

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE UTAH TRANSIT
AUTHORITY ADOPTING REVISED BOARD POLICY**

BOARD POLICY 3.2 – SERVICE PLANNING

R2024-09-04

September 25, 2024

WHEREAS, the Utah Transit Authority (the “Authority”) is a large public transit district organized under the laws of the State of Utah and created to transact and exercise all of the powers provided for in the Utah Limited Purpose Local Government Entities-Special Districts Act and the Utah Public Transit District Act (“Act”);

WHEREAS, the Board of Trustees (“Board”) of the Authority is empowered under the Act to, develop and approve board policies; and

WHEREAS, the Board adopts policies to provide leadership and governance to the Authority; and

WHEREAS, on August 28, 2024, the Board reviewed, as required by the Act, with Local Advisory Council the proposed Revised Board Policy 3.2 – Service Planning, attached as Exhibit A; and

WHEREAS, the Board wishes to adopt the revised Board Policy 3.2 – Service Planning.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Utah Transit Authority:

1. That the revised Board Policy 3.2 – Service Planning, attached as Exhibit A, is hereby adopted.
2. That the Board formally ratifies actions taken by the Authority, including those taken by the Executive Director, staff, and counsel that are necessary or appropriate to give effect to this Resolution.
3. That the corporate seal be attached hereto.

Approved and adopted this 25th day of September 2024.

DocuSigned by:

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Carlton Christensen, Chair
Board of Trustees

ATTEST:

DocuSigned by:

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Secretary of the Authority

(Corporate Seal)



Approved As To Form:

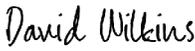
Signed by:

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Legal Counsel

Exhibit A

(Revised Board Policy 3.2 – Service Planning)



Service Planning

Board of Trustees Policy No. 3.2

Application: Board of Trustees and Local Advisory Council

- I. Purpose: The purpose of this policy is to establish a uniform process for planning, implementing, and managing the Authority's transit service planning to ensure transparency and collaboration with communities, regional partners, and stakeholders, and compliance with the Federal Transit Administration (FTA) and Utah Public Transit District Act requirements.

- II. Definitions:
 - A. "Baseline Service" means regularly scheduled transit service provided by the Authority or its contractors on all modes of transit including bus, demand response, paratransit, rail, contracted service, or any future type of transit service that the Authority adopts.

 - B. "Change Day" means scheduled dates where changes in transit service are implemented.

 - C. "Charter Service" means (1) transportation provided at the request of a third party for exclusive use of UTA vehicles, including service that is not part of UTA's regularly scheduled service and is not available to the general public, and (2) all other forms of charter service as defined by the Federal Transit Administration's Charter Service Regulations (49 CFR Part 604).

 - D. "Complimentary Service" means transit service provided by the Authority that is not included in Baseline Service for which no operation costs are collected.

 - E. "Event Service" means expansion of hours, frequency, and capacity to Baseline Service to meet the increased ridership demand during an event or time-limited situation.

 - F. "Major Service Change" means a service change that requires an equity analysis or equity briefing to be performed in compliance with the FTA Title VI Circular (FTA C 4702.1B).

 - G. "Metropolitan Planning Organization" ("MPO") means an organization designated to carry out the federally mandated metropolitan transportation planning process.

 - H. "Sponsored Service" means Baseline Service paid in part or in full by a third party for service that is not Charter Service.

 - I. "Transit Service Planning" means the act of identifying, evaluating, and implementing public transit services on all modes including bus, demand response, paratransit, rail, contracted service, and any future type of transit service the Authority adopts.

- III. Policy: The approval and implementation of Transit Service Planning will proceed as described below and on Exhibit A.

A. Service Design Standards

1. The Authority will develop Service Design Standards to be approved by the Board.
2. Service Design Standards will be developed in compliance with the FTA requirements, including FTA Title VI Circular (FTA C 4702.1B).
3. Service Design Standards will establish service change standards based on best practices in the transit industry and impartial measures that guide service planning decisions that are equitable, systematic, and timely to achieve objectives in the Authority's Strategic Plan and Long-Range Transit Plan ("LRTP").
4. Service Design Standards will establish a framework to design, monitor, and evaluate transit service to best meet customer needs.
5. Service Design Standards will be updated every four years and must be approved by a resolution of the Board of Trustees in a public meeting.

B. Regional Planning

1. Regional Transit Plans ("RTPs") are transit plans developed by Metropolitan Planning Organizations ("MPOs") within the Authority service area. RTPs primary purpose is to phase the implementation of regionally significant transportation investments and to guide federal funding priorities.
2. RTPs are developed through collaborative processes with input from state, regional, and local leaders. The Authority participates in the development of RTPs by identifying transit needs and providing technical expertise including scenario planning tools.
3. RTPs are updated every four years and approval authority resides with the MPO technical and policy committees.

C. Long-Range Transit Plan

1. A Long-Range Transit Plan ("LRTP") will be developed by the Authority, approved by the Local Advisory Council, and adopted by the Board.
2. The LRTP will be a 30-year plan with a focus on preparing for the future transit needs of the communities served by the Authority.
3. The LRTP will provide a comprehensive, unconstrained, system-wide vision that guides service planning. The LRTP will inform and be informed by the applicable RTPs.

4. The LRTP will be updated every four years and must be approved by a resolution of the Local Advisory Council and adopted by a resolution of the Board of Trustees.

