PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
July 16, 2020

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regular City Council meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 for the purposes and at the times as described below on Thursday, July 16, 2020.

NOTICE OF ELECTRONIC MEETING & HOW TO COMMENT VIRTUALLY:

This meeting will be an electronic meeting without an anchor location as permitted by Utah Code Open and Public Meetings Act section 52-4-207(4) as amended June 18, 2020, and Park City Resolution 18-2020, adopted March 19, 2020. The written determination of a substantial health and safety risk, required by Utah Code section 52-4-207(4) is attached as Exhibit A. Council members will connect electronically. Public comments will be accepted virtually as described below.

To comment virtually, use eComment or raise your hand on Zoom. eComments submitted before the meeting date will be attached to the packet as appendices. eComments submitted on Council meeting days will be read aloud. For more information on participating virtually and to listen live, please go to www.parkcity.org.

Exhibit A: Determination of Substantial Health and Safety Risk
On July 1, 2020, the Mayor 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 base, which include:
• The percent of positive COVID-19 cases in Utah has been on the rise since May 27, 2020.
• Positive cases from testing have increased from 4.96% to 9.23% during the month of June, and COVID-19 patients in Utah hospitals have increased during the same time period.
• As of June 25, 2020 there have been 158 deaths in Utah due to COVID-19.
• Summit County has the third highest case rate of COVID-19 in the state.
This determination is valid for 30 days, and is set to expire on July 31, 2020.

CLOSED SESSION - 3:30 p.m.

To Discuss Property, Personnel, Advice of Counsel, and Litigation

WORK SESSION

4:35 p.m. - Active Transportation (Walkability) Program Update
Active Transportation Program Staff Report
Exhibit A: Active Transportation Completed Projects
Exhibit B: Active Transportation Construction Projects 2020-21
Exhibit C: Future Active Transportation Projects

5:05 p.m. - 2020 Water Conservation Plan Update
Water Conservation Plan Staff Report
Exhibit A: Park City Draft 2020 Water Conservation Plan

5:35 p.m. - Discuss Cluster Mailboxes in Old Town
Cluster Mailboxes in Old Town Staff Report

5:55 p.m. - Break

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF
Council Questions and Comments

Staff Communications Reports

1. McPolin Farmlands 2020 Projects
McPolin Farm Staff Report

2. Fiscal Year 2020 Historic District Grant Program Update
Historic District Grant Program Fiscal Year 2020 Staff Report
Exhibit A: HDGP Post Card
Exhibit B: 412 Marsac Avenue Ordinary Repair Grant Award Letter
Exhibit C: Thaynes Conveyor Emergency Repair Grant Award Letter
Exhibit D: Thaynes Conveyor Ordinary Repair Grant Award Letter
Exhibit E: 690 Park Avenue Ordinary Repair Grant Award Letter
Exhibit F: 698 Park Avenue Ordinary Repair Grant Award Letter
Exhibit G: 902 Norfolk Avenue Ordinary Repair Grant Award Letter
Exhibit H: 526 Park Avenue Ordinary Repair Grant Award Letter
Exhibit I: 158 Main Street Ordinary Repair Grant Award Letter

III. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)

IV. CONSENT AGENDA

1. Request to Authorize the City Manager to Execute a Contract, in a Form Approved by the City Attorney, with Utilitsync LLC in an Amount Not to Exceed $43,220 for a Five Year Period
UtiliSync Contract Staff Report
Exhibit A: Contract Scope and Fee

2. Request to Approve a Professional Services Agreement, in a Form Approved by the City Attorney, with Terracon to Provide Geotechnical Services for the Arts and Culture District, in an Amount Not to Exceed $63,795.00

Arts and Culture Geotechnical Award Staff Report
Exhibit A: Scope of Services

3. Request to Approve a Construction Agreement, in a Form Approved by the City Attorney, with Gravity Construction Company to Install Two Retaining Walls within the Public Right-of-Way for an Amount Not to Exceed $386,410.00
Retaining Walls Contract Staff Report
Exhibit A: Project Areas
Exhibit B: Construction Plans
Exhibit C: Received Bid

V. NEW BUSINESS

1. Consideration to Approve a Construction Agreement, in a Form Approved by the City Attorney, with the Selected Contractor to Complete the Deer Valley Drive Striping and Signage Improvements Project
(A) Public Input (B) Action
Deer Valley Drive Project Staff Report
Exhibit A: Project Boundary
Exhibit B: Approved Construction Plans

2. Discuss a COVID-19 Small Business Support Program
(A) Public Input
Small Business Relief Grant Program Staff Report
Exhibit A: Examples of State, Regional and Local COVID Relief Programs
Exhibit B: Summit County Overview of CDBG COVID-19 Emergency Small Business Grant Program
Exhibit C: Workforce Services Job Report, March - May 2020
Exhibit D: Economic Recovery Business Survey 3 Results
Exhibit E: COVID Relief Programs Mountain Towns

VI. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4:00 p.m. to 9:00 p.m. Posted: See: www.parkcity.org

***Parking validations will be provided for Council meeting attendees that park in the China Bridge parking structure.**

Agenda Item No:

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: John Robertson
Submitting Department: Engineering
Item Type: Staff Report
Agenda Section:

Subject:
4:35 p.m. - Active Transportation (Walkability) Program Update

Suggested Action:
Work session

Attachments:
Active Transportation Program Staff Report

Exhibit A: Active Transportation Completed Projects

Exhibit B: Active Transportation Construction Projects 2020-21

Exhibit C: Future Active Transportation Projects

City Council Staff Communication Report

Subject:	**Active Transportation Capital Projects Update**
Authors:	**John Robertson, City Engineer** **Heinrich Deters, Sustainability** **Julia Collins, Transportation Planning**
Department:	**Engineering**
Date:	**07/16/2020**
Type of Item:	**Work Session**

Recommendation

Receive a comprehensive Walkability update and provide direction on future prioritization of remaining Walkability Bond funds along with direction on active transportation priorities, generally.

Executive Summary

Walkability, or Active Transportation (AT), has long been identified by Park City as a key program that helps support various Critical Community Priorities and overall quality of life. The installation and implementation of multi-modal principles and programs helps reduce traffic and congestion, and improve safety and the general health and wellbeing of our community.

Since passing the 2007 $15 million Walkability Bond (Bond), over $10.3 million has been expended to implement various walkability projects in Park City. The following report includes a list of completed projects, in-progress projects for 2020/2021, and a list of projects staff identified as priorities for the remaining Bond funds along with various local, state and/or federal funding sources.

Program Background

Promoting healthy walkability and/or active transportation programs have proven benefits that include improving the health and safety of residents and reducing a community's carbon footprint. The term "walkability" is part of the more general term "active transportation" (AT), which encompasses walking, biking and other alternative human powered modes of active transportation. AT users are generally classified as "vulnerable roadway users," and providing safe facilities is imperative to improving their experiences, safety, and mobility around the city.

The voter-approved 2007 $15M Bond was the culmination of a two-year walkability study (https://www.parkcity.org/Home/ShowDocument?id=2290), which in turn led to the formation of a public advisory group, the Walking and Biking Liaison Committee (WALC). Created to ensure that funded projects were prioritized and completed with public input and approval, WALC prioritized the list of capital improvements as identified in the walkability study and supported by Council in 2008. This list provided the blueprint for the majority of projects identified as 'completed projects' in Exhibit A. Below is a highlight of some of the projects completed over the last 11 years:

- Construction of the Bonanza Tunnel to connect Iron Horse to the Rail Trail
- Construction of the Comstock Tunnel;
- Widened multi-purpose trails along Poison Creek and McLeod Creek;
- Traffic calming measures throughout town that included crosswalk improvements, driver feedback signs, striping, and wayfinding signage;
- Construction of separated pathways/sidewalks in Park Meadows and Prospector Square; and
- Pathways adjacent to SR 224.

One project from the list created by WALC and approved by Council that has not been completed is the construction of a separated grade crossing (tunnel or overhead structure) proposed at the SR-224/SR-248 intersection, between Olympic Park and the Yarrow/Double Tree Hotel. Due to the magnitude and cost of this project, and required coordination with Utah Department of Transportation (UDOT), this project was put on hold during the SR-248 Corridor study and SR-248 High School tunnel construction. Staff is currently pursuing a specific Crossing Analysis at the Snow Creek/SR-248 crossing to determine a design for a future crossing facility that will provide improved connections between the McLeod Creek pathway and future Arts & Culture District. To advance this project, staff will continue to seek funding for construction from a variety of state, local and federal sources.

Staff continues to advance AT projects and is currently planning, designing, and preparing construction documents for over 18 projects to improve the City's walkability infrastructure. The proposed 2020/2021 and planned AT projects listed below are funded or will be funded through multiple federal, state, and local founding sources including remaining funds from the Bond. The future projects will come before Council for review and approval during future budget discussions or as funding is applied for and approved by the various federal and state funding sources.

The proposed projects, in no particular order, for 2020/2021 are:

- Deer Valley Drive Restriping Project from Bonanza to Marsac Roundabout
- Park City Heights/Richardson Flat Pathway
- McLeod Creek/Olympic Plaza pathway connections
- Prospector Pathway and Stairs improvements to connect to Rail Trail
- Main Street "Request a Rack Program"
- SR224/Park Avenue and Kearns Boulevard Bus Stop & Sidewalk Improvements
- SR 248 Pedestrian ADA Ramp and Driveway Crossing Improvements
- 6th Street Stairs

Staff anticipates the future AT projects listed below for study, design, construction and/or implementation in the next 2 to 5 years include:

- McLeod Creek Trail & SR 248 Crossing
- Arts & Culture District Pathways and Connections
    - Iron Horse/Bonanza Crossing Improvements

    - Munchkin/Homestake Corridor between Bonanza and Park Ave
    - SR 248 Multi-use Path
- Public Safety Awareness Campaign
- Quinn's Park& Ride / Rail Trail Connection
- 9th Street Stairs
- SR248/Snow Creek Crossing Alternatives Analysis
- Pedestrian improvements and improved pathways for Three Kings/SR224/ Payday
- Deer Valley Drive/Heber/Swede pedestrian crossing intersection improvement
- Park Ave Complete Street Improvement project

More detailed information about these projects can be found in Exhibits B & C.

Walkability Bond Commitments

The Bond is one of the funding sources for AT projects. Currently, with interest earned, there is $5,125,000 million remaining from the original $15 million. Listed below are several projects programmed to be constructed within the next two years using Bond funds to install ATP features.

- SR224/Park Avenue/Kearns Boulevard Bus Stop & Sidewalk Improvements (CP000521) - $250,000
- Deer Valley Drive Restripe Bonanza to Roundabout (CP00420) - $200,000
- Park City Heights/Richardson Flat Pathway - $65,000
- Olympic Park Pathway - $113,000
- Prospector Square Rail Trail Connector - $40,000

The remaining $4.2 million in Bond funds, previously allocated to the SR 248 Olympic Plaza Tunnel, are not formally committed yet, although some discussion has taken place at a staff level about prioritizing AT improvements to be installed related to the Arts & Culture District (District) project. This could include a pedestrian/bike bridge over Bonanza Avenue or at-grade crossing improvements connecting the District to Prospector Square, as well as creating a strong promenade-type connection along Munchkin and Homestake Roads over to Park Avenue.

(Staff will return to the Council for a separate discussion regarding Arts and Culture connectivity options.)

Attachments

Exhibit A Completed Bond Projects
Exhibit B 2020/21 ATP Construction Projects
Exhibit C Future ATP Projects

EXHIBIT A - COMPLETED BOND PROJECTS

PROGRAM	LOCATION	PROJECT NAME	PROJECT DESCRIPTION	NOTES
WALC 26	Citywide	Poison Creek widening	New widened multi-purpose asphalt spine trails (poison creek and McLeod Creek)	Poison Creek provided as bike option on Deer Valley Drive
Active Transportation	Citywide	Wayfinding	Wayfinding for Pathways	Outreach and education to start 2020
WALC 2	Deer Valley	Upper Deer Valley	Install Class 3 bike lane (Round About-Deer Valley snow park and around)	Initial implementation in 2011…additional changes to shoulders and parking were made during winter parking restrictions with Deer Valley Resort in 2019 via Transportation Department funding.
WALC 1	Park Ave	Park Ave Pathway	Install 8' separated pathway on west side of SR224 between SR248 and Empire.	Purchase easement and part waterline project
WALC 2	Park Ave	SR224 north side pathway	Install 8' separated multi-use pathway on north side of SR224/Park Ave from Jan's to the Poison Creek trail located in front of Frontier Bank. This includes a crosswalk across Short Line Dr.	Was part of the east side park avenue pathway project. Stayed within ROW and made 10' pathway
Waterline Construction	SR 248	Movie Studio Connection	Pathway improvement placed on top of waterline to provide new connection along SR248.	Coordination with water provided extension of pathway connections and cost efficient. Funded through Trails Master Plan
WALC 3	Bonanza	Bonanza Crossing	Bonanza tunnel. Underpass from Iron Horse to Rail Trail	
WALC 4	Bonanza	Bonanza Bike lanes	Bonanza Bike Lanes on both sides of the road between Deer Valley Drive/SR248.	Part of Bonanza reconstruction. New Deer Valley Drive bike lanes will provide a connection.
WALC 5	SR 248	Crossing of SR248	Intallation of Pedestrian activated crossing on SR-248 Hawk Beacon at Seminary/High School	UDOT coordination…replaced with tunnel in 2020 due to traffic and pedestrian safetybenefits.
WALC 6	Park Meadows	Lucky John/Little Kate pedestrian improvements	Little Kate and Lucky John Sidewalk and intersection improvements	
WALC 7	Prospector	Comstock Tunnel	Tunnel under SR248 by Comstock	
WALC 15	Prospector	Comstock Sidewalk Improvements	Comstock and Sidewinder sidewalk and intersection improvements	
WALC 9	Deer Valley Drive	Aerie to Poison Creek	Connecting Aerie and Poison Creek Trails via signage and soft surface "Freemason Trail"	Deer Valley Drive Complete Street Project looks to build on this work.
WALC 10	Park Meadows	Luck John Sidewalk	Gap in sidewalk East of monitor on Lucky John in front of LDS church	
WALC 11	Rail Trail	Rail Trail Connections	Rail Trail/Lower Iron Horse bridge. Connection to Poison Creek pathway from Iron horse condos	

