



MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: October 29, 2019
TIME: 9:00 am – 10:30 am
LOCATION: Marsac Council Chambers
445 Marsac Avenue, Park City, UT 84060

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
 - a. Recommendation to the Park City Municipal Corporation to adopt Park City Transit's updated Title VI Program.
4. Discussion Items
 - a. Review and Acceptance of Monthly Ridership Report (September), Monthly Annual Ridership Report, Kimball Junction Monthly Ridership Report & Quarterly Feedback Report
 - b. Proposed Winter Service Changes
 - c. Summit County Fiscal Year 2020 Budget Forecast for Service
 - d. Fleet Replacement Schedule
 - e. Discussion on Next Steps in Governance
 - f. Update on Wasatch County Transit Demand Analysis
 - g. Agenda items for November Meeting
5. Next Meeting Tentatively scheduled for Tuesday November 19, 2019 at 9 am location TBD

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 or Caroline Rodriguez at (435) 336-3113 or 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.



MEMORANDUM

Date: October 29, 2019

To: Park City Transit Joint Transit Advisory Board

From: Park City Staff

Subject: Recommendation to the Park City Municipal Corporation to adopt Park City Transit's updated Title VI Program

Discussion and Background:

It is requested the Joint Transit Advisory Board accept the 2019 Park City Title VI Program and forward a positive recommendation to the Park City Municipal Corporation City Council. A draft of the Title VI Program was discussed at the September 2019 JTAB meeting and was subsequently submitted to Utah Department of Transportation and Summit County for review (Summit County declined to review citing staff bandwidth). Transit's current Title VI Program will expire on November 15, 2019 requiring an update, as FTA requires an updated Title VI Program every three years.

Discussion:

UDOT provided Park City Transit with an itemized list of update requirements for adherence in the Title VI Program. Provided in this section is a summary of those updates, along with a brief explanation of the contents. In compliance with the requirements set forth by UDOT, staff submitted an updated Title VI draft to UDOT for review on Friday, September 6, 2019.

Updated Title VI Program Requirements: (1) New date and signatures from the City Manager and designated signee. (2) Notice of Beneficiaries: Agency shall disseminate this information to the public by posting the notice on its website (if available) and in local media. (3) List of Title VI Complaints: List of complaints and how they were resolved. If there were no complaints, write a sentence stating this. (4) Limited English Proficiency (LEP): Updated LEP Program based on current census data. (5) Membership of Non-elected committees and Councils: Depicting the membership of non-elected committees and councils, which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees. (6) Public Participation Program: to include information about outreach methods to engage minority and limited English proficient populations (LEP), Noting methods or any public outreach during the past 3 years by writing a paragraph. (7) Service Standards: Vehicle load for each mode, vehicle headway for each mode, on time performance for each mode, and service availability for each mode. (8) Service Policies: Transit amenities for each vehicle and vehicle assignment for each mode. (9) Title VI Poster Contact Updates: Title VI poster with current Subrecipient Title VI Coordinator contact information, Title VI poster with current UDOT Title VI Coordinator, and Title VI poster with current UDOT ADA Coordinator.

It should be noted that implementation of a robust Title VI program is instrumental in supporting efforts related to Park City Municipal's Social Equity Community Critical Priority.

Additional Information:

If you have any questions or comments regarding this item, please contact Alfred Knotts, Transportation Director, alfred.knotts@parkcity.org

Attachments: Attachment A – Final 2019 Title VI Program

ATTACHMENT A



**PARK CITY MUNICIPAL CORPORATION
TRANSPORTATION DEPARTMENT
TITLE VI GENERAL REPORTING
REQUIREMENTS**



2019

Title VI Program Plan

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ATTACHMENTS

Attachment 1 - Limited English Proficiency Plan

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2017 & Public Participation Plan Checklist

A. TITLE VI NOTICE TO THE PUBLIC

Notice to the Public of Rights Under Title VI



Park City Transit (PCT) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services or programs on the basis of race, color, national origin, or other protected class as afforded by Title VI of the Civil Rights Act of 1964. PCT operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Any person who believes she or he has, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, or other protected class may file a complaint with PCT.

For more information on PCT's civil rights program, and the procedures to file a complaint, contact our Title VI Program Administrator at 435-615-5371 or by e-mail at vinny.nguyen@parkcity.org; visit our website: www.parkcitytransit.org; or visit our administrative offices at 1053 Iron Horse Drive, Park City, Utah 84060.

A complainant may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590.

B. POSTED LOCATIONS OF THE TITLE VI NOTICE

PCT's Title VI notice to the public is posted at the following locations:

- PCT's website: <http://www.parkcitytransit.org>
- PCT's Administrative Offices, 1053 Iron Horse Drive, Park City, Utah 84060
- PCT's Rider's Guide
- Transit Buses

C. PROCEDURES FOR FILING A TITLE VI COMPLAINT

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin, or other protected-class interests may file a written complaint with PCT, the Federal Transit Administration (FTA), the U.S. Department of Transportation (USDOT), or the U.S. Department of Justice (USDOJ). Further, PCT prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because he or she has filed a complaint to secure their rights as protected by Title VI.

Policy

Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.”

To ensure compliance with this requirement, it is the policy of Park City Municipal Corporation to ensure that all federally funded transit services and related benefits are provided without discrimination in a manner consistent with Title VI.

Purpose

The purpose of this procedure is to provide the right of a fair hearing without fear of prejudice to any persons who feel they have been subjected to discrimination on the basis of race, color, or national origin with respect to transportation service or other transit benefit. The goal of the procedures as defined is to provide an avenue for speedy solutions and remedies to problems associated with issues of discrimination in the event they arise. Any individual needing assistance with the Complaint Grievance procedure may ask the Park City Attorney's Office for such assistance, as necessary.

Definitions

a. *Discrimination Appeals Board*: The City Manager or his/her designee, an attorney for the City Attorney's Office, and a Manager other than the Public Works Director.

b. *Complaint*: A Complaint shall be defined as a written assertion that any person, individually or as a member of a specific class of persons, has been subject to discrimination on the basis of race, color, or national origin by the Park City Municipal Transit System or its contractors, employees, or agents.

c. *Title VI Officer*: An employee of Park City designated by the City Manager to process Complaints according to procedure specified in this policy.

d. *Public Works Director*: The Public Works Director within the Park City Transportation and Parking Fund.

Complaint Procedure

1. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Park City Transit Department (hereinafter referred to as "the Department") may file a Title VI complaint by completing and submitting the Department's Title VI Complaint Form to the Park City Municipal Corporation City Attorney's Office. The City Attorney's Office investigates complaints received no more than thirty (30) days after the alleged incident. The Attorney Office will process complaints that are complete. Any individual needing assistance with writing the complaint may ask the City Attorney's Office for such assistance.

2. Once the complaint is received, the City Attorney's Office will review it to determine if Park City has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City. The Complaint shall be forwarded to the Title VI Officer. The Officer shall investigate the Complaint and prepare a written response, including any remedial or enforcement action, within thirty (30) calendar days and forward the response to the Complainant and Public Works Director. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

3. Board Appeal Level

In all cases where the Complainant or Public Works Director disagrees with a decision of the Title VI Officer, the Complainant or Public Works Director may appeal the decision of the Title VI Officer to the Discrimination Appeals Board. The appeal shall be taken by filing written notice of the appeal with the City Recorder within ten (10) calendar days after the decision of the Title VI Officer. Upon the filing of the appeal, the Discrimination Appeals Board shall commence its investigation, take and receive evidence, and fully hear and determine the matter. The Complainant and Public Works Director shall be entitled to appear in person and to be represented by counsel, to have a hearing, to confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Appeals Board. The Discrimination Appeals Board's decision shall be made to the Complainant and the Public Works Director in writing.

State and Federal Appeal Process

In the event the Discrimination Appeals Board upholds the Title VI Officer's decision, the Complainant or Public Works Director may file the Complaint with the Utah Department of Transportation, the Federal Department of Transportation, or the Federal Transit Administration

Offices as follows:

Selection and Evaluation Committee
Utah Department of Transportation
Attn. Title VI Coordinator
4501 South 2700 West, P.O. Box 141265
Salt Lake City, Utah 84114-1265

FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590

The Complainant or Transportation Director should contact the relevant agency to determine the applicable requirements and the deadlines for filing a Complaint with that agency. UDOT, DOT, and FTA Complaints must generally be filed within one hundred eighty (180) calendar days of the alleged discrimination.

Effective Date November 15, 2019

Alfred Knotts, Transportation Manager

Approved as to Form:

Mark Harrington, City Attorney

D. TITLE VI COMPLAINT FORM

The complainant will use the following complaint form:

Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that "No person in the united States shall, on the ground of race, color, national origin, or other protected class be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to Park City Transit P.O. Box 1480, Park City, Utah 84060 or 1053 Iron Horse Drive, Park City, Utah 84060.

1. Complainant's Name: _____

2. Mailing Address: _____

3. City/State/Zip Code: _____

4. Telephone: _____

5. Person discriminated against (if other than complainant):

Name: _____

Address: _____

City/State/Zip Code: _____

6. Which of the following best describes the reason you believe the discrimination took place?
Was it because of:

a. Race:

b. Color:

c. National Origin:

d. Other

7. What date did the alleged discrimination take place? _____

8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe to be responsible. Please use additional sheets of paper if necessary.

9. List any others who may have knowledge of this event:

Name	Address	City/State/Zip Code

10. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: No:

If yes, check each box that applies:

Federal Agency

Federal Court

State Agency

State Court

Local Agency

11. Please provide a contact name at the agency/court where the complaint was filed:

Please sign below:

Complainant's Signature: _____ Date: _____

You may attach any written materials or other information that may be relevant to your complaint.

Título VI Denuncia Forma

Título VI de la ley de derechos civiles de 1964 requiere que "ninguna persona en los Estados Unidos, por motivos de raza, color y origen nacional, se excluirá de la participación en, negar los beneficios de o ser objeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal."

La siguiente información es necesaria para que nos ayuden en el procesamiento de su queja. Si necesita cualquier ayuda para completar este formulario, háganoslo saber. Completar y devolver este formulario a Park City Transit P.O. Box 1480, Park City, Utah 84060 or 1053 Iron Horse Drive, Park City, Utah 84060.

1. Su Nombre: _____

2. Domicilio: _____

3. Ciudad/Estado/Código Postal: _____

4. Teléfono: _____

5. Persona discriminaciónada:

Nombre: _____

Domicilio: _____

Ciudad/Estado/Código Postal: _____

6. ¿Cuál de los siguientes mejor describe la razón por la que creo la discriminación tuvo lugar?
¿Puede ser porque?

a. Raza:

b. Color:

c. Origen Nacional:

d. Otra:

7. ¿Qué fecha la presunta discriminación llevaron a cabo? _____

8. En sus propias palabras, describir la presunta discriminación. Explicar lo que ocurrió y a quien considera responsable. Utilice hojas adicionales si es necesario. ____

9. Lista de los usuarios que pueden tener conocimiento de este evento.

Nombre	Domicilio	Ciudad/Estado/Código Postal

10. ¿Han presentado esta queja con cualquier otro federal, Estado o agencia local; o con cualquier tribunal federal o estatal? Sí: No:

En caso afirmativo, comprobar cada cuadro que se aplica.

- Federal Federal Tribunal Estado Agencia
Estado Tribunal Agencia Local

11. Proporcione un nombre de contacto en la Agencia donde se presentó la denuncia.

Por favor su firma: _____ Fecha: _____

Puede adjuntar cualquier materiales escrito u otra información que puede ser pertinente a su queja.

E. RECORD OF INVESTIGATIONS, COMPLAINTS, LAWSUITS

Over the past three years, there were no complaints, investigations or lawsuits filed against PCT alleging discrimination on the basis of race, color, national origin, or other protected class.

F. PUBLIC PARTICIPATION PLAN-PROMOTING INCLUSIVE PUBLIC PARTICIPATION

Public involvement is fundamental and essential in achieving an equitable program, services and activities. Public participation provides for public involvement of all persons, including Native American Tribal Governments, minorities and low-income persons, affected public agencies, employees, the general public, transportation service providers, public transit users and other interested parties of the community effected by transit and transportation plans, programs and projects.

In order to integrate the considerations expressed in the USDOT Order on Environmental Justice and the USDOT LEP Guidance into community outreach activities, PCT will seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. PCT's public participation strategy shall strive to offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transit and transportation decisions.

G. SUMMARY OF OUTREACH EFFORTS

Public meetings and hearings are held in accessible locations for disabilities. PCT also encourages all members of the community to participate in hearings/meetings by advertising them in local media. PCT provides a variety of public meetings at various locations and times which are designed to be accessible to all members of the community. Meeting times and locations are posted in local papers, at local community organizations, and through radio announcements. For all of PCT's public meetings an advertisement is posted in the newspaper asking the public whether they have special needs so that PCT can accommodate them.

E.g.

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting.

The Park City Transit Department has a relatively large percentage of Spanish speaking drivers. Spanish speaking drivers have been asked to work with Spanish speaking riders in order to assess what services are working and should be improved to better serve the transportation needs of the Hispanic community in Park City.

PCT hired a Transit Marketing and Community Outreach Administrator in 2019 in addition to outreach efforts conducted by Park City Municipal Corporation's (PCMC) Community Engagement Department. In order to capture unmet transit needs in the PCT service area, an onboard survey was conducted during winter of 2019 and summer of 2019.

The on board surveys were translated into Spanish. Several brochures developed by the Transit Marketing and Community Outreach Administrator have been translated into Spanish.

H. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Limited English Proficiency (LEP) individuals are those who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. PCT provides language assistance to ensure that LEP individuals have meaningful access to its services, including route information, telephone-based customer service, printed materials including public meeting notices, and other customer based services.

PCT is in the process of applying the Four-Factor Framework needs assessment in Section V of the *Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency Persons* and preparing a comprehensive LEP Plan supplementing the Title VI Plan (Appendix A.)

At minimum, PCT will:

- Provide translation services into Spanish at public meetings, as needed
- Translate customer service related transit schedules into Spanish
- Continue to translate program brochures into Spanish, as needed
- Provide training to PCT employees on how to service LEP persons
- Identify a PCT employee and or volunteer to provide Spanish translation services for customer public counter service and telephone calls to PCT
- Collaborate with minority organizations to ensure LEP persons are aware and have access to PCT services

The LEP Plan reflects the overall goal of improving and maintaining language access for PCT customers as transit riders and project recipients. The intent is to achieve a balance that ensures meaningful access to programs and services while avoiding undue burdens on PCT resources.

I. MEMBERSHIP OF NON-ELECTED COMMITTEES AND COUNCILS

PCT encourages participation on the non-elected Joint Transit Advisory Board (JTAB) of representatives involved with non-profit agencies, community groups, and health and social service agencies. Membership on JTAB is dictated by the 2009 Interlocal Agreement, as amended, between Park City and Summit County which requires that two (2) members of each respective Council sit on JTAB and are therefore not arbitrarily selected by the recipient. Currently, these seats are occupied by the following Councilmember:

- Andy Beerman, Park City Mayor
- Tim Henney, Park City Councilman
- Doug Clyde, Summit County Council
- Kim Carson, Summit County Council

J. EFFORTS TO ENSURE SUBRECIPIENT COMPLIANCE

PCT does not have any subrecipients at this time. In the event PCT does begin to pass-through funds to a subrecipient, overall monitoring and compliance reviews will be performed on PCT's subrecipients to ensure compliance with Title VI responsibilities.

K. TITLE VI EQUITY ANALYSIS

Any federally funded transit facilities and service modifications will undergo an equity analysis.

L. SYSTEM-WIDE SERVICE STANDARDS

Fixed-Route Effectiveness Standard – Maintain the following annual productivity levels by route:

- Park City Local Regular Route Services – 24 one-way passenger-trips per vehicle service hour.
- County Kimball Junction Routes – 20 one-way passenger-trips per vehicle service hour.
- Other County Routes – 10 one-way passenger-trips per vehicle service hour.

If route productivity figures fall below these standards, staff should conduct route segment analyses to determine what revisions (if any) could be implemented to boost ridership.

On-Time Performance Standard – 95 percent of all fixed-route trips should be operated “on time.” On-time is defined as not early and not more than five minutes late.

Park City Mobility Denial Standard – No pattern of ADA-eligible trip denials (as defined in the Americans with Disabilities Act of 1990) due to capacity constraints. Passengers whose trip request

resulted in a denial will be put on a “stand-by list” maintained by the scheduler; all attempts will be made to accommodate that trip should trip cancellations occur. Regardless of whether the trip can be accommodated, the scheduler will discuss the status of the standby request with the passenger at least two hours before the requested trip time. Call backs will occur only during normal office hours. If a denial can be accommodated within the two-hour window by adding capacity, operating staff should do so in the smallest increment possible (no more than a two hour block).

Passenger Amenity Standard – Shelter should be considered at all bus stops serving 30 or more passenger boardings per day. Seating should be considered at all bus stops serving 15 or more passenger boardings per day. Benches and shelters will only be installed on existing UDOT, Park City or Summit County right-of-way, except where written confirmation from the property owner can be obtained to install a bench or shelter on private property. On an annual basis, the Transit/Transportation Manager will identify potential sites and prepare an installation priority list.

After review of the priority list by other public works staff, the Transit/Transportation Manager will contact adjacent property owners by telephone (with follow-up correspondence) to notify them of intentions to install a passenger amenity. Adjacent property owners include all owners of parcels within a 50-foot radius of placement of the bus stop sign. If an adjacent property owner protests installation at the site, Park City Transit will not immediately install it until a protest proceeding is completed. However, if passenger boardings at that bus stop exceed 20 passengers per day for a bench or 60 passengers per day for a shelter, Park City Transit will begin proceedings to install the amenity while the protest is being processed.

The protest proceedings will begin with a written notice to adjacent property owners (return receipt delivery) explaining Park City Transit’s intent to install the passenger amenity, with a copy to either the City Manager or Summit County Manager (as appropriate). This notice will detail the action being taken, projected milestones, and protest procedures available to the complainant.

Passenger Load Standard – For passenger safety and comfort, vehicles should be sized and the transit service operated to require standees on no more than 20 percent of the runs for any route, and to avoid any recurring loads of more than 150 percent of the seated capacity

Accident Standard – Maintain a minimum of 50,000 miles traveled between preventable collision accidents, and 25,000 miles between all types of non-collision preventable accidents (i.e., employee injuries).

Maintenance Standard – Maintain a minimum of 20,000 miles between road calls. Road calls are defined as any time passenger service is interrupted more than five minutes due to a mechanical failure (except for flat tires).

Vehicle Cleanliness Standard – The exterior of each vehicle used in service will be washed daily in winter, and as needed during the summer (consistent with the City Water Conservation Program). Vehicle interiors will be swept daily and detailed at least weekly. Vehicle detailing includes mopping the floor, washing the windows, and removing any minor stains that may have accumulated on the passenger seats. A vehicle that experiences a major stain will be removed from service as soon as possible and cleaned/repared before re-entering service

Vehicle Headway Standard – Provide regularly-scheduled service with a maximum headway of 30 minutes. Express route services operate from 10 minute increments daily. Specifically, Summit County and Park City will strive to attain the following service frequency standards (in minutes):

Service Corridor	Winter	Non-Winter
Prospector Square/Deer Valley	20	20
Park Meadows/Deer Valley	20	20
Thaynes Canyon/Deer Valley	20	20
Silver Lake/Empire Pass	30	30
Prospector Express	20	N/A
Kimball Junction – Park City	10	10
Kimball Junction – Silver Summit	30	30
Kimball Junction – Pinebrook	30	30
Ecker Hill Route	15	30

Service Area Standard – Maximize the area provided with transit service while maintaining minimum service efficiency standards. Summit County and Park City will strive to provide service within ¼ mile of all major employment, medical, shopping, and institutional centers, and of all residential areas with four or more dwellings per acre. Major employment centers are defined as an industrial or commercial zone that employs 200 or more non-agricultural, non-construction employees.

Vehicle Accessibility Standard – Maintain a fully accessible transit fleet (as defined by the Americans with Disabilities Act of 1990).

Vehicle Spare Ratio Standard – Maintain sufficient fleet spare ratios to ensure adequate capacity for regularly-scheduled and tripper services. At a minimum, a 20 percent spare ratio should be maintained for each type of vehicle in each respective service category.

