



**Park City and Summit County Joint Transit Advisory Board  
July 20, 2020**

**Table of Contents**

**July JTAB Agenda** ..... 2

**Electronic Meetings Documentation** ..... 3-4

**June Meeting Minutes** ..... 4-6

**Ridership Report**..... 6-8

    Attachment A - June Fixed-Route Ridership Report ..... 9

    Attachment B - June 12-Moth Rolling Ridership Report..... 10

    Attachment C - Quarterly Feedback Report (April-June) ..... 11

**Letter from County Requesting to Change 8 Brown Service**..... 12

**Route Efficiency and Assessment** ..... 13

    Attachment A – Winter Service Proposed Options..... 14-16



## MEETING AGENDA

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

**MEETING DATE:** July 20, 2020  
**TIME:** 9:00 am – 10:30am  
**LOCATION:** **ATTENTION:** This meeting will be an electronic meeting as permitted by Park City Open and Public Meeting Resolution 18-2020, adopted March 19, 2020. This meeting will not have an anchor location will connect remotely. If you are interested in listening and/or giving public comment remotely, please go to <https://us02web.zoom.us/j/81894366244>

1. Roll Call
2. Adopt Electronic Meetings Determination
3. 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.

4. Consent Items

None

5. Discussion Items

- a. Review and Acceptance of June 16, 2020 Meeting Minutes
- b. Discussion of County's Request to discontinue Park City Transit Service of the 8 Brown as of August 1, 2020
- c. Ridership Report
- d. Route Efficiency Analysis and Assessment presentation
- e. COVID-19 Update
- f. Upcoming Agenda Items
  - August– Consideration of revised budget, service levels for 20/21 winter season and initial bus stop improvement draft priority recommendations
  - September- Quinn's Junction Park and Ride Presentation

6. Next Meeting

Tuesday, August 18, 2020

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, 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](mailto:kim.fjeldsted@parkcity.org) or Caroline Rodriguez at (435) 336-3113 or [crodriguez@summitcounty.org](mailto:crodriguez@summitcounty.org)

**Utah Open Meeting Law Compliance**

Notice of this meeting has been given no less than 24 hours public notice of this meeting.



July 20, 2020

**Written Determination of Substantial Health and Safety Risk:**

It is determined that conducting a meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.

Utah Code section 52-4-207(4) requires this determination and the facts upon which it is based, which include:

- The percent of positive COVID-19 cases in Utah continues to rise
- Positive cases from testing continue to increase and the number of COVID-19 patients in Utah hospitals have also increased
- Summit County has a significant rise in COVID cases. As of 7/13/2020, the county has entered its 16<sup>th</sup> consecutive day of day-over-day increase.

This determination is valid for 30 days.



**Joint Transit Advisory Board (JTAB)  
June 16, 2020 Meeting Minutes**

**Advisory Board Members in attendance:**

**Summit County**

Councilwoman, Kim Carson  
Councilman, Chris Robinson

**Park City**

Councilman, Tim Henney  
Councilman, Steve Joyce

**Summit County Staff**

Tom Fisher  
Caroline Rodriguez  
Jamie Dansie

**Park City Staff**

Sarah Pearce  
Kim Fjeldsted  
Jerry Benson  
Vinny Nguyen  
Brian Beckstrand  
Scott Burningham  
Robbie Smoot  
Cindy Stockley

**I. ROLL CALL**

Upon confirmation that quorum was connected to Zoom meeting, the meeting was called to order by Mrs. Fjeldsted at 9:10 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. DISCUSSION ITEMS**

**A. Review/Acceptance and approval of June 2, 2020 meeting minutes - Councilman Steve Joyce motioned to approve June 2, 2020 minutes and Councilwoman Kim Carson Second, Councilman Chris Robinson approved, Councilman Tim Henney approved.**

