



MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: September 17, 2019
TIME: 9:00 am – 10:00 am
LOCATION: City Council Chambers – Marsac City Hall 1st floor
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. Discussion Items
 - a. Review and Acceptance of July 16, 2019 Meeting Minutes
 - b. Review of August Monthly 2019 Ridership Report
 - c. Fall Service Change Recap & Winter 2019-2020 Service Planning
 - d. Quinns Junction Service Introduction
 - e. Park City Transit Staffing Update – New Positions Filled
 - f. Outline of County Bus Shelter Bus Maintenance Plan
 - g. Vehicle Replacement Plan and Grant Submittal(s)
 - h. Title VI Plan Update
 - i. Agenda items for October Meeting
4. Next Meeting Tentatively scheduled for Tuesday October 15, 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: September 17, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Ridership Report - July & August

Discussion and Background:

Park City Transit (PCT) reports monthly ridership, passengers per hour and cost per passenger compared to the same month of the previous year. July's report is included as attachment A and the August report as attachment B.

Park City Transit has had a great summer. Ridership has increased each month from the previous year. Cost per passenger is also improving as we have been operating with increased levels of service and staff for over a year. Summer construction seems to have taken on a toll on the PC-SLC ridership as it has gone down for the first time this year. Ridership on the 9 Purple, serving the Montage, has shown improved utilization as we have worked with the employer.

Fiscal Analysis:

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

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

Additional Information:

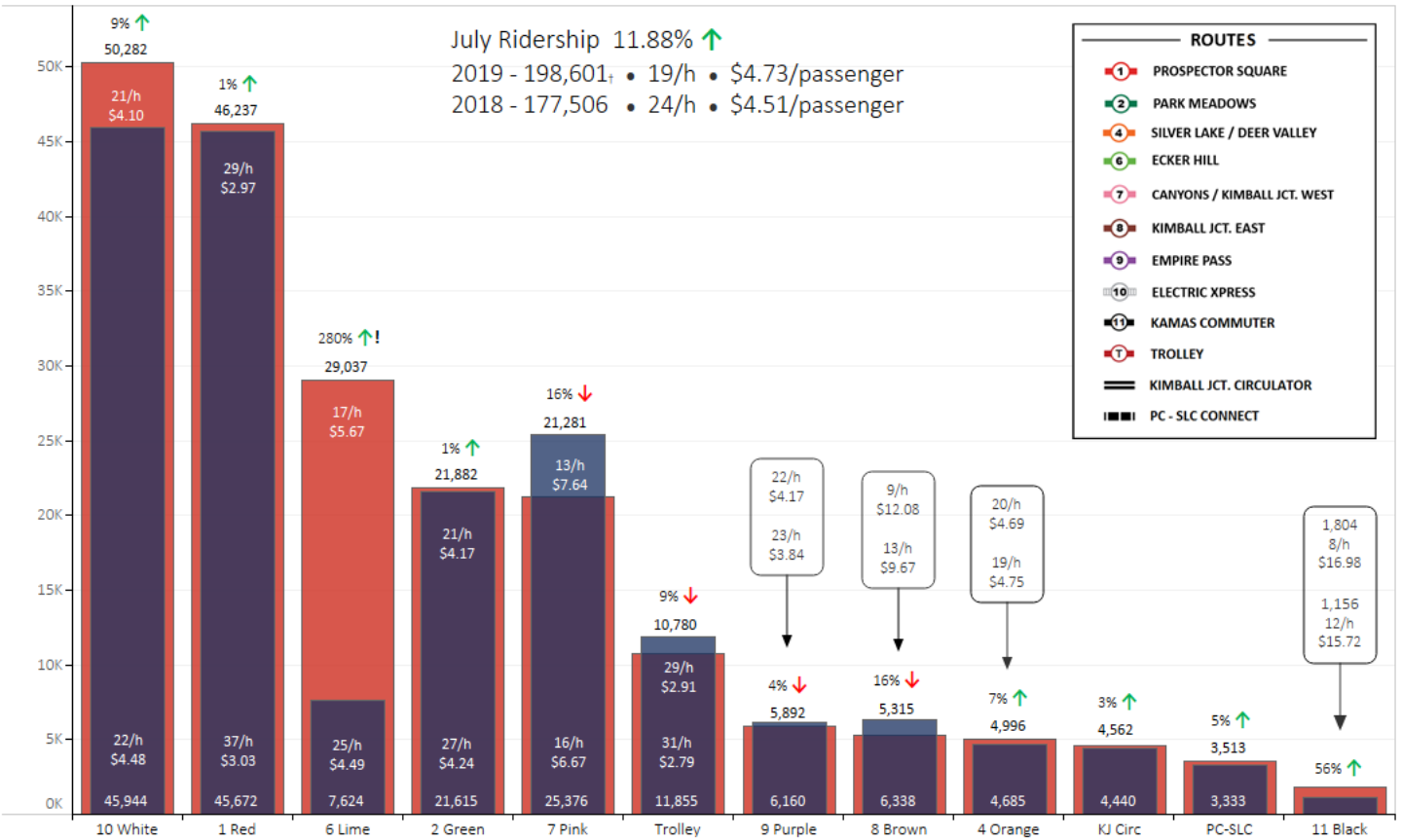
If you have any questions or comments regarding this item, please contact Robbie Smoot at robbie.smoot@parkcity.org.

Attachments:

- Attachment A – July Ridership Report
- Attachment B – August Ridership Report

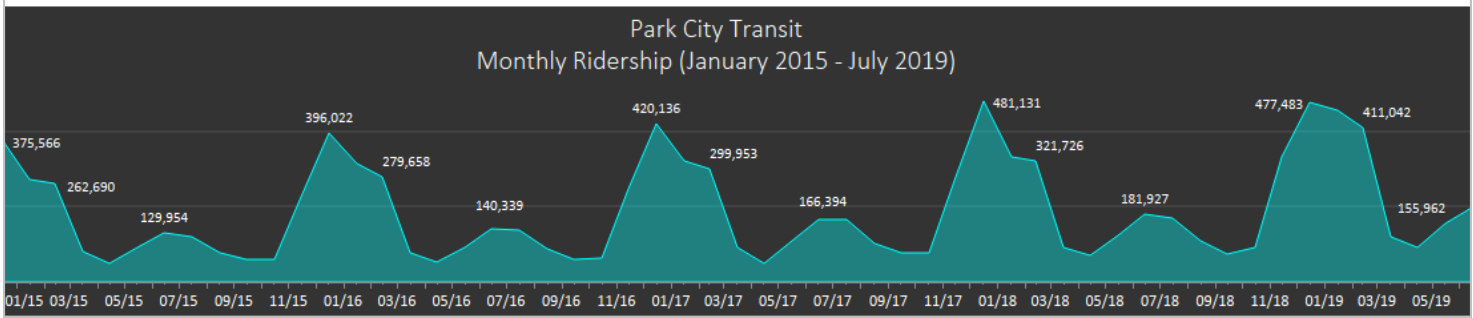
Park City Transit - July 2019 Fixed Route Ridership

2018 2019



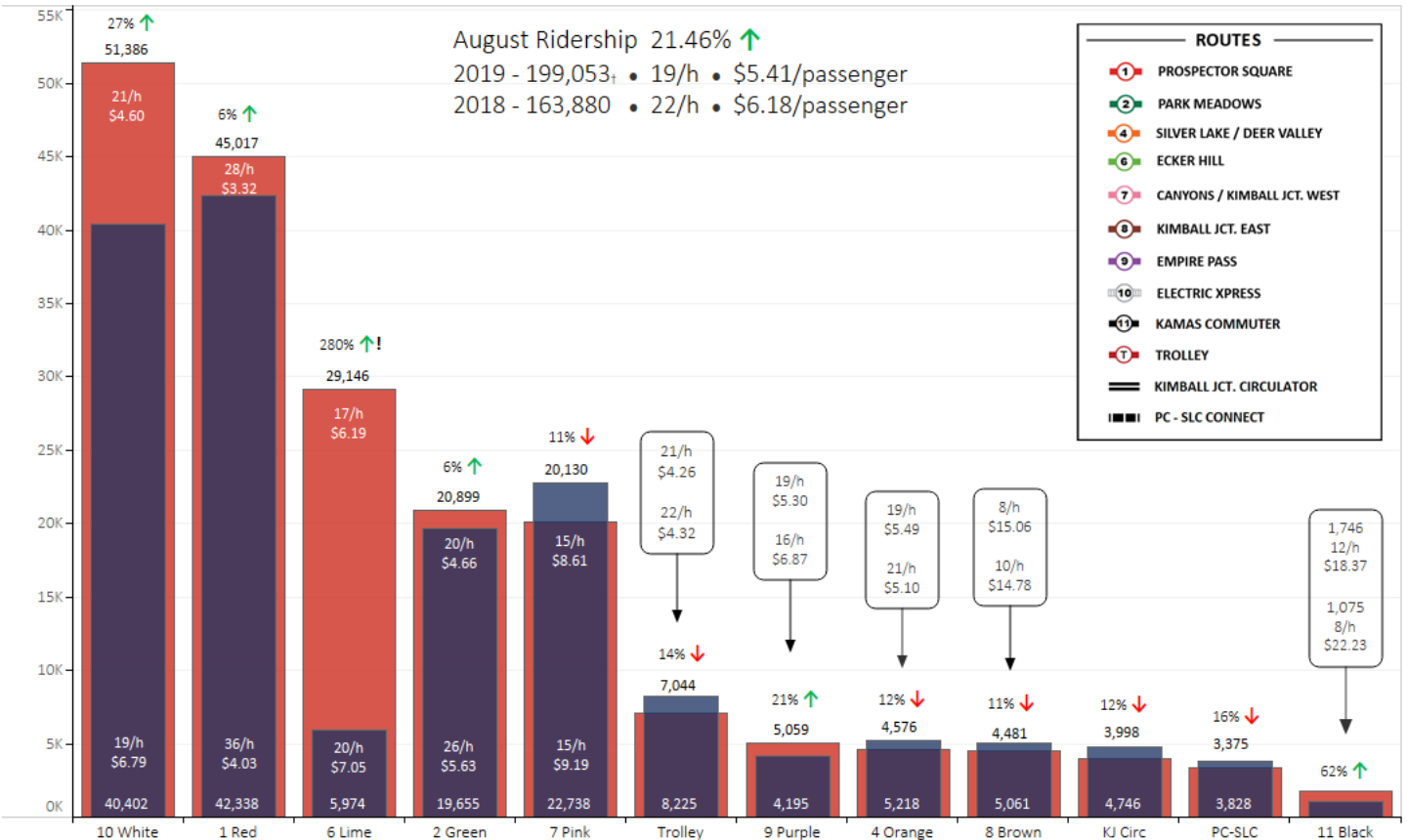
- ROUTES**
- 1 PROSPECTOR SQUARE
 - 2 PARK MEADOWS
 - 4 SILVER LAKE / DEER VALLEY
 - 6 ECKER HILL
 - 7 CANYONS / KIMBALL JCT. WEST
 - 8 KIMBALL JCT. EAST
 - 9 EMPIRE PASS
 - 10 ELECTRIC XPRESS
 - 11 KAMAS COMMUTER
 - T TROLLEY
 - KIMBALL JCT. CIRCULATOR
 - PC - SLC CONNECT

##/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.



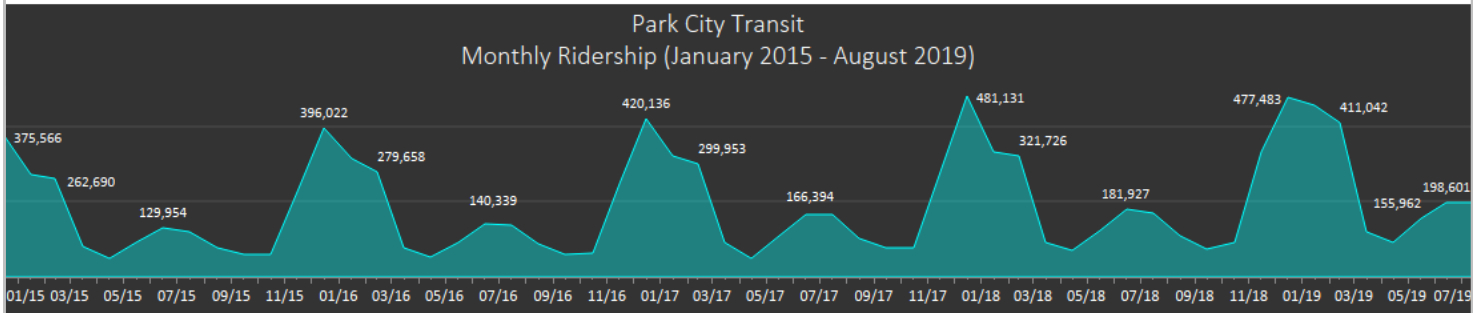
Park City Transit - August 2019 Fixed Route Ridership

■ 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
 - 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.





MEMORANDUM

Date: September 17th, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Scheduled Winter 2019 Service Changes

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to scheduled Early Winter / Winter 2019 service changes. The change to Early Winter / Winter transit service will occur on Monday November 25th and Friday December 6th, 2019.

The following route changes will be made from the fall service schedule on November 25th:

- **Early Morning and Late-Night Citywide** starts running. Service Hours 11:10pm-2:20am.
- **4 Orange** starts running. 30 minute frequency all day. Last bus 11:21 from Silver Lake.
- **901** starts running. 5:43pm Trip to SLC moves to 5:53pm.

The following route changes will be made from the fall service schedule on December 6th:

- **1 Red** extends to Quinn's Jct and keeps routing to Deer Valley. On demand for Homestake, PC Heights, NAC and Justice Center starts.
- **2 Green** keeps summer routing with extension to Deer Valley
- **3 Blue** starts. Runs backwards.
- **5 Yellow** starts. Possibly start and end service earlier.
- **6 Lime** goes to 15 minute frequency.
- **7 Pink** extends to Summit Park.
- **9 Purple** hours extended to 11:20pm.

Special event transit additions coming up:

- Halloween – extra service planned for **5 Yellow**, **6 Lime** and **10 White**.

Fiscal Analysis:

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

Discussion:

The 1 Red will be keeping routing to Deer Valley. This requires 1 more bus than last year. This is to keep schedules and routes more consistent year round. This will cost about \$250,000 more than last winter. We would also extend the 1 Red to Quinn's Jct. in place of the current DAR bus. This would cost approximately \$250,000 more a year due to the current DAR service not running on weekends or holidays. The 5 Yellow could possibly end earlier in the evening to help with the cost of this change. Last year the 5 Yellow ran until midnight. With the 1 Red servicing Deer Valley this could possibly be cut to 7 or 8pm with later service added for special events in Deer Valley. The Dial-a-Ride service would be revamped to continue serving the Justice Center and the NAC, but would add PC Heights and Homestake. The cost of this would be approximately \$379,000 per year. Which would be paid for by not running the Homestake route as it was run last year. Changing the 3 Blue route to run backwards is something that was identified in Park City's Short Range Transit Plan as a need. This will provide better connectivity between Park City's neighborhoods and much needed service to the Bonanza and

Ironhorse areas without any additional cost beyond putting up bus stops. Identified in the Short Range Transit Plan as a need and to correspond with the opening of the Woodward Complex we will be extending service to Summit Park. This service would require adding an additional bus to the 7 Pink and would cost approximately \$600,000 a year. The addition of this service would allow for some additional time in the schedule for possibly running the 7 Pink into Park City again. 5 Yellow (regularly scheduled for winter seasonal only) and 6 Lime Routes will be added for the Halloween event on October 31st, 2019 in response to crowds and parking issues.

Consistency With Adopted Plan:

All scheduled Transit services are consistent with the 2016 Short Range Transit Development Plan. All goal policies, and objectives are consistent with the Snyderville Basin General Plan and Park City General Plan.

Additional Information:

If you have any questions or comments regarding this item, please contact Scott Burningham Transit Service Planner at sburningham@parkcity.org or Alfred Knotts alfred.knotts@parkcity.org

Attachments:

- Attachment A – Maps: 1 Red last winter, 1 Red proposed, 2 Green last winter, 3 Blue last winter, 3 Blue Proposed, 7 Pink last winter, 7 Pink proposed.

This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



A

INBOUND

OUTBOUND

Search places, lines & more X

1 Red Proposed

Weekday

FROM	TO	EVERY	RUNTIME
06:00	09:00	15 min	71.0 min

Saturday

FROM	TO	EVERY	RUNTIME
08:00	19:00	30 min	71.0 min

Sunday

FROM	TO	EVERY	RUNTIME
08:00	19:00	30 min	71.0 min

17.72 miles

5 vehicles - Bus

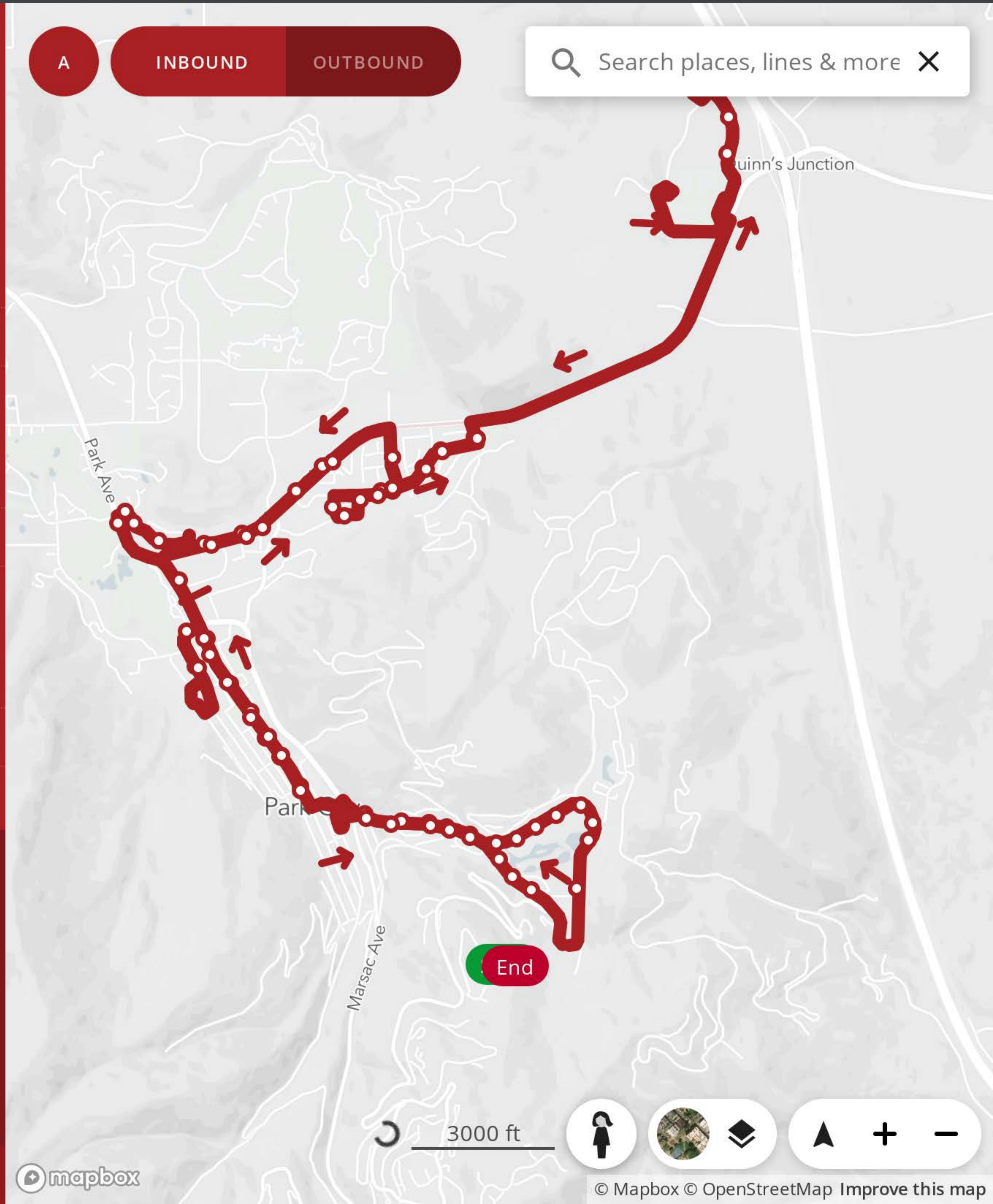
\$331.2k / year

Within 0.25 mi of stops:

2,492 population

1,386 jobs

Hide ▲



mapbox

© Mapbox © OpenStreetMap Improve this map

This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



1 Red Winter 2018-1

Weekday

FROM	TO	EVERY	RUNTIME
06:00	09:00	15 min	36.8 min

Saturday

FROM	TO	EVERY	RUNTIME
08:00	19:00	30 min	36.8 min

Sunday

FROM	TO	EVERY	RUNTIME
08:00	19:00	30 min	36.8 min

9.18 miles

3 vehicles - Bus

\$187.8k / year

Within 0.25 mi of stops:

