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Park City and Summit County Joint Transit Advisory Board June 2, 2020

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MEETING AGENDA

Park City and Summit County Joint Transit Advisory Board

MEETING DATE: June 2, 2020
TIME: 9:00 am – 10:30am
LOCATION: Virtual Zoom Meeting

1. Roll Call

2. Public Comment /Customer Feedback

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

3. Consent Items

None

4. Discussion Items

- a. Review and Acceptance of May 19, 2020 Meeting Minutes
- b. Presentation of FY21 Provisional Draft Transportation Budget
- c. Upcoming Agenda Items

Next Meeting

2020 Meeting Schedule

All meetings start at 9:00am and will be held via conference call until further notice (Dates, times, locations subject to change. Additional meetings may be added)

- Tuesday, June 16, 2020
- Tuesday, July 21, 2020
- Tuesday, August 18, 2020
- Tuesday, September 15, 2020
- Tuesday, October 20, 2020
- Tuesday, November 17, 2020
- Tuesday, December 15, 2020

For those individuals with a disability who require a modification or accommodation in order to participate in the public meeting, please contact Kim Fjeldsted at (435) 615-5351 or kim.fjeldsted@parkcity.org 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) May 19, 2020 Meeting Minutes

Advisory Board Members in attendance:

Summit County Park City

Councilwoman, Kim Carson Councilman, Tim Henney
Councilman, Chris Robinson Councilman, Steve Joyce

Summit County Staff

Tom Fisher

Caroline Rodriguez

Jamie Dansie

Park City Staff Public

Matt Dias Mike Lewis

Margaret Plane

Sarah Pearce

Kim Fjeldsted

Jerry Benson

Vinny Nguyen

Brian Beckstrand

Scott Burningham

Robbie Smoot

Alexis Verson

Cindy Stockley

I. ROLL CALL

Upon confirmation that quorum was connected to Zoom meeting, the meeting was called to order by Mrs. Fjeldsted at 9:08 AM. All in attendance were recorded and announced by Cindy Stockley who individually stated their name and role within their respective organization.

II. PUBLIC COMMENTS: None

III. DICUSSION ITEMS

A. Review/Acceptance and approval of April 21, 2020 meeting minutes-minutes approved

B. Revenue Assumptions

Kim Fjeldsted reviewed strategy to cover loss of revenue off budget prediction of 5.4 million short falls due to loss of revenue (as Transit is funded by sales tax) due to the pandemic we are facing. We have to go day to day to review service due to the pandemic, because of the all the unknowns. We do not have the revenue we did in the past. Right amount to serve our customers as well as cost savings. Dealing with social distancing throws in other obstacles in service. This is an overview of categories with the estimated loss of revenue without having to dip into the transit fund. We will be receiving CARES ACT funding, we were conservative in our estimate because we do not know how much we are going to get.

Steve Joyce-Question on chart on expectations of cuts and coming back in 90 days are you using the same numbers that the finance department's plan? The forecast that they have their numbers based on has high hopes on the provisional budget.

Matt Dias-Because of the way our fiscal budget lines up compared to yours we are running on a projecting budget and will come back in 60 to 90 days to ask for a concession from council a month ago for using a provisional budget. Full recession budget mode hiring freezes, leaving position vacant and hiring freeze, this budget is intentional provisionally budget at this time until we know more of the impact. We do not know how much federal funding to rely upon; we work with Jim Barker and Ryan Leavitt whom are helping Park City with delegating federal funds. Did not want to be too optimistic about the amount we will be receiving and stayed on the conservative side with the rural funds coming.

B. Federal Cares conservative on amount we will be receiving.

Kim Fjeldsted-We came before this meeting last month about retaining our full time operators beyond what we currently need to run the service instead of laying off operators to be able to come back to a regular service, this will save us training time and training costs estimated \$7,000.00 to train new operators. We will realize a savings by keeping these operators onboard. They are helping with cleaning and other operations in the system. Currently running same service all day, not peak service, but we do not need to run all day peak service. We are looking into ways to see savings by not running the same service all day, looking into ways to save cost with different changes.

Tim Henney- It would be interesting to know how we come up with the routes. Did the county request the routes that they deemed essential and the amount county wants to spend?

Tom Fisher-It has been a collaborating process. Operating. Our routes have no redundancy in our routes, park city staff provides us with data as they have more information about service.