ATTACHMENT A - COMPLETED BOND PROJECTS

WALC 12, 17	Park Meadows	Active transportation improvements Park Meadows to Snow Creek	Monitor Driver feed back sign and striping to Traffic Calming on Monitor with lane width reductions. Pathway improvements connecting Park Meadows from Monitor to Snow Creek along SR224.	Capital and part of Traffic Calming study
WALC 15	Comstock	Comstock Sidewalk Improvements	Add sidewalk on east side of Comstock with crossing improvements	Done within the existing ROW
WALC 13	SR 224	SR224 and Holiday Ranch Crossing	224 Crosswalks at Pay Day Drive and crossing improvements to Holiday Ranch pathway	
WALC 16	Prospector	Prospector active transportation improvements	Wyatt Earp Improvements (traffic island, striping, crosswalks). Traffic calming, sidewalk improvements, lane width reductions, intersection enhancements on Gold dust, Wyatt Earp, and Comstock	Part of Traffic Calming Study
WALC 18	SR224	SR224 HAWK Crossing improvements	Signal upgrades to flashing timing and red light indicator	
WALC 19	Park Ave	Park Ave Sidewalk Improvements	Repair and add gaps in existing sidewalk on Park Ave	
WALC 22	Park Meadows	Bike lanes on Lucky John Dr	Shoulders with signs on Lucky John Dr from Monitor to the beginning of Meadows Dr.	Part of Traffic Calming Study
WALC 23	McPolin Barn	Hard surface east connection for White Barn	McLeod Creek and McPolin Barn pathway connections. East/West side of SR224 add asphalt connection from underpass to existing pavement connecting Barn trail.	Connection to Basin Pathway system
WALC 24	McPolin Barn	Hard surface west connection for White Barn	McLeod Creek and McPolin Barn pathway connections. East/West side of SR224 add asphalt connection from underpass to existing pavement connecting Barn trail.	ADA connection from trailhead and requirement of Park City Building Department to require emergency fire access to Barn
WALC 20, 21, 25, 30	Old Town	Old Town thermoplast crosswalks	Install crosswalks, wayfinding and pedestrian flags at the Shorty's stairs midblock crossing on Marsac Ave, Install wayfinding to direct pedestrians to Poison Creek pathway, Thermoplastic inlay crosswalks on all four segments of Main Street/Heber intersection	
WALC 33	Park Meadows	Park Meadows Bike lanes	Park Meadows Class III bike lane	
WALC 1	Park Ave	Park Ave Bike Lanes	Park Avenue (DVD-Heber) Class III bike lane…Sharrows later added then removed per transit safety concerns	Meets Sharrow Policy guidelines…later removed due to concerns associated with Transit times
WALC 31	Park Meadows	Park Meadows crossing improvements	Pathway on one side of Holiday Ranch Loop and crosswalk improvements	

ATTACHMENT A - COMPLETED BOND PROJECTS

WALC 34-36	Park Meadows	Traffic Calming Park Meadows	Driver feedback signs, striping Park Meadows	Part of Traffic Calming Study
Active Transportation	Old Town	Chambers Trail Connection	Chambers Neighborhood connection, Provided neighborhood alternative soft surface pathway to Hillside Aveune.	Provided neighborhood alternative soft surface pathway to Hillside Aveune.
Active Transportation	Park Meadows	Park Meadows Bike lanes	Provided bike lanes on Holiday Ranch, Little Kate and Monitor. **Continuation of WALC #6, #12 and #22**	Additional mile of bikel lane in Park Meadows. Continuation of WALC 22
Active Transportation	Old Town	4th St Walkway	Striped pedestrian walkway on 4th Street	
Active Transportation	Citywide/County	Summit E-bike Share Program	In partnership with Summit County, 20 bike share stations installed and 190 electric bikes purchased throughout Park City and Syderville Basin	Awarded a TIGER grant, TST funds, minimal City investment
Active Transportation	Hillside Ave	Hillside Traffic Calming	Striped pedestrian walkway and temporary speed hump on Hillside Avenue.	

EXHIBIT B - ATP 2020 CONSTRUCTION PROJECTS

PROGRAM	LOCATION	PROJECT NAME	PROJECT DESCRIPTION	Proposed Construction	COST	FUNDING	ADDITIONAL FUNDING	PROJECT MANAGER	NOTES
Active Transportation/WALC 2	Deer Valley Drive/SR224	SR224/Deer Valley Drive Bicycle Improvements	Construction of southbound bike lane and nothbound sharrow and additional signange with traffic calming on SR224/Deer Valley Drive from Marsac Roundabout to Bonanza Dr. Traffic calming with a lane width reduction	2020	$150,000	Walkability Bond		J. Collins	1st priority for Transportation planning. Project will be out to bid in late May with Contruction planned for June
WALC/PC Heights	PC Heights	Rail Trail Park City Parkway connection	Park City Heights/Richardson Flat Boardwalk and Pathway. Consistent with WALC project 32	2020	$65,000			H. Deters	1st priority for Sustainability. Part of PC Heights Development agreement. Ivory Homes will construct boardwalk and main sections of trail.
Treasure/Stairs Plan	Old Town	6th Street Stairs	Install stairs conncting Main Ztreet to Treasure Open Space	2020	$280,000	Treasure Bond	Treasure	H. Deters	2nd priority for Sustainability. Design/Construction for 2020.
Council request	Rail Trail/PSPOA	Prospector Square Lot G	Prospector Square/Rail Trail Pathways & Stairs (Lot G & F)	2020	$100,000	RAP grants $60,000	WALC $40,000	H. Deters	3rd priority for Sustainability. City responsible for stairs only. Lot F possibly Delayed
Active Transportation	Main Street	Bike Rack Program	Expand main street bike rack program to pilot a bike corral program in partnership with local business and expand on existing bike rack program.	2020	$5,000	TST		J. Collins	
A&C/WALC 1	Park Ave/SR248 /SR224	Park Ave pathway and sidewalk Improvements	Park Ave pathway improvements along the east side of SR224/Park Ave around Double Tree from Kearns to Iron horse. Includes bus stop improvements. Continuation of WALC 1.	2020/2021	$1,700,000	FTA 5311/Walkability/TST		A. Verson	Project currently in design. Due to funding requirements may need to push this to construction in later 2020 or early 2021. $200K Walkability programmed to project.
Active Transportation	SR 248	Net zero pedestrian tunnel	Net zero pedestrian tunnel in front of the High School on SR248.	2020	$4,300,000	TST		J. Collins	Construction 99% completed. Anticipated to be completed in June

Funding sources:

TST—Summit County Regional Sales Tax Revenue Programmed
UDOT STIP-- Utah Department of Transportation Statewide Transportation Improvement Projects
WALC - Walkability Bond (Walking and Biking Liason Committee)
Federal—5311 Federal transit capital funding
RST: Regional Transit Sales Tax revenue

EXHIBIT C - ATP PLANNED PROJECTS

LOCATION	Project Name	PROJECT DESCRIPTION	PROJECT STATUS (Planning/Design)	ESTIMATED YEAR OF CONSTRUCTION	ESTIMATED COST	FUNDING	ADDITIONAL FUNDING	PROJECT MANAGER	NOTES
SR 248/SR224	SR248/SR224/Snow Creek Crossing	Snow Creek/SR248 intersection improvements and crossing analysis, Exploring crossing options for this area of SR248 with UDOT	Planning	TBD		WALC		J. Collins	Opportunity to implement an at grade solution at Snow Creek in 2021
A&CD	A&CD pathways	Pathway connections and sidewalk improvements to Munchkin Rd and Homestake. Arts and Culture district active transportation improvements	Planning	TBD				J. Robertson	
Citywide	Safety Awareness Campaign	Multifaceted community safety campaign targeting a variety of audiences	Planning	TBD	$25,000			J. Collins/A. Verson	
County/Quinn's Junction	Quinn's Park and Ride Rail Trail Connection	New at grade connection across old Highway 40 from the Quinn's Park and Ride to connect to a gravel spur to the rail trail.	Design	2021	$900,000	FTA 5311/TST		A. Verson	
Main Street	Old Town/Deer Valley Drive Complete Streets	Improved intersection for Heber/Swede, Poison Creek connections and Marsac roundabout pedestrian improvements.	Design	TBD				J. Collins	
Bonanza	Bonanza multimodal improvements	Design and construct improved crossing at Iron Horse Drive/ Bonanza intersection (Council request 2019). Include increased access to bus stops.	Planning	TBD		FTA 5311/TST		J. Collins	
PC Mountain	PCMR Base Modifications	PCMR Improvements that include sidewalk and ATP improvements	Planning	TBD				J. Robertson	Private project that will install ATP features and complete gaps in sidewalk
Three Kings	Three Kings/Payday pathway Improvements	Add pathway on east side of Three kings and Payday area. Making improved connections to existing sidewalks and intersections. Phase I of the project is advancing the pathway on Three Kings ($360,000)	Design	TBD	$1,200,000	applied to TIF funding through UDOT		J. Collin/C. Legge	
Citywide	Transportation Master Plan: PC Forward	A long range plan to provide a blueprint for PC' transportation future that povides, plans, policies and programs to support PC's multimodal transportation goals.	Planning	TDB	$480,000	RST		J. Collins	
Old Town	9th Street Stairs	Install stairs	Design	2021	$900,000			H. Deters	
Park Ave/SR224		Olympic Park Pathway, CC request and partial implementation of pathway gap noted in WALC 1 Dan's to Jans connection.	Design	2021	$113,000	WALC		H. Deters	Conjunction with Water Department piping project

Sales Tax Revenue Programmed
of Transportation Statewide Transportation Improvement Projects
ing and Biking Liason Committee]
capital funding
revenue

Agenda Item No:

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Jason Christensen
Submitting Department: Public Utilities
Item Type: Staff Report
Agenda Section:

Subject:
5:05 p.m. - 2020 Water Conservation Plan Update

Suggested Action:

Attachments:
Water Conservation Plan Staff Report

Exhibit A: Park City Draft 2020 Water Conservation Plan

City Council Staff Report

Subject: **2020 Water Conservation Plan**
Author: **Jason Christensen, Water Resources Manager**
Department: **Public Utilities**
Date: **July 16, 2020**
Type of Item: **Administrative**

Recommendation

- Review the attached 2020 Water Conservation Plan and direct staff to submit this to the State for their review; and return to Council this winter for final adoption.

Background

- Utah Code requires Park City to adopt a Water Conservation Plan approximately every 5 years.
- The last Water Conservation Plan was adopted in 2014.
- State regulators delayed our submittal one year to 2020 in recognition of the success of our conservation program and to allow the State to spread out a peak of conservation plans due in 2019.
- The City has made tremendous progress on water efficiency and water conservation. The average home now uses about half the water it did in the year 2000.
- The City has the highest enrollment of any Utility using WaterSmart software at approximately 50 percent of the community. This is especially impressive given the opt-in nature of the program.
- The City is tackling water loss, and has received several awards and industry interest in our approach, which includes leveraging our remote meter reading system to gather data and target high water loss areas.
- Staff has drafted an updated Water Conservation Plan, with a new conservation goal of reducing water loss 33% by the year 2030; while continuing to support our active customer side water conservation programs.
- The State requests that the draft Water Conservation Plan be sent for their review by August 15, 2020.
- After the State's review, and prior to December 31, 2020 staff will return with a finalized Water Conservation Plan and will recommend this plan for adoption.

Attachments

A Park City 2020 Water Conservation Plan (draft)

Contents

Water Conservation Plan Update 4

Purpose 4

Discussion 4

State Changes to Conservation Targets 7

New City Conservation Target 7

Highlighting a few Programmatic Successes 7

WaterSmart Portal Enrollment 7

Automated Leak Notifications 8

Near Real Time Tracking of System Loss 9

Reduction in Water Loss in the Centennial Neighborhood from ~400 gallons per minute to ~80 gallons per minute. 10

Appendix 1: State Requested Data 12

System Profile 12

1. Map of Service Area 12

2. Water Connections 13

Supply 13

1. Chart current water supply, categorized by source. 13

2. Describe the occurrences of groundwater depletion and aquifer recharge. 14

3. Provide graph with reliable supply through 2050, water use projections and efficient use projections. 14

4. If after reaching conservation targets, use exceeds supply, list future water sources and cost projections. 15

Water Measurement 15

1. List current water measurement methods and practices. 15

System Water Loss Control 15

1. List water and revenue losses and the control practices implemented to minimize both. 15

Billing 16

1. List current tiered pricing structures. 16

Water Use 16

1. List Current Total Potable and Non-Portable Water Deliveries by Volume (Acre-feet) 16

2. Current per capita water use in gallons per capita per day 16

3. Gallons Per Person Per Day over time 17
Conservation Practices 17
1. Conservation Goal 17
2. Names and Contact information for those responsible for meeting the efficiency goals 17
3. List of Current Conservation Best Management Practices 17
4. List of Conservation Ordinance & Standards 18
5. City Codes/Updates pertaining to Gray Water and Construction Standards 19
6. New Development Requirements 19
7. New Best Management Practices 19

Water Conservation Plan 2020

This document constitutes Park City's 2020 Water Conservation Plan. It is comprised of two pieces. The first contains information on performance metrics, current successes, and the new Conservation Goal. The second titled Appendix A, goes into more detail and provides the State with requested data.

