



AMENDDED: July 15, 2019
MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: July 16, 2019
TIME: 9:00 am – 11:00 am
LOCATION: Park City Library – 3rd floor Community Room
1255 Park Avenue, Park City, UT, 84060

Meeting Agenda

1. Roll Call
2. Public Comment /Customer Feedback

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

3. Discussion Items
 - a. Review and Acceptance of May 21, 2019 Meeting Minutes
 - b. Review of May/June Monthly 2019 Ridership Report & Recap of Quarterly Customer Feedback
 - c. Transit Improvement Projects
 - d. Report of Summer Onboard Surveys
 - e. Presentation of Bus Shelter Design
 - f. Report of Kimball Junction Circulator Technology
 - g. ~~Discussion Regarding CVMA Canyons Village Transit Needs~~
Review of Canyons Village Connect Service – Year 1
 - h. Schedule For Short Range Transit Plan Update
 - i. **Discussion of Park City's Transit First Policy**

4. Next Meeting

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

JOINT TRANSIT ADVISORY BOARD (JTAB)

MEETING MINUTES

May 21, 2019

ADVISORY BOARD MEMBERS IN ATTENDANCE

Park City Municipal Corporation:

Andy Beerman
Scott Burningham
Holly Erickson
Diane Foster
Tim Henney
Kory Kersavage
Alfred Knotts
Robbie Smoot
Franklin Williams

Summit County:

Kim Carson
Doug Clyde
Jamie Dansie
Tom Fisher
Caroline Rodriguez

Others in Attendance:

Citizen – Bev Harrison
Linda George

I. ROLL CALL

Upon confirmation that quorum was reached, the meeting called to order by Mr. Knotts at **9:07 am**. All in attendance went around the room and individually stated their name and role within their respective organization.

II. PUBLIC COMMENT/CUSTOMER FEEDBACK

Resident constituent Bev discussed opportunities for future rider communications. She identified that more eye-level notices, on bulletin boards, etc. with the goal of better promoting PC-SLC Connect, routes, active transit, et al; flagging of stops in Avail (announce on bus); improved identification of stops/shelters in a creative way; and bike racks. Bev stressed the importance of promoting Transit survey – and to list an end date within it. Mayor Beerman requested that Mr. Knotts reply. Mr. Knotts mentioned that a standard shelter design was being worked on.

III. DISCUSSION ITEMS

A. Review/Acceptance of April 16, 2019 Meeting Minutes – Minutes Approved – no discussion ensued.

B. April Monthly 2019 Ridership Reports

1. Mr. Smoot reviewed ridership report numbers – emphasizing Park City was actively trying to understand data/trends and create better route efficiency. Routes have grown since April 2018; cost per passenger is reflective of this.
2. Councilman Henney requested information regarding the cancellation of the Kamas Link route. Mr. Fisher inquired if the Link route was cancelled or merely seasonal? Ms. Rodriguez replied that there were only 3 passengers/week, they could still travel from Quinns to Junction in other ways, so route was cancelled.

3. Mayor Beerman asked if the continuation of the Purple Route to Empire Pass was requested [by the Montage]. Mr. Knotts replied it was. Councilman Clyde asked if employees were to otherwise park at Kimball Junction (per Master Plan). Ms. Foster answered that this was only during the period of building.
4. Councilwoman Carson stated auto counts were improving accuracy of ridership numbers. Mr. Smoot reiterated that accuracy was dramatically increased. The importance of showing seasonal trends with public was vital to graphical point of view.
5. Mr. Williams briefed the board that numbers on bike bus(s) to mountain riding would increase, readjust when the season opened.
6. **ACTION ITEM(S):** Kamas Route analytics
7. **ACTION ITEM(S):** Look into larger time frame for seasonal trends
8. **ACTION ITEM(S):** Transit improvement projects

C. Winter On-Board Ridership Survey Results –

1. Mr. Knotts reviewed survey results stating that good information was able to be shared throughout the system. The follow up report next meeting to contain additional details.
2. Mr. Fisher acknowledged that riders always ask for more service and later service, but County was interested in those that do not have vehicles – by choice or not. Mayor Beerman added that this was the basis of social equity.
3. Ms. Rodriguez furthered that subsequent surveys should include the Kimball Junction circulator.
4. **ACTION ITEM(S):** Provide more detailed analysis from survey results.
5. **ACTION ITEM(S):** Conduct survey on KJ Circulator.

D. Update to 2016 Short Range Transit Plan Discussion –

1. Things have changed since 2016, acknowledged Mr. Knotts. There is a lot of work to be done, yet increased funding potential. Many opportunities to have a more robust facility management aspect. Additionally, data collection and IT has exponentially increased.
2. Mr. Fisher reminded the nature of the seasonality – from the school calendar to special events, there are best practices for public engagement.
3. The budget process results and STIP would influence planning outcomes. Discussion ensued regarding increased funding and the dramatic change in operating. Mr. Fisher requested a work plan be scheduled out. Mr. Knotts supported this request with stating that roles and responsibilities would be included into the budget process.
4. **ACTION ITEM(S):** Schedule timeline and roles/responsibilities associated with SRTIP.

E. 'Transit First Policy' Draft, Review and Discussion –

- I. This is merely a lens, not a binding be-all-end-all for all future projects, detailed Mr. Knotts. There's a parallel between 'Transit First' and 'Complete Streets', although it is borrowed from San Francisco.



MEMORANDUM

Date: July 16, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City and Summit County Staff
Subject: Ridership and Feedback Report

Background:

Park City Transit (PCT) reports monthly ridership, passengers per hour and cost per passenger compared to the same month of the previous year as attachment A. A categorized breakdown of rider feedback from April through June is presented in attachment B.

Discussion:

Ridership Report:

Transit ridership has continued to show strong growth. Since November Summit County and PCT have shown a commitment to serving the public transportation needs by increasing the overall hours of service and altering key routes (6 Lime, 7 Pink). The increase in service has been rewarded with a consistent increase in riders while maintaining and sometimes exceeding efficiency metrics (riders/hour, cost/rider). The last two months maintain this impressive trend. Some interesting points to note:

- We have gone from spring service level to summer service level beginning June 3.
- The 9 Purple (Empire) route had less ridership than the 4 Orange (Silver Lake) in June of last year. In June of this year the 9 surpassed the 4 by a large margin. This is perhaps due to the consistent service provided throughout the shoulder season.
- More and more people are using the Kamas Commuter. Despite the cost per passenger the utilization on this route is showing a desire for public transportation from the neighboring communities. Performance metrics would indicate this route is not performing well; however, performance is not the most important factor when considering this route.

Month	% Increase
March	19%
April	14%
May	22.5%
June	16.5%

Feedback:

The most significant point of interest within the feedback over the last 3 months was with regard to the detour of the 902 route. Due to the construction impacting the Jeremy Ranch park-and-ride, the 902 was stopping at the Ecker Hill park-and-ride. Users of this service, specifically from Park City, as it didn't impact commuters from Salt Lake City, coordinated to provide their feedback and it resulted in a change of plans; the 902 will only service the Kimball Junction Transit Center for the duration of the construction detour. This serves as an excellent example of how powerful sharing feedback can be. In general the feedback we receive is related to a singular instance and it is not coordinated amongst transit users, which illustrates that most feedback is not indicative of larger, perhaps systemic, problems.

Consistency with Adopted Plan:

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

Fiscal Analysis:

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

Additional Information:

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

Attachments:

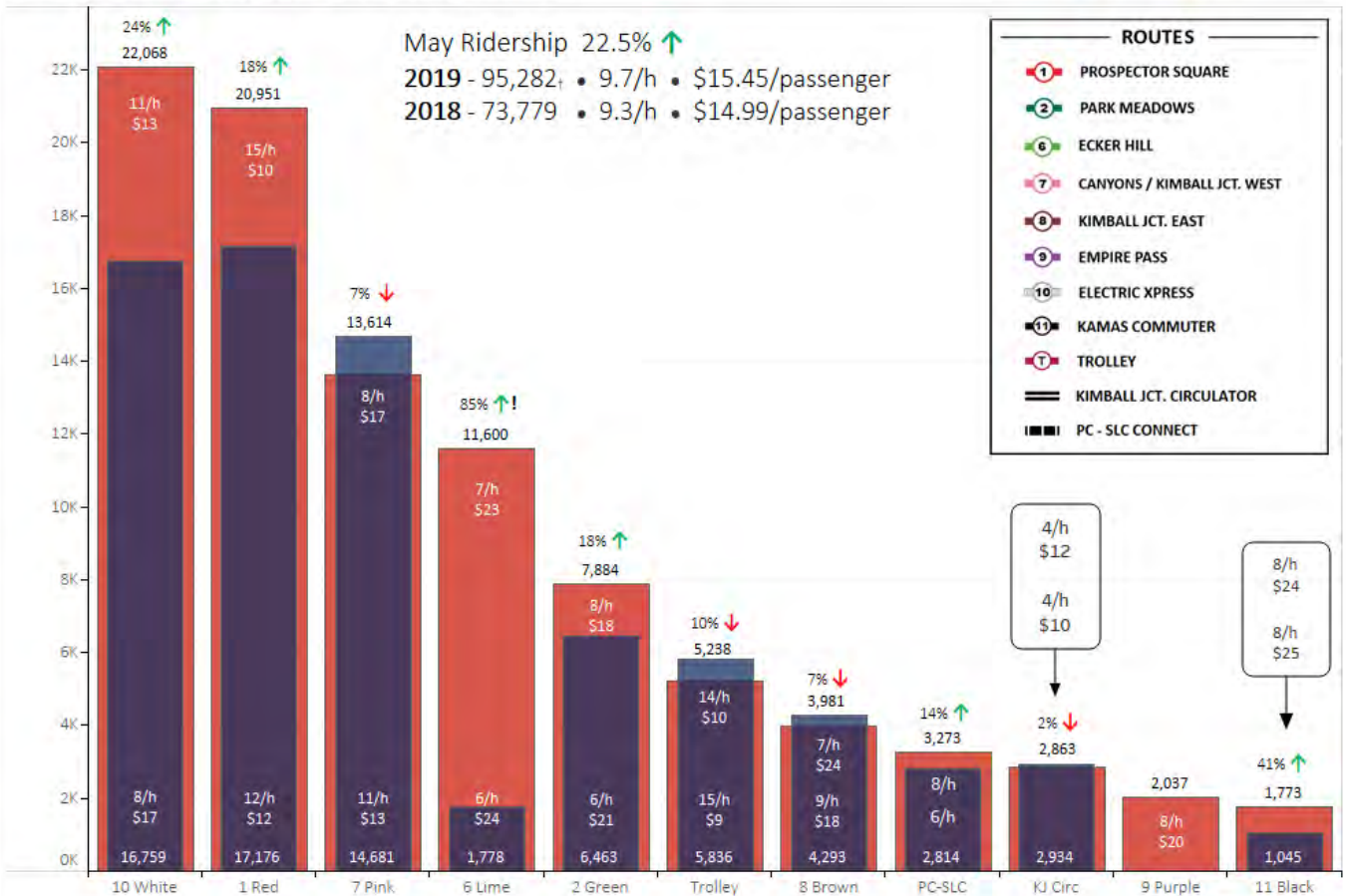
- Attachment A – Details monthly fixed route ridership for May and June
- Attachment B – Quarterly Feedback Report (April – June)

Park City Transit - May 2019 Fixed Route Ridership

2018 2019

May Ridership 22.5% ↑
 2019 - 95,282 • 9.7/h • \$15.45/passenger
 2018 - 73,779 • 9.3/h • \$14.99/passenger

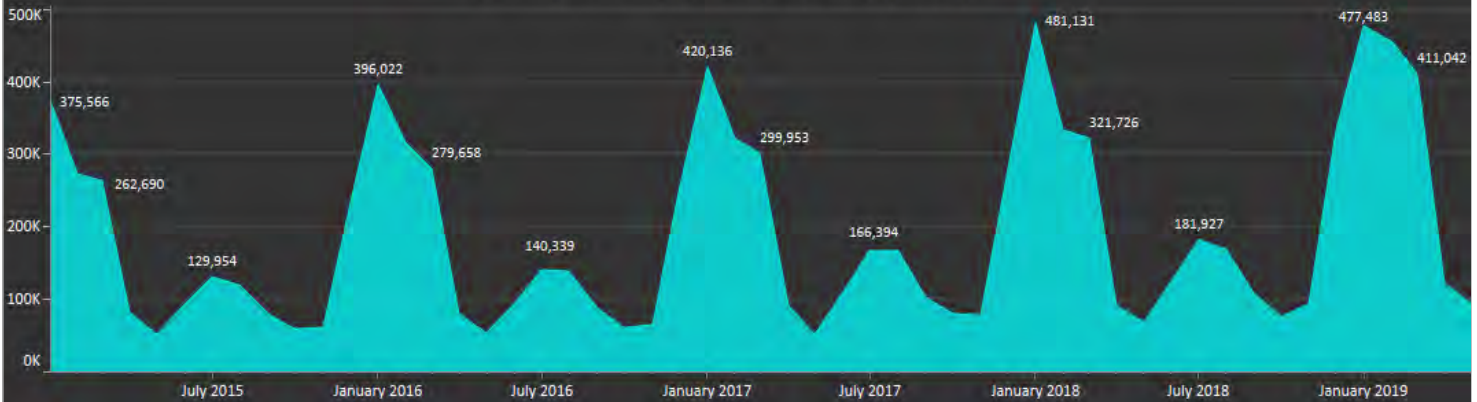
- ### ROUTES
- 1 PROSPECTOR SQUARE
 - 2 PARK MEADOWS
 - 6 ECKER HILL
 - 7 CANYONS / KIMBALL JCT. WEST
 - 8 KIMBALL JCT. EAST
 - 9 EMPIRE PASS
 - 10 ELECTRIC XPRESS
 - 11 KAMAS COMMUTER
 - T TROLLEY
 - KIMBALL JCT. CIRCULATOR
 - PC - SLC CONNECT



##/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 hours were increased by 1,424.
 All percentages represent % difference.
 Total passengers per hour and cost per passenger do not include the KJ Circulator or the PC - SLC Connect.

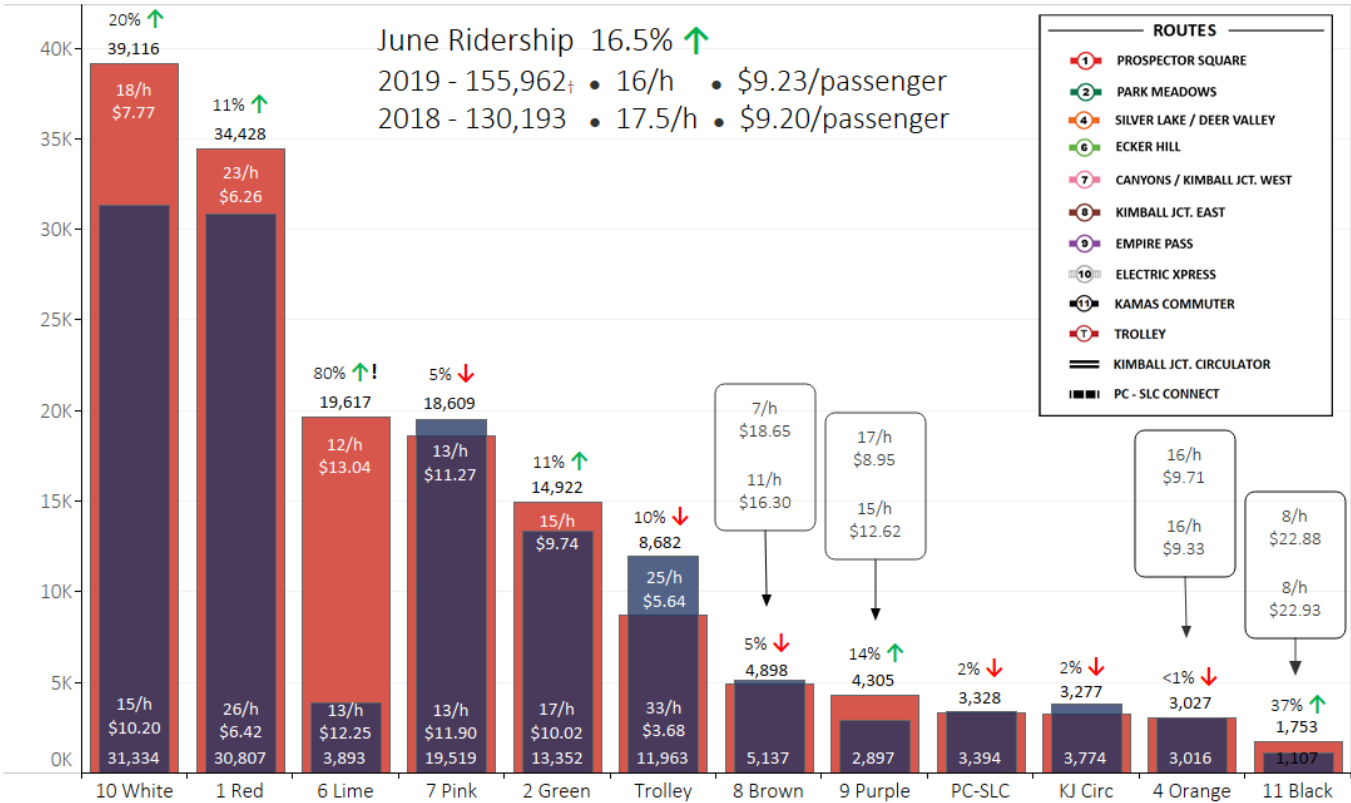


Park City Transit Monthly Ridership (January 2015 - May 2019)



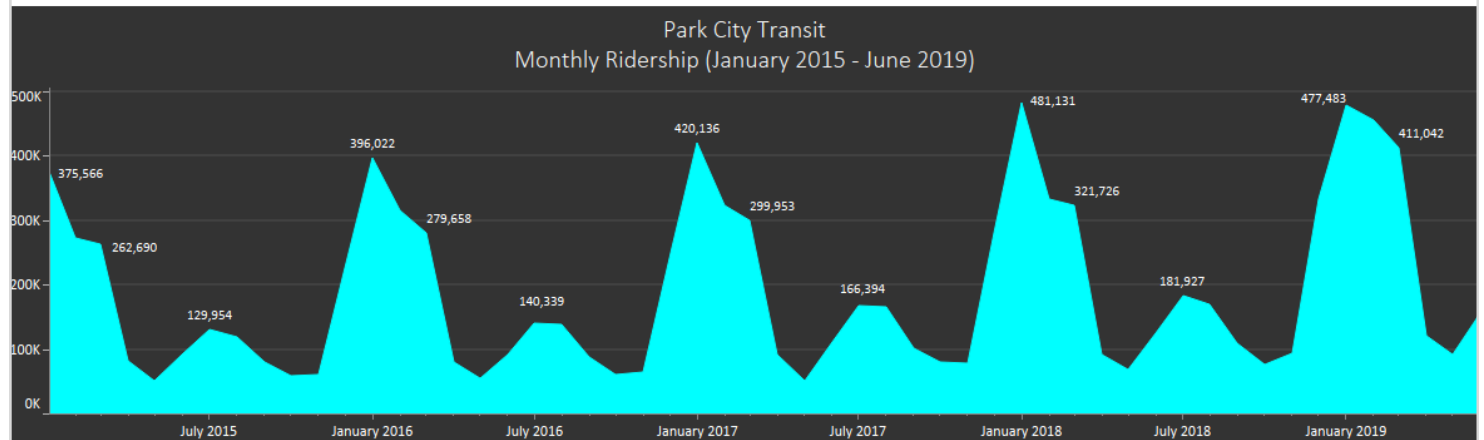
Park City Transit - June 2019 Fixed Route Ridership

■ 2018 ■ 2019

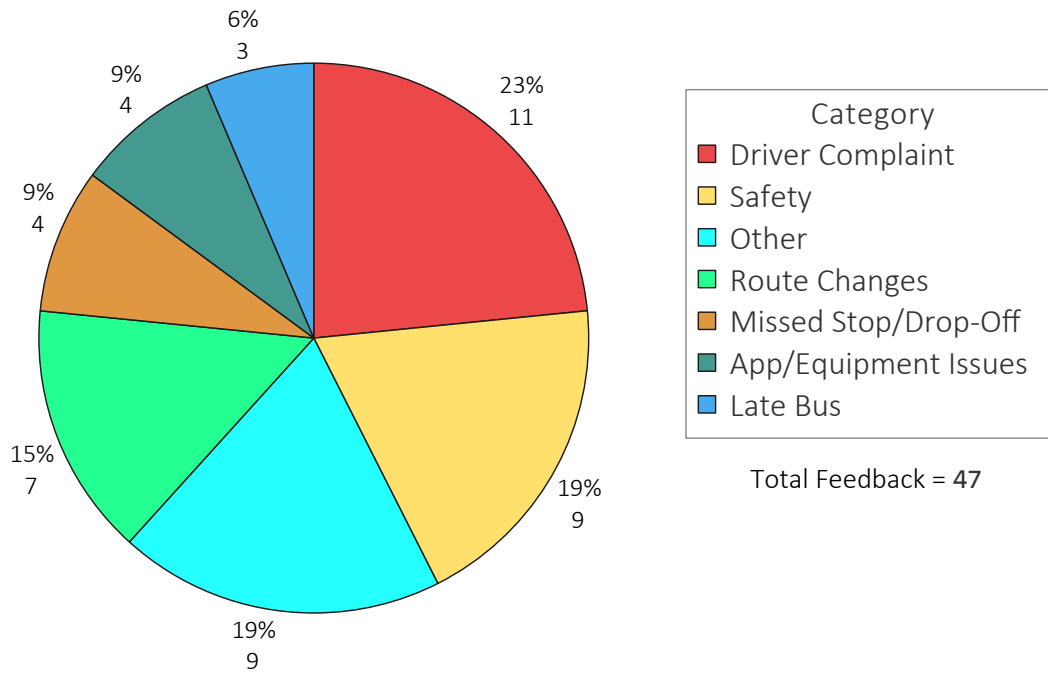


- ROUTES**
- 1 PROSPECTOR SQUARE
 - 2 PARK MEADOWS
 - 4 SILVER LAKE / DEER VALLEY
 - 6 ECKER HILL
 - 7 CANYONS / KIMBALL JCT. WEST
 - 8 KIMBALL JCT. EAST
 - 9 EMPIRE PASS
 - 10 ELECTRIC XPRESS
 - 11 KAMAS COMMUTER
 - T TROLLEY
 - KIMBALL JCT. CIRCULATOR
 - PC - SLC CONNECT

##/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 % difference.
 Total passengers per hour and cost per passenger do not include the KJ Circulator or the PC - SLC Connect.



Park City Transit - February Feedback (April 1, 2019 - June 30, 2019)



The most significant point of interest within the feedback over the last 3 months was with regard to the detour of the 902 route. Due to the construction impacting the Jeremy Ranch park-and-ride, the 902 was stopping at the Ecker Hill park-and-ride. Users of this service, specifically from Park City, as it didn't impact commuters from Salt Lake City, coordinated to provide their feedback and it resulted in a change of plans; the 902 will only service the Kimball Junction Transit Center for the duration of the construction detour. This serves as an excellent example of how powerful sharing feedback can be. In general the feedback we receive is related to a singular instance and it is not coordinated amongst transit users, which illustrates that most feedback is not indicative of larger, perhaps systemic, problems.



MEMORANDUM

Date: July 16, 2019
To: Park City Transit Joint Transit Advisory Board (JTAB)
From: Park City and Summit County Staff
Subject: Transit Improvement Projects

Background:

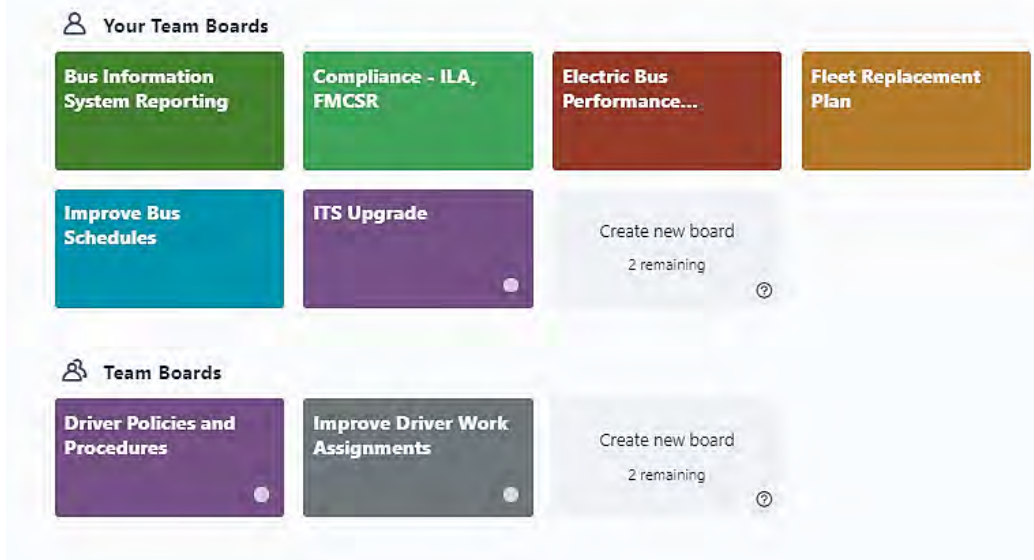
JTAB has requested a briefing on details related to current transit improvement projects being overseen by Park City Transit (PCT) staff and as deemed appropriate, Summit County has been involved in these efforts as well. Together, and in close coordination with 3rd Wind Leadership consultancy, we have begun various "improvement projects." Projects range from assessing best practices to developing standard operating procedures to improving basic operational efficiency or assuring we are in compliance with all rules and regulations. This report will not touch on all projects as there are too many to detail, but will instead outline our approach using an example.

Fiscal Analysis:

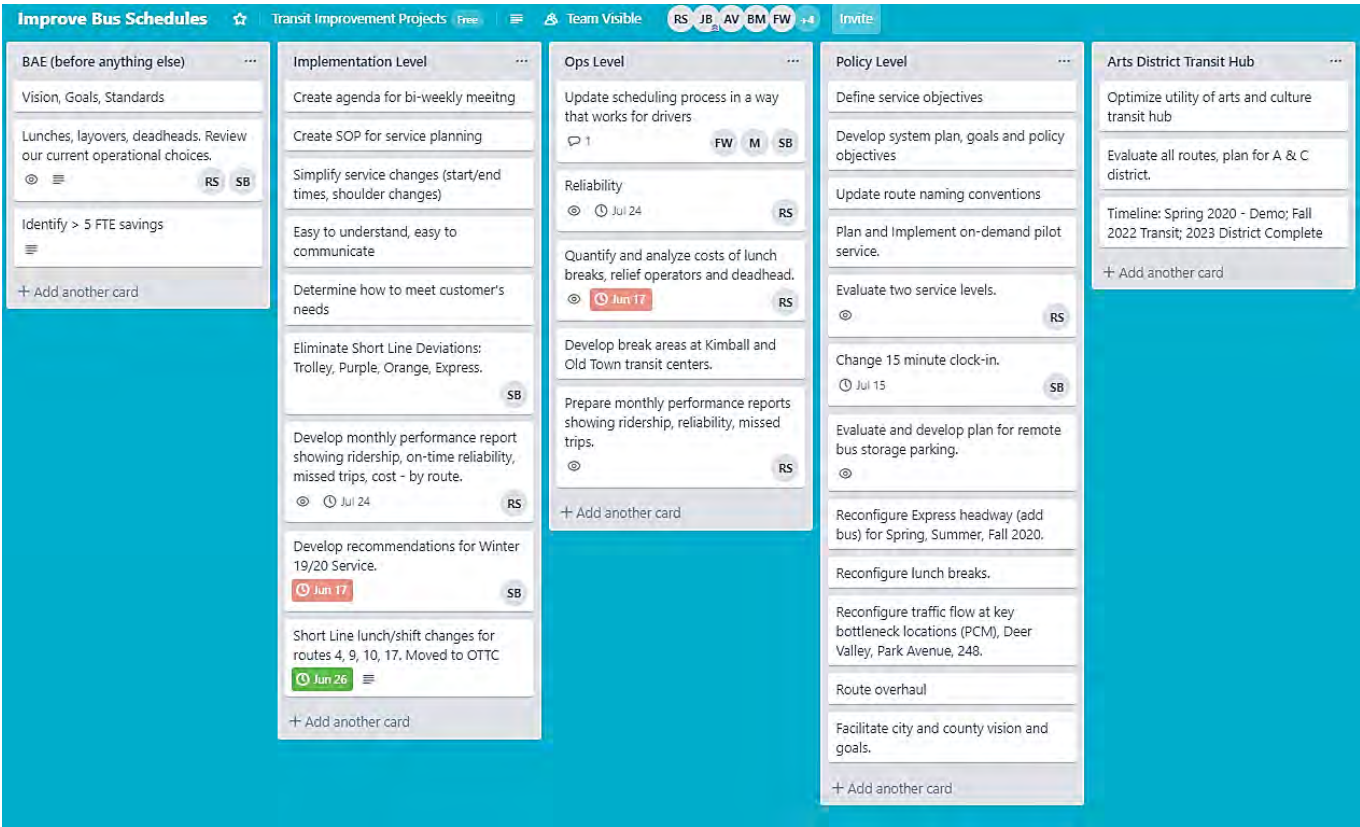
Not applicable

Discussion:

Overall, transit improvement projects are organized into broader, general categories with an associated goal or desired outcome. Within each category there are several smaller projects that contribute toward the overall goal of the general category. We have deployed a project management tool, Trello, which has greatly improved our ability to work efficiently and has created a higher degree of transparency and accountability.