Caroline Rodriguez-Moving so quickly we look to our staff to recommend the changes needed in service. Do we change the Brown line? We started reviewing and discussing how do we balance the resources and drop. We are looking into changing routes and what are the necessities and balance the cutting back the service.

Tim Henney-Who makes the decision on an informed decision? Review source for the city and runs through the county. We need to drill down into all the routes and review all. Is the Brown required or can we change it that is the county's call?

Chris Robinson-Does the county have the funding to pay for the service?

Tom Fisher- Great questions, currently we do have opportunity to review all the routes.

Matt Dias-Our staff will be working with the county staff in terms of looking at particular routes. Route efficiency and ridership levels now we can review to provide core commutes and efficient.

Tim Henney- Role of JTAB exploring these types of projects/issues. Core component conversation and convene more often to provide more vetting.

C. Operating Efficiency Improvements:

Kim Fjeldsted- PC Transit will analyze and adjust all aspects of operations to create efficiencies and budget savings:

- Route alignments and frequencies
- Hours of service-we are running an On Demand for the evening. I think we are still running too
 much service in PM and morning times. Would like to review.
- Peak hour service
- Non-driving paid time
- Driver scheduling-We did a bid for the first time this last year.
- Clock-in and clock-out procedures want to get to a real time accounting.
- Overtime-We are not going to staff up as we have in the past

Tim Henney- Are we running electric buses more it seems the cost savings would be better? **Kim Fjeldsted**-We are running the buses that have had shields installed. Diesel fleet was the first fleet completed because they were the only ones equipped to install.

Sarah Pearce-Kim can you talk about the social distancing transit is working on?

Kim Fjeldsted-With the Health Department commitment, we can only have 6 to 8 people on the buses. We have the seats marked; however, it is not very efficient with the buses to ensure people are not getting sick. NY is requiring operators and clients who ride the bus to wear a mask. It will be hard to maintain the social distancing moving forward as we get more riders. Taking a request/proposal to council to require masks to ride the bus.

Tom Fisher-Phased approach does not ouch the transit department. Looking a FTA and APTA standards and think it is appropriate. Review FTA/ APTA standards and bring back to JTAB upon implanting the new policy.

Matt Dias-Is there a standard or county facilities to wear masks? **Tom Fisher**-All customers/employees wearing masks. We cannot have staff getting sick as we offer a lot of services to residents.

Tim Henney-Do we have feedback or tracing on the people riding the bus and association with contact tracing?

Tom Fisher-Indoors and outdoors there is a difference. Need to review studies on casual passing is less risky that spending a long time with a person.

Kim Carson-With having people on the buses it's going to be hard to track unless they are regular riders. **Caroline Rodriguez**-Does Ride Amigos track riders on bus?

Alexis Verson-We could try and track the riders; the app is for tracking employees to resorts and city employees.

Jerry Benson-How JTAB can be more effective in reviewing, analyzing on service changes. Winter service will have a service reduction of at least a 30% reductions and need to make sure city is ok with the services. Service, miles and hours going into winter services.

Steve Joyce-We need to start communicating reduction in services soon to allow the resorts plan for winter services.

Chris Robinson-Have we really thought through the counties routes can we compress the process to review county routes?

Matt Dias-Proposal come back and fully review the strategies presented. Next JTAB meeting to fully review the budget strategy next week and then do deeper dive on our routes and their efficiencies and next step on what needs to be done to be better efficiencies moving forward on next JTAB meeting. Chris Robinson-Contribution from the county, is the regional transit fund 37% down on the budget? Before we are confident that we are ok with the amount you are billing county, how was the amount driven? Was the amount revenue driven or route driven? Was it a good place to spend the money? Feels we could be wasting money while waiting for the budget running service. He wants it reviewed sooner them waiting 60-90 days. We need to take advantage of situation and review services.

Tom Fisher-It was a collaborative approval of the amount. We are comfortable with the amount is showing based on current information. Park City planning that what they adopt on the budget in June is a provisional budget and will be coming come back in 60 to 90 days and will be coming back to their council that include their cut for 2021 budget.

Chris Robinson-Are the routes revenue driven or strategic expense driven? Concerned that we will be wasting money running services we do not need during the time.

Tim Fisher-County's service is revenue driven.