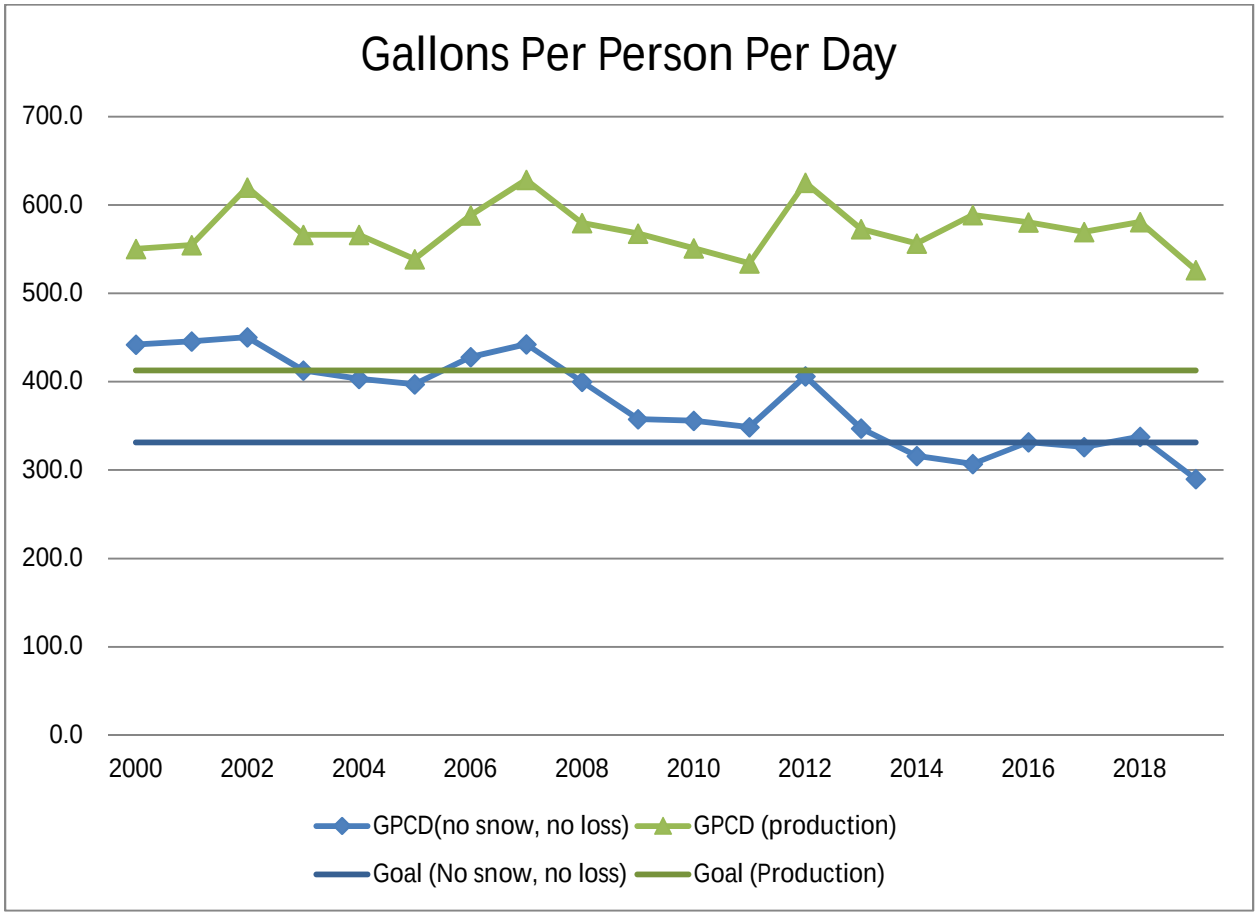
Purpose

Under the Water Conservation Plan Act (UCA 73-10-32), water systems are required to prepare a Water Conservation Plan. The City last updated our water conservation plan in 2014.[1]

In the 2014 Water Conservation Plan, the goal was to achieve a 25% reduction in per capita water consumption, using the year 2000 as the measurement point, by the year 2025.

Discussion

Park City has met its 2014 conservation goal when snowmaking water and water loss are excluded. The City has not yet reached its conservation goal when water loss is included, although the target date for that goal is 2025. This highlights the opportunity represented by reducing water loss. This scenario is shown in the graphic below.

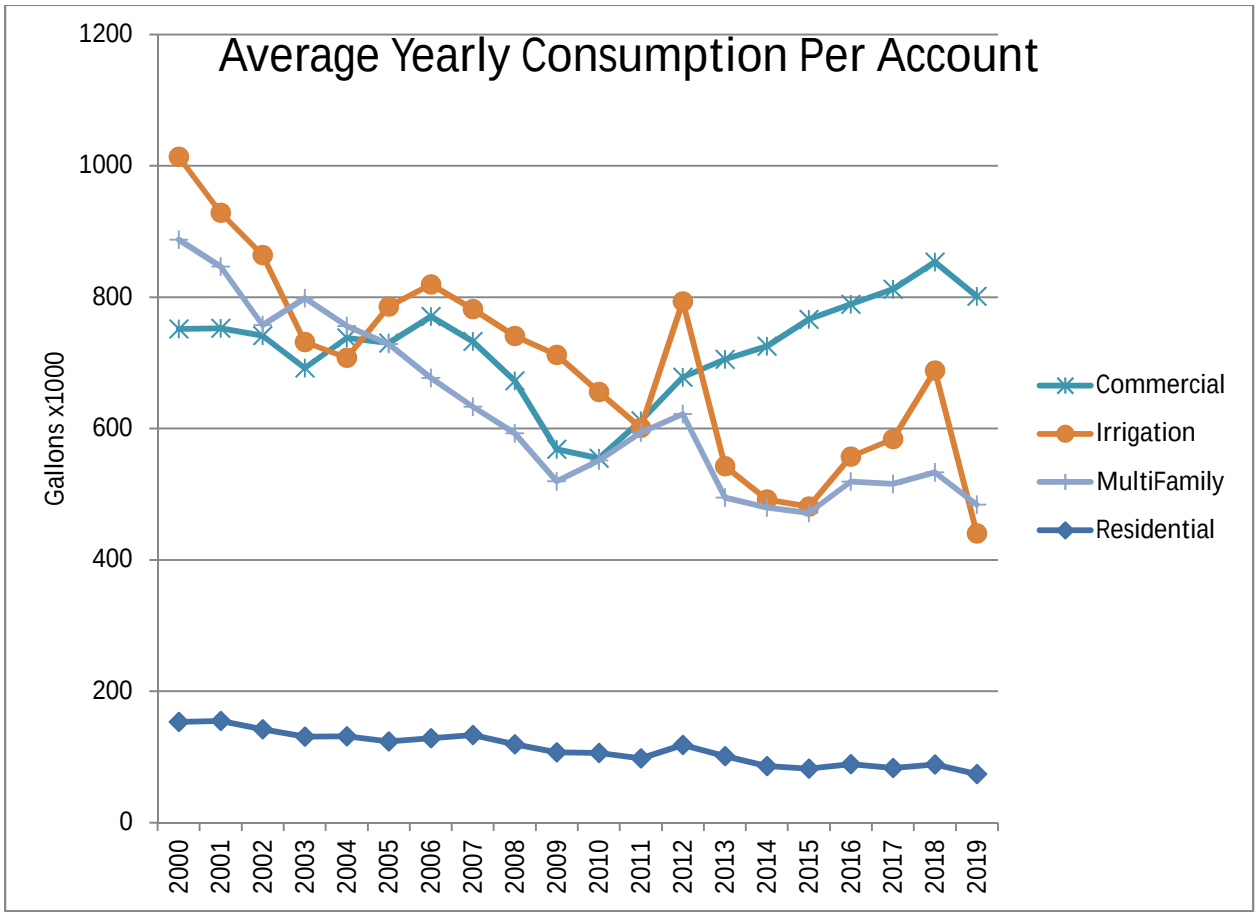


[1] http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2039&Inline=True (Pg. 33)

Gallons Per Capita Per Day (No snowmaking, No water loss) is the blue line. Under this scenario the City achieved its goal in 2014; eleven years before the target date. This scenario is the sum of all billed consumption (Single Family, Multi-Family, Commercial, and Irrigation) and unbilled but metered consumption (Municipal.) Chlorinated snowmaking was excluded as the City has a delivery obligation for defined amounts of water for snowmaking. Water Loss was excluded to highlight the impact this usage is having on conservation goals.

Gallons Per Capita Per Day (Production) is the green line. This includes everything in the first scenario plus snowmaking deliveries and water loss. Snowmaking has a minimal impact, raising the gallons per day by about 50 gallons over Scenario 1. The rest of the difference is caused by water loss, determined as the difference between the water placed into the system and the water metered leaving the system.

The community at large has done an exceptional job conserving water.



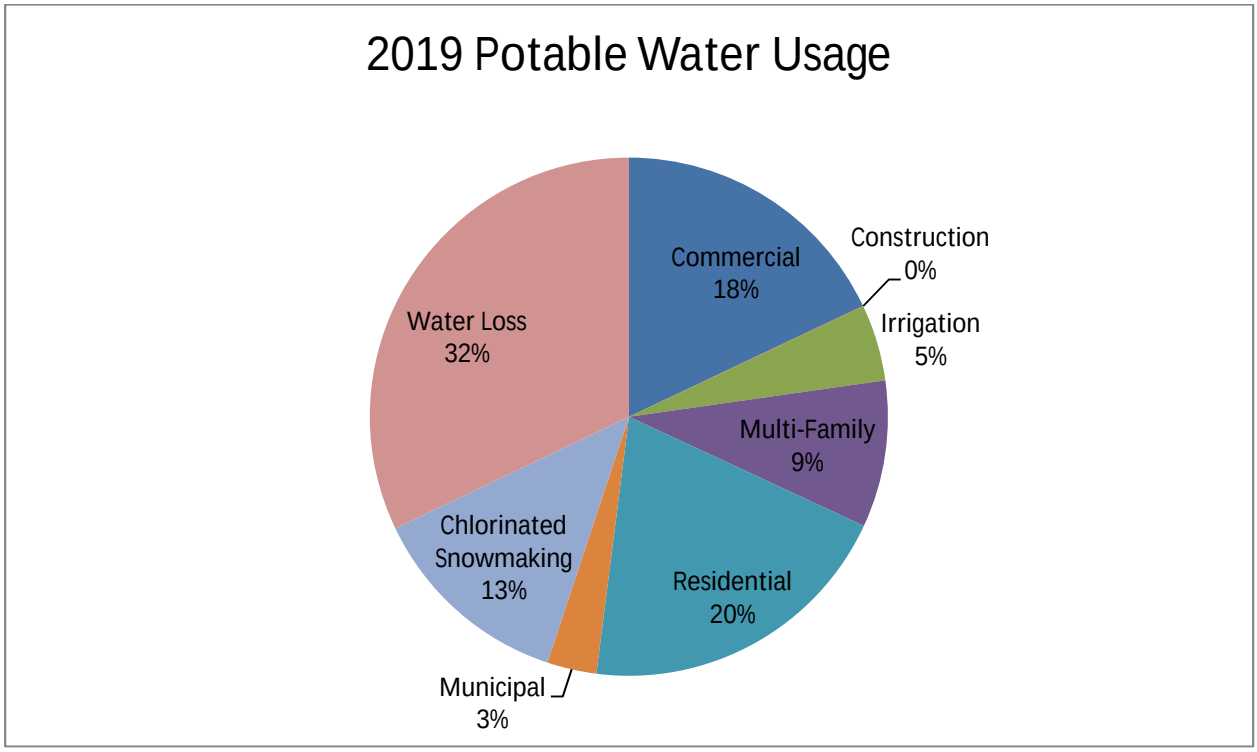
Usage per account has decreased substantially since the year 2000 for Irrigation, Multifamily and Residential Accounts. Commercial accounts on average use more per account. This reflects, in part, a limitation of the gallons per account metric. This metric doesn't account for the increase in the size of a commercial account in Park City. Businesses such as hotels are larger and serve more people on average than they did in the year 2000. Commercial accounts are also more tied to economic conditions. You can

clearly see the recession starting in 2007 in the commercial data, and will be able to see the economic impact of COVID-19 in 2020 data, when available.

The table below shows the percentage change from the year 2000 to 2019.

Account Type	Percentage Change in Water Usage from the Year 2000	Number of Accounts in 2019
Commercial	7% Increase	371
Irrigation	57% Decrease	179
Multi-Family	45% Decrease	314
Residential	52% Decrease	4,512

A final data point is a pie chart on the treated drinking water that was used by the community in 2019 and a table providing the usage in gallons.



2019 Potable Water Usage Gallons	
Commercial	297,382,000
Construction	673,000
Irrigation	78,828,000
Multi-Family	152,085,000
Residential	332,634,000
Municipal	51,229,000
Chlorinated Snowmaking	211,875,000
Water Loss	531,891,014

Total Water Produced	1,656,597,014

State Changes to Conservation Targets

Conservation targets traditionally have been recommended at the State level and then adopted by the City. The initial water conservation target was a 25% reduction by the year 2050. That was then accelerated to a 25% reduction by the year 2025. The State has recently completed a regional plan for basin specific water conservation plans. This replaces the old State goal of a 25% reduction with basin specific water conservation plans. In that plan, specific conservation goals are discussed for different drainages. While not exclusively in the Weber Basin Drainage, Park City is predominately in the Weber Basin drainage. The State target for the Weber River Drainage is a 20% reduction by the year 2030.

New City Conservation Target

The best target for conservation is reducing water loss by implementing additional water loss controls. For this conservation plan, the City is adopting a target of a 33% reduction in water loss by the year 2030 using the year 2019 as the measurement year. This creates a goal of water loss as no higher than 22% by the year 2030, or savings roughly equivalent to all the water billed to Multi-Family accounts. Reducing water loss represents the best opportunity to reduce water diverted and placed into Park City's water system.

Progress towards this goal is currently underway, and the additional steps to be taken are discussed in new best management practices section.