Vehicle Load Standards - The average vehicle load standard for local routes shall not exceed the manufacturer set passengers per seat based on vehicle type and capacity. The average vehicle load standard for the express routes shall not exceed manufacturer set passengers per seat based on vehicle type and capacity.

Fare Standard – Maintain free fixed-route service within the Park City and Snyderville Basin areas.

M. SERVICE POLICIES

- **Vehicle Assignment Policy**

PCT operates 35 foot buses throughout the system.

- **Transit Amenities Policy**

Installation of transit amenities along bus routes include but not limited to the following criteria:

- Number of passenger boardings
- Safety
- Adjacent land use

LIMITED ENGLISH PROFICIENCY PLAN

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I. INTRODUCTION AND POLICY STATEMENT

A. PURPOSE OF THIS LEP PLAN

Park City Transit (PCT) is a recipient and subrecipient of federal financial assistance and grants from Federal Transit Administration (FTA) and Federal Highway Administration (FHWA). As such, PCT must comply with Executive Order 13166-- Limited English Proficiency (LEP).

This LEP Plan is designed to assist management and staff to understand their roles and responsibilities with respect to overcoming barriers for LEP individuals. This LEP Plan will provide guidance to staff on translation, interpretation, and outreach services for LEP individuals seeking access to PCT programs and services. This LEP Plan supplements PCT's Title VI Program Plan and the Public Participation Plan.

B. POLICY STATEMENT

PCT, under Title VI of the Civil Rights Act of 1964, ensures that no person shall, on the basis of race, color or national origin, or other protected class be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency. It is the policy of PCT to provide timely, reasonable, effective and meaningful access for LEP persons to all its programs and activities. All staff shall provide free language assistance services to LEP individuals with whom they encounter or whenever an LEP person requests language assistance services. All staff shall ensure the public is treated with dignity and respect, identify the language needs of PCT customers, and utilize available bilingual resources to assist customers, when needed.

PCT will ensure the provisions of this LEP Plan will apply and be incorporated into agreements with subgrantees and contractors as subrecipients of federal financial assistance.

II. SELF ASSESSMENT USING THE FOUR-FACTOR ANALYSIS

Park City Transit is a public entity that delivers transportation projects in Summit County, including transit services and capital improvement projects. This section sets forth the Four-Factor analysis used to determine the appropriate, reasonable, resource effective and meaningful access for LEP persons. In determining "reasonable," there are four factors to be considered:

Factor 1 - The Number and Proportion of LEP Persons Served or Encountered in the PCT Service Area

The first step of the four factor study includes an analysis of the 2017 Park City/Summit County census data. One of the census areas is categorized as "Park City CCD, Summit

County, Utah.” This area includes Park City and areas of Summit County typically referred to as the Park City Area. This area correlates directly with the Park City/Summit County transit service area, “Within Park City limits” has a service population of approximately 7,777 over the age of 5. The Park City/Summit County permanent transit area (referred to hereafter as the PCPTP) has an estimated population of 22,548 over the age of 5.

Statistical Language Breakdown
Source: Census 2013 - 2017

Of the PCPTP community, census figures estimate that 14.4% of the population speaks a language other than English. Of that, 9.9% speak Spanish. Of the 9.9% Spanish speakers, 46.3% indicated that they speak English “less than very well”. Of the remaining 7.7% who speak a language other than English, 3.0% speak an, Other Indo-European” language and 0.9% speaks an Asian and Pacific Islander language. Of these two categories the amount that indicated they speak English “less than very well” is 7.6% and 44.2% respectively. This therefore equates to an estimated 4.5% of the PCPTP that speak English “less than very well” and that the percentage of Spanish speakers in the PCPTP who report the ability to speak English “less than very well” is estimated at 46.3%. (Information was obtained from the U.S. Census Park City CCD, Summit County, Utah – *Language Spoken at Home, 2013-2017 American Community Survey 5-Year Estimates* on 09/04/19 – Attached)

Of the Summit Park Community, (SPC) census figures estimate that 13.6% of the population speaks a language other than English. Of that, 7.5% speak Spanish. Of the 7.5% Spanish speakers, 43.4% indicated that they speak English “less than very well”. Of the remaining 6.1% who speak a language other than English, 4.2% speak an, Other Indo-European” language and 1.9% speaks an Asian and Pacific Islander language. Of these two categories the amount that indicated they speak English “less than very well” is 96.8% and 47.9% respectively. This therefore equates to an estimated 4.4% of SPC that speak English “less than very well” and that the percentage of Spanish speakers in the SPC who report the ability to speak English “less than very well” is estimated at 43.4%. (Information was obtained from the U.S. Census Park City CDP, Summit County, Utah – *Language Spoken at Home, 2013-2017 American Community Survey 5-Year Estimates* on 10/25/19 – Attached)

Of the Kamas Community, (KC) census figures estimate that 13.6% of the population speaks a language other than English. Of that, 7.5% speak Spanish. Of the 7.5% Spanish speakers, 43.4% indicated that they speak English “less than very well”. Of the remaining 6.1% who speak a language other than English, 4.2% speak an, Other Indo-European” language and 1.9% speaks an Asian and Pacific Islander language. Of these two categories the amount that indicated they speak English “less than very well” is 3.2% and 52.1% respectively. This therefore equates to an estimated 4.4% of SPC that speak English “less than very well” and that the percentage of Spanish speakers in the SPC who report the ability to speak English “less than very well” is estimated at 43.4%. (Information was obtained from the U.S. Census Park City CDP, Summit County, Utah – *Language Spoken at Home, 2013-2017 American Community Survey 5-Year Estimates* on 10/25/19 – Attached)

In addition to 2017 census data, the analysis included efforts to reach the non-English speaking population. These efforts included talking with the directors of the Park City Community Outreach non-profit (Park City Community Outreach is not for profit organization established as an effort to coordinate services available, including transit services, to the Hispanic community in Park City) and the director of the local Park City High School Adult ESL program. The result of these conversations indicated that the local non- English speaking population currently feel that efforts to make transit information available in Spanish is adequate in understanding the transit schedules, routes and procedures/policies.

Factor 2 - The Frequency with Which LEP Individuals Come into Contact with PCT Services

In order to determine the frequency with which LEP individuals come in contact with transit programs, activities, and services, we look at results of the 2019 Winter and Summer Park City Transit Onboard Passenger Survey. The survey was administered in both English and Spanish (Survey questions are attached).

The goal of the survey is to aid in the development of the short range transit plan as explained in the introduction of the survey study:

An important element of providing a successful public service is to clearly understand the “customers” – those persons using the service. To gain this understanding, PCT retained AJM & Associates to conduct onboard passenger surveys of the

transit services provided by Park City both within the city limits and in nearby areas of unincorporated Summit County. Winter surveys on all fixed routes were conducted, March 21 through 24, 2019.

AJM & Associates was hired to conduct the on-board transit surveys. Approximately 1,100 unique surveys were recorded. 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.

Surveyors obtained completed surveys that were equal to 10% of riders for a typical day. All passengers boarding buses with surveyors during the survey period were asked to complete a one page questionnaire. The survey forms consisted of a single sheet with questions in English on one side and Spanish on the other.

The summer service survey was conducted in an identical method on July 18 through 21, 2019. Results indicated on a broad basis that Winter Service accommodated an estimated 11.9% of riders which could be considered Spanish speaking LEP individuals. Of the Summer Service the survey indicated an estimated 12.9% of riders which could be considered Spanish speaking LEP individuals. (Source: Park City Transit Summer 2019 Onboard Passenger Survey, AJM & Associates, & Park City Transit Winter 2019 Onboard Passenger Survey, AJM & Associates.)

These results indicate that the amount of LEP ridership is slightly greater than the ratio indicated in census data of the PCPTP. This information is consistent with data obtained from local not for profit organizations who indicated that the Hispanic population often utilizes the Park City transit system as a source of transportation for reasons other than recreation.

Factor 3 - Nature and Importance of the Services Provided

Through the Winter and Summer Onboard Passenger Surveys and information provided by not for profit organizations serving the LEP population, it has been determined that while primarily a resort oriented transit system, the Park City Transit System also significantly services local population, including an LEP population in ways related to employment, education, and health services.

Factor 4 - Resources Available to PCT to Ensure Meaningful Access to Services by LEP Individuals

Park City Transit does not provide transit service to a population of over 200,000. The total estimated permanent transit population within the boundaries of the transit system is less than 25,000. The Park City Transit Department operates as an Enterprise Fund within the overall government of Park City Municipal Corporation. The system is managed as efficiently as possible within the structure of the available City and Transit Department resources. The Transit system operating budget is significantly small compared to large transit agencies. However, the transit system does serve a significant Hispanic ridership.

III. LEP PLAN

The LEP Plan reflects the overall goal of improving and maintaining language access for PCT customers as transit riders and project recipients. The intent is to achieve a balance that ensures meaningful access to programs and services while avoiding undue burdens on PCT resources. It is important to inform LEP individuals that services are available in Spanish and they are free of charge. PCT will continue to use existing resources to meet the requirements of Executive Order 13166. The most widely used LEP services will be translating verbal and written communications.

A. Identifying LEP Individuals Needing Language Assistance

PCT may examine customer service records to look for previous language assistance and to determine if language assistance might be needed at future events.

Have language identification cards available for individuals to identify the language they speak.

B. Language Assistance Measures

Language assistance will be provided to LEP individuals through the translation of vital documents, as well as through verbal language interpretation when necessary and possible.

LEP individuals are not obligated to provide their own interpreter, although many do so. Interpreters will be provided at public meetings when necessary.

In-coming calls by Spanish speaking individuals will be transferred or conferenced with PCT's Spanish speaking dispatchers.

Vital notices will be published in local Spanish newspapers, as needed.

C. Training Staff

Staff will be trained on the following:

- PCT's Title VI policy and LEP responsibilities
- Documentation of language assistance requests
- How to handle a potential Title VI/LEP complaint

D. Providing Notice to LEP Individuals

- Add an option to main phone recording for assistance in Spanish
- Provide a statement affirming PCT will make reasonable accommodations to provide an interpreter at public meetings and hearings with advance notice
- Continue to provide vital documents, such as Title VI complaint form and various brochures in Spanish
- Include in notifications that there is no charge for language assistance

IV. MONITORING AND UPDATING THE LEP PLAN

PCT's Title VI Coordinator shall monitor implementation of the LEP Plan, making revisions to the plan, as may be required periodically. In monitoring compliance, an assessment will be made whether the plan allows LEP individuals to overcome language barriers and participate in a meaningful way in the program activities and services.

Monitoring shall consider information from the following sources and criteria, as well as other factors as may be appropriate:

- Changes in demographics, including new language groups, types of services and other activities
- Frequency of encounters with LEP persons
- Whether existing LEP language services are adequate
- Availability of new resources, including technology

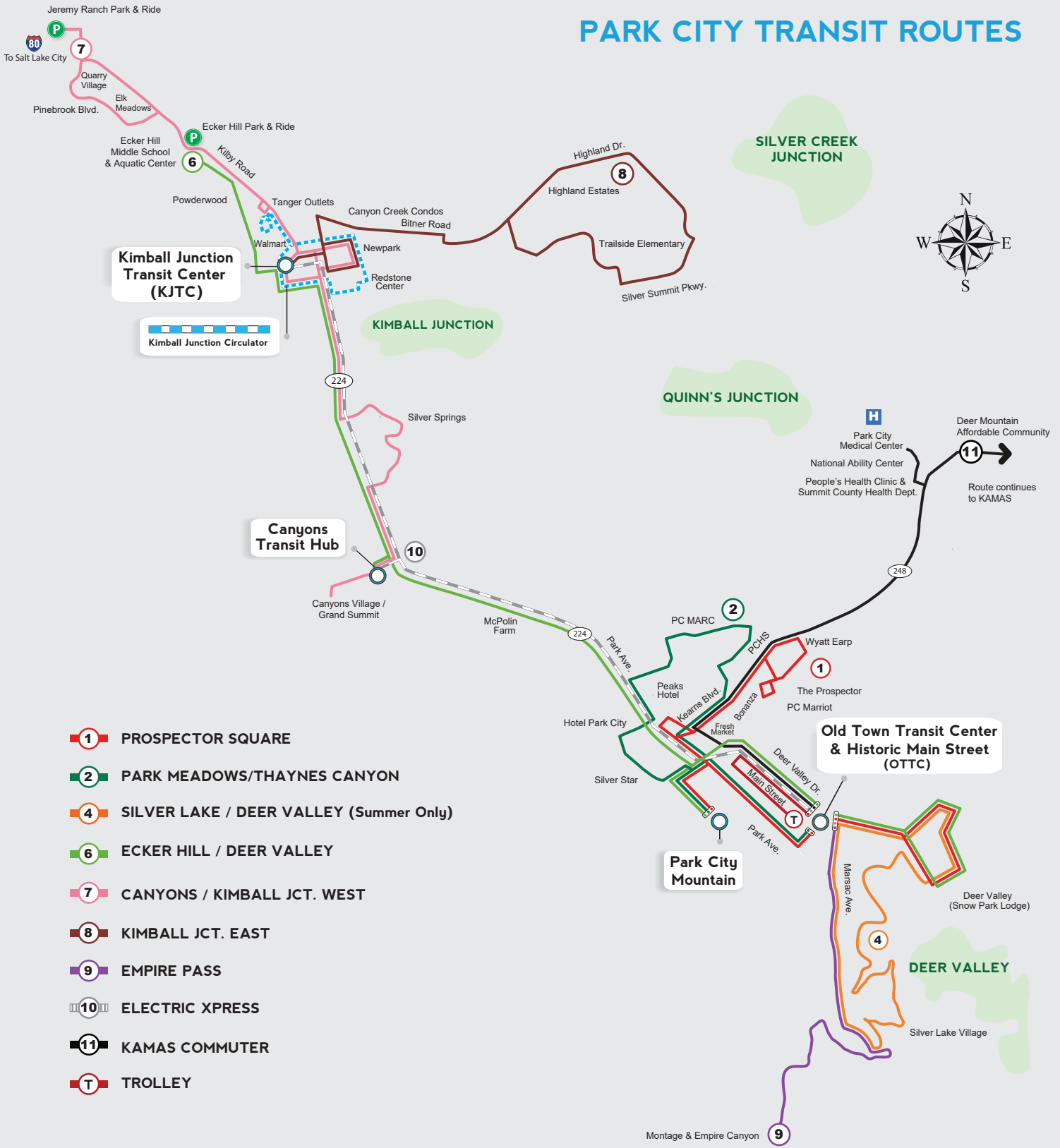
Full review of the LEP Plan will occur with each triennial Title VI program submission.

V. DEFINITIONS

- **Bilingual** – The ability to speak two languages fluently and to communicate directly and accurately in both English and another language.
- **Interpretation** – Interpretation - The act of listening to spoken words in one language (the source) and orally translating into another language (the target).
- **Limited English Proficient Person** – Any individual who does not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP.” Such person or persons may be entitled to language assistance at no cost to themselves with respect to a particular type or service, benefit, or encounter.
- **Linguistically Isolated** – This term is described in the census as the percentage of person in the households in which no one over the age of 14 speaks English well, and is used as a direct measure of those persons with a severe language barrier, as a distinct from those of foreign origin who speak English well. Those who are linguistically isolated may also be unable to benefit from transportation services and the services of other DOT recipients and, therefore, should receive attention from recipients as a high priority.
- **Primary Language** – The Language in which an individual is most effectively able to communicate.
- **Qualified Interpreter**– Qualified interpreter means an interpreter who is able to interpret effectively, accurately, and impartially, either for individuals with disabilities or for individuals with limited English skills. The interpreter should be able to interpret both receptively and expressively, using any necessary specialized vocabulary.
- **Substantial number of non- or limited-English speaking people** – Members of a group who either do not speak English, or who are unable to effectively communicate in English because it is not their native language, and who comprise of five percent or more of the people service by any local office or facility of a State agency.
- **Translation** – The replacement of written text from one language into an equivalent written text in another language. It is noted that some LEP persons cannot read in their own language and back-up oral interpretation services may be needed for written documents.
- **Vital Documents** – Documents that convey information that critically affects the ability of the recipient/customer to make decisions about his or her participation in the program. Examples of vital documents include but are not limited to: applications, public notices, consent forms, letters containing important information regarding participation in a program, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, notices advising of the availability of language assistance, and outreach and community education materials, and notices advising LEP person of the availability of free language services.

Attachment 2 - Transit Schedule for Area Employees

PARK CITY TRANSIT ROUTES



- 1** PROSPECTOR SQUARE
- 2** PARK MEADOWS/THAYNES CANYON
- 4** SILVER LAKE / DEER VALLEY (Summer Only)
- 6** ECKER HILL / DEER VALLEY
- 7** CANYONS / KIMBALL JCT. WEST
- 8** KIMBALL JCT. EAST
- 9** EMPIRE PASS
- 10** ELECTRIC XPRESS
- 11** KAMAS COMMUTER
- T** TROLLEY

Kimball Junction Transit Center (KJTC)

Kimball Junction Circulator

Canyons Transit Hub

Park City Mountain

Old Town Transit Center & Historic Main Street (OTTC)

SILVER CREEK JUNCTION

KIMBALL JUNCTION

QUINN'S JUNCTION

DEER VALLEY

Deer Mountain Affordable Community

Park City Medical Center
National Ability Center
People's Health Clinic & Summit County Health Dept.

Route continues to KAMAS

248

224

224

Jeremy Ranch Park & Ride

To Salt Lake City

Pinebrook Blvd.

Ecker Hill Middle School & Aquatic Center

Powderwood

Tanger Outlets

Canyon Creek Condos
Bitner Road

Redstone Center

KIMBALL JUNCTION

Silver Springs

Canyons Village / Grand Summit

McPolin Farm

Hotel Park City

Silver Star

PC MARC

Peaks Hotel

Keams Blvd.

Fresh Market

Bobanua

PCHS

Deer Valley Dr.

Main Street

Park Ave.

Deer Valley Dr.

PC Marriot

The Prospector

Wyatt Earp

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

PC Marriot

LOST AND FOUND

Please check for personal items before leaving the bus. Park City Transit is not responsible for items left on the bus or at the bus stop. If you forget something, call us at (435) 615-5301, Monday through Friday, 8:00 a.m. to 5:00 p.m., or after hours leave a message at (435) 615-5350.

If you find an unattended item, give the item to the vehicle operator when it is safe to do so (For example: when the vehicle has come to a complete stop).



PARK CITY TRANSIT
1053 Iron Horse Drive
Park City, UT 84060



P.O. Box 1480 Park City, UT 84060
(435) 615-5350 pre-recorded routing information.

www.parkcitytransit.org



TRANSIT GUIDE 2019

SPRING, SUMMER & FALL

Effective April 8th - Mid November



New Electric Buses

While on the bus

Our drivers can be a good source of information, feel free to ask questions. Seats near the front of the bus should be offered to the elderly and riders with disabilities.

Use handrails to steady yourself on the way to your seat.

When you're ready to get off the bus, just pull the cord above the window to signal the driver.

Please make sure children remain seated while the bus is in motion. Strollers must not block the aisles or doorways.

Safe haven program

If you feel that you are in imminent danger, just board a Park City Transit bus. Drivers are in direct contact with the Police Dept.



Park City Mobility

All Park City/Summit County transit buses are ADA accessible and our drivers are trained to assist those with disabilities.

A Door-to-Door Paratransit service is provided to passengers unable to use the fixed-route service.

For further information and an ADA Eligibility Application, contact our Paratransit Certification Office, Monday thru Friday, 8:00 am to 5:00 pm at (435) 615-5353, TTY (435) 615-7041 (please leave a message).

Para Español, marque (888) 346-3162
This information is available in alternative formats upon request.

Guaranteed ride home program

Employees living or working in Summit County are eligible for our Guaranteed Ride Home (GRH) Program, which covers the employee's cost for a ride home in the event an employee needs to leave work to tend to an emergency or misses their bus home as a result of being required to work unexpected overtime.

Go to www.parkcity.org/grh to learn more on how the program works and how to sign up.

Non-discrimination notice

Park City Municipal Corporation's policy is that no person, regardless of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to any discrimination under any program, activity, or services under Section 601 of Title VI of the Civil Rights Act, as amended. For a copy of Park City's Title VI Policy and Complaint Procedure, please contact Park City/Summit County Transit at (435) 615-5301 Monday thru Friday 8:00am to 5:00pm. After hours leave a message at (435) 615-5350.