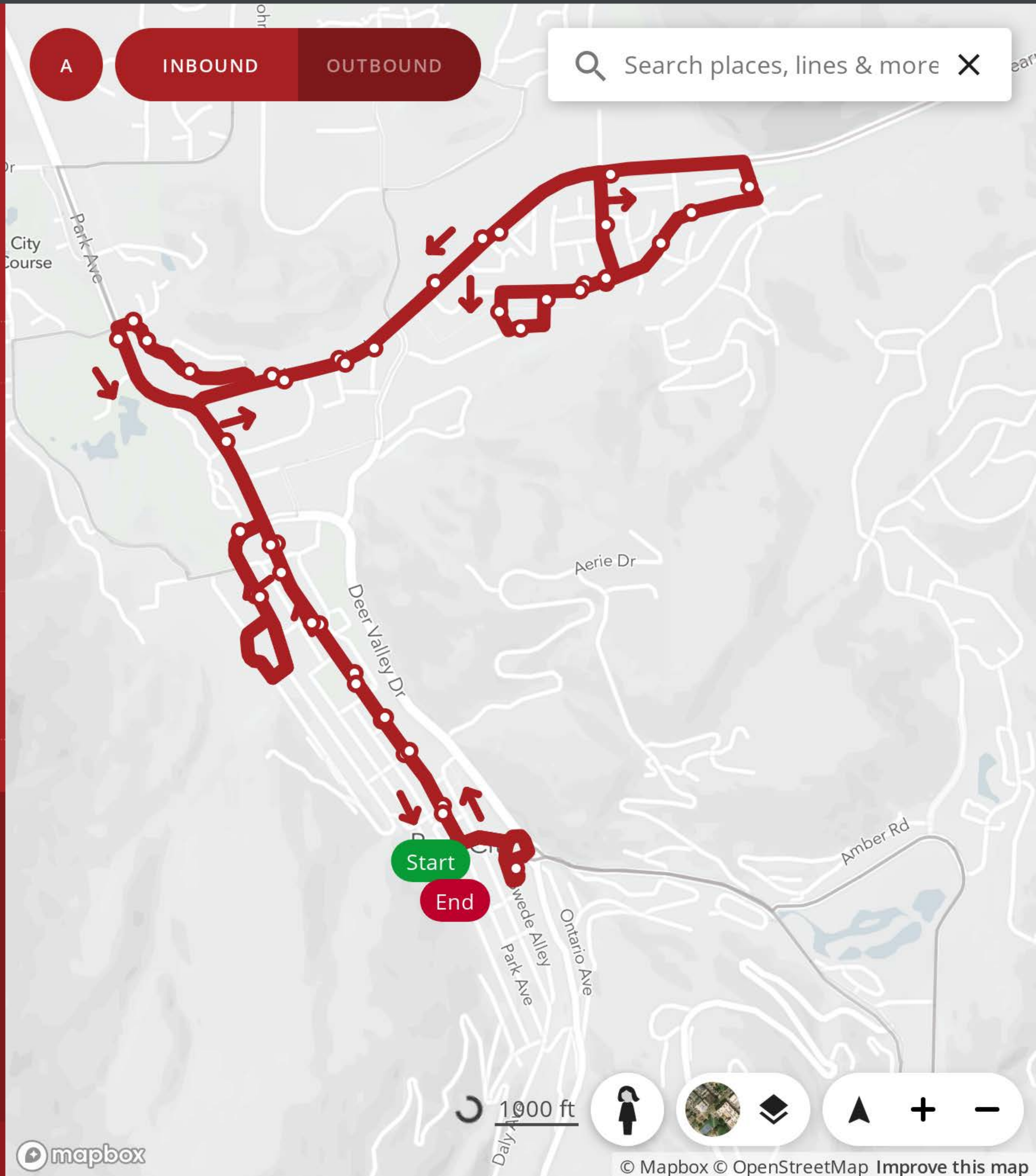
2,295 population

1,131 jobs

Hide ▲

A **INBOUND** OUTBOUND

🔍 Search places, lines & more ✕



mapbox

© Mapbox © OpenStreetMap Improve this map

This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



2 Park Meadows

Weekday

FROM	TO	EVERY	RUNTIME (A)
07:15	23:15	20 min	56.6 min

Saturday

FROM	TO	EVERY	RUNTIME (A)
07:15	23:15	20 min	56.6 min

Sunday

FROM	TO	EVERY	RUNTIME (A)
07:15	23:15	20 min	56.6 min

11.54 miles

4 vehicles - Imported

\$652.1k / year

Within 0.25 mi of stops:

2,439 population

1,387 jobs

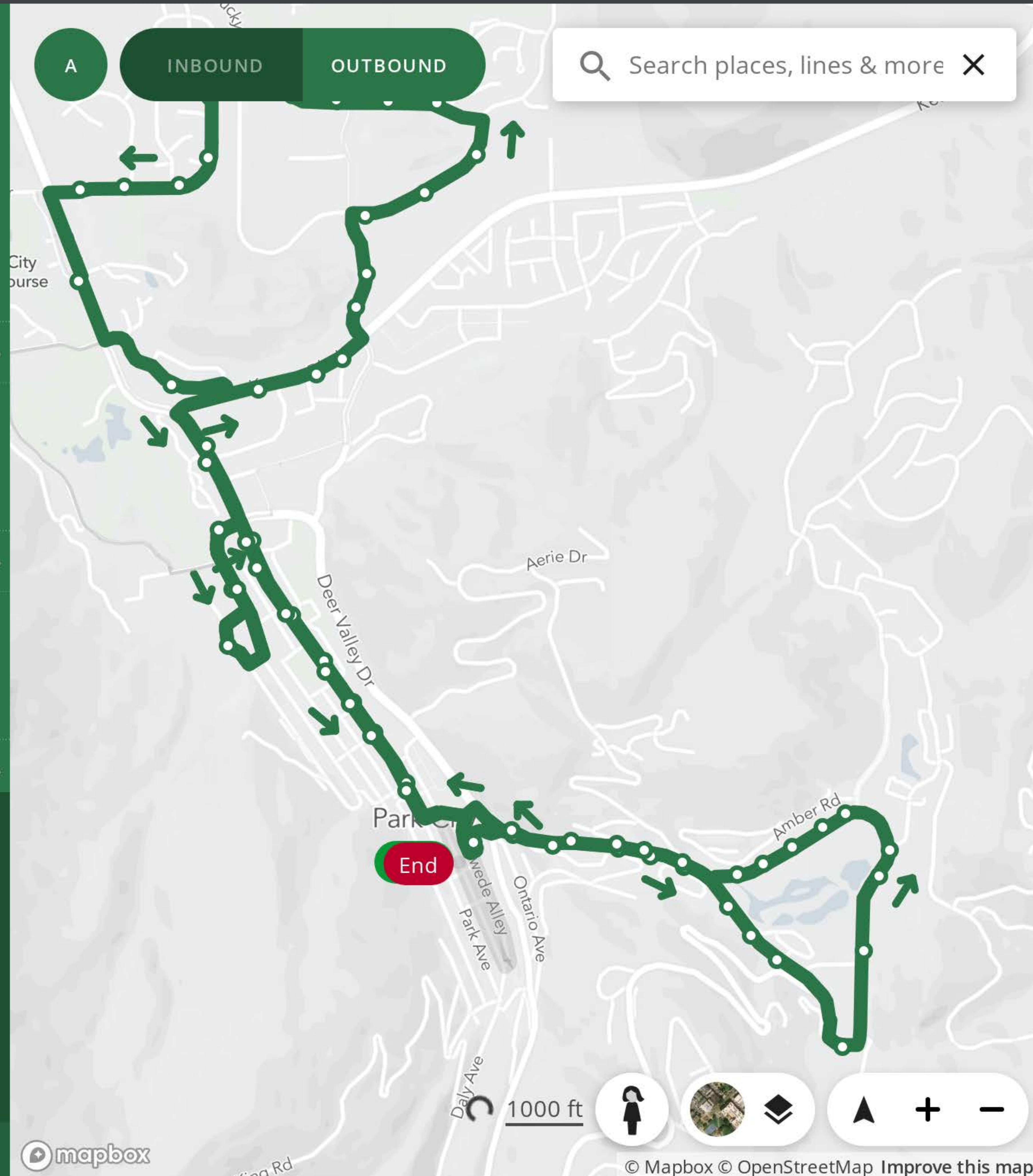
Hide ▲



INBOUND

OUTBOUND

Search places, lines & more X



mapbox



© Mapbox © OpenStreetMap Improve this map

This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



3-Thaynes Canyon P

Weekday

FROM	TO	EVERY	RUNTIME (A)
07:29	23:48	19 min	25.0 min

Saturday

FROM	TO	EVERY	RUNTIME (A)
07:17	23:48	20 min	23.1 min

Sunday

FROM	TO	EVERY	RUNTIME (A)
07:17	23:48	20 min	23.1 min

13.96 miles

2 vehicles - Bus

\$364.6k / year

Within 0.25 mi of stops:

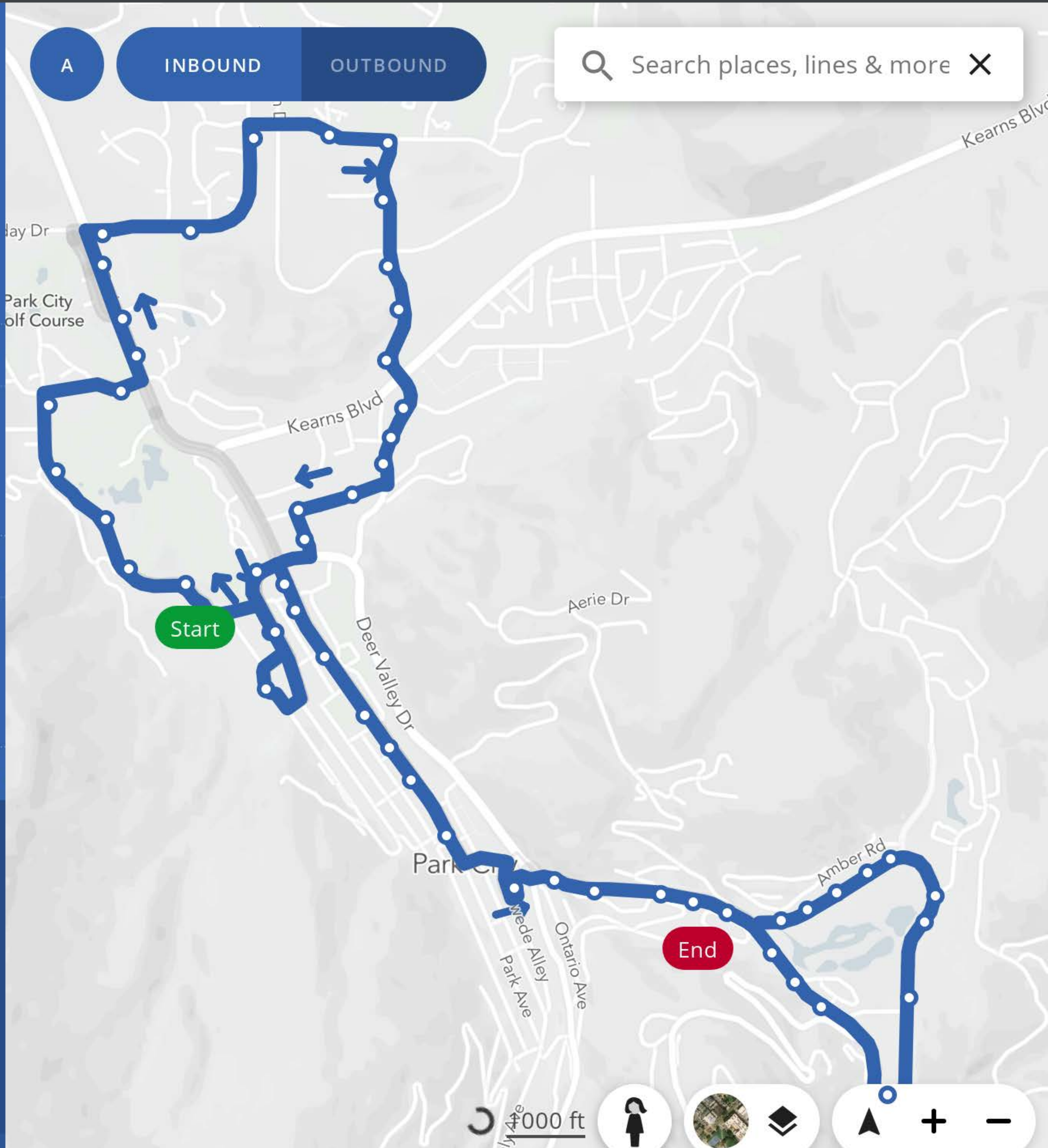
2,198 population

1,253 jobs

Hide ▲



Search places, lines & more X



4000 ft



This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



3 Thaynes Canyon H

Weekday

FROM	TO	EVERY	RUNTIME (A)
07:30	23:45	20 min	38.1 min

Saturday

FROM	TO	EVERY	RUNTIME (A)
07:30	23:45	20 min	38.1 min

Sunday

FROM	TO	EVERY	RUNTIME (A)
07:30	23:45	20 min	38.1 min

9.90 miles

2 vehicles - Bus

\$547.7k / year

Within 0.25 mi of stops:

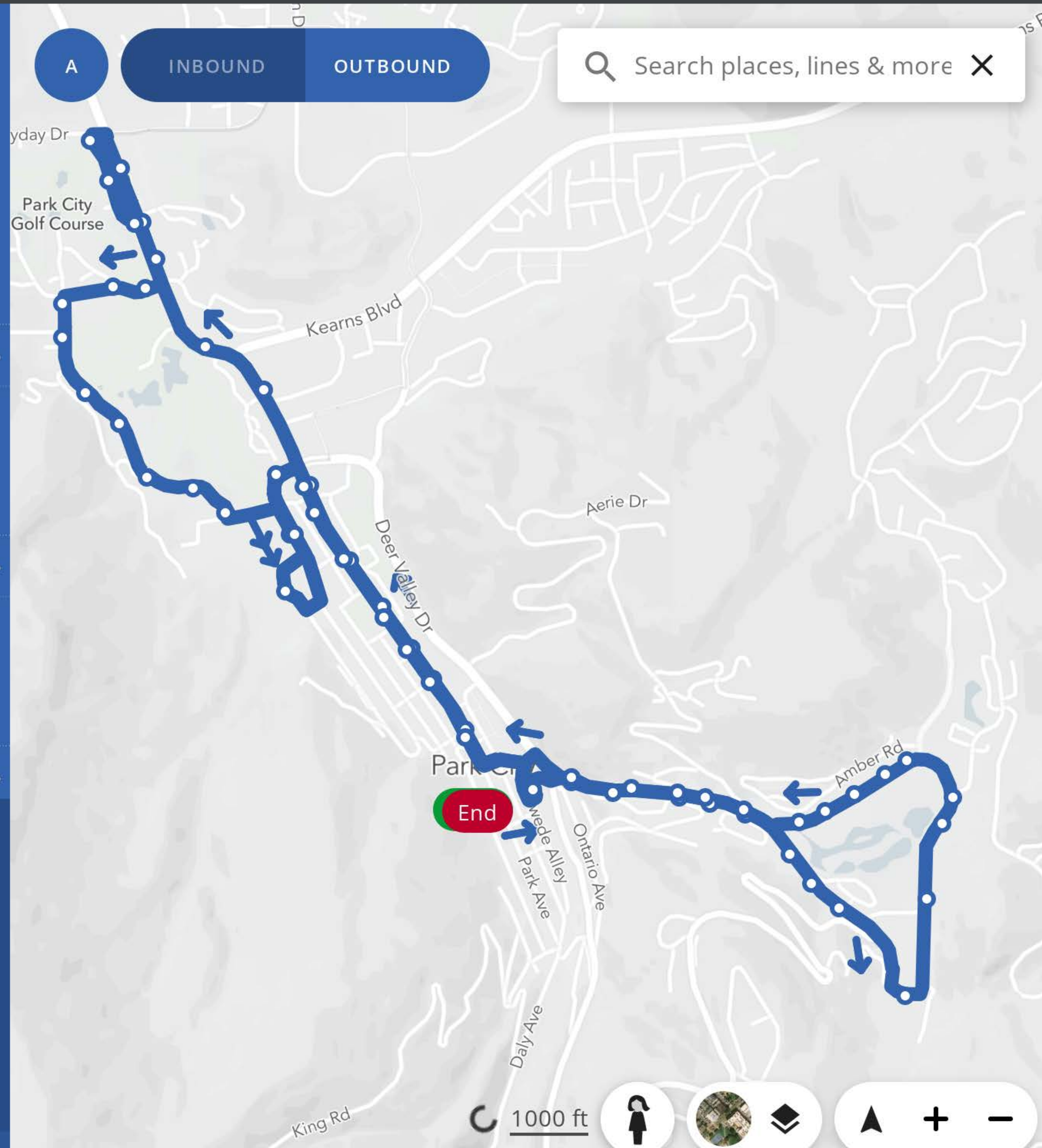
1,080 population

778 jobs

Hide ▲

A **INBOUND** **OUTBOUND**

Search places, lines & more X



mapbox

1000 ft

Map navigation controls: person icon, satellite view, layers, north arrow, zoom in (+), zoom out (-)

This project belongs to another person. Any changes won't be saved.

ADD A COMMENT

MAKE A COPY



Summit Park Work

Filters ▾

7 Pink Extension

13-Summit Park to Ecker

13-Summit Park to KJTC

1 line & 5 vehicles

\$1.47 million / year

👁 Within 0.25 mi of stops:

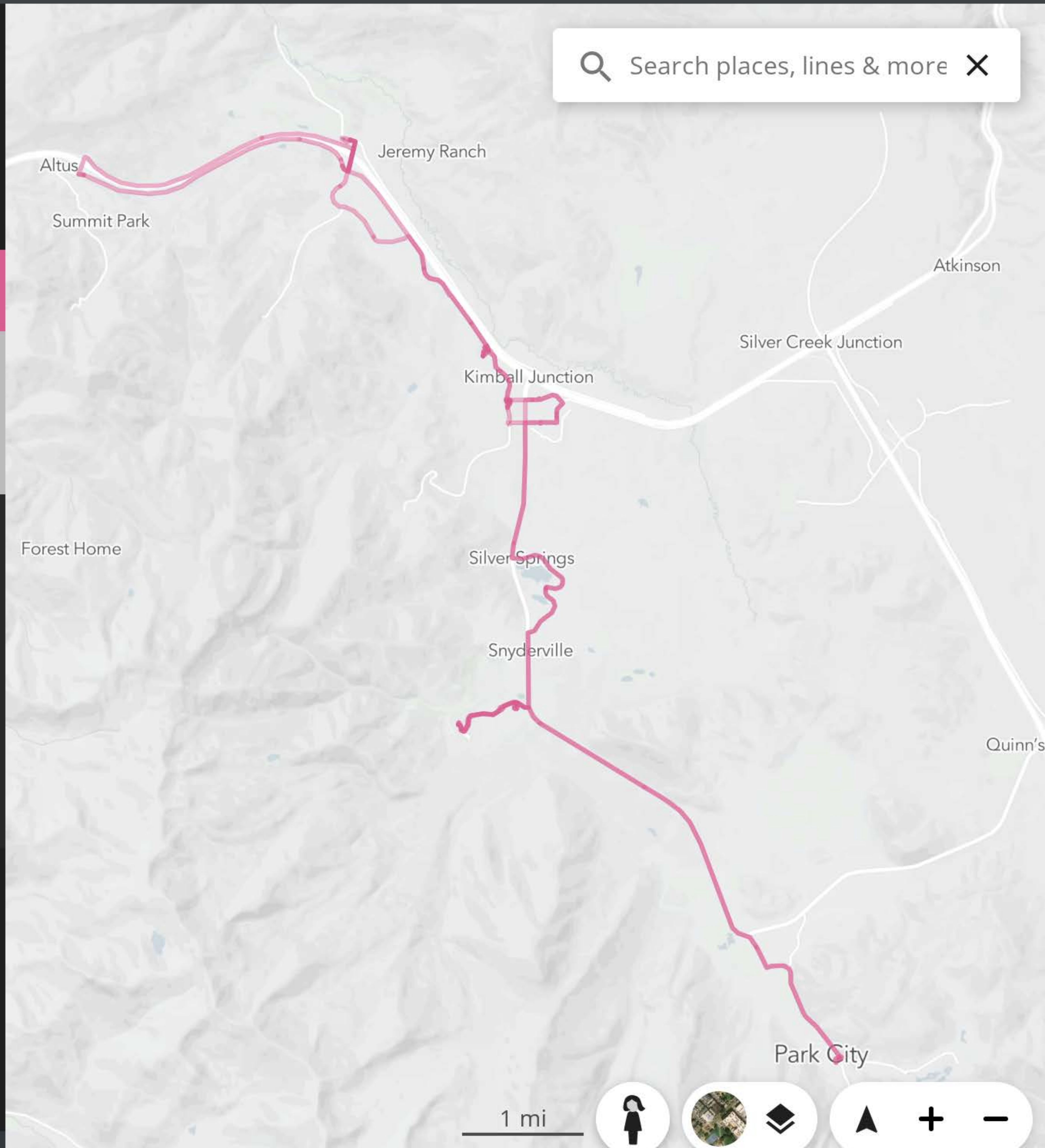
4,295 population

1,175 jobs

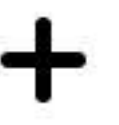
Hide ▲



🔍 Search places, lines & more ✕



1 mi

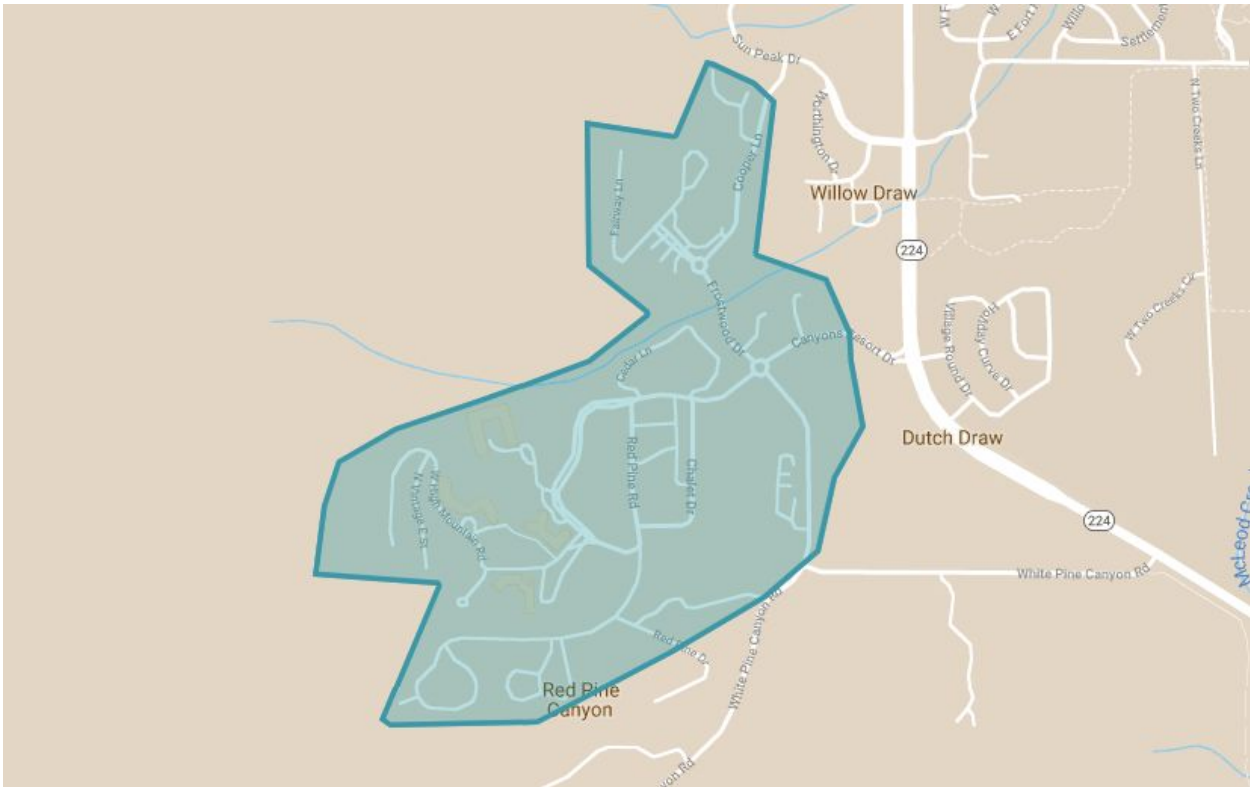


Addendum to Contract between Summit County and Kimball Circulator, LLC

Service Overview

All other terms and conditions shall remain unchanged and in full force effect

- Service dates: Nov 22, 2019 - Apr 12, 2020
- On-demand service to and from anywhere within the service area (blue area)
- Service available during CV Connect hours (7am - 8pm, daily)
- Vehicle will be ADA accessible
- Rides will be requested via the existing CV Connect app
- Monthly ridership reports will be provided, including data specifically related to “county areas,” by the 7th day of every month
- Level of service goal: average wait of 5 minutes or less



Budget

Setup: \$6,807

Operations: \$71,247

Total: \$78,053

Item	Nov	Dec	Jan	Feb	Mar	Apr
Vehicle Deposit	3,500					(3,500)
Setup	6,807					
Management & Driver Payroll		8,381	9,223	8,612	9,223	
Vehicle Lease		4,756	4,756	4,756	4,756	
Fuel		1,138	1,260	1,179	1,260	
Maintenance		200	200	200	200	
Insurance		612	612	552	612	
Device Services		90	90	90	90	
Vehicle Cleaning		100	100	100	100	
Tech and Management Fee		2,000	2,000	2,000	2,000	
Total	10,307	17,276	18,241	17,489	18,241	(3,500)

- Client will be invoiced on the 15th of the month for the upcoming month
- Fuel and driver payroll will be billed as an estimate and reconciled at actual cost on the following month's invoice
- Vehicle deposit due to rental provider will be billed with setup costs and credited to / refunded to client on March reconciliation

Travis Gleason, President
Kimball Circulator, LLC

Thomas C. Fisher
County Manager

Date



MEMORANDUM

Date: August 16, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Scheduled Fall 2019 Service Changes

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to scheduled fall 2019 service changes. The change to fall Transit service will occur on Tuesday September 3rd, 2019.

The preceding seasonal route changes have been made from the summer service schedule:

- **1 Red** ends earlier – Last bus from Old Town Transit Center (OTTC) will be 10:14pm
- **2 Green** ends earlier – Last bus from OTTC will be 10:24pm
- **4 Orange** stops running – Service expected to resume mid-November

Special event transit additions:

- Miner's Day – extra service planned for **5 Yellow** and **6 Lime**

Fiscal Analysis:

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

Discussion:

All fixed route schedule changes from summer to fall have been designated in the 'Transit Guide 2019: Spring, Summer & Fall'. The last 1 Red departing from OTTC was 11:54 pm during summer, now 10:14 pm for spring/fall. The last 2 Green departing from OTTC was 11:44 pm during summer, now 10:24 pm for spring/fall. The 4 Orange summer seasonal service will discontinue on the last day summer service; service to resume regularly scheduled 30-minute frequency on the December 6th, 2019 winter change over. 5 Yellow (regularly scheduled for winter seasonal only) and 6 Lime Routes will be added throughout the duration of Miner's Day parade and related special events on September 2nd, 2019 in response to crowds, full parking garages and parade route road closures.

Consistency With Adopted Plan:

All scheduled Transit services are consistent with the 2016 Short Range Transit Development Plan. All goal policies, and objectives are consistent with the Snyderville Basin General Plan and Park City General Plan.

Additional Information:

If you have any questions or comments regarding this item, please contact Scott Burningham Transit Route Planner at scott.burningham@parkcity.org or Alfred Knotts alfred.knotts@parkcity.org

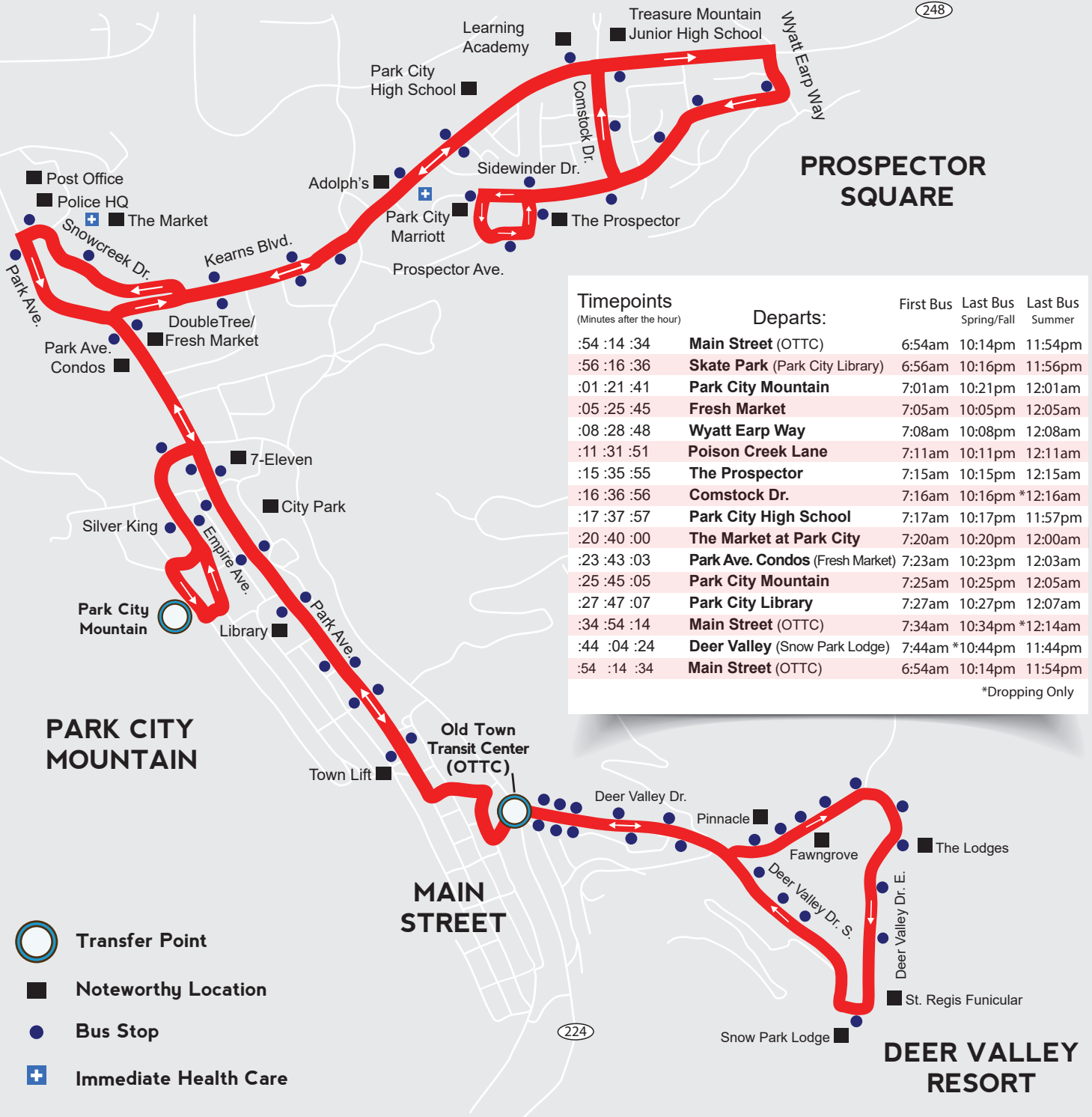
Attachments:

- Attachment A – Transit Schedules: 1 Red, 2 Green, and 4 Orange

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



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

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

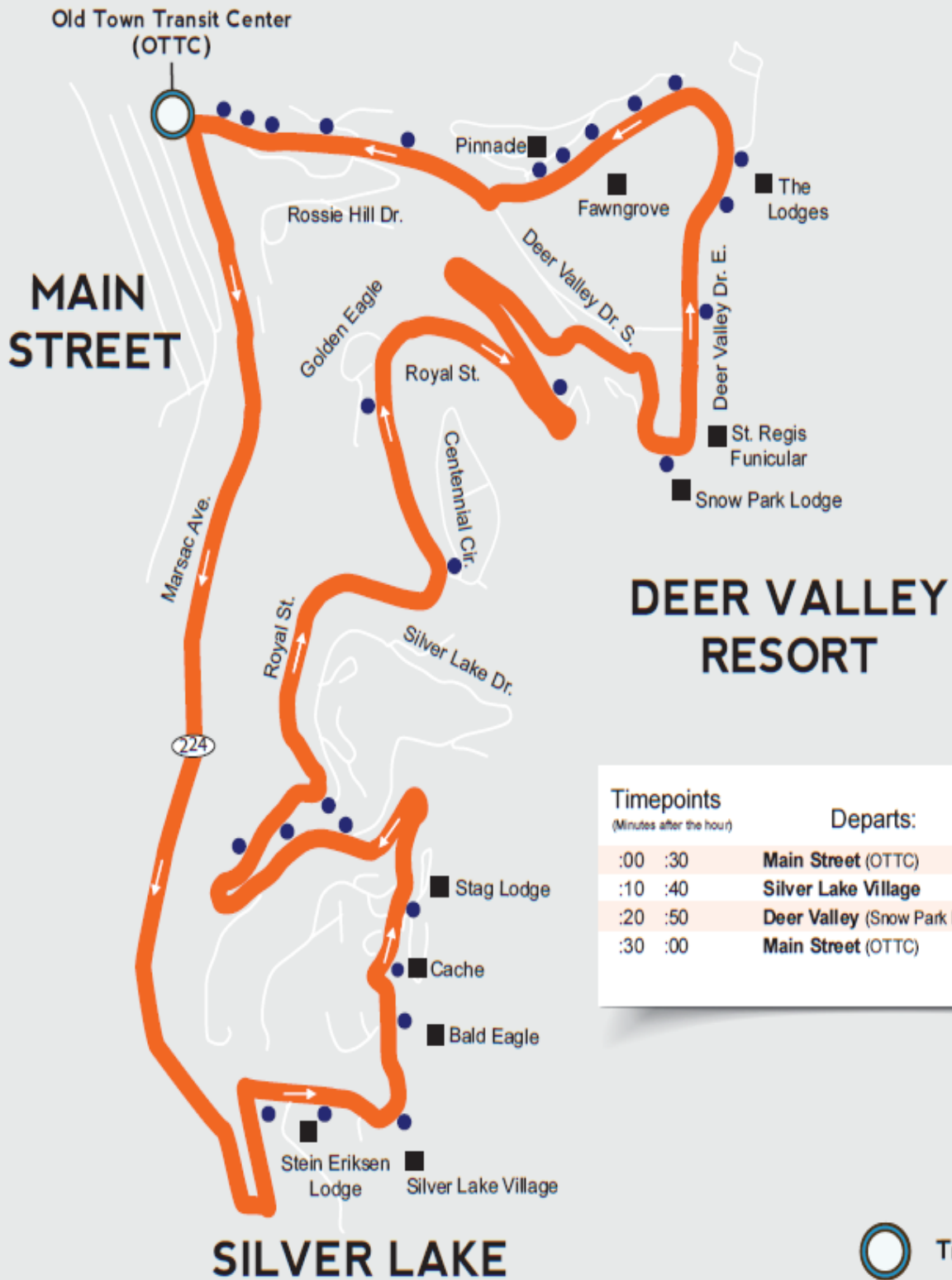
**PARK CITY
 MOUNTAIN**

**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 <small>(Minutes after the hour)</small>		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



MEMORANDUM

Date: September 17, 2019
To: Park City Transit Joint Transit Advisory Board (JTAB)
From: Park City and Summit County Staff
Subject: Quinn's Junction Park and Ride Update

Background:

JTAB has requested a briefing on the planning effort for a park and ride at Quinn's Junction (the intersection of Highway 40 and SR-248). The following report details the fatal flaws analysis, Exhibit A, conducted for three parcels near Quinn's Junction (including the existing Richardson Flat park and ride facility), and an overview of potential transit service operations and costs.

Discussion:

The City, the County, and UDOT have developed a range of alternatives to address congestion and long term transportation needs on SR-248. A major goal is to improve park and ride access, amenities, and improve transit facilities for commuters, employees, recreationalists, event attendees, and general visitors. Once constructed, the Quinn's park and ride is anticipated to operate every day with transit service, similar to the Ecker Hill Park and Ride. Staff continues to evaluate future transit service along the SR-248 and US 40 corridors and, once the new park and ride is operational, users will have a new alternative for traveling on SR-248.

The project team evaluated the existing Richardson Flat park and ride lot and two UDOT parcels directly adjacent to Quinn's Junction that could provide opportunities for new park and ride facilities. The team created a performance matrix with weighted goals, and ranked each parcel. The UDOT frontage road parcel (see in the middle below) ranked significantly higher than both the Richardson Flat parcel, and the other detention basin UDOT location in terms of safety, accessibility, and connectivity. See Exhibit A for the memo that outlines the Fatal Flaws exercise, and shows the goals and performance matrix created by City, County, and UDOT staff.



The project team, with buy-in from stakeholders, will move forward with preliminary engineering design, and construction plans for the top ranking parcel. This parcel scored highest in terms of:

- Safety and security at this location is ideal. The area is visible from US-40 and old Highway 40.
- Accessibility and wayfinding at this location is the best of all sites. It provides visual access from US-40. Users travelling on US-40 northbound and southbound will access the lot via Quinn's Junction Interchange.

- Connectivity to the Rail Trail is possible, and would likely parallel Old Highway 40 and SR-248.
- Transit integration is key. This parcel is large enough to allow a proposed bus turnaround hammerhead north of the parking lot allowing the buses to turn around at the end-of-line without navigating through the parking lot or deviating from their route. There are several routes that can be expanded/added that will help service the park and ride including the Yellow (the existing Dial a Ride that can become a fixed route service) and the Red (that currently services SR-248 and can be extended).

Fiscal Analysis:

Fatal Flaws Analysis

The scope of services for this effort entails the following tasks: Alternative Analysis, Site Evaluation, Preliminary Engineering, Final Engineering and Construction Documents, Project Bidding, Stakeholder Engagement and Project Management. This work is funded in the amount of \$418,945 by the Transportation Sales Tax Initiative.

Construction Funding

Though cost to construct was ranked low in the priorities set by the steering committee, the preferred site (the Frontage Parcel) is feasible to construct and is very competitive with costs associated with improving the existing Richardson Flat park and ride. Please see **Exhibit A** for conceptual costs based on some site size and design alternatives; below is a high-level summary:

- Frontage Parcel – between \$2.1M - \$2.9M for 3 acres
- Frontage Parcel – between \$2.8M - \$3.6M for 5 acres
- Richardson Flat – between \$3.5M - \$3.8M to add amenities and new roadway access

A conceptual cost estimate for the Drainage Parcel was not conducted, as it was deemed unlikely to move forward. It is anticipated that construction funding for the preferred site will come from a variety of local, state, and federal sources and will be sought after development of a preliminary engineer's estimate.

Transit Service Costs and Vehicle Needs

The 2015 Park City and Summit County Short Range Transit Plan indicates that demand for transit service has increased in the Quinn's Junction area to the point where a fixed route service and corresponding ADA paratransit is justified. A recommendation from the plan indicates a shuttle-type service (or express route) between the Quinn's Junction area and the intersection of Park Avenue and Kearns Boulevard is warranted.

The current Yellow route serves the SR-248 area as an express route from the SR-248 area to Main St. and Deer Valley during the winter season. This service could be modified and extended to serve the park and ride. Keeping the existing 20 minute frequency would require an additional 1 bus and 17 hours of service per day. At \$130 per hour and 121 days of winter this would be an additional \$267,000. If this service was extended to year-round the projected cost would be another \$1,591,000.

Consistency With Adopted Plan:

This is consistent with the 2015 Short Range Transit Plan, PCMC's adopted Transportation Demand Management Plan (2016) the County's sales tax initiative, and the Long Range Transportation Plan update (currently underway).

Additional Information:

If you have any questions or comments regarding this item, please contact Alexis Verson at alexis.verson@parkcity.org or 435-615-5317.

Project name:
Quinn's Junction

From:
AECOM

Date:
August 7, 2019

To:
Julia Collins
Park City, UT

CC:
AECOM

Technical Memo

Memo

Subject: Site Evaluation for Park and Ride Facilities

Introduction

In the fall of 2016 Summit County voters overwhelmingly approved raising the current sales tax rate to generate revenue for transportation-related improvements. A portion of the approved funding is to address remote parking at multiple sites and has been determined to be part of the multimodal connectivity solutions to reduce congestion through 2040. Quinn's Junction was one of the sites identified and is the subject of this memo.

AECOM has been contracted by Park City, in partnership with UDOT and Summit County, to analyze and recommend a preferred site based off three parcel sites for a park and ride facility in the Quinn's Junction area. The Quinn's Junction Park & Ride is part of Park City's overall transportation demand management strategy and will provide connections both locally and regionally. Park and ride facilities reduce vehicle miles travelled and related traffic impacts during peak days and peak hours. The City's park and ride strategy is part of a regional transportation strategy with Summit County and adopted in Transportation Demand Management (TDM) plans. The project development team consists of individuals from Park City, Summit County, UDOT, and AECOM.

Purpose

The purpose of this memo is to provide information, document the analysis, and recommend the most viable option for a park and ride facility in the vicinity of US-40 and SR-248 that meets Park City, UDOT, and Summit County's goals. The goals include safety, accessibility, aesthetics, sustainability, and regional bus service. User groups that the park and ride may serve include providing parking for current bus services, potential future regional bus service, ride hailing, and carpooling into Park City for commuters, employees, access for recreationalists using the rail trail, event attendees, and general visitors.

As part of the evaluation the team identified and reviewed three potential sites, the Frontage Road (Old Highway 40) parcel, a UDOT detention basin parcel and an existing park and ride site, Richardson Flat Parking Lot; See site map figure 1 below. Each site was reviewed for opportunities and constraints such as, connectivity to Park City transit systems and nearby trails; bike/pedestrian movements, traffic circulation and flow for automobiles and buses; site conditions including environmental resources such as wetlands, surface water drainage, groundwater, mine waste impact restrictions due to CERCLA requirements, geotechnical conditions, visual impacts, historic resources and required permits, and mitigation.