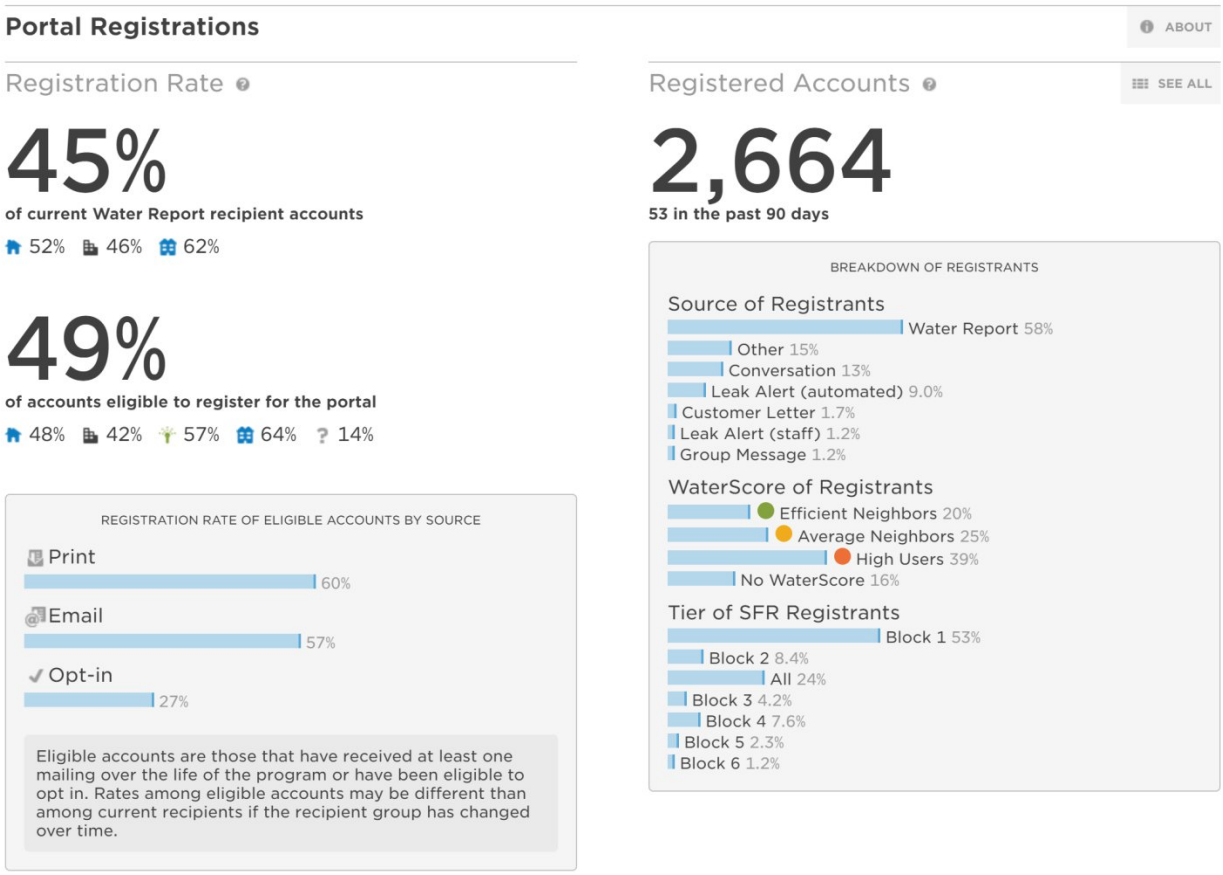
Demand side conservation remains import; and staff will continue our water conservation programs and anticipates continued reductions in per person water demand but is not setting a future target in this water conservation plan.

Highlighting a few Programmatic Successes

Below are a few highlights of our water conservation programs.

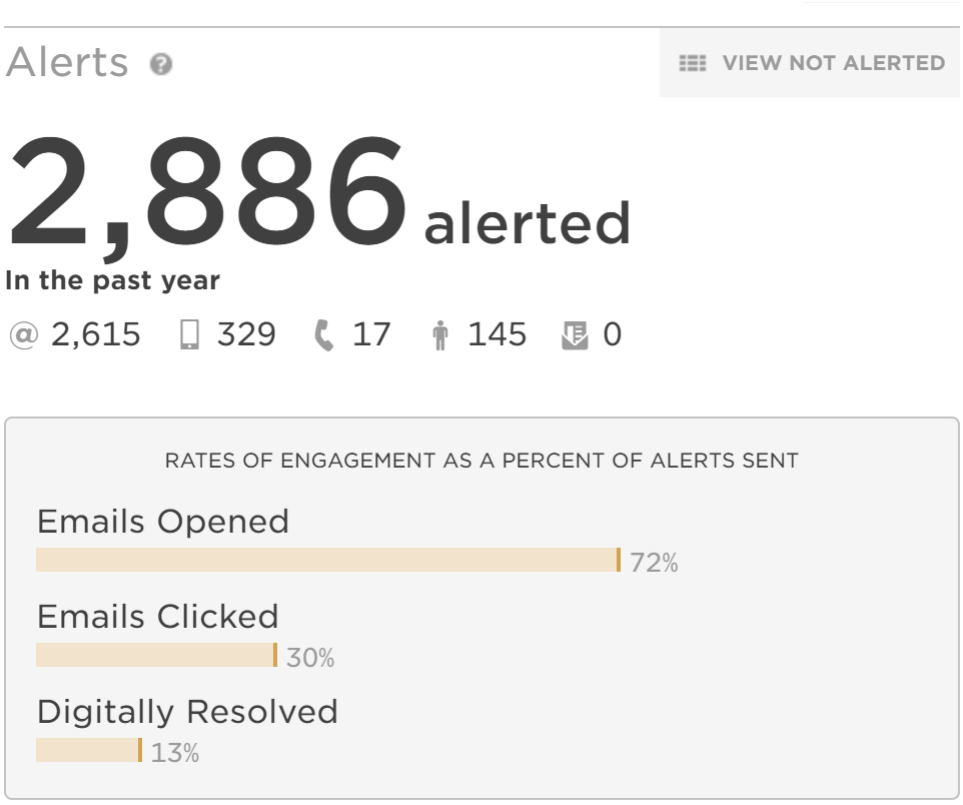
WaterSmart Portal Enrollment

Just shy of 50% of all customers have registered for the Watersmart Customer Portal. This is an exceptionally high registration percentage, and the highest among WaterSmart software's customers. Once registered, these customers can view the library of water conservation suggestions, set up custom alerts based on their water usage, and view hourly data on how they are using water.



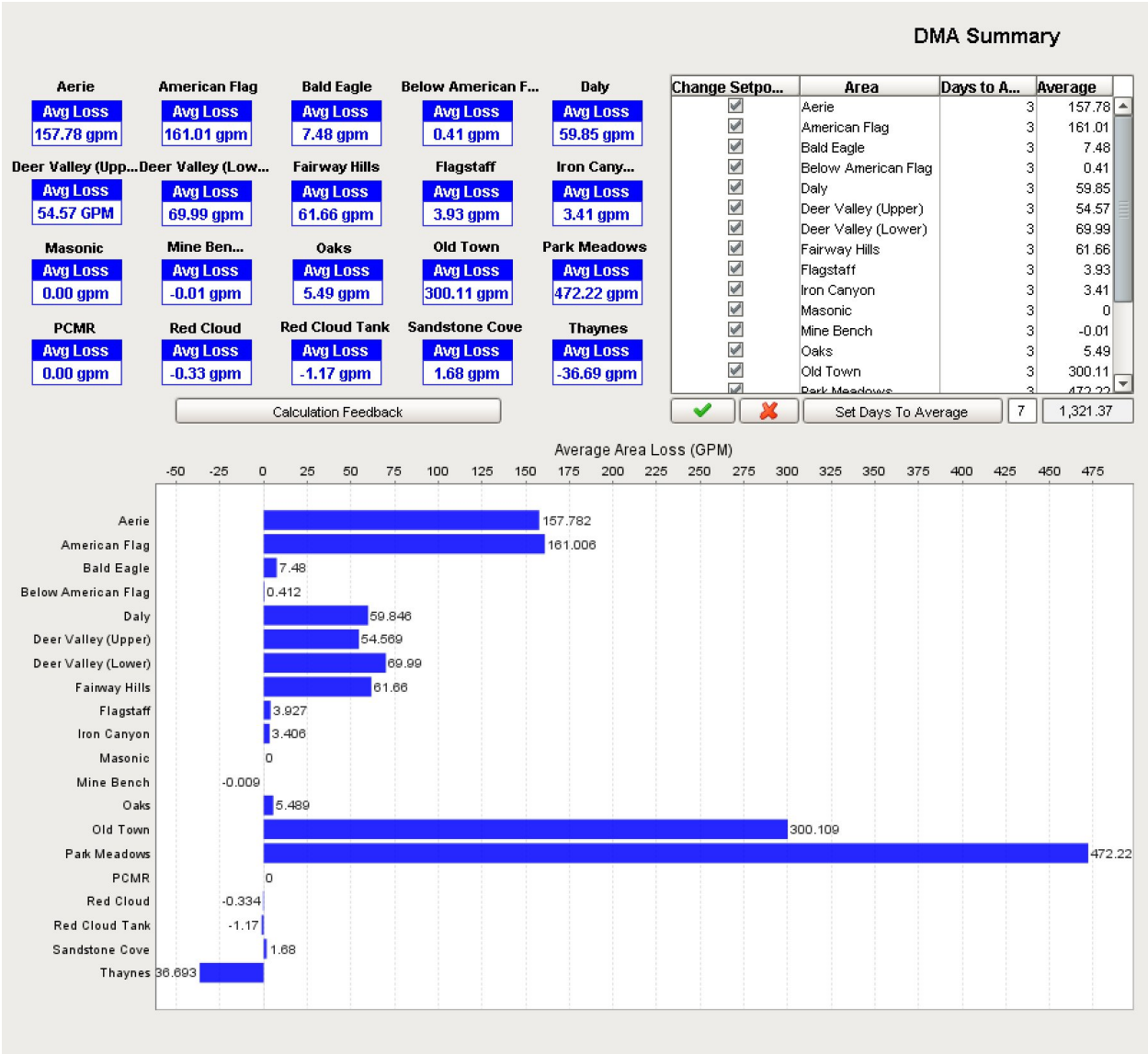
Automated Leak Notifications

2,886 automated leak alerts were sent by the City in the last year. If each account only received one alert, this would mean that half of all accounts had some kind of automated leak notification within the past year. These alerts leverage the City's investment in remote meter reading technology, and help our customers save both money and water.



Near Real Time Tracking of System Loss

We have successfully broken down our water distribution network into smaller zones, and combined those zones with customer metering data. This allows for a zone by zone calculation of where water is not being accounted for, which usually indicates system leaks in an area. This has been done very cost effectively by leveraging existing system, and is on the cutting edge of water loss management in the United States. The City has received several awards for this work.



Reduction in Water Loss in the Centennial Neighborhood from ~400 gallons per minute to ~60 gallons per minute.

In 2018, the department started our water loss efforts with Upper Deer Valley, the area along or accessible from Royal Street. Through an incremental process (additional meters, in pipe-cellular connected sensors, and traditional listening to the pipelines for leak noises), the Centennial neighborhood came into focus.

Repairs began in 2019, and will be completed by July of 2020. We would like to thank the neighborhood for their patience as we rebuilt the water service lines in the area.

As of June 5th 2020 Water Loss in Centennial has decreased from about 400 gallons per minute to around 60 gallons per minute. This represents close to a 10% decrease in annual water demand, and annual operational savings of about $160,000 per year.

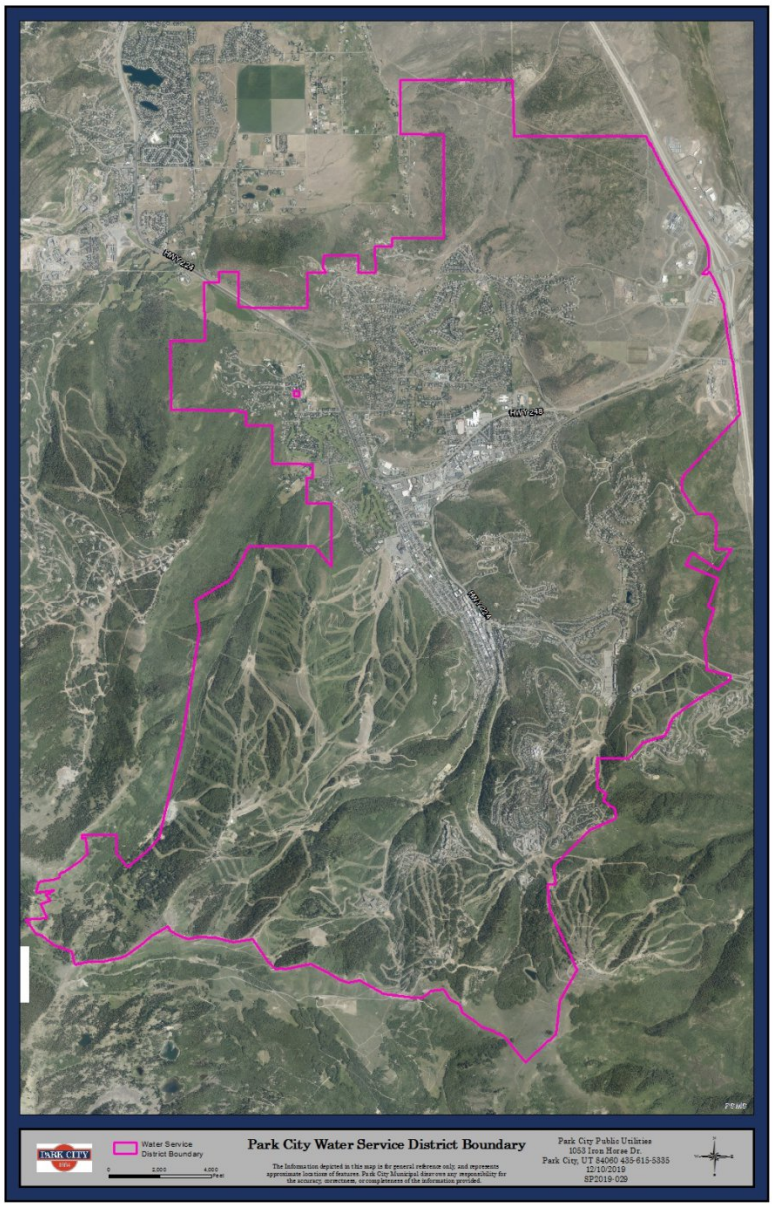
The picture below is of a valve that was uncovered in the neighborhood. It was worn down by an underground, previously undetected leak to a point where it is nearly unrecognizable.