Aviso de No-discriminación

La política de la Corporación Municipal de Park City es que a ninguna persona sin importar su raza, color o nacionalidad se le excluirá de la participación en, la negación de los beneficios de, o será sujeto a ninguna discriminación bajo ningún programa, actividad o servicios, según la sección 601 del Título VI del Acta de los derechos civiles.

PEAK SPRING / FALL HOURS 6:54 AM - 10:14 PM
 PEAK SUMMER HOURS 6:54 AM - 11:54 PM
 DEPARTING OTTC

1 RED PROSPECTOR SQUARE
 20 MINUTE FREQUENCY



Timepoints (Minutes after the hour)	Departs:	First Bus	Last Bus Spring/Fall	Last Bus Summer
:54 :14 :34	Main Street (OTTC)	6:54am	10:14pm	11:54pm
:56 :16 :36	Skate Park (Park City Library)	6:56am	10:16pm	11:56pm
:01 :21 :41	Park City Mountain	7:01am	10:21pm	12:01am
:05 :25 :45	Fresh Market	7:05am	10:05pm	12:05am
:08 :28 :48	Wyatt Earp Way	7:08am	10:08pm	12:08am
:11 :31 :51	Poison Creek Lane	7:11am	10:11pm	12:11am
:15 :35 :55	The Prospector	7:15am	10:15pm	12:15am
:16 :36 :56	Comstock Dr.	7:16am	10:16pm	*12:16am
:17 :37 :57	Park City High School	7:17am	10:17pm	11:57pm
:20 :40 :00	The Market at Park City	7:20am	10:20pm	12:00am
:23 :43 :03	Park Ave. Condos (Fresh Market)	7:23am	10:23pm	12:03am
:25 :45 :05	Park City Mountain	7:25am	10:25pm	12:05am
:27 :47 :07	Park City Library	7:27am	10:27pm	12:07am
:34 :54 :14	Main Street (OTTC)	7:34am	10:34pm	*12:14am
:44 :04 :24	Deer Valley (Snow Park Lodge)	7:44am	*10:44pm	11:44pm
:54 :14 :34	Main Street (OTTC)	6:54am	10:14pm	11:54pm

*Dropping Only

PEAK SPRING / FALL HOURS 7:04 AM - 10:24 PM
 PEAK SUMMER HOURS 7:04 AM - 11:44 PM
 DEPARTING OTTC

**2 GREEN PARK MEADOWS/
 THAYNES CANYON**
 20 MINUTE FREQUENCY
 Combined Service







Timepoints (Minutes after the hour)	Departs:	First Bus	Last Bus Spring/Fall	Last Bus Summer
:04 :24 :44	Main Street (OTTC)	7:04am	10:24pm	11:44pm
:06 :26 :46	Skate Park (Park City Library)	7:06am	10:26pm	11:46pm
:11 :31 :51	Park City Mountain	7:11am	10:31pm	11:51pm
:15 :35 :55	Fresh Market	7:15am	10:35pm	11:55pm
:23 :43 :03	PC MARC	7:23am	10:43pm	12:03am
:25 :45 :05	Peaks Hotel (Holiday Ranch Loop)	7:25am	10:45pm	12:05am
:27 :47 :07	Hotel Park City	7:27am	10:47pm	12:07am
:29 :49 :09	Silver Star	7:29am	*10:49pm	12:09am
:35 :55 :15	Park City Mountain	7:35am	10:35pm	12:15am
:37 :57 :17	Park City Library	7:37am	10:37pm	12:17am
:44 :04 :24	Main Street (OTTC)	7:04am	*10:44pm	*12:24am

* Dropping Only

**PARK CITY
 MOUNTAIN**

**MAIN
 STREET**

- Transfer Point 
- Noteworthy Location 
- Bus Stop 
- Immediate Health Care 




SUMMER SERVICE JUNE 7th - SEPTEMBER 2nd
 HOURS 10:00 AM - 5:30 PM
 DEPARTING OTTC

4 ORANGE SILVER LAKE / DEER VALLEY
 30 MINUTE FREQUENCY



Timepoints (Minutes after the hour)		Departs:	First Bus	Last Bus
:00	:30	Main Street (OTTC)	10:00am	5:30pm
:10	:40	Silver Lake Village	10:10am	5:40pm
:20	:50	Deer Valley (Snow Park Lodge)	10:20am	5:50pm
:30	:00	Main Street (OTTC)	10:00am	*6:00pm

*Dropping only

-  **Transfer Point**
-  **Noteworthy Location**
-  **Bus Stop**

**SPRING / SUMMER / FALL
HOURS 5:45 AM - 12:15 AM
DEPARTING OTTC**

**6 LIME ECKER HILL
30 MINUTE FREQUENCY**

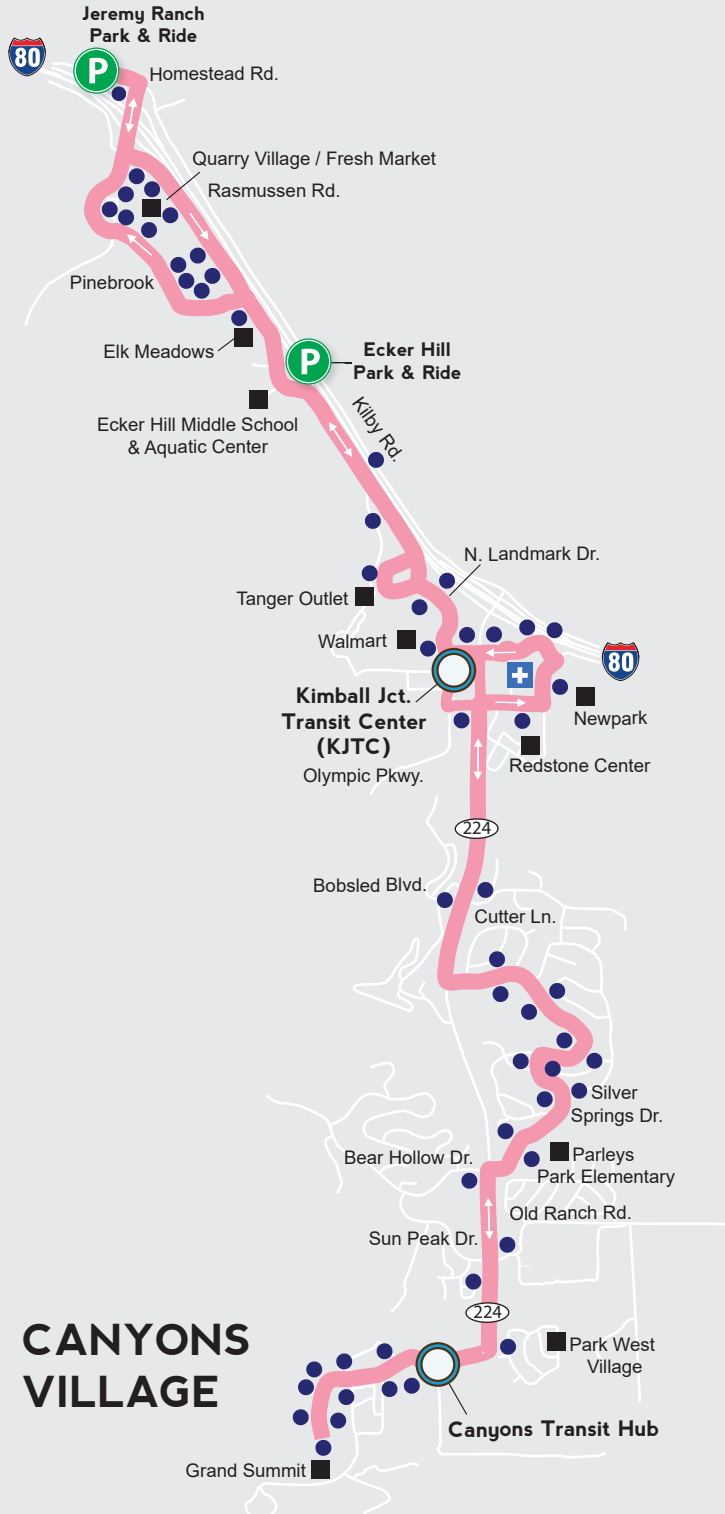


Timepoints (Minutes after the hour)	Departs:	First Bus	Last Bus
To Ecker Hill			
:45 :15	Main Street (OTTC)	5:45am	12:15am
:51 :21	Park City Mountain	5:51am	12:21am
:54 :24	Fresh Market	5:54am	12:24am
:56 :26	Peaks Hotel on SR 224	5:56am	12:26am
:01 :31	Canyons Transit Hub (7-11)	6:01am	12:31am
:08 :38	Kimball Jct. Transit Center (KJTC)	6:08am	12:38am
:10 :40	Liberty Peak	6:10am	12:40am
:11 :41	Tanger Outlets	6:11am	12:41am
:12 :42	Powderwood	6:12am	12:42am
:15 :45	Ecker Hill Park & Ride	5:45am	*12:45am
To Deer Valley			
:00 :30	Ecker Hill Park & Ride	6:00am	12:00am
:01 :31	Powderwood	6:01am	12:01am
:02 :32	Tanger Outlets	6:02am	12:02am
:03 :33	Liberty Peak	6:03am	12:03am
:06 :36	Kimball Jct. Transit Center (KJTC)	6:06am	12:06am
:12 :42	Canyons Transit Hub (7-11)	6:12am	12:12am
:18 :48	Park Ave. Condos	6:18am	12:18am
:21 :51	Park City Mountain	6:21am	12:21am
:30 :00	Main Street (OTTC)	6:30am	12:30am
:36 :06	Deer Valley (Snow Park Lodge)	6:36am	*12:36am
:45 :15	Main Street (OTTC)	5:45am	12:15am

*Dropping Only

**SPRING / SUMMER / FALL
HOURS 5:45 AM - 11:45 PM
DEPARTING GRAND SUMMIT**

**7 PINK CANYONS/KIMBALL JCT. WEST
30 MINUTE FREQUENCY**



Timepoints

(Minutes after the hour)

Departs:

First Bus Last Bus

Outbound To Kimball West

:15	:45	Grand Summit	5:45am	11:45pm
:20	:50	Canyons Transit Hub (7-11)	5:50am	11:50pm
:23	:53	Silver Springs	5:53am	11:53pm
:30	:00	Redstone	6:00am	12:00am
:32	:02	Newpark	6:02am	12:02am
:40	:10	Kimball Jct. Transit Center (KJTC)	6:10am	12:10am
:41	:11	Walmart	6:11am	12:11am
:43	:13	Tanger Outlets	6:13am	12:13am
:46	:16	Ecker Hill Park & Ride	6:16am	12:16am
:50	:20	Quarry Village / Fresh Market	6:20am	12:20am
:00	:30	Jeremy Ranch Park & Ride	6:00am	12:00am

Inbound to Canyons Village

:00	:30	Jeremy Ranch Park & Ride	6:00am	12:00am
:07	:37	Ecker Hill Park & Ride	6:07am	12:07am
:09	:39	Tanger Outlets	6:09am	12:09am
:11	:41	Walmart	6:11am	12:11am
:15	:45	Kimball Jct. Transit Center (KJTC)	6:15am	12:15am
:18	:48	Redstone	6:18am	12:18am
:20	:50	Newpark	6:20am	12:20am
:24	:54	Silver Springs	6:24am	12:24am
:33	:03	Canyons Transit Hub (7-11)	6:33am	12:33am
:45	:15	Grand Summit	6:45am	*12:45am

*Dropping Only

SILVER SPRINGS

Transfer Point



Noteworthy Location



Bus Stop



Park & Ride



Immediate Health Care







SPRING / SUMMER / FALL
 HOURS 6:00 AM - 12:30 AM
 DEPARTING KJTC

8 BROWN KIMBALL JUNCTION EAST
 30 MINUTE FREQUENCY



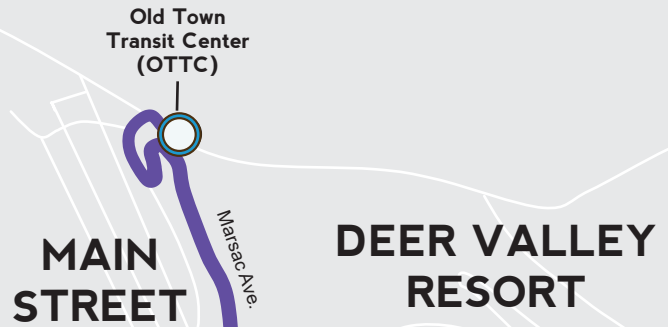
Timepoints <small>(Minutes after the hour)</small>		Departs:	First Bus	Last Bus
:00	:30	Kimball Jct. Transit Center (KJTC)	6:00am	12:30am
:03	:33	Redstone	6:03am	*12:33am
:05	:35	Newpark	6:05am	*12:35am
:09	:39	Canyon Creek Club	6:09am	*12:39am
:11	:41	Highland Dr. at Old Ranch Road	6:11am	*12:41am
:14	:44	Highland Dr. at Silver Summit	6:14am	*12:44am
:16	:46	Trailside Elementary School	6:16am	*12:46am
:21	:51	Canyon Creek Club West	5:51am	12:21am
:30	:00	Kimball Jct. Transit Center (KJTC)	6:00am	12:30am

*Dropping Only

- Transfer Point** 
- Noteworthy Location** 
- Bus Stop** 
- Immediate Health Care** 

SPRING / SUMMER / FALL
 HOURS 7:40 AM - 3:40 PM
 DEPARTING OTTC

9 PURPLE EMPIRE PASS
 30 MINUTE FREQUENCY



Timepoints

(Minutes after the hour)

	Departs:	First Bus	Last Bus
:10 :40	Main Street (OTTC)	7:40am	3:40pm
:15 :45	Empire Club Dr. (Lower)	7:45am	3:45pm
:25 :55	Montage & Empire Canyon	7:55am	3:55pm
:29 :59	Empire Club Dr. (Lower)	7:59am	3:59pm
:40 :10	Main Street (OTTC)	7:40am	*4:10pm

*Dropping Only



Transfer Point



Noteworthy Location



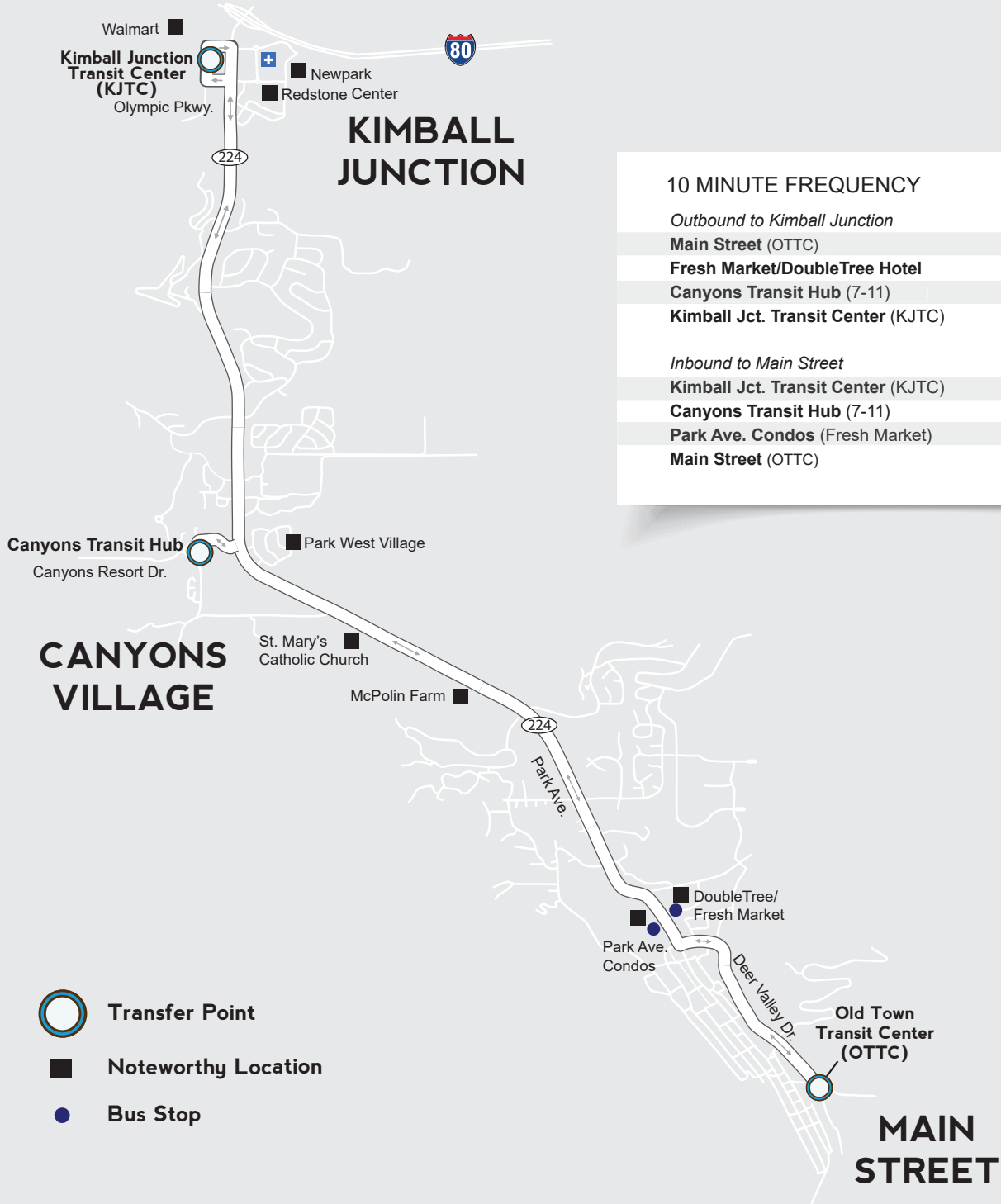
Bus Stop



EMPIRE PASS

SPRING / SUMMER / FALL
 HOURS 6:45 AM - 12:05 AM
 DEPARTING OTTC

10 WHITE ELECTRIC XPRESS
 10 MINUTE FREQUENCY



10 MINUTE FREQUENCY

First Bus Last Bus

Outbound to Kimball Junction

Main Street (OTTC)	6:45am	12:05am
Fresh Market/DoubleTree Hotel	6:49am	12:09am
Canyons Transit Hub (7-11)	6:55am	12:15am
Kimball Jct. Transit Center (KJTC)	7:05am	12:25am

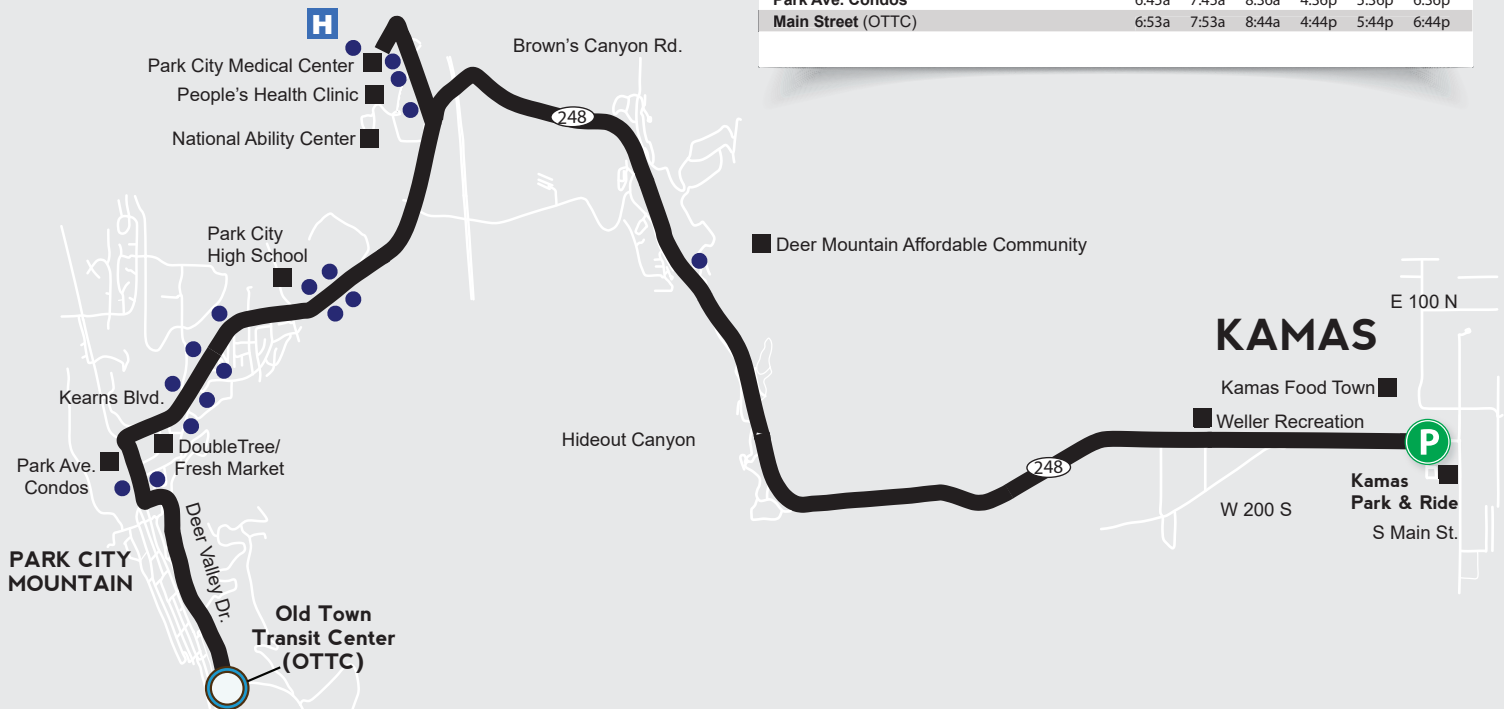
Inbound to Main Street

Kimball Jct. Transit Center (KJTC)	7:05am	12:25am
Canyons Transit Hub (7-11)	7:11am	12:31am
Park Ave. Condos (Fresh Market)	7:17am	12:37am
Main Street (OTTC)	7:25am	*12:45am