Matt Dias-We are currently running a lowest level of service we have run in a decade. We asked for a concession for 60-90 days, concurrently with that our spending and our services is reflective of less than this because of the full recession mode we are in with no non-essential expenditures, non-essential capital expenditures, purchases and equipment. With the recession mode that we have implemented we will derive the savings over the course of the 60-90 days. We do not have the information to dive deeper currently because of the unknown. But we are already seeing saving money currently due to being in this full recession mode we are in at this time. The number was a collaborative effort between my finance team, Mike Leavitt's county team and transit teams based on revenue projects on an interim basis. Concurrently we are on a full recession mode offering the lowest level of transit services we have offered in a decade.

Chris Robinson-Would not like to wait 90 days to adjust the routes that county would like adjusted. **Matt Dias**-County could come in and advise what routes they would like dropped and expenditures would go down accordingly.

Chris Robinson-This is a good time to refocus our business and refine our system to make it better going forward.

D. Budget FY21 Operating Request

Kim Fjeldsted-Variance on budget for savings

- Contract/consulting/software- We are asking for an overall increase in this area. We have not allotted enough money in this area. Various air cards that give us our Avail capability on bus, battery lease expense, needs to adjust to be more accurate and allow us to stay on budget.
- Materials, supplies, and service-savings. We will not have the recruitment, no travel, training expense down, fewer uniforms, service cuts and we did not print summer brochures.
- Parts/maintenance reduction-no marketing/signs-Not as much marketing and signage.
- Personnel services-no overtime and reduced head count. But saving on training.
- Special service, contract services-will be saving in this area
- Utilities-Because of the delay in billing not seeing this yet, but we will start seeing savings. Electricity we use to charge the buses we will start seeing savings.
 - o Interfund transfers-estimate the same as years past. Vehicle maintenance, gas
 - Conservative estimate we have in total
 - 1.2 million from operating expenses combined with 1.5 million from CARES ACT federal money and 2.7 million from Capital expenditures delays to make up for the 5.4 million reduction.

Jerry Benson-City's strategy is to preserve service given the demand and retain work force so the city and the county are prepared to support the recovery of the economy, the resort and the workers. Big part is reducing, realigning, delaying capital and taking advantage of some of the CARES Act funding. Balance heavy on short term or one time capital reductions and trying to maintain a reasonable level of service moving forward.

Tom Fisher-Business activity and what expectations will be. It is possible we get pushed very quickly through the stabilization phase to the Governor's plan. Resorts, lodging, restaurants are going to want to move and we are going to be challenged.

Kim Fjeldsted-We want to be prepared for this and responsible financially. We are trying to predict we hit the right number for the opening up of service as expectations will be high.

E. Kim Fjeldsted: Capital Projects would like to schedule a meeting next week to go over capital projects.

F. Sarah Pearce: Going to Park City council Thursday with a staff report that is speaking specific to capital projects over entire organizations. Note regarding Budget re-alignment specific to Transit and wanted to make sure you understand what those numbers are so it is not confusing in regards to the conversations we have been having.

The budget department took all of our open grants and looked at what budget year they were tracking and re-aligned it make sense. We conducted a big technical clean up and went through all line items. They are not a budget cut and re-alignment to the correct budget year.

- -6.2 million adjustments in FY20
- -1.9 million adjustments in FY21

It is not a shortfall but it is a realignment on amounts.

Chris Robinson- Where does it show the increase in other departments, you need to show the increase in other departments?

Sarah Pearce-Specific not outlined but she can get those numbers and location. How do you want to meet moving forward? Would like to propose a meeting as soon as possible to review the budget in full and to move forward on budget. To map out the best path forward on how to move forward with our capital budget.

Tom Fisher-JTAB meeting within next two weeks, final proposed budget items and discussion on the ILA items.

Steve Joyce-We would like a packet and go through the packet for a copy of days.

Caroline Rodriguez-Our team needs more time to review the information; we need to push it out to get useful information to Park City.

Tom Fisher-Place holder on capital and understanding time restrains. Desire to dig into route efficiencies are going to need to be held until JTAB meeting in July.