Appendix 1: State Requested Data

The State has requested that Conservation Plans contain specific data. The information in Appendix 1 is laid out to meet those State Requirements[2].

System Profile

1. *Map of Service Area*



[2] https://conservewater.utah.gov/pdf/2020%20Water%20Conservation%20Plan%20Checklist.pdf

2. *Water Connections*

2019 Accounts by PCMC Account Type	
Residential	4,512
Multi-Family	314
Commercial	371
Irrigation	179
Municipal	107
Snowmaking	2

Park City bills accounts based on the above classifications.

2019 Accounts by UDNR	
Residential	4916
Commercial	460
Institutional	107
Industrial	2

The State tracks water consumption based on these account types. In order to convert from Park City types to the State's system, the following conversions are used.

Conversion	
UDNR Types	Park City Types
Residential	Residential + Multi-Family + 50% Irrigation
Commercial	Commercial + 50% Irrigation
Institutional	Municipal
Industrial	Snowmaking

Supply

1. *Chart current water supply, categorized by source.*

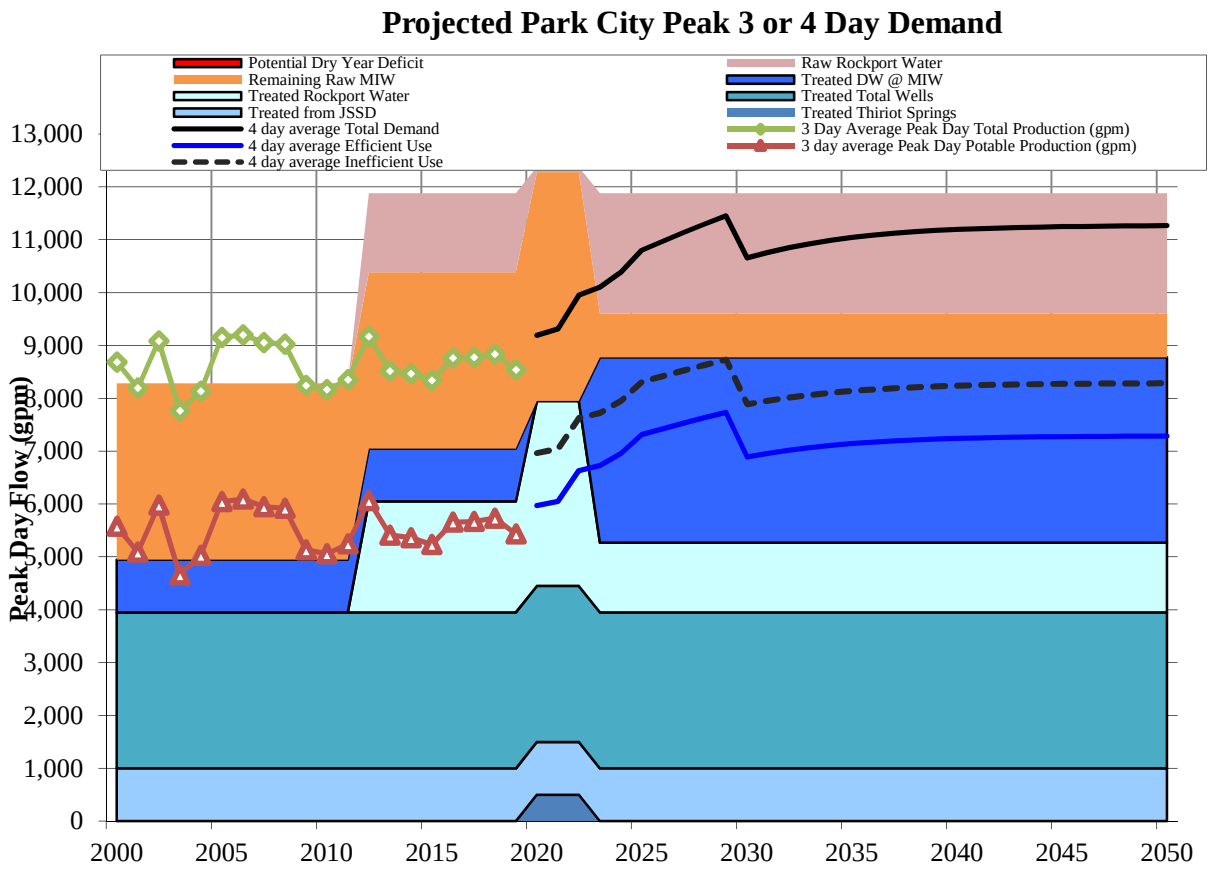
Reliable Water Supply	
Source	*Supply (gpm)*
Wells	2,950
Springs	0
Surface	3,596
Tunnels	7,966
Total Supply	11,878

The chart above provides information on Park City's reliable water supply, in gallons per minute. Actual supply may be greater as these values are taken from dry year production, not average year. While other systems with local storage like a reservoir might list total volume of water available from sources, Park City's system is best understood by listing gallons per minute. We design our system to meet demand on the peak day and use the available gallons per minute from sources to do so.

2. *Describe the occurrences of groundwater depletion and aquifer recharge.*

Ground water depletion does not appear to occur in our area. The aquifers tapped by Park City wells appear to recover each spring, and return to artesianing, flowing water out of the well under pressure, during wet years.

3. *Provide graph with reliable supply through 2050, water use projections and efficient use projections.*



The graph above shows that at present, Park City is not anticipating the need for additional water source capacity within the model's window of time (2050.) A few interesting data points, starting in 2020 all Spiro and Judge water becomes raw water (untreated water available for bulk irrigation) due to the demolition of Spiro Water Treatment Plant and construction of the replacement 3Kings Water Treatment Plant. At the same time, all the raw water from Rockport is converted into treated water for drinking made possible by improvements to Quinn's Junction Water Treatment Plant. These changes mostly reverse when 3Kings is brought online in 2023.

The drop in demand, shown in 2030 is caused by current water sales to Weber Basin. Those are estimated in ten year window, and thus 2030 is outside of that window. While it is unlikely sales will stop as shown in 2030, the City will modulate sales in the future to first meet Park City demands.

4. *If after reaching conservation targets, use exceeds supply, list future water sources and cost projections.*
   Current projects do not show Park City exceeding supply. In the event future resources are needed, Park City entered into the Western Summit County Master Agreement in 2013[3]. In part, this agreement provides for Park City, Summit Water, and Mountain Regional to share water resources. After all existing water resources are exhausted, Weber Basin becomes responsible to build an additional water importation project into the Snyderville Basin. Conceptually, several options have been discussed but the triggering event has not yet occurred for a project. It will certainly be more expensive than any existing source that the City has. Currently the City is providing surplus water under this agreement.

Water Measurement

1. *List current water measurement methods and practices.*
   All billing connections to the system are metered. All billing meters are connected to an Advanced Metering Infrastructure and are read once an hour, and that data is transmitted back to the City every 4 or 5 hours.

   Smaller meters are not currently replaced on an age based system. In 2017, a statistical sample of smaller meters found them to be 99.7% accurate based on American Water Works Association Standards. Staff is currently investigating performance based metrics to drive the replacement of smaller meters in a cost effective manner.

   Over the past 5 years, effectively all meters 3" and larger have been replaced. Following this replacement the majority of larger meters will be replaced every 12 years; except for magnetic meters which are replaced only at failure. This is because these meters have no moving parts, and therefore do not wear in the same way a traditional meter does.

   All source meters are currently metered. In order to determine where water loss is occurring, source meter accuracy and zone meter accuracy has become more important. In 2018 an assessment of these meters accuracy occurred. This has resulted in a number of metering replacements. In 2020, a majority of these meters will be upgraded to digital signals, eliminating noise and increasing data accuracy.

System Water Loss Control

1. *List water and revenue losses and the control practices implemented to minimize both.*
   In 2019, the City saw 531,891,014 gallons of non-revenue water or 1,101 gallons per minute. The operational cost of this loss is about $500,000 in energy, chemicals, and filters, or 3% of our revenue. The opportunity cost of this water is greater, given the Snyderville Basin has reached

[3] https://www.parkrecord.com/news/summit-county/city-weber-basin-approve-agreement/

the limit of its current water supply as discussed above. That loss equates to 32% of the treated water placed into our system.

Water Loss or Non-Revenue water has been a focus of the City's since 2018. Progress is being made on this issue:

2018 System Wide Acoustic Survey
2018 In-Pipe Monitoring (Visenti)
2019 Meter Box Survey
2019 Daily Automated Water Loss Tracking of the Entire System
2019 Instrumentation over AMI Network
2020 Meter Box Survey Remaining Locations
2020 Daily Automated Water Loss Tracking of System Areas (approx. 20 different locations)
2020 Completion of service Line Replacement in the Centennial Neighborhood

Billing

1. *List current tiered pricing structures.*

Consistent with state law, Park City changes for water through a tiered rate structure. A copy of that is available in our fee schedule. As an example, the Residential customer class in Park City has six tiers. In 2019 the lowest tier was $6.30 per 1,000 gallons and the highest tier was $28.68 per 1,000 gallons.

Water Use

1. *List Current Total Potable and Non-Potable Water Deliveries by Volume (Acre-feet)*

Year	Residential	Commercial	Industrial	Institutional	Non-Potable
2019	1,608.50	1,033.59	650.22	157.22	173.77

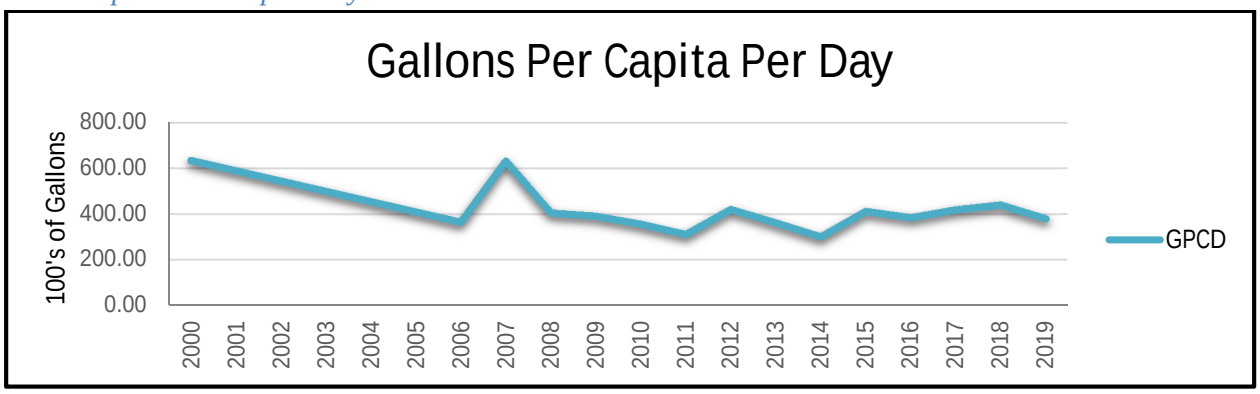
The chart above displays in Acre Feet the amount of water that goes to each of the usage types as reported to the Utah Division of Water Rights.

2. *Current per capita water use in gallons per capita per day*

Gallons Per Person Per Day			
	Potable	Non-Potable	Total
Residential	169	-	169
Commercial	109	-	109
Institutional	68	18	87
Industrial	17	-	17
Total	362	18	380

This chart breaks the 2019 usage down into gallons per day. It is subject to the same conversions as the chart above. This chart also contains Non-potable water, which is typically outside of the scope for metrics that we create.

3. *Gallons per Person per Day over time*



The data used to generate this chart is data submitted to the Utah Division of Water Rights since the year 2000. It includes Non-Potable Water, and also has some years with clear data issues. The data integrity has improved and the more recent the date the more validity the data appears to have. This report is included at the request of the State.

The gallons per capita per day chart at the beginning of the report are based off of billing data, SCADA records, and an engineering report from the early 2010's. Staff has more confidence in that data.

Conservation Practices

1. *Conservation Goal*

- Park City's water conservation goal is a 33% reduction in water loss by 2030
- Continuation of our successful demand side conservation measures, anticipating that these will result in continued water demand reduction.

2. *Names and Contact information for those responsible for meeting the efficiency goals.*

Name	Title	Contact Information
Brenda Wilde	Water Billing Analyst	bwilde@parkcity.org
Jason Christensen	Water Resources Manager	jason.christensen@parkcity.org
Clint McAffee	Public Utilities Director	clint.mcaffee@parkcity.org
Mayor & City Council	Mayor & City Council	https://www.parkcity.org/government/city-council

3. *List of Current Conservation Best Management Practices*

Best Management Practice	Description & Evaluation

Tier Rate Structure	Park City has year round tiered water rates. Water pricing has likely had the greatest impact on water usage.
Metered All Connections	All Park City connections are meters, as discussed earlier in the report. Data on how water is being used is critical to any conservation program.
Consumer portal with hourly usage.	Park City provides access to a customer portal parkcity.watersmart.com. All account holders can access this service and view their hourly water consumption. Users can also set up usage alerts to their text, email or phone. This is a core component of our conservation program. 50% of all Park City customers have registered for this service.
6x a Year Customized Mailed Conservation Suggestion	All account holders receive by mail or email 6 reports a year outlining their water usage and ways they could reduce their water consumption. This serves as a great reminder of conservation programs, and how a property could reduce water usage.
Utah Division of Water Resources is funding rebates for (Smart Controllers & Toilets) using an appropriation from the State Legislature	Smart Controllers are one of the first things we recommend to someone looking to save water or reduce their water bill. We take advantage of the State funding by providing a 50% credit on those controllers.
Annual Water Fair	Park City Public Utilities participates in the Annual Water Fair for 4th Graders, and provides information on how they get their water and how to use less water.
Implement a Water Conservation Plan	Park City has had a conservation plan since the early 2000's.
Active Leak Detection Program	Starting in 2018 the City has enhanced our passive leak detection program with active measures to detect leaks. This has resulted in operations savings and is bearing fruit through reduced water demand.
Perform System Water Audit	The City has made investments in the SCADA system to be able to track water as it moves through the system. This allows for hot spots to be identified and addressed through asset replacement expenditures.
Bill Print with Comparison	Each bill print has a comparison to a neighborhood average and to that property's usage last year at the same time.