*Dropping Only

**SPRING / SUMMER / FALL
HOURS 5:42 AM - 5:35 PM
DEPARTING OTTC**

**11 BLACK KAMAS COMMUTER
7 DAYS A WEEK**



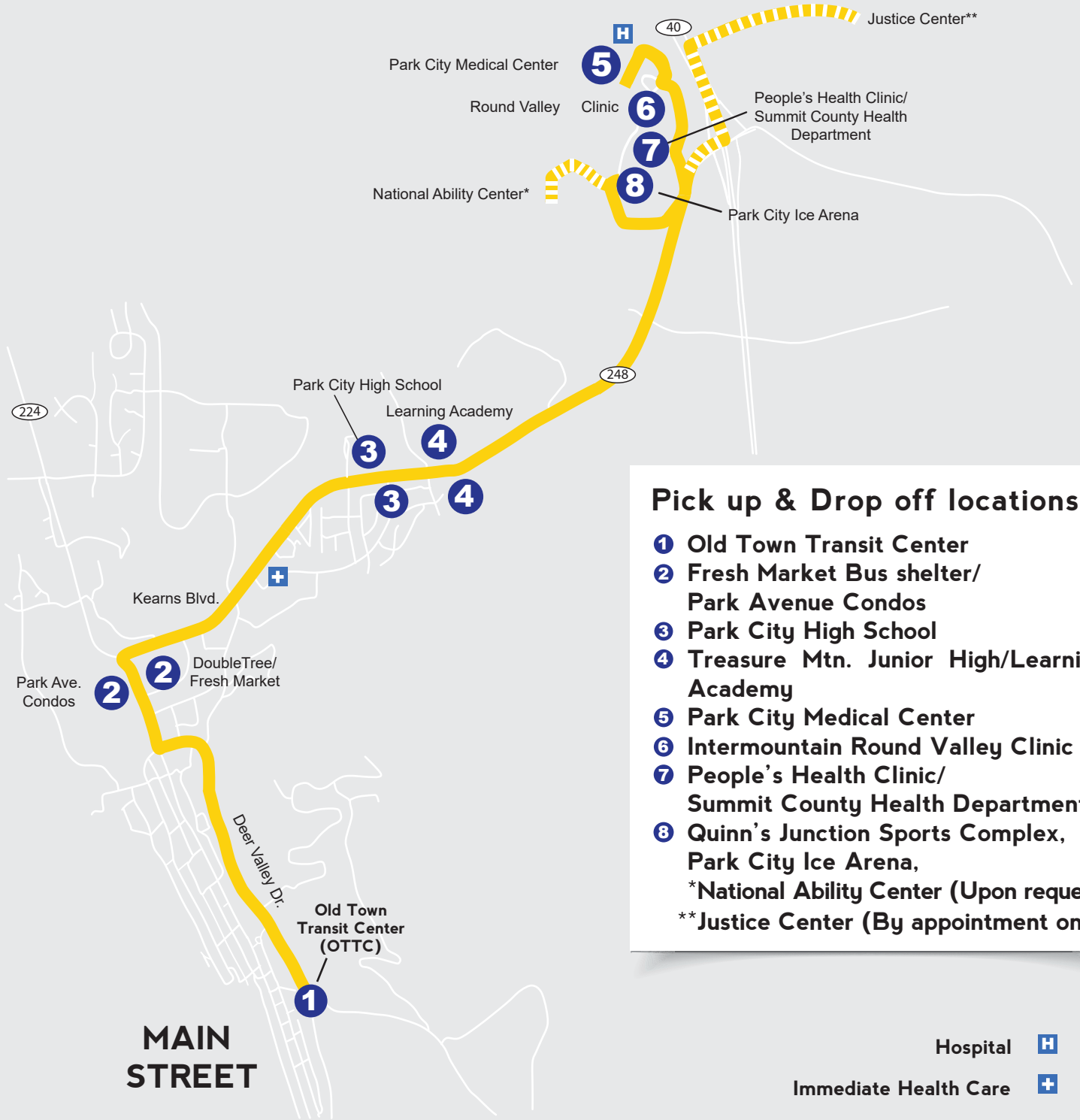
**MAIN
STREET**

To Kamas					
Main Street (OTTC)	5:42a	6:42a	7:30a	3:35p	4:35p 5:35p
Fresh Market / DoubleTree Hotel	5:46a	6:46a	7:34a	3:39p	4:39p 5:39p
Park City High School / Learning Academy	5:48a	6:48a	7:36a	3:41p	4:41p 5:41p
Park City Medical Center (Hospital)	5:55a	6:55a	7:43a	3:48p	4:48p 5:48p
People's Health Clinic	5:56a	6:56a	7:44a	3:49p	4:49p 5:49p
Deer Mountain Affordable Community	6:04a	7:04a	7:52a	3:57p	4:57p 5:57p
Kamas Park & Ride	6:17a	7:17a	8:06a	4:08p	5:08p 6:08p
To Park City					
Kamas Park & Ride	6:17a	7:17a	8:06a	4:08p	5:08p 6:08p
Deer Mountain Affordable Community	6:29a	7:29a	8:18a	4:20p	5:20p 6:20p
Park City Medical Center (Hospital)	6:37a	7:37a	8:28a	4:28p	5:28p 6:28p
People's Health Clinic	6:38a	7:38a	8:29a	4:29p	5:29p 6:29p
Park City High School / Learning Academy	6:42a	7:42a	8:34a	4:34p	5:34p 6:34p
Park Ave. Condos	6:45a	7:45a	8:36a	4:36p	5:36p 6:36p
Main Street (OTTC)	6:53a	7:53a	8:44a	4:44p	5:44p 6:44p

- Transfer Point
- Noteworthy Location
- Bus Stop
- Park & Ride
- Hospital

To schedule a ride call
(435) 640-7819

DIAL-A-RIDE TO QUINN'S JCT.



- Pick up & Drop off locations**
- 1** Old Town Transit Center
 - 2** Fresh Market Bus shelter/
Park Avenue Condos
 - 3** Park City High School
 - 4** Treasure Mtn. Junior High/Learning
Academy
 - 5** Park City Medical Center
 - 6** Intermountain Round Valley Clinic
 - 7** People's Health Clinic/
Summit County Health Department
 - 8** Quinn's Junction Sports Complex,
Park City Ice Arena,
*National Ability Center (Upon request)
**Justice Center (By appointment only)

Hospital **H**

Immediate Health Care **+**

SPRING / SUMMER / FALL
HOURS 10:00 AM - 10:00 PM
DEPARTING OTTC

TROLLEY
15 MINUTE FREQUENCY

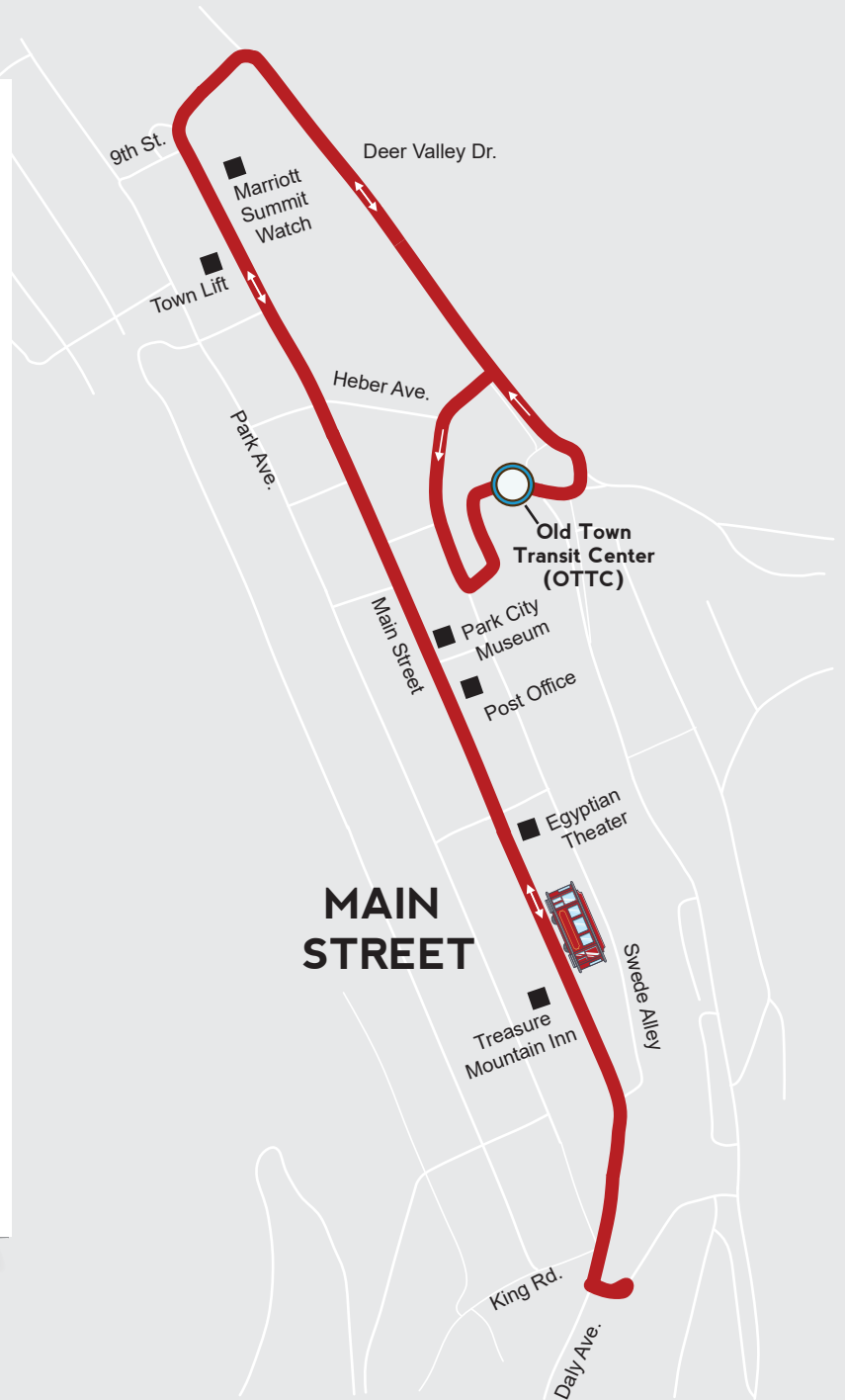
Trolley



Hop on the historic Trolley and ride it all the way to the top of Main Street from 10:00 a.m. until 10:00 p.m.

Stand at any Trolley stop or wave to the driver indicating you would like to ride. The Trolley also serves as a connection to the Old Town Transit Center where transfers can be made to other routes in the system.

As an icon of Park City, the Trolley is a part of the intermodal transportation network operated by Park City Transit.



Attachment 3 - U.S. Census Bureau Language - Spoken at Home 2013
2017 & Public Participation Plan Checklist



S1601

LANGUAGE SPOKEN AT HOME

2013-2017 American Community Survey 5-Year Estimates

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Subject	Park City CCD, Summit County, Utah				
	Total		Percent		Percent of specified language speakers
					Speak English only or speak English "very well"
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
Population 5 years and over	25,548	+/-506	(X)	(X)	24,187
Speak only English	21,871	+/-552	85.6%	+/-1.7	(X)
Speak a language other than English	3,677	+/-442	14.4%	+/-1.7	2,316
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	2,532	+/-402	9.9%	+/-1.5	1,360
5 to 17 years old	831	+/-185	3.3%	+/-0.7	678
18 to 64 years old	1,648	+/-244	6.5%	+/-0.9	674
65 years old and over	53	+/-63	0.2%	+/-0.2	8
Other Indo-European languages	774	+/-210	3.0%	+/-0.8	715
5 to 17 years old	147	+/-74	0.6%	+/-0.3	124
18 to 64 years old	459	+/-144	1.8%	+/-0.6	444
65 years old and over	168	+/-94	0.7%	+/-0.4	147
Asian and Pacific Island languages	242	+/-117	0.9%	+/-0.5	135
5 to 17 years old	6	+/-9	0.0%	+/-0.1	6
18 to 64 years old	229	+/-116	0.9%	+/-0.5	122
65 years old and over	7	+/-11	0.0%	+/-0.1	7
Other languages	129	+/-109	0.5%	+/-0.4	106
5 to 17 years old	0	+/-21	0.0%	+/-0.1	0
18 to 64 years old	126	+/-109	0.5%	+/-0.4	103
65 years old and over	3	+/-5	0.0%	+/-0.1	3
CITIZENS 18 YEARS AND OVER					
All citizens 18 years old and over	18,547	+/-392	(X)	(X)	18,320
Speak only English	17,222	+/-405	92.9%	+/-1.3	(X)
Speak a language other than English	1,325	+/-250	7.1%	+/-1.3	1,098
Spanish	648	+/-191	3.5%	+/-1.0	473
Other languages	677	+/-177	3.7%	+/-0.9	625

Subject	Park City CCD, Summit County, Utah				
	Percent of specified language speakers				
	Speak English only or speak English "very well"	Percent speak English only or speak English "very well"		Speak English less than "very well"	
		Margin of Error	Estimate	Margin of Error	Estimate
Population 5 years and over	+/-561	94.7%	+/-1.1	1,361	+/-269
Speak only English	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	+/-367	63.0%	+/-6.1	1,361	+/-269
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	+/-325	53.7%	+/-8.5	1,172	+/-262
5 to 17 years old	+/-186	81.6%	+/-10.2	153	+/-85
18 to 64 years old	+/-196	40.9%	+/-10.4	974	+/-222
65 years old and over	+/-13	15.1%	+/-32.8	45	+/-60
Other Indo-European languages	+/-189	92.4%	+/-4.9	59	+/-45
5 to 17 years old	+/-75	84.4%	+/-19.5	23	+/-28
18 to 64 years old	+/-143	96.7%	+/-3.8	15	+/-17
65 years old and over	+/-86	87.5%	+/-19.1	21	+/-34
Asian and Pacific Island languages	+/-62	55.8%	+/-20.5	107	+/-84
5 to 17 years old	+/-9	100.0%	+/-100.0	0	+/-21
18 to 64 years old	+/-56	53.3%	+/-19.9	107	+/-84
65 years old and over	+/-11	100.0%	+/-100.0	0	+/-21
Other languages	+/-89	82.2%	+/-12.4	23	+/-25
5 to 17 years old	+/-21	-	**	0	+/-21
18 to 64 years old	+/-89	81.7%	+/-12.6	23	+/-25
65 years old and over	+/-5	100.0%	+/-100.0	0	+/-21
CITIZENS 18 YEARS AND OVER					
All citizens 18 years old and over	+/-381	98.8%	+/-0.6	227	+/-107
Speak only English	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	+/-216	82.9%	+/-6.9	227	+/-107
Spanish	+/-164	73.0%	+/-12.6	175	+/-97
Other languages	+/-161	92.3%	+/-5.0	52	+/-38

Subject	Park City CCD, Summit County, Utah	
	Percent of specified language speakers	
	Percent speak English less than "very well"	
	Estimate	Margin of Error
Population 5 years and over	5.3%	+/-1.1
Speak only English	(X)	(X)
Speak a language other than English	37.0%	+/-6.1
SPEAK A LANGUAGE OTHER THAN ENGLISH		
Spanish	46.3%	+/-8.5
5 to 17 years old	18.4%	+/-10.2
18 to 64 years old	59.1%	+/-10.4
65 years old and over	84.9%	+/-32.8
Other Indo-European languages	7.6%	+/-4.9
5 to 17 years old	15.6%	+/-19.5
18 to 64 years old	3.3%	+/-3.8
65 years old and over	12.5%	+/-19.1
Asian and Pacific Island languages	44.2%	+/-20.5
5 to 17 years old	0.0%	+/-100.0
18 to 64 years old	46.7%	+/-19.9
65 years old and over	0.0%	+/-100.0
Other languages	17.8%	+/-12.4
5 to 17 years old	-	**
18 to 64 years old	18.3%	+/-12.6
65 years old and over	0.0%	+/-100.0
CITIZENS 18 YEARS AND OVER		
All citizens 18 years old and over	1.2%	+/-0.6
Speak only English	(X)	(X)
Speak a language other than English	17.1%	+/-6.9
Spanish	27.0%	+/-12.6
Other languages	7.7%	+/-5.0

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using 2013 data or multi-year data containing data from 2013. For more information, see: Language User Note.

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Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
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3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
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6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
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8. An '(X)' means that the estimate is not applicable or not available.