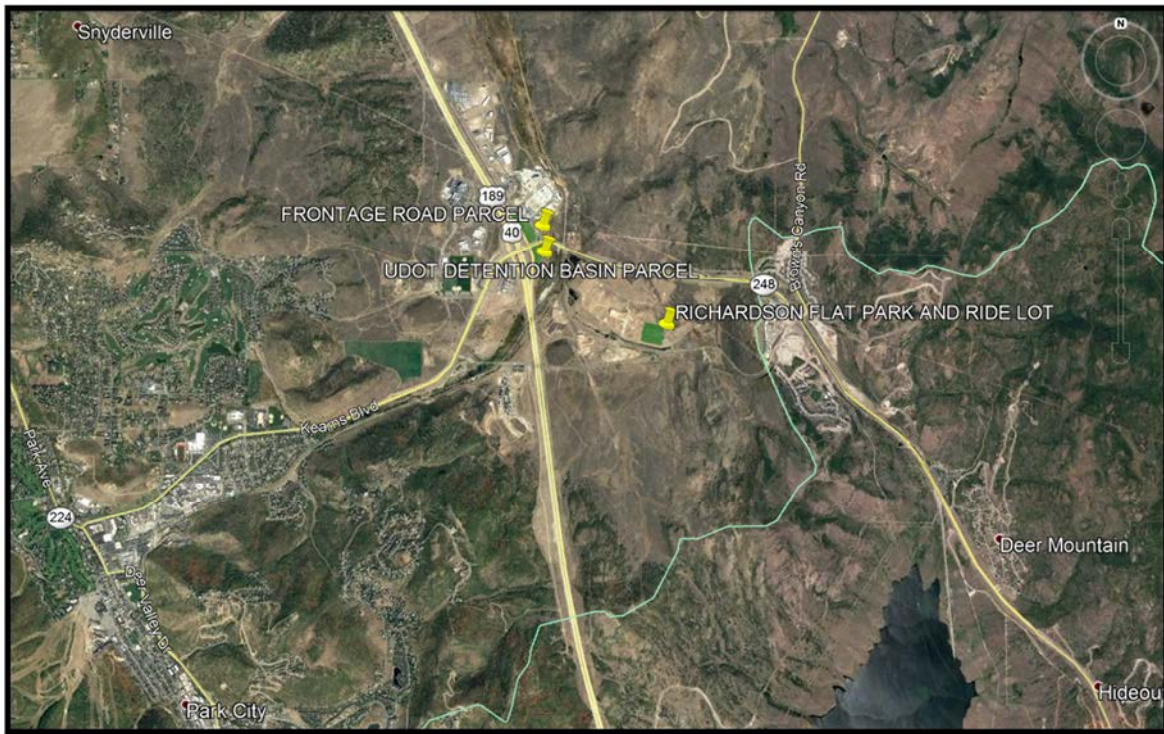


Figure 1- Site Map – (Source: Google Earth)

Performance Criteria Matrix

A stakeholders meeting was held with staff representatives from Summit County, UDOT, and Park City on May 20th, 2019 to discuss the goals and opportunities for the three parcels and work through a Performance Criteria Matrix exercise. The goal of the matrix was to assess a variety of conditions as they pertain to each site and the importance of each criterion based on local and regional transportation goals. Once the matrix exercise was complete it was used to analyze the three sites. The result of the matrix ranked and prioritized safety and security as the top priority, followed by accessibility/visibility (wayfinding) and connectivity (trail, road, transit) as second and third priorities, respectively. See Appendix A for the results of the Performance Criteria Matrix.

Analysis of three potential sites

Option 1: Frontage Road (Old Highway 40) Site

The Frontage Road (Old Highway 40) site is situated east of US Highway 40 and north of SR-248. The site is on a bluff and is accessible from Old Highway 40 from the east; see Figure 2 below. The site contains vegetation such as sagebrush and cheatgrass. An above ground powerline and buried fiber conduit run along the east and south side of the lot. It is anticipated that the lot could support approximately 500 stalls.



Figure 2 - Frontage Road (Old Highway 40) Site - (Source: Google Earth)

A conceptual site plan was developed showing access points, trail options, and updates to roadways surrounding the site; see Appendix C for Frontage Road (Old Highway 40) Site Layout.

The Frontage Road (Old Highway 40) site was reviewed for the following considerations:

- Safety and security at this location is ideal. The area is visible from US-40 and old Highway 40. However, the proposed lot would be situated on a bluff and likely will not be as visible from SR-248.
- Accessibility and wayfinding at this location is the best of all sites. It provides visual access from US-40. Users travelling on US-40 northbound and southbound will access the lot via Quinn's Junction Interchange. Increased traffic may impact queuing onto SR-248 and may require lane configuration changes.
- Connectivity to the Rail Trail would likely parallel Old Highway 40 and SR-248. A 5' wide sidewalk currently runs parallel to SR-248 however for trail connection, an increased width would be required. A trail would also be needed along Old Highway 40 where there is no current sidewalk. A signal may be needed in the future to facilitate ped/bike movements across Old Highway 40 as traffic volumes increase. The Kamas Commuter, line 11 operated by Park City, runs on SR-248 and would have easy access to the proposed lot. A proposed bus turnaround hammerhead north of the parking lot will allow the buses to turn around at the end-of-line without navigating through the parking lot and not have to deviate far from the existing route. With the parking lot being parallel to Old Highway 40, there are many opportunities for vehicular access.

UDOT has future intersection improvements planned for US-40 and SR-248 that may impact the site. If UDOT were to expand the lanes on the onramp from SR-248 the size of the parking lot may be impacted. If the configuration of the interchange is moved or altered, Old Highway 40 could be realigned as it reconnects to SR-248; this would be beneficial to the site as it would allow additional area for development.

Option 2: Richardson Flat Site

The Richardson Flat site is situated along Richardson Flat Road. Currently there is an existing park and ride lot with approximately 750 stalls; see figure 3 below. Accessing the site is not direct and requires users from US-40 to access the site by SR-248 (Kerns Boulevard) and then to Richardson Flat Road. An option to increase usability would be to construct a new roadway from SR-248 south to the site. If this option is chosen it would be challenged with conditions such as environmental, wetlands, groundwater, and a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) boundary mitigation. Since the site is located within the Park City's Soil Ordinance Boundary, any disturbed soil failing Toxicity Characteristic Leaching Procedure (TCLP) testing thresholds will likely be hauled to a waste services company.



Figure 3 - Richardson Flat Park and Ride Lot- (Source: Google Earth)

A conceptual site plan was developed showing access points, trail options, connections, and updates to roadways surrounding the site; see Appendix C for the Richardson Flat Site Layout.

The Richardson Flat Park and Ride Lot was reviewed for the following considerations:

- Safety and security at this site is the worst of all three. Due to the isolation from major thoroughfares, there is greater opportunity for criminal activity. Although cameras are currently located around the lot, the isolation and visibility from major roadways makes this site unappealing for most users.
- Accessibility for users to the parking lot off Richardson Flat Road is not convenient. Users have two options to get to the site. The first option is to bypass the site along SR-248 to Jordanelle Parkway and then back track west via Richardson Flat Road. Second option is using Kearns Blvd (SR-248) and then turning east on Richardson Flat Road. Both access options are not direct and require the user to navigate a lengthy route to the site. Currently there are no way-finding signs to direct the users.

Direct access to the lot could be accomplished by creating a new interchange at Highway 40 and Richardson Flat road. UDOT would not likely approve a new interchange so close to the existing interchange at SR-248. If the new interchange was built, users would use it as a shorter route to access Park City.

A direct connection to SR-248 would reduce the travel distance from the US-40 interchange. To facilitate this new connection, a new road would be required and would be constructed through contaminated soils and wetlands. The

proposed roadway would run east from the current lot winding up the hill to the north and ultimately connect into SR-248. This would require deceleration, acceleration, and turning lanes on SR-248 to facilitate the new traffic movements.

To construct the roadway, environmental constraints would require a significant amount of time to resolve. Wetlands and contaminated soils surround the site, making expansion of the lot challenging due to the regulatory hurdles.

- Connectivity is not ideal. Regular transit currently does not serve the site; this would require an additional loop. An existing decommissioned railroad spur (Phoston) runs northwest to ultimately connect to The Rail Trail; this connection is lengthy and requires improvements. To accommodate bike riders and pedestrians travelling into Park City, Richardson Flat Road would require improvements. However, the underpass at US-40 would require widening due to it being too narrow.

Option 3: UDOT Detention Basin Site

The UDOT Detention Basin site is situated east of US Highway 40 and south of SR-248; see Figure 4 below. The site has the least amount of available acreage of all the sites that have been analyzed. The site contains an above ground wet detention basin and is surrounded by vegetation such as cheatgrass and sagebrush. It is anticipated that the lot could support a low number of stalls because of the small size and irregular shape.



Figure 4 - UDOT Detention Basin Site- (Source: Google Earth)

The UDOT Detention Basin Site was reviewed for the following considerations:

- Safety and security at this location is good; it is visible from US-40 and SR-248 but does not have commercial buildings nearby to provide additional eyes on the lot.
- Accessibility for this site is possible with a connection at the intersection of SR-248 and Old Highway 40, likely requiring a traffic signal. This intersection would not be ideal as it is too close to the existing interchange. Close proximity to the on/off ramp intersection is problematic and may require a relocation of the proposed intersection to the east. Access is reliant on UDOT's approval of relocating the NA line.
- Connectivity to the Rail Trail would be along the southern side of SR-248 and would require a trail south of the existing sidewalk. This proposed trail is situated so users do not have to cross any roadway intersections to get to the trail. Connectivity is ideal at this location.

A Bus pullout along SR-248 would not be possible. Bus service would require internal routing thus reducing parking volume and other amenities.

UDOT has future plans to increase traffic capacity by adding an additional lane within the northbound off ramp from Highway 40 to SR-248. This could reduce the amount of available land within the parcel. The parcel is bounded by wetlands to the east and south also constraining lot size and configuration. Future interchange improvements may affect the availability of this parcel.

The likelihood of using this ground for a park and ride is highly unlikely due to the close proximity of the driveway to the proposed lot to the existing US-40 interchange.

Site Evaluation Matrix

A group exercise involving The City and Summit County ranked each of the stakeholders' categories from the Performance Criteria Matrix on a scale of Baseline, Elevated, and Top Priority for each of the three potential sites. The result of the Performance Criteria Matrix ranked Connectivity (Trail, road, transit), safety and security, and Accessibility and visibility (wayfinding) as the top priorities and were assigned a 2 multiplier. The elevated priorities were utility access, sustainability, and aesthetics (architecture, landscaping, gateway, way finding, welcome center). That priority section was assigned a 1.5 multiplier. The baseline priorities from the Performance Criteria Matrix were cost, size (parking stall count); environmental impacts and public (perception/acceptance) were assigned a 1 multiplier.

After evaluating the three sites based on technical criteria, professional judgement and ranking them, Richardson Flat received **17.5 points**, UDOT Detention Basin Parcel received **34 points**, and Frontage Road Parcel (Old Highway 40) received **41 points**; See Table 1 – Site Evaluation Matrix below for the results.

Note: Rank: Good = 3 points, Fair = 2 points, Poor = 1 Point *Weighted Points Multiplier is derived from the Performance Criteria Matrix; Top Priorities receive a double multiplier; Medium Priorities receive a 1.5 multiplier and low Priorities get a 1.0 multiplier (no change)			QUINN'S JUNCTION SITE EVALUATION MATRIX					
			Richardson Flat Park and Ride		UDOT Detention Basin Parcel		Frontage Road Parcel (Old Highway 40)	
Results from the Performance Criteria Matrix	Performance Criteria Matrix Categories	Weighted* Points Multiplier	Rank	(Weighted Points Multiplier) * (Rank Points)	Rank	(Weighted Points Multiplier) * (Rank Points)	Rank	(Weighted Points Multiplier) * (Rank Points)
TOP PRIORITY	Connectivity (trail, road, transit)	2	Poor	2	Good	6	Good	6
	Safety and Security	2	Poor	2	Fair	4	Good	6
	Accessibility and visibility (wayfinding)	2	Poor	2	Good	6	Good	6
ELEVATED PRIORITY	Utility access (amenities)	1.5	Poor	1.5	Fair	3	Fair	3
	Sustainability	1.5	Poor	1.5	Good	4.5	Good	4.5
	Aesthetics (architecture, landscaping, gateway, way finding, welcome center)	1.5	Poor	1.5	Good	4.5	Good	4.5
BASELINE PRIORITY	Cost	1	Fair	2	NA	0	Good	3
	Size (parking stall count)	1	Good	3	Poor	1	Fair	2
	Environmental Impacts	1	Poor	1	Fair	2	Good	3
	Public (perception/acceptance)	1	Poor	1	Good	3	Good	3
Total Score				17.5		34		41

Table 1 - Site Evaluation Matrix

Fatal Flaws Analysis

A fatal flaws analysis was performed to evaluate the viability of each of the three sites. The analysis reviewed multiple variables including utility access, topography, availability of land, environmental and potential land use. In addition, the three top priorities from the Performance Criteria Matrix; safety and security, accessibility/visibility (wayfinding) and connectivity (trail, road, transit) were considered top priorities. As the fatal flaw exercise progressed it became evident the likelihood of obtaining the UDOT detention basin parcel as a future lot was not possible due to access, future plans for the intersection at SR-248 and the on/off ramps of Highway 40, environmental perimeter constrains, and lot size. It was determined by the City to cease furthering the consideration of the UDOT Detention Basin Parcel. See Appendix B for the Fatal Flaws Analysis.

Cost

Although cost was considered a baseline priority in the Performance Criteria Matrix the team created an opinion of probable cost for two of the three sites. A conceptual design was not created for the UDOT detention basin parcel thus cost could not be accurately accounted. The Frontage Road Parcel – 5 acre option was deemed to be the most cost effective option. Due to various environmental challenges and proposed roadway to access the Richardson Flat site it was determined to be the most expensive site to develop. See Appendix D for the Conceptual Cost Estimates.

Recommendation

After gathering stakeholder input for the Performance Matrix, producing the Site Evaluation Matrix, and generating a Fatal Flaws Analysis, the project team recommends **Option 1 – Frontage Road Parcel (Old Highway 40)** as the preferred site. The Frontage Road Parcel (Old Highway 40) exceled in all 3 performance matrix categories, Safety and Security, Accessibility and Wayfinding, and Connectivity. Although deemed not top priority criteria; Sustainability, Aesthetics (architecture, landscaping, gateway, way finding, welcome center), Cost, Environmental impacts and Public (perception/acceptance) all scored good for this site.

Appendix A – Performance Criteria Matrix

PERFORMANCE CRITERIA MATRIX											Quinn's Jct.	
											TOTAL	%
Cost	A	B	C	D	A	F	G	H	I	J	1.0	2.2
Size (parking stall count)	B	C	D	C	F	G	H	I	J		1.0	2.2
Environmental Impacts	C	D	E	F	G	H	I	J			3.0	6.7
Connectivity (trail, road, transit)	D	D	F	G	D	D	D				7.0	15.6
Public (perception/acceptance)	E	F	G	H	I	J					1.0	2.2
Safety and Security	F	F	F	F	F						9.0	20.0
Accessibility and visibility (wayfinding)	G	G	G	G							8.0	17.8
Utility access (amenities)	H	I	J								4.0	8.9
Sustainability (meet Regional goals)	I	I									6.0	13.3
Aesthetics (architecture, landscaping, gateway, way finding, welcome center)	J										5.0	11.1
Total											45.0	100

Appendix B – Fatal Flaws Analysis

Frontage Road (Old Highway 40) Parcel Fatal Flaws



- Safety and security at this location is ideal. The area is visible from US-40 and old Highway 40. However, the proposed lot would be situated on a bluff and likely won't be as visible from SR-248.
- Accessibility and wayfinding at this location is the best of all sites. It provides visual Access from US-40. Users travelling on US-40 north and south bound will access the lot via Quinn's Junction Interchange. Increased traffic may impact queuing onto SR-248 and may require lane configuration changes.
- Connectivity to the Rail Trail would likely parallel Old Highway 40 and SR-248. A 5' wide sidewalk currently runs parallel to SR-248 however for trail connection an increased width would be required. A signal may be needed in the future to facilitate ped/bike movements across Old Highway 40 as traffic volumes increase.
- Existing utilities on the site include power and communication. The site access may be restricted by utilities and could require relocation as the design progresses.

- The topography along the perimeter of the site is steep. The current conceptual layout of the site does not encroach into the steeper areas. Costs could escalate if the lot is to be built farther south since extensive grading and retaining walls would be required.
- UDOT has future intersection improvements planned for US-40 that may impact the site. If UDOT were to expand the lanes on the onramp from SR-248 the size of the parking lot may be impacted. In addition, if the configuration of the interchange is moved or altered drastically, Old Highway 40 could be realigned as it reconnects to SR-248; this would be beneficial to the site as it would allow additional area for development. At this time we do not have setbacks determined from UDOT for the onramp for US-40.

Richardson Flat Park n Ride Fatal Flaws



- Safety and Security at this site is the worst of all three. Due to the isolation from major thoroughfares there is greater opportunity for criminal activity. Although cameras are currently dotted around the lot, the isolation from major roadways and visibility makes this site unappealing for most users.
- Accessibility for users to the parking lot off Richardson Flat Road is not convenient. Users have two options to get to the site. The first option is to bypass the site along SR-248 to Jordanelle Parkway and then back track west via Richardson Flat Road. Second option is using Kearns Blvd via SR-248. Both access options are not direct and require the user to navigate a lengthy route to the site. Currently there are no way-finding signs to direct the users.

Direct access to the lot could be accomplished by creating a new interchange at Highway 40 and Richardson Flat road. UDOT would not approve a new interchange so close to the existing interchange at SR-248. If the new interchange was built users would use it as a shorter route to access Park City.

Connecting to SR-248 would be beneficial. To facilitate this new connection a new road would be required and would pass through contaminated soils and wetlands. The proposed roadway would run east from the current lot winding up the hill to the north and ultimately tie into SR-248. This would require deceleration, acceleration, and turning lanes to facilitate the new traffic movements.

To construct the roadway, environmental constraints would require a significant amount of time to resolve. The current land owner (United Park City Mines Co.) has proven to be difficult to work with in the past. Wetlands and contaminated soils surround the site thus making expansion of the lot challenging due to the regulatory hurdles.

- Connectivity is not ideal. Regular transit currently does not serve the site; this would require an additional loop. An existing railroad spur (Phoston) runs northwest to ultimately connect to The Rail Trail; this connection is lengthy and requires improvements. To accommodate users into Park City, Richardson Flat Road would require improvements for a more direct route.
- Water and sewer utilities are currently not available at the site or within close proximity. To provide restroom amenities, utilities would need to be provided at the site or alternative methods (i.e. well and latrine pit) could be utilized incurring increased maintenance.