4. *List of Conservation Ordinance & Standards*

Item	Location
Waste Water Prohibition	Park City Municipal Code 13-1-21
Water Shortage Plan	Park City Municipal Code 13-1-26, 13-1-22
Drought Plan	Park City Municipal Code 12-1-26

5. *City Codes/Updates pertaining to Gray Water and Construction Standards*

Gray water usage policy is set at the Health Department level.[4] Park City does not further regulate the use of Grey Water. Construction Standards or Building Codes are set at the State level[5], and Park City's practices are consistent with State Law.

6. *New Development Requirements*

New Development is required to meeting applicable construction standards and State Building Code.

7. *New Best Management Practices*

Park City has developed a leading water conservation program that has reduced water usage (excluding water loss and snowmaking) by 25% since the year 2000, and has reduced per account Single Family Residential, Multi-Family and Irrigation usage. This program consists of many on-going operational programs with corresponding expenses. The City will continue to support those, while focusing on the opportunity presented by reducing water loss.

To capture this opportunity the City will:

Summary	Additional Description
Proactively search for leaks.	Continue to develop proactive measures to search for leaks, such as hiring firms to go through the system and listen for leakage.
Improve data quality for distribution meters.	Use new distribution meters to further break the distribution system (over 120 miles of pipe) into smaller units where water in and water out can be tracked to identify leaking areas.
Investigate performance based metrics for residential billing meters.	Determine whether big data algorithms can identify residential meters that are under reading, and target those meters for replacement.
Increase Asset Replacement Expenditures	After completion of 3Kings Water Treatment Plant increase asset management or replacement funding. This will increase the ability to complete asset replacement, like what has occurred at Centennial Circle.

[4] https://rules.utah.gov/publicat/code/r317/r317-401.htm
[5] https://le.utah.gov/xcode/Title15A/Chapter1/15A-1-S204.html

Agenda Item No:

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Hannah Tyler
Submitting Department: Planning
Item Type: Work Session
Agenda Section:

Subject:
5:35 p.m. - Discuss Cluster Mailboxes in Old Town

Suggested Action:

Attachments:
Cluster Mailboxes in Old Town Staff Report

City Council
Staff Report

Subject: **Cluster Mailboxes in Old Town**
Author: **Hannah M. Tyler, AICP – Senior Planner**
Jonathan Weidenhamer, Economic Development Manager
John Robertson, City Engineer
Date: **July 16, 2020**
Type of Item: **Work Session**

Summary Recommendation

Review an update on the history of USPS delivery determinations as well as previous Council policy decisions regarding cluster mailboxes in Old Town, and subsequently provide direction on the following policy decisions:

1. Does the City Council want to change their current policy regarding the installation of cluster mail boxes within the Public Right-of-Way in the Old Town area?
2. If the City Council does not want to change their current policy, would Council prefer to pursue any of the following alternatives:
    a. Allow individual HOAs to request cluster mail boxes?
    b. Subsidize primary resident P.O. Boxes within the area deemed deliverable within Old Town but not allowed for cluster mailboxes?
    c. Refer this issue to the Planning Commission for review?

Acronyms

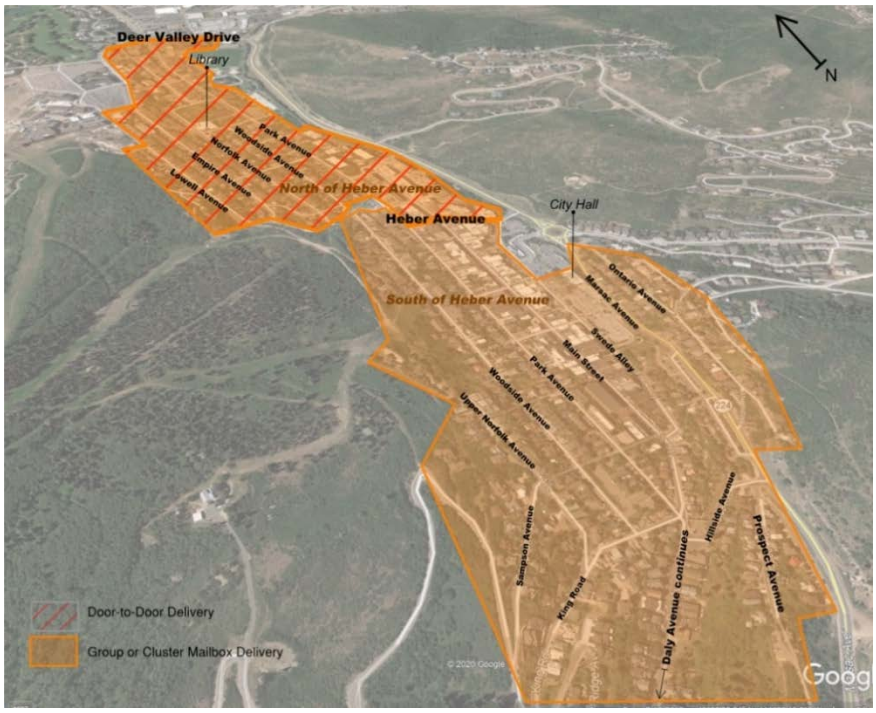
HOA	Homeowner's Association
P.O. Box	Post Office Box
ROW	Right-of-Way
USPS	United States Postal Service

Executive Summary

Currently, the USPS has two different methodologies for mail delivery within the "Old Town" area of Park City.

(1) The Postmaster has deemed the southerly areas of Old Town (south of Heber Avenue) as <u>undeliverable</u> for typical door-to-door deliveries (allowable under Federal Law); however, the Postmaster has deemed this area as <u>deliverable</u> via cluster or group mail boxes at local intersections.
(2) To make matters confusing, the northerly areas of Old Town (north of Heber Avenue) are deemed <u>deliverable</u> for door-to-door deliveries AND cluster or group mail boxes.

The following map depicts the differing delivery methods identified by the Postmaster.



Because no cluster or group mailboxes are currently installed south of Heber Avenue, anyone who resides within the Old Town area must obtain a P.O. Box at the Main Street Post Office. In both 2011 and 2013, City Council denied requests to install cluster mailboxes within the Old Town area due to concerns with impacts to the ROW, safety issues, aesthetics, and sustainability concerns – see Background section for more detail.

Since 2013, City staff and Council have received intermittent inquiries from constituents requesting cluster or group mail boxes. Typically, residents start their conversation with the Post Office and are then directed to the City because, ultimately, the Postmaster deemed these areas as deliverable in some form and the City denied cluster mailboxes. In most instances, cluster or group mailboxes would need to be installed within the Public ROW, which is why this is a City matter and previously involved Council.

Background

Staff has outlined the discussion during previous Work Sessions with City Council regarding cluster mailboxes in Old Town: **September 1, 2011** (Staff Report, page 12 and Minutes).

Then City Engineer, Matt Cassel, explained that the USPS requested permission to install cluster mailboxes that would be strategically located throughout Park City including within or adjacent to the Old Town area. The USPS was requesting to utilize cluster mailboxes because of compounding issues with second homeowners forwarding mail to their Park City physical address in the non-deliverable area – which resulted in complications for the Post Office returning mail and packages. The 2011 staff report explained the USPS' position well:

> *The USPS' position is that although the use of a delivery system using cluster mailboxes is not more efficient than post office boxes, because of the high number of second home owners, there are inefficiencies. When tourists/second home owners visit Park City for extended visits, they have a tendency to have their mail forwarded to their temporary residency in Park City. Unfortunately, a large number of them provide their home address as their mailing address and not a post office box. The USPS spends a considerable amount of time returning mail (packages are processed in an attempt to find the owner) because they*

can't be delivered. The USPS believes the cluster mailboxes will reduce the amount of mail/packages that need extra handling since the cluster mailboxes will be associated with a particular address.

The USPS was willing to install and pay for the cluster mailboxes. If City Council had agreed to the use of cluster mailboxes, the USPS would have required those areas to have mail delivery and the residents would have relinquished their P.O. Box (which the post office had provided at no cost given there is no delivery in Old Town and other areas). Because City Council chose to not allow the use of cluster mailboxes, USPS started charging $56/year for the use of a P.O. Box for those areas determined to be "deliverable."

Council denied the request to install cluster mailboxes for the following reasons: (1) safety issues, specifically in the winter months; (2) sustainability concerns; (3) preserving a community gathering place; (4) concerns for impeding snow removal; (5) creating traffic back-ups as drivers park and exit their car to collect mail; and (6) aesthetic impact on the Historic Districts.

June 7, 2012 (Staff Report, page 6 and Minutes)
Staff went back to Council on June 7, 2012, with the recommendation to deny the use of individual mailboxes in the deliverable sections of Old Town. Because of new information provided by the USPS (noted that Post Office must provide one point of free mail access for a primary resident), staff was uncertain of Council's authority in denying the Post Office the ability to deliver. Three questions or concerns were raised by Council at this meeting and ***Council directed staff to return at a future date with more information***: 1. Staff's uncertainty in the City's authority in denying the Post Office the ability to deliver mail; 2. Request for staff to suggest other locations for cluster mail boxes; and 3. Request information on personal injury liabilities, legal risks, etc. with regard to maintenance.

November 21, 2013 (Staff Report, page 7 and Minutes).
During the January 2013 P.O. Box renewal period, the USPS provided a high level of oversight on verification of primary home ownership during the renewal process. They were able to verify that the number of primary home owners the area totaled 57. The USPS indicated to the City that it would no longer provide free P.O. Boxes to those primary homeowners.

On October 22, 2013, staff held an open house in the City Council chambers to discuss the issue with the 57 primary homeowners. Notices were provided directly to the 57 primary home owners with a general notice sent out to the rest of the neighborhood. Approximately 25 people showed up for meeting with a mix of primary and second home residents who were renting. One of the displays at the open house was a list of alternatives along with issues for each alternative:

ALTERNATIVES	ISSUES
Post Office provide free PO boxes	• "No" per USPS
Residents pay for their PO boxes	• Cost to residents approximately $80 per year
City pay for primary home PO boxes	• Cost would vary each year. With 57 primary homes, cost would be $4,560
Locate gang mail boxes in the ROW	• Lack of space • Impact to snow removal & storage • Impact to parking • Would need a box for all the homes in the area
Locate gang mail boxes on City property	• Lack of space and viable locations • Impact to snow removal & storage • Would need a box for all the homes in the area
Locate individual mail boxes on each home (walking route)	• "No" per USPS

One issue realized by staff through discussions with the USPS was that the USPS' expectation was to provide cluster boxes to everyone in the neighborhood even if only a single request is made for a mail box. For instance, on Lowell Avenue there were two primary residents in 2013. If Council approved the use of cluster mail boxes in the ROW and those two primary residents requested a cluster box, the USPS would have installed enough cluster boxes to accommodate 64 (total homes on Lowell Ave in 2013). USPS's goal is to accommodate future potential use.

As indicated by the City Engineer in 2013, there are numerous reasons why cluster mail boxes located in the ROW would be difficult to incorporate into Old Town:

- On many streets, locating the parking directly behind the curb and gutter interferes with the possible street location of a mail box. Locating cluster mail boxes in the ROW will decrease the overall number of parking spots in Old Town.
- Numerous residents provided a ten (10) foot wide public snow storage area along the front of their property with their redevelopment applications. Staff prefers to not cluster mail boxes in areas where the snow is thrown and stored throughout the winter months.
- With the amount of snow received by Park City, the number of street located mail boxes damaged by snow removal activities would increase significantly. During winter months, streets are barely two car widths wide, which means access would be difficult, especially with 10 feet or more of snow piles between the drivable portion of the road and the possible location of cluster mail boxes.
- Existing retaining walls and other infrastructure also contribute to the difficulty in locating a cluster boxes in front of numerous residences.

Other potential issues also brought up by the City Engineer included:

- Compliance with the Design Guidelines for Historic Districts and Historic Sites;
- Cluster mail boxes offered and paid for by USPS is basic form and material. If Council's decision is to allow gang mail boxes but with a higher quality that better matches the character of Old Town, the City is required to pay 100% for upgrades; and
- Permitting process for mailboxes - Since mailboxes would not be considered a structural element and not have specific requirements dictated by the International Building Code (IBC), a permit is not required by the Building Department. A permit may need to be issued by the City Engineer because the ROW location with design review by Planning Department.

On November 21, 2013, City Council denied installing cluster mailboxes and cited reasons consistent with those outlined by the City Engineer.

Analysis

1. Does the City Council want to change their current policy regarding the installation of cluster mail boxes within the Public ROW in the Old Town area?

Staff has outlined potential opportunities and challenges to shifting the current policy decision:

Opportunity	
Respond Constituents	Requests by constituents for Council to reconsider cluster mailboxes. They have cited the increased cost, lack of convenience, and desire for door-to-door delivery*.
Neighborhood Nodes	Cluster mailbox locations could serve as a location for more focused public outreach. While notices are posted at the Post Office, these smaller neighborhood nodes could allow for notification of very neighborhood-centric issues, events, etc.
Resolve USPS Issues	USPS experiences significant issues with second homeowners forwarding mail to their undeliverable physical address, creating issues for returning mail and packages.

Challenge	
Cost	City Council denied a previous request by the USPS to pay for and install cluster mailboxes within the Old Town area. Staff reached out to USPS to determine if USPS would still be willing to incur cost and responsibility to install cluster mailboxes – thei answer was no. Any future cluster mailbox installations are the responsibility of homeowners or the City.
Maintenance	The City would likely be responsible for maintenance of the mailboxes – including, but not limited to: general upkeep, snow removal, etc.
Public ROW Concerns	Generally speaking, the safety concerns and site constraints for the Public ROW have not changed since 2011. Snow removal, vehicular movement, maintenance, etc. all remain concerns.
Aesthetic	Staff has concerns about the aesthetic of the cluster mailboxes within the Historic Districts. This may compound the cost challenge because as the cluster mailboxes become more customized or non-generic, the cost increase is significant.
Sustainability	In 2011, City Council identified a concern regarding increased carbon footprint resulting from cluster mailboxes. This could probably go either way. While people are probably more likely to idle at a cluster mailbox, many residents drive to the post office on Main Street. This is a concern in either scenario.