As an example, we have a general project titled, "Improve Bus Schedules."



Along with this tool we are implementing Scrum methodology, which is a proven project management style developed to be incredibly agile and originating from the software programming world. Implementing this tool and these approaches has greatly improved our overall ability to tackle small and large projects. Initial work focused on compliance, information systems and basics of organizing work and work spaces. As a result, improvements have been made in procedures for verifying driver license, medical certifications, review of motor vehicle records, controlling hours of service (including outside employment), and pre-trip inspections. Work on improving information systems included a complete assessment of all bus intelligent transportation systems (ITS). Repairs have been made where required and dispatching procedures ensure that every vehicle in service s reporting its location, reliability and passenger counts.

Consistency With Adopted Plan:

This item is not related to any adopted plans.

Additional Information:

If you have any questions or comments regarding this item, please contact Park City Transit at 435-615-5301.



MEMORANDUM

Date: July 16, 2018
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Summer On-Board Transit Survey Update

Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to ongoing on-board transit survey efforts including a summary of past surveying efforts and a reminder of the upcoming summer on-board transit survey.

Fiscal Analysis:

While ongoing funding will need to be allocated yearly to ensure consistent surveying and data collection, the ultimate benefit will be in obtaining year over year trends in ridership and quantifying improvements to the Park City Transit system.

Discussion:

Park City Transit and Summit County are conducting twice yearly on-board surveys (one during peak winter times, and one during peak summer times) to gain a better understanding of today's transit riders and how they utilize the Park City Transit system. The data collected will be used to improve transit forecasts and anticipate needs of both local residents, and heavy visitor ridership in the region. The surveying is structured to meet FTA's Title VI requirements for ridership and demographic reporting.

1,100 surveys were recorded in English and Spanish.

Please see **Appendix A** for more details, and a graphic representation of the on-board transit survey details. Raw data of all surveys has also been collected and will be used to create the baseline of information for how Park City Transit can measure success in future system changes.

A supplemental survey was distributed through Park City HOA mailing lists in May 2019. The intent of this effort was to ensure that those who may not already be riding transit were reached; 174 responses were collected. Please see **Appendix B** for more details on the HOA-distributed survey.

As Staff begins to tabulate responses, a better perspective on rider needs is gained, and with the imminent update to the Short Range Transit Plan, these findings will help shape service planning in the near future. For example, riders indicate that 9 out of 10 of them walk to and from the bus stop, that two thirds do not have a car. Enhancing our first/last mile connections for those on foot,

and improving service in a way that is meaningful to the community are now data driven processes. By continued and consistent on-board surveying Staff will be able to quantify success and measure changes in the system.

Next Steps:

A summer on-board transit survey will be conducted to capture summer riders and a different recreating audience than the winter survey. Next steps for the 2019 surveying efforts include:

- Survey dates will be from July 18-21, 2019; all routes will be surveyed again, including the Kimball Junction Circulator.
- Following the summer survey, a final report will be provided documenting all efforts and survey results from both the winter 2019 and summer 2019 on-board surveys. This report will help identify common themes in service and route requests, demographics of current riders, and allow Park City Transit to be in compliance with federal surveying and reporting regulations.

Consistency With Adopted Plan:

On-board surveying is consistent with recommended practices for updating the Short Range Transit Plan, and will help guide Park City's LRTP effort (Park City Forward). 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 Alexis Verson, alexis.verson@parkcity.org, or 435-615-5317.

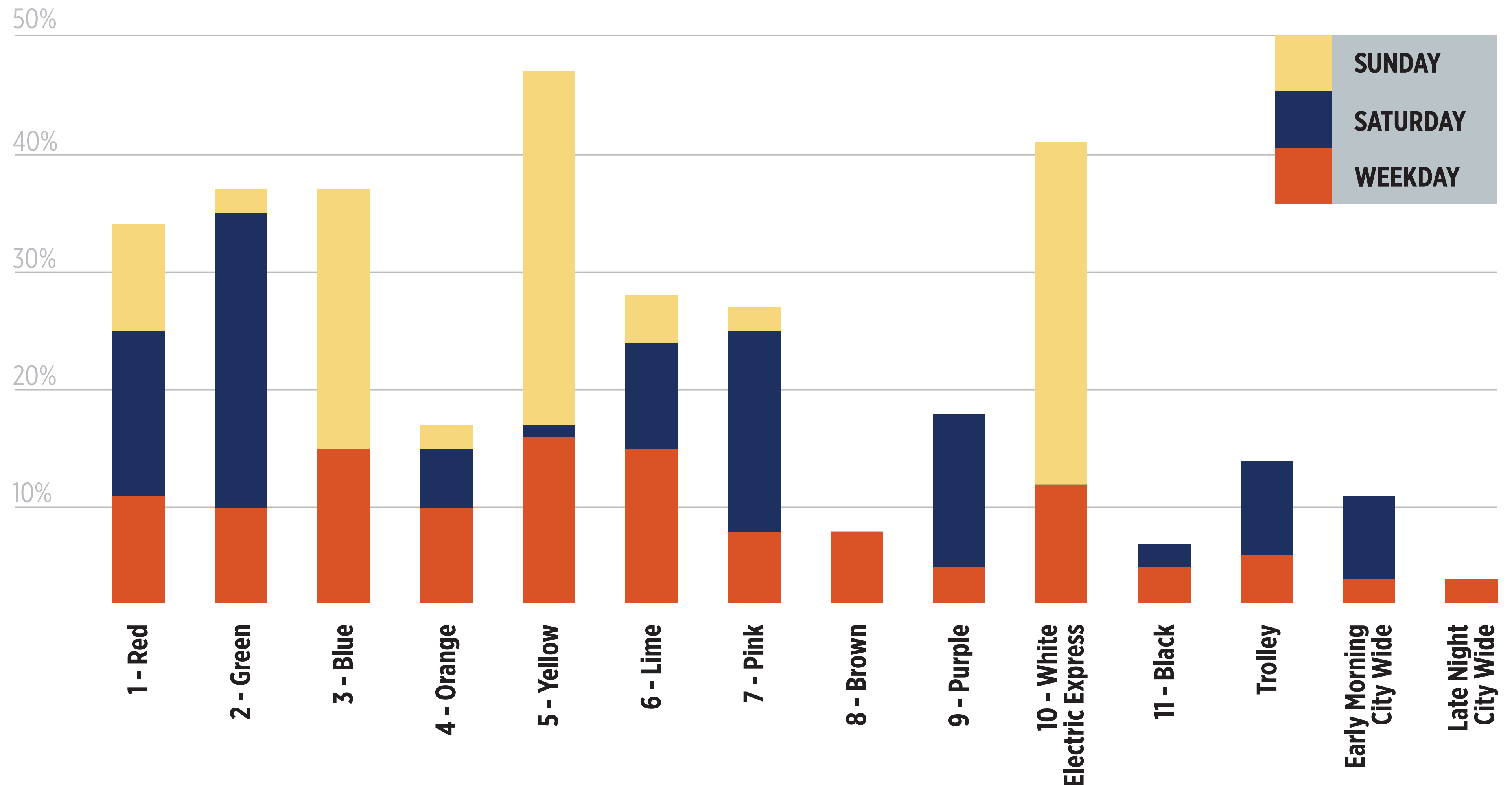
Appendices

Appendix A – On-board Survey Summary for Winter 2019

Appendix B – HOA Survey from May 2019

How were the surveys distributed?

SURVEYS WERE TAKEN ACROSS ALL ROUTES AND ON ALL DAYS OF SERVICE (WEEKDAY, SATURDAY, SUNDAY). 1,101 TOTAL RESPONSES.

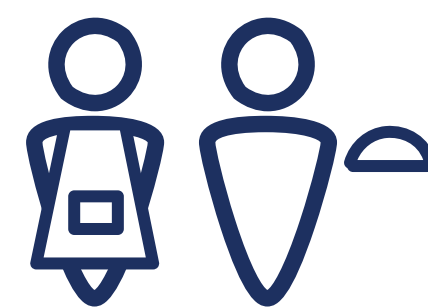
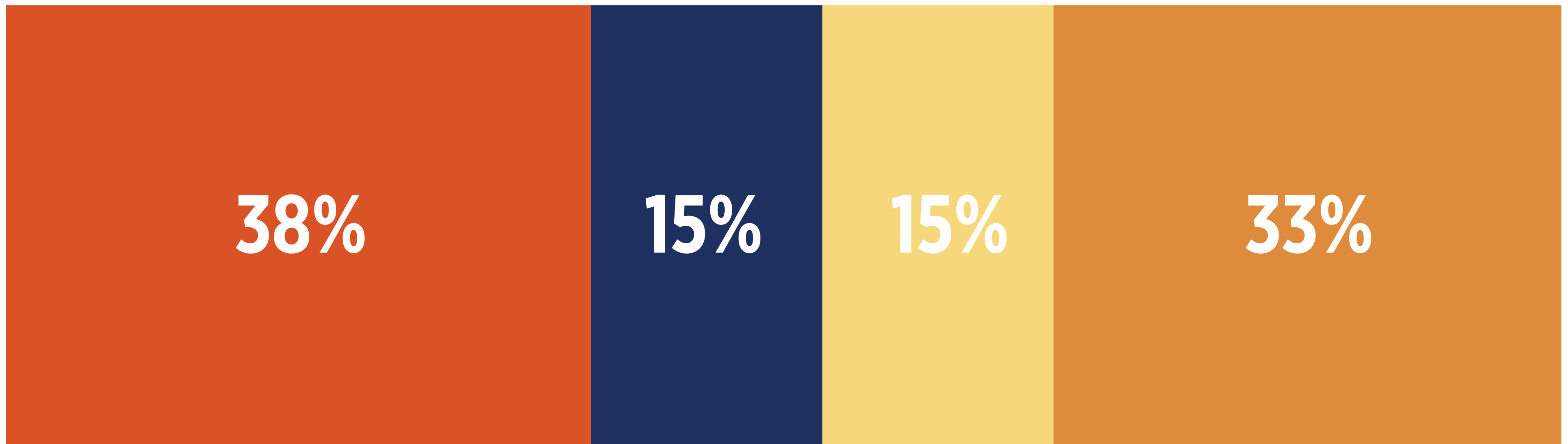
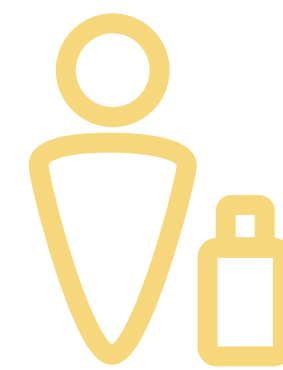


Who responded to the survey?

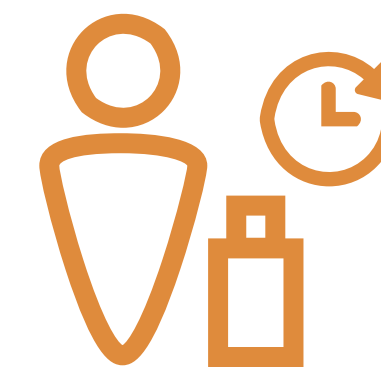
SLIGHTLY MORE RESPONDENTS WERE RESIDENTS (LIVE AND/OR WORK IN SUMMIT COUNTY) THAN VISITORS.



Live in Summit County



Commute to
Summit County



Long-term Visitor
(>2 Days)

Who is riding Park City Transit?

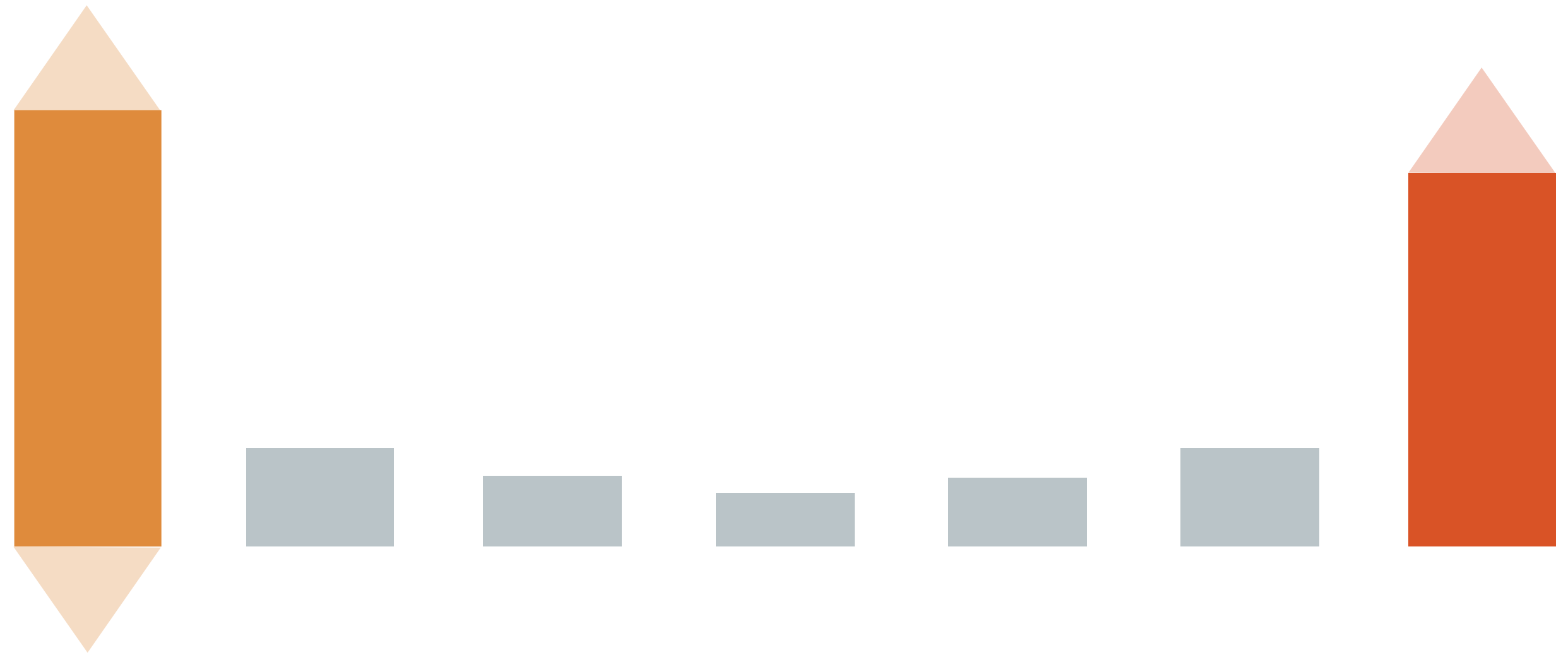


36% HAVE A HOUSEHOLD
ANNUAL INCOME

<\$25,000

31% HAVE A HOUSEHOLD
ANNUAL INCOME

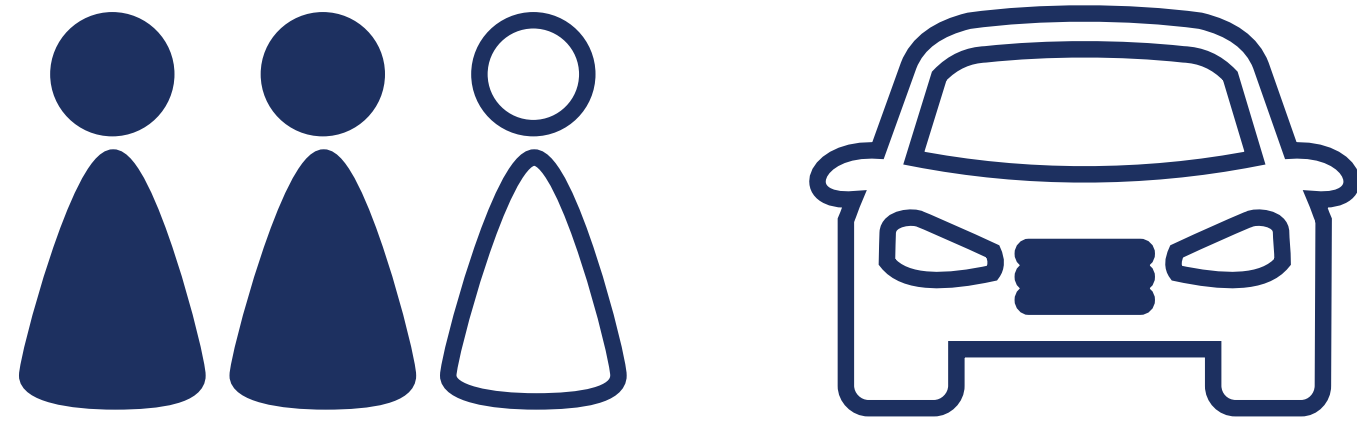
>\$100,000



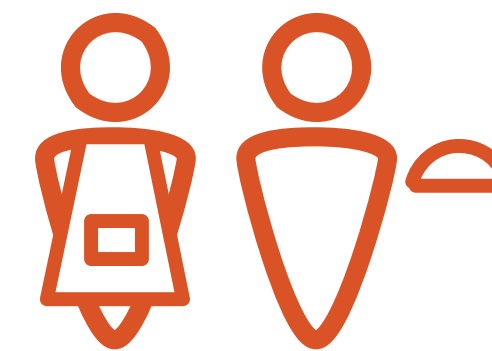
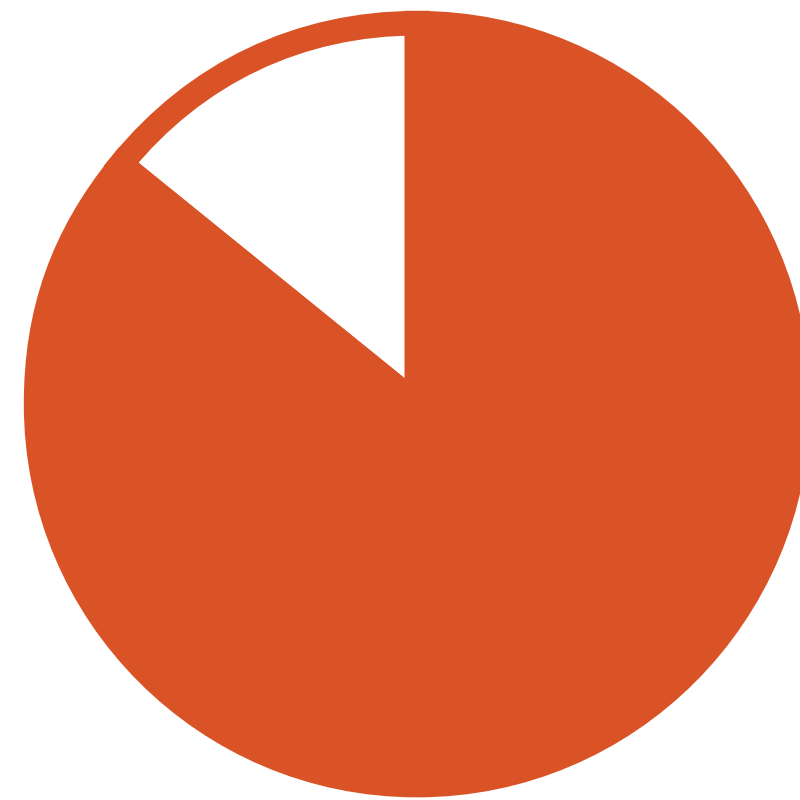
42% OF RESIDENTS AND COMMUTER
HAVE A HOUSEHOLD ANNUAL INCOME

<\$25,000  + 

Who is riding Park City Transit?

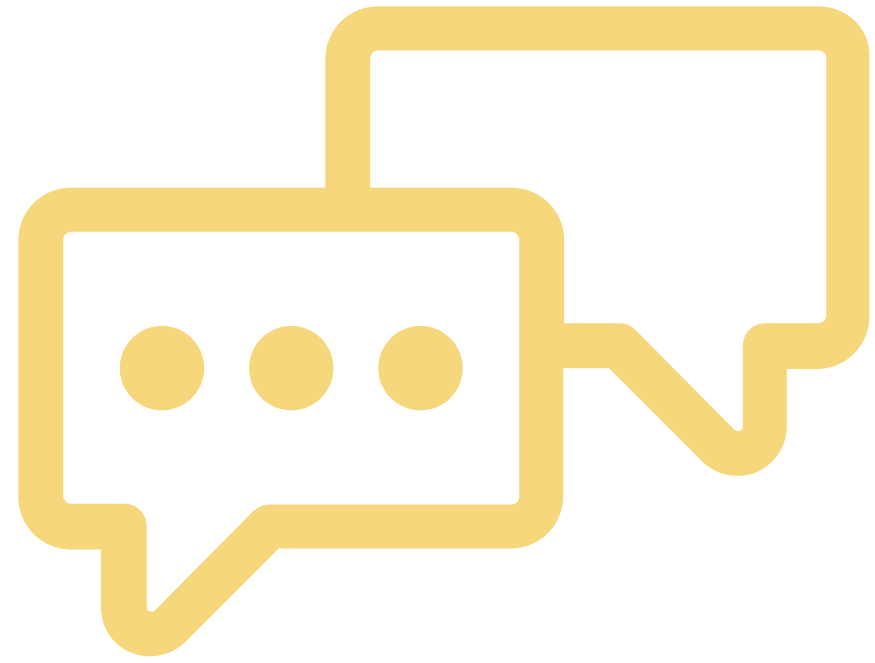


**TWO-THIRDS
OF ALL RIDERS DO NOT
HAVE ACCESS TO A CAR**

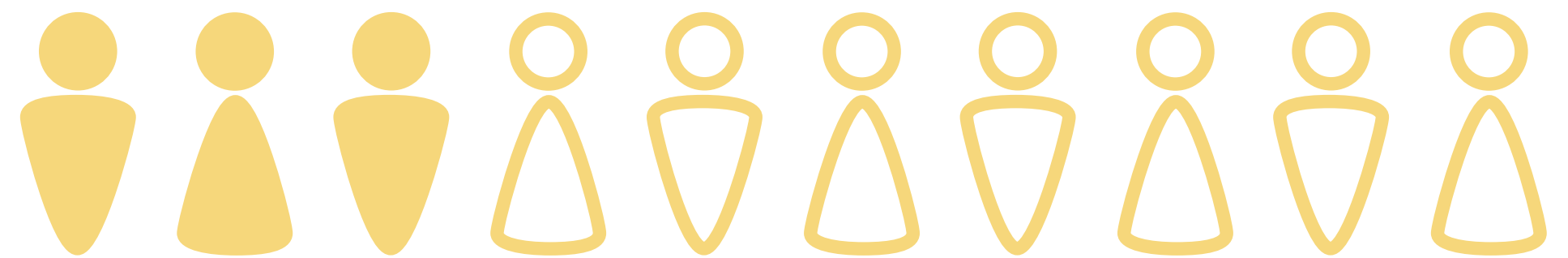


**86% OF COMMUTERS
TO SUMMIT COUNTY DO
NOT HAVE ACCESS TO A
CAR**

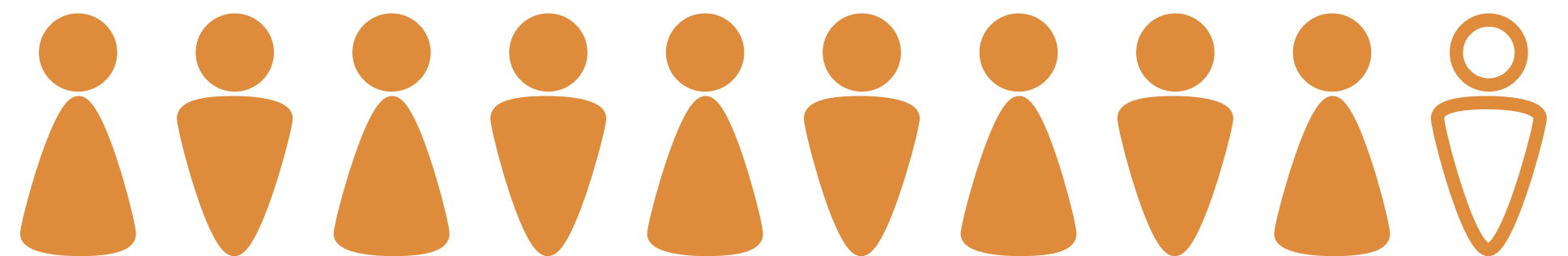
Who is riding Park City Transit?



3 OUT OF 10
RIDERS SPEAK SPANISH AT HOME

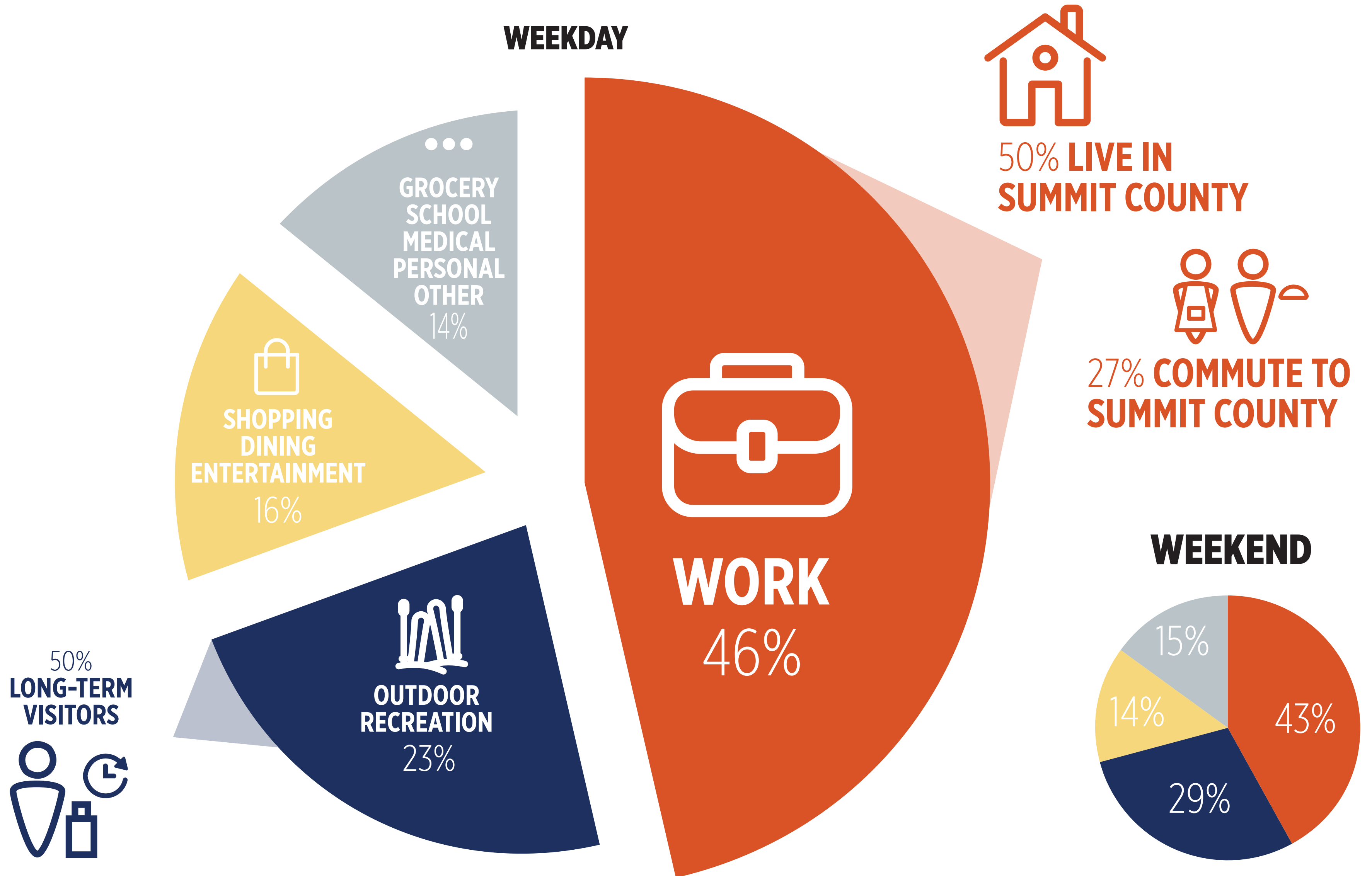


9 OUT OF 10
RIDERS SPEAK ENGLISH FLUENTLY



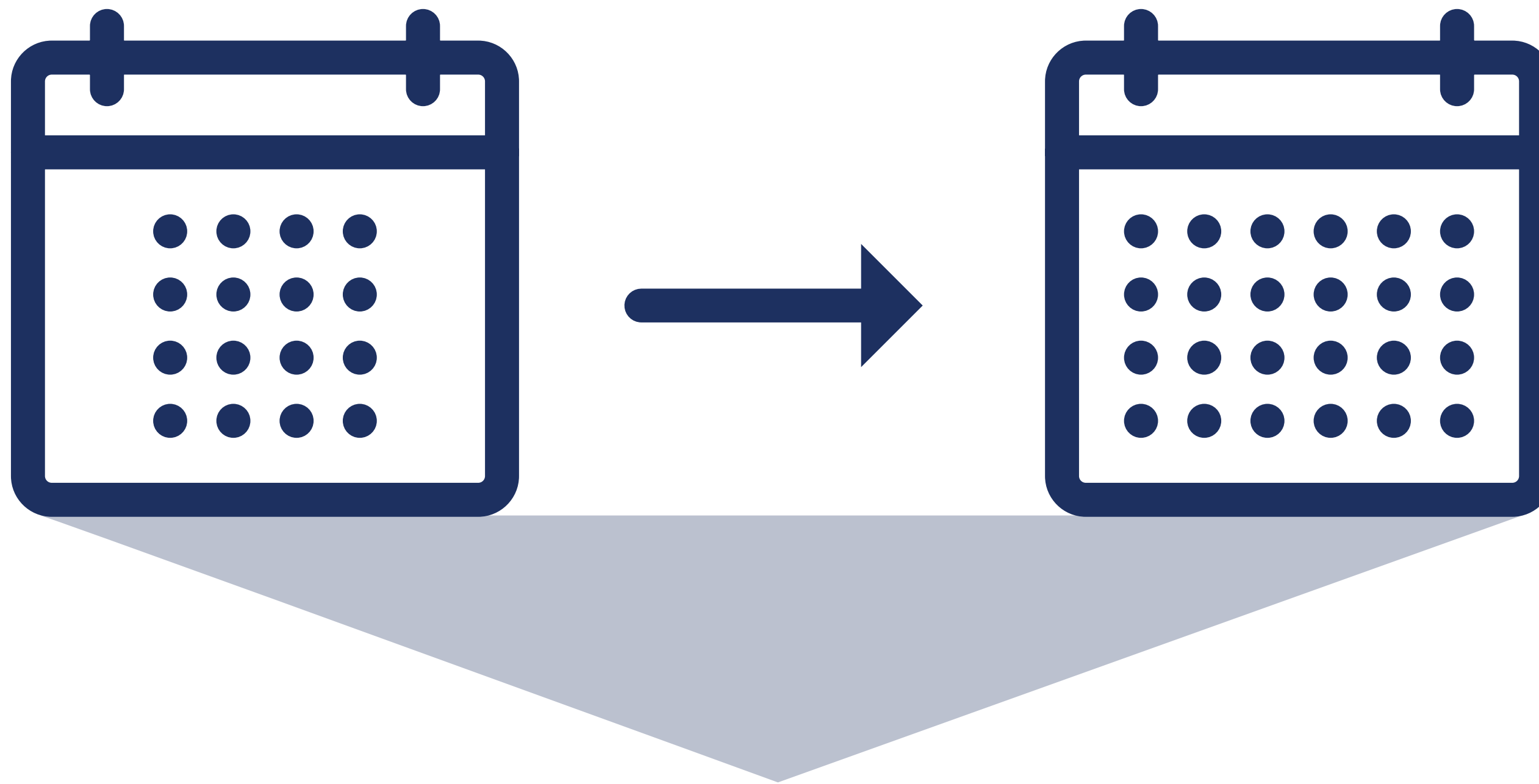
How are riders using Park City Transit?