D. Service Planning - Comprehensive System Analysis

1. The Authority will conduct a Comprehensive System Analysis of the entire service network every two years. The analysis will include an evaluation of existing services against established Service Design Standards to determine if a service is meeting minimum performance thresholds.
2. At the conclusion of the Comprehensive System Analysis, the Authority will determine if a service not meeting minimum performance thresholds should be modified, discontinued, or receive additional marketing promotion. Services meeting or exceeding minimum performance thresholds will be evaluated to determine if they warrant additional resources, frequency, or span.
3. Recommendations from the Comprehensive System Analysis will be incorporated into the next update to the Five-Year Service Plan.

E. Service Planning - Five-Year Service Plan

1. A Five-Year Service Plan will be developed by the Authority, approved by the Local Advisory Council and adopted by the Board.
2. The Five-Year Service Plan will be updated every two years to guide the near-term transit plans for the Authority's service area. The Five-Year Service Plan will incorporate priorities set in the RTP and LRTP, include all modes of the Authority's transit system, and be financially constrained.
3. Authority staff will collaborate with the Board, counties, local municipalities, and the community to prepare and update the Five-Year Service Plan. Authority staff will:
 - a. Organize engagement opportunities to establish transit service goals and explore service network design scenarios with counties, local municipalities, and members of the community to inform the creation of a Five-Year Service Plan.
 - b. Consult with Trustees in meetings that are compliant with the Utah Open and Public Meetings Act prior to a draft Five-Year Service Plan being prepared for comment by counties and the public.
 - c. Present a draft Five-Year Service Plan to each County within the Authority's service area to request feedback for consideration in the final Five-Year Service Plan.
 - d. Conduct a public comment period of at least thirty (30) calendar days to receive comment on the draft Five-Year Service Plan.
4. A final Five-Year Service Plan; a report on feedback received from counties, local

municipalities and the community; and a report on financial and resource assumptions of the plan including personnel, vehicles, and facility assumptions will be prepared for consideration and action by the Local Advisory Council and Board of Trustees.

5. The Five-Year Service Plan, and any amendments to the Five-Year Service Plan, must be approved by a resolution of the Local Advisory Council and adopted by a resolution of the Board of Trustees.

F. Annual Service Plan

1. An Annual Service Plan will be prepared and approved by the Board of Trustees.
2. The Annual Service Plan will develop operations and budget plans for annual changes to Baseline Service that will be implemented on a scheduled Change Day.
3. The Authority will review the Five-Year Service Plan annually to prepare and update the Annual Service Plan.
4. The Annual Service Plan will be vetted through the annual budget process for resource and operational feasibility. Service changes may be presented to the Board during the annual service process and prior to Change Day.
5. If the proposed Annual Service Plan differs from what is in the Five-Year Service Plan, Authority staff must consult with the Trustees and any impacted local government prior to moving forward with the recommended service changes in the Annual Service Plan.
6. In compliance with federal requirements, the Authority must conduct a public hearing on any Major Service Changes and conduct a Title VI Service Equity Analysis.
7. The Board of Trustees must approve the Title VI Service Equity Analysis by resolution and determine if the implementation of proposed service changes should proceed.
8. The Annual Service Plan, and any amendments to the Annual Service Plan, must be approved by a resolution of the Board of Trustees.

G. Annual Service Implementation

1. Upon approval of the Annual Service Plan, the Authority may proceed with implementing the Annual Service Plan.
2. Annual Service implementation will occur on a designated service Change Day.

H. Additional Service

1. The Executive Director or designee will establish administrative policies, to be approved by the Board, that:
 - a. Set service policies in accordance with FTA requirements, including FTA Title VI Circular (FTA 4702.1B).
 - b. Set standard criteria for determining equitable allocation of Event Service.
 - c. Define criteria for approving requests for additional service, including Sponsored Service and Complimentary Service.

2. The following requests for service must be presented to the Board for consideration and approval in a public meeting:
 - a. Requests for Sponsored Service
 - b. Requests for Complimentary Service
 - c. Requests for transit service beyond Baseline Service approved in the Five-Year Service Plan

3. The Authority does not provide Charter Service and will refer interested parties to private transportation providers.

Cross References: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); FTA Charter Service Regulations (49 CFR Part 604); Private Sector Participation in Public Transportation (49 USC 5315); Title VI Requirements and Guidelines for Federal Transit Administration Recipients (FTA C 4702.1B.); Public Transit District Act (Utah Code 17B-2a-804, 808.1, and 808.2); Board Policy 1.3 Executive Relationships and Meeting Protocols; UTA.01.06 Title VI Compliance; UTA.04.02 Additional Services Request

Approved this 25th day of September 2024

Chair, Board of Trustees

Secretary of the Authority

Approved as to form and content:

DocuSigned by:

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Legal Counsel

Revision/Review History:

Date of Local Advisory Council Consultation	Board of Trustees Approval (Resolution Number)	Action
02-20-2019	R2019-02-03	Revised to reflect process changed, renamed, and renumbered from Executive Limitations Policy No. 2.1.4 – Changes to Levels of Service and Routing to Executive Limitations Policy No. 1.4.2 – Service Planning Implementation.
06-12-2019	R2019-06-01	Renumbered and renamed from Executive Limitations Policy No. 1.4.2 – Service Planning Implementation to Board Policy No. 3.2 – Service Planning Implementation; reformatted and revised to reflect name change from Local Advisory Board to Local Advisory Council.
09-07-2022	R2022-12-07 (12-21-2022)	Revised naming of Five-Year Plan from Mobility Plan to Service Plan.
08-28-2024	R2024-09-04 (09-25-2024)	Revised and clarified UTA’s service planning process; added additional requirements for Service Design Standards, LRTP, Board consultation and approval requirements, and community engagement; provided directive for development of administrative policies; clarified UTA does not provide Charter Service.

Exhibit A

UTA Service Planning and Implementation Process