S1601

LANGUAGE SPOKEN AT HOME

2013-2017 American Community Survey 5-Year Estimates

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Subject	Summit Park CDP, Utah				
	Total		Percent		Percent of specified language speakers
					Speak English only or speak English "very well"
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
Population 5 years and over	7,534	+/-328	(X)	(X)	7,206
Speak only English	6,510	+/-363	86.4%	+/-3.9	(X)
Speak a language other than English	1,024	+/-308	13.6%	+/-3.9	696
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	562	+/-281	7.5%	+/-3.6	318
5 to 17 years old	205	+/-120	2.7%	+/-1.6	162
18 to 64 years old	357	+/-184	4.7%	+/-2.4	156
65 years old and over	0	+/-16	0.0%	+/-0.4	0
Other Indo-European languages	317	+/-133	4.2%	+/-1.7	307
5 to 17 years old	108	+/-72	1.4%	+/-1.0	98
18 to 64 years old	102	+/-68	1.4%	+/-0.9	102
65 years old and over	107	+/-71	1.4%	+/-0.9	107
Asian and Pacific Island languages	142	+/-115	1.9%	+/-1.5	68
5 to 17 years old	0	+/-16	0.0%	+/-0.4	0
18 to 64 years old	142	+/-115	1.9%	+/-1.5	68
65 years old and over	0	+/-16	0.0%	+/-0.4	0
Other languages	3	+/-5	0.0%	+/-0.1	3
5 to 17 years old	0	+/-16	0.0%	+/-0.4	0
18 to 64 years old	0	+/-16	0.0%	+/-0.4	0
65 years old and over	3	+/-5	0.0%	+/-0.1	3
CITIZENS 18 YEARS AND OVER					
All citizens 18 years old and over	5,514	+/-242	(X)	(X)	5,427
Speak only English	5,087	+/-253	92.3%	+/-2.2	(X)
Speak a language other than English	427	+/-123	7.7%	+/-2.2	340
Spanish	176	+/-95	3.2%	+/-1.7	105
Other languages	251	+/-95	4.6%	+/-1.7	235

Subject	Summit Park CDP, Utah				
	Percent of specified language speakers				
	Speak English only or speak English "very well"	Percent speak English only or speak English "very well"		Speak English less than "very well"	
		Margin of Error	Estimate	Margin of Error	Estimate
Population 5 years and over	+/-334	95.6%	+/-2.6	328	+/-197
Speak only English	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	+/-178	68.0%	+/-13.0	328	+/-197
SPEAK A LANGUAGE OTHER THAN ENGLISH					
Spanish	+/-143	56.6%	+/-17.2	244	+/-179
5 to 17 years old	+/-102	79.0%	+/-21.6	43	+/-50
18 to 64 years old	+/-75	43.7%	+/-20.1	201	+/-145
65 years old and over	+/-16	-	**	0	+/-16
Other Indo-European languages	+/-132	96.8%	+/-5.4	10	+/-16
5 to 17 years old	+/-74	90.7%	+/-17.6	10	+/-16
18 to 64 years old	+/-68	100.0%	+/-25.1	0	+/-16
65 years old and over	+/-71	100.0%	+/-24.1	0	+/-16
Asian and Pacific Island languages	+/-41	47.9%	+/-23.6	74	+/-83
5 to 17 years old	+/-16	-	**	0	+/-16
18 to 64 years old	+/-41	47.9%	+/-23.6	74	+/-83
65 years old and over	+/-16	-	**	0	+/-16
Other languages	+/-5	100.0%	+/-100.0	0	+/-16
5 to 17 years old	+/-16	-	**	0	+/-16
18 to 64 years old	+/-16	-	**	0	+/-16
65 years old and over	+/-5	100.0%	+/-100.0	0	+/-16
CITIZENS 18 YEARS AND OVER					
All citizens 18 years old and over	+/-261	98.4%	+/-1.3	87	+/-72
Speak only English	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	+/-106	79.6%	+/-15.0	87	+/-72
Spanish	+/-55	59.7%	+/-28.8	71	+/-74
Other languages	+/-95	93.6%	+/-7.4	16	+/-17

Subject	Summit Park CDP, Utah	
	Percent of specified language speakers	
	Percent speak English less than "very well"	
	Estimate	Margin of Error
Population 5 years and over	4.4%	+/-2.6
Speak only English	(X)	(X)
Speak a language other than English	32.0%	+/-13.0
SPEAK A LANGUAGE OTHER THAN ENGLISH		
Spanish	43.4%	+/-17.2
5 to 17 years old	21.0%	+/-21.6
18 to 64 years old	56.3%	+/-20.1
65 years old and over	-	**
Other Indo-European languages	3.2%	+/-5.4
5 to 17 years old	9.3%	+/-17.6
18 to 64 years old	0.0%	+/-25.1
65 years old and over	0.0%	+/-24.1
Asian and Pacific Island languages	52.1%	+/-23.6
5 to 17 years old	-	**
18 to 64 years old	52.1%	+/-23.6
65 years old and over	-	**
Other languages	0.0%	+/-100.0
5 to 17 years old	-	**
18 to 64 years old	-	**
65 years old and over	0.0%	+/-100.0
CITIZENS 18 YEARS AND OVER		
All citizens 18 years old and over	1.6%	+/-1.3
Speak only English	(X)	(X)
Speak a language other than English	20.4%	+/-15.0
Spanish	40.3%	+/-28.8
Other languages	6.4%	+/-7.4

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Asian and Pacific Island languages	142	+/-115	1.9%	+/-1.5	68
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Other languages	3	+/-5	0.0%	+/-0.1	3
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Spanish	176	+/-95	3.2%	+/-1.7	105
Other languages	251	+/-95	4.6%	+/-1.7	235

Subject	Summit Park CDP, Utah				
	Percent of specified language speakers				
	Speak English only or speak English "very well"	Percent speak English only or speak English "very well"		Speak English less than "very well"	
		Margin of Error	Estimate	Margin of Error	Estimate
Population 5 years and over	+/-334	95.6%	+/-2.6	328	+/-197
Speak only English	(X)	(X)	(X)	(X)	(X)
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5 to 17 years old	+/-102	79.0%	+/-21.6	43	+/-50
18 to 64 years old	+/-75	43.7%	+/-20.1	201	+/-145
65 years old and over	+/-16	-	**	0	+/-16
Other Indo-European languages	+/-132	96.8%	+/-5.4	10	+/-16
5 to 17 years old	+/-74	90.7%	+/-17.6	10	+/-16
18 to 64 years old	+/-68	100.0%	+/-25.1	0	+/-16
65 years old and over	+/-71	100.0%	+/-24.1	0	+/-16
Asian and Pacific Island languages	+/-41	47.9%	+/-23.6	74	+/-83
5 to 17 years old	+/-16	-	**	0	+/-16
18 to 64 years old	+/-41	47.9%	+/-23.6	74	+/-83
65 years old and over	+/-16	-	**	0	+/-16
Other languages	+/-5	100.0%	+/-100.0	0	+/-16
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All citizens 18 years old and over	+/-261	98.4%	+/-1.3	87	+/-72
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Spanish	+/-55	59.7%	+/-28.8	71	+/-74
Other languages	+/-95	93.6%	+/-7.4	16	+/-17

Subject	Summit Park CDP, Utah	
	Percent of specified language speakers	
	Percent speak English less than "very well"	
	Estimate	Margin of Error
Population 5 years and over	4.4%	+/-2.6
Speak only English	(X)	(X)
Speak a language other than English	32.0%	+/-13.0
SPEAK A LANGUAGE OTHER THAN ENGLISH		
Spanish	43.4%	+/-17.2
5 to 17 years old	21.0%	+/-21.6
18 to 64 years old	56.3%	+/-20.1
65 years old and over	-	**
Other Indo-European languages	3.2%	+/-5.4
5 to 17 years old	9.3%	+/-17.6
18 to 64 years old	0.0%	+/-25.1
65 years old and over	0.0%	+/-24.1
Asian and Pacific Island languages	52.1%	+/-23.6
5 to 17 years old	-	**
18 to 64 years old	52.1%	+/-23.6
65 years old and over	-	**
Other languages	0.0%	+/-100.0
5 to 17 years old	-	**
18 to 64 years old	-	**
65 years old and over	0.0%	+/-100.0
CITIZENS 18 YEARS AND OVER		
All citizens 18 years old and over	1.6%	+/-1.3
Speak only English	(X)	(X)
Speak a language other than English	20.4%	+/-15.0
Spanish	40.3%	+/-28.8
Other languages	6.4%	+/-7.4

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Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '-' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '***' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-

ended distribution. A statistical test is not appropriate.

6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.

To: Polly Samuels McLean, Assistant City Attorney
From: Shelby Hughes
Re: Checklist – Open and Public Meeting Act Requirements
Date: 10/31/2017

NOTICE REQUIREMENTS

1. Is it a meeting?

- No meeting can take place unless there is a quorum (including work session)
- These rules apply to work sessions, site visits, executive session of the public body, etc.
 - A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless: (i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location; (ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given; (iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or (iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.
- If a majority of a body is going to be attending an event, another meeting or task force, the following statement should be noticed, "A majority of the (public body) may attend, but no action will be taken."

2. Notice for an open meeting under Open and Public Meetings Act (LMC may have longer noticing requirements)

- Public notice must be given at least 24 hours before the meeting (see Legal if emergency meeting needed)
 - Notice must include **all** of the following:
 - Date
 - Time
 - Place
 - Agenda
 - List of all items to be discussed, considered, or voted upon at the meeting
 - Describes each item with reasonable specificity to notify the topics to be discussed. Each topic shall be listed under an agenda item on the agenda.
- NOTE: if an item is not listed on the agenda, the group may discuss it at the meeting but **cannot** take any action on it until it is presented at a meeting with proper notice.
- There must be public notice annually of the body's regularly scheduled meetings that are scheduled in advance throughout the course of a year (stating date, time and place of scheduled meetings)

3. Dissemination Requirements under Open and Public Meetings Act

- Written notice must be posted at the principal office of the public body (if none, at building where meeting is to be held);
- Notice must be posted on the Utah Public Notice Website ****All boards need to have each agenda posted on the Utah Public Notice Website; and**
- Notice provided to at least one newspaper of general circulation in Park City –OR- to a local media correspondent (this is satisfied because we allow subscriptions to our Utah Public Notice Website).
 - Consider giving a copy of any “last minute” agendas to KPCW.
- Posting on city website is encouraged**

4. What to do if public is not properly notified of meeting?

- The meeting should not occur

5. Location

- Workshop/Executive Meetings must be at the same location where body has its regularly scheduled meeting (unless emergency/extraordinary circumstances)

6. Electronic Meetings

- In order to convene and conduct electronic meetings, the public body must adopt a resolution, rule, or ordinance governing the use of electronic meetings (the resolution, rule, or ordinance should establish procedures, limitations, or conditions governing the electronic meetings)
- Must give public body notice of the meeting
 - in accordance with procedures above;
 - by establishing one or more anchor location(s) that have appropriate space and facilities for interests public body to attend (one must be in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting) **and** posting written notice at the anchor location(s);
 - by providing a description of how the members will be connected to the electronic meeting
 - by providing space and facilities at the anchor location(s) for comment, if comments from the public will be accepted during the electronic meeting

RECORDING AND MINUTES

1. General

- Minutes:
 - Written minutes are the official record of the meeting.
 - Must have an approval process.
 - If the minutes have not yet been approved by the body, then the copy must be clearly marked as “pending approval.”
 - “Approved minutes” are the minutes that have been approved by the public body that held the open meeting. Approved minutes of an open meeting are the official record of the meeting.
 - City Council only (UCA 52-4-203(4)(f)) –
 - Have draft minutes “pending approval” available to the public within 30 days after holding the open meeting.
 - within 3 business days after approving the written minutes of an open meeting post and make available a copy of the approved minutes and any public materials distributed at the meeting:
 - post to the website a copy of the approved minutes and any public materials distributed at the meeting; and
 - make the approved minutes and public materials available to the public at the public body’s primary office; and
 - if the public body provides online minutes under Utah Code section 52-4-203(2)(b), it must post approved minutes and the public materials on the public body’s website
 - All other Boards/Commissions (UCA 52-4-203(4)(g))
 - Make pending minutes available to the public within a reasonable time after holding the open meeting
 - Within 3 business days after approving the written minutes, make the minutes available to the public
- Recordings
 - Audio Recordings shall be made available to the public for listening within 3 business days after the meeting.
 - Any or all of the meeting may be independently recorded by a person in attendance if the recording does not interfere with the conduct of the meeting.
- Minutes and Recordings are public records.

2. Recording and Documentation Requirements for Open Meetings (UCA 52-4-203)

- Minutes taken by staff/City Recorder must include
 - Date, Time, Place
 - Names of members present and absent
 - Record, by individual member, of each vote taken
 - Name of each person who testified, who is not a member of the public body

- Substance of all matters proposed, discussed or decided upon and the substance, in brief, of the testimony or comments provided by the person who is not a member of the public body
 - This may be satisfied by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.
 - Copies of materials distributed at or prior to the meeting** (e.g. handouts)
 - Must keep all documents submitted at the meeting –use exhibit stamp
 - Must get a copy of all powerpoints/presentations made at the meeting
 - Update document central with updated reports/public communication if made between publication and the meeting
 - Any other information a member requested to be entered into the record
 - Any additional handouts, such as power point presentations
 - Recording (audio and/or video)
 - The audio or video recording must be complete and unedited from the beginning to the end of the meeting.
 - Must be properly labeled with date, time and place of meeting
- 3. Site visits or travelling tours**
- Recording is not required so long as no vote or action is taken by the body
 - Minutes should be kept
- 4. Annual Training of the Public Body**
- Please coordinate with Legal to schedule this annual training.
- 5. Retention of Minutes/Recordings**
- Minutes must be retained permanently and converted to a format that meets long-term storage requirements (may be transferred to State Archive, but scanned copies should be retained in office)
 - Recordings must be retained permanently.
- 6. Joint Meetings**
- The City Recorder will record any meeting involving Council unless otherwise clearly agreed beforehand. For the other joint meetings, the hosting board or commission should record and adopt minutes unless another arrangement is made.
- 7. Ramifications for violating any requirement for Open and Public Meetings Act**
- Any final action taken in violation of the open meetings requirements and exceptions, notice requirements, or electronic meeting requirements is voidable by District Court
 - However, a court cannot void a final action taken when it fails to post notice requirements on the Utah Public Notice Website so long as the public body otherwise complies with the other Notice procedures and the failure was a result of unforeseen Internet hosting or communication technology failure.

- A person denied any right under the Open and Public Meetings Act can file suit in court to compel compliance with or enjoin violations, or determine the Act's applicability to discussions or decisions of a public body.
 - The court may award reasonable attorney fees and court costs to a successful plaintiff.
- May be found guilty of a class B misdemeanor for any person knowingly or intentionally violating or advising a violation of any of the Closed Meeting Provisions

CLOSED MEETINGS

1. Minutes Required during open meeting when closing a meeting

- Quorum must be present
- The decision to close the meeting must occur at an open meeting for which adequate notice has been given.
- And:
 - There is a vote by 2/3 of the present members on the record approving closing the meeting (2/3 = 4/5, 5/7); **OR**
 - For a meeting that is required to be closed under Utah Code section 52-4-205, so long as a majority of the members of the public body present at an open meeting vote to approve closing the meeting

- The following must be on the record of the open meeting:
 - Reasons for holding the closed meeting **and**
 - Location of closed meeting **and**
 - The way members, by name, voted on the record for or against the closed meeting

2. The only reason a meeting may be closed is for the following discussions:

- Character, professional competence or health (mental or physical) of an individual
- Collective bargaining agreements
- Pending or imminent litigation
- Deployment of security personnel, devices or systems
- Investigative proceedings regarding alleged criminal misconduct
- Purchase, exchange, lease, or sale of real property including water rights or water shares if public discussion would:
 - disclose the value of the property under consideration, or
 - prevent completion of the transaction on the best terms
 - IF FOR THE SALE OF PROPERTY, INCLUDING WATER RIGHTS OR WATER SHARES**
 - Must have previous public notice that the property would be offered for sale
 - The terms of the sale must be publicly disclosed before the public body approves the sale
- Information that is designated as a trade secret, as defined in Section 13-24-2, if the public body's consideration of the information is necessary in order to properly conduct a procurement under Title 63G, Chapter 6a, Utah Procurement Code
- Information provided to the public body during the procurement process under Title 63G, Chapter 6a, Utah Procurement Code, if, at the time of the meeting:
 - the information may not, under Title 63G, Chapter 6a, Utah Procurement Code, be disclosed to a member of the public or to a participant in the procurement process; **and**
 - the public body needs to review or discuss the information in order to properly fulfill its role and responsibilities in the procurement process

NOTES (on prohibitions during closed meetings):

- A closed meeting is not allowed unless each matter discussed in the closed meeting is permitted.
- An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting
- A public body may not:
 - interview a person applying to fill an elected position;
 - discuss filling a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office; or
 - discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office.

3. Closed Meeting Recording and Documentation Requirements

- Must be audio or video recorded. Written minutes may be taken.
- Do periodic self audit to ensure recording equipment working
- Recording must be retained permanently and converted to a format that meets long-term storage requirements.
- The audio or video recording is complete and unedited from the beginning to the end of the meeting
- The recording and any minutes shall include
 - Date, time, and place of the meeting
 - The names of members present and absent
 - The names of all others present except where the disclosure would infringe on the confidentiality necessary for the closed meeting
- Minutes/recordings are required to be permanently retained
- Minutes/recordings are considered protected under GRAMA
- There is a special exception if discussion is about character of an individual or deployment of security personnel that it does not have to be recorded. However, a sworn statement must be submitted by the presiding member affirming the sole purpose for closing the meeting was one of these two topics.
 - Likewise, there is an exception for closed meeting recording requirements for meetings described in Utah Code section 52-4-205(2).

4. Challenges to a Closed Meeting

- If a person wishes to challenge the legality of the closed meetings, a court will review the recording or written minutes of the closed meeting in camera
- If the court agrees with the challenger, the court will publically disclose or reveal the contents of the recording or written minutes from the meeting or the portion thereof that was illegally closed

2017 LEGISLATIVE UPDATE (strike through for repealed, bolded new language)

Utah code §52-4-103 Definitions:

- ❖ The 2017 amendment by ch. 196, effective May 9, 2017, added (9)(a)(ii) and made related changes:

(9) (a) “Public body” means:

(i) any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:

~~(i)~~ (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;

~~(ii)~~ (B) consists of two or more persons;

~~(iii)~~ (C) expends, disburses, or is supported in whole or in part by tax revenue; and

~~(iv)~~ (D) is vested with the authority to make decisions regarding the public’s business.; or

(ii) any administrative, advisory, executive, or policymaking body of an association, as defined in Section 53A-1-1601, that:

(A) consists of two or more persons;

(B) expends, disburses, or is supported in whole or in part by dues paid by a public school or whose employees participate in a benefit or program described in Title 49, Utah State Retirement and Insurance Benefit Act; and

(C) is vested with authority to make decisions regarding the participation of a public school or student in an interscholastic activity as defined in Section 53A-1-1601.

- ❖ The 2017 amendment by ch. 277, effective March 23, 2017, added (9)(c)(iv) and made related changes:

(9) (c) “Public body” does not include:

(i) **a** political party, **a** political group, or **a** political caucus;

(ii) **a** conference committee, **a** rules committee, or **a** sifting committee of the Legislature;

~~or~~

(iii) **a** school community council or charter trust land council as defined in Section 53A-1a-108.1.; **or**

(iv) the Economic Development Legislative Liaison Committee created in Section 36-30-201.

- ❖ The 2017 amendment by ch. 441, effective May 9, 2017, added the (9)(b)(i) designation; added (9)(b)(ii); and made related changes:

(9)(b) “Public body” includes,;

(i) as defined in Section 11-13-103, an interlocal entity or joint or cooperative undertaking; and

(ii) as defined in Section 11-13a-102, a governmental nonprofit corporation.

Utah Code §52-4-203 Written minutes of open meetings — Public records — Recording of meetings;

- ❖ The 2017 amendment by ch. 12, effective March 14, 2017, added (2)(b); substituted (3)(e)(ii)(A) through (C) for “post to the website and make available to the public at the public body's primary office a copy of the approved minutes and any public materials distributed at the meeting”; in (3)(f)(i)(B), substituted “post and make available” for “post to the website and make available to the public at the public body's primary office” and added “as provided in Subsection (4)(e)(ii)”; and made related changes:

(2) (a) Written minutes of an open meeting shall include:

- (a) (i) the date, time, and place of the meeting;
- (a) (ii) the names of members present and absent;
- (a) (iii) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;
- (a) (iv) a record, by individual member, of each vote taken by the public body;
- (a) (v) the name of each person who:
 - (A) is not a member of the public body; and
 - (B) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;
- (a) (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(e)(a)(v); and
- (a) (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.

- (b) **A public body may satisfy the requirement under Subsection (2)(a)(iii) or (vi) that minutes include the substance of matters proposed, discussed, or decided or the substance of testimony or comments by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.**

...
(4)

(e) A state public body shall:

- (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
- (ii) within three business days after approving written minutes of an open meeting, ~~post to the website and make available to the public at the public body's primary office a copy of the approved minutes and any public materials distributed at the meeting:~~
 - (A) post to the website a copy of the approved minutes and any public materials distributed at the meeting;**
 - (B) make the approved minutes and public materials available to the public at the public body's primary office; and**
 - (C) if the public body provides online minutes under Subsection (2)(b), post approved minutes that comply with Subsection (2)(b) and the public materials on the public body's website; and**

- (iii) within three business days after holding an open meeting, post on the website an audio recording of the open meeting, or a link to the recording.
- (f) (i) A specified local public body shall:
 - (A) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
 - (B) subject to Subsection (4)(f)(ii), within three business days after approving written minutes of an open meeting, ~~post to the website and make available to the public at the public body's primary office~~ **post and make available a copy of the approved minutes and any public materials distributed at the meeting, as provided in Subsection (4)(e)(ii); and**
 - (C) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- (ii) A specified local public body of a city of the fifth class or town is encouraged to comply with Subsection (4)(f)(i)(B) but is not required to comply until January 1, 2015.

❖ The 2017 amendment by ch. 13, effective March 14, 2017, added “or metro township” in (4)(a)(iv); deleted former (4)(f)(ii), which read: “A specified local public body of a city of the fifth class or town is encouraged to comply with Subsection (4)(f)(i)(B) but is not required to comply until January 1, 2015”

(4) (a) (iv) “Specified local public body” means a legislative body of a county, city, ~~or~~ town, or **metro township.**

...