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



How are riders using Park City Transit?

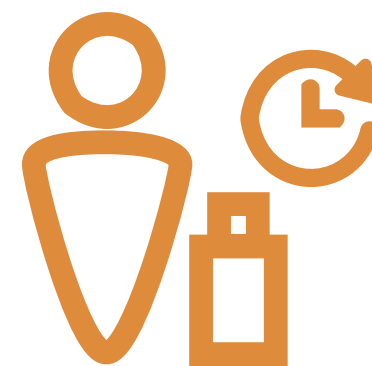
OVER HALF OF RIDERS ARE FREQUENT RIDERS (RIDE TRANSIT 5-7 DAYS PER WEEK).



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



47% LIVE IN
SUMMIT COUNTY



26% LONG-TERM
VISITORS

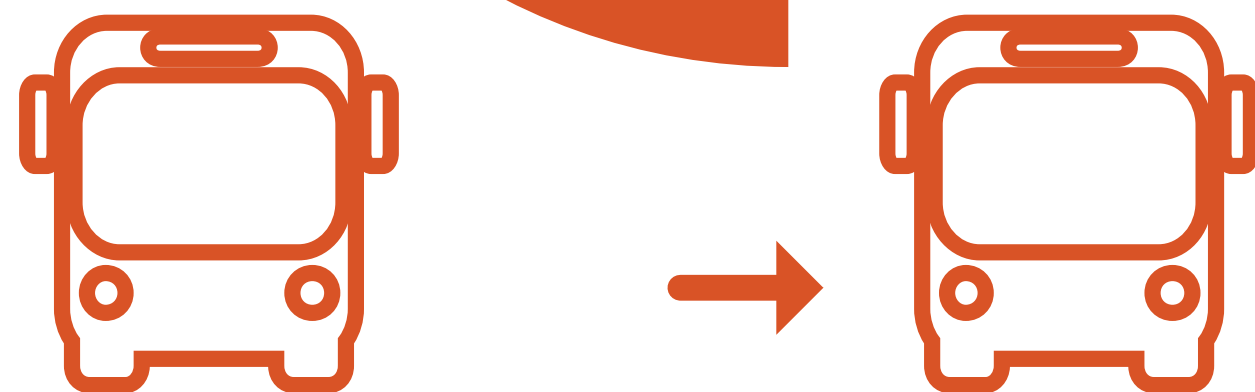
How are riders using Park City Transit?

LESS THAN ONE-THIRD OF RIDERS TRANSFERRED TO OR FROM ANOTHER BUS TO COMPLETE THEIR TRIP.

WEEKDAY

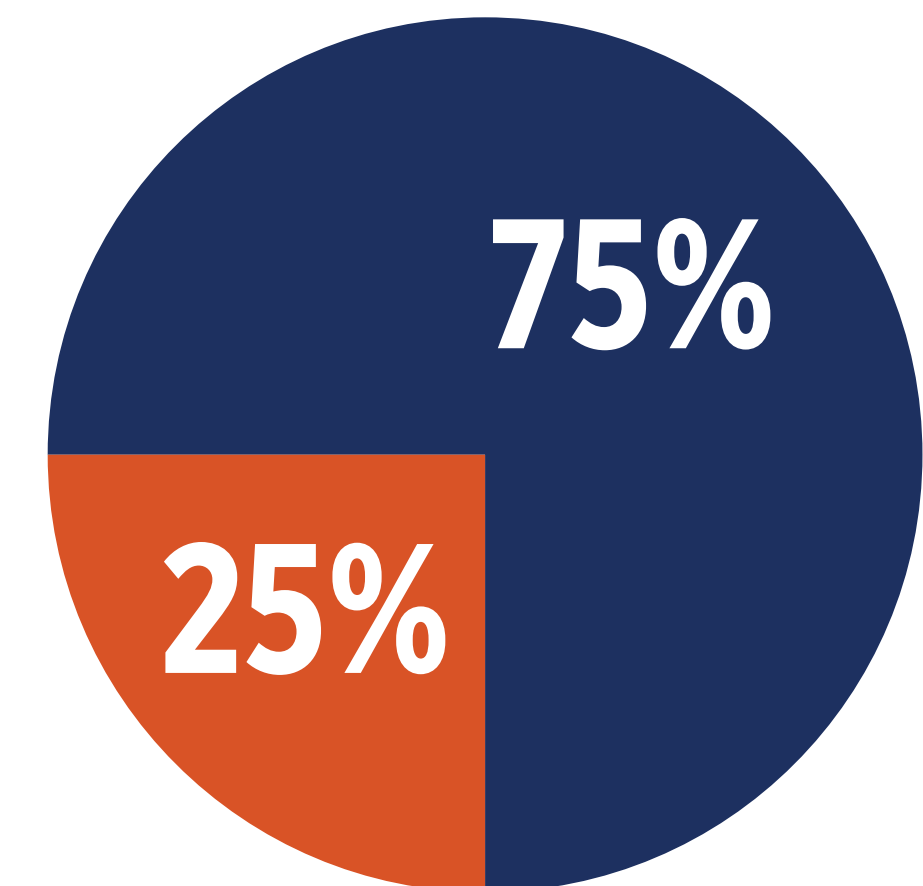


**78% HAD A
SINGLE-SEAT RIDE**



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

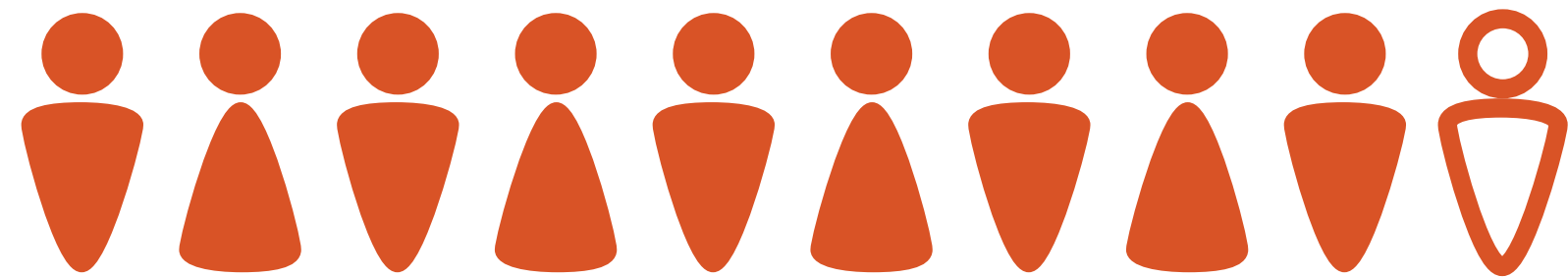
WEEKEND



How are riders using Park City Transit?

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

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



6%
DRIVE
ALONE



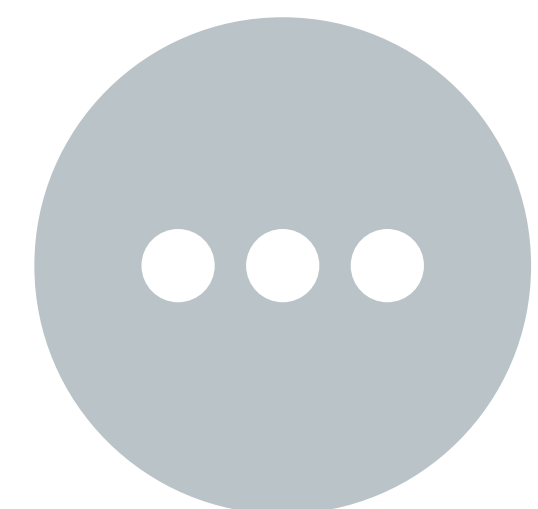
4%
DROPPED-OFF/
PICKED-UP



1%
BICYCLED OR
SCOOTERED



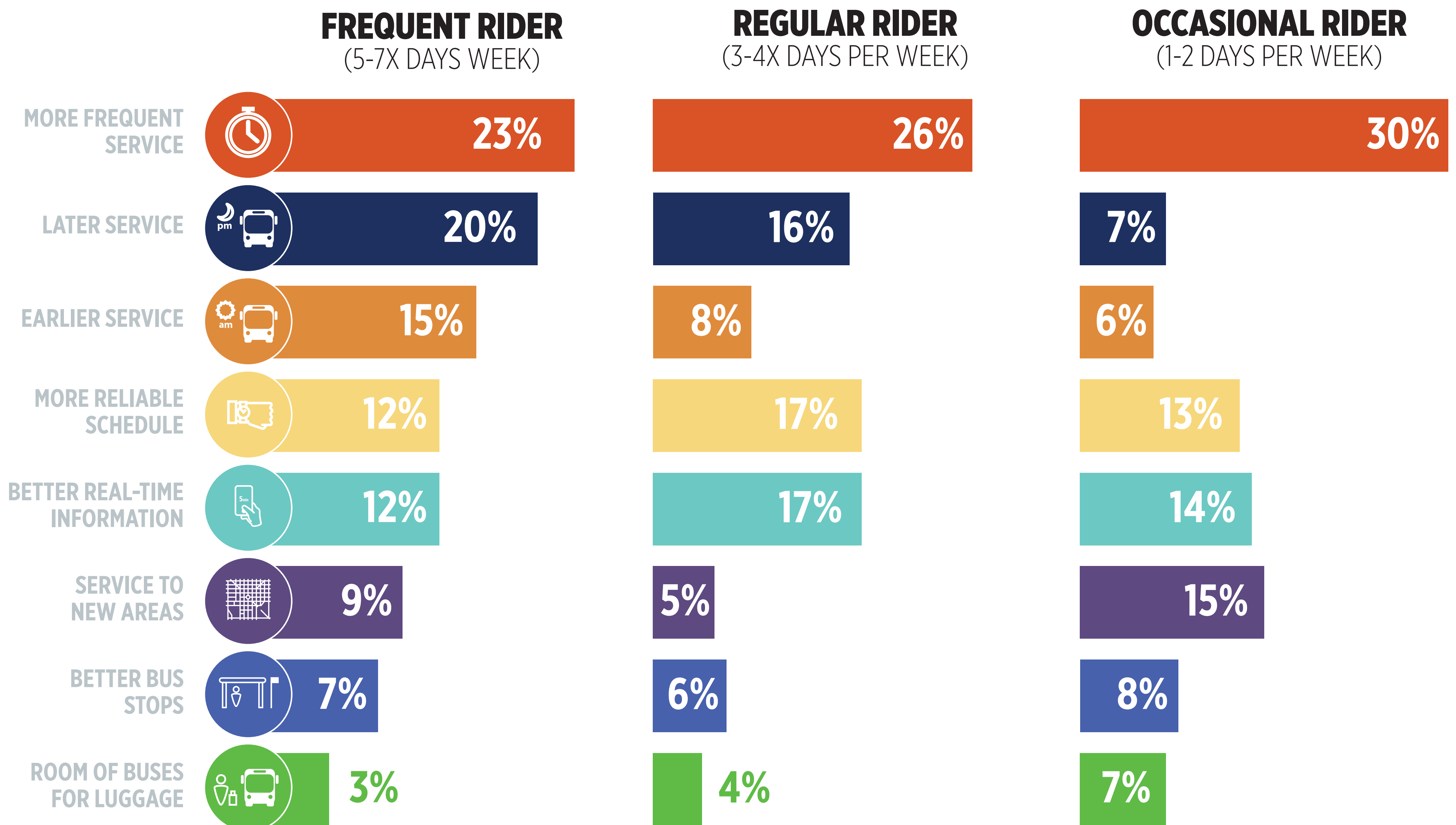
4%
OTHER



49%
OF THOSE WHO DRIVE ALONE LIVE IN SUMMIT COUNTY

What are the priority service improvements for riders?

RIDERS ARE INTERESTED IN MORE FREQUENT BUS SERVICE, REAL-TIME ARRIVAL INFORMATION, AS WELL AS LATER AND EARLIER SERVICE.

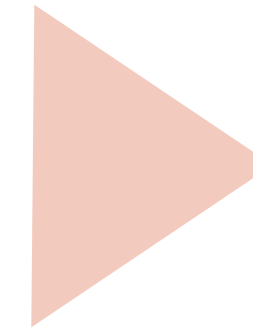


Are riders using the MyStop Mobile App?

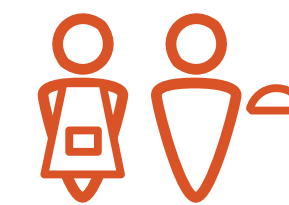
MOST RIDERS USE AND BENEFIT FROM THE MOBILE APP.



Two-third of riders use the myStop Mobile app



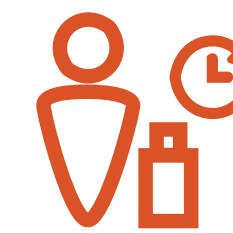
79% OF SUMMIT COUNTY RESIDENTS



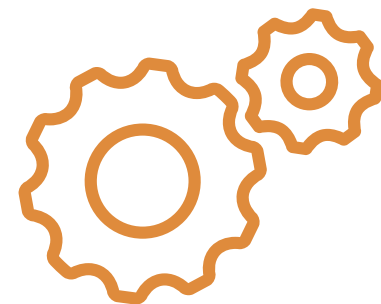
79% OF COMMUTERS TO SUMMIT COUNTY



84% find the app useful



46% OF LONG-TERM VISITORS



16% believe the app has room for improvement



31% OF SHORT-TERM VISITORS

Rider Types



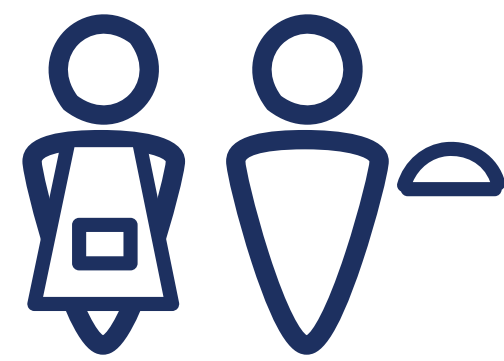
A Resident of Summit County

38% of riders

AGE 25-44 (36%)

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

HAS TAKEN TRANSIT FOR 5+ YEARS (32%)



A Commuter to Summit County

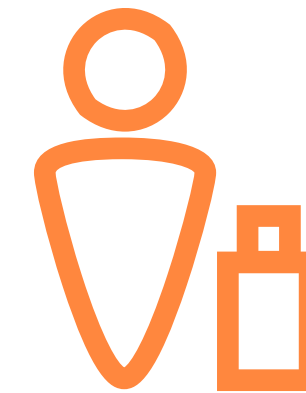
15% of riders

AGE 19-24 (43%)

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

DOES NOT HAVE ACCESS TO A CAR (85%)

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



A Visitor to Park City

48% of riders

AGE 25-44 (50%)

TAKES TRANSIT TO RECREATION (41%)

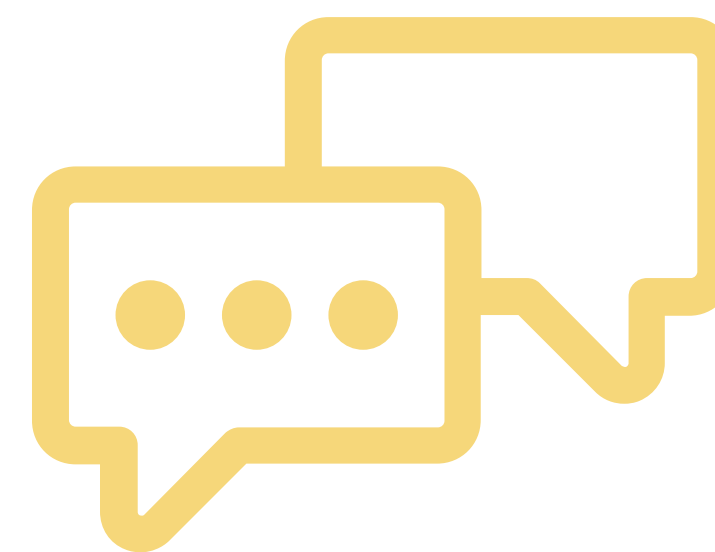
HOUSEHOLD INCOME >100,000 (37%)

How were the surveys distributed?

THE SURVEY WAS CREATED USING SURVEY MONKEY AND SENT TO THE HOA DISTRIBUTION LIST. SEVERAL HOA'S INDICATED THEY DISTRIBUTED TO RESIDENTS

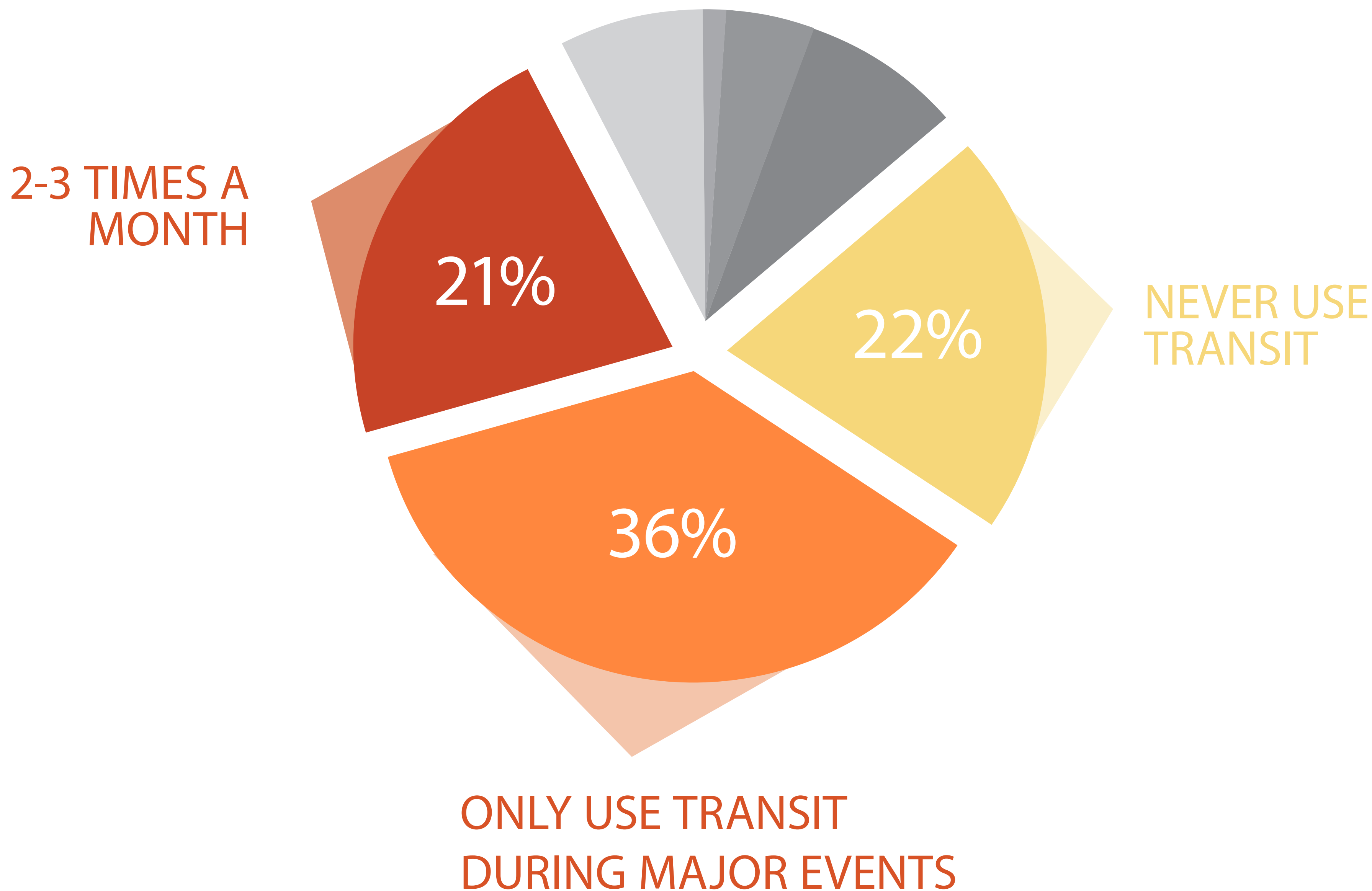


19 HOA's contacted

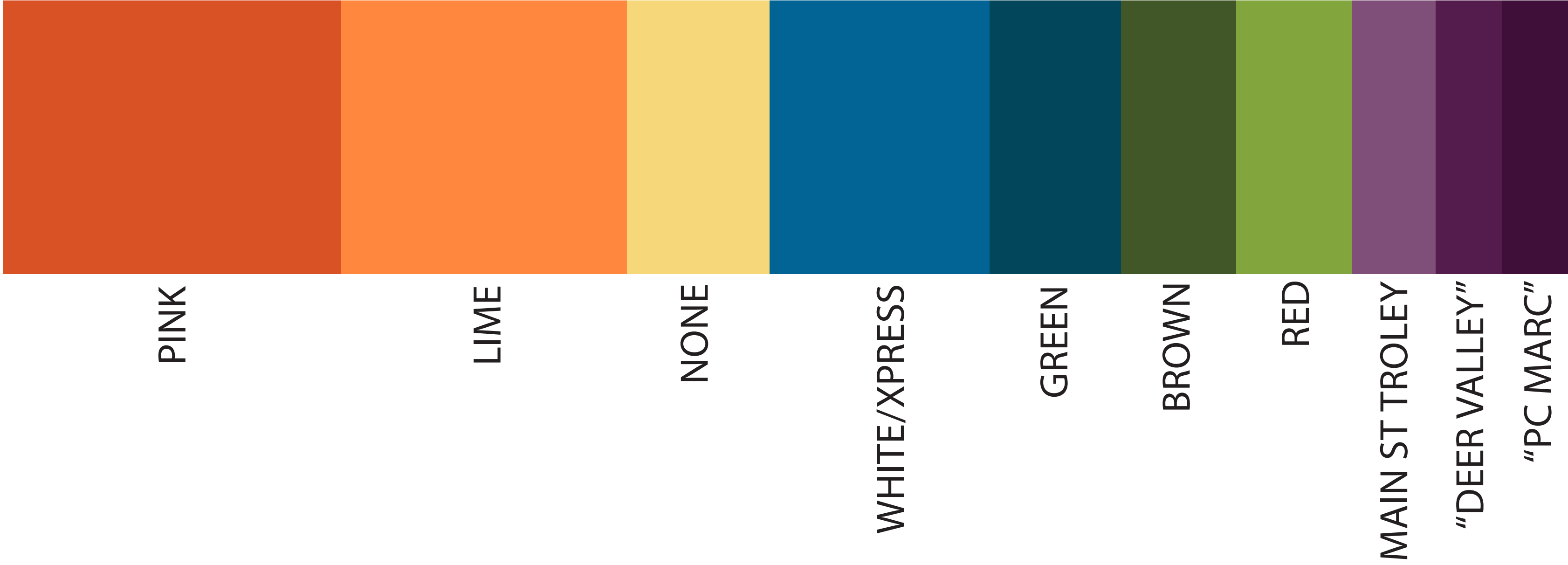


174 responses received

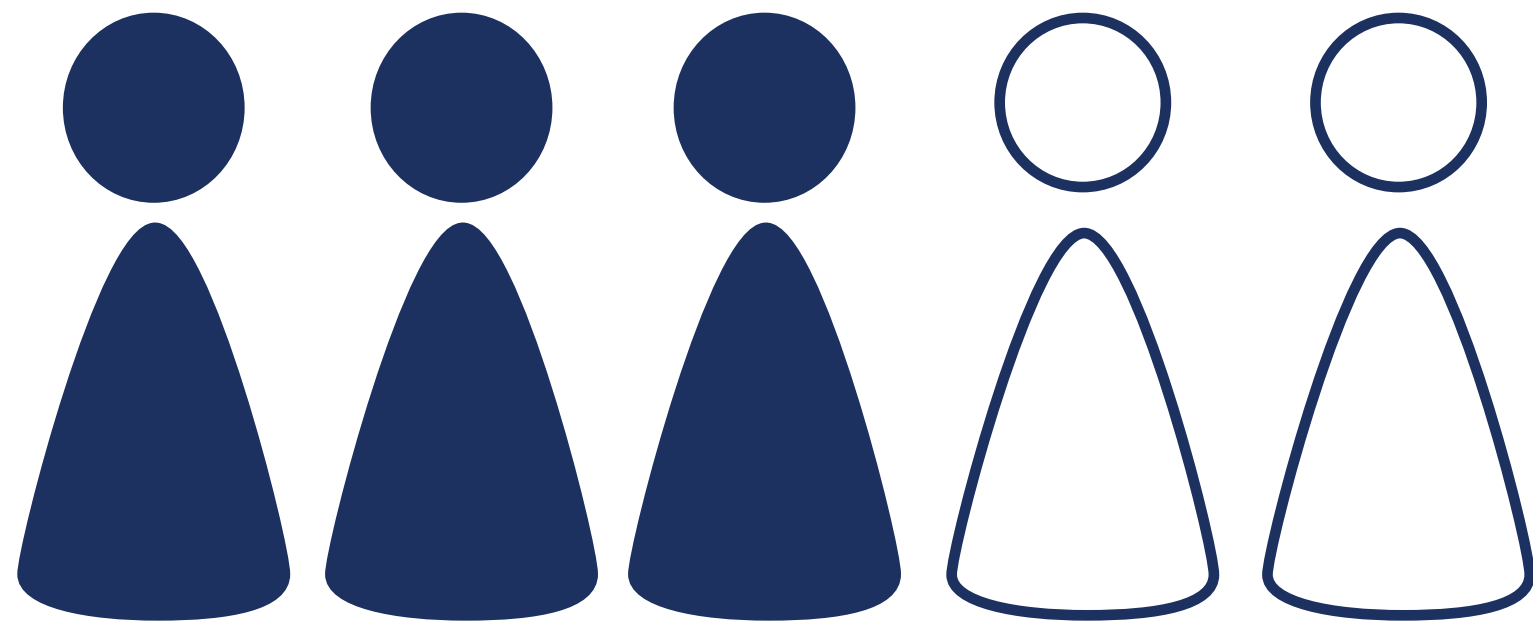
How often are they riding Park City transit?