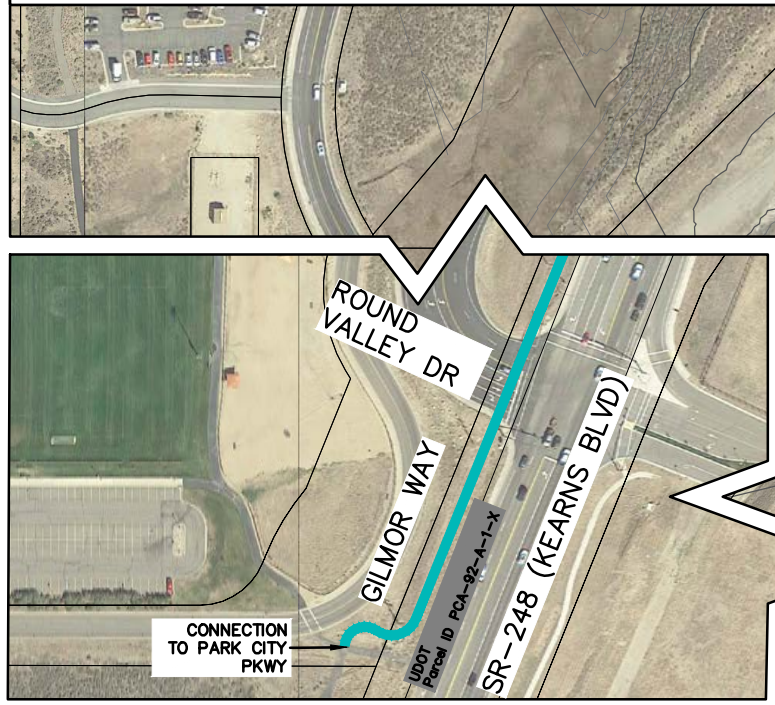
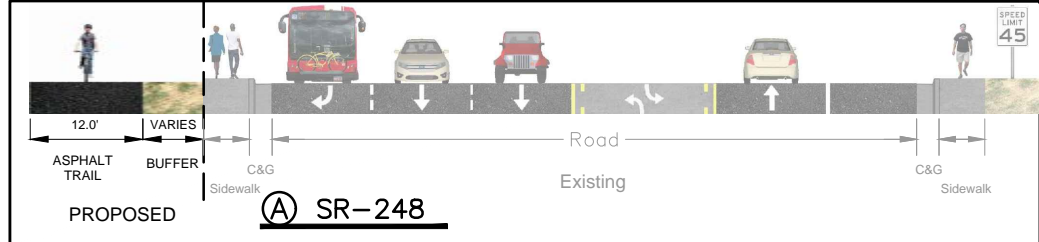
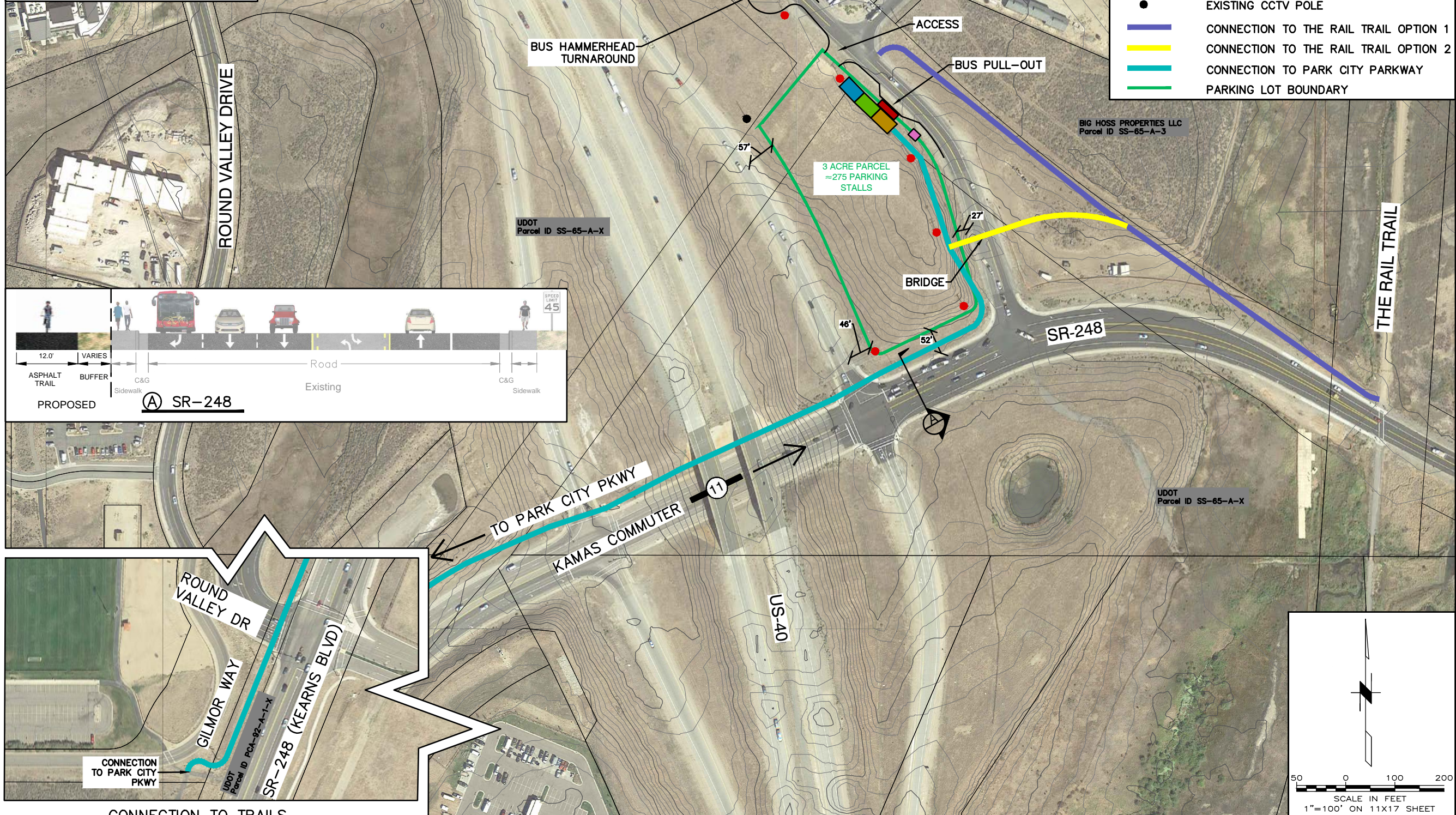
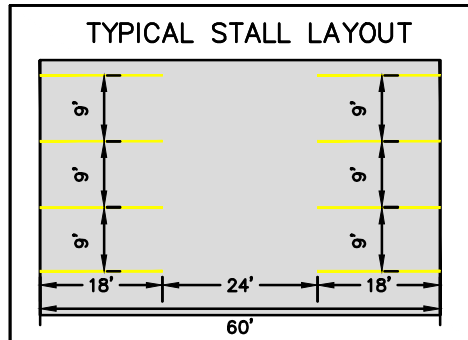
UDOT Detention Basin Parcel Fatal Flaws



- Safety and security at this location is good. The area is visible from US-40 and SR-248.
- Accessibility for this site is possible with a connection at the intersection of SR-248 and Old Highway 40 likely requiring a traffic signal. This intersection would not be ideal as it is too close to the existing interchange. Close proximity to the on/off ramp intersection is problematic and may require a relocation of the proposed intersection to the east. Access is reliant on UDOT's approval of breaking the NA line.
- Connectivity to the rail trail would be along the southern side of SR-248 and would require a trail south of the existing sidewalk. This proposed trail is situated so users do not have to cross any roadway intersections to get to the trail. Connectivity is ideal at this location. Bus pullout along SR-248 would likely not be possible. Bus service would require internal routing thus reducing parking volume and other amenities.
- The UDOT detention basin could be re-configured to underground storage. This type of facility incurs long term maintenance and access issues. Alternatively the detention basin could be moved, relocation is unlikely due to a lack of a viable parcel.

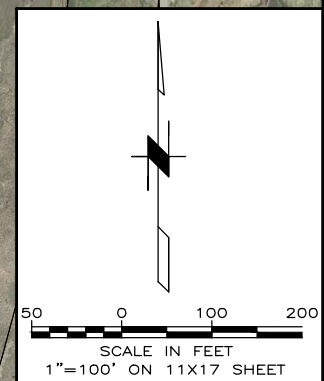
- UDOT has future plans to increase traffic capacity by adding an additional lane within the northbound off ramp from Highway 40 to SR-248. This could reduce the amount of available land within the parcel. The parcel is bounded by wetlands to the east also constraining lot size and configuration. Future interchange improvements may affect the availability of this parcel.

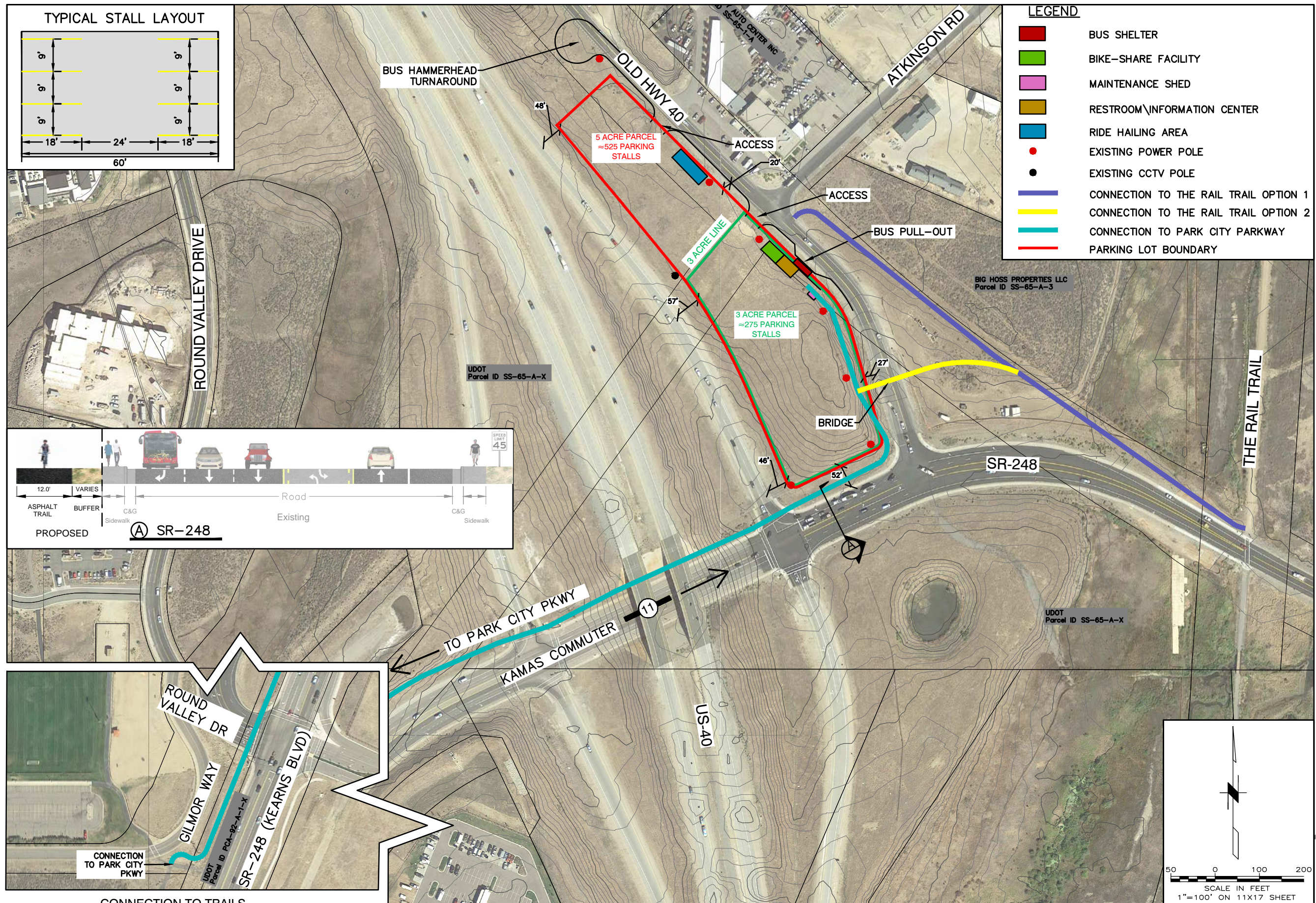
Appendix C – Site Layouts



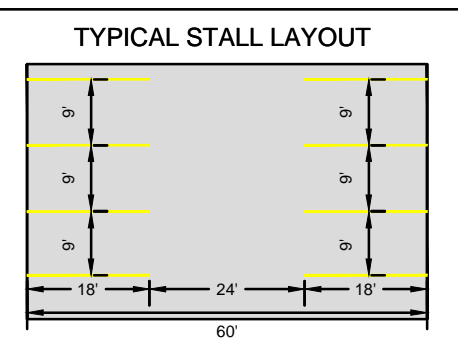
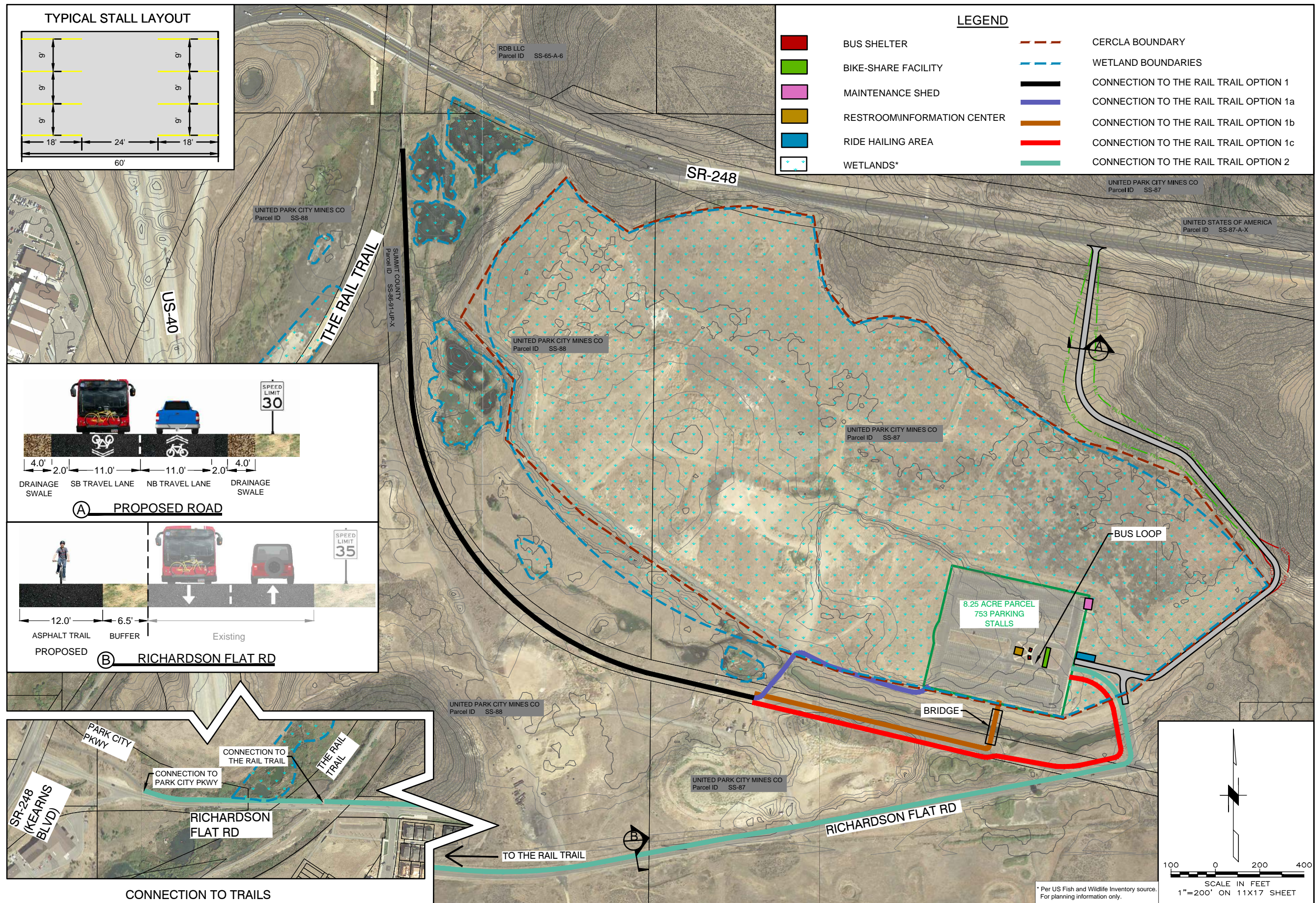
LEGEND

- BUS SHELTER
- BIKE-SHARE FACILITY
- MAINTENANCE SHED
- RESTROOM\INFORMATION CENTER
- RIDE HAILING AREA
- EXISTING POWER POLE
- EXISTING CCTV POLE
- CONNECTION TO THE RAIL TRAIL OPTION 1
- CONNECTION TO THE RAIL TRAIL OPTION 2
- CONNECTION TO PARK CITY PARKWAY
- PARKING LOT BOUNDARY



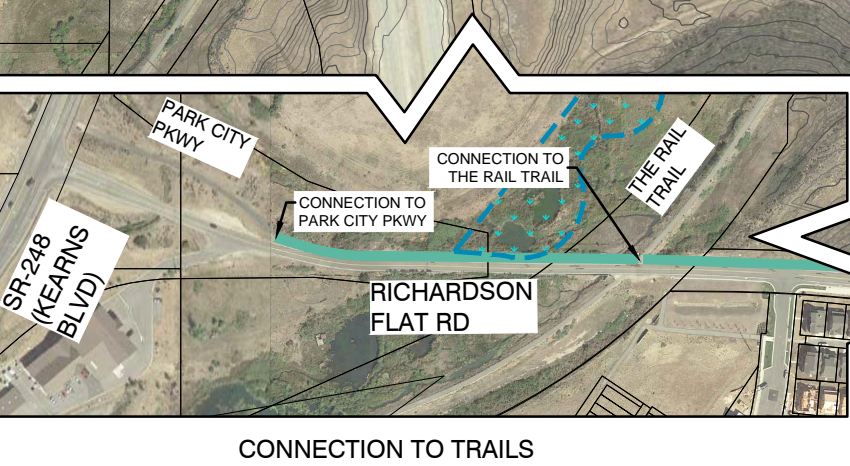
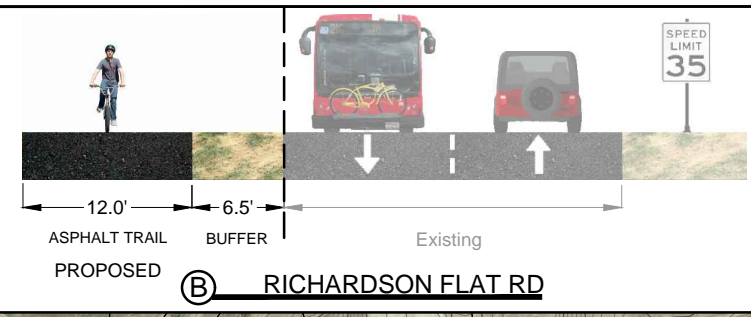
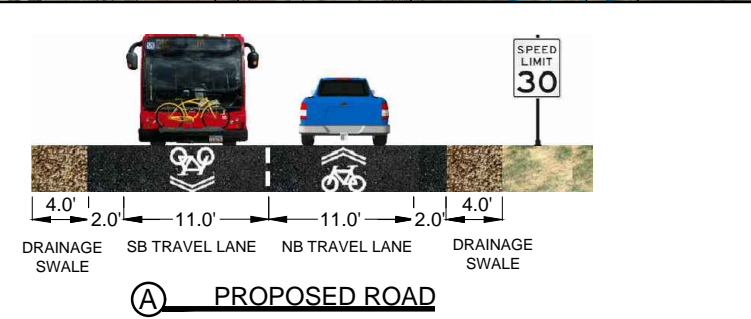


Last saved by: JEFFERY UPRIGHT(2019-07-12) Last Plotted: 2019-07-12
 Filename: Q:\PROJECTS\PARK CITY\06060897 - QUINN'S JCT PARK AND RIDE\900 - CAD_GIS\910-CAD\20-SHEETS\FRONTAGE ROAD LAYOUT-5 ACRES.DWG



LEGEND

	BUS SHELTER		CERCLA BOUNDARY
	BIKE-SHARE FACILITY		WETLAND BOUNDARIES
	MAINTENANCE SHED		CONNECTION TO THE RAIL TRAIL OPTION 1
	RESTROOM/INFORMATION CENTER		CONNECTION TO THE RAIL TRAIL OPTION 1a
	RIDE HAILING AREA		CONNECTION TO THE RAIL TRAIL OPTION 1b
	WETLANDS*		CONNECTION TO THE RAIL TRAIL OPTION 1c
			CONNECTION TO THE RAIL TRAIL OPTION 2



Filename: Q:\PROJECTS\PARK CITY\06060897 - QUINN'S JCT PARK AND RIDE\900 - CAD_GIS\910-CAD\20-SHEETS\RICHARDSON FLAT LAYOUT.DWG

Appendix D – Conceptual Cost Estimate

**Quinn's Jct. Park and Ride
Conceptual Cost Estimate
Frontage Road Parcel - 3 Acres**

Description	Quantity	Unit	Unit Price	Total
Mobilization	1	Lump	6.0%	\$ 83,000.00
Traffic Control	1	Lump	2.0%	\$ 28,000.00
Landscaping	1	Lump	\$ 30,000.00	\$ 30,000.00
Parking Lot	141,000	sq ft	\$ 4.75	\$ 669,750.00
Trail Option 1 Connection to The Rail Trail	1,300	lf	\$ 38.00	\$ 49,400.00
Trail Connection to Park City Parkway	3,200	lf	\$ 38.00	\$ 121,600.00
Old Highway 40 Improvements	1	Lump	\$ 95,000.00	\$ 95,000.00
Bus Hammerhead Turnaround	1	Lump	\$ 66,000.00	\$ 66,000.00
Utilities	-	-	-	-
- Water	1,300	lf	\$ 60.00	\$ 78,000.00
- Sewer	700	lf	\$ 70.00	\$ 49,000.00
Bike-Share Facility	1	Lump	\$ 50,000.00	\$ 50,000.00
Bus Shelter	1	Lump	\$ 20,000.00	\$ 20,000.00
Restroom/Information Center	1	Lump	\$ 100,000.00	\$ 100,000.00
Maintenance Shed	1	Lump	\$ 10,000.00	\$ 10,000.00
			<i>Subtotal</i>	\$ 1,449,750.00
			<i>Items Not Estimated* (30%)</i>	\$ 434,925.00
			CONSTRUCTION SUBTOTAL	\$ 1,885,000.00
			12% CONTINGENCY	\$ 226,200.00
			TOTAL PROJECT COST	\$ 2,112,000.00
Bridge with Trail Option 2 Connection to the Rail Trail	1	Lump	\$ 800,000.00	\$ 800,000.00
			TOTAL PROJECT COST WITH OPTION	\$ 2,912,000.00