- (f) (i) A specified local public body shall:
 - ~~(A)(i)~~ make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;
 - ~~(B)(ii)~~ subject to Subsection (4)(f)(ii), within three business days after approving written minutes of an open meeting, post to the website and make available to the public at the public body's primary office a copy of the approved minutes and any public materials distributed at the meeting; and
 - ~~(C)(iii)~~ within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.
- ~~(ii) A specified local public body of a city of the fifth class or town is encouraged to comply with Subsection (4)(f)(i)(B) but is not required to comply until January 1, 2015.~~



MEMORANDUM

Date: October 29, 2019

To: Park City Transit Joint Transit Advisory Board

From: Park City Staff

Subject: Review and Acceptance of Monthly Ridership Report (September), Monthly Annual Ridership Report, Kimball Junction Ridership Report, & Quarterly Feedback Report

Discussion and Background:

In an effort to monitor the efficiency and productivity of the transit system, Park City Transit reports monthly ridership, passengers per hour and cost per passenger, year over year comparison. September's Monthly Ridership Report is included as Attachment A; the Monthly Annual Ridership Report as Attachment B, Kimball Junction Circulator Monthly Ridership Report as Attachment C; and the Quarterly Transit Feedback Report as Attachment D.

Discussion:

Staff will present a detailed summary report and update of the status of this topic and answer any questions.

Consistency With Adopted Plan:

All operations are consistent with the adopted 2016 Short Range Transit Development Plan.

Additional Information:

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

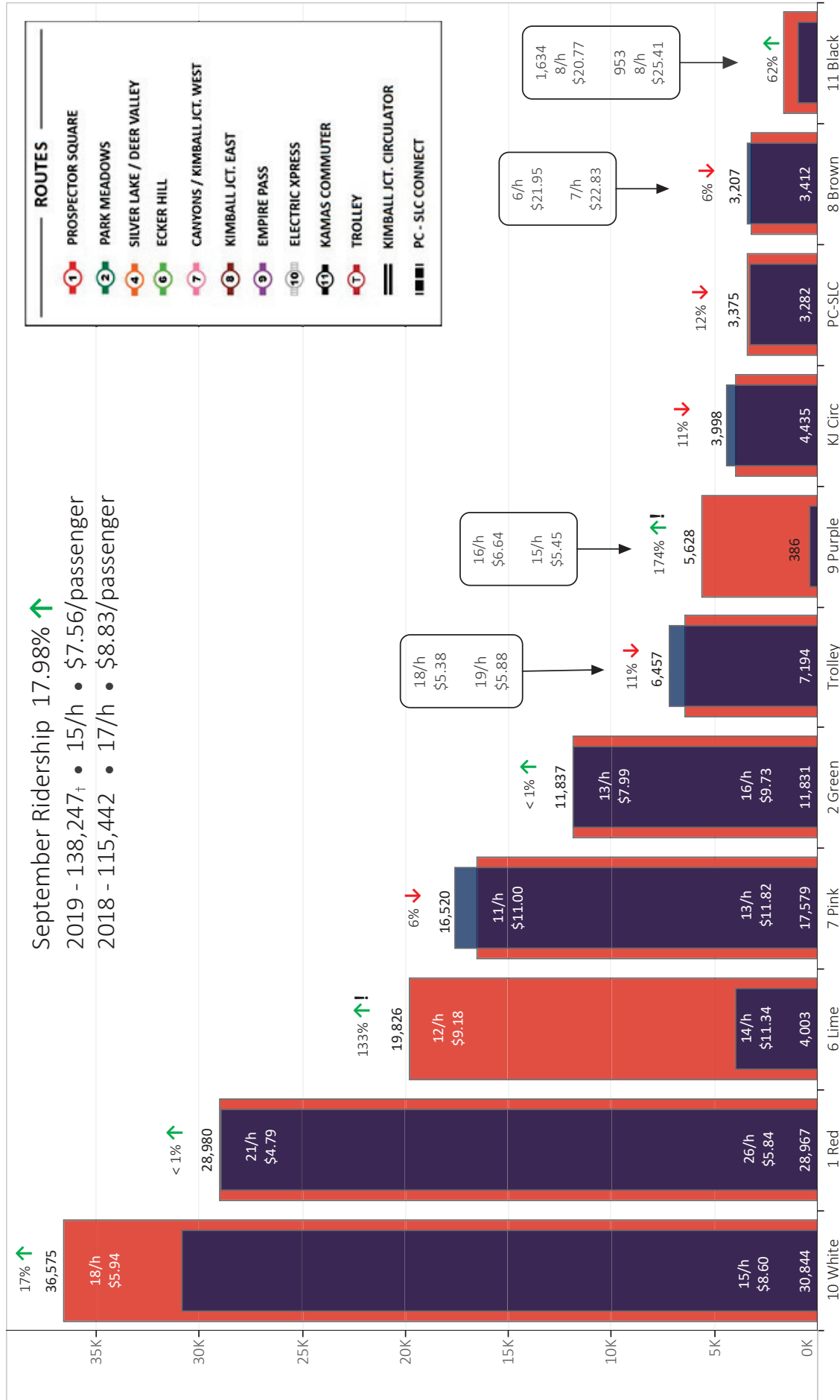
Attachments:

- Attachment A – September Monthly Ridership Report
- Attachment B – Monthly Annual Ridership Report
- Attachment C – Kimball Junction Monthly Ridership Report
- Attachment D – Quarterly Transit Feedback Report

ATTACHMENT A

Park City Transit - September 2019 Fixed Route Ridership

■ 2018 ■ 2019



ROUTES

- 1 PROSPECTOR SQUARE
- 2 PARK MEADOWS
- 4 SILVER LAKE / DEER VALLEY
- 6 ECKER HILL
- 7 CANYONS / KIMBALL JCT. WEST
- 8 KIMBALL JCT. EAST
- 9 EMPIRE PASS
- 10 ELECTRIC XPRESS
- 11 KAMAS COMMUTER
- T TROLLEY
- KIMBALL JCT. CIRCULATOR
- PC - SLC CONNECT



##/h = passengers per service hour, \$##/## = cost per passenger
 † 2018 ridership data was collected using hand counts where as 2019 data was collected using Automatic Passenger Counts.
 ! The 6 Lime route was altered from 2018 and the service hours were increased significantly.
 All percentages represent % change.
 Monthly totals do not include the Kimball Junction Circulator or the PC - SLC Connect.
 2018 totals do not include routes 13 (connection w/ PC-SLC) & 18 (Homestake Shuttle) as they have been discontinued in 2019.

ATTACHMENT B

Park City Transit - Monthly Annual Fixed Route Report (12 months - October through September)

■ Current 12 Months
 ■ Previous 12 Months



CITY ROUTES INCLUDE:

- 1 PROSPECTOR SQUARE
- 2 PARK MEADOWS
- 3 THAYNES CANYON
- 5 PROSPECTOR EXPRESS
- 4 SILVER LAKE / DEER VALLEY
- 6 ECKER HILL
- 7 CANYONS / KIMBALL JCT. WEST
- 8 KIMBALL JCT. EAST
- 9 EMPIRE PASS
- 10 ELECTRIC XPRESS
- 11 KAMAS COMMUTER
- T TROLLEY

Current Period - 2,646,928 | 19.56/h
 (October 18' - September 19')
 Previous Period - 2,075,092 | 18.72/h
 (October 17' - September 18')
 16.5% ↑ in passengers
 24.24% ↑ in hours

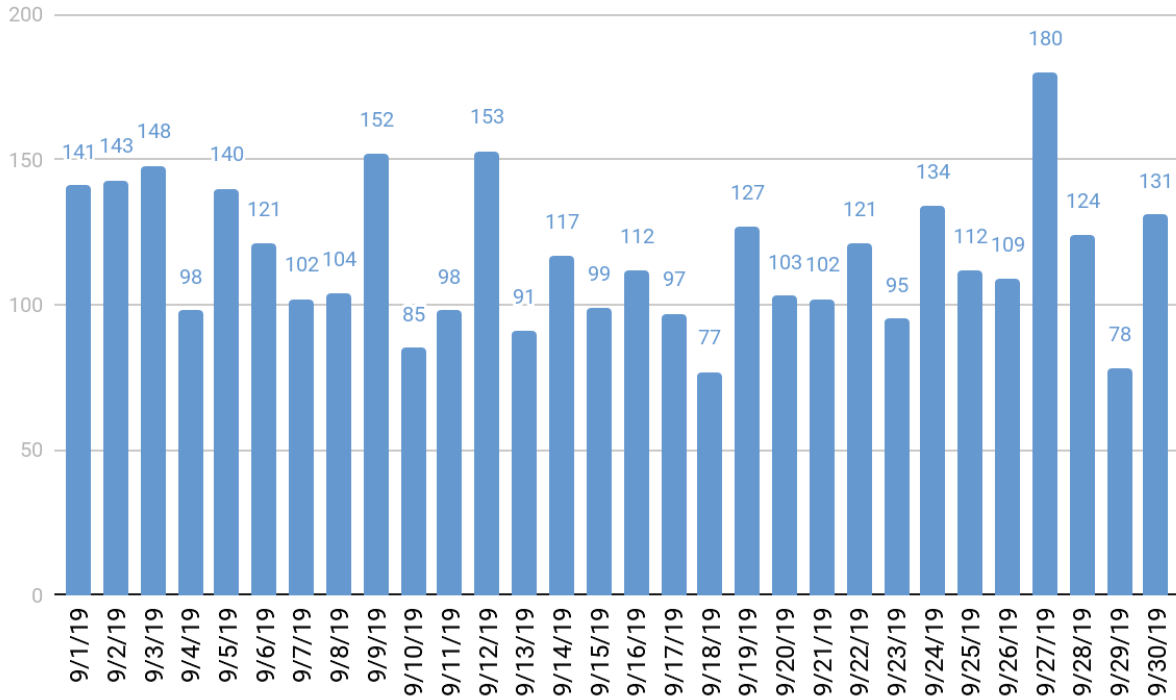
Notes:
 ##/h = passengers per hour, \$##.## = cost per passenger
 Past reporting grouped "City Routes" together. In order to maintain data quality, this method was applied to the most recent reporting months even when routes have been reported individually. Some routes are not included in the legend due to their seasonality. These are the 18 Homestake Shuttle, AM/PM City Wide.
 *Kamas Commuter data quality suffered greatly when changing to APC count's skewing the current period's metrics. *Kamas Commuter hours were also underreported until December 2018.