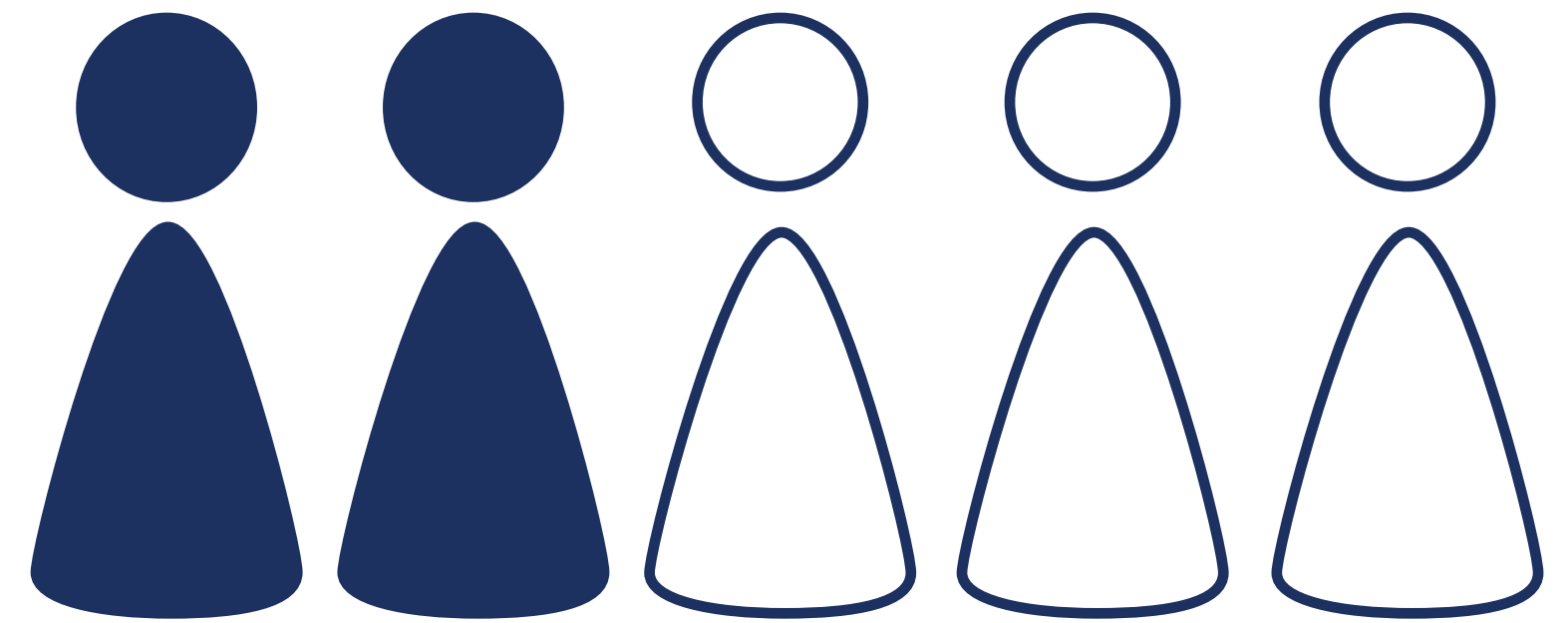
What bus routes do they currently use, if any?



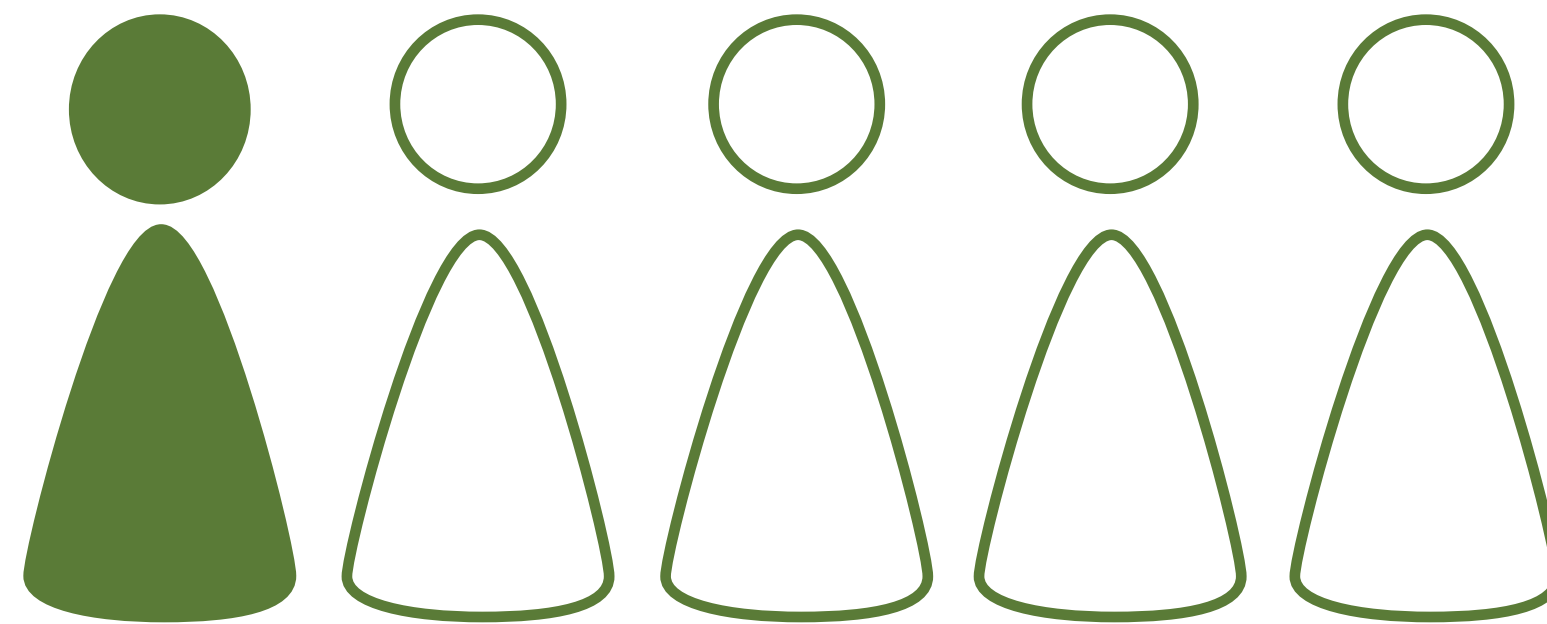
For those that use transit, what are their primary reasons?



AVOID DRIVING
DURING EVENTS



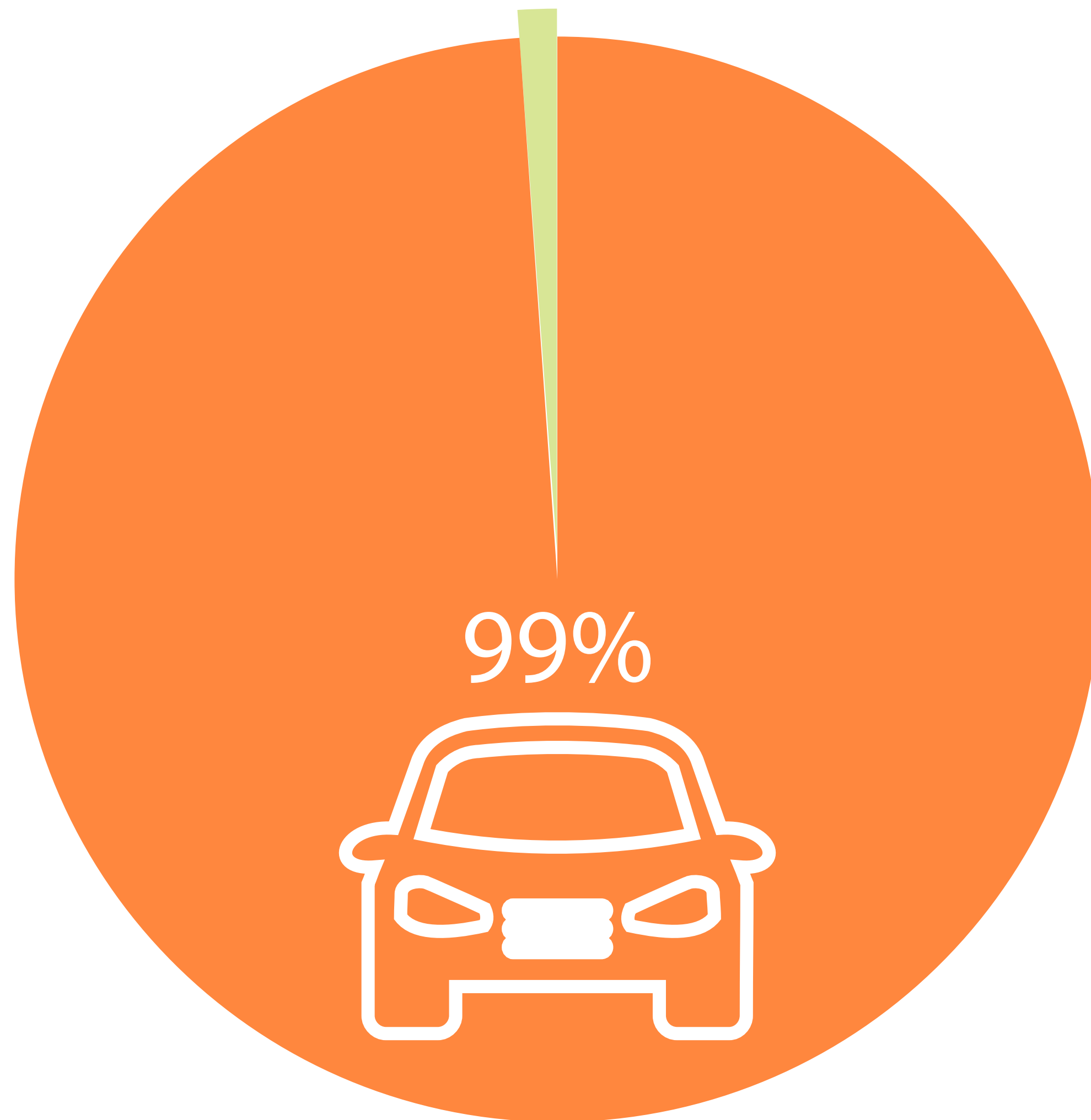
TO ACCESS RECREATION



RIDE FOR ENVIRONMENTAL
REASONS

How many have access to a car(s)?

ALL BUT TWO RESPONDENTS HAVE REGULAR ACCESS TO AT LEAST ONE VEHICLE



What other modes are used to regularly to make trips?

RESPONDENTS WERE ASKED TO PICK THEIR TOP THREE:



51% BIKE



21% WALK



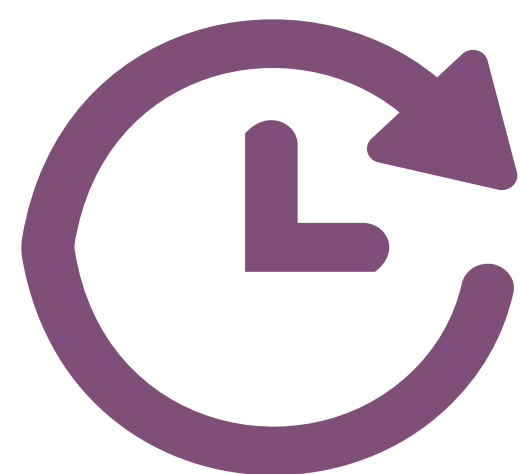
11% TNC

What prevents them from utilizing the system more?

TOP THREE ANSWERS WERE:



1. NO TRANSIT STOPS NEAR MY HOUSE



2. USING TRANSIT TAKES TOO LONG



3. TRANSIT DOES NOT GO WHERE I NEED TO

Noteworthy responses not mentioned on former page -

RESPONDENTS ALSO HAD AN “OTHER” OPTION WHEN ASKED WHY THEY DO NOT RIDE TRANSIT MORE, SOME USEFUL COMMENTS INCLUDE:

The summer schedule isn't frequent enough

ADA access is poor

I feel unsafe waiting for the bus

Carrying skis is too hard

Route changes are inconvenient for accessing Deer Valley

Cold weather / icy walkways and roads

No dogs makes it tough

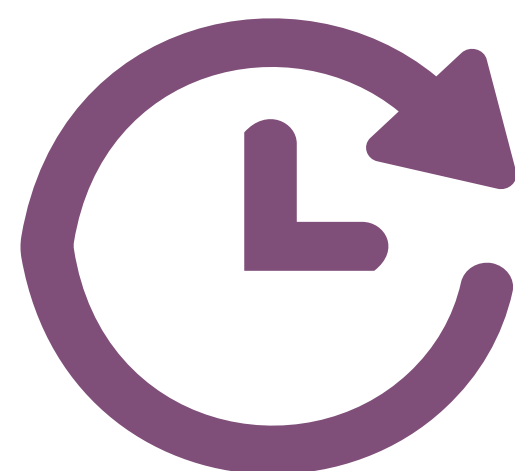
New routes make for inconvenient transfers

What would make people more likely to ride transit?

TOP THREE ANSWERS INCLUDE:



1. BUS STOPS CLOSER TO MY HOUSE

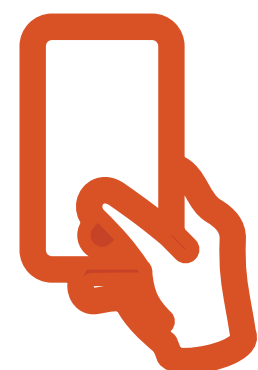


2. MORE FREQUENT BUSES



3. MORE BUS-ONLY LANES

Tied for third



3. AN UPDATED TRANSIT MOBILE APP

Noteworthy responses not mentioned on former page -

RESPONDENTS ALSO HAD AN “OTHER” OPTION WHEN ASKED WHY WHAT WOULD HELP THEM RIDE MORE FREQUENTLY:

Real-time information on the app

Needs to be more convenient than paying for parking

Smaller vehicles that can access more neighborhoods

I don't have a good understanding of where stops are and how to ride

Direct routes from Park and Rides to resorts with NO stops

Change the Pink line back

The ability to take my dog

More direct routes

We can't bike to bus stops in the winter, we need to address a coordinated system



MEMORANDUM

Date: July 16, 2018
To: Park City Transit Joint Transit Advisory Board
From: Summit County and Park City Staff
Subject: Bus Shelter Design Overview

Background:

It is requested the Joint Transit Advisory Board receive an informational update presentation by Staff related to the design process for bus shelter improvements on Park Ave, and ultimately system-wide.

Discussion:

Park City Transportation Planning and Park City Transit, in partnership with Summit County, are overseeing bus shelter improvements and prioritization system-wide. Two key bus stops on Park Ave (near A Fresh Market and across the street near the Park Ave Condos) will be reconstructed this year allowing for better sidewalks, safer pedestrian and ADA access, better amenities, and shelters that reflect our mountain-town feel. Parallel to this effort, a bus stop accessibility study will be conducted to inventory all stops in the system and prioritize improvements based on boarding's, lack of amenities, first/last mile needs, and ADA access.

AECOM, the lead consultant for these efforts, has provided the project team with two high-level bus shelter forms and a list of possible building materials to use. The project team met on July 3, 2019 to discuss the two shelter ideations presented and determine possible materials that are sturdy, require little to no maintenance, and still reflect the alpine and mountain town feel requested by residents.

Preliminary recommendations from the Park City/Summit County project team include:

- Bus shelter Ideation A as the preferred design:
 - Requires less snow removal/maintenance
 - Has a more alpine look and feel, compared to the more modern Ideation B
- Preferred materials include:
 - Concrete and metalwork for framing and benches, requiring little maintenance
 - Rock gabions were not recommended due to more robust cleaning and maintenance needs, potential rust issues due to snowmelt chemicals
 - Timber use in areas not heavily impacted by snow, like ceilings and support beams

- Polycarbonate panels to enclose bus shelters and keep passengers safe from weather elements
- Amenities to consider (site-specific) include:
 - Interactive information panels
 - Solar powered lighting
 - A transit icon/signage that clearly denotes a bus stop facility
 - Ski/Snowboard/Bike tuning station
 - Bike racks and/or bike share stations where applicable

Please see **Appendix A** for a presentation on the modular bus shelter designs, material options, and list of possible amenities provided by the consultant team.

Next Steps:

- The consultant team will take the feedback from the project team and incorporate the requests into a more detailed shelter design.
- Site-specific design work will begin for the Park Avenue locations; part of this effort includes widening the sidewalk on the west side (near A Fresh Market) to be consistent with the recently constructed 10' sidewalk on the east side of the street.
- The accessibility study results will provide the project team with direction for the improvement of additional bus stops throughout the system.

Consistency With Adopted Plan:

This effort is consistent with recommended strategies in the Short Range Transit 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 Alexis Verson, alexis.verson@parkcity.org, or 435-615-5317.

Appendices

Appendix A – Bus Shelter Design Presentation

BUS SHELTER PARK CITY, UTAH



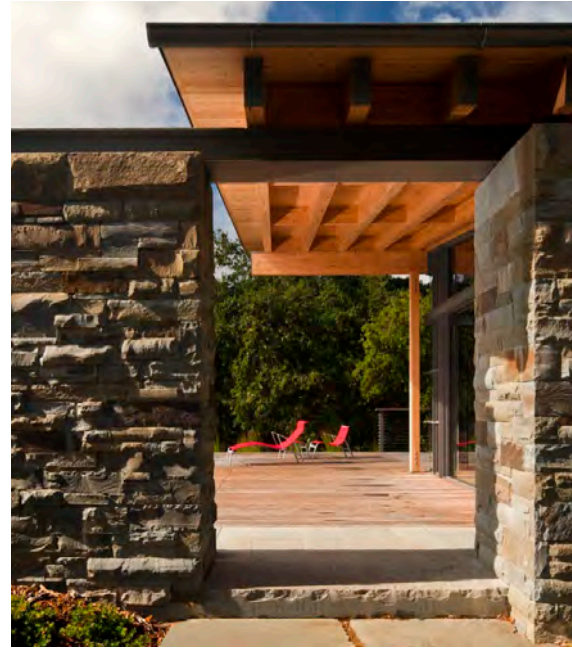
SHELTER DESIGN



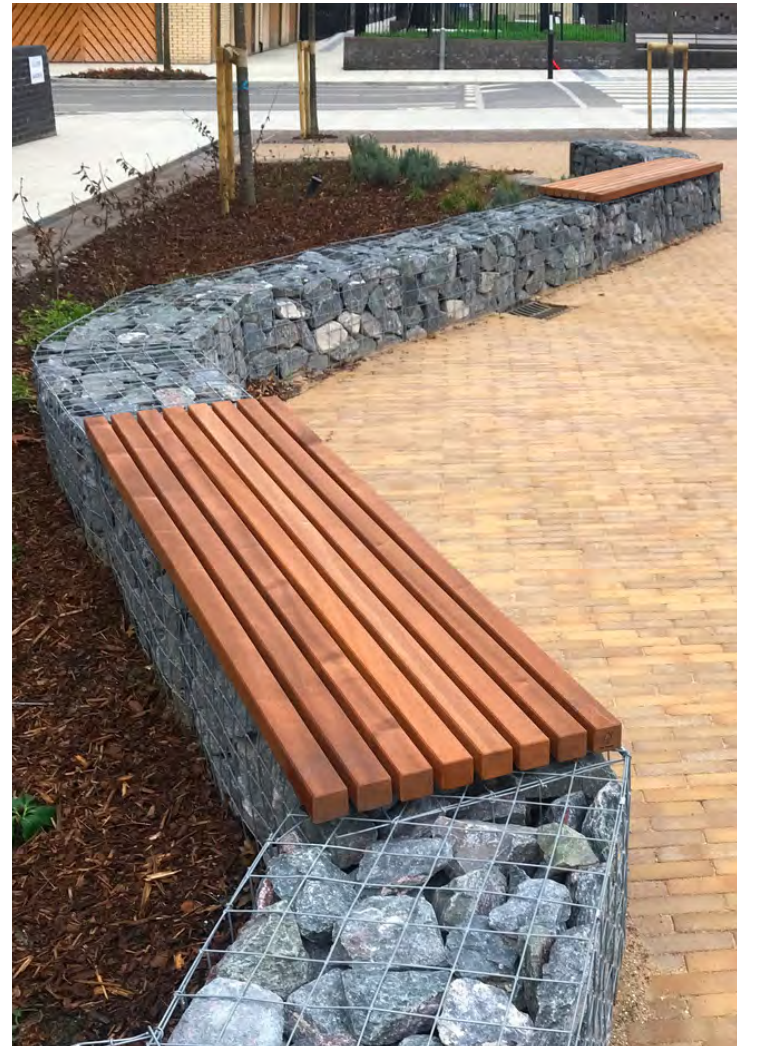
STRUCTURE



MATERIALS



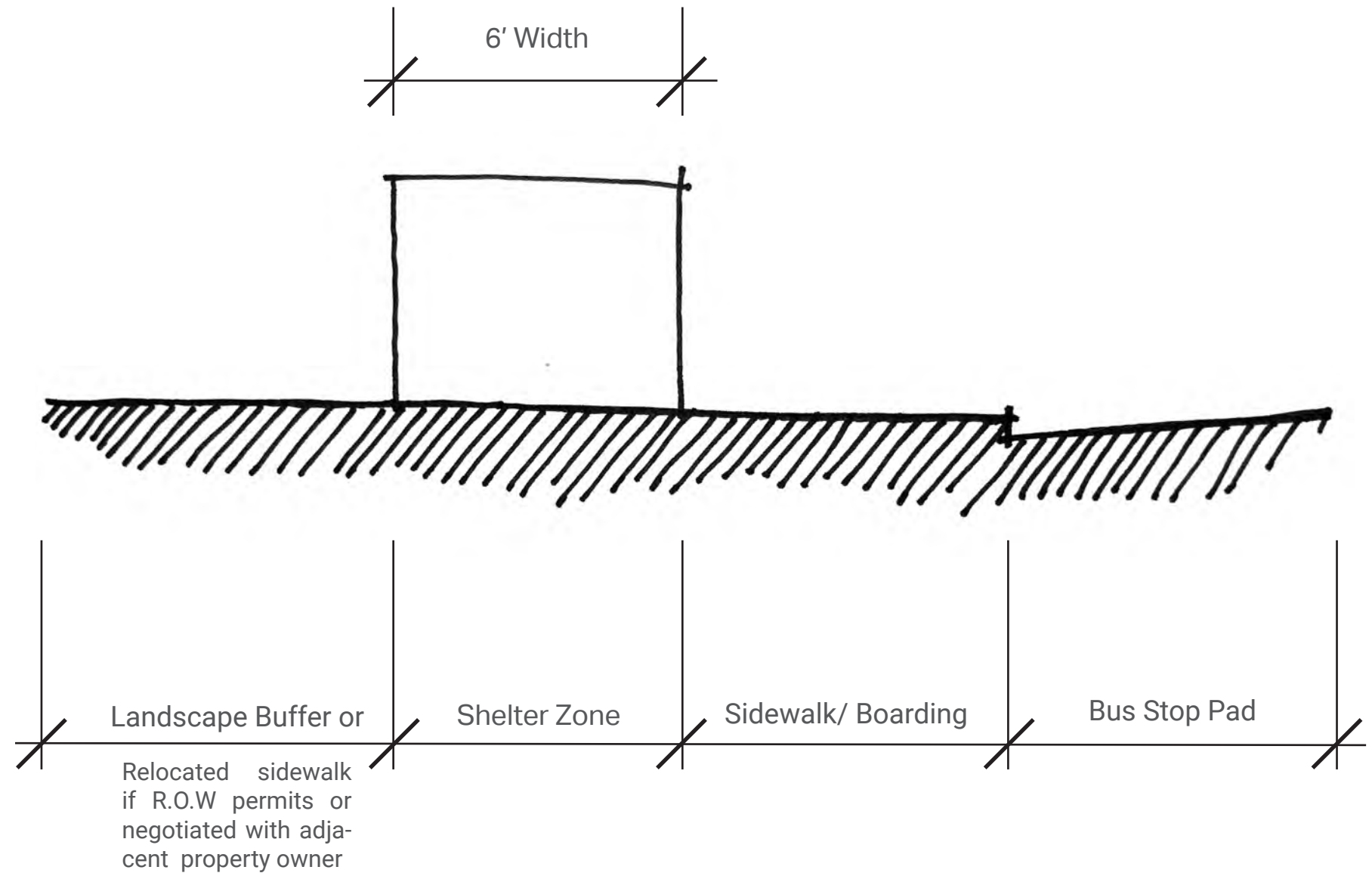
ART



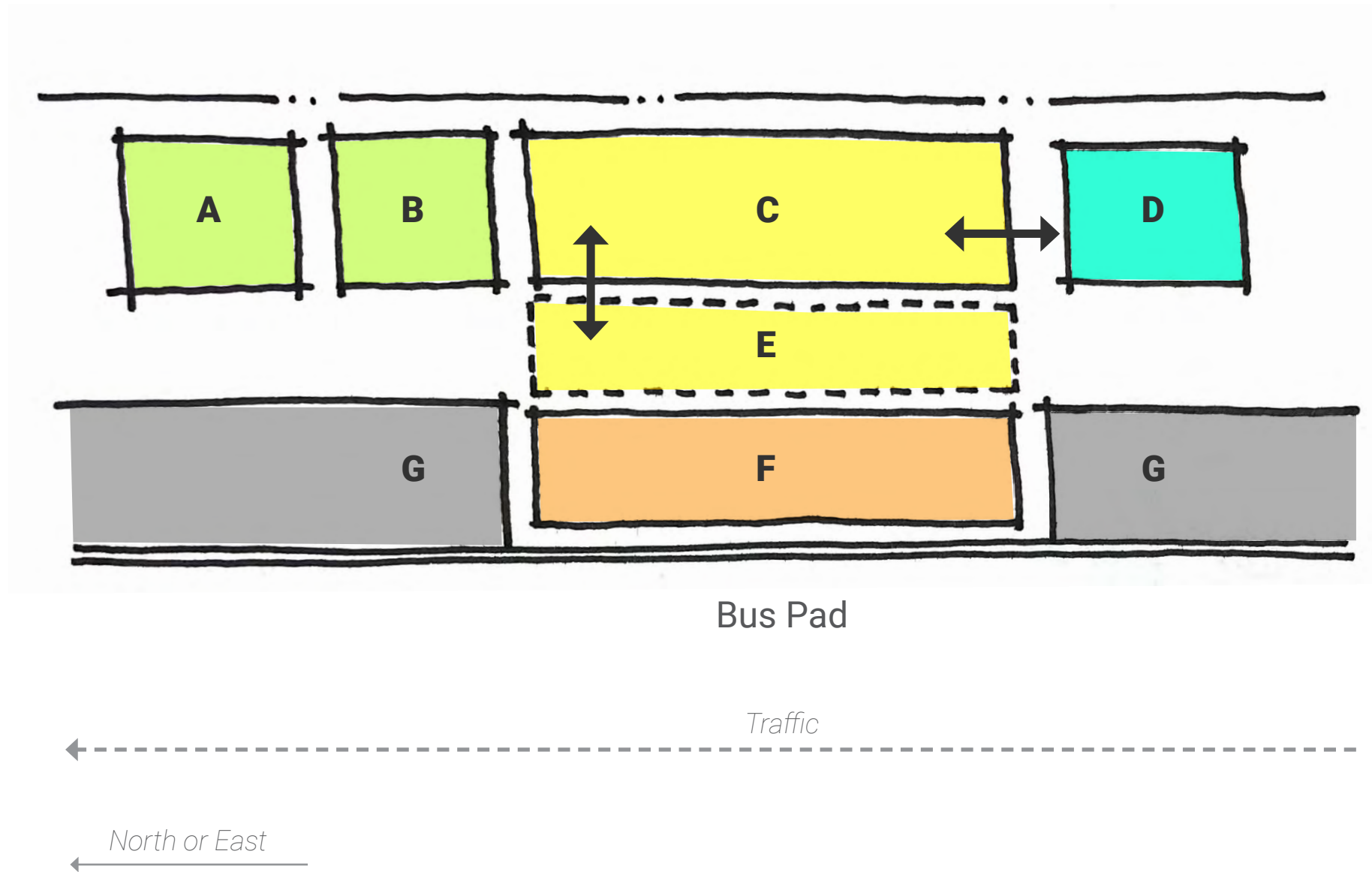
BUS SHELTER PROGRAM

Program:

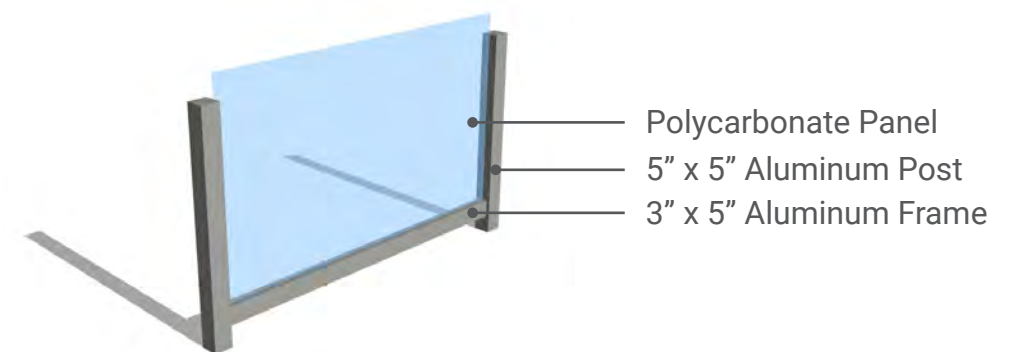
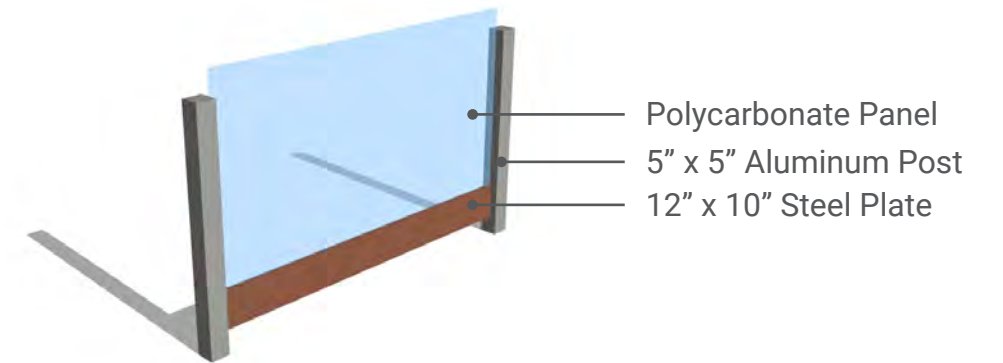
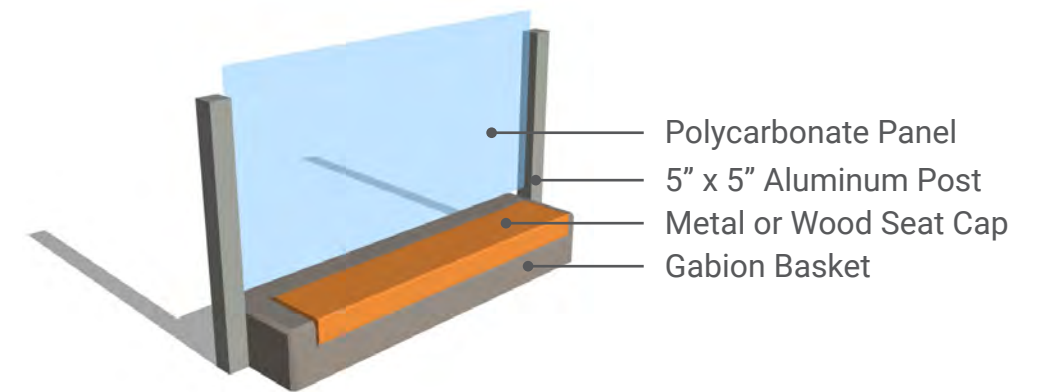
- Shelter- 60 square feet minimum
- Benches indoor/outdoor
- Wind screen
- Trash/ recycling receptacle
- Lighting
- Reader board
- Personal bike storage
- Rental bike storage with pay station
- Ski/snowboard station
- Indoor paving/ Waiting
- Outdoor paving/waiting- 40 square feet minimum (exclusive of sidewalk)
- Public sidewalk
- Bike access
- Solar panels
- Route map directory
- Security cameras
- Agency brand signage
- ETEL
- Kiosk
 - Bus line status
 - LCD information screen
 - USB recharging
 - Advertising monitor
- Art integrated



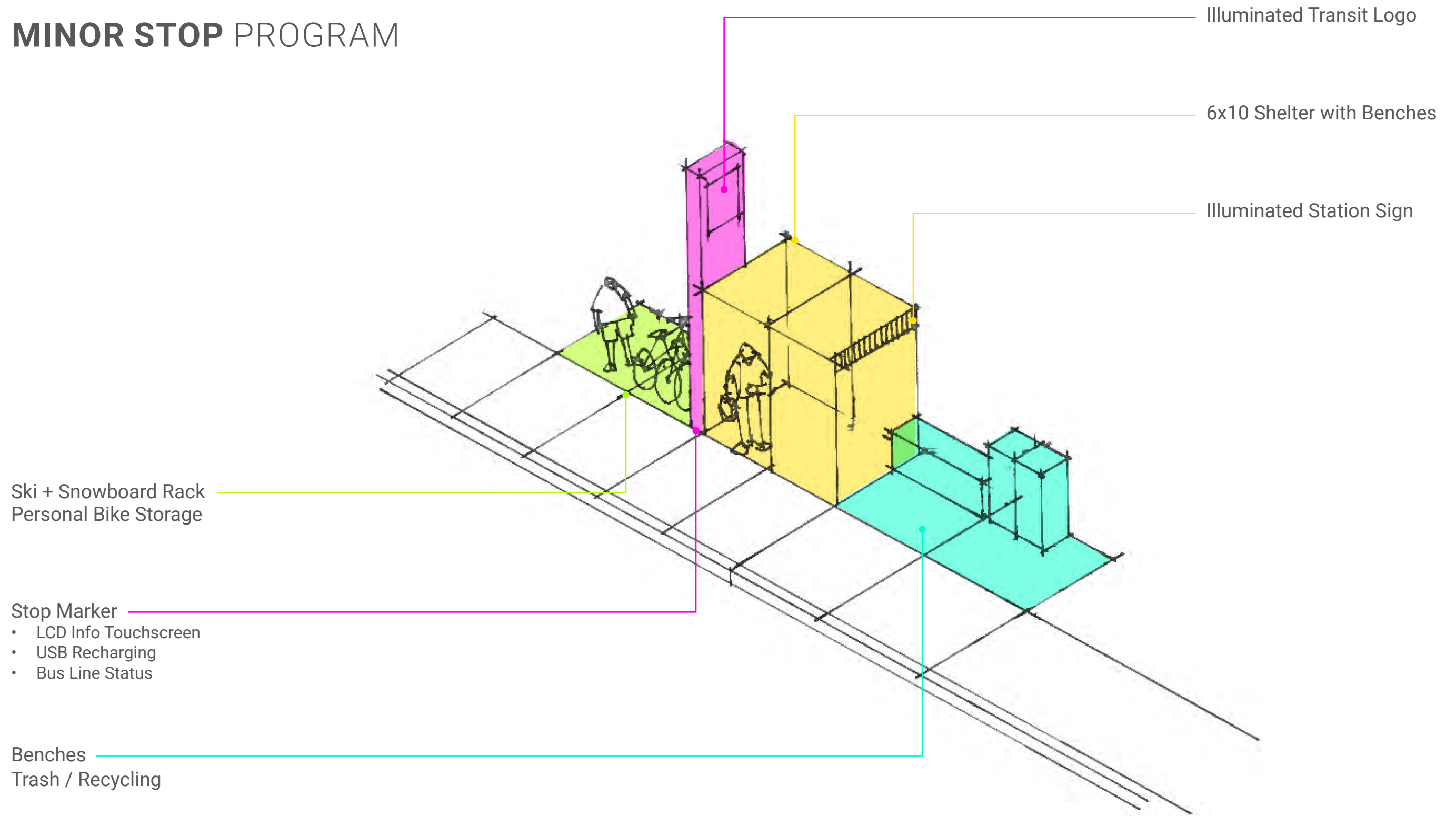
BUS SHELTER CIRCULATION



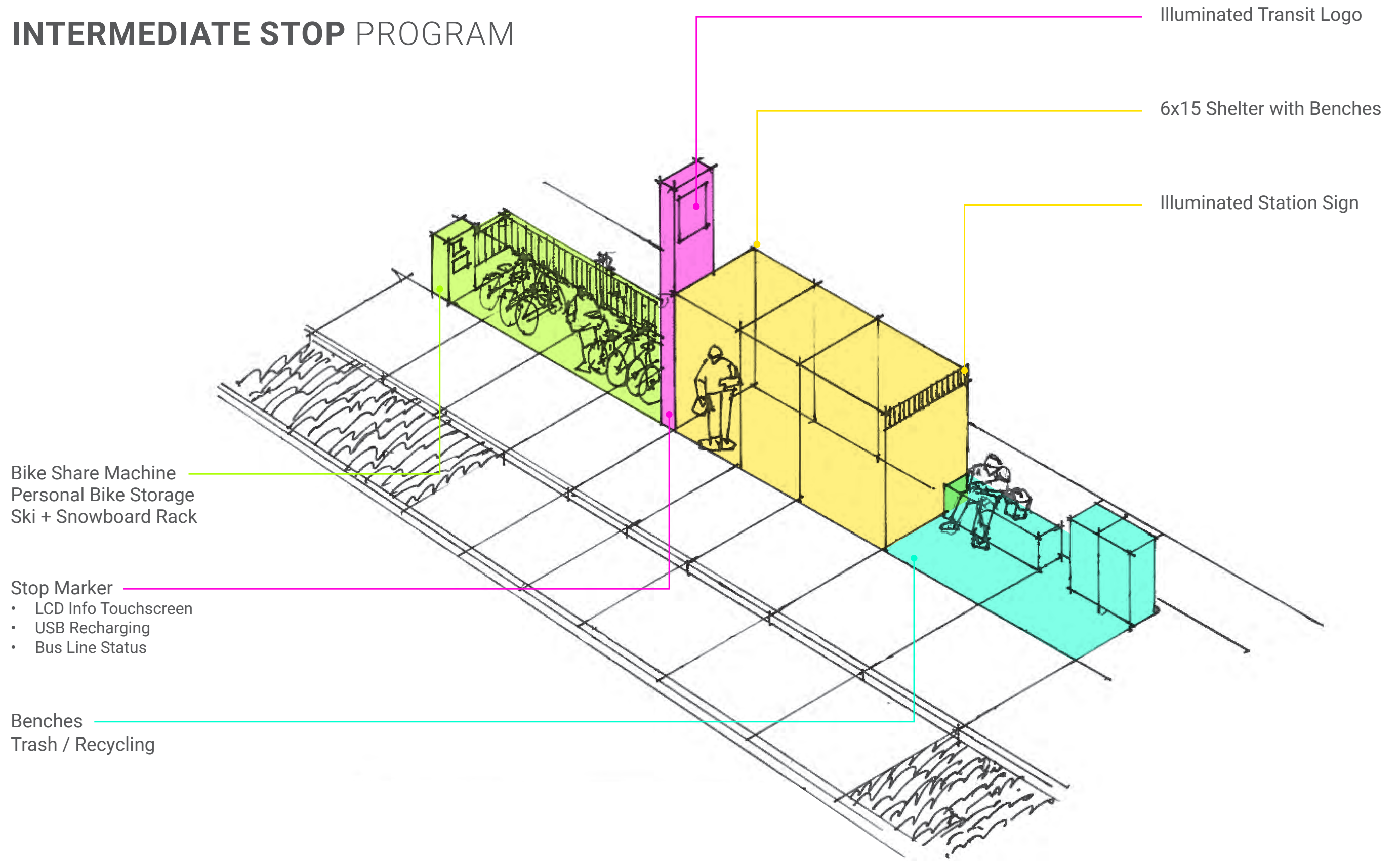
- A** Bike Share
- B** Bike or Ski and Snowboard Storage
- C** Shelter
- D** Outdoor Seating
- E** Boarding (if no tree lawn)
- F** Boarding
- G** Tree lawn - Space Permitting
- ↔** Shelter Ingress / Egress



MINOR STOP PROGRAM



INTERMEDIATE STOP PROGRAM



MAJOR STOP PROGRAM

Illuminated Transit Logo

6x20 Shelter with Benches

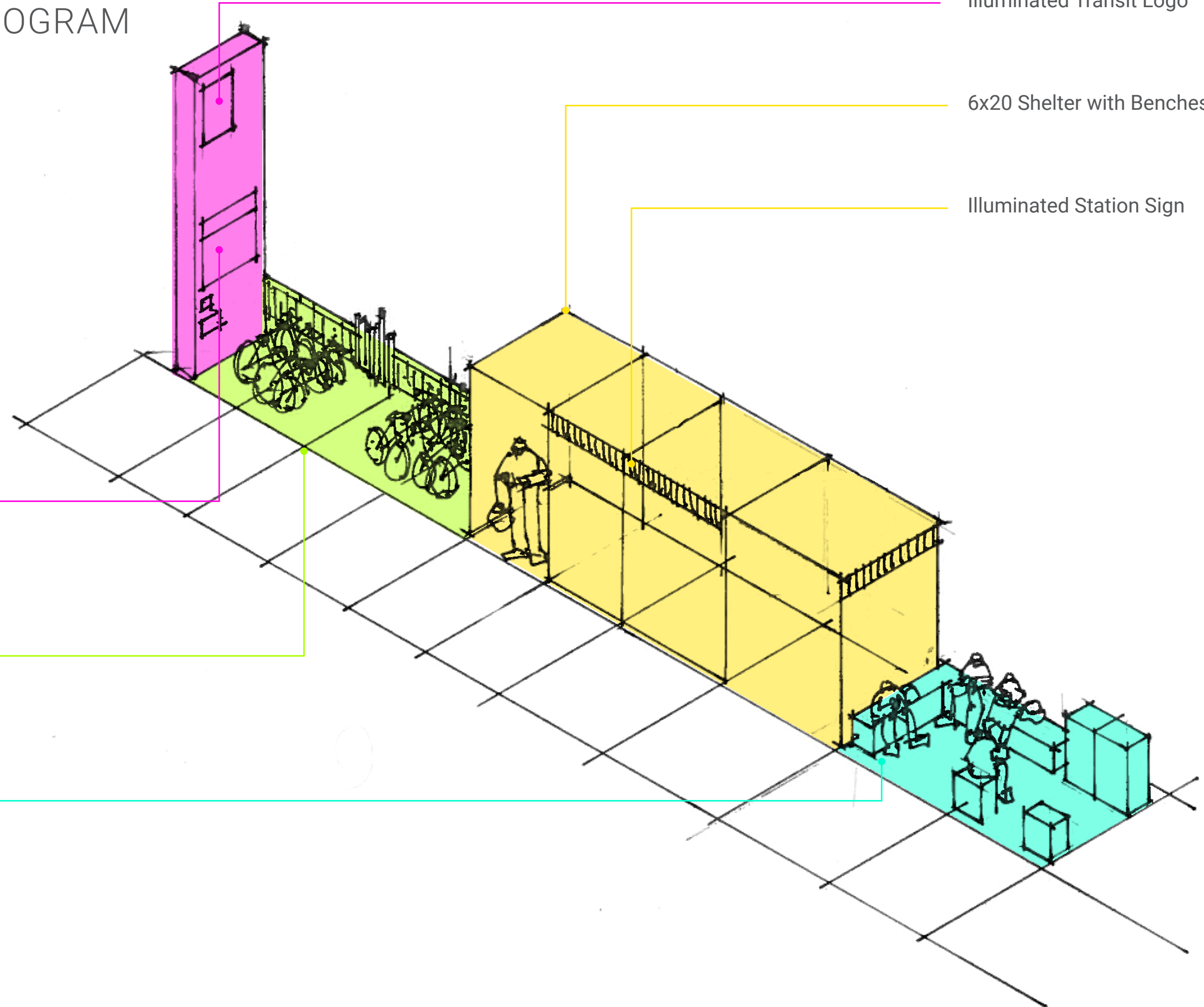
Illuminated Station Sign

Stop Marker

- LCD Info Touchscreen
- USB Recharging
- Bus Line Status

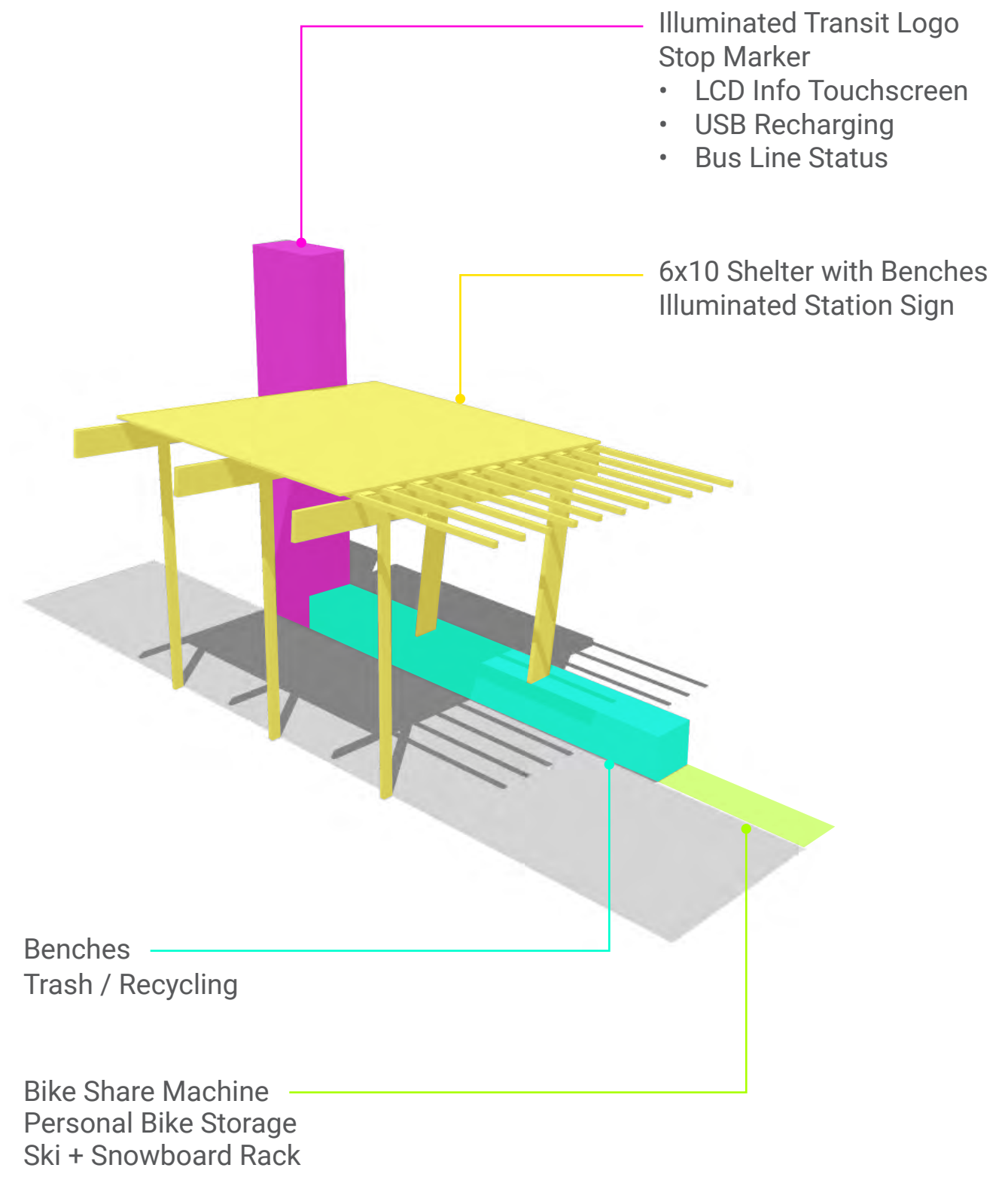
Bike Share Machine
Personal Bike Storage
Ski + Snowboard Rack

Benches
Trash / Recycling



IDEATION A: SLOPPED ROOF PROGRAM

MINOR STOP



Illuminated Transit Logo
Stop Marker

- LCD Info Touchscreen
- USB Recharging
- Bus Line Status

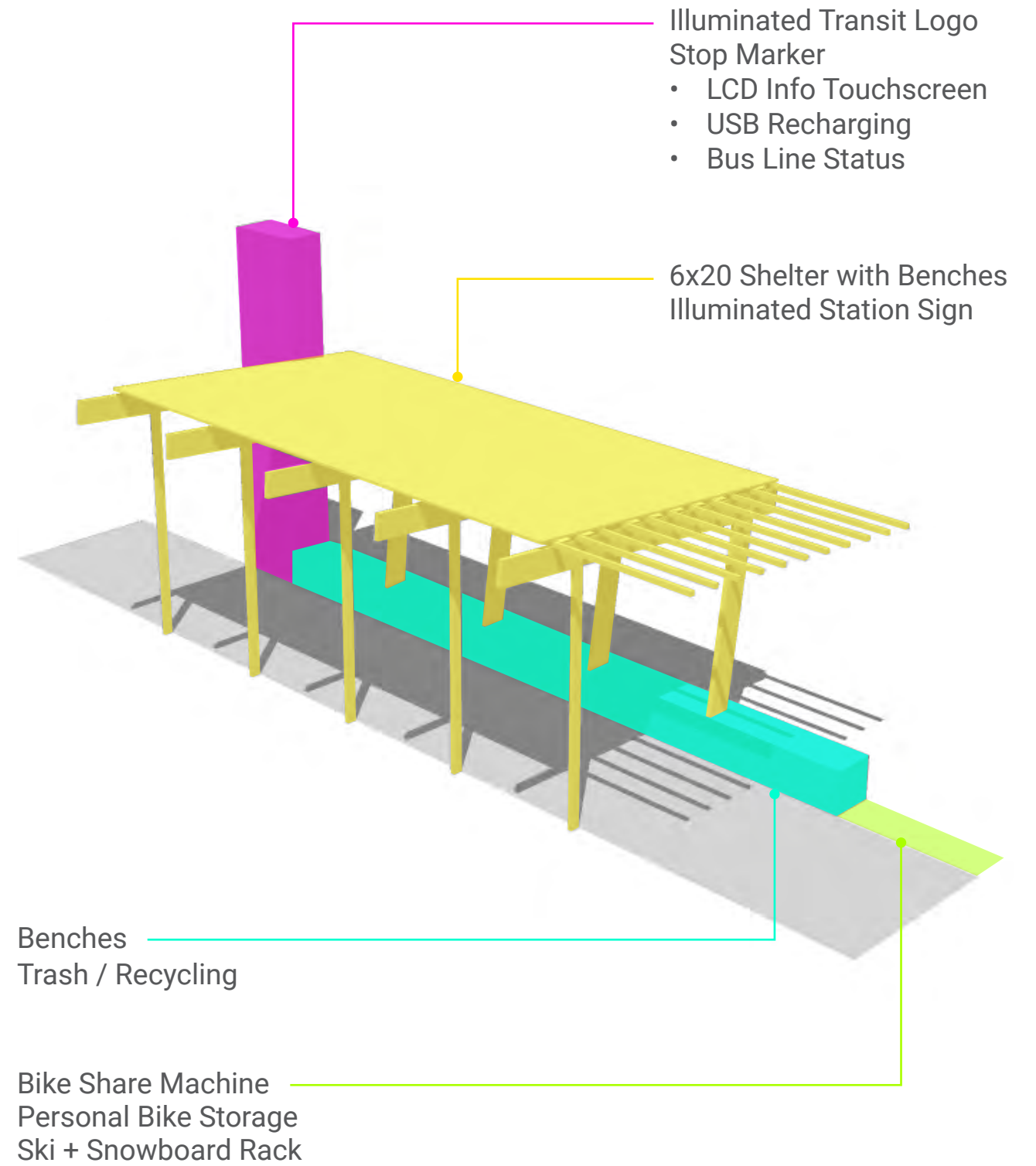
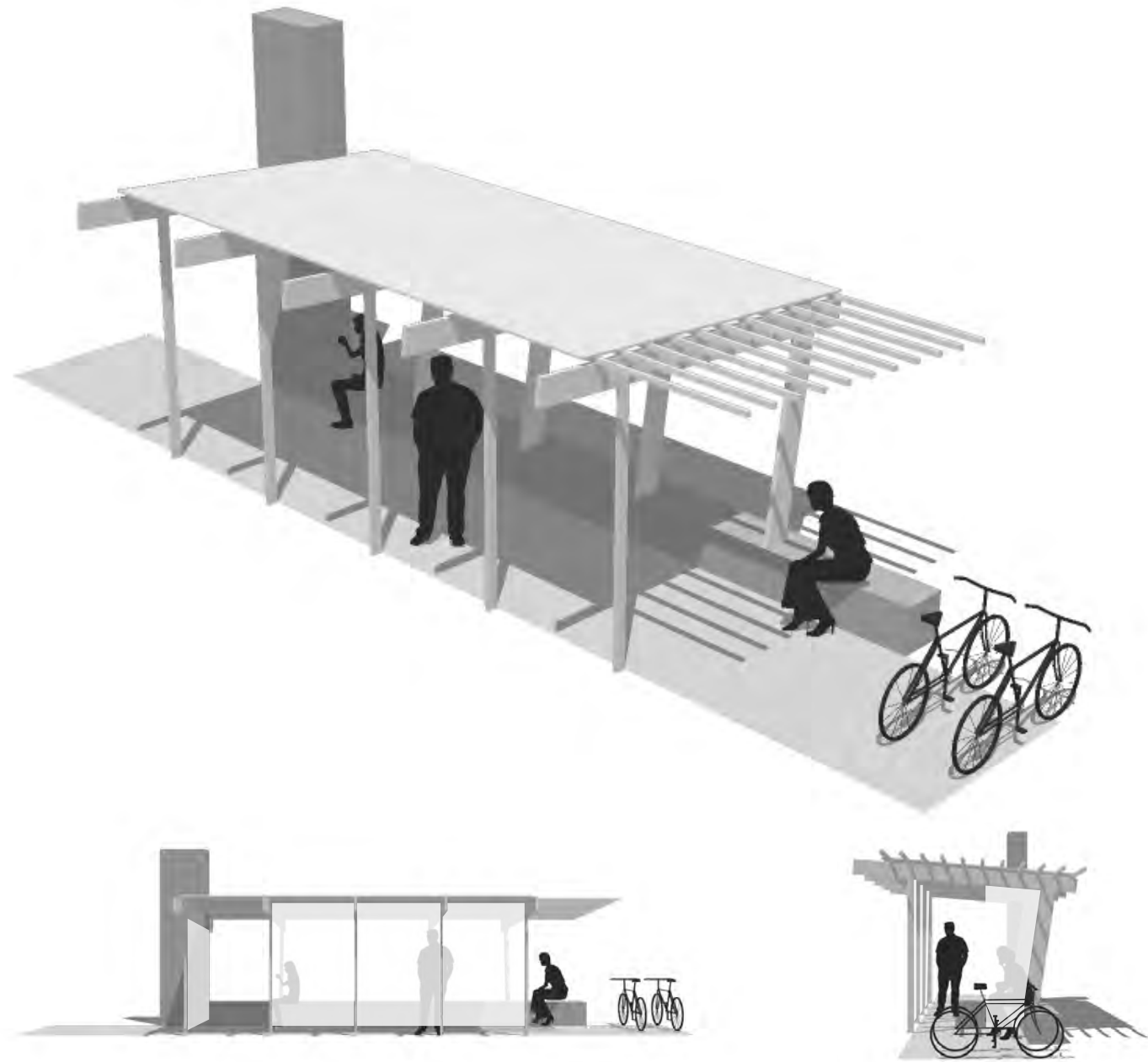
6x10 Shelter with Benches
Illuminated Station Sign