*Not all locations are deemed deliverable for door-to-door delivery so this request may not be possible depending on the location within Old Town.

2. **If the City Council does not want to change their current policy, would Council like to pursue any of the following alternatives:**

   a. **Does the City Council want to allow individual HOAs to request cluster mailboxes?**
   City Staff has determined that there may be instances where cluster mailboxes are appropriate for condominium projects within the Old Town area. The City Engineer would review any installation within the ROW to mitigate any challenges outlined above, but the cluster mailboxes would ideally be installed on the condominium's property. This scenario would also require that the cluster mailboxes be the responsibility of the condominium (most likely the HOA). No cost would be incurred by the City. The cluster mailboxes would be subject to a Building Permit Review, Work in the ROW Permit (when applicable), and the Design Guidelines for Historic Districts and Historic Sites – a Historic District Design Review Pre-Application would be required.

   b. **Is the City Council interested in subsidizing primary residents' P.O. Boxes within the area deemed deliverable in Old Town?**
   The City Council could offset the Post Office's costs. In 2018, the City GIS department determined that there are approximately 300 Old Town primary residents with a P.O. Box. Since 2013, the rate for a P.O. Box has increased to ~$100-$200/year per P.O. Box – equates to ~$3,000-$6,000/year. The City could consider using the base price for a P.O. Box (~$100) and any amount over would be the responsibility of the primary resident.

   c. **Does the City Council want to refer this issue to the Planning Commission for review?**
   The City Council may refer this issue to the Planning Commission to review for issues related to ROW, aesthetics, etc. The Planning Commission would make a recommendation to City Council for final policy direction.

Agenda Item No:

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Michelle Kellogg
Submitting Department: Executive
Item Type: Staff Report
Agenda Section:

Subject:
5:55 p.m. - Break

Suggested Action:

Attachments:

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Luke Cartin
Submitting Department: Sustainability
Item Type: Staff Report
Agenda Section:

Subject:
McPolin Farmlands 2020 Projects

Suggested Action:

Attachments:
McPolin Farm Staff Report

City Council
Staff Communications Report

Subject: **McPolin Farmlands 2020 Projects**
Author: **Luke Cartin**
Department: **Sustainability**
Date: **July 9, 2020**

Executive Summary

Park City, in collaboration with Bill White Farms and Summit Land Conservancy, are using sustainable agricultural practices to improve the health and sustainability of the McPolin farmlands. The partners will continue programs from previous summers, including: site maintenance, revegetation, soil testing, and managed grazing. This summer's focus also include: improve site water distribution, increase biodiversity through seeding, and subplot identification.

Discussion

Park City Municipal Corporation is the land owner of the McPolin Barn, and surrounding farm lands. As Park City pursues it carbon neutral goals, engaging Summit County's agricultural and ranching community could result in significant carbon sink resources.

Partners:

Summit Land Conservancy oversees the conservation easement on the land that surrounds the barn. This conservation easement allows for agricultural practices. Summit Land Conservancy audits the projects for easement compliance, reviews work and seed mixes, and provides education and engagement on-site.

Bill White Farms provides labor, equipment, and livestock to the agricultural practices on the land. Their team manages their farm operations that include: greenhouses, eggs, and ranching. They have heavy equipment available, as well as an experienced crew, to perform needed site tasks.

2020 Projects:

Planning for 2020 projects was underway through the winter. When the pandemic struck, the partners paused planning efforts and reassessed in late spring as the economy began to stabilize. Site visits have been conducted throughout snow melt, and project lists were reviewed for cost-effective measures that could be implemented. The partners will continue programs from previous summers, including site maintenance, removing and replacing fence, managed grazing, soil testing, and public engagement. 2020 projects have been identified to further improve the site.

Water Quality Drainage Improvements:

Issue: The overall site has unique water flow challenges. Certain areas are fully submerged in water for weeks, while other sections quickly dry out and struggle for

water throughout summer. The irrigation ditch that runs adjacent to the hay field would flood during thaw, causing issues for Nordic skiing operations and soil health.

Remedy:

- Irrigation Ditch maintenance and culvert installation: culverts were installed in the fall of 2019, and the ditch was regraded. This significantly improved Nordic skiing operations by reducing ice build-up. This summer the ditch and culverts will be monitored and improved as needed to ensure that the water is flowing were needed. This maintenance could include the use of a mini-excavator, hand crews, and skid steer if needed.
- Improving site drainage: the goal is to help redistribute water from overly saturated areas to dry areas through passive systems. Spreading out the water flow will benefit overall site health by reducing run-off channels, providing water to dry areas, and passively irrigate the site. Site work could include cutting in small channels, or installing small pipes and collection basins to move water greater distances. These improvements will be installed close to the ground level. Mini-excavator, ski steer, and hand crews will be performing the work. Any soil disturbance will be revegetated with a biodiverse seed mix.

Biodiversity:
Issue: The site has limited biodiversity, and limited plant coverage in certain challenging areas. Increasing biodiversity on the site will improve soil health, carbon sequestration, and reduce noxious weeds on the site.

Remedy:

- The partners are working to identify a seed mix that can be applied in the fall. This will include plant selection that will diversify root depth, increase nitrogen fixing, increase flowering plants, and reduce soil compaction. This seed mix will be reviewed by Summit Land Conservancy and City staff. There could be some ground disturbance to increase seed germination rate. Site work and seed application could include use of skid steer, tractor, and seed drill.

Identification of sub-plots:
Issue: Identifying areas within the site can be challenging due to lack of features.

Remedy:

- Adding in visible markers within the site will help with communication and tracking progress and lead to the ability to try out concurrent smaller projects. There visible markers will be wooden posts that can be removed for winter recreation. The posts will denote sub-plots where we can test various seed mixes and management techniques.

Department Review
Sustainability, Legal and Executive

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Caitlyn Barhorst
Submitting Department: Planning
Item Type: Staff Report
Agenda Section:

Subject:
Fiscal Year 2020 Historic District Grant Program Update

Suggested Action:

Attachments:
Historic District Grant Program Fiscal Year 2020 Staff Report

Exhibit A: HDGP Post Card

Exhibit B: 412 Marsac Avenue Ordinary Repair Grant Award Letter

Exhibit C: Thaynes Conveyor Emergency Repair Grant Award Letter

Exhibit D: Thaynes Conveyor Ordinary Repair Grant Award Letter

Exhibit E: 690 Park Avenue Ordinary Repair Grant Award Letter

Exhibit F: 698 Park Avenue Ordinary Repair Grant Award Letter

Exhibit G: 902 Norfolk Avenue Ordinary Repair Grant Award Letter

Exhibit H: 526 Park Avenue Ordinary Repair Grant Award Letter

Exhibit I: 158 Main Street Ordinary Repair Grant Award Letter

City Council
Staff Communications Report

Subject: **Historic District Grant Program Fiscal Year 2020 Update**
Author: **Caitlyn Barhorst, Historic Preservation Planner**
Department: **Planning**
Date: **July 16, 2020**

Executive Summary

The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Structures and Sites in order to create a community that honors its past and encourages Historic Preservation.

The Planning Department received nine (9) applications for the Fiscal Year 2020 Historic District Grant Program (HDGP). Eight (8) projects were awarded funds.

Background

On March 5, 2020 City Council passed Ordinance 2020-16 amending the Policies and Objectives for Public Service Contracts regarding the revised operation of the Historic District Grant Program. The Historic Preservation Board (HPB) reviewed the Fiscal Year 2020 staff communication update on July 1, 2020 (Staff Report) and requested clarification on eligible and ineligible work. Staff will return to the HPB prior to next Fiscal Year 2022 applications, which will open spring of 2021.

The City Council Study Session on January 30, 2020 (Staff Report and Audio) reviewed the proposed amendments to the HDGP. At that time, staff was proposing two (2) grant categories (seen on page 2 of the report). Currently, Category A. Repair is the only category with active applications; after the February 5, 2020 Historic Preservation Board Meeting (Staff Report page 27 and Audio), and following COVID-19 closures beginning in March, staff decided to delay the Category B. Competitive applications in order to thoroughly re-visit the evaluation criteria and the eligible and ineligible list of work with the HPB, which will take place in the following months of 2020 and into early 2021.

- **Fiscal Year 2020** – Repair Projects completed July 1, 2019 – June 30, 2020*
  Applications open: March 9, 2020
  Applications close: March 31, 2020
  Awarded projects notified: April 16, 2020

**In order to accommodate construction delays due to COVID-19, staff has extended the project completion deadline on a case-by-case basis.*

- **Fiscal Year 2021** – Repair Projects completed July 1, 2020 – June 30, 2021
  Applications open: June 1, 2020
  Application close: July 15, 2020
  Awarded projects notified: July 31, 2020

The Community Engagement Department posted notification of the Fiscal Year 2021 applications to the Park City Website and Facebook page at the beginning of June 2020. Near the end of June, Staff decided to extend the application deadline from June 30th to July 15th to give an opportunity for more people to apply. On June 25, 2020 Staff sent out 462 post card notifications (**Exhibit A**) to mailing addresses of owners of properties listed on the Historic Sites Inventory notifying of the extended deadline. Park City TV interviewed Caitlyn Barhorst regarding the program on June 23rd, and the application deadline extension was posted to social media and the website. Staff will continue to notify the public via social media, the Park City website, TV/ radio interviews, and post card mailings when each yearly application cycle opens.

HDGP Fiscal Year 2020

Table 1: Break Down of Fiscal Year 2020 HDGP Applications and Award Amounts

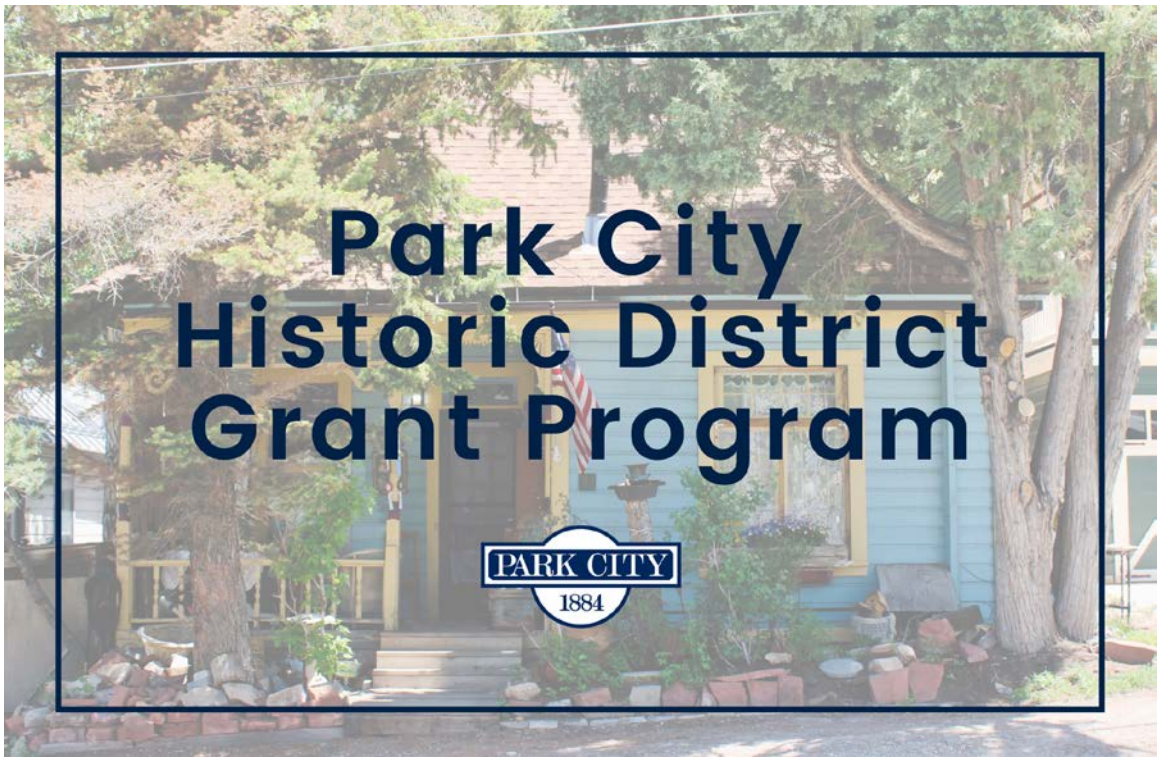
Application	Address	Repair	Awarded Amount | Funding Source	Project Scope
PL-20-04502	412 Marsac Avenue	Ordinary repair	$6,894.00 | Main Street RDA	Asphalt shingle re-roof (non-structural)
PL-20-04503	Thaynes Conveyor	Emergency repair	$15,000 | General Fund	Stabilization of the Conveyor Structure
PL-20-04504	Thaynes Conveyor	Ordinary repair	$15,000 | General Fund	Repair of the Conveyor Structure
PL-20-04505	690 Park Avenue	Ordinary repair	$3,570.00 | Main Street RDA	Paint repairs for Preservation of Historic wood siding
PL-20-04506	698 Park Avenue	Ordinary repair	$3,226.00 | Main Street RDA	Paint repairs for Preservation of Historic wood siding
PL-20-04507	902 Norfolk Avenue	Ordinary repair	$3,446.00 | General Fund	Repair of water damage for exterior wall and entrance porch
PL-20-04514	526 Park Avenue	Ordinary repair	$1,310.00 | Main Street RDA $13,690.00 | General Fund	Historic siding, soffit, fascia, trim, framing repairs
PL-20-04515	158 Main Street	Ordinary repair	$15,000 | Main Street RDA	Historic siding repair, window replacement, framing repairs
PL-20-04516	180 Daly Avenue	No HDDR, did not qualify		

Exhibits

Exhibit A: HDGP Post Card
Exhibit B: 412 Marsac Avenue Ordinary Repair Grant Award Letter
Exhibit C: Thaynes Conveyor Emergency Repair Grant Award Letter
Exhibit D: Thaynes Conveyor Ordinary Repair Grant Award Letter
Exhibit E: 690 Park Avenue Ordinary Repair Grant Award Letter
Exhibit F: 698 Park Avenue Ordinary Repair Grant Award Letter
Exhibit G: 902 Norfolk Avenue Ordinary Repair Grant Award Letter
Exhibit H: 526 Park Avenue Ordinary Repair Grant Award Letter
Exhibit I: 158 Main Street Ordinary Repair Grant Award

Exhibit A: HDGP Post Card

Post Card Front



Post Card Back

Park City Historic District Grant Program

The application deadline for the Fiscal Year 2021 Historic District Grant Program has been extended until July 15.