**B. Bus Stop Accessibility Study**

**Alexis Verson** presented her staff report on bus stop improvement and accessibility. Staff recommends prioritizing flat work and modifications needed to ensure stops are accessible. Staff would like to start the project next year and complete the stops identified on the priority list. Park City and Summit County will conduct the project as a joint effort to share resources and contractors. The project team will work on identifying the priority stops and bring them to JTAB at the next meeting. Staff estimates \$2.5-3 million to make the stops in the County (outside City limits) ADA accessible; costs have not been estimated for stops within City limits however it is likely comparable or slightly less to County costs as some of the stops are in better condition in town. ADA accessibility improvements refer to concrete flatwork mostly: appropriate sidewalk widths, platform areas, and adequate curb types. Staff estimates \$30,000 per shelter for materials with minimal installation cost, on top of the ADA flatwork costs. Completing all of the improvements identified in the bus stop improvement study will cost county and city combined approximately \$5 million to \$6 million for flat work and prepping the site. Stops on private property would require that developer purchase and install shelter themselves.

**C. Open Federal Grants and Capital Projects**

**Kim Fjeldsted** reviewed the capital grants that have been awarded to date. Staff recommends converting Kimball Junction Phase II funds to the bus shelter improvement project. This grant money needs to be used as soon as possible and the bus stop improvements are close to shovel ready.

**Jerry Benson** added that staff wanted to give an overview of all the current open federal formula and discretionary funds. Staff is requesting JTAB's support for staff to move forward with the transferring of the funds from Phase II of Kimball Junction to the improvement of bus stops. JTAB will review and make decisions on a project level regarding fund distribution but full amount will be submitted to UDOT as they do not break it down by project. The award is made as a lump sum and can be used for a variety of projects as long as it is part of the overall regional transit system.

Chris Robinson asked for more information on the Quinn's Park & Ride project. Alexis Verson responded that it is at about 60% design completion. The earliest we would start with construction would be 2021. Alexis offered to present her previous City Council staff report to JTAB at an upcoming meeting.

**Jerry Benson** gave an overview of the Cares Act Emergency Relief Funds Park City will receive.

UDOT has been approved for the CARES Act funding. They have to get these funds under contract which they anticipate will take a couple months. Once they are under

contract Park City can apply for operations reimbursement at 100% with no required local match. Park City will not need to expend 5311 operations funds first.

**Kim Fjeldsted** presented a proposed timeline on how the grant request process will be managed going forward.

#### **D. COVID-19 Update**

**Kim Fjeldsted** presented a COVID update on steps PC Transit has taken to keep staff and passengers safe. Signs are posted at bus stops asking passengers not board if sick. Kim described all current procedure changes with interacting with public and co-workers, ridership, lost & found, symptomatic passengers, and ADA wheelchair passenger interaction.

#### **E. Ridership Report**

**Kim Fjeldsted** presented the ridership report. PC Transit is watching the ridership numbers on a daily basis. They have not reached capacity with the current level of service. PC Transit considered requiring masks for riders but are concerned about conflicts and operator safety. Some passengers will not comply for various reasons.

**Next month's meeting** - Due to scheduling conflicts, the July meeting will be moved to July 20<sup>th</sup> at 9:00am.

**Kim Fjeldsted** reviewed the upcoming agenda items and asked the group for any additional suggestions.

**Caroline Rodriguez** brought up concerns about the PC-SLC Connect. **Kim Fjeldsted** stated that the city and county are paying more than in the past due to the reduction in ridership. UTA supplements the cost by applying the fares but with the reduction in ridership the funds are not available. PC Transit will meet with UTA to work out service levels before their August service change day, and will include Caroline Rodriguez, Jamie Dansie, Scott Burningham and Kim Fjeldsted to explore options for current operations while maintaining the service for our winter season.

