeing.
  - **Shared Sacrifice:** No group should bear a disproportionate burden from this challenge alone.

# Bridging the Gap

**(\$3,945,925)**

**1. Operational Expense Constraints (\$1.25M)**  
Non-essential expenditure reductions (maintain services)

**3. Spend from General Fund Balances (\$750k)**  
Utilize General Fund balance as a one-time sources of funding

**5. CIP Emergency Reserve (not recommended)**  
Additional one-time source of funding that would materially alter the City's credit rating

**2. Capital Fund Resources (\$2M)**  
Delay Non-essential Capital projects & equipment purchases

**4. Cut Budgets Materially (not recommended)**  
Cut operating budgets between 15-30% per policy

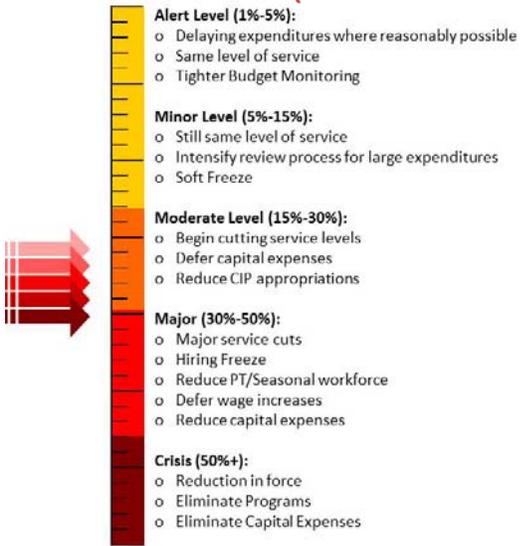


## General Fund Revenue Projections FY20

Revenue Type	YTD Actual Revenue	Budget	Current Projection	\$, Variance from Budget
Property Taxes	\$10,566,778	\$11,196,658	\$11,066,778	(\$129,880)
Sales Tax	\$7,020,853	\$15,231,123	\$11,523,077	(\$3,708,046)
Franchise Tax	\$1,781,893	\$3,262,000	\$3,226,807	(\$35,193)
Licenses	\$364,051	\$312,000	\$364,051	\$52,051
Planning, Building & Engineering Fees	\$2,775,802	\$2,397,000	\$3,254,572	\$857,572
Recreation	\$1,325,233	\$2,145,000	\$1,325,233	(\$819,767)
Other Revenue	\$946,984	\$1,504,724	\$1,606,492	\$101,768
Ice Revenue	\$607,570	\$872,000	\$607,570	(\$264,430)
Interfund Transfers	\$1,507,383	\$2,724,847	\$2,724,847	\$0
Intergovernmental Revenues	\$63,251	\$138,000	\$138,000	\$0
<b>Total</b>		<b>\$39,783,352</b>	<b>\$35,837,428</b>	<b>\$ (3,945,925)</b>

## Recession Plan

### Projected Net Revenue Shortfall Plan (\$1.25M due to proactive measures)



**Alert Level (1%-5%):**

- o Delaying expenditures where reasonably possible
- o Same level of service
- o Tighter Budget Monitoring

**Minor Level (5%-15%):**

- o Still same level of service
- o Intensify review process for large expenditures
- o Soft Freeze

**Moderate Level (15%-30%):**

- o Begin cutting service levels
- o Defer capital expenses
- o Reduce CIP appropriations

**Major (30%-50%):**

- o Major service cuts
- o Hiring Freeze
- o Reduce PT/Seasonal workforce
- o Defer wage increases
- o Reduce capital expenses

**Crisis (50%+):**

- o Reduction in force
- o Eliminate Programs
- o Eliminate Capital Expenses

**Recommended Actions for remainder of FY**

- **Delay Expenses:** Delay expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
- **Tightly Monitor Budgets:** Intensify the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
- **Soft Freeze:** Closely scrutinize hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible. The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.
- **Reduce Expenses:** Closely monitor and reduce expenditures for travel, seminars, retreats, and bonuses.
- **Identify 5% Cuts:** Identify expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
- **Reprioritize CIP Budgets:** Reprioritize capital projects with the intent to de-obligate non-critical capital projects.

## An Updated Budget Process In Times of Uncertainty

Immediate move to Minor/Moderate Recession Plan

March 2020

Implementation of measures to bridge projected General Fund funding gap

March – June 2020

FY 2021 budgeting assumes non-discretionary expenses only

May 2020

FY 2021 budget adopted

June 2020

FY 2020 Activities

FY 2021 Activities

Consider re-adopting a new budget with enhanced levels of service once economy begins to turn around, continue monitoring of revenues, capital projects, and operational expenses