Matt Dias-Summarized meetings as a group. Next JTAB meeting to summarize on June 2 will be to focus on the budget. June 16th JTAB meeting we will focus on ILA and capital budget. In July JTAB we focus on route efficiencies and route re-alignment efficiencies in July. As a group we will meet next JTAB budget Tuesday the 2nd focus on budget. June16 JTAB on capital budget and ILA. July JTAB we will focus on route running and efficiencies/cuts.

G. Ridership Report:

Robbie Smoot review presented Ridership down 81%, cost per rider cost savings still not in as the numbers have not come in. This month will be the worst amount due to the reduced amounts of ridership.

Chris Robinson - Cost per passenger expensive. Before pandemic what was the cost?

Robbie Smoot - Previously we were sitting \$11.43 per passenger in April and current 2020 \$49.20.

Tom Fisher - We have gone through two reductions of service. These numbers do not show second phase of reductions at this time.

Tim Henney – Broader expanding of the report will give a better outlook. Need to look at full year to see full cost of service per rider for better understanding.

Steve Joyce - Look at difference on ridership.

Robbie Smoot - Previous reporting has a lot of combining routes. As we move forward we are changing the way we are reporting and get to the place where we can separate routes we will have better reporting.

Tim Henney - How far out are we from better reporting? To get clear report to compare apples to apples.

Robbie Smoot - We are 6 months away from clean reporting with separate routes to show cost per rider.

H. Feedback-Robbie Smoot- review feedback report. The amount of positive feedback 12% but indicates that our level of customer service and engaging with community. We have never had it that high it is usually around the 1-2% range.

Kim Carson - Thank you Chris Robinson for bringing up the question on the request to deep dive into the routes and find out if we can come up with better routes and going over budget. We at the county have wanted to do this for a while.

Steve Joyce – County do you have a list of items that you are requesting in the deep dive from Park City staff to bring to have a more productive meeting to discuss deep dive request?

Caroline Rodriguez - Has sent the list to Park City Staff on requested information they have questions

Caroline Rodriguez-Can we get a Zoom meeting in the invite for the next JTAB meeting instead of the individual URL's?

Andy Stevenson-Will work on a new Zoom invite for next meeting.

No further comments meeting adjourned at 10:25 am

Respectfully Submitted:

Cindy Stockley-Park City, Transit Department, JTAB Recorder



MEMORANDUM

Date: June 2, 2020

To: Park City Transit Joint Transit Advisory Board

From: Kim Fjeldsted, Transit Manager

Subject: FY21 Provisional Transit Budget

Recommendation:

Staff recommends a series of proposed capital project deferrals and capital reductions for FY20 and FY21; as well as a \$1.2M reduction in Operating Budget from FY20 to FY21 in order to balance the respective transportation budgets to continue to provide core public transit commitments and services.

Park City Council is implementing a "provisional" budget for fiscal year 2021 that includes significant operating expense reductions, deferring, delaying and cancelling non-essential capital projects and equipment purchases, and utilizing emergency reserves. The provisional budget is fiscally responsible, maintains core community public service commitments, and shares the expenditure reductions across the organization. The provisional budget will be revisited within 60-90 days from July 1, 2020, for potential re-adoption and adjustment, once the financial implications of COVID-19 are better understood.

Park City Transit (PCT) recommends the following Joint Transit Advisory Board (JTAB) schedule of discussion items over the next several months:

- June 2 Final review of FY21 Provisional Transit Budget
- June 16 ILA amendment, open federal grants, capital projects
- July 21 Route efficiency analysis and assessment
- August 18 Consideration of revised budget and service levels for 20/21 winter season

Discussion and Background:

Due to the Covid-19 pandemic and the dramatic reduction in sales tax revenue, the Park City Budget Department forecasts FY21 transportation revenue down \$5.4M than pre-pandemic forecasts. Transit operations will immediately reduce operating expenses by \$1.2M by implementing recession oriented operational controls and reducing levels of transit services. The balance of \$4.2M will come from reductions and deferrals in capital projects and the Emergency Relief funds from existing awarded 5311 operating grant funds through UDOT (\$1.5M).