**Meeting adjourned at 10:53 am**

**Next meeting:**

**Monday, July, 20 2020**

Respectfully Submitted:

*Cindy Stockley-Park City, Transit Department, JTAB Recorder*



## MEMORANDUM

**Date:** July 20, 2020

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

**From:** Park City Staff

**Subject:** Monthly Ridership Reports and Feedback Breakdown

---

**Background:**

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

**Discussion:**

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

**Consistency with Adopted Plan:**

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

**Additional Information:**

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

**Attachments:**

**Attachment A** – June Fixed-Route Ridership Report

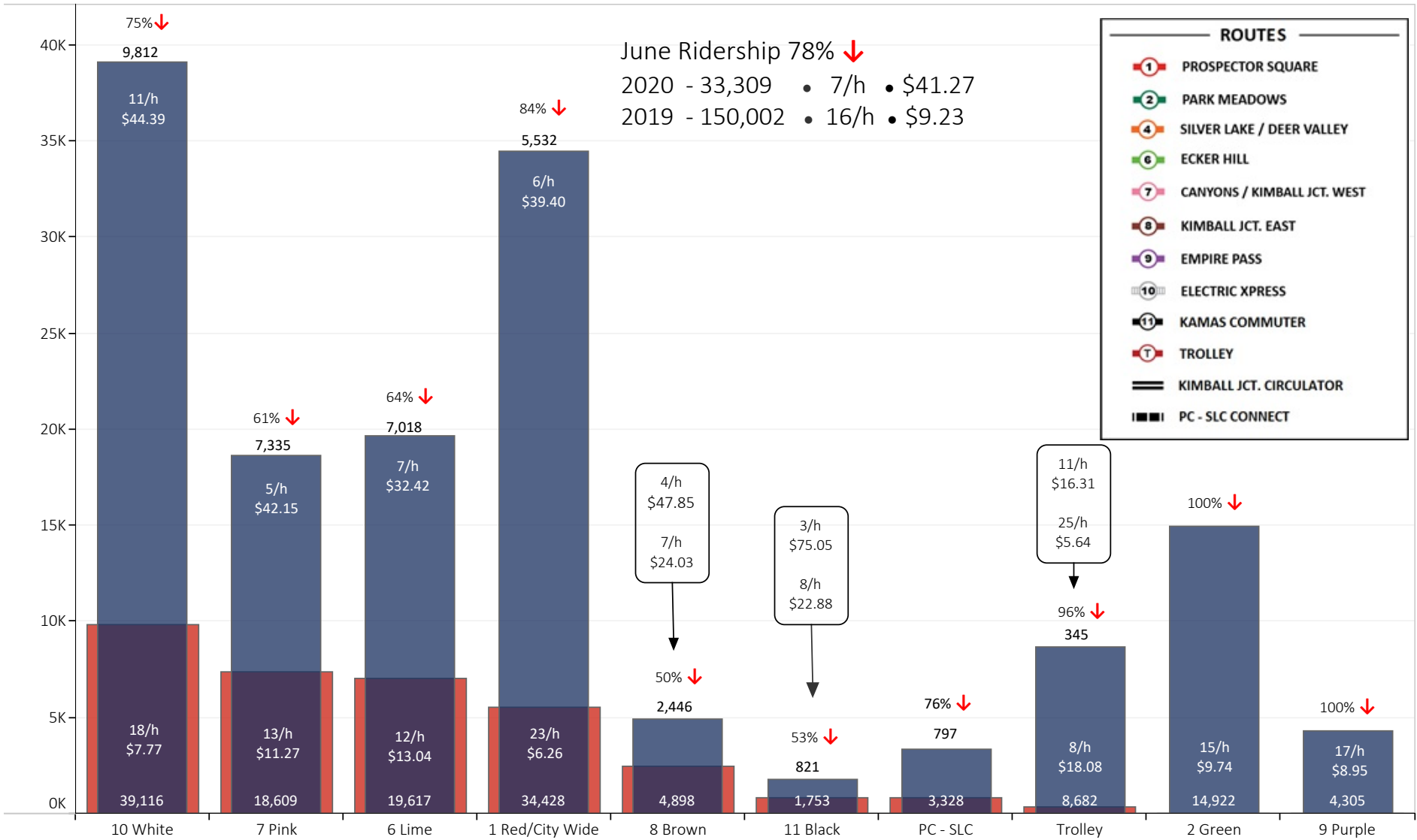
**Attachment B** – June 12-Month Rolling Ridership Report