FY 2021

## Transportation Financial Forecast

Revenue Type	FY20 Normal Conditions (Budgeted)	FY20 Projection	\$. Variance FY20	%, Variance FY20	% of Total Revenue
057-31212 TRANSIT SALES TAX	\$5,455,896.35	\$4,233,048.75	-\$1,222,847.60	-22%	21%
057-31214 RESORT TAX TRANSPOR	\$3,218,494.43	\$2,569,158.10	-\$649,336.32	-20%	13%
057-32111 BUSINESS LICENSES	\$719,565.00	\$752,584.50	\$33,019.50	5%	3%
057-33110 FEDERAL GRANTS	\$6,281,051.00	\$6,281,051.00	\$0.00	0%	25%
057-34230 REGIONAL TRANSIT REVENUE	\$8,500,000.00	\$6,291,421.00	-\$2,208,579.00	-26%	33%
OTHER FUNDING SOURCES	\$1,216,595.00	\$1,076,011.50	-\$140,583.50	-12%	5%
<b>Totals</b>	<b>\$25,391,601.78</b>	<b>\$21,203,274.85</b>	<b>-\$4,188,326.93</b>	<b>-16%</b>	<b>100%</b>

Revenue Type	FY20 Normal Conditions (Budgeted)	FY21 Projection	\$. Variance FY21	%, Variance FY21	FY21 Projection	\$. Variance FY21	%, Variance FY21
057-31212 TRANSIT SALES TAX	\$5,455,896.35	\$3,382,655.74	-\$2,073,240.61	-38%	\$3,382,655.74	-\$2,073,240.61	-38%
057-31214 RESORT TAX TRANSPOR	\$3,218,494.43	\$2,059,836.43	-\$1,158,657.99	-36%	\$2,059,836.43	-\$1,158,657.99	-36%
057-32111 BUSINESS LICENSES	\$719,565.00	\$575,652.00	-\$143,913.00	-20%	\$575,652.00	-\$143,913.00	-20%
057-33110 FEDERAL GRANTS	\$6,281,051.00	<b>\$7,500,000.00</b>	\$1,218,949.00	19%	<b>\$13,000,000.00</b>	\$6,718,949.00	107%
057-34230 REGIONAL TRANSIT REVENUE	\$8,500,000.00	\$5,250,000.00	-\$3,250,000.00	-38%	\$5,250,000.00	-\$3,250,000.00	-38%
OTHER FUNDING SOURCES	\$1,216,595.00	\$1,087,128.74	-\$129,466.26	-11%	\$1,087,128.74	-\$129,466.26	-11%
<b>Totals</b>	<b>\$25,391,601.78</b>	<b>\$19,855,272.91</b>	<b>-\$5,536,328.87</b>	<b>-22%</b>	<b>\$25,355,272.91</b>	<b>-\$36,328.87</b>	<b>0%</b>

## Transportation Sales Tax Forecast

FY21 Projection	Normal Estimate/Historical	Assumed % of Normal	FY 2021 Shortfall Estimate
July	\$461,866	25%	\$115,466
August	\$475,832	30%	\$142,749
September	\$536,080	40%	\$214,432
October	\$375,342	45%	\$168,904
November	\$436,579	50%	\$218,290
December	\$1,223,616	60%	\$734,169
January	\$1,232,328	70%	\$862,630
February	\$1,215,468	70%	\$850,828
March	\$1,407,622	75%	\$1,055,717
April	\$435,426	80%	\$348,341
May	\$329,927	85%	\$280,438
June	\$544,304	90%	\$489,874
	<b>\$8,674,390</b>		<b>\$5,481,838</b>



## U.S. Transportation Secretary Elaine L. Chao Announces \$25 Billion to Help Nation's Public Transportation Systems Respond to COVID-19

4/2/2020

WASHINGTON – The U.S. Department of Transportation's Federal Transit Administration (FTA) today announced [a total of \\$25 billion in federal funding allocations](#) to help the nation's public transportation systems respond to the Coronavirus Disease 2019 (COVID-19). Funding is provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act, signed by President Donald J. Trump on March 27, 2020.

"This historic \$25 billion in grant funding will ensure our nation's public transportation systems can continue to provide services to the millions of Americans who depend on them," said U.S. Transportation Secretary Elaine L. Chao.

FTA is allocating \$25 billion to [recipients of urbanized area and rural area formula funds](#), with \$22.7 billion allocated to large and small urban areas and \$2.2 billion allocated to rural areas. Funding will be provided at a 100 percent federal share, with no local match required, and will be available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19.

Further, operating expenses incurred beginning on January 20, 2020 for all rural and urban recipients, even those in large urban areas, are also eligible, including operating expenses to maintain transit services as well as paying for administrative leave for transit personnel due to reduced operations during an emergency. Answers to [frequently asked questions](#) about this funding are available on FTA's web site.

"We know that many of our nation's public transportation systems are facing extraordinary challenges and these funds will go a long way to assisting our transit industry partners in battling COVID-19," said FTA Acting Administrator K. Jane Williams. "These federal funds will support operating assistance to transit agencies, including those in large urban areas as well as pay transit workers across the country not working because of the public health emergency."

In addition to the \$25 billion funding allocation announced today, FTA has taken a number of steps to support the transit industry during this public health emergency, including [expanding the eligibility of federal assistance](#) available under FTA's Emergency Relief Program to help transit agencies respond to COVID-19 in states where the Governor has declared an emergency. All transit providers, including those in large urban areas, can now use federal formula funds under the Urbanized Area Formula Program and Formula Grants for Rural Areas Program for emergency-related capital and operating expenses. This includes the provision of personal protective equipment or special-purpose trips.