**Quinn's Jct. Park and Ride
Conceptual Cost Estimate
Frontage Road Parcel - 5 Acres**

Description	Quantity	Unit	Unit Price	Total
Mobilization	1	Lump	6.0%	\$ 154,000.00
Traffic Control	1	Lump	2.0%	\$ 52,000.00
Landscaping	1	Lump	\$ 50,000.00	\$ 50,000.00
Parking Lot	224,000	sq ft	\$ 4.75	\$ 1,064,000.00
Trail Option 1 Connection to The Rail Trail	1,300	lf	\$ 38.00	\$ 49,400.00
Trail Connection to Park City Parkway	3,200	lf	\$ 38.00	\$ 121,600.00
Old Highway 40 Improvements	1	Lump	\$ 95,000.00	\$ 95,000.00
Bus Hammerhead Turnaround	1	Lump	\$ 66,000.00	\$ 66,000.00
Utilities	-	-	-	-
- Water	1,300	lf	\$ 60.00	\$ 78,000.00
- Sewer	700	lf	\$ 70.00	\$ 49,000.00
Bike-Share Facility	1	Lump	\$ 50,000.00	\$ 50,000.00
Bus Shelter	1	Lump	\$ 20,000.00	\$ 20,000.00
Restroom/Information Center	1	Lump	\$ 100,000.00	\$ 100,000.00
Maintenance Shed	1	Lump	\$ 10,000.00	\$ 10,000.00
			Subtotal	\$ 1,959,000.00
			Items Not Estimated* (30%)	\$ 587,700.00
			CONSTRUCTION SUBTOTAL	\$ 2,547,000.00
			12% CONTINGENCY	\$ 305,640.00
			TOTAL PROJECT COST	\$ 2,853,000.00
Bridge with Trail Option 2 Connection to the Rail Trail	1	Lump	\$ 800,000.00	\$ 800,000.00
			TOTAL PROJECT COST WITH OPTION	\$ 3,653,000.00

**Quinn's Jct. Park and Ride
Conceptual Cost Estimate
Richardson Flat**

Description	Quantity	Unit	Unit Price	Total
Mobilization	1	Lump	6.0%	\$ 270,000.00
Traffic Control	1	Lump	2.0%	\$ 90,000.00
Landscaping	1	Lump	\$ 10,000.00	\$ 10,000.00
Proposed Road/SR-248 Improvements	4,930	lf	\$ 130.00	\$ 640,900.00
Trail	4,290	lf	\$ 38.00	\$ 163,020.00
Utilities	-	-	-	-
- Water	5,360	lf	\$ 60.00	\$ 321,600.00
- Sewer	5,360	lf	\$ 70.00	\$ 375,200.00
Bike-Share Facility	1	Lump	\$ 50,000.00	\$ 50,000.00
Bus Shelter	1	Lump	\$ 20,000.00	\$ 20,000.00
Restroom/Information Center	1	Lump	\$ 100,000.00	\$ 100,000.00
Maintenance Shed	1	Lump	\$ 10,000.00	\$ 10,000.00
Wetlands Mitigation	1	Lump	\$ 100,000.00	\$ 100,000.00
CERCLA Mitigation	1	Lump	\$ 300,000.00	\$ 300,000.00
			<i>Subtotal</i>	\$ 2,450,720.00
			<i>Items Not Estimated (30%)*</i>	\$ 735,216.00
			CONSTRUCTION SUBTOTAL	\$ 3,186,000.00
			12% CONTINGENCY	\$ 382,320.00
			TOTAL PROJECT COST	\$ 3,569,000.00
Trail Option 1b	4,430	lf	\$ 34.00	\$ 150,620.00
Bridge	1	Lump	\$ 250,000.00	\$ 250,000.00
			TOTAL PROJECT COST WITH (OPTION 1b)	\$ 3,805,000.00
Trail Option 1c	5,540	lf	\$ 34.00	\$ 188,360.00
			TOTAL PROJECT COST WITH (OPTION 1c)	\$ 3,597,000.00
Trail Option 2	6,600	lf	\$ 44.00	\$ 290,400.00
			TOTAL PROJECT COST WITH (OPTION 2)	\$ 3,711,000.00



MEMORANDUM

Date: September 17, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Transportation Staffing

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to operational staffing upon enactment of Departmental Reorganization.

Fiscal Analysis:

The funding required for reorganization of human capital, and additional operational driving staff was approved within the Fiscal Year 2020 Budget.

Discussion:

There are many facets associated with the management human capital of Park City Municipal's largest department. An Organizational Chart, below in Attachment 'A', shows the comprehensive evolution into the Transportation Department. The Transportation Department has been organizationally restructured to encompass Transit operations of fixed route bus service, ADA and Dial-A-Ride services; Active Transportation and Transportation Planning; and parking services. Numerous positions have been added and restructured to better support the organization, including:

- Transit Manager
- Transit Assistant Manager
- Community Outreach & Marketing
- Intelligent Transportation Systems (ITS) Administrator
- Grants & Contracts Administrator
- Safety & Training Administrator
- Transit Service Planner
- Shelter & Stop Transit Maintenance
- Parking Maintenance

Kim Fjelstead – Transit Manager will start on September 30th. Transit Operators II – Will be hiring 9 new operators in the next 2 weeks. Transit Operators III – Just promoted 5 from Transit Operators II. Seasonal/Part-time Transit Operators – approximately 3-5 new staff are being hired every 2 weeks to gear up for the season. Multi-departmental efforts have been made to ensure successful recruitment of seasonal drivers.

Consistency With Adopted Plan:

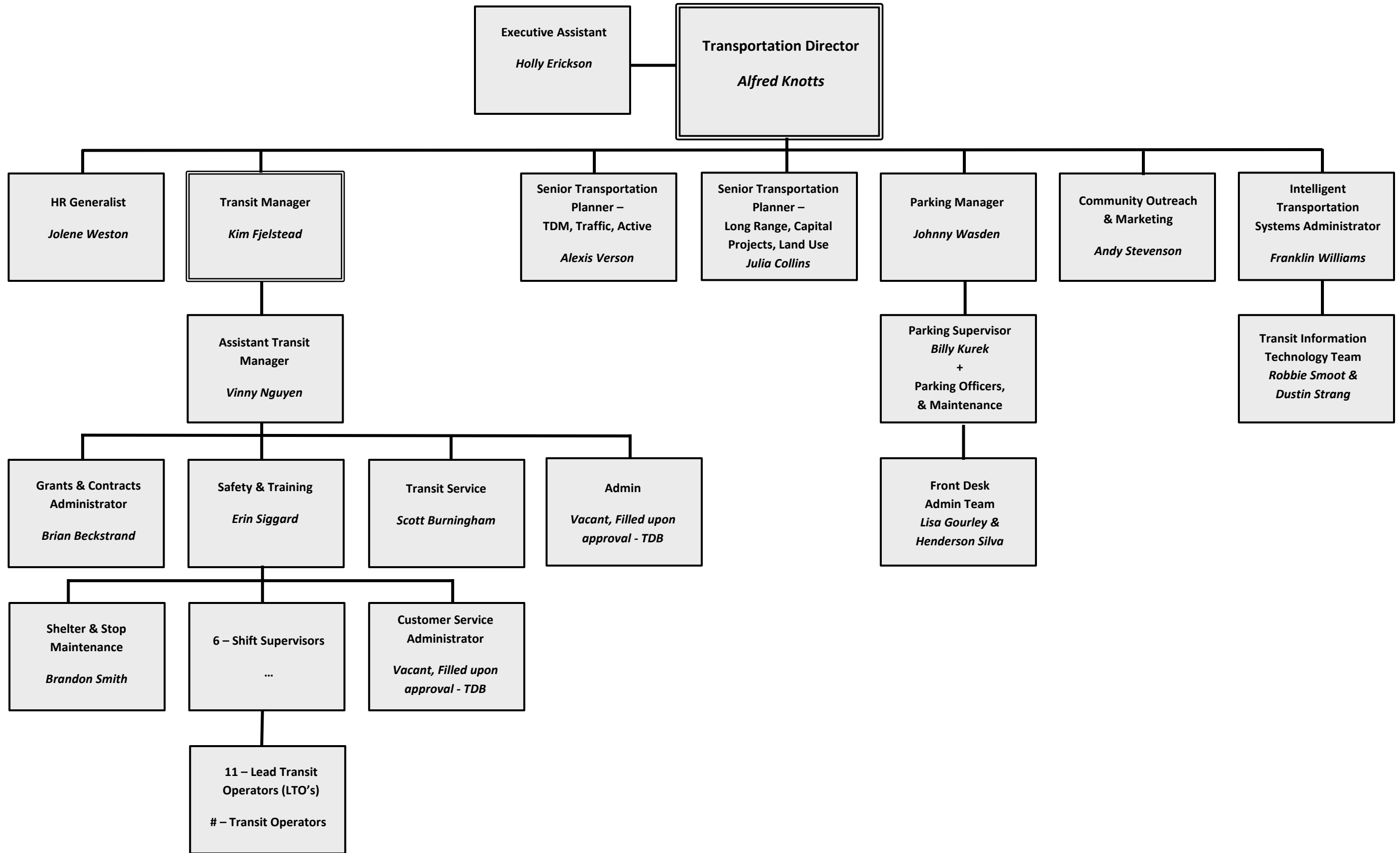
All positions have been designed to support the efforts as detailed in both the Short and Long Term Transportation Plans.

Additional Information:

If you have any questions or comments regarding this item, please contact Jolene Weston with Transportation Human Resources at jolene.weston@parkcity.org

Attachments:

- Attachment A – Transportation Department Reorg Chart





MEMORANDUM

Date: September 17, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: County Bus Shelter Maintenance Plan

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to the plan of upcoming County Bus Shelter Maintenance. Summit County staff will conduct all maintenance actions throughout September and November 2019.

Fiscal Analysis:

Entirety of project to be staffed and funded with County budgeted funds.

Discussion:

All shelters designated for maintenance are within the unincorporated area of the County and require immediate attention. The completion all maintenance is to be performed prior to the winter service change over on December 6, 2019. Shelters are identified below:

Stop ID	Stop Location	Routes Served	Scheduled Maintenance
6357	SR-224 @ Olympic Pkwy	7 Pink/ 6 Lime	Power wash interior and exterior; Repaint all wood paneling
5449	SR-224 @ Bill White Farms	7 Pink/ 6 Lime	Power wash interior and exterior; Replace wood paneling to more closely resemble Bill White Farms buildings
4220	SR-224 @ Sunpeak Blvd. (Inbound)	7 Pink/ 6 Lime	Current shelter dimensions do not meet ADAAG design standards: Remove front protection panel and bench from one-half of the shelter to allow for space for mobility device to be completely protected from elements within shelter space; Power wash interior and exterior of shelter. <i>Note: Future upgrade needed to add accessible path of travel and boarding area.</i>
70270	Kilby Rd. @ Powderwood <i>*Season permitting</i>	7 Pink	Power wash interior and exterior; Add 8' wide paved pathway connection between existing Outlet transportation trail (Basin Recreation) to shelter and transit boarding area.

Consistency With Adopted Plan:

In accordance with Park City and Summit Snyderville Basins respective General Plans, it has been resolved to make "Transit First" priority the principal filter for transportation solutions. Improved County bus shelters fit within this realm, supporting mutual transportation goals, with the overall intention of garnering additional ridership.

Additional Information:

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



MEMORANDUM

Date: September 14th, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Vehicle Replacement and Grant Submittals

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to vehicle replacement and grant submittals.

Fiscal Analysis:

1. All full sized buses are replaced with electric buses. VW settlement decommissions 6 diesels replaced with 4 electrics.
2. We expand the fleet by 2 vehicles to meet current service needs and then add 1 electric bus for every two diesel buses added. This ratio drops from 1.5:1 to 1.2:1 after 2025.
3. We use all the 5311 capital construction money for bus replacement through 2022.
4. We assume \$2 million every other year in LoNo, \$2 million every third year in 5339 bus discretionary, and \$1.5 million every year in 5311. All grant applications are completed. 2023 application process started Sept. 1 with an application deadline of Oct. 1.
5. The plan includes expansion and replacement chargers.
6. The average annual Park City local contribution averages \$1.26 million with a couple of spikes over \$3 million.

Discussion:

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

Consistency With Adopted Plan:

The current vehicle replacement plan maintains Park City Transit's high level of service. The replacement of diesel with electric vehicles moves the fleet towards the carbon neutral goal.

Additional Information:

If you have any questions or comments regarding this item, please contact Brian Beckstrand, grants and contract administrator at (435) 615-5362 or brian.beckstrand@parkcity.org.

Attachments:

- Attachment A – Vehicle Replacement Plan
- Attachment B – Master Grants Funding

Master Grant Budget

		Award Amts						
		2017	2018	2019	2020	2021	2022	Total Funds
5339	Operating							
	Project Admin							
	Capital - Construction	\$1,750,000.00		\$496,328.00	\$344,000.00	\$1,750,000.00	\$2,007,952.00	\$6,348,280.00
	Capital - Buses/Equip		\$3,457,770.00					\$3,457,770.00

5311	Operating	\$1,981,142.00	\$1,981,142.00	\$2,278,350.00	\$2,198,350.00	\$3,081,462.00	\$1,838,918.00	\$13,359,364.00
	Project Admin	\$92,709.00	\$92,709.00	\$106,620.00	\$106,620.00	\$138,836.00		\$537,494.00
	Capital - Construction	\$2,206,131.00	\$2,344,596.00	\$1,281,052.00			\$1,960,933.00	\$7,792,712.00
	Capital - Buses/Equip				\$603,391.00	\$603,391.00		\$1,206,782.00

Lo/No	Capital - Construction							
	Capital - Buses/Equip	\$500,000.00	\$2,290,000.00					\$2,790,000.00

		Expenditures						Remaining Funds	Prev Yrs Remain
5339	Operating								
	Project Admin								
	Capital - Construction	248/Quinns		Shelters				\$6,348,280.00	
	Capital - Buses/Equip		Electric Busses/Cutaways					\$4,400,117.00	\$942,347.00

5311	Operating							\$13,359,364.00
	Project Admin							\$537,494.00
	Capital - Construction	Kimball Jnc P2	Bus Barn Station/Quinns Jnc	Move to Ops				\$7,792,712.00
	Capital - Buses/Equip		PC/SLC Connect					\$1,366,705.60

Lo/No	Capital - Construction							
	Capital - Buses/Equip	Retrofit						\$2,790,000.00



MEMORANDUM

Date: September 10, 2019
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Updated Title VI Plan

Discussion and Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to 2019 Title VI Plan. As 5311 Subrecipients, Park City Transit agency has been identified as having an active Federal Transit Administration (FTA) contract with the UDOT Public Transit Team. Transit's current Title VI plan will expire on November 15, 2019 requiring an update, as FTA requires an updated Title VI plan, every 3 years.

Discussion:

The updated plan consists of multiple aspects specific to Title VI compliance. Along with the submission request, UDOT included an itemized list of update requirements for adherence in the Title VI Plan. Provided in this section is a summary of the required updates 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.

(1) Updated Title VI Plan: 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 plan 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 Plan: 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.

Consistency With Adopted Plan:

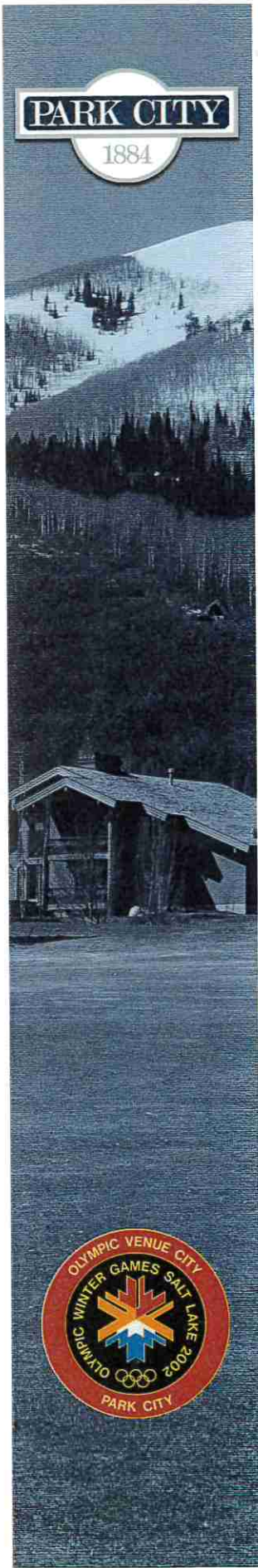
This is consistent with State and Federal and City requirements.

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 – Title VI Plan (2019 Draft)



PARK CITY MUNICIPAL CORPORATION
TRANSPORTATION DEPARTMENT
TITLE VI GENERAL REPORTING
REQUIREMENTS



SEPTEMBER 1, 2019

Title VI Program Plan

TABLE OF CONTENTS

Page

A. Title VI Notice to the Public.....	1
B. Posted Locations	2
C. Procedures for Filing a Title VI Complaint	2
D. Title VI Complaint Form	5
E. Record of Investigations, Complaints, Lawsuits	9
F. Public Participation Plan-Promoting Inclusive Public Participation	9
G. Summary of Outreach Efforts	9
H. Limited English Proficiency (LEP) Plan	10
I. Membership of Non-Elected Committees and Councils	10
J. Efforts to Ensure Subrecipient Compliance	10
K. Title VI Equity Analysis.....	11
L. System-wide Service Standards	11
M. Service Policies	13

ATTACHMENTS

Attachment 1 - Limited English Proficiency Plan

Attachment 2 - Transit Schedule for Area Employees

Attachment 3 - U.S. Census Bureau Language - Spoken at Home 2013
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 September 1, 2019

Diane Foster, City Manager

Approved as to Form:

Alfred Knotts, Transportation Director

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 discriminada:

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. Currently JTAB is in the process of identifying community organizations to conduct unsolicited outreach.

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

The Kimball Junction Transit Center was constructed in 2016 to improve access to employment, government services, recreation, social services, and regional facilities in the Salt Lake Valley.

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

Attachment 1

Limited English Proficiency Plan

LIMITED ENGLISH PROFICIENCY PLAN

Table of Contents

I. INTRODUCTION AND POLICY STATEMENT	2
II. SELF ASSESSMENT USING THE FOUR-FACTOR ANALYSIS.....	2
III. LEP PLAN	5
IV. MONITORING AND UPDATING LEP PLAN.....	6
V. DEFINITIONS.....	7

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, census figures estimate that 14.4% of the population speak 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% speak 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)

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.