**Attachment C** – Quarterly Feedback Report (April - June)



Park City Transit - June 2020 Fixed Route Ridership

2019 2020

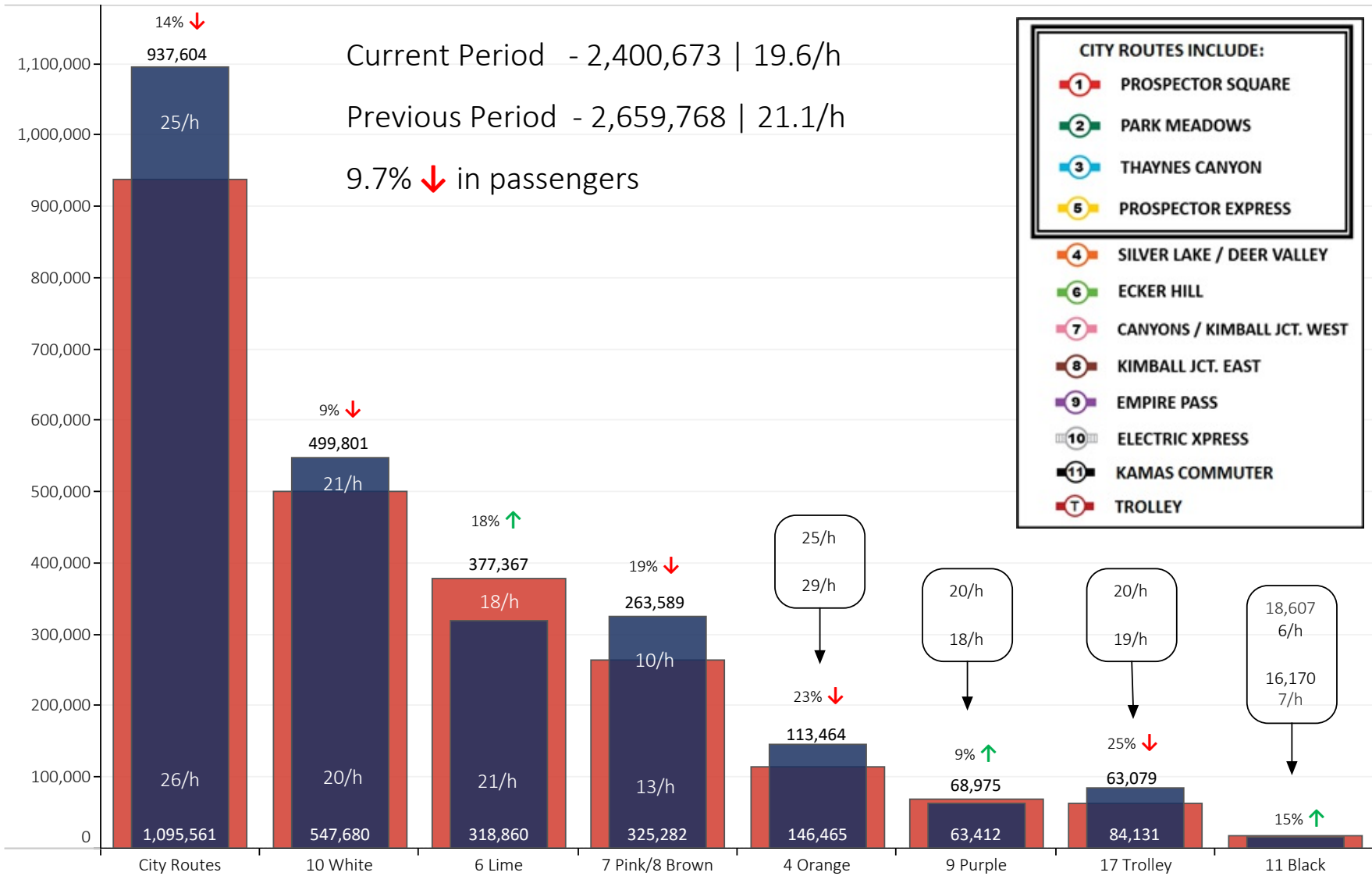


##/h = passengers per service hour, \$##.## = cost per passenger  
 All percentages represent % change.  
 Monthly totals do not include the Kimball Junction Circulator or the PC - SLC Connect.  