Response	Amount		
Savings			
Service Reductions	\$1,200,000.00		
Capital Deferral	\$2,700,000.00		
TOTAL SAVINGS	\$3,900,000.00		
Credit			
CARES Act Funding	\$1,500,000.00		
TOTAL ADDITIONAL REVENUE	\$1,500,000.00		
GRAND TOTAL	\$5,400,000.00		

Revenue Type	FY20 Normal Conditions (Budgeted)	FY21 Projection	\$, Variance FY21	%, Variance FY21
057-31212 TRANSIT SALES TAX	\$5,455,896.35	\$3,382,655.74	-\$2,073,240.61	-38%
057-31214 RESORT TAX TRANSPOR	\$3,218,494.43	\$2,059,836.43	-\$1,158,657.99	-36%
057-32111 BUSINESS LICENSES	\$719,565.00	\$575,652.00	-\$143,913.00	-20%
057-33110 FEDERAL GRANTS	\$6,281,051.00	\$7,500,000.00	\$1,218,949.00	19%
057-34230 REGIONAL TRANSIT REVENUE	\$8,500,000.00	\$5,386,328.87	-\$3,113,671.13	-37%
OTHER FUNDING SOURCES	\$1,216,595.00	\$1,087,128.74	-\$129,466.26	-11%
Totals	\$25,391,601.78	\$19,991,601.78	-\$5,400,000.00	-21%

Strategies for Achieving Operating Expense Reductions

Transit expenses are directly linked to levels of transit service. While minor deferrals, efficiencies or cuts can be made without impacting service, achieving the level of savings needed for FY2021 must include service reductions and corresponding staff reductions. Fortunately, the dramatic decline in demand for transit service has enabled PCT to begin achieving operating expense savings by reducing transit service to an essential-only service level (see Exhibit A). PCT will continue the essential-only service level as long as transit demand remains low, thereby potentially eliminating the need for seasonal summer hiring programs.

In addition to reducing service, PCT will analyze and implement service and efficiency improvements across the system. These improvements include changes in routing, frequency and hours of service to more closely match demand; driver scheduling changes; and various programs to reduce overtime, temporarily suspend employee incentive and merit programs; and hiring freezes for open positions.

July 1 to November 14 Expense Savings

PCT recommends reducing operating expenses between July 1 and November 14, 2020 by \$400,000 through reduced service levels and overtime savings. PCT plan to operate essential-only service levels through the summer and fall, but must retain an additional 20 drivers over the minimum required for service. Retaining additional drivers will enable PCT to respond to increased demand fluctuations as needed, without having a two or three month lag to increase service levels while drivers are recruited and safely trained. Training a new driver cost approximately \$7,000 (\$140,000 for 20 operators). Retaining extra drivers is also consistent with the FTA CARES Act grants. PCT will plan to save the following operating expenses between July and mid-November:

Savings Strategy	Savings Amount
Reduced service miles and hours, while retaining drivers	\$400,000
Change driver scheduling	\$35,000
Eliminate overtime	\$65,000

November 15, 2020 to April 10, 2021 Expense Savings

PCT, in collaboration with JTAB, will work to develop a new winter service plan that better aligns with the potential for reduced transit demand, social distancing, and other public health requirements. Assuming economic impacts continue due to the ongoing public health restrictions, PCT will implement a winter service plan with reduced hours and miles of service. The winter service plan will include reduced frequency and coverage while maintaining core connections to essential services, resort areas and accommodations.

PCT will consider variable frequencies during off-peak periods to better align with demand, while reducing excess capacity during non-peak times. PCT will streamline routes to reduce cost and travel time, while reducing service to some low-demand areas. Because of social distancing requirements PCT is estimated to achieve only half of the savings from reduced service. For example, if a route is changed from 15 minute frequency to 20 minute frequency, one would expect costs to be reduced by about 25 percent (four buses per hour versus three). However, if PCT has to double buses for several of the trips during the day to maintain social distancing (limited to 8-9 passengers per bus), then the actual savings will be lower.

It is impossible to precisely predict the transit demand for winter 2020-21 so the approach PCT will take is to reduce service levels based on expected reductions in demand and build in stand-by buses and drivers to address situations where capacity is exceeded. This plan will also require transit supervisors to monitor ridership in the system and deploy buses and drivers as needed. Once a stable pattern is established, then the extra trips can be scheduled in advance.