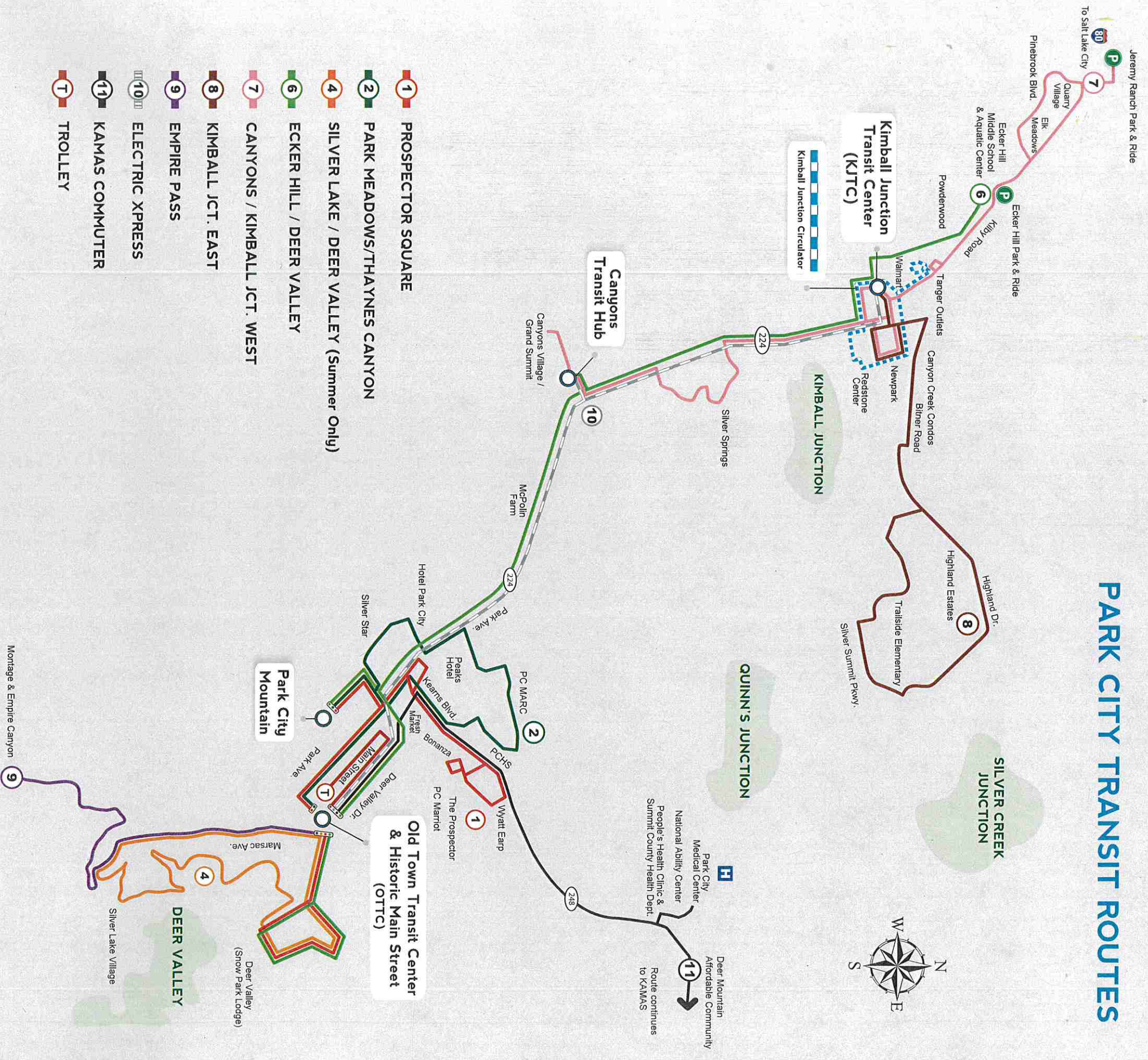
V. DEFINITIONS

- **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



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

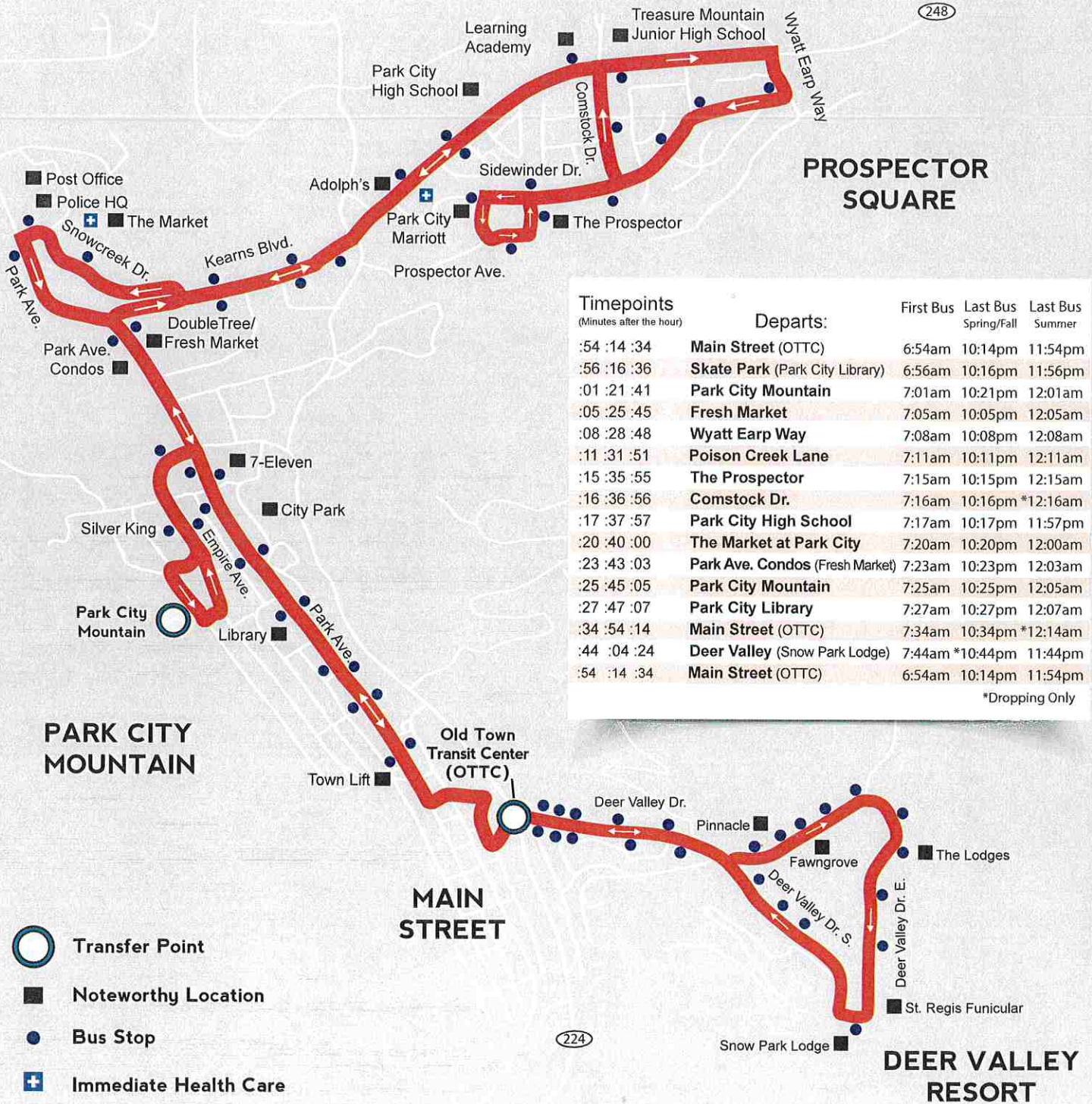
Park City Municipal Corporation's policy is that no person, regardless of race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to any discrimination under any program, activity, or services under Section 601 of Title VI of the Civil Rights 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

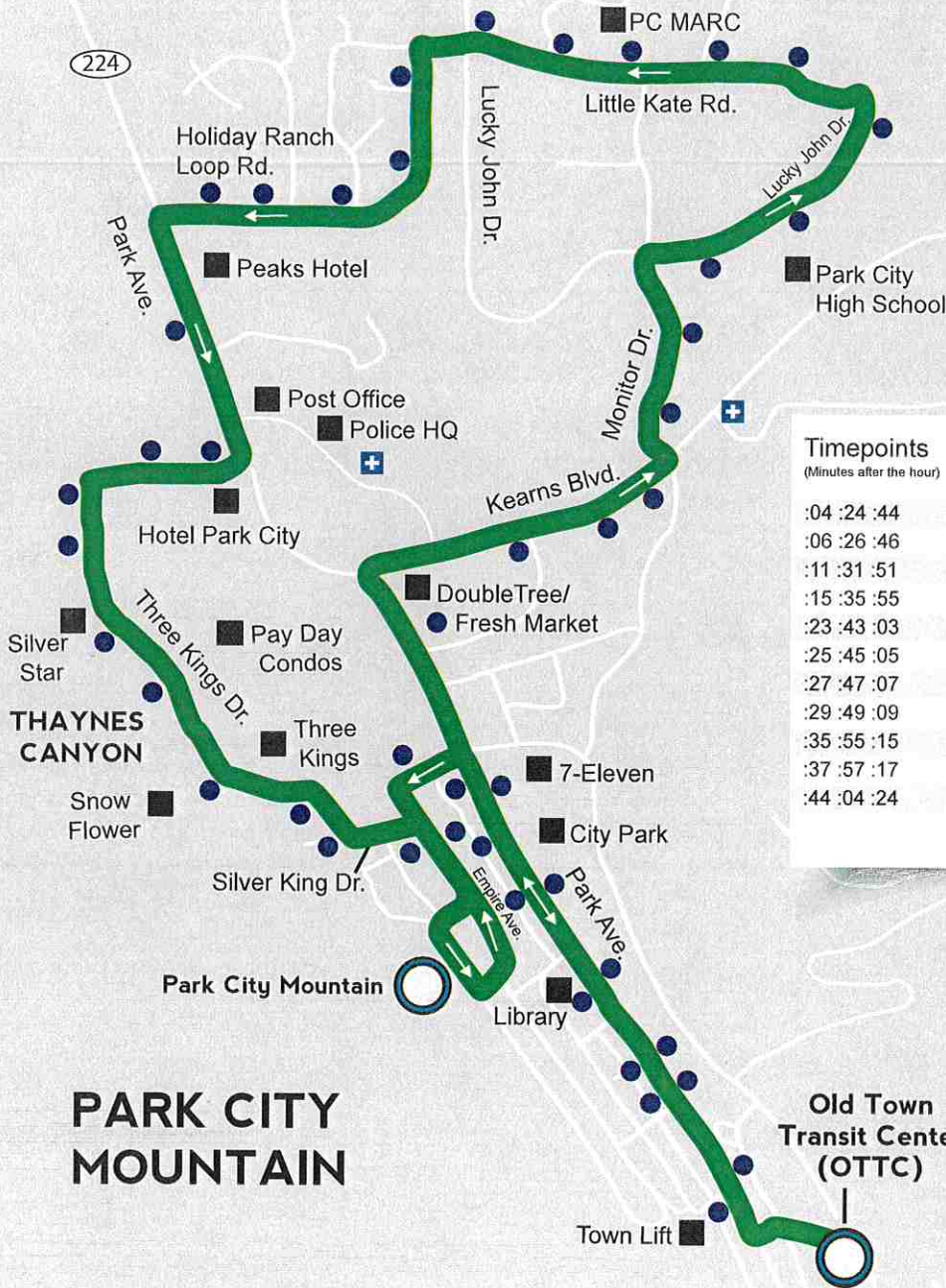


Timepoints (Minutes after the hour)	Departs:	First Bus	Last Bus Spring/Fall	Last Bus Summer
:54 :14 :34	Main Street (OTTC)	6:54am	10:14pm	11:54pm
:56 :16 :36	Skate Park (Park City Library)	6:56am	10:16pm	11:56pm
:01 :21 :41	Park City Mountain	7:01am	10:21pm	12:01am
:05 :25 :45	Fresh Market	7:05am	10:05pm	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 Spring/Fall	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

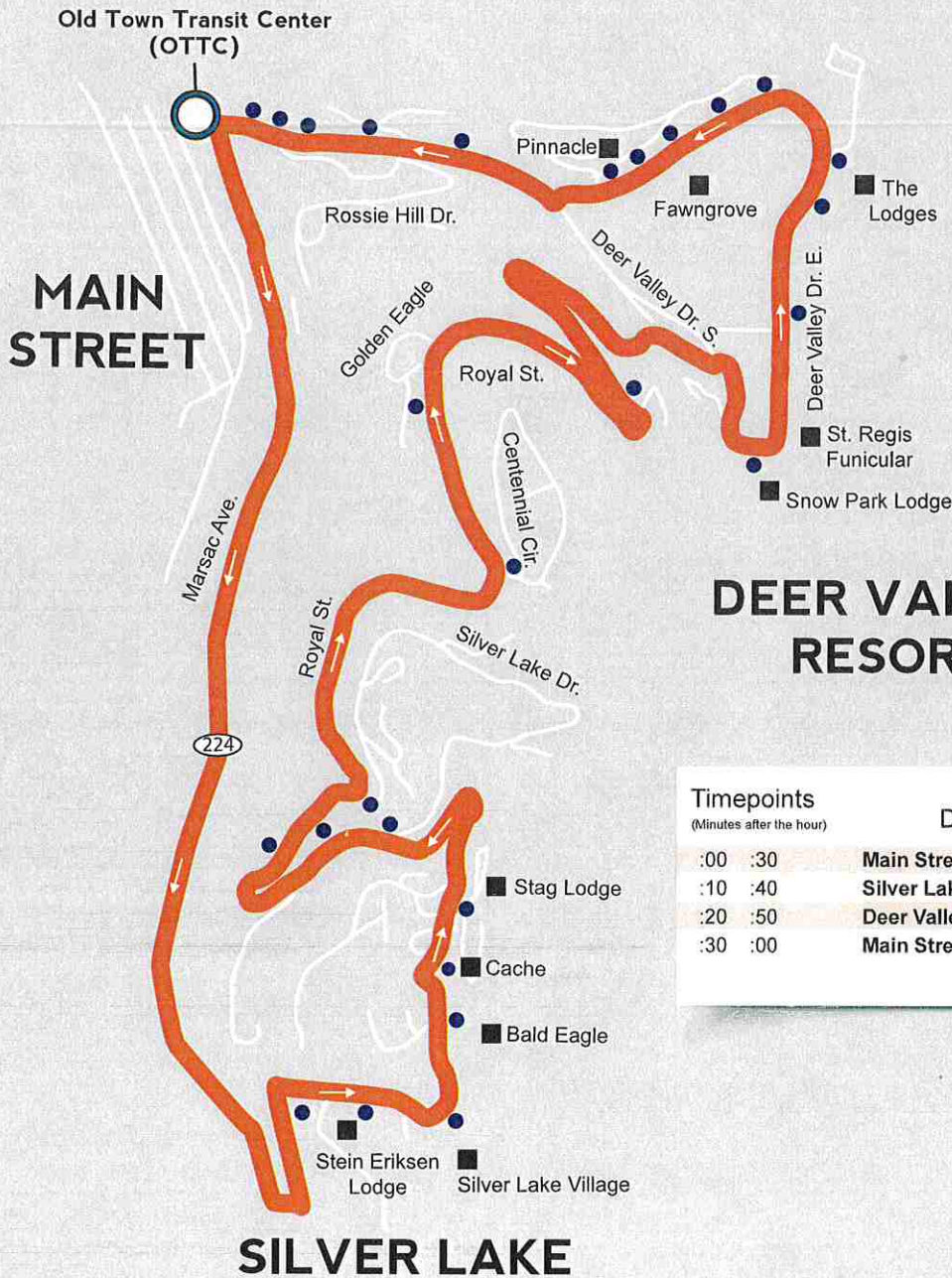
**PARK CITY
 MOUNTAIN**

**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

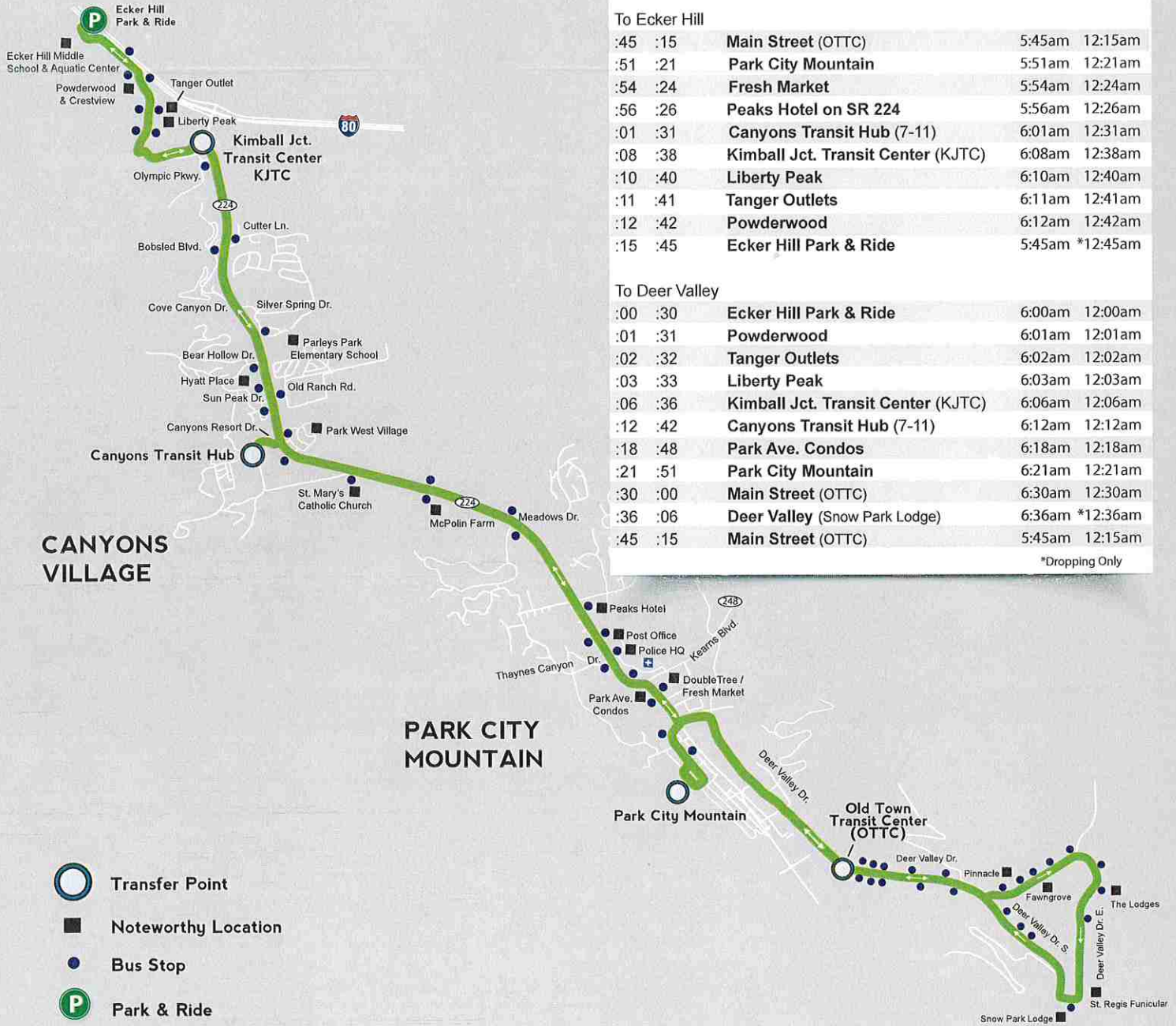
*Dropping only

-  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



CANYONS VILLAGE

PARK CITY MOUNTAIN

DEER VALLEY RESORT

- Transfer Point
- Noteworthy Location
- Bus Stop
- Park & Ride
- Immediate Health Care

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		Departs:	First Bus	Last Bus
(Minutes after the hour)				
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

CANYONS VILLAGE

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

8 BROWN KIMBALL JUNCTION EAST
30 MINUTE FREQUENCY



Timepoints

(Minutes after the hour)