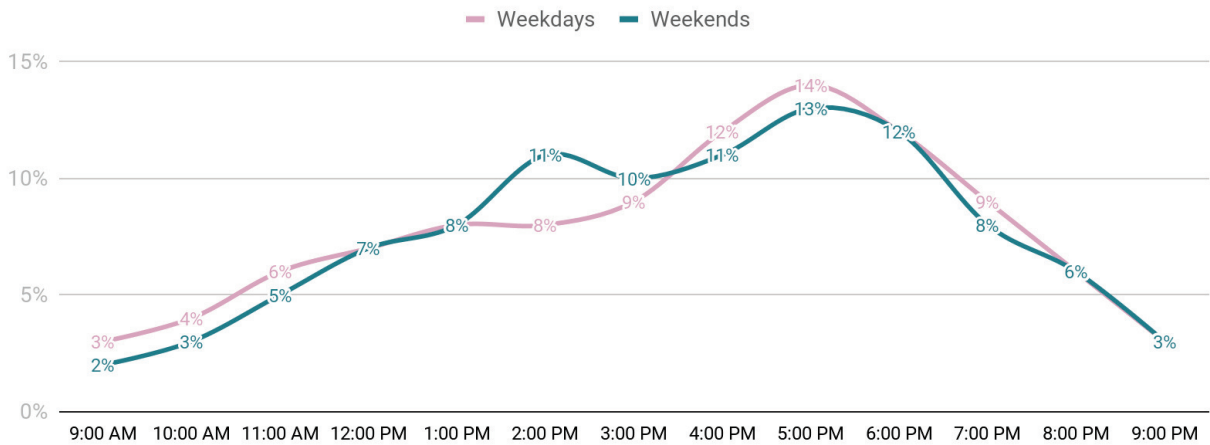
ATTACHMENT C

Kimball Circulator September 2019

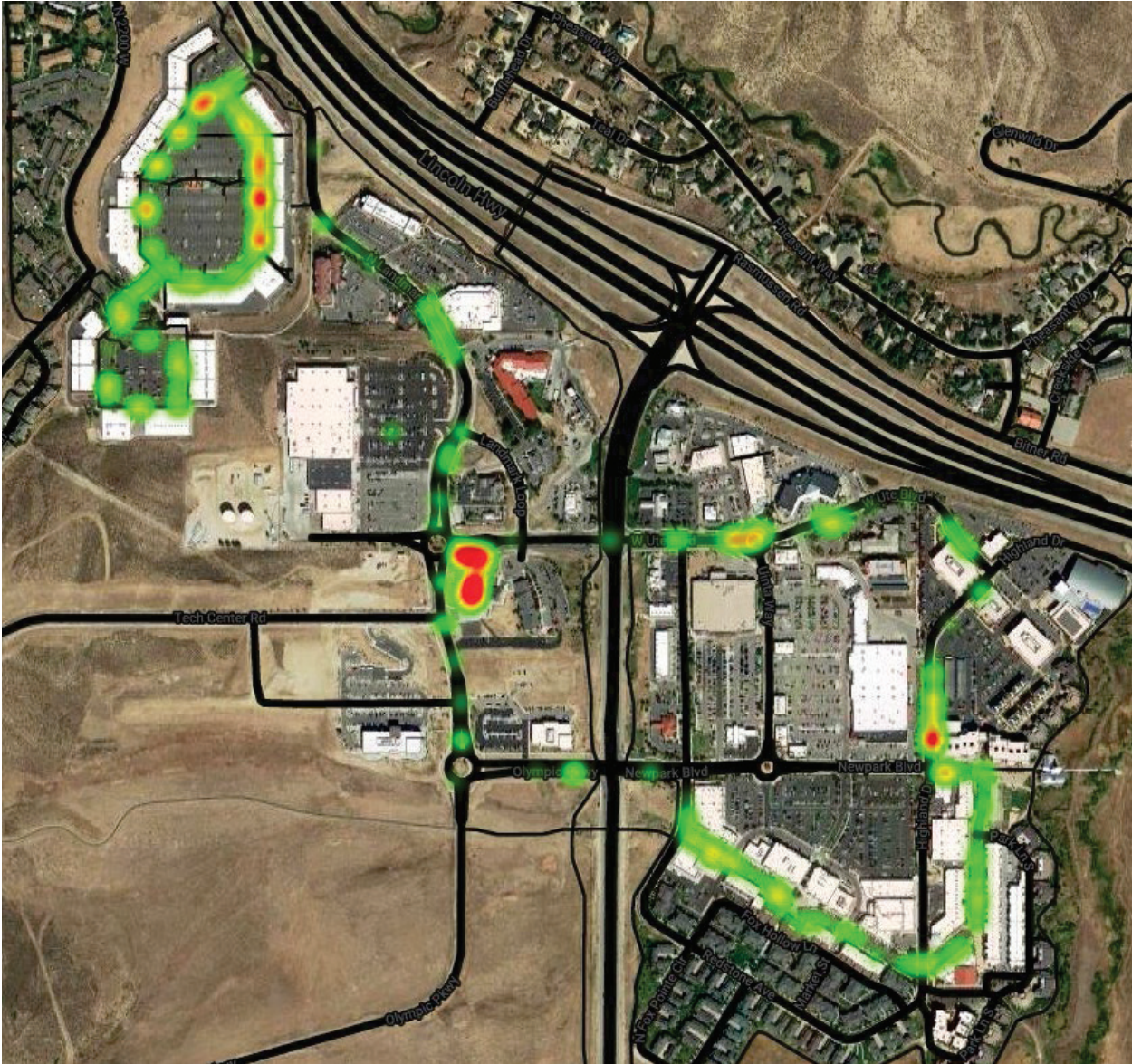
Passengers 3,494



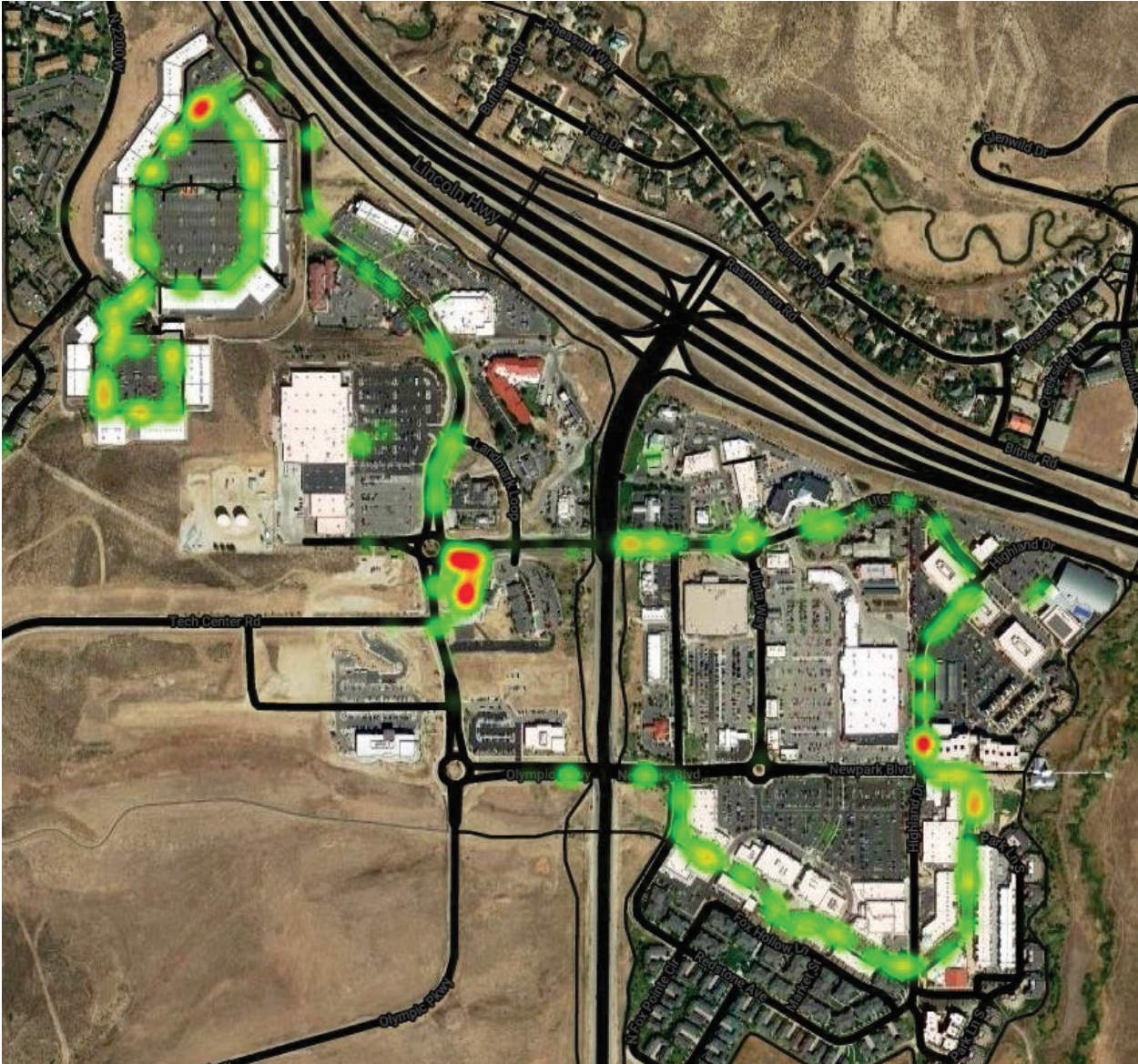
Passenger Volume By Hour



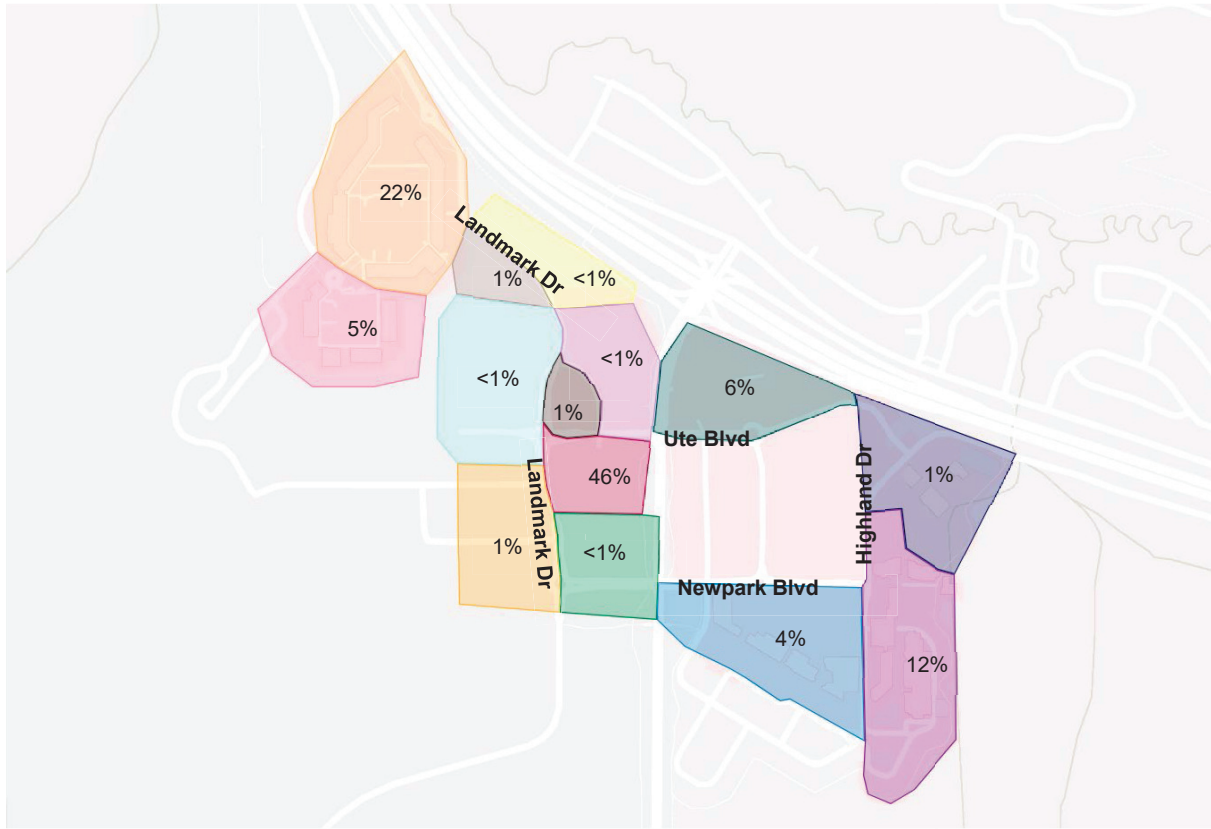
Passenger Pickups Heat Map



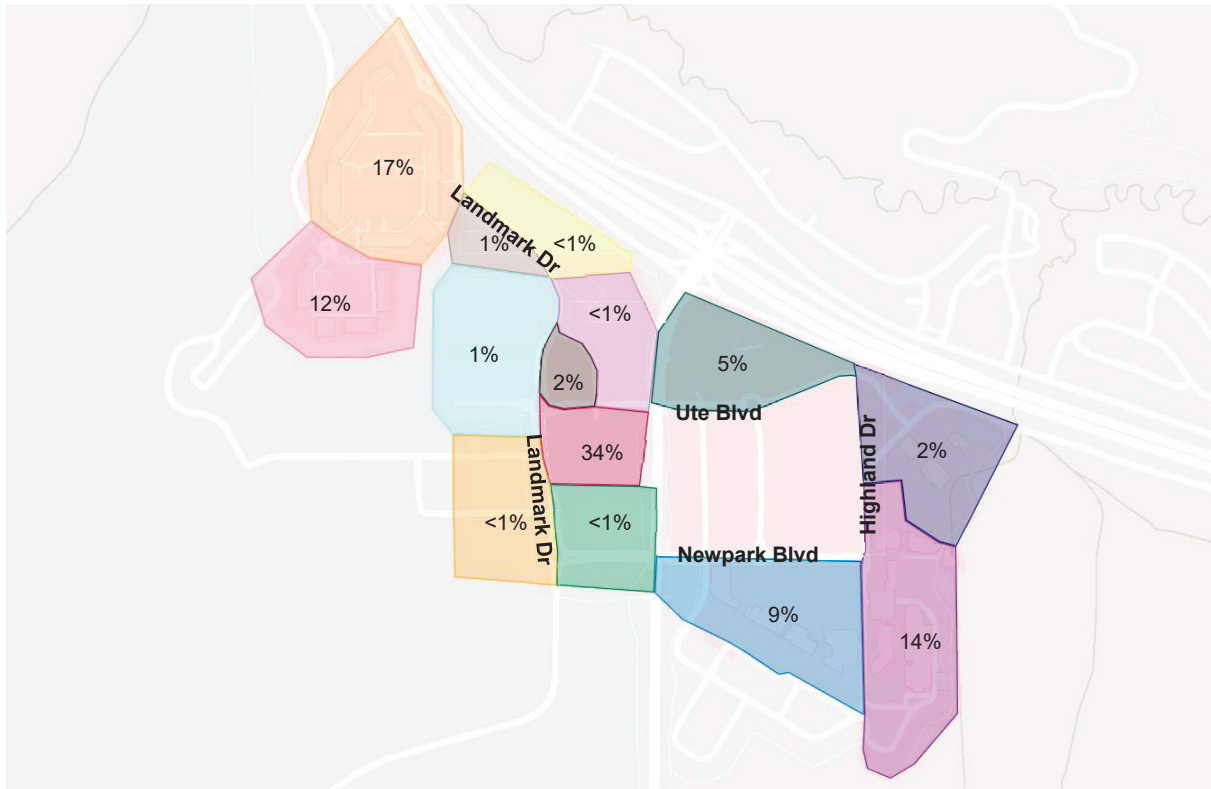
Passenger Drop-offs Heat Map



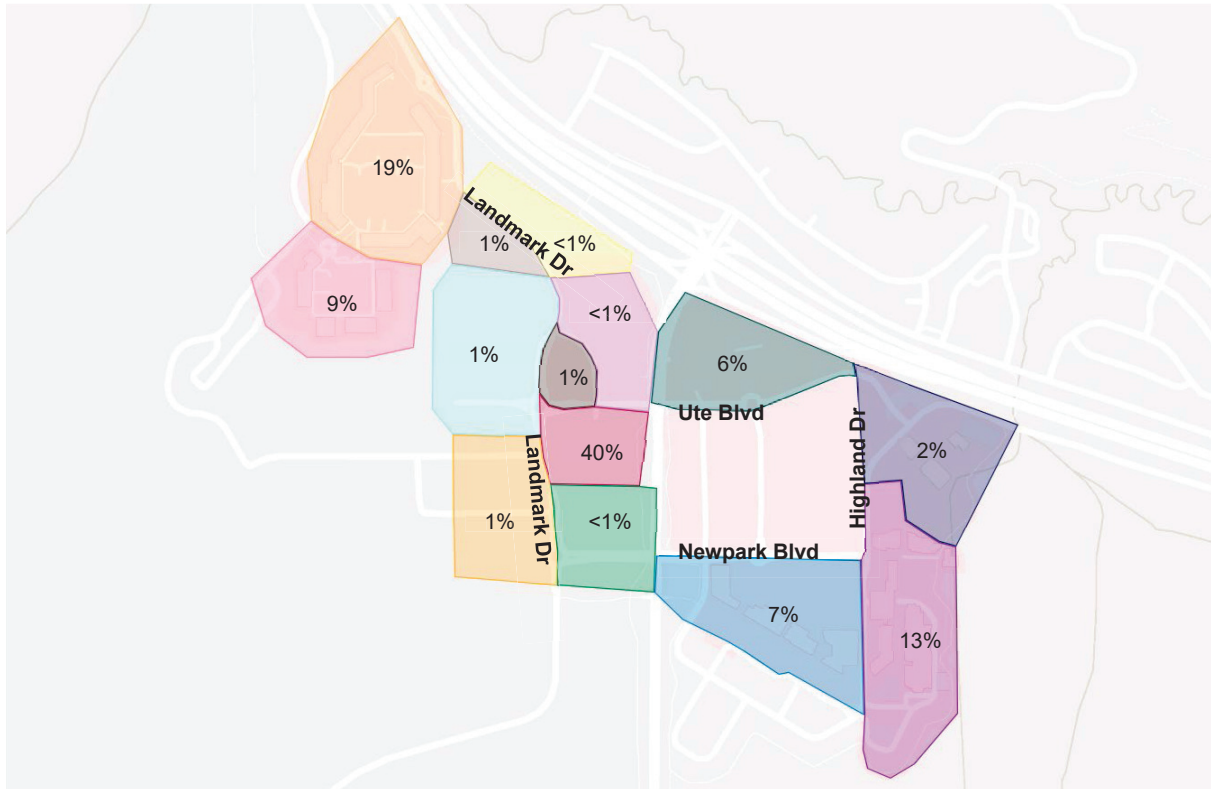
Passenger Pickups % of Total by Zone



Passenger Drop-offs % of Total by Zone

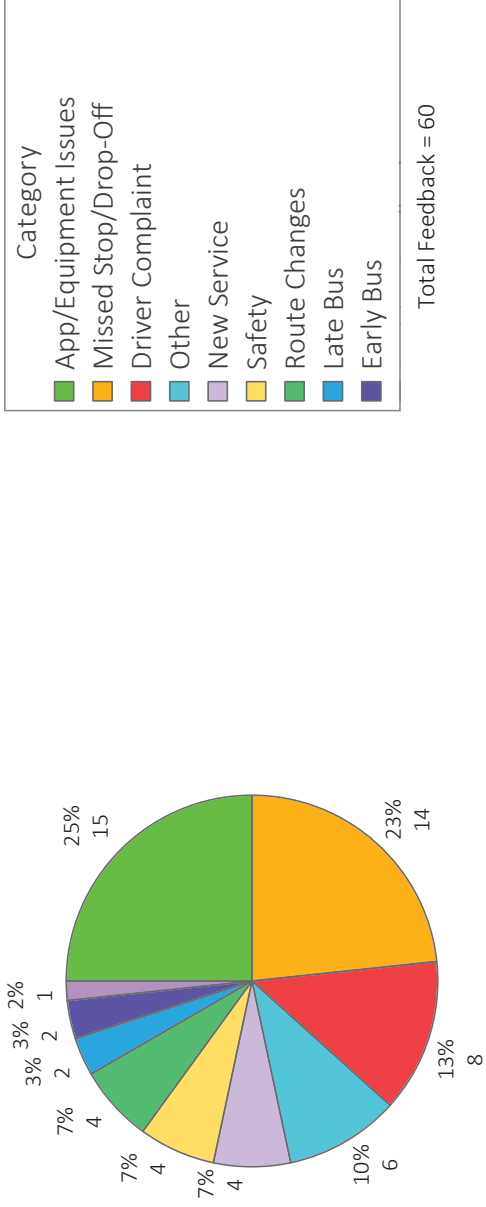


Total Passenger Pickups and Drop-offs % of Total by Zone



ATTACHMENT D

Feedback for current period (July 2019 - September 2019)





MEMORANDUM

Date: October 29th, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City Staff
Subject: Proposed Winter Services Changes

Background:

Park City and Summit County have been cooperative evaluating current services to improve customer service, efficiencies, and expand service area coverage to better meet the needs of the community and serve social service centers, new activity centers, and additional residential developments. The following fall and winter route changes were discussed at a previous JTAB meeting:

November 25th:

- **Early Morning and Late-Night Citywide** starts running
- **4 Orange: Begins** running to Silver Lake from Old Town Transit Center
- **The PC-SLC Connect:** begins weekend service, with the 901 alignment with Park City Transit routes also scheduled to begin

December 6th:

- **1 Red: Proposed to** extend to Quinn's Junction with slightly modified routing in Prospector Sq. Service is also proposed to continue to Deer Valley. Fixed route service will require complimentary paratransit service within a ¼ mile radius which will eliminate the need for ADA passengers to transfer to the existing Dial-a ride
- **2 Green:** routing proposed to extend to Deer Valley.
- **3 Blue:** New routing proposed as shown in attached figure
- **5 Yellow:** Service begins with no modifications
- **7 Pink: Proposed to** extend to Summit Park and will also serve Timberline, Weilenmann School, and Woodward.

It is also proposed that the existing Dial-a-ride be reconfigured to operate as an On Demand service for the service that will serve the Justice Center, Park City Heights, Homestake, Christian Center, and Old Town Transit Center.

Discussion:

It is recommended that JTAB receive a report on the service modifications and approve the winter service changes as outline above.

Consistency with Adopted Plan:

All existing and proposed transit services are consistent with the 2016 Short Range Transit Development Plan.

Fiscal Analysis:

1 Red extension to Quinn's and continued service to Deer Valley is estimated to cost approximately \$525,000. This cost will be offset by changes to the Dial-a-Ride and Homestake services.

The 2 Green, 3 Blue, 5 Yellow and 6 Lime have no change in costs from last year aside from inflationary costs.

It is estimated that the 7 Pink extension to Summit Park will cost approximately \$158,000 due to increased mileage but will not require additional buses or drivers.

The existing fixed route Dial-a-Ride cost approximately \$400,000 a year while the Homestake service cost approximately \$800,000 a year. It is estimated that the new on-demand service will cost approximately the same operating cost as those two services combined but will expand the service, serve the broader general public, and improve reliability customer service for ADA eligible passengers.

Additional Information:

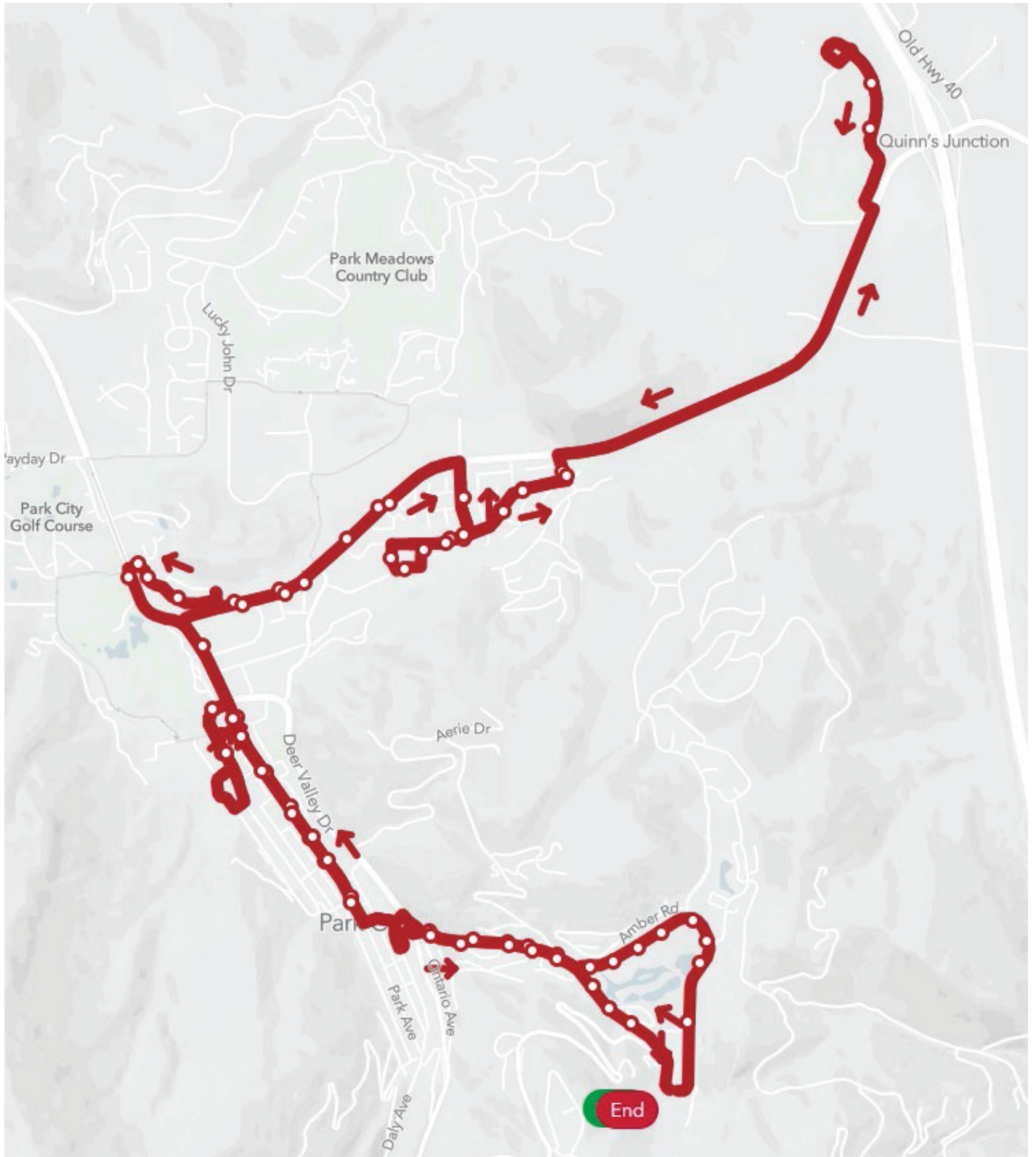
If you have any questions or comments regarding this item, please contact Scott Burningham at sburningham@parkcity.org.

Attachments:

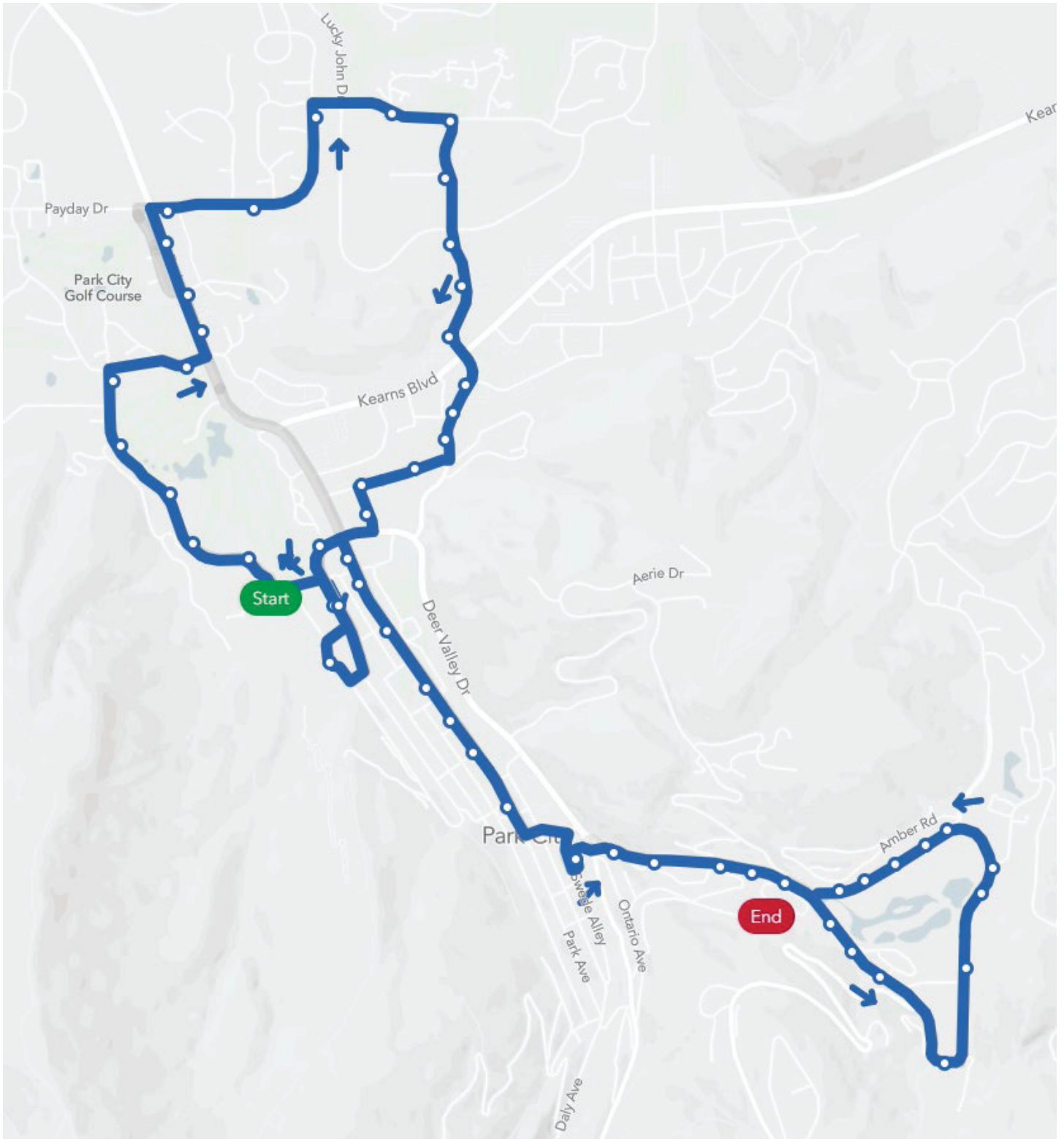
Attachment A - Proposed 1 Red, 3 Blue, 7 Pink Route