 The reduced service City Wide route is included in the 1 Red data.  
 Passengers per service hour is rounded to the nearest whole number.



# Park City Transit - Monthly Annual Fixed Route Report (12 months - July through June)

Current 12 Months Previous 12 Months

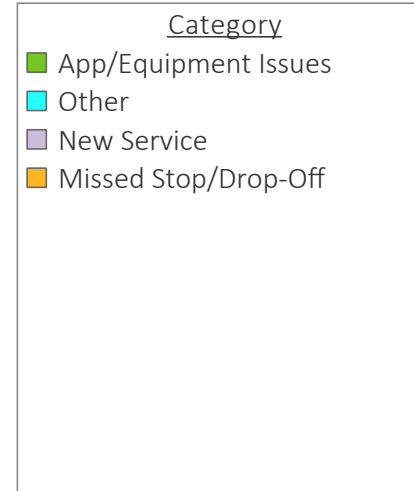
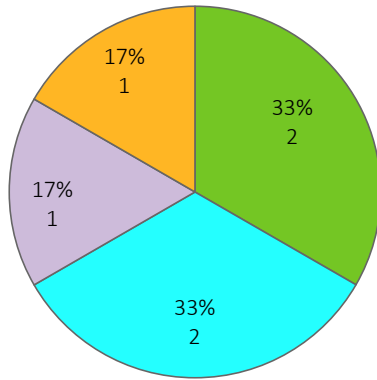


Notes:

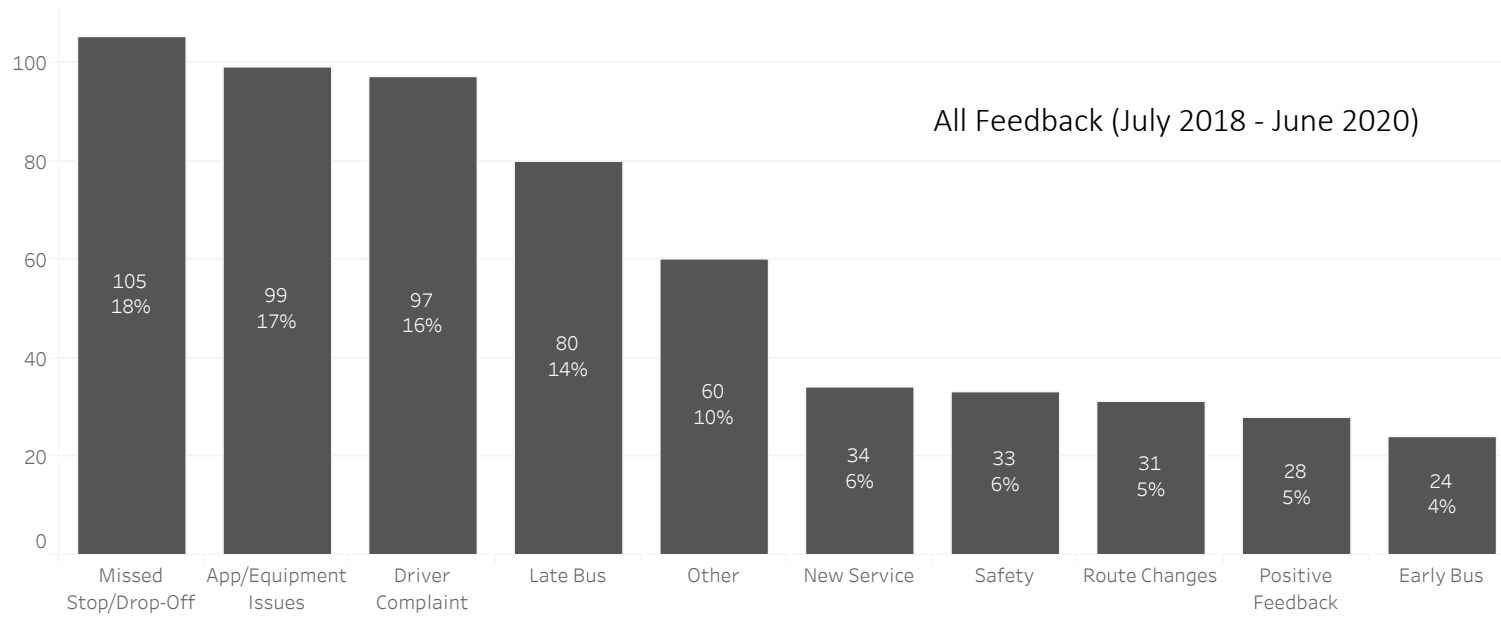
##/h = passengers per hour  
 Past reporting grouped "City Routes" together. In order to maintain data quality, this method was applied to the most recent reporting months even when routes have been reported individually. Total passengers for the previous period include routes that have been discontinued.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



Feedback (April 2020 - June 2020)



Total Feedback = 6



COUNTY MANAGER



THOMAS C. FISHER

July 2, 2020

Matt Dias (by email only [matt.dias@parkcity.org](mailto:matt.dias@parkcity.org))  
Park City Municipal Corporation  
P.O. Box 1480  
Park City, Utah 84060

Re: 8 Brown Service

Dear Matt,

Based on our operational analysis and our financial outlook through 2021, we have made the difficult decision to request that Park City Transit discontinue the operation of the 8 Brown service, effective Monday, August 3. The County will take over operation in a manner that does not disturb current riders.

We would further request that:

- The 8 Brown will continue to show on all Park City Transit route maps and live vehicle location will continue to be available via the Park City Transit app
- Park City Transit will continue to provide the 8 Brown ADA Complementary Paratransit service within  $\frac{3}{4}$  mile of the existing 8 Brown alignment, trip scheduling, and administration, as part of our existing agreement

We would appreciate the opportunity to discuss this service change request during our July 20, 2020, Joint Transit Advisory Board (JTAB) meeting. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas C. Fisher".

Thomas C. Fisher  
County Manager

c: JTAB Members



## MEMORANDUM

**Date:** July 20th, 2020  
**To:** Park City Transit Joint Transit Advisory Board  
**From:** Scott Burningham, Transit Service Planner  
**Subject:** System Efficiency Analysis and Assessment Discussion

---

### **Recommendation:**

Begin discussion on a winter transit plan. In order to meet the savings strategy proposed for winter 2020-21 in the July 2nd JTAB meeting, a minimum 6% cut to service is recommended.

### **Discussion:**

What are winter revenue projections looking like?  
Identify the drivers to making decisions  
Provide staff with parameters to study

### **Additional Information:**

If you have any questions or comments regarding this item, please contact Scott Burningham, Transit Service Planner, [sburningham@parkcity.org](mailto:sburningham@parkcity.org)

### **Attachments:**

- Attachment A – Winter 2019-20 APC data.