FTA also established an [Emergency Relief docket](#) that allows transit providers in states where the Governor has declared an emergency related to COVID-19 to request temporary relief from federal requirements under 49 U.S.C. Chapter 53 as well as any non-statutory FTA requireme

Additionally, FTA [recently announced](#) that it would provide a 30-day extension of the deadline for current competitive grant program funding opportunities, including: FTA's Grants for Buses and Bus Facilities Program; Passenger Ferry Grant Program; Accelerating Innovative Mobility (AIM) Challenge Grants; and Helping Obtain Prosperity for Everyone (HOPE) Program.

The U.S. Department of Transportation is working closely with the [Centers for Disease Control and Prevention \(CDC\)](#) and other federal partners to provide guidance to the public transportation industry in response to the coronavirus (COVID-19). FTA has held regular conference calls with transit stakeholders and posted [Frequently Asked Questions \(FAQs\)](#) regarding COVID-19 on its web site.

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Updated: Thursday, April 2, 2020

### *Related Links*

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- [Coronavirus Landing Page](#)
- [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act](#)
- [Coronavirus Resources at the Department of Transportation](#)
- [Coronavirus FAQs](#)
- [CARES Act Supplemental Public Transportation Apportionments and Allocations](#)

### *Contact Us*

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### *Share*

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<b>FEDERAL TRANSIT ADMINISTRATION</b>		
<b>TABLE 3</b>		
<b>FY 2020 CARES ACT SECTION 5311 AND SECTION 5340 RURAL AREA APPORTIONMENTS</b>		
<b>SECTION 5311(c)(2) APPALACHIAN DEVELOPMENT PUBLIC TRANSPORTATION ASSISTANCE PROGRAM APPORTIONMENTS</b>		
<i>The total available amount for a program is based on the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), (Pub. L. 116-136, Mar 27, 2020).</i>		
<small>(Note: Section 5311 and Section 5340 were combined to show a single amount. The State's apportionment under the column heading "Section 5311 and 5340 Apportionment" includes Section 5311 and Growing States funds.)</small>		
<b>STATE</b>	<b>SECTION 5311 AND 5340 APPORTIONMENT</b>	<b>APPALACHIAN DEVELOPMENT PUBLIC TRANSPORTATION ASSISTANCE PROGRAM</b>
Alabama	\$54,126,485	\$5,000,000
Alaska	\$28,801,429	\$0
American Samoa	\$1,105,059	\$0
Arizona	\$41,730,201	\$0
Arkansas	\$42,742,893	\$0
California	\$94,976,667	\$0
Colorado	\$39,754,866	\$0
Connecticut	\$10,140,499	\$0
Delaware	\$5,915,431	\$0
Florida	\$55,616,793	\$0
Georgia	\$74,428,850	\$592,000
Guam	\$2,704,154	\$0
Hawaii	\$8,906,600	\$0
Idaho	\$27,303,356	\$0
Illinois	\$57,457,865	\$0
Indiana	\$55,504,089	\$0
Iowa	\$42,820,959	\$0
Kansas	\$38,806,197	\$0
Kentucky	\$58,808,456	\$1,764,000
Louisiana	\$40,059,259	\$0
Maine	\$24,554,813	\$0
Maryland	\$19,184,735	\$636,000
Massachusetts	\$12,619,719	\$0
Michigan	\$73,186,840	\$0
Minnesota	\$54,432,229	\$0
Mississippi	\$49,448,479	\$254,000
Missouri	\$61,770,760	\$0
Montana	\$35,454,948	\$0
N. Mariana Islands	\$1,047,695	\$0
Nebraska	\$27,108,904	\$0
Nevada	\$21,789,259	\$0
New Hampshire	\$13,773,396	\$0
New Jersey	\$13,321,545	\$0
New Mexico	\$36,474,320	\$0
New York	\$71,444,684	\$200,000
North Carolina	\$93,491,001	\$1,450,000
North Dakota	\$17,996,449	\$0
Ohio	\$80,968,267	\$964,000
Oklahoma	\$51,392,612	\$0
Oregon	\$42,686,023	\$0
Pennsylvania	\$75,813,777	\$4,788,000
Puerto Rico	\$6,847,672	\$0
Rhode Island	\$1,916,705	\$0
South Carolina	\$44,761,932	\$200,000
South Dakota	\$22,495,400	\$0
Tennessee	\$64,523,351	\$1,110,000
Texas	\$143,200,553	\$0
Utah	\$22,313,111	\$0
Vermont	\$13,327,895	\$0
Virginia	\$51,377,174	\$1,150,000
Washington	\$44,121,608	\$0
West Virginia	\$26,972,721	\$1,892,000
Wisconsin	\$54,982,185	\$0
Wyoming	\$22,197,466	\$0
<b>TOTAL</b>	<b>\$2,178,708,336</b>	<b>\$20,000,000</b>