Benches
Trash / Recycling

Bike Share Machine
Personal Bike Storage
Ski + Snowboard Rack

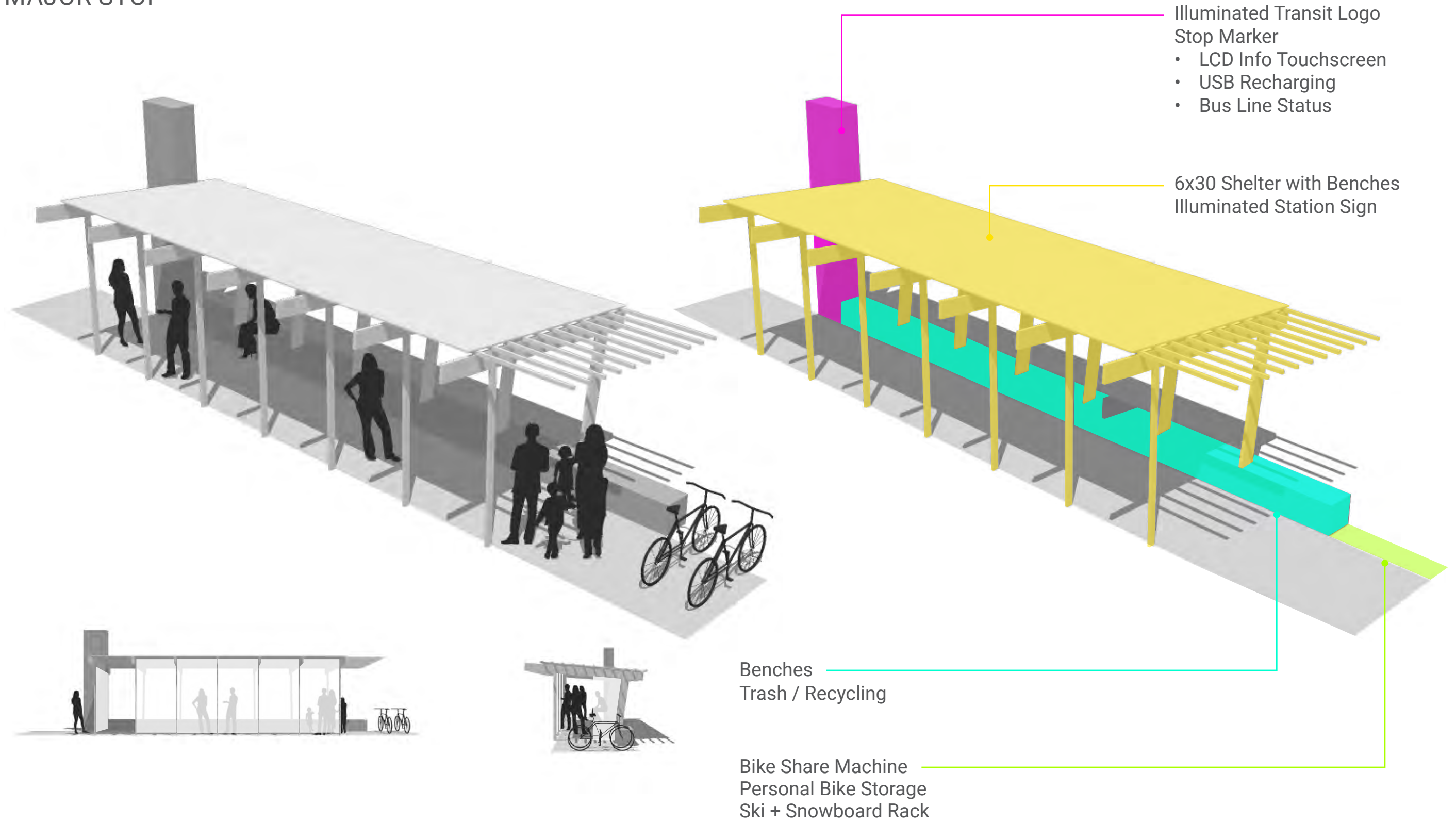
IDEATION A: SLOPPED ROOF PROGRAM

INTERMEDIATE STOP

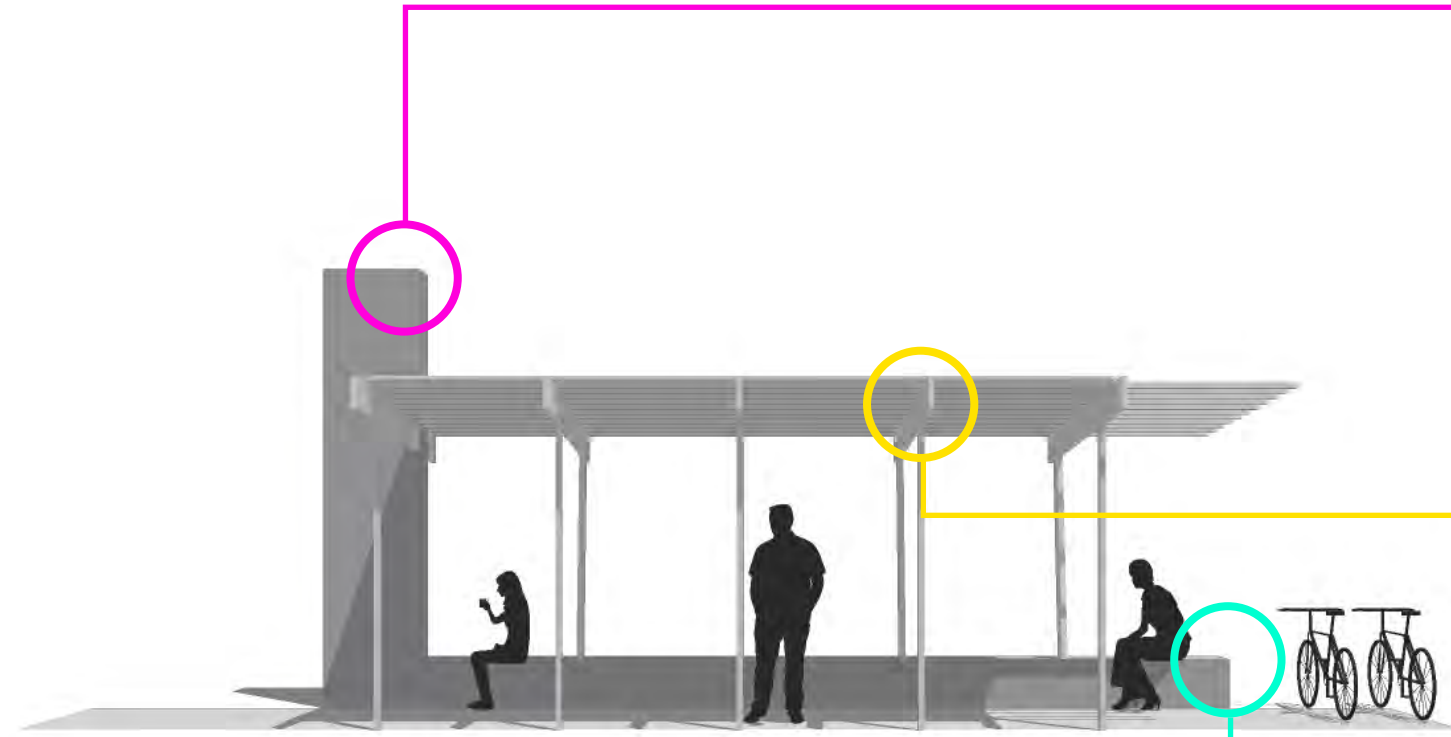


IDEATION A: SLOPPED ROOF PROGRAM

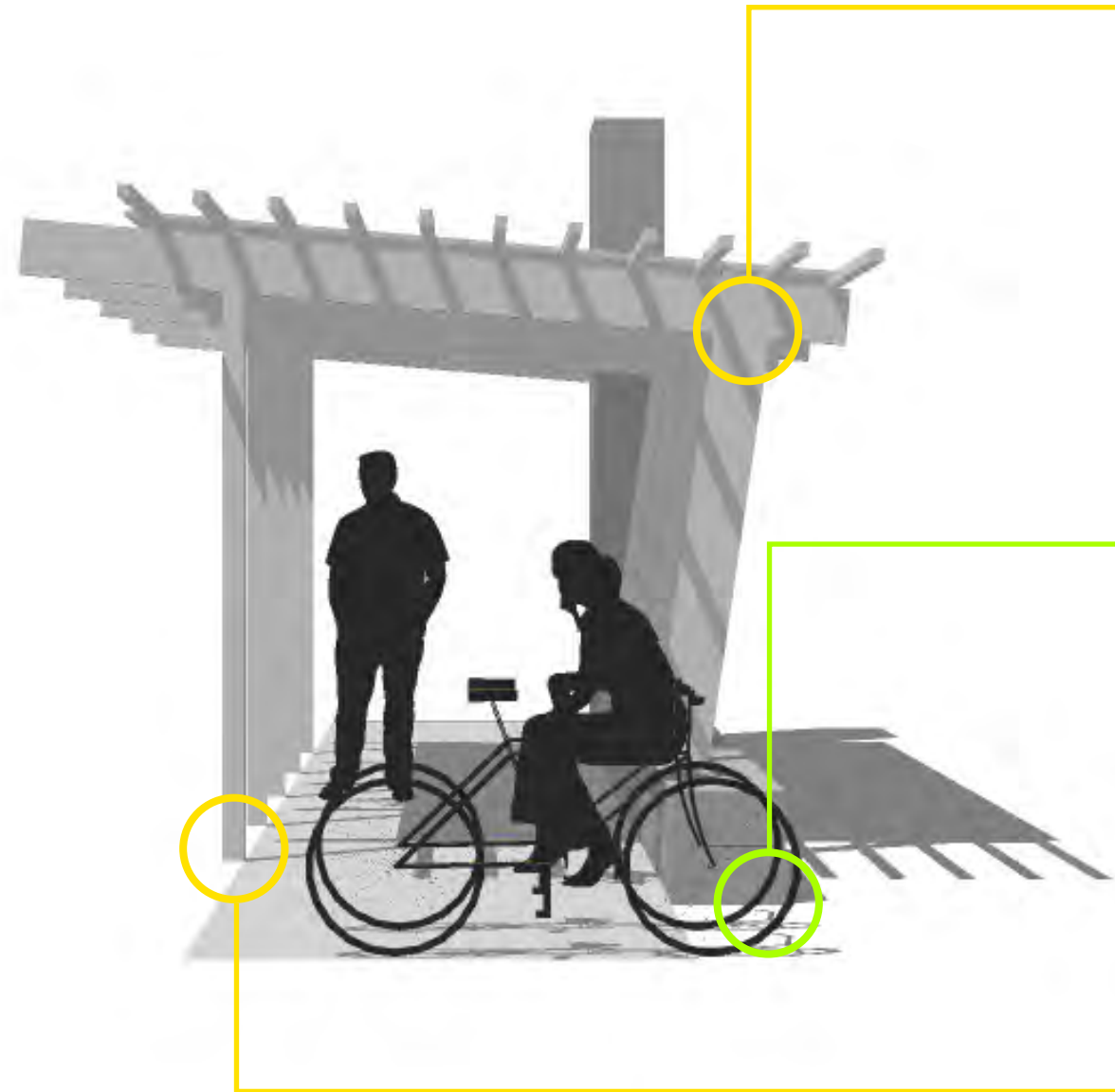
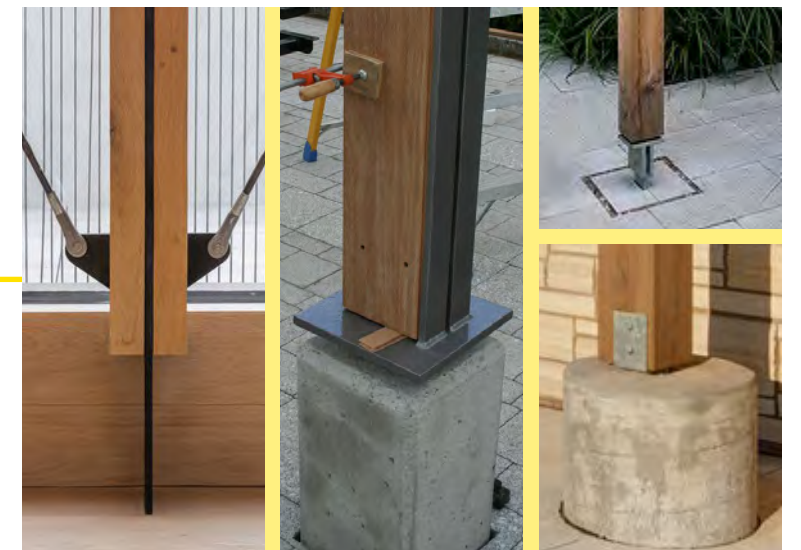
MAJOR STOP



IDEATION A: SLOPPED ROOF MATERIALS

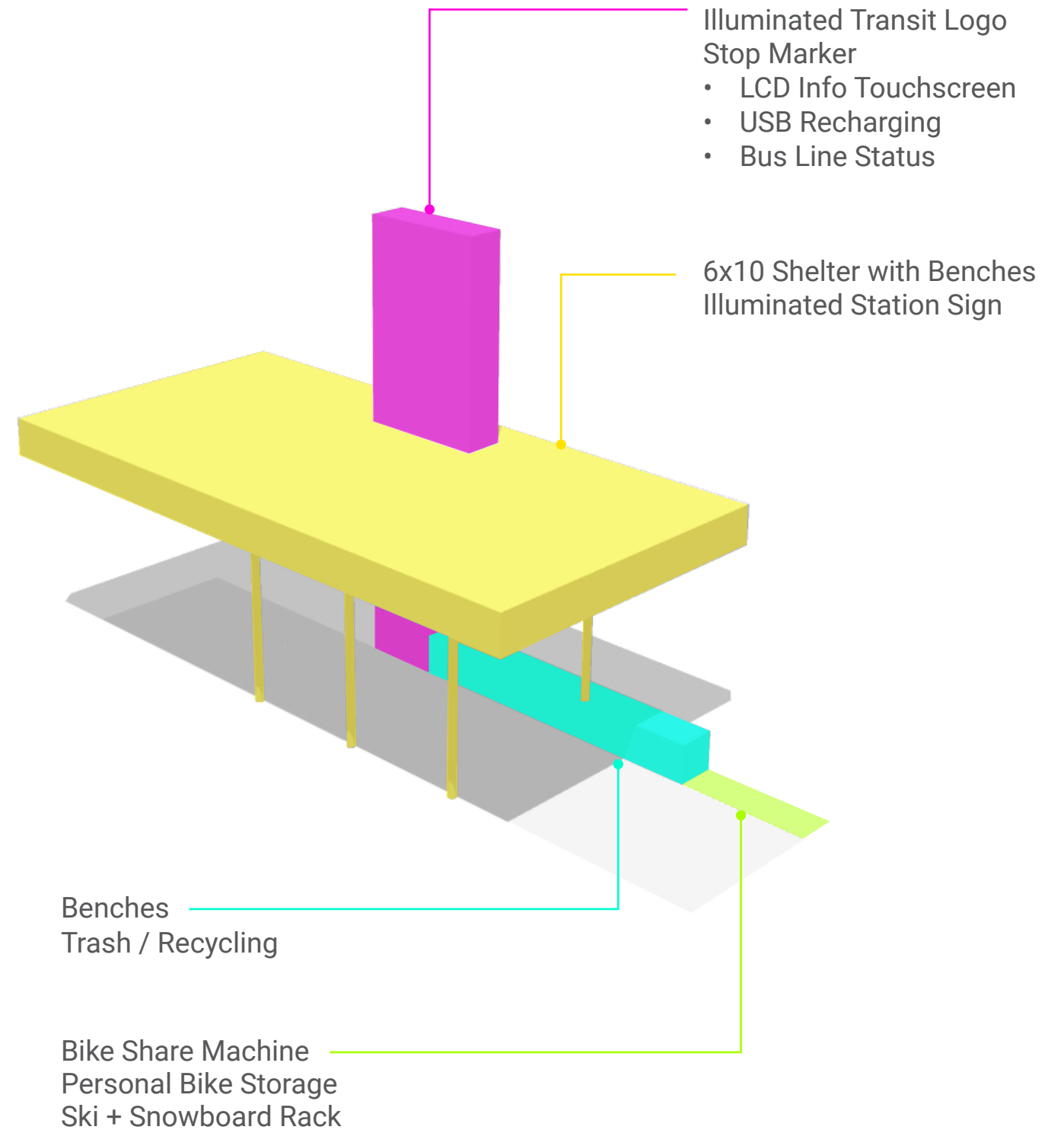
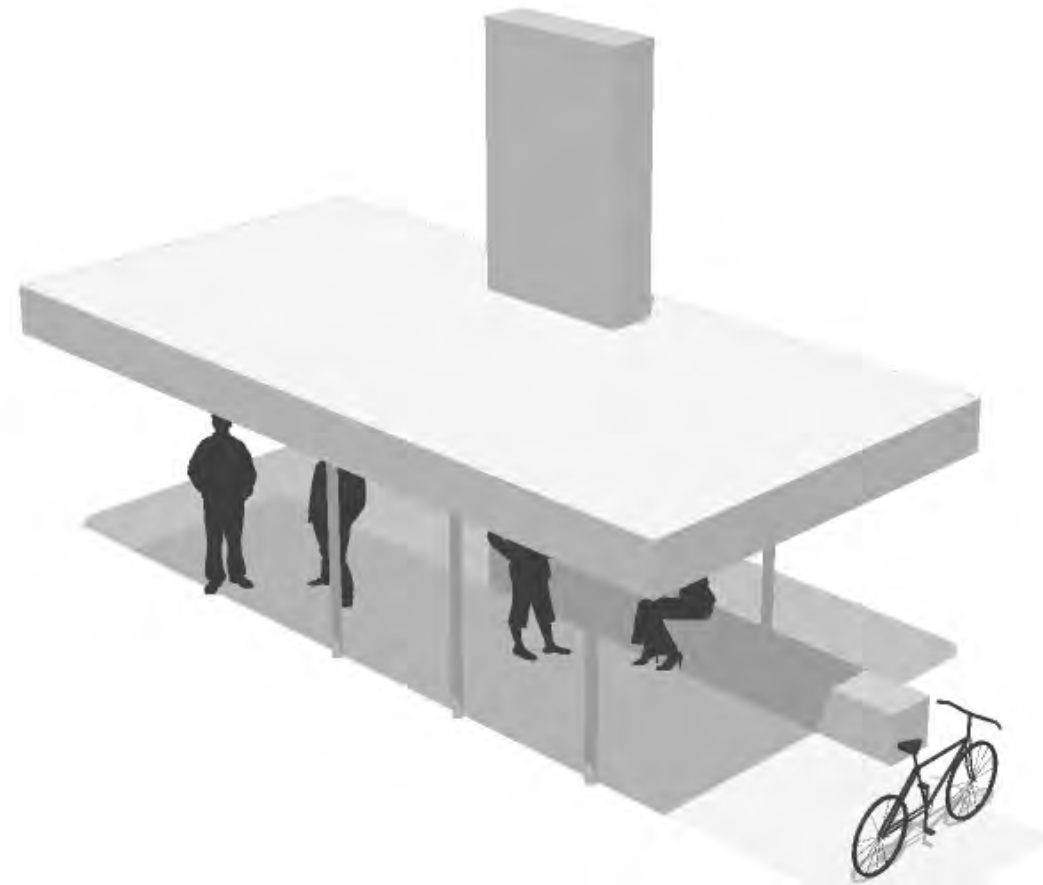


IDEATION A: SLOPPED ROOF DETAILS



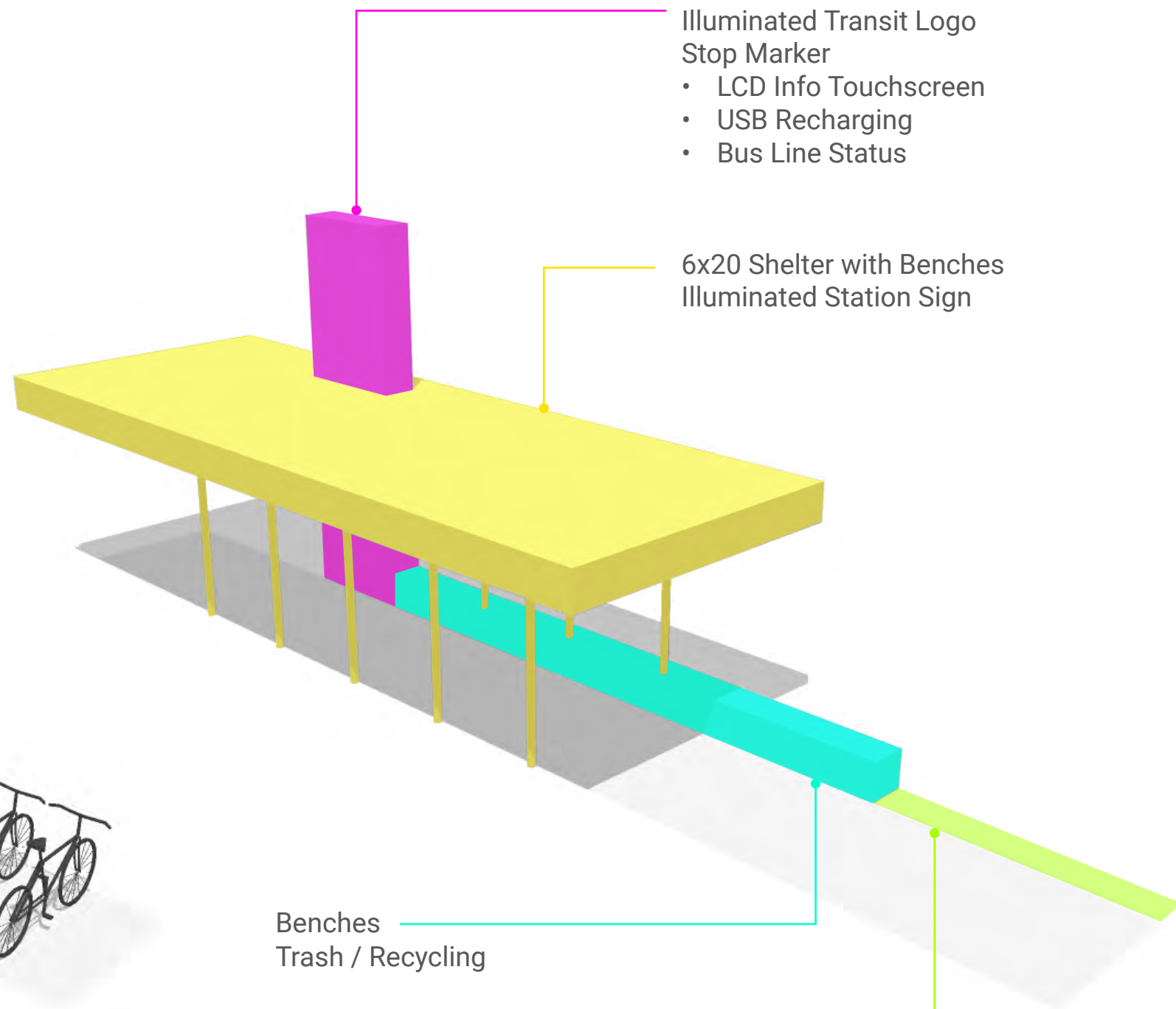
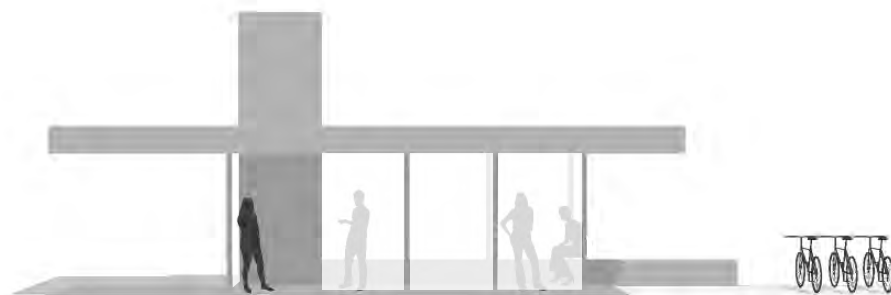
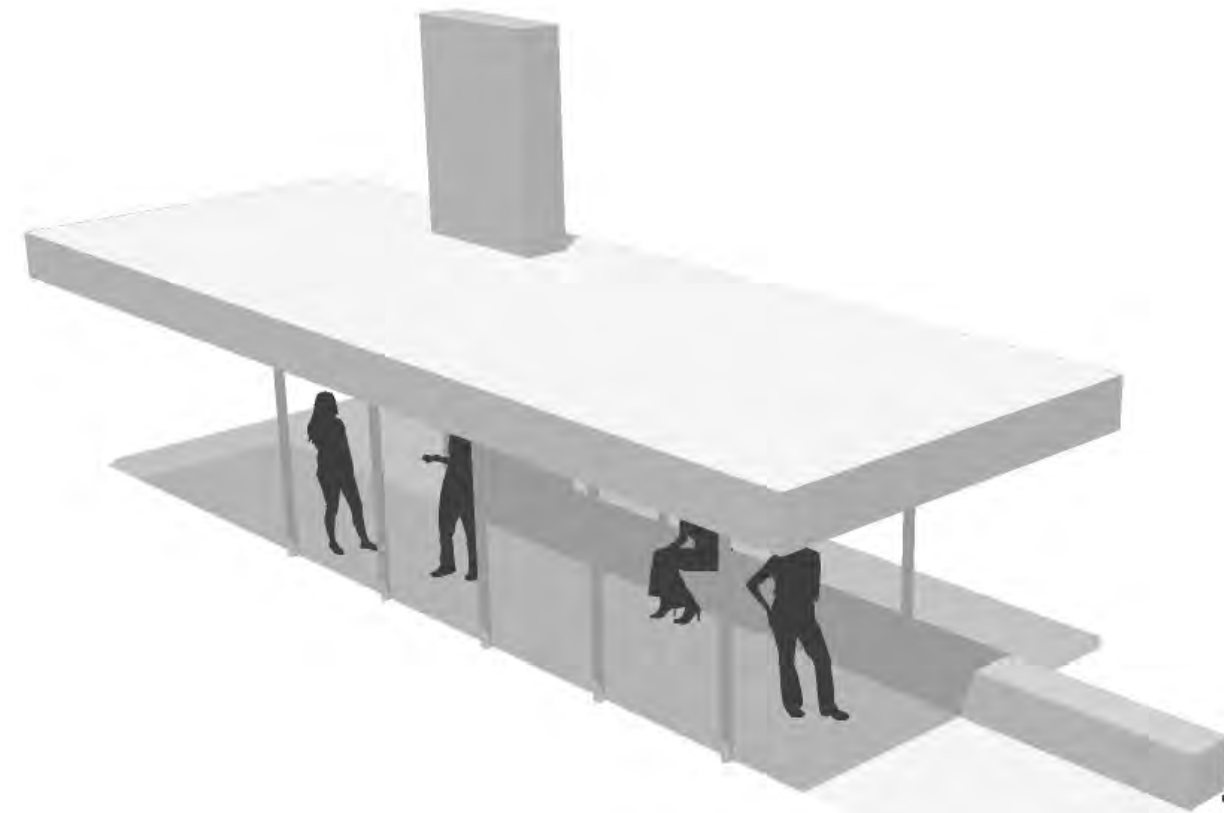
IDEATION B: FLAT ROOF PROGRAM

MINOR STOP



IDEATION B: FLAT ROOF PROGRAM

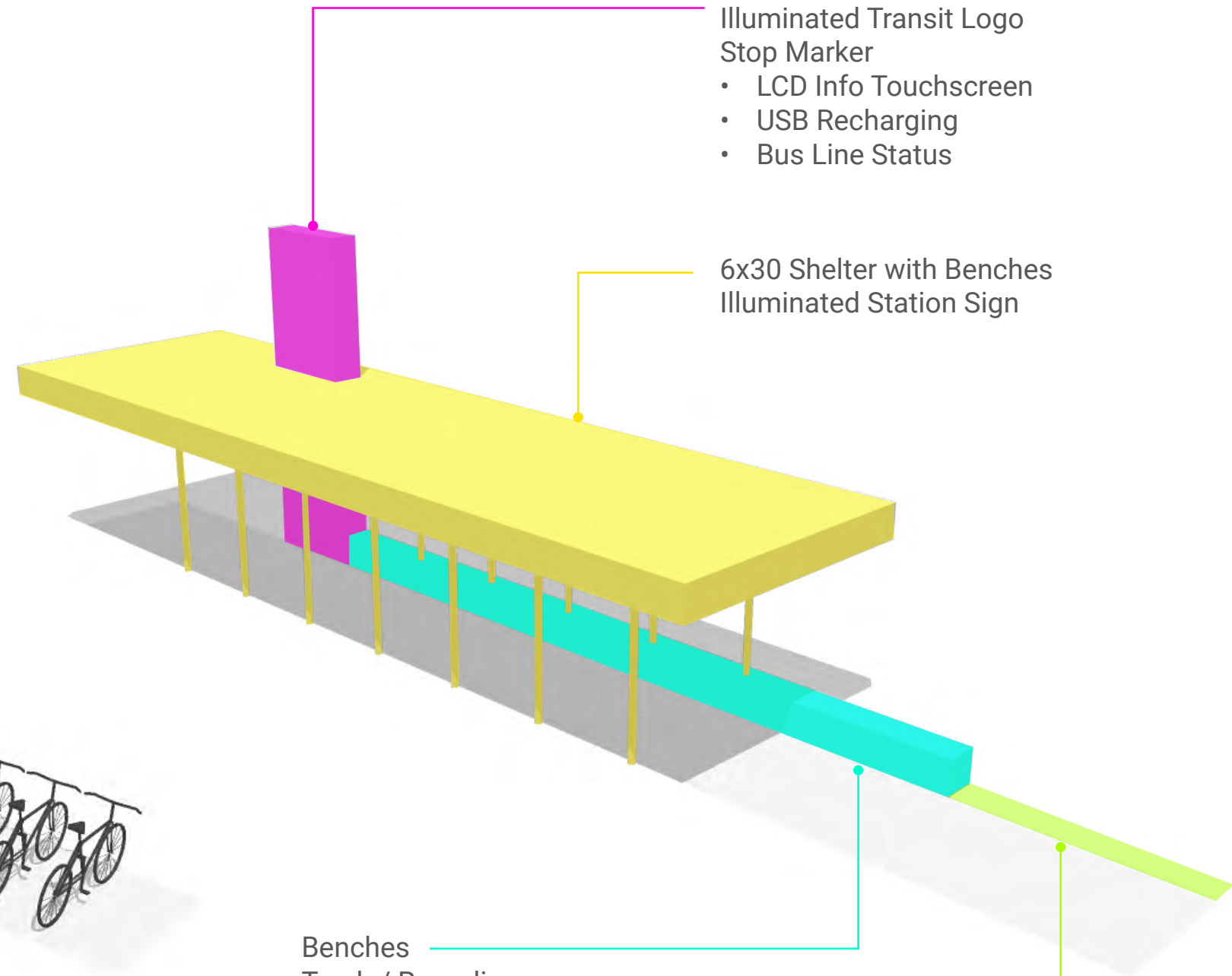
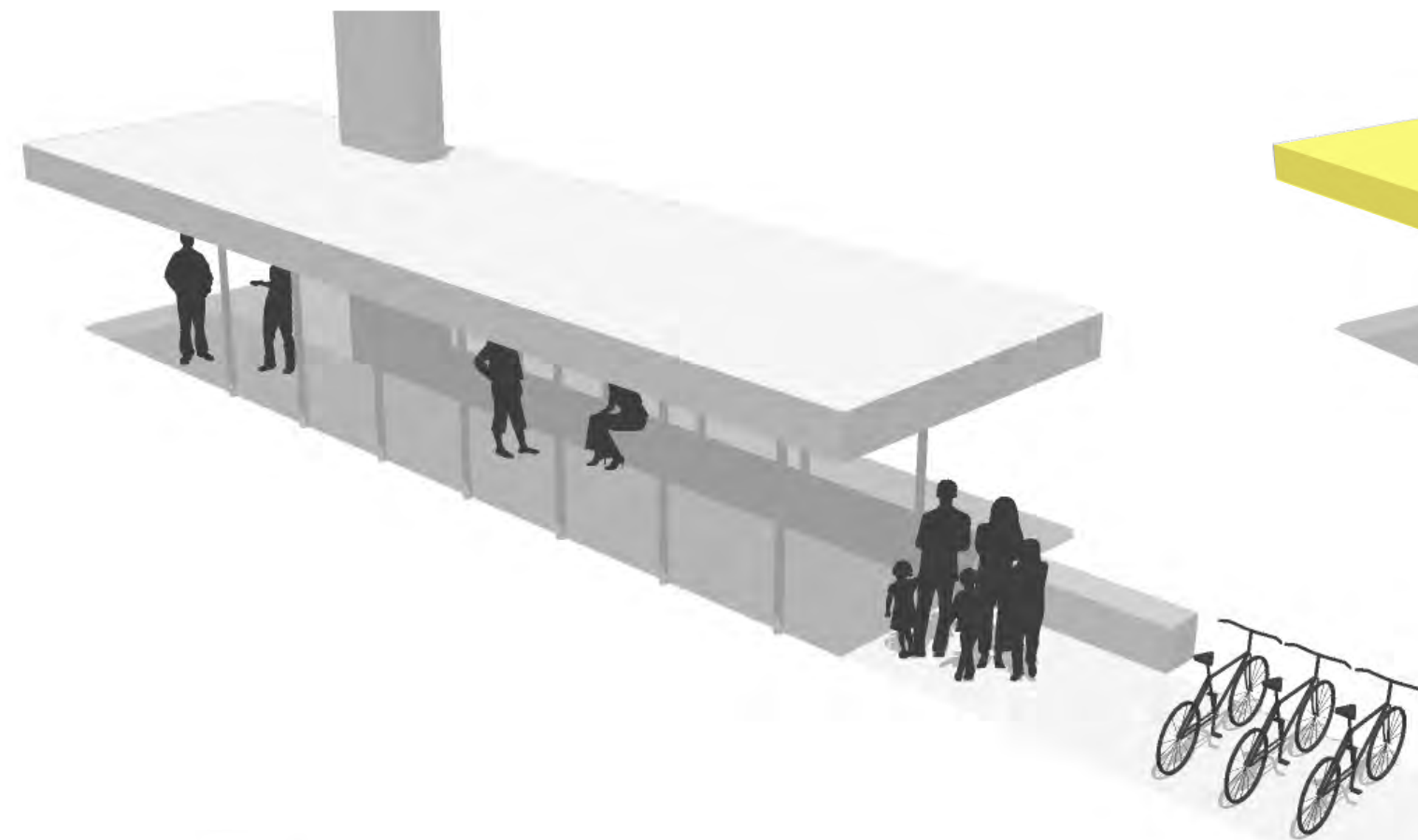
INTERMEDIATE STOP