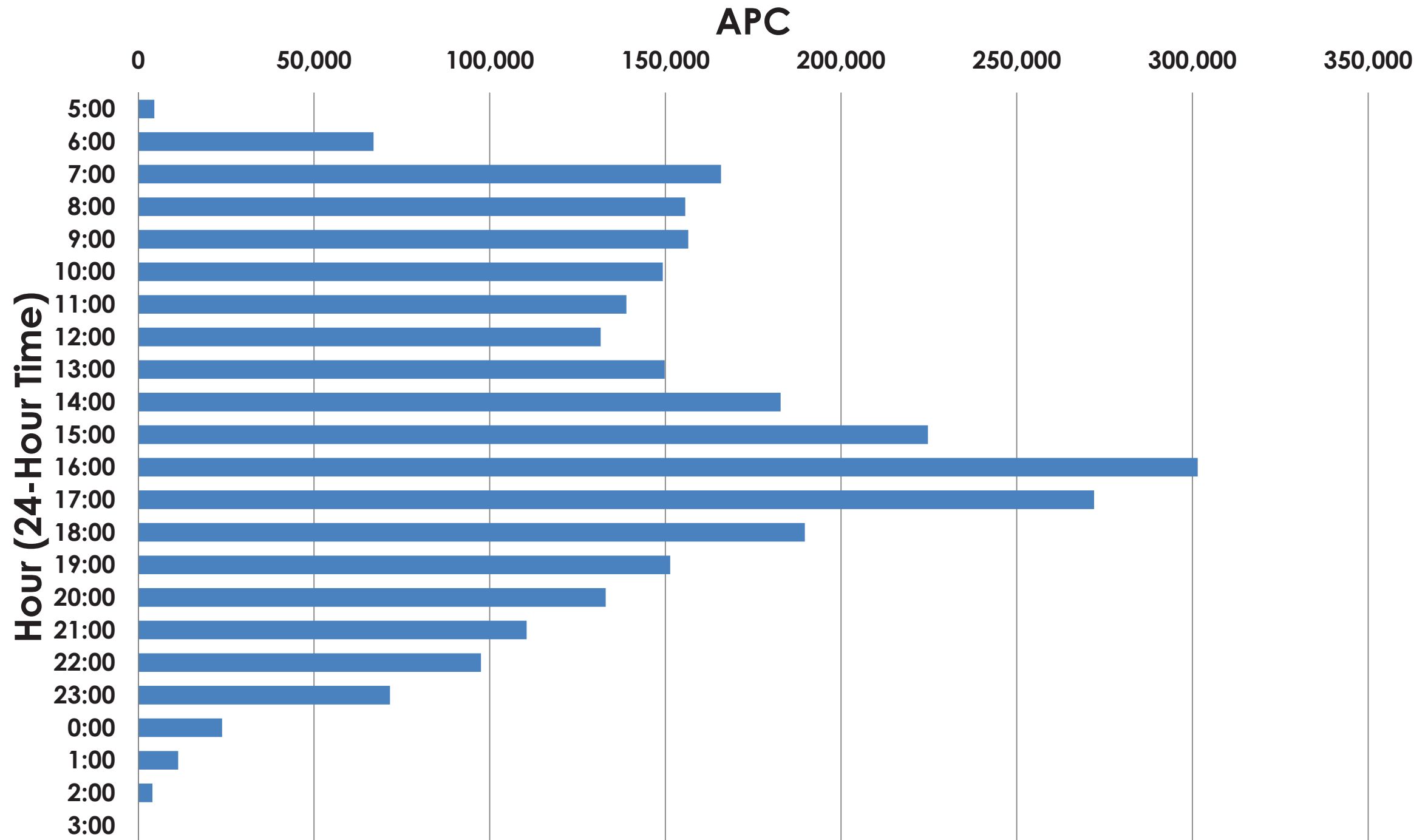
# Winter Service 2020-21

## Overview of Service Options



# APC Counts by Hour

Dec 6, 2019 - Mar 6, 2020



# APC Counts By Route

Dec 6, 2019 - Mar 6 2020