In addition to savings from service reductions, peak hour frequencies and route streamlining, PCT will also implement further savings in non-driving paid time and overtime. The following table summarizes operating expense savings from November 15, 2020 through April 10, 2021:

Savings Strategy	Savings Amount
Reduced service miles and hours. Implementation of peak hour frequency.	\$200,000
Route streamlining. Offset by additional trips added to maintain	
social distancing and supervisors are needed in the field to	
manage service in real-time.	
Change driver scheduling & lunch reliefs.	\$120,000
Reduce winter overtime.	\$50,000

Further savings can be achieved by streamlining scheduling changes into spring service after April 10, 2021.

Operating Expenses and Personnel					
Transportation Operations		FY20	FY21		Variance
CONTRACT SVCS/CONSULTING/SOFTWARE LIC (bus air cards, pc-slc connect, consultants, avail, battery lease)	\$	947,400	\$	1,108,400	\$ 161,000
MATERIALS, SUPPLIES AND SERVICES (recruitment, travel, training, uniforms, public notices)	\$	316,700	\$	223,100	\$ (93,600)
PARTS/MAINTENANCE SUPPLIES (marketing, signs)	\$	40,000	\$	25,000	\$ (15,000)
PERSONNEL SERVICES (overtime, reduced headcount, unfilled non-operator positions)	\$	9,524,199	\$	8,424,945	\$ (1,099,254)
SPECIAL SERV CONTRACT/MISC CHARGES	\$	125,000	\$	20,000	\$ (105,000)
UTILITIES (electricity)	\$	323,344	\$	276,000	\$ (47,344)
Interfund Transfers (maintenance, fuel, HR, IT)	\$	3,426,017	\$	3,426,017	\$ -
Total	\$	14,702,661	\$	13,503,462	\$ (1,199,198)

Strategies for Achieving Capital Project Reductions

Recently, Park City Council was presented a report that showed the total capital transportation budgets adjusted down for FY20 by \$8.9M and \$1.9M for FY21. Clearly, these numbers go beyond the planned \$2.7M in capital cuts/deferrals that have been discussed. This was done to clean up project budgets to match more accurate timelines by fiscal year. In FY20, it's recommended to re-align project expense budgets down by \$6.2M (in addition to the \$2.7M in capital reductions), due to anticipated revenues (mostly grants) into future years, resulting in a total of \$8.9M in capital budget adjustments for FY20.

This same strategy is being applied in FY21, by deferring project budgets by \$6.9M. The bus replacement project takes up the majority of this decrease, which is not anticipated until at least FY22. Staff also recommends adjusting budgets up by \$5M to align with project timelines for Quinn's P/R and the bus stop enhancements at Fresh Market and Park Avenue Condos, amongst others. The total deferral for FY21 capital projects then is \$1.9M.

Consistency With Adopted Plan:

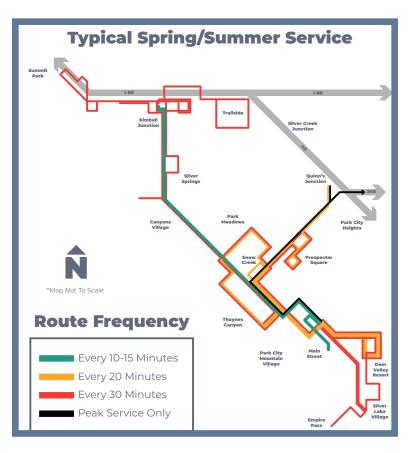
The plan to reduce the transportation budget is consistent with all applicable State, Federal and City requirements.

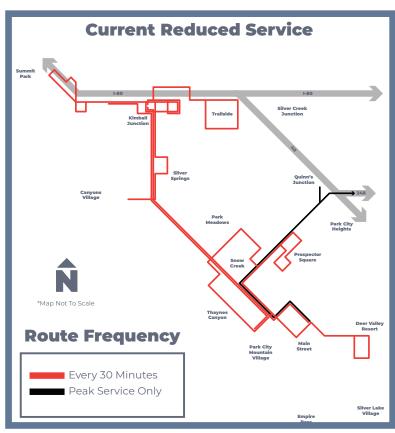
Additional Information:

If you have any questions or comments regarding this item, please contact. Kim Fjeldsted, Transit Manager, kim.fjeldsted@parkcity.org

Attachments: Attachment A Reduced Service Infograph

Overview Of Service Reductions





Typical Service

Current Service

% Change

385

229

-40%

Daily Service Hours •

5,497

2,848

-48%

Daily Service Miles

10

6

-40%

Fixed Bus Routes