Bike Share Machine
Personal Bike Storage
Ski + Snowboard Rack

IDEATION B: FLAT ROOF PROGRAM

MAJOR STOP



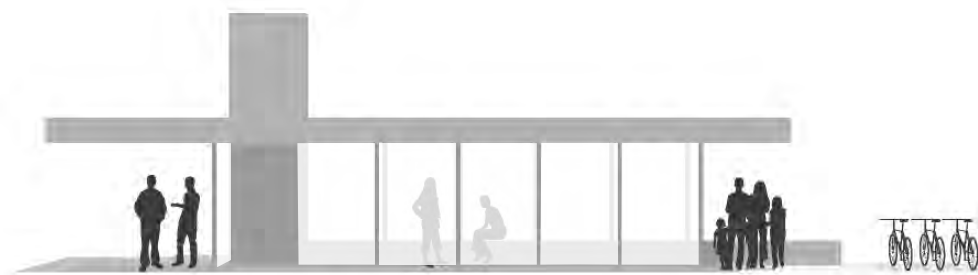
Illuminated Transit Logo
Stop Marker

- LCD Info Touchscreen
- USB Recharging
- Bus Line Status

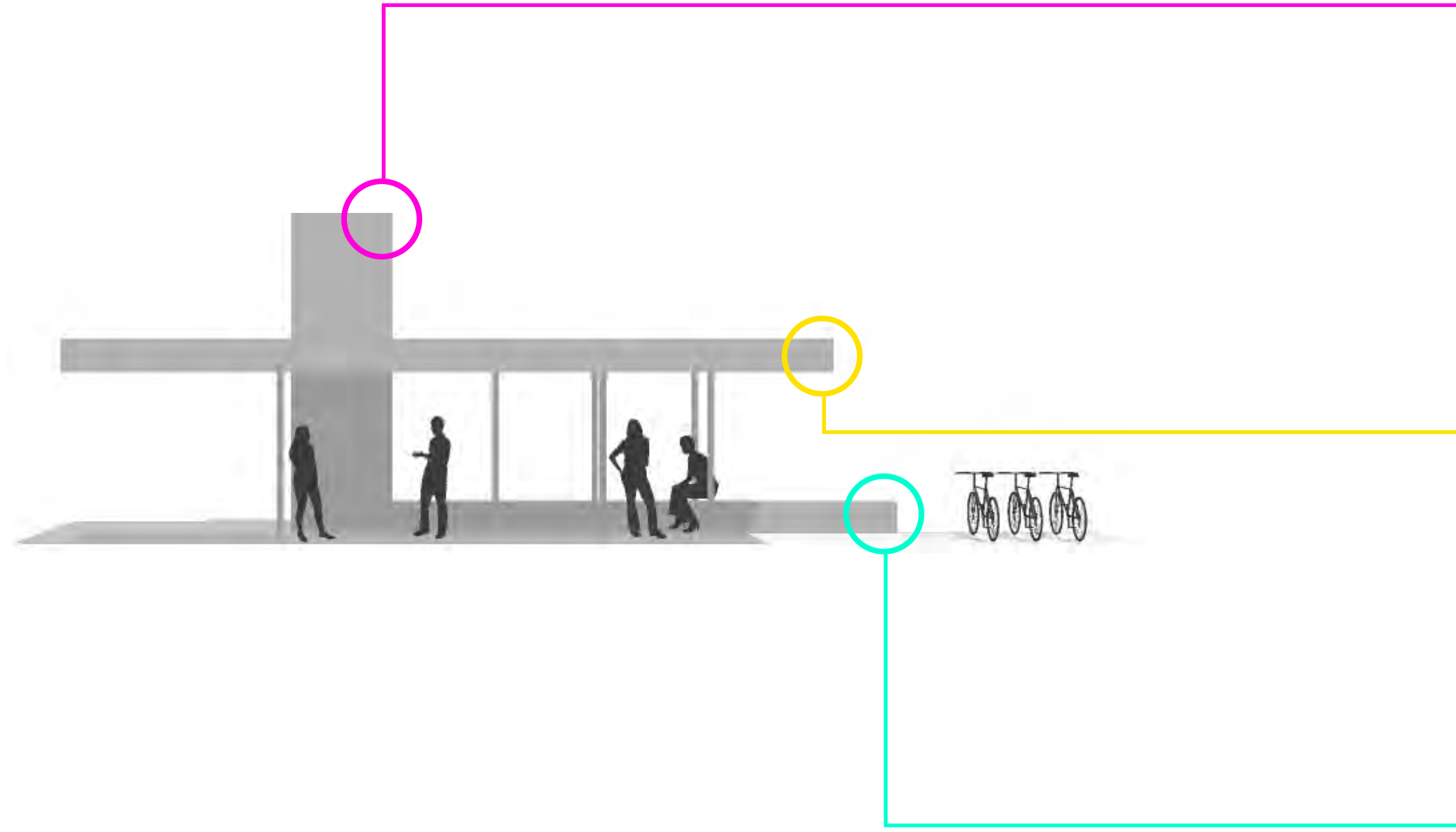
6x30 Shelter with Benches
Illuminated Station Sign

Benches
Trash / Recycling

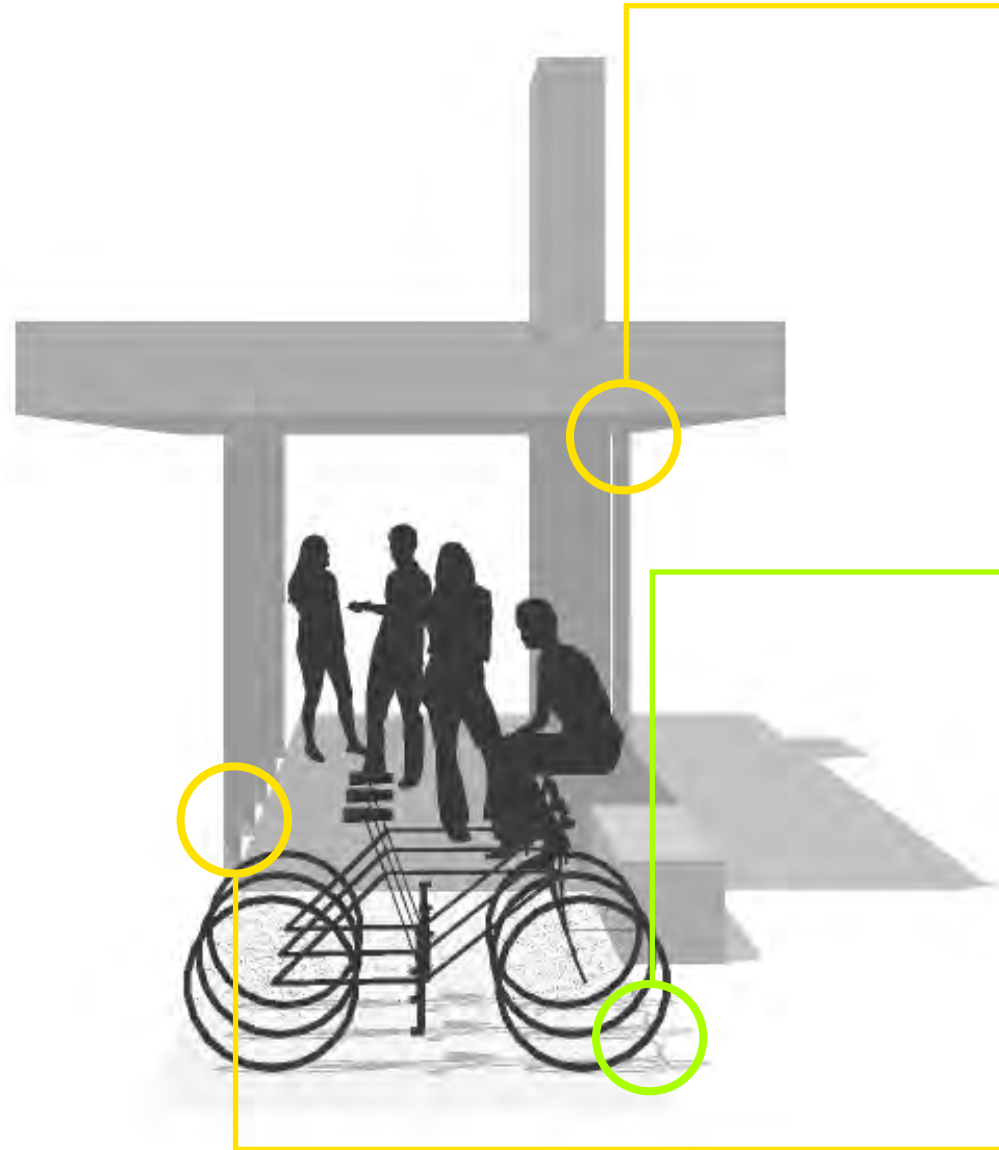
Bike Share Machine
Personal Bike Storage
Ski + Snowboard Rack



IDEATION B: FLAT ROOF MATERIALS



IDEATION B: FLAT ROOF DETAILS



IDEATION A + B SUMMARY



IDEATION A: SLOPPED ROOF CONCEPT

- This ideation focuses on expressing the structure to capture attention of potential users.
- Extending the structure also defines spaces, which is seen above. The structure extending to the right defines the seating area outside of the bus shelter, as well as, helps connect the outdoor spaces to the overall form.
- The expressive structure will read with the neighboring environment by implementing materials that ultimately blend in with the surrounding landscape.
- The ultimate goal for this ideation is to use the stop marker and the expressive structure to create an iconic architectural form for the right of way.
- This form was inspired by Peter Zumthor's mining museum. This project is seen on the precedent study slide.



IDEATION B: FLAT ROOF CONCEPT

- Ideation B was created based off this idea of using the stop marker as the main element to capture the attention of potential users.
- To balance the monumental stop marker, the roof form was designed to read as a heavy element. This contrasts Ideation A where the roof form reads as thin and light.
- The main two elements, the roof and the monumental stop marker, read as the main two elements while ultimately making the columns underneath disappear.
- This Ideation will not extend the structure, like Ideation A, but rather extend the form to define spaces.
- This form was inspired by the image on the precedent study page where the heavy roof was the main element but the material options are driven by Peter Zumthor's mining museum example.



MEMORANDUM

Date: July 16, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City and Summit County Staff
Subject: Kimball Junction Circulator Technology Report

Background:

See attached Kimball Junction Circulator Technology Report

Discussion:

See attached Kimball Junction Circulator Technology Report

Additional Information:

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

Attachments:

- Attachment A – Kimball Junction Circulator Technology Report

The Kimball Junction Circulator is approaching the end of its second, successful year of service. We continue to get positive feedback and ridership is increasing. It has become an integral piece of the City and County's transportation system, specifically addressing our first/last mile and connectivity challenges within the Kimball Junction area. In support of this, we have made and will continue to be making several key improvements, one of which is the addition of a *driver* app to facilitate data collection on boardings and alightings, as described in detail below.

The installation of this app will not impact the public perception or interface of the Kimball Junction Circulator service. In addition, the Circulator will continue to appear on the current, public-facing MyStop app.

Part of the motivation for moving forward on this project within the context of the Circulator service is to test its application and usefulness, and to determine the feasibility, of deploying a similar product systemwide by Park City Transit.

Ridership Data Collection App

Currently, manual passenger counts are taken by each driver using a pencil and paper and while they are useful as accurate records of the total number of riders, they are not able to provide more specific, service-level data; require time-consuming data entry into Excel; and necessitate further data analysis to be useful.

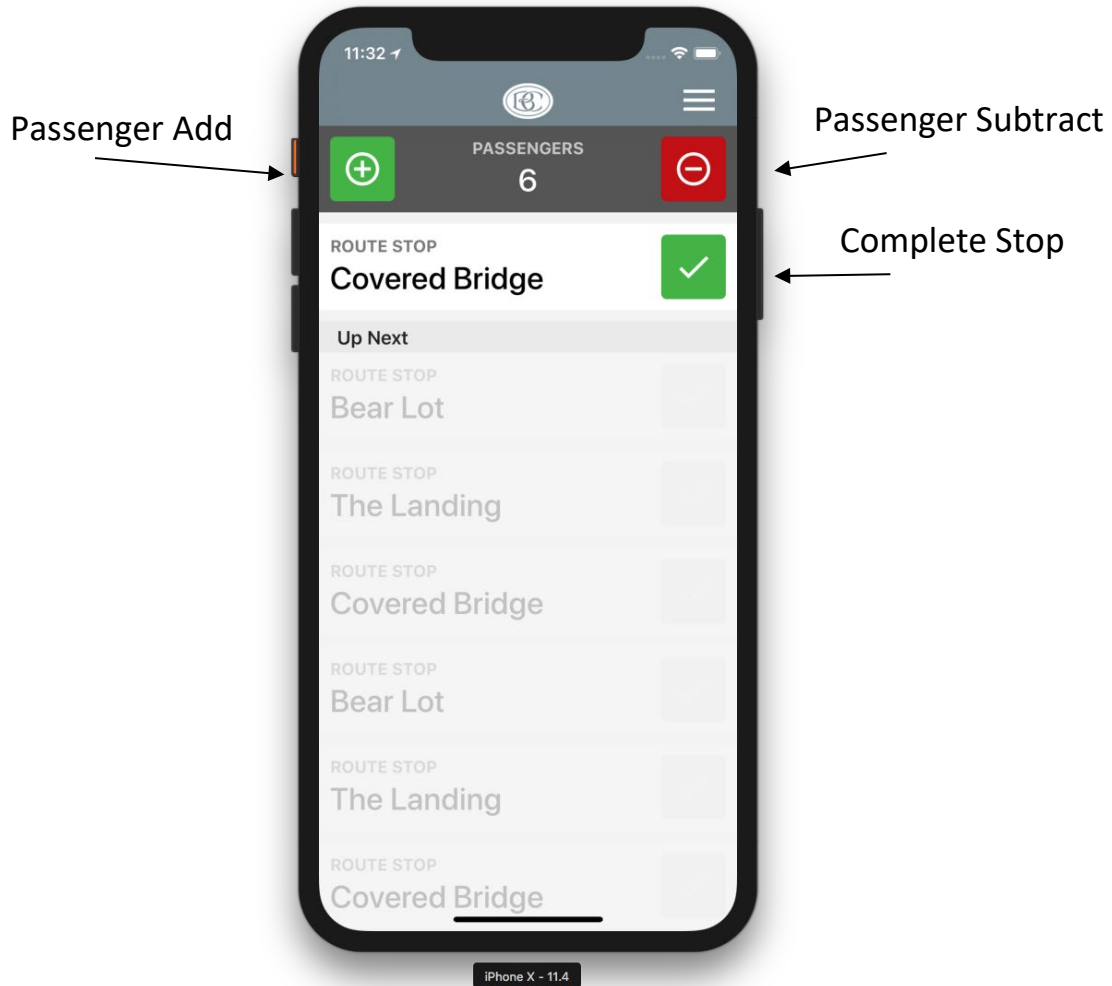
The vehicle type and small fleet prohibit installing any type of automatic passenger counters. To facilitate automatic vehicle location (AVL) via the Park City Transit MyStop app, in 2018 Park City staff installed AVL hardware in the three Circulator vans, with the understanding that the hardware also included the capability to count passengers via a manual button and that each boarding and alighting would be associated with gps coordinates. To date, Park City staff, under the current Avail contract, have not been able to operationalize this function, either for the Circulator or within their own fleet.

Based on the County's need for detailed and accurate data collection to facilitate a capacity analysis and future planning efforts, and in consultation with Park City Transit staff, Summit County has executed a contract to provide this function as part of the existing Kimball Junction Circulator service.

A proprietary app will be installed on each of the two cell phones, already provided to the in-service vehicles for ADA service requests. It will remain a manual process for the drivers to indicate where passengers board and alight the van, although the driver interface is significantly simplified. The geospatial data of "ons and offs" is recorded and summarized in monthly reports, which are to be delivered to the County by the 5th day of the following month. Monthly reporting format is included here as Attachment A.

Attachment A

Driver App



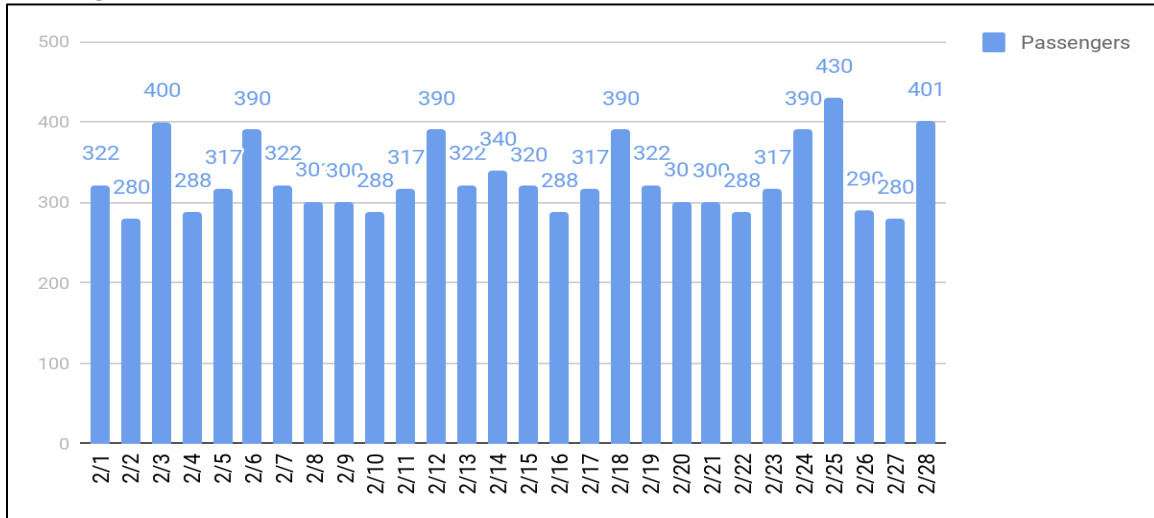
Highlights

- Number of passengers onboard visible on top of screen
- Add and subtract passengers by tapping the plus and minus buttons
- Check off fixed stops by tapping the check box button
- Location, time and number of passengers added or subtracted captured every time driver taps the plus or minus (even when not at a fixed stop)

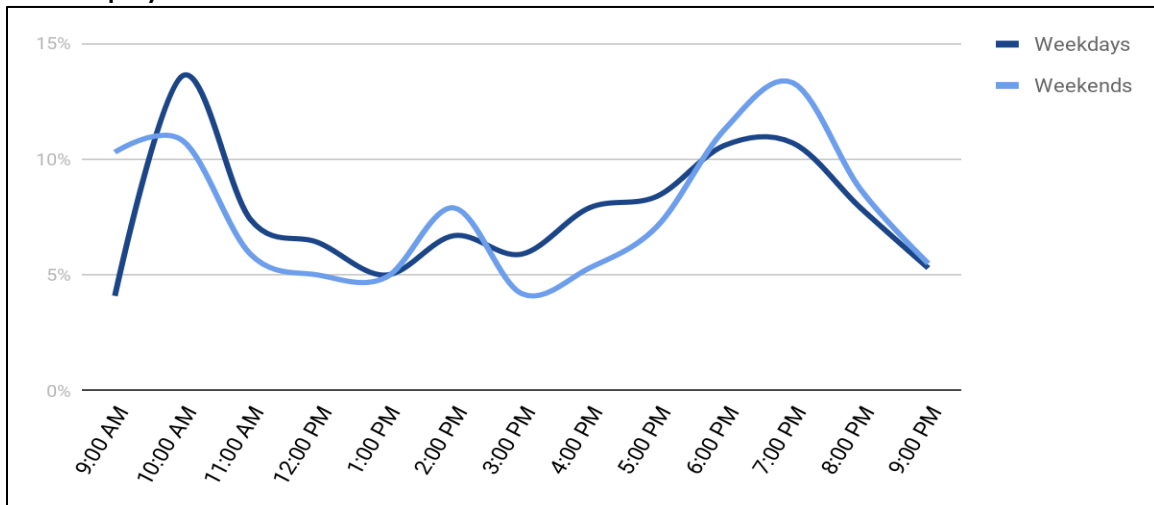
Reporting

Data reports will be provided to Summit County by the 5th day of each month during the term of this agreement. The following is the proposed data and format. Any additional data points will be mutually agreed upon by Company and Client.

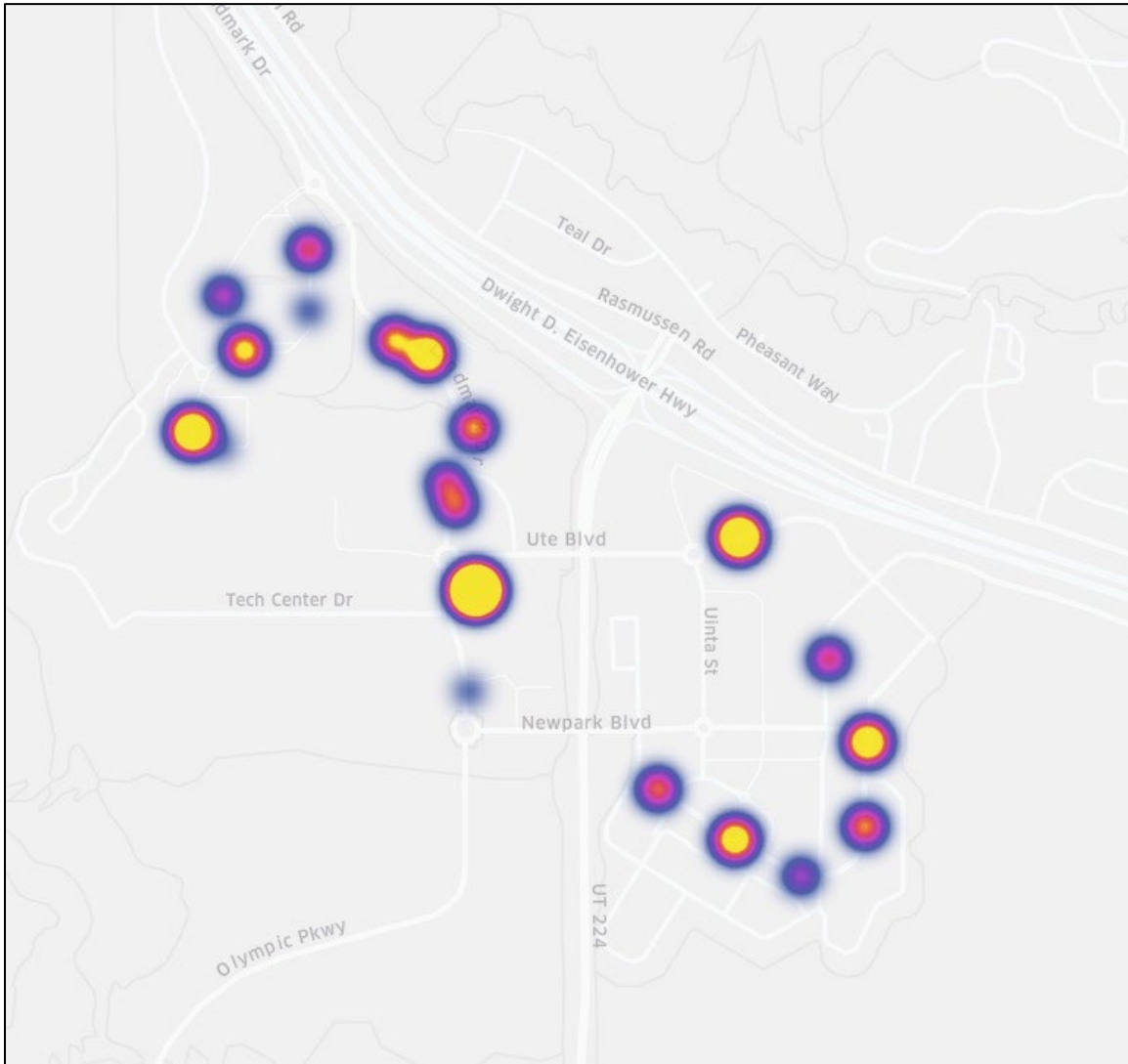
Passengers



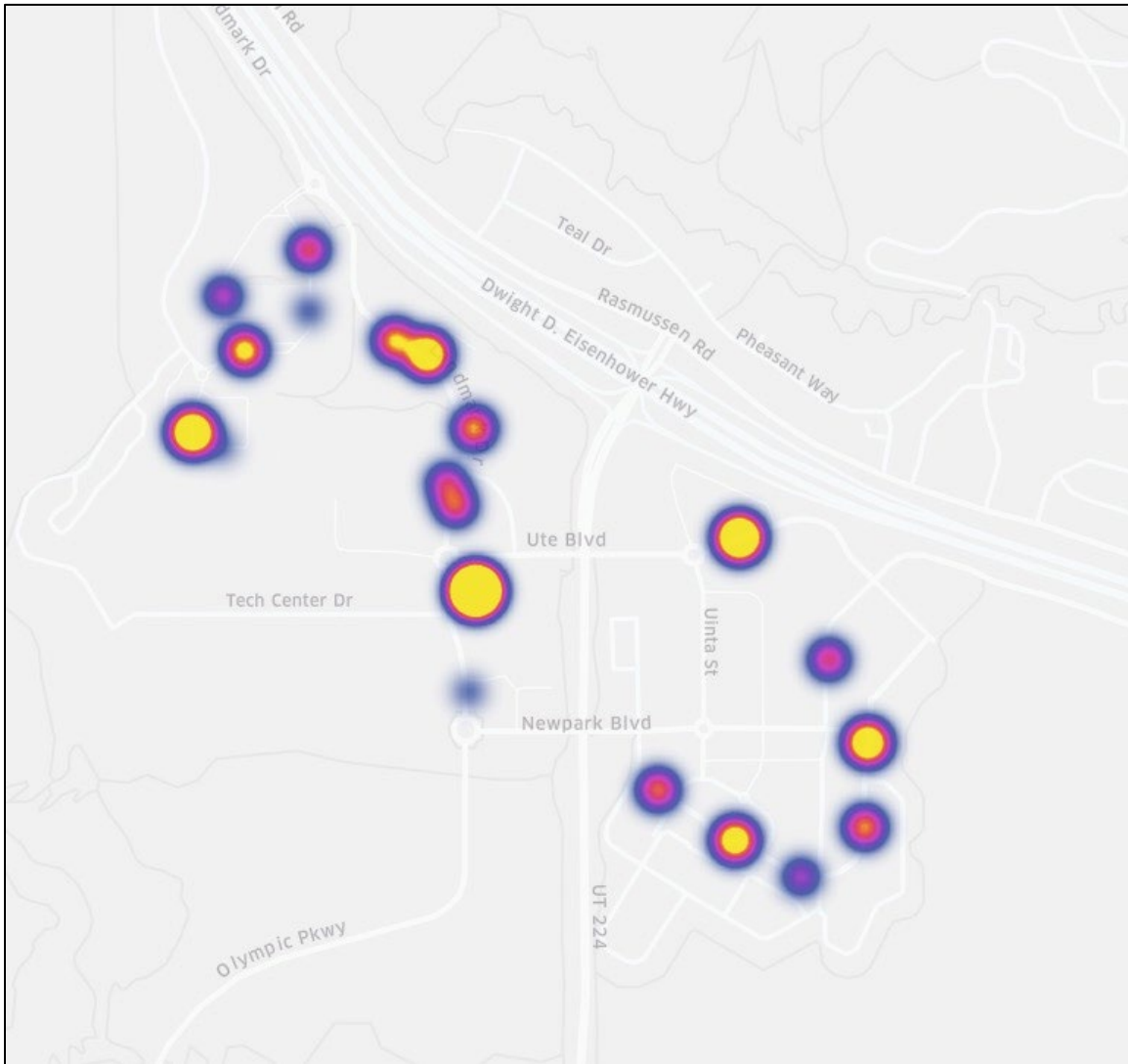
Ridership by Hour



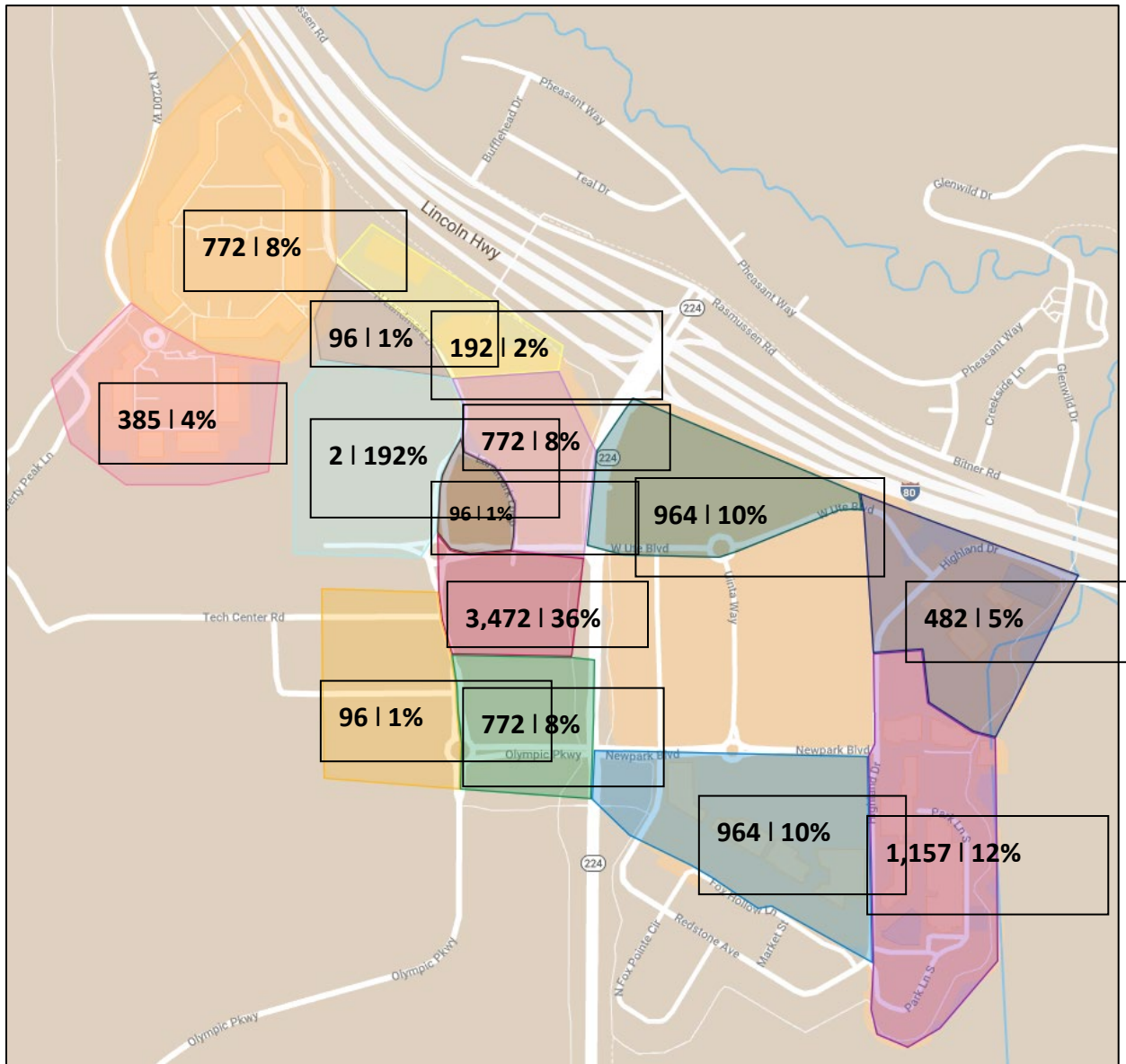
Origin (Heat Map)