ATTACHMENT A

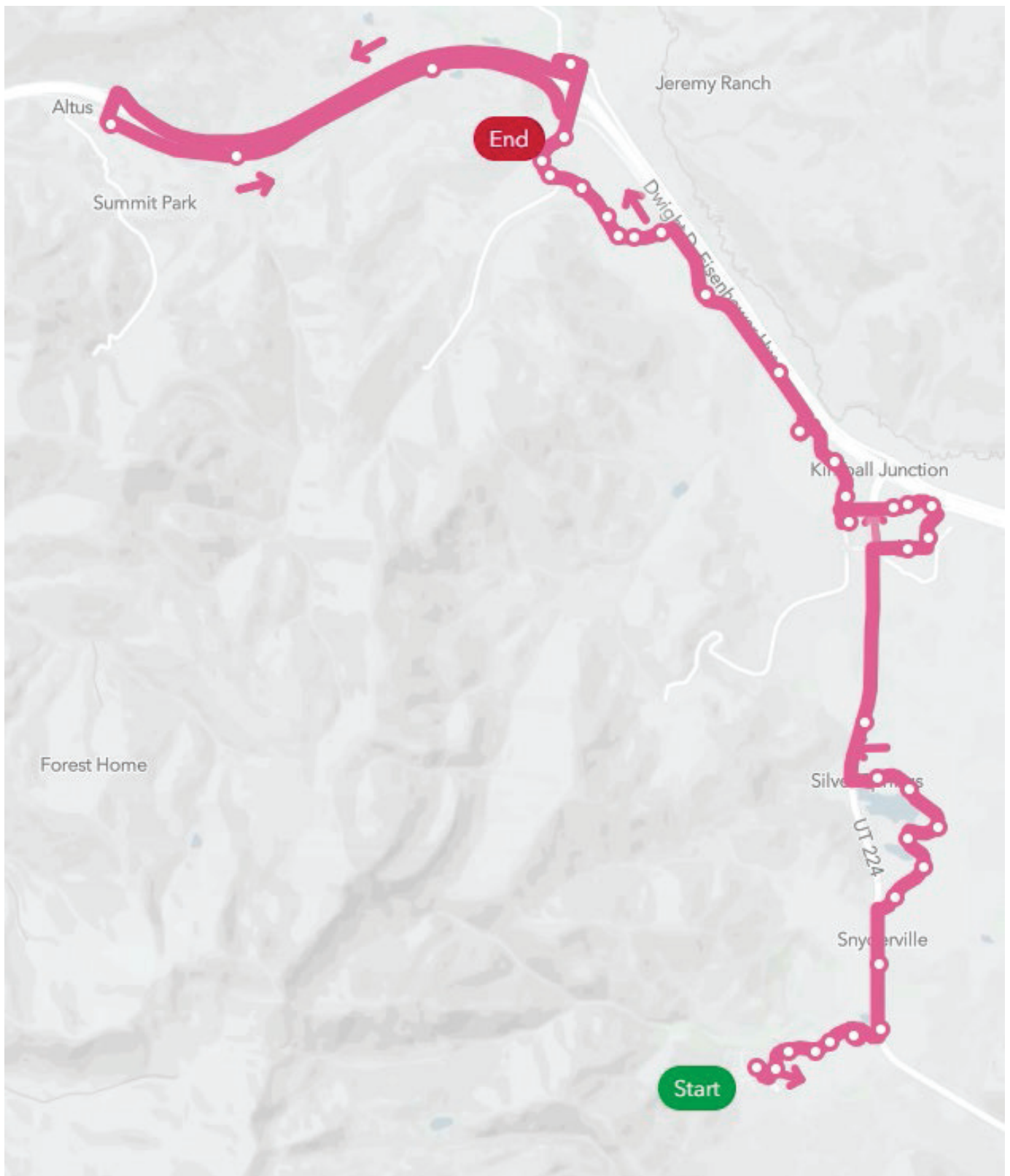
Proposed 1 Red Routing



Proposed 3 Blue Routing



Proposed 7 Pink Routing





MEMORANDUM

Date: October 29, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City Staff
Subject: Summit County Fiscal Year 2020 Budget Forecast for Service

Background:

Summit County operates on a January 1 through December 31 Fiscal Year and is therefore in the process of developing their annual budget. To assist in this process Park City has developed estimated cost for County funded transit services as well as a budget for service funded through regional transit sales tax collected by Summit County and allocated to regional service.

Discussion:

In advance of the adoption of the Fiscal Year 2020 Summit County Budget Park City has prepared anticipated costs, plus inflation, related forthcoming services based on previous year costs which are outlined below:

2018/2019 County Specific Services (Routes = Brown, Pink, % of Lime) = \$4,407,925 *3% = \$4,540,163
2018/2019 Regional Transit Tax Services (Routes = White and Black) = \$3,803,568 *3% = \$3,917,675
TOTAL= \$8,457,838

Additional Information:

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



MEMORANDUM

Date: October 29, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City Staff
Subject: Fleet Replacement Schedule

Background:

Park City Transit operates and maintains a fleet of 43 full-sized transit buses plus seven ADA vans. A well-maintained fleet is essential to providing transit service. Buses should be replaced on a schedule to ensure reliable and safe operations. Based on the Federal Transit Administration's useful life guidelines, full sized buses are typically expected to complete a service life of 12 years and 500,000 miles. Heavy-duty paratransit vans have a seven year service life and small vans have a five year life. On average, Park City Transit's current full-sized bus fleet is about 6.5 years old. The oldest full-sized buses are 13 years old but are still in a state of good repair due to routine preventative maintenance. Thirteen of Park City Transit's forty-three full-sized buses are battery electric.

Fiscal Analysis:

Heavy-duty ADA vans cost approximately \$125,000 each, including all of the required intelligent transportation system equipment associated with or automated passenger counters, dispatching, and GPS. Full-sized battery electric buses cost approximately \$970,000, which includes lease for initial and replacement batteries for the 12-year life of the bus.

Up to \$10 million in USDOT grant funds could be available for bus purchases, provided that all available funds from current and prior years' allocations of Federal Transit Administration 5311 and 5339 grants are directed to bus purchase. The City and County need to provide a 20 percent local match for federal grants. Summit County pays approximately \$140,000 per year to Park City for vehicle replacement, plus an additional \$40,000 per year specifically for Electric Xpress bus replacement.

Approximately \$3.4 million from the VW EPA settlement was awarded to Park City to be used to replace older diesel buses with battery electric buses. The VW settlement grant requires a 35 percent local match and requires that these vehicles be decommissioned and not retained for spare ratio.

Discussion:

Ongoing fleet replacement and transition to a battery electric transit bus fleet is consistent with Summit County's Renewable Energy and Emissions Reduction Goals (County Resolution 2017-16) and Park City's Strategic Plan Goals to achieve Net Zero Carbon City by 2032 and to have well maintained assets and infrastructure (Park City Strategic Plan). As diesel buses are replaced with battery electric buses, the fleet must be expanded to account for charging time during the day, as well as a higher occurrence of electric bus and charger failures, compared to diesel buses. While electric bus technology continues to improve, battery electric buses are not yet as productive or reliable as diesel buses.

Operating current (winter) service requires approximately 38 vehicles, given the current mix of diesel and electric buses. Assuming a 20 percent spare ratio, Park City should have 45 full-sized buses, an increase of two. As older diesel buses are replaced with battery electric buses, the fleet should grow to approximately 50 total full-sized battery electric buses to operate the current level of service.

Park City is working to procure three ADA cutaway vans to replace three 2010 vans. It is expected that the procurement will be completed by the end of the year with vehicles delivered in Spring 2020.

Park City is beginning to develop specifications and a request for proposals for 13 (6 expansion and 7 replacement buses 667-673 see attachment A) battery electric full-sized buses. Given there are additional in the electric bus market it is anticipated that this will be a competitive procurement with expected delivery by the end of 2021. Currently Park City Transit's year to date reliability is at 80.9% on time. By increasing our spare ratio we should be able to improve reliability numbers which are impacted by lack of bus availability.

Consistency With Adopted Plan:

The 2009 Summit County/Park City Interlocal Agreement on transit states, "The CITY will administer the purchase of equipment and federal or state grants relating to regional transit services. Any federal or state bus allocations in the name of the COUNTY shall be transferred to the CITY. All equipment purchased with Federal Transit Administration 5309 and 5311 funds on behalf of the COUNTY shall be recorded in the Equipment Inventory and shall serve as formal record of the County's interest in this equipment. The COUNTY shall pay the local match for any/all such purchases. The COUNTY and CITY will make best efforts to jointly secure future sites and funding for the park and ride facilities, bus maintenance and other capital facilities needed to facilitate the regional transportation system."

Part of the monthly transit payment made by Summit County to Park City is a contribution to the vehicle replacement fund. This contribution is one month's share of the 20 percent local match for replacing buses identified for County service.

Additional Information:

If you have any questions or comments regarding this item, please contact Kim Fjeldsted at kim.fjeldsted@parkcity.org or Alfred Knotts at alfred.knotts@parkcity.org.

Attachments:

- Attachment A – Draft 2019-2034 fleet replacement schedule.

ATTACHMENT A

TRANSPORTATION VEHICLE DESCRIPTION	Year	Purchase Price	Replace Cost	Life	Class	Salvage Value	Annual Contribution FY 1920	FY 2021	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34	
615 Dodge Grand Caravan SE	2018	45000	45000	5							51750					58500					65250	
616 Dodge Grand Caravan SE	2018	45000	45000	5							51750					58500					65250	
618 Ford Transit OSE Rental Unit	2017	55000	55000	5						61600					69850						78100	
619 Ford E350 Superduty Rental Unit	2017	55000	55000	5						61600					69850						78100	
620 GMC Truck G350 Titan Bus 25'	2009	125000	125000	7										155000							181250	
621 GMC Truck G350 Titan Bus 25'	2010	125000	125000	7										155000							181250	
622 Chevy Truck G350 Express 4500 Bus	2010	125000	125000	7				128750						155000							181250	
623 Chevy Truck G350 Express 4500 Bus	2010	125000	125000	7				128750						155000							181250	
624 Chevy Truck G350 Express 4500 Bus	2010	125000	125000	7				128750						155000							181250	
625 GMC Truck G350 Titan Bus 25'	2010	125000	125000	7										155000							181250	
630 Gillig Low Floor BRT	2016	560531	966400	12										966400							1401280	
631 Gillig Low Floor BRT	2016	560531	966400	12										966400								
632 Gillig Low Floor BRT	2016	560531	966400	12										966400								
633 Gillig Low Floor BRT	2016	560531	966400	12										966400								
634 Gillig Low Floor BRT	2016	560531	966400	12										966400								
635 Gillig Low Floor BRT	2016	560531	966400	12										966400								
636 Gillig Low Floor BRT	2016	560531	966400	12										966400								
637 Gillig Low Floor BRT	2016	560531	966400	12										966400								
638 Gillig Low Floor BRT	2016	560531	966400	12										966400								
639 Gillig Low Floor BRT	2016	560531	966400	12										966400								
640 Gillig Low Floor BRT	2016	560531	966400	12										966400								
641 Gillig Low Floor BRT	2016	560531	966400	12										966400								
642 Gillig Low Floor BRT	2017	560531	966400	12										966400								
643 Gillig Low Floor BRT	2017	560531	966400	12										966400								
644 Gillig Low Floor BRT	2017	560531	966400	12										966400								
645 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
646 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
647 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
648 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
649 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
650 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
651 Proterra 35' Electric Bus	2018	966400	966400	12																	966400	
667 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
668 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
669 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
670 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
671 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
672 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
673 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
674 Gillig 35' Low Floor	2006	291000	966400	12					966400													966400
675 Gillig 35' Low Floor	2008	333000	966400	12																		966400
676 Gillig 35' Low Floor	2008	333000	966400	12																		966400
677 Gillig 35' Low Floor	2008	333000	966400	12																		966400
678 Gillig 35' Low Floor	2010	349000	966400	12																		966400
679 Gillig 35' Low Floor	2010	349000	966400	12																		966400
680 Gillig 35' Low Floor	2010	349000	966400	12																		966400
681 Gillig 35' Low Floor	2010	349000	966400	12																		966400
690 Proterra 40' Electric Bus	2016	1069729	966400	12																		966400
691 Proterra 40' Electric Bus	2016	1069729	966400	12																		966400
692 Proterra 40' Electric Bus	2017	1069729	966400	12																		966400
693 Proterra 40' Electric Bus	2017	1069729	966400	12																		966400
694 Proterra 40' Electric Bus	2017	1069729	966400	12																		966400
695 Proterra 40' Electric Bus	2017	1069729	966400	12																		966400
Expansion Buses (5) Needed to Accommodate Reduced EV Availability Compared to Diesel (1.5:1 ratio in 2021, 2022, 1.2:1 after)																						
Proterra Replacement Charger																						
Proterra Expansion Chargers																						
1884 Gillig Trolley Low Floor																						
Total Expenditure \$386,250 \$1,932,800 \$10,930,400 \$823,320 \$103,500 \$966,400 \$1,932,800 \$4,129,200 \$3,038,900 \$14,387,010 \$8,064,800 \$7,064,800																						
Total Full Sized Buses 43 45 49																						
Total Paratransit Vans 7																						
Planned fixed route fleet by FY 28																						
Planned paratransit/microtransit fleet by FY 27																						



MEMORANDUM

Date: October 29th, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City Staff
Subject: Discussion on Next Steps in Governance

Discussion and Background:

Over the past several months there have been ongoing discussion related to existing and future transit system governance and the relevance of the existing 2009 Interlocal Agreement (ILA) between Park City and Summit County. As part of those discussions the following steps outlined below are recommended.

Interim Amendment to 2009 Interlocal Agreement

It has become apparent to both the City and the County that the existing ILA does not reflect the currently political, geographic, or fiscal landscape as it did when drafted and executed in 2006 and amended in 2009.
Schedule: 1-6 months

Update to 2016 SRTP

As part of the May 2019 JTAB meeting and update to the 2016 Short Range Transit Plan (SRTP) (<https://www.parkcity.org/Home/ShowDocument?id=44571>) was proposed. A SRTP Outline, Scope of Work, and funding for the SRTP utilizing Federal Transit Administration (FTA) Section 5304 statewide planning funds available through the Utah Department of Transportation (UDOT) was also discussed in subsequent meetings. UDOT has just recently confirmed said funds are available now that the Federal Fiscal Year has begun as of October 1st.
Schedule: 12-16 months

New Interlocal/Cooperative Agreement as recommended in 2016 SRTP Update

As part of the SRTP existing governance structure will be evaluated with subsequent recommendations for various governance structures to be considered. Any decision on modifications to the existing governance structure should be agreed upon prior to adoption of the SRTP update.
Schedule: 12 – 16 months

Fiscal Analysis:

Professional services support for the SRTP update is estimated to cost between \$200,000 - \$250,000. FTA 5304 funds are available to cover 80% this cost.

Additional Information:

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



MEMORANDUM

Date: October 29, 2019

To: Park City Transit Joint Transit Advisory Board

From: Park City Staff

Subject: Update on Wasatch County Transit Demand Analysis

Background:

The following is an informational update on the Wasatch County Transit Demand Analysis, being led by the Mountainland Association of Governments (MAG) in partnership with Heber and Midway cities and Park City Municipal. The consultants under contract to perform this work, LSC and Fehr & Peers, drafted the summary document included here as an attachment.

Fiscal Analysis:

This study is funded through a partnership of the entities listed above. The results of this analysis will determine if there is demand for some type of public transit service within or to and from Wasatch County.

Discussion:

Please see Attachment A for additional information on the outcomes of the Advisory Committee Visioning session. Additional status reports to JTAB will be forthcoming as the effort progresses and additional deliverables are developed.

Consistency With Adopted Plan:

The Wasatch County Transit Demand Analysis has yet to be completed and is therefore not yet adopted or endorsed by any jurisdictional entity.

Additional Information:

If you have any questions or comments regarding this item, please contact Alfred Knotts Alfred.knotts@parkcity.org.

Attachments:

Attachment A – Visioning Workshop Summary Memo

ATTACHMENT A

Visioning Workshop

A meeting of the Advisory Committee was held on October 3 in Heber City to discuss needs for public passenger transportation and to begin developing a vision for service priorities. The team of LSC and Fehr & Peers gave an overview of the study process and presented background information about community conditions, preliminary community input, and types of transit service.

Following the presentation, participants were asked to allocate \$100 among five categories of service. The following categories were provided and participants could add or refine the categories if desired:

- Local service for the elderly and people with disabilities with Wasatch County
- Local service for the general public, particularly lower income, with Wasatch County
- Service for medical appointments outside Wasatch County
- Service for the general public for destinations outside Wasatch County
- Commuter service to other counties

Participants were seated at five tables and were asked to develop a consensus for priorities among the members of their table. Time was provided for each group to discuss the service categories and reach a consensus. Each table then selected one person to report back to the group. Discussion led to dividing the commuter service category into commuters out of Wasatch County and commuters to Wasatch County. The allocations from each group are shown in the following tables.

Elderly/Disable service in county
\$5.00
\$10.00
\$0.00
\$30.00
\$8.00
Average: \$10.60

General public service in county
\$40.00
\$10.00
\$10.00
\$30.00
\$30.00
Average: \$24.00

Medical trips out of county
\$5.00
\$10.00
\$0.00
\$15.00
\$5.00
Average: \$7.00

General public service out of county
\$42.50
\$0.00
\$0.00
\$15.00
\$20.00
Average: \$15.50

Commuter service out of county
\$5.00
\$35.00
\$70.00
\$5.00
\$25.00
Average: \$28.00

Commuter service into county
\$2.50
\$35.00
\$20.00
\$5.00
\$12.00
Average: \$14.90

Commuter service out of the county had the highest ranking followed by general public service within the county. Additional discussion was held to better understand some of the differences in ranking the service. Many of the participants felt that most transportation needs for the elderly and people with disabilities were being met both within the county and for medical trips by family and friends. While there are unmet needs, most did not see this area as being the highest needs to be addressed by new public transportation service.

Those who supported commuter service outside the county saw this as serving Wasatch County residents who are employed outside Wasatch County and an opportunity to address growing traffic concerns and the associated environmental impacts. The difficulty of providing connections to destinations in other counties was noted as a challenge. Service for commuters to the county was supported as the workforce in Wasatch County is being drawn from areas in Utah County. However, support was not as strong as this was seen as a benefit to non-resident employees and should have more support from employers. There are issues regarding affordability of housing within Wasatch County and commuter service could help to address this issue. As part of the background information, the LSC team had looked at commuter patterns out of Wasatch County and will look at the commuter patterns for employees commuting into the county.

There was much discussion about general public service within the county and for connections outside the county. Much of the discussion centered on whether this included tourists and visitors. Input from the tourism industry in particular was that there is a need for connections locally between lodging and other destinations, particularly for winter visitors. Winter visitors and international visitors are far more likely to rely on local public transportation while most summer visitors arrive with their own transportation. Winter visitors need transportation to ski areas, local entertainment, and dining. It was pointed out that many international visitors inquire about public transportation options and decide to visit other areas after learning that no public transportation is available in Wasatch County, either to the ski areas or other destinations.

Other issues that need to be addressed were also identified by participants:

- Public transportation is important to market local tourism and will support local economic development
- Look at multimodal solutions including such things as bus priority lanes and gondolas
- Look at needs for transportation to Sundance
- Consider microtransit solutions
- Incorporate active transportation
- Passenger transportation solutions must be multimodal

Participants also provided input about days for service. This has not been summarized but will be used to develop service options. Multiple service options will be developed based on the input from this workshop and input from the community survey. The LSC team is in the process of developing a vision for passenger transportation services and goals based on the input which has been received. The vision and goals will be presented as part of the first interim report and feedback will be sought from the Advisory Committee and the community before moving forward with an evaluation of specific service options.