Departs: - - - - First Bus Last Bus

Time	Location	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

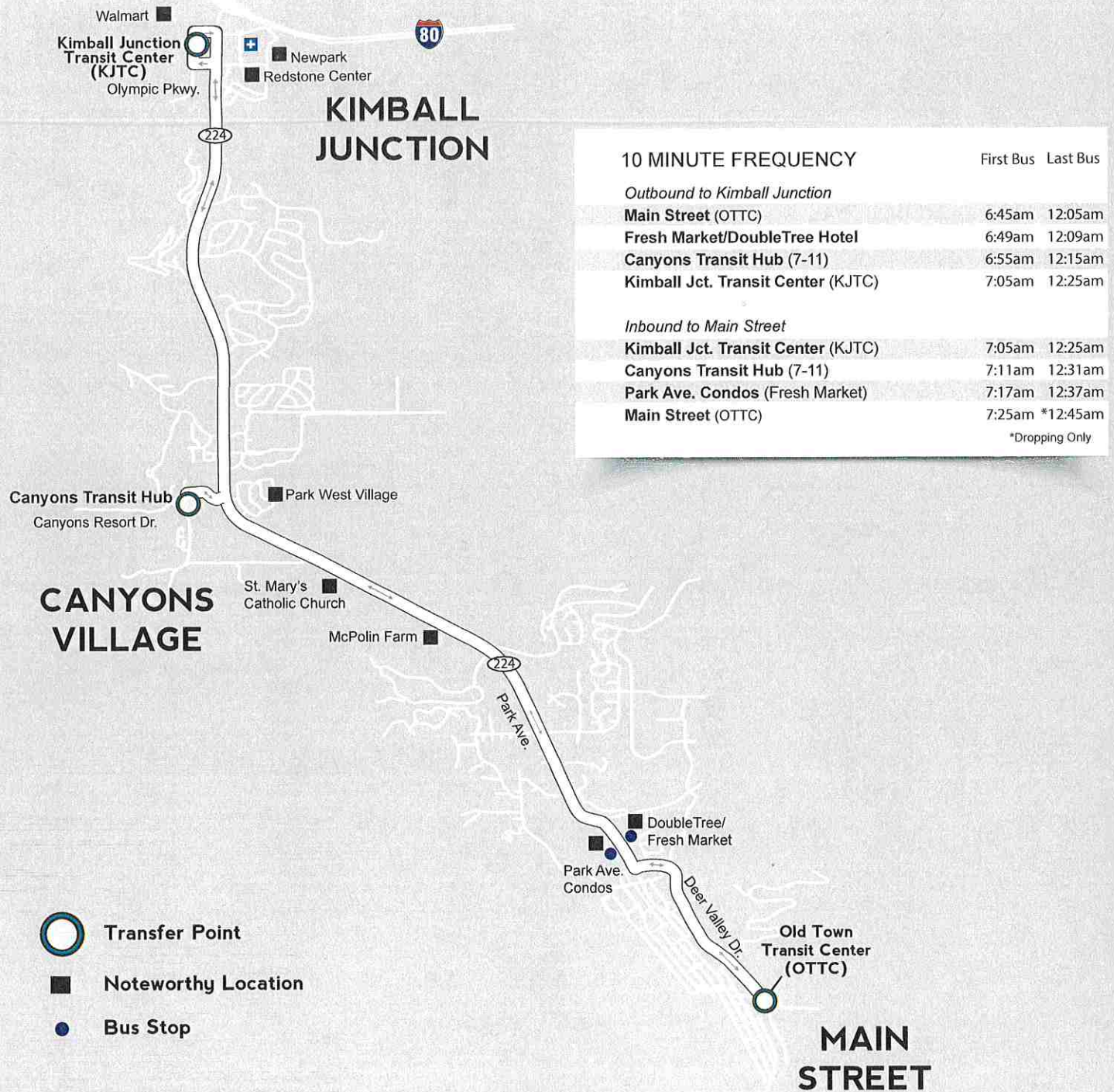
*Dropping Only



EMPIRE PASS

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

10 WHITE ELECTRIC XPRESS
 10 MINUTE FREQUENCY



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

11 BLACK KAMAS COMMUTER

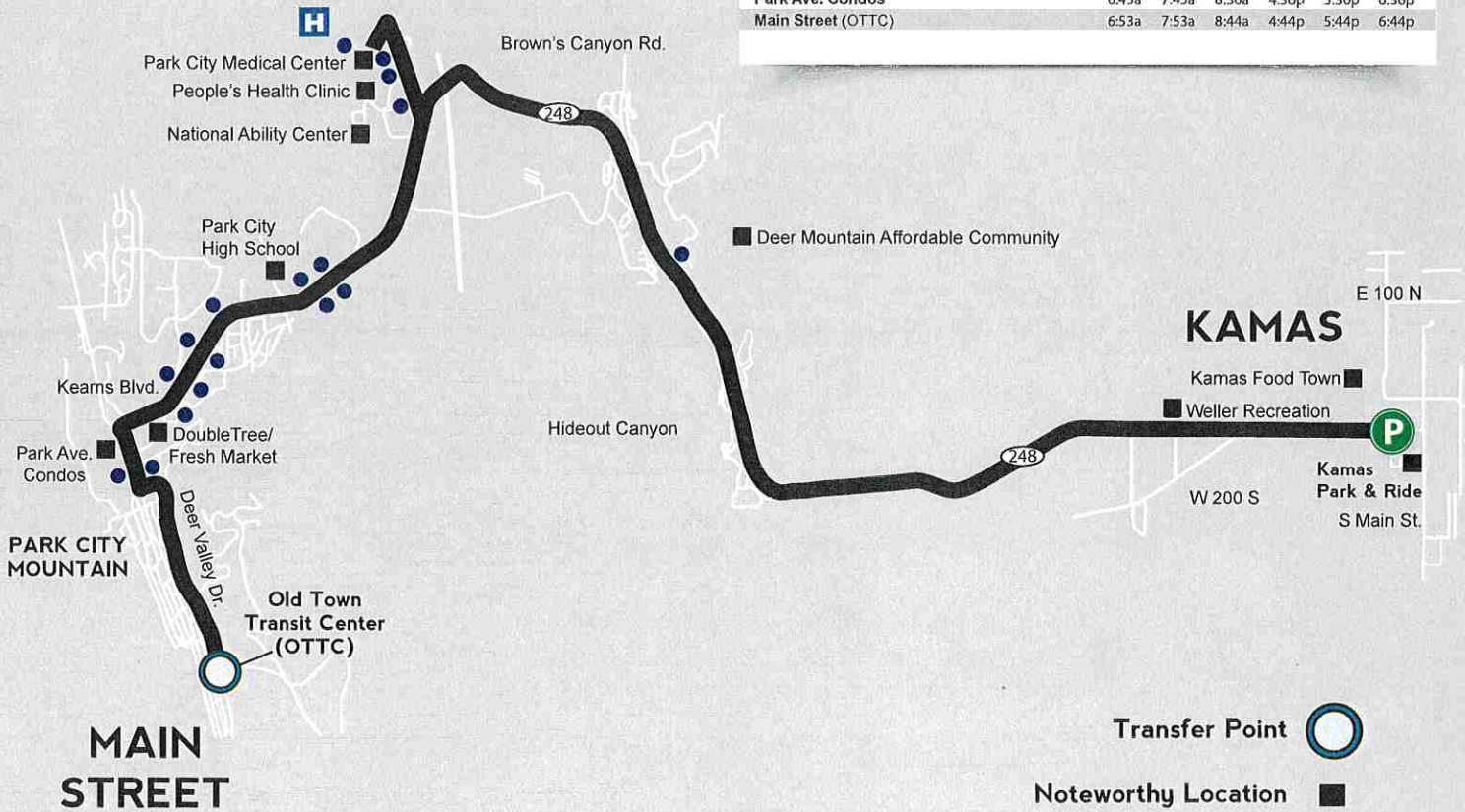
7 DAYS A WEEK

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




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

TROLLEY

15 MINUTE FREQUENCY

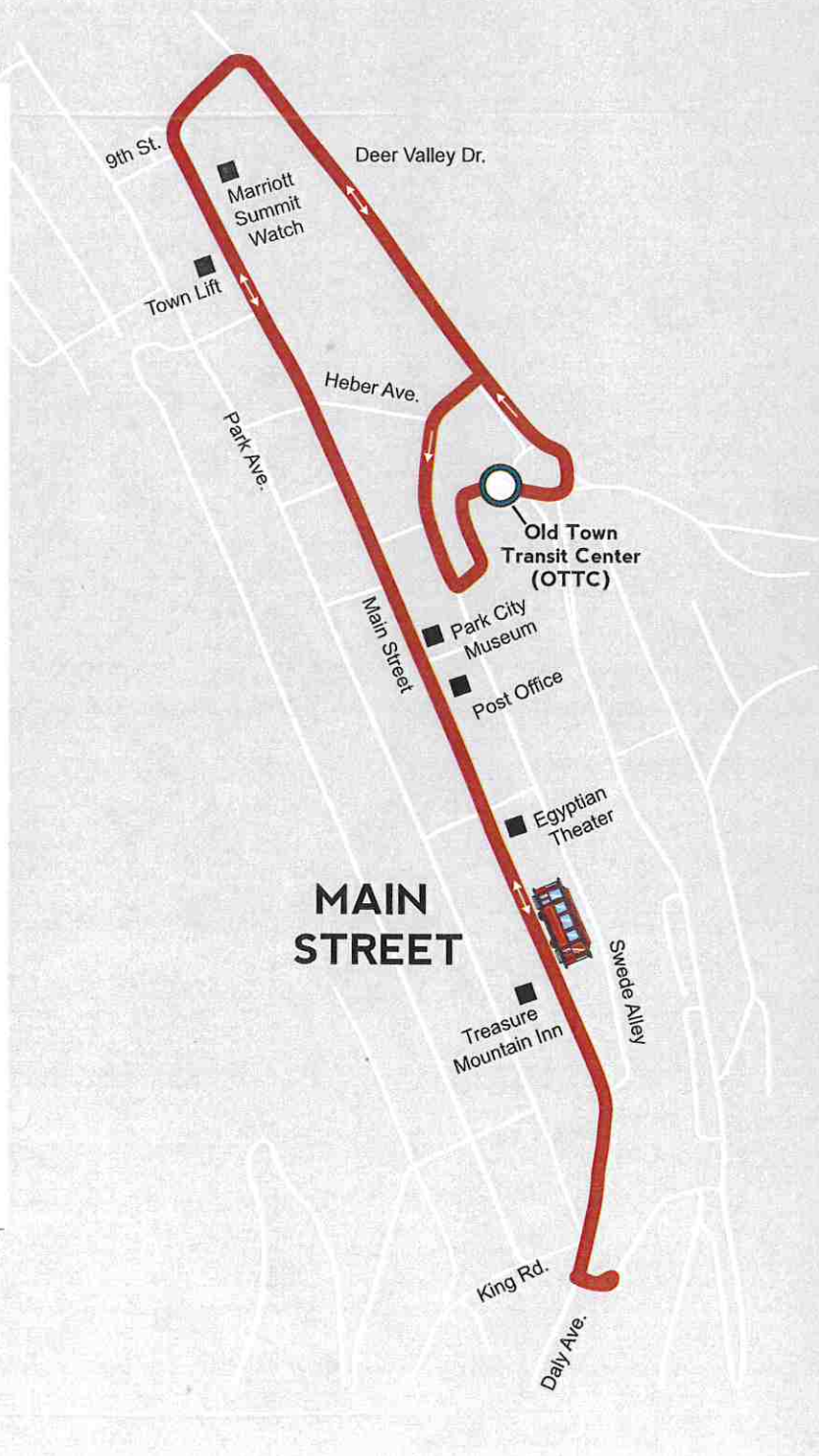
Trolley



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.

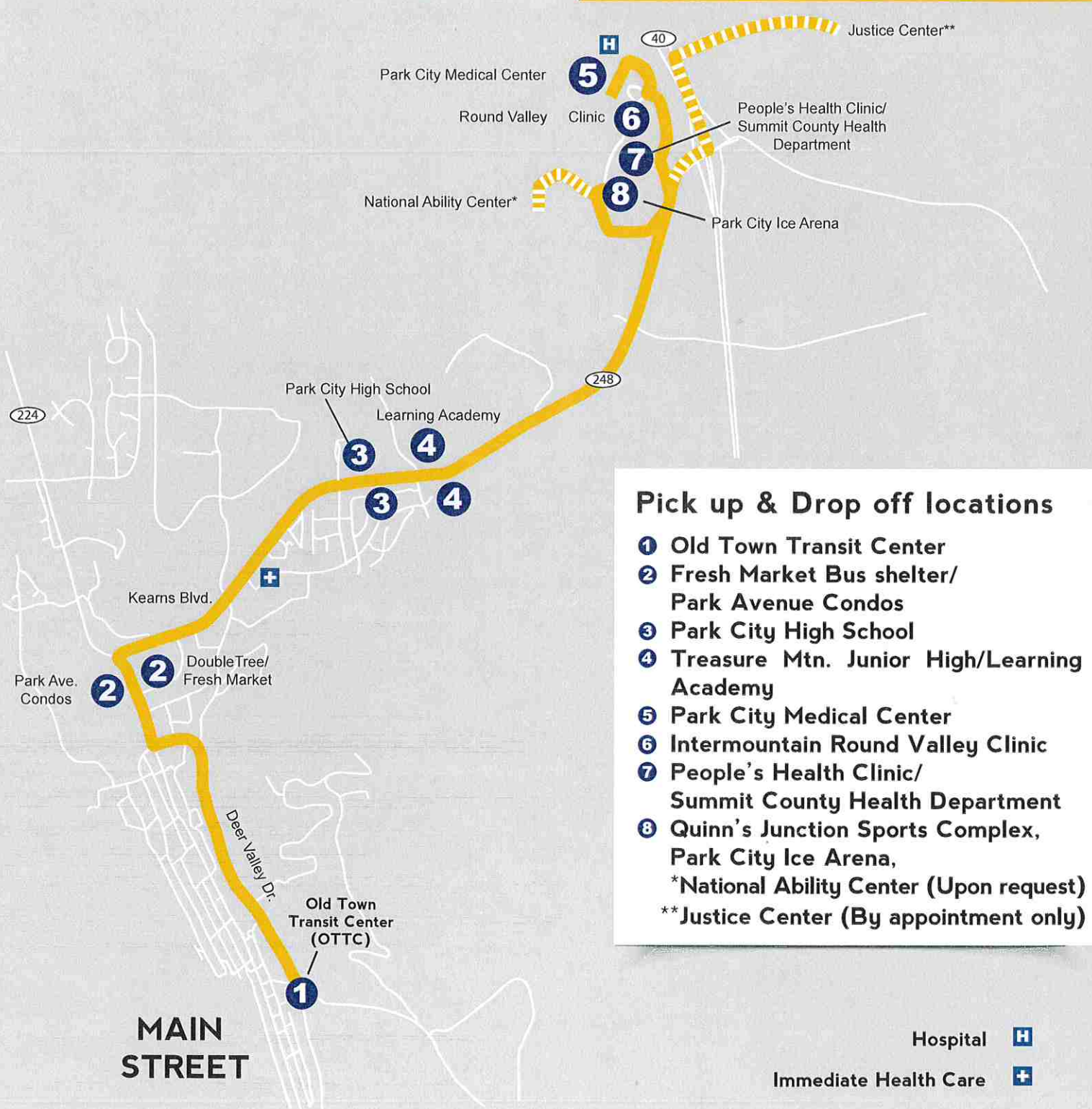
Stand at any Trolley stop or wave to the driver indicating you would like to ride. The Trolley also serves as a connection to the Old Town Transit Center where transfers can be made to other routes in the system.

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



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 

Immediate Health Care 

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

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Technical Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.

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	
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.

While the 2013-2017 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

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.
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.



TRANSIT ON-BOARD SURVEY

#10001

Please complete this survey to help Park City Transit develop a better understanding of how you travel, and how we can make improvements to transit service in the future. Provide your email address or phone number at the end of the survey for a chance to win a \$50 Amazon gift card.

1. Which route are you currently riding?

- ₁ 1 Red
- ₂ 2 Green
- ₃ 4 Orange
- ₄ 6 Lime
- ₅ 7 Pink
- ₆ 8 Brown
- ₇ 9 Purple
- ₈ 10 White/Electric Xpress
- ₉ 11 Black
- ₁₀ Trolley

2. Where did you board this bus?

Nearest intersection/location: _____

City: _____

3. What is the purpose of this trip? (check all that apply)

- ₁ Work
- ₂ School or college
- ₃ Grocery store
- ₄ Outdoor recreation, i.e. mountain biking
- ₅ Shopping, dining, or entertainment
- ₆ Medical appointment
- ₇ Personal or religious worship
- ₈ Other _____

4. Where are you traveling?

Nearest intersection/location: _____

City: _____

5. Does this trip require a transfer to and/or from another bus route?

- ₁ Yes, which routes? _____
- ₂ No

6. How did you get to the bus stop and how will you get to your final destination from the bus? (check all that apply)

- ₁ Walk
- ₂ Bike
- ₃ Scooter
- ₄ Drive
- ₅ Dropped off/picked up
- ₆ Other _____

7. Which of the following best describes you?

- ₁ Live in Summit County
- ₂ Work in Summit County, but live elsewhere
- ₃ Short-term visitor (<2 days)
- ₄ Long-term visitor (>2 days)

8. How many days have you taken Park City Transit in the past week?

- ₁ 5-7 days
- ₂ 3-4 days
- ₃ 1-2 days

9. How long have you been riding Park City Transit?

- ₁ First time/new rider
- ₂ Less than 1 year
- ₃ 1-4 years
- ₄ 5 or more years

10. Have you used the myStop mobile app?

- ₁ Yes, it is very useful
- ₂ Yes, but it has room for improvement
- ₃ No, I have no used it

11. Do you own or have access to a car?

- ₁ Yes
- ₂ No

12. Within the past month, have you used any of the following? (check all that apply)

- ₁ Lyft/Uber
- ₂ Taxi
- ₃ PC-SLC Connect
- ₄ Bikeshare

13. Listed below are potential service improvements. Please select the three that are most important to you.

- ₁ More frequent bus service
- ₂ Earlier bus service
- ₃ Later bus service
- ₄ More reliable schedule
- ₅ Better real-time arrival info.
- ₆ Better bus stops
- ₇ Room on buses for luggage
- ₈ Service to new areas

14. What is your age?

- ₁ 18 or under
- ₂ 19-24
- ₃ 25-44
- ₄ 45-64
- ₅ 65-74
- ₆ 75 or older

15. Are you:

- ₁ Female
- ₂ Male
- ₃ Other

16. Which best describes your racial or ethnic background?

- ₁ White/Caucasian
- ₂ Hispanic/Latin@
- ₃ Black/African American
- ₄ Asian
- ₅ American Indian/Alaska Native
- ₆ Other _____

17. At home, which language do you speak most often?

- ₁ English
- ₂ Spanish
- ₃ Other _____

18. Do you speak English?

- ₁ Fluently
- ₂ Somewhat
- ₃ No

19. What was the total income for all individuals in your household last year?

- ₁ Under \$15,000
- ₂ \$15,000-24,999
- ₃ \$25,000-34,999
- ₄ \$35,000-44,999
- ₅ \$45,000-54,999
- ₆ \$55,000-74,999
- ₇ \$75,000-99,999
- ₈ \$100,000+
- ₉ Do not know/ No answer

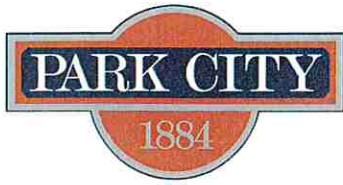
20. How many people are in your household?

- ₁ 1 (yourself)
- ₂ 2
- ₃ 3 or more

21. Do you have any additional comments?

22. Please provide your first name and email address or phone number if you would like to be entered into a drawing for a \$50 Amazon gift card for taking this survey:

Mire el reverse para encuesta en español



ENCUESTA PARA PASAJEROS

#10002

Por favor complete esta encuesta para ayudar a Park City Transit a entender mejor cómo usted viaja, y cómo podemos mejorar el servicio de transporte público en el futuro. Al completar la encuesta, va a tener la opción de proveer su dirección de correo electrónico o número de teléfono para la oportunidad de ganar una tarjeta de regalo de Amazon de \$50.

1. ¿En qué ruta de autobus está viajando ahora mismo?

- ₁ 1 Red
- ₂ 2 Green
- ₃ 4 Orange
- ₄ 6 Lime
- ₅ 7 Pink
- ₆ 8 Brown
- ₇ 9 Purple
- ₈ 10 White/Electric Xpress
- ₉ 11 Black
- ₁₀ Trolley

2. ¿Dónde se subió a este bus?

Dirección, o intersección más cercana _____

Ciudad: _____

3. ¿Cuál es el propósito de este viaje? (Seleccione todas las que le apliquen)

- ₁ Trabajo
- ₂ Escuela o universidad
- ₃ Supermercado
- ₄ Recreo al aire libre, como bicicleta de montaña
- ₅ De compras, salir a comer, o entretenimiento
- ₆ Cita de médico
- ₇ Asuntos personal o a un servicio religioso
- ₈ Otra _____

4. ¿A dónde va?

Destino, o intersección más cercana: _____

Ciudad: _____

5. ¿Se requiere un transbordo a/de otra ruta para completar este viaje?

- ₁ Sí, ¿qué rutas? _____
- ₂ No

6. ¿Cómo llegó a la parada de bus, y cómo va a llegar a su destino final después de bajarse del bus? (Seleccione todas las que le apliquen)

- ₁ Caminar
- ₂ Andar en bicicleta
- ₃ Patinete
- ₄ Manejar
- ₅ Alguien me lleva/me deja
- ₆ Otra _____

7. ¿Cuál de las siguientes opciones le describe mejor?

- ₁ Vivo en el condado de Summit
- ₂ Trabajo en el condado de Summit, pero vivo en otro lugar
- ₃ Visitante de corto plazo (2 días o menos)
- ₄ Visitante de largo plazo (más de 2 días)

8. En la semana pasada, ¿cuántos días ha viajado en Park City Transit?

- ₁ De 5 a 7 días
- ₂ De 3 a 4 días
- ₃ De 1 a 2 días

9. ¿Hace cuánto tiempo que viaja en Park City Transit?

- ₁ Es mi primer viaje
- ₂ Menos de un año
- ₃ De 1 a 4 años
- ₄ 5 años o más

10. ¿Ha utilizado la app myStop?

- ₁ Sí, es muy útil
- ₂ Sí, pero se puede mejorarla
- ₃ No, no la he usado

11. ¿Tiene un auto personal, o tiene acceso a un auto?

- ₁ Sí
- ₂ No

12. Dentro del mes pasado, ¿ha utilizado algunos de los siguientes servicios? (Seleccione todas las que le apliquen)

- ₁ Lyft/Uber
- ₂ Taxi
- ₃ PC-SLC Connect
- ₄ Bicicletas compartidas

13. Abajo se encuentran varios mejoramientos potenciales del servicio de Park City Transit. Por favor escoja los tres que son más importantes para usted.

- ₁ Servicio de bus más frecuente
- ₂ Servicio de bus más temprano
- ₃ Servicio de bus más tarde
- ₄ Servicio más confiable
- ₅ Mejor información de las llegadas en tiempo actual
- ₆ Mejores paradas de bus
- ₇ Más espacio en los buses para equipaje
- ₈ Servicio a nuevos lugares

14. ¿Cuál es su edad?

- ₁ 18 o menor
- ₂ De 19 a 24 años
- ₃ De 25 a 44 años
- ₄ De 45 a 64 años
- ₅ De 65 a 74 años
- ₆ 75 años o mayor

15. ¿Es usted...?

- ₁ Mujer
- ₂ Hombre
- ₃ Otro

16. ¿Cuáles de las siguientes opciones describe su identidad étnica/racial?

- ₁ Caucásic@/Blanc@
- ₂ Hispan@/Latin@
- ₃ De raza negra o afroamerican@
- ₄ Asiatic@
- ₅ Indigen@/Indigen@ american@ o de Alaska
- ₆ Otro _____

17. En casa, ¿qué idioma habla mayormente?

- ₁ Inglés
- ₂ Español
- ₃ Otro

18. ¿Habla inglés?

- ₁ Con fluidez
- ₂ Un poco
- ₃ No

19. ¿Cuál fue su ingreso familiar en el año pasado, incluyendo todos los miembros de la familia?

- ₁ Menos \$15,000
- ₂ \$15,000-24,999
- ₃ \$25,000-34,999
- ₄ \$35,000-44,999
- ₅ \$45,000-54,999
- ₆ \$55,000-74,999
- ₇ \$75,000-99,999
- ₈ \$100,000 y más
- ₉ No lo sé/Prefiero no responder

20. ¿Cuántas personas viven en su hogar?

- ₁ 1 (usted mismo)
- ₂ 2
- ₃ 3 o más

21. ¿Tiene algunos comentarios adicionales?

22. Por favor proporcione su nombre y dirección de correo electrónico o número de teléfono si quiere registrarse en un sorteo para ganar una tarjeta de regalo de Amazon de \$50:

See the other side for the English survey



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 Pubic 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 is 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:
 - o interview a person applying to fill an elected position;
 - o 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
 - o 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