Destination (Heat Map)



Ridership (Passengers x % of total)





MEMORANDUM

Date: July 16, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City and Summit County Staff
Subject: Canyons Village Connect Program Review

Background:

See attached Canyons Village Connect Program Review

Discussion:

See attached Canyons Village Connect Program Review

Additional Information:

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

Attachments:

- Attachment A – Canyons Village Connect Program Review

Program Overview

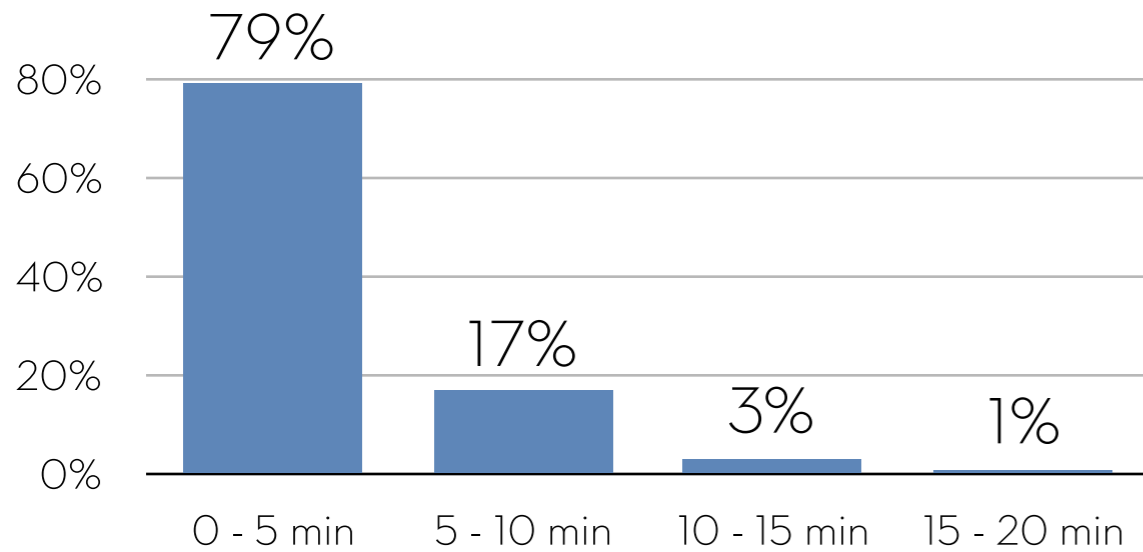
28,192
Passengers

11,538
Rides

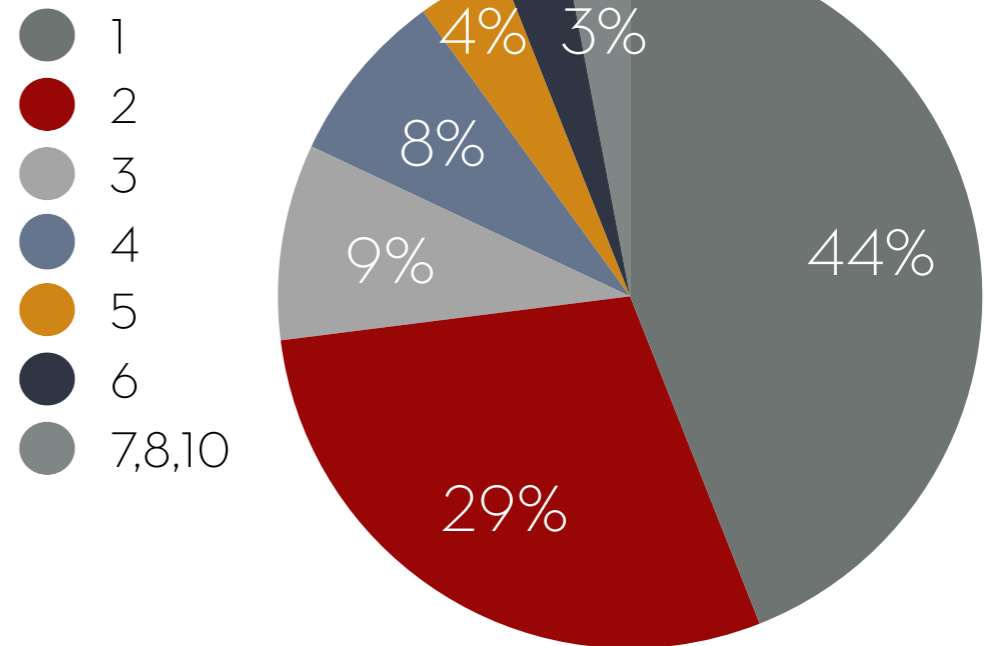
2,813
Rider Accounts

4.9 / 5
Average Rating

Wait Time Distribution

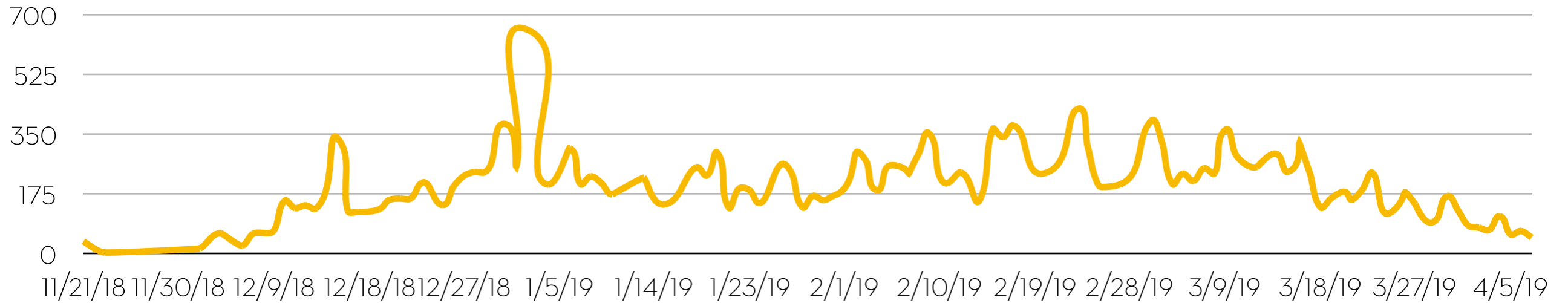


Passengers Per Request

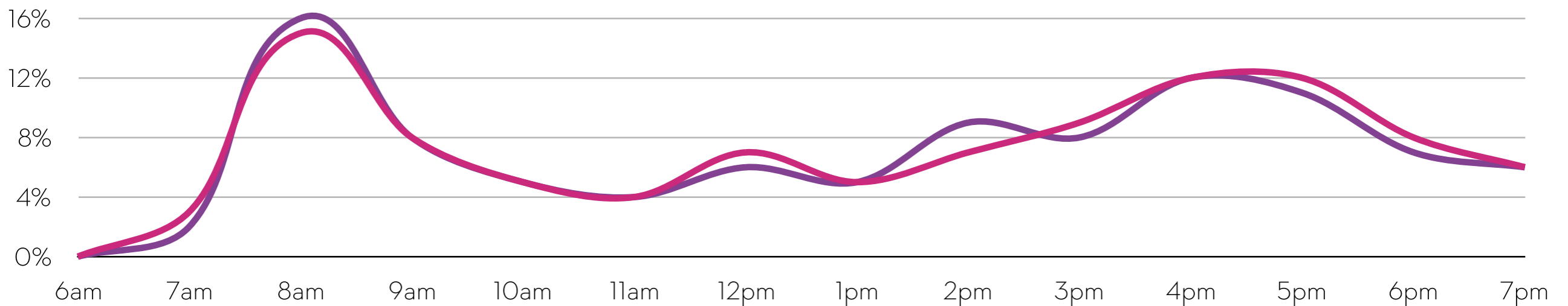


Program Overview

Passengers By Day

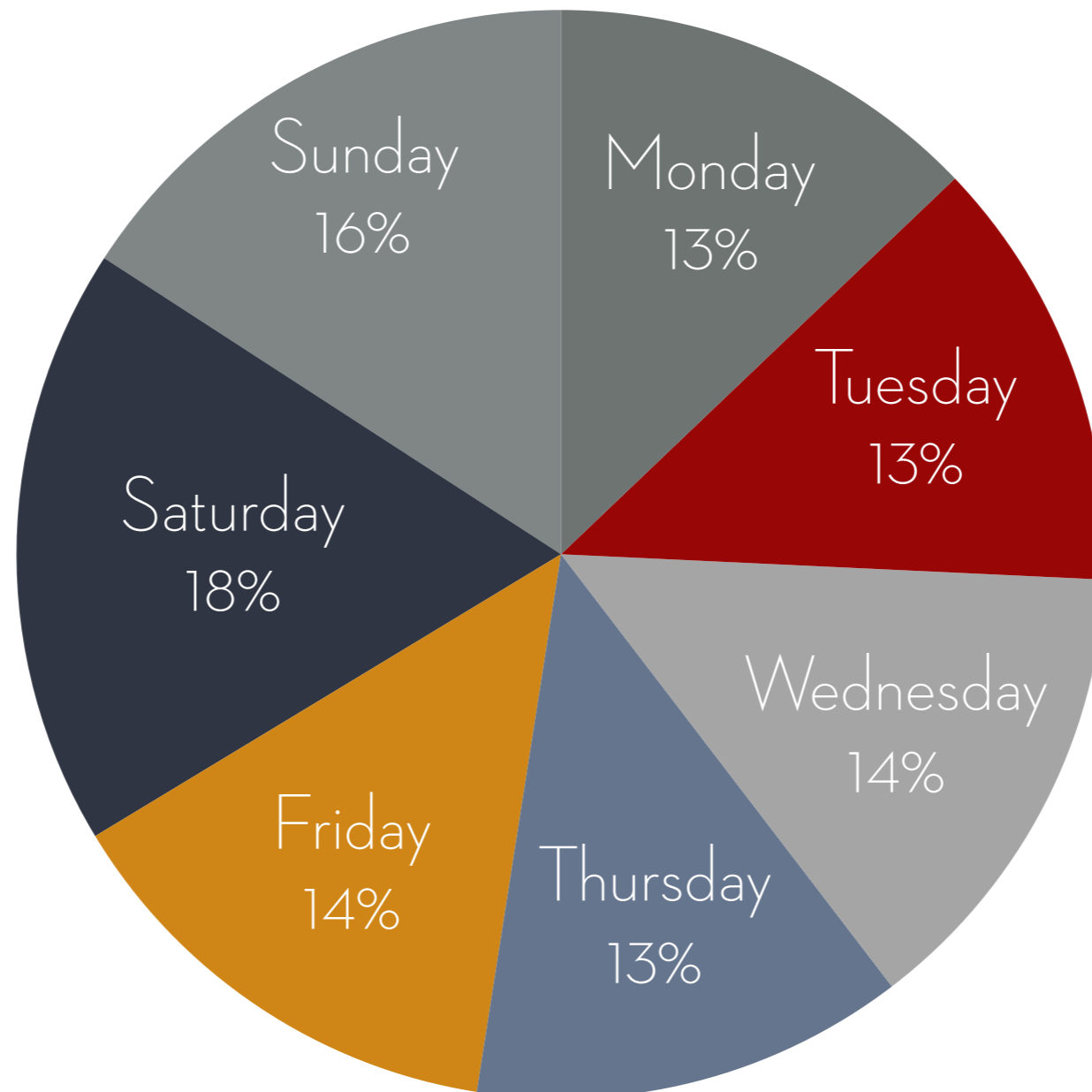


Weekdays Weekends Usage By Hour



Program Overview

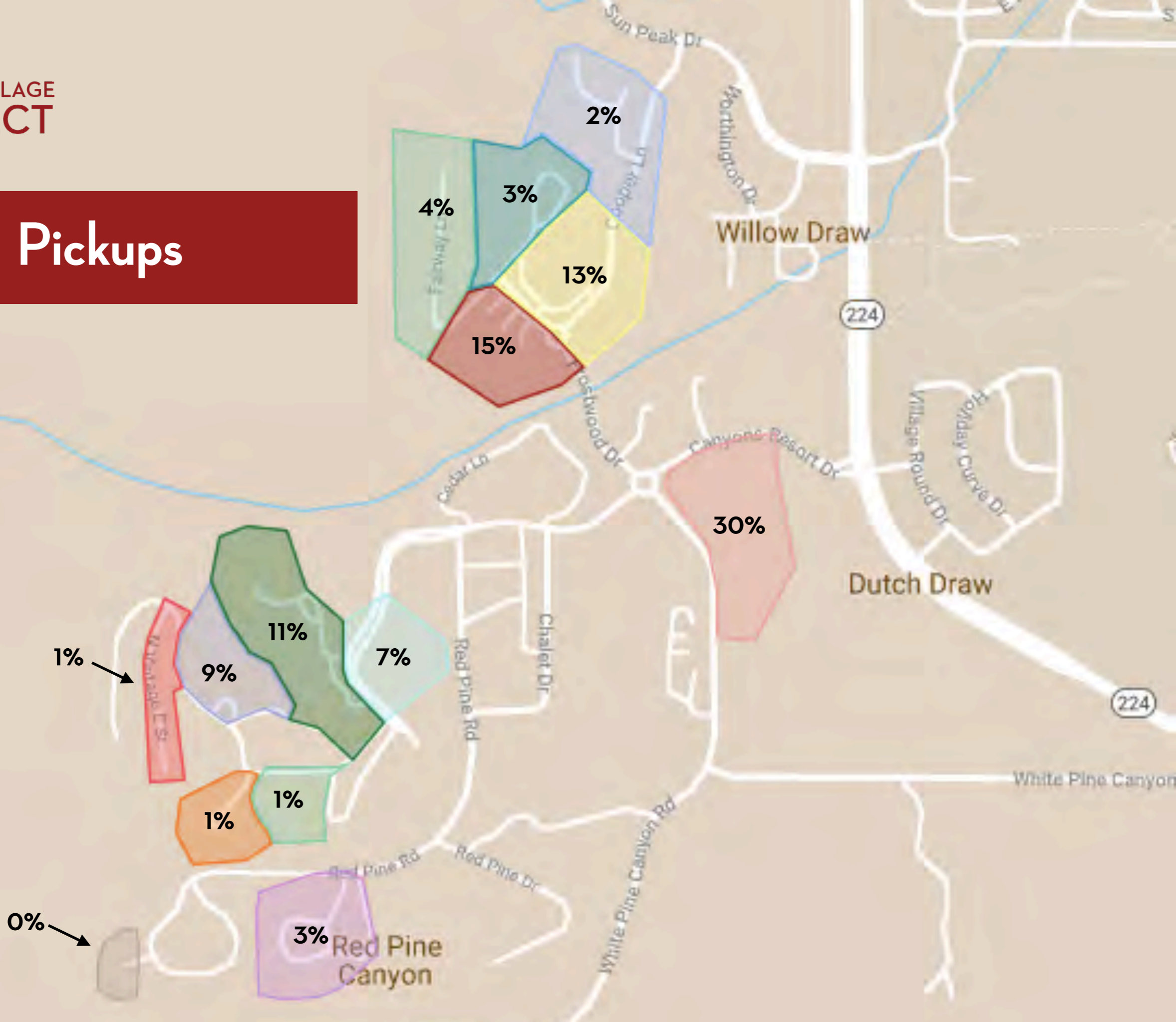
Passengers By Day of Week





CANYONS VILLAGE
CONNECT

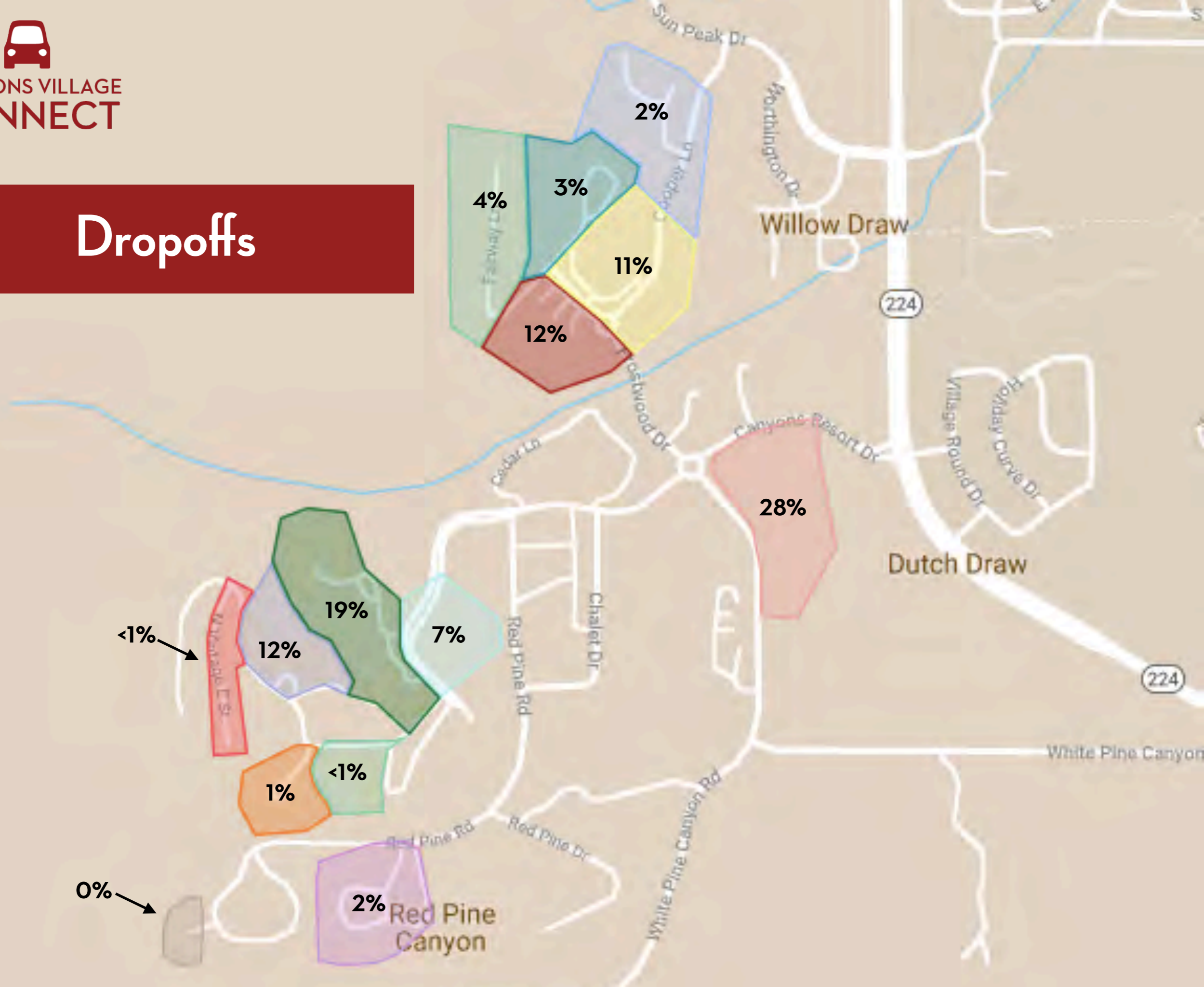
Pickups



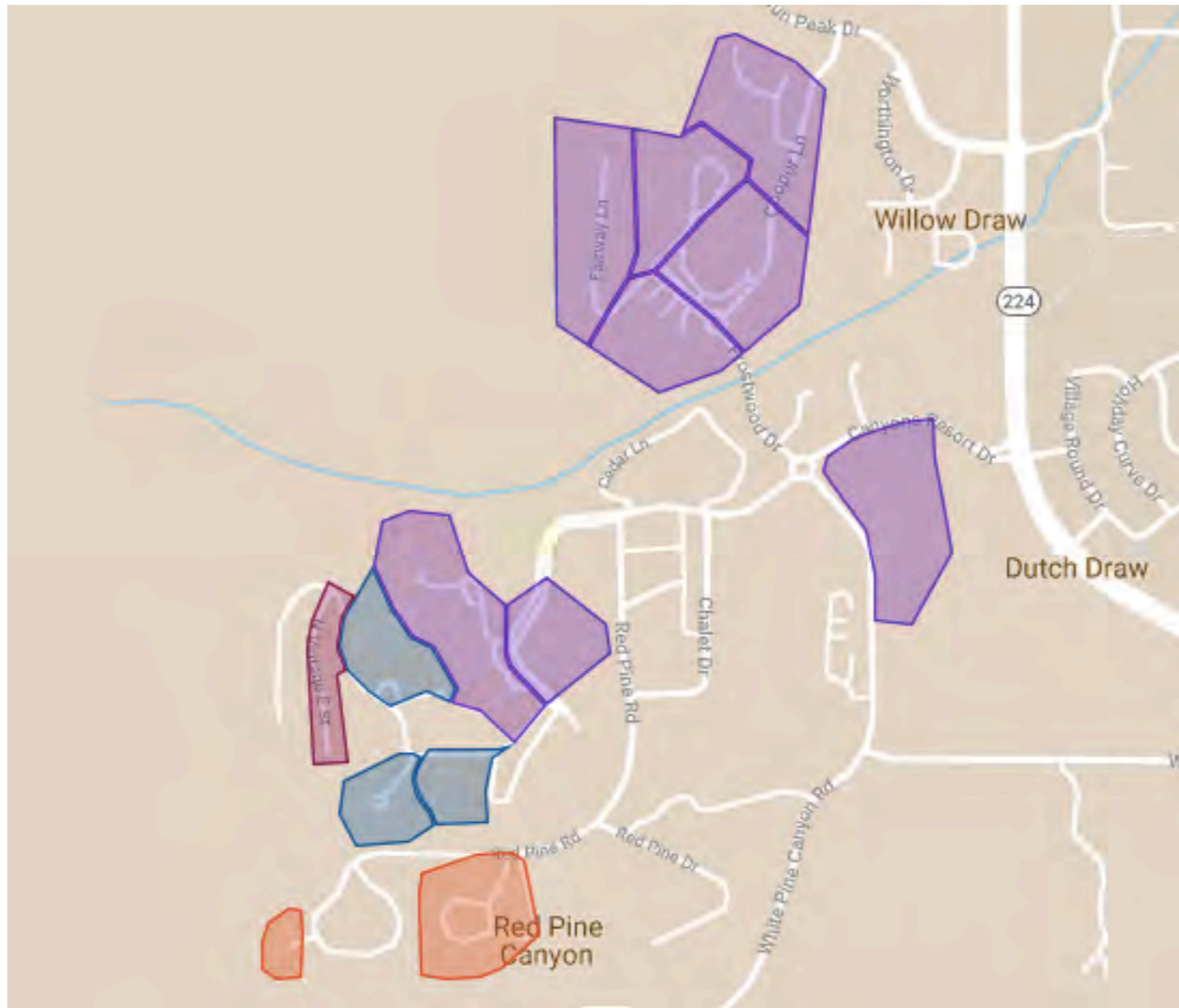






CANYONS VILLAGE
CONNECT

Dropoffs



Program Overview



-  **Launch**
-  **Nov 30**
-  **Jan 5**
-  **Feb 9**



MEMORANDUM

Date: July 10, 2019
To: Park City Transit Joint Transit Advisory Board
From: Park City and Summit County Staff
Subject: Schedule for Short Range Transit Plan Update

Background:

As part of the May 2019 JTAB meeting an update to the 2016 Short Range Transit Plan (SRTP) (<https://www.parkcity.org/Home/ShowDocument?id=44571>) was discussed including proposed scope of work which can be found in Attachment A. As part of the discussion it was requested that staff bring this item back as it relates to a timeline for solicitation and procurement.

Discussion:

It is recommended that JTAB discuss the priority of this effort, roles and responsibilities, and the following proposed schedule:

- Finalize Scope of Work and Budget – August 2019
- Issue Request for Proposal/Qualifications – September 2019
- Consultant Selection – September 2019
- Contract Approval – October 2019
- Draft SRTP – TBD
- Final SRTP - TBD

Consistency with Adopted Plan:

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

Fiscal Analysis:

Staff time required for this effort will be captured in the City's and County's respective work programs and FY 2019-2020 budget should it be agreed that an update to the 2016 SRTP is a high priority. As for the professional services support it is estimated that this effort will cost between \$100,000 - \$150,000.

Additional Information:

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

Attachments:

- Attachment A – Draft SRTP Outline

ATTACHMENT A

DRAFT SRTP OUTLINE

CHAPTER 1 – Overview of the Short Range Transit Plan

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

CHAPTER 2 – Service Area Characteristics

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

CHAPTER 3 – Existing Transit Services and Programs

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

CHAPTER 4 – Transit Fleet and Facilities

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

CHAPTER 5 - Management Systems

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

CHAPTER 6 – System Performance and Evaluation

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

CHAPTER 7 – Future Service Improvements and Programs

- 7.1 Future Service Plan
- 7.2 Future Route Expansion
- 7.3 Capital and Infrastructure Improvements – Rolling Stock, ITS, and Facilities
- 7.4 Fleet Renewal and Expansion
- 7.5 Public Interface Improvements and Programs
- 7.6 Security

CHAPTER 8 – Financial Plan

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

CHAPTER 9 – Future Action Strategies

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