Eligible projects could be awarded up to $15,000.

The application and additional information is available under 'Latest News' at parkcity.org, or by contacting caitlyn.barhorst@parkcity.org.

PARK CITY
1884

PARK CITY
1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$6,894.00** for the project located at 412 Marsac Avenue, a Landmark Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **Main Street RDA** to assist you with the following items:

Ordinary Repair – asphalt shingle re-roof	$6,894.00
Total Awarded Amount	**$6,894.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY 1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$15,000.00** for the Thaynes Conveyor, a Significant Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **General Fund** to assist you with the following items:

Emergency Repair, stabilization, and cribbing	$15,000.00
Total Awarded Amount	**$15,000.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY
1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$15,000.00** for the Thaynes Conveyor, a Significant Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **General Fund** to assist you with the following items:

Ordinary Repair, stabilization, and cribbing	$15,000.00
Total Awarded Amount	**$15,000.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY 1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$3,570.00** for the project located at 690 Park Avenue, a Landmark Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **Main Street RDA** to assist you with the following items:

Ordinary Repair – painting exterior siding	$3,570.00
Total Awarded Amount	**$3,570.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY 1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$3,226.00** for the project located at 698 Park Avenue, a Landmark Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **Main Street RDA** to assist you with the following items:

Ordinary Repair – painting exterior siding	$3,226.00
Total Awarded Amount	**$3,226.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY 1884

PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$3,446.00** for the project located at 902 Norfolk Avenue, a Landmark Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **General Fund** to assist you with the following items:

Ordinary Repair – exterior wall and entrance porch roof	$3,446.00
Total Awarded Amount	**$3,446.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (or proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY
1884
PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$15,000.00** for the project located at 526 Park Avenue, a Significant Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **General Fund and Main Street RDA** to assist you with the following items:

Ordinary Repair – Historic siding, soffit, fascia, trim	$9,795.00
Ordinary Repair – Framing of Historic Structure	$5,205.00
Total Awarded Amount	**$15,000.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

PARK CITY
1884
PLANNING DEPARTMENT

April 16, 2020

[redacted]

RE: Historic District Grant Program – Fiscal Year 2020

On behalf of the Historic Preservation Board and City Council, I am pleased to inform you that you have been awarded a grant in the amount of up to **$15,000.00** for the project located at 158 Main Street, a Significant Historic Site. The Planning Department staff reviewed your application and submitted cost estimate/invoice and has allocated this funding to be awarded from the **Main Street RDA** to assist you with the following items:

Ordinary Repair:	-Historic siding repair/ replacement	$3,968.93
	-Replace windows	$2,766.71
	-Framing of Historic Structure	$8,264.36
Total Awarded Amount		**$15,000.00**

Please continue to work closely with the Planning and Building Departments as your work progresses. When your work is complete, please arrange an inspection with the Planning Department to document the work has been completed.*

Please keep accurate records of your expenditures. You will be required to submit copies of your invoices/receipts and canceled checks (for proof of payment) showing that your contractor has been paid in full in order to receive the grant funds. Proof of payment can be provided by submitting copies of cancelled checks (front and back) and/or credit card receipts. We are unable to verify proof of payment on cash transactions. Please also complete and return the enclosed W-9 form along with the proof of payment(s).

Work must be completed and inspected prior to June 30, 2020 and proof of payment submitted before July 31, 2020 in order to receive the reimbursement

If you have any questions about this approval or submittal requirements moving forward, please do not hesitate to contact me at (435) 615-5067, or caitlyn.barhorst@parkcity.org.

Sincerely,

Caitlyn Barhorst
Historic Preservation Planner

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Kyle Monez
Submitting Department: Public Utilities
Item Type: Staff Report
Agenda Section:

Subject:
Request to Authorize the City Manager to Execute a Contract, in a Form Approved by the City Attorney, with Utilitsync LLC in an Amount Not to Exceed $43,220 for a Five Year Period

Suggested Action:

Attachments:
UtiliSync Contract Staff Report

Exhibit A: Contract Scope and Fee

City Council Staff Report

Subject: **Stormwater Construction Inspection Software Utilisync**
Author: **Kyle Monez, Storm Water Coordinator**
Department: **Public Utilities**
Date: **July 16, 2020**
Type of Item: **Administrative**

Recommendation

Authorize the City Manager to execute a contract, in a form approved by the City Attorney, with Utilitsync LLC in an amount not to exceed $43,220 over five years.

Background

- Park City is a designated MS4 (Municipal Separate Storm Sewer System), and as such is required to take steps to reduce pollutions entering local streams.
- One such requirement is to inspect and maintain documentation on construction sites that meet certain criteria to ensure that pollution (mainly sediment) is not leaving the site.
- Staff has used a software solution to assist with this obligation since 2016, and that contract is expiring
- Staff issued a Request for Proposals in March, and meet and selected a service called Utilisync LLC.
- If approved, Utilisync will provide a portal that allows contractors to upload their Storm Water Pollution Prevention Plan (SWPPP), and document their inspections; and allow Park City Code Enforcement to conduct and document field inspections.
- The Scope of services will be an initial implementation of the software with training and integration of existing construction site.
- The yearly component of the service will provide an inspection reporting and data storage service for both city staff and contractors.

Funding

- This software is paid through the stormwater fund.
- Attachment A provides a cost breakdown for one time and yearly costs.

Attachment A: Scope and Fee

DESCRIPTION	QTY	UNIT PRICE	UNIT	LINE TOTAL
Item 1. Implementation Fees				
1.1 UtiliSync Platform Implementation. Includes: • creation/configuration of up to 10 forms • 2 staff training sessions. • 1 ArcGIS Dashboard Configuration	1	$1,995	LUMP SUM	$1,995
Item 2. Maintenance Fees				
2.1 UtiliSync Annual Service and Maintenance. Includes: • 10 Power Users and 5 View-Only Users for PCMC Stormwater Department. • Unlimited number of Contractor users. • Unlimited number of form submission. • Unlimited client support via phone, email and chat.	5	$8,245	PER YEAR	$41,225

5 Year Total $43,220

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Corey Legge
Submitting Department: Engineering
Item Type: Staff Report
Agenda Section:

Subject:
Request to Approve a Professional Services Agreement, in a Form Approved by the City Attorney, with Terracon to Provide Geotechnical Services for the Arts and Culture District, in an Amount Not to Exceed $63,795.00

Suggested Action:

Attachments:
Arts and Culture Geotechnical Award Staff Report

Exhibit A: Scope of Services

City Council Staff Report

Subject:	**Professional Services Agreement for Geotechnical Recommendations for Park City Arts and Culture District**
Author:	**Corey Legge, E.I.T, Staff Engineer**
Department:	**Engineering**
Date:	**July 16th, 2020**
Type of Item:	**Administrative**

Summary Recommendation

Staff recommends City Council approve a Professional Services Agreement, in a form approved by the City Attorney, with Terracon to provide geotechnical services for an amount not to exceed sixty three thousand seven hundred ninety five dollars ($63,795.00).

Executive Summary

The proposed Park City Arts and Culture District is proceeding through the design and development stages and compiling a joint Master Planned Development (MPD) package. The City has engaged the services of Lake Flato Architects to provide necessary design and project management of the complex development. Geotechnical services related to subsurface sampling investigations, ground motion hazard analysis, and foundation recommendations are needed to complete the structural engineering of the development.

Staff administered a formal Request for Proposals (RFP) to publicize the project per the City's Contracts and Purchasing Policy. The project was advertised for three weeks in June 2020 in the Park Record, the Salt Lake Tribune, and the City's Webpage. The City received proposals from five (5) geotechnical consulting firms. A selection committee evaluated the proposals based on the following criteria; experience on similar projects, strength of individuals committed to the project, strength of Statement of Qualifications (SOQ) addressing the City's concerns, Cost, and relevance of the submitted work plan.

The selection committee agreed that Terracon is the candidate that provided the best response. Terracon demonstrated relevant experience in the Park City area and staff believes Terracon provides a great team at a fair price. Per the City's Contracts and Purchasing Policy all contracts over $25,000 require Council approval.

Analysis

The structural engineer (BHB Structural Engineers) for the Arts and Culture design team identified several site locations that require sampling and determinations of allowable load limits. This work is typically performed under a geotechnical investigation, including soil borings, conducted by qualified professional geologists/professional engineering firms that specialize in geotechnical services. The soil boring locations are within landscaped areas or in the asphalt of the existing parking lots on the proposed Arts and Culture District site.

Due to the size and complexity of the development, staff recommended a Ground Motion Hazard Analysis and site specific Probabilistic Seismic Hazard Analysis be conducted to provide seismic design criteria. The structural engineer will use the results of this analysis in the structural model to ensure proper sizing and strength of structural elements.

Terracon will deliver a geotechnical report that summarizes the findings from the subsurface investigation. The report will also provide recommendations for foundations and recommendations for construction earthworks. The scope provides Terracon the opportunity to provide additional geotechnical services as identified during the Arts and Culture MPD process.

Department Review

This report has been reviewed by the City Manager, Community Development, and Legal. All issues have been resolved.

Funding Source

The community Arts and Culture District is a public-private mixed-use development that aligns with Critical Community Priorities – Transportation and Housing. Funding comes from a variety of sources relates directly to the uses and ownership. The City will fund the majority of municipal project construction and operating costs through cash and bonds issued against the 1% TRT.

Attachments

Exhibit A: Terracon Scope of Services

In-House Exploratory Drilling Services. Scheduling drilling services is one of the most significant impediments to completing geotechnical investigations with responsive timetables. To address this critical issue, Terracon has made a significant investment in responding to our client's needs: **We are proud to deliver responsive exploratory geotechnical drilling services using our own, brand new, Geoprobe® truck-mounted drilling rig**, equipped with hollow stem auger, mud rotary tools, and Cone Penetrometer Testing (CPT) tooling and diagnostics. Acquiring our own drill rig allows us to offer you highly responsive field exploration services and scheduling flexibility.

Terracon owns and operates the largest geotechnical drilling fleet in the U.S. Terracon's Utah office is proud to join Terracon's Drilling Services team.

IIF™ Incident and Injury-Free™

Safety is one of Terracon's core values and our commitment to an *"Incident and Injury-Free (IIF)"* philosophy is one of the pillars of our culture. Successful execution and delivery includes the need to work safely and keep our employees and the public safe **every** day. Terracon is very much a safety-oriented company. We strive to build health and safety into all aspects of our business and the thinking of our employees. The culture is continued further in our everyday work culture, with all meetings beginning with an *IIF* moment and safety discussion.

What is *Incident and Injury-Free (IIF)*?

IIF is about care and concern for people. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family **every** day. It is where safety is held as a core value as well as an operational priority. Working safely is an inseparable part of working correctly, just as much as other operational priorities, in particular quality, budget, and schedule. *IIF* is our commitment to our people, who we value for who they are, and what they do.

Conducting our work safely means conducting our work in the only acceptable way. Incidents, injuries, and accidents will not be viewed as problems to make go away, but as opportunities to strengthen *IIF*. *IIF* is about developing a mindset intolerant of any incidents or injuries no matter how minor or infrequent.

Park City Business License. Terracon has a current Park City Business License.

Standard Services Provider/Professional Services Agreement. The sample contract is consistent with previous contract language between Terracon and Park City Municipal Corporation, and no exceptions to the agreement are requested.

ATTACHMENTS

June 8, 2020

Terracon

Park City Municipal Corporation
P.O. Box 1480
Park City, Utah 84060

Attn: Mr. Corey Legge – Public Improvements Engineer
P: (435) 615-5057
E: corey.legge@parkcity.org

Re: Proposal for Geotechnical Engineering Services
Park City Arts and Culture District
Kearns Blvd. and Bonanza Drive
Park City, Utah
Terracon Proposal No. P61205110

Dear Mr. Legge:

We appreciate the opportunity to submit this proposal to Park City Municipal Corporation (Park City) to provide Geotechnical Engineering services for the above referenced project.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Site Location and Nearby Geotechnical Data
Exhibit E	Anticipated Exploration Plan

Our base fee to perform the Scope of Services described in this proposal is $63,795. See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by sending Park City's Professional Services Agreement.

Sincerely,
Terracon Consultants, Inc.

Charles V. Molthen, P.E.
Department Manager I

John B. Mancini, P.E.
Senior Associate

EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described by Park City and the expected subsurface conditions as described below. We **have not** visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are highlighted as shown below. We request the design team verify all information prior to our initiation of field exploration activities.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at Kearns Blvd. and Bonanza Drive in Park City, Utah. The property is approximately 5.25 acres. (See Exhibit D)
Existing Improvements	The site parcel is developed and encompasses current and former locations of businesses several businesses including Maverik gas station, Anaya's Market, Skis on the Run, a carwash and a health clinic.
Current Ground Cover	Asphalt concrete, sidewalks, existing buildings and existing landscaping
Existing Topography	Relatively level.
Site Access	We expect the site, and all exploration locations, are accessible with our truck-mounted drilling equipment.
Expected Subsurface Conditions	Our experience near the vicinity of the proposed development or geologic maps indicates subsurface conditions consist of fine grained silts and clays over dense to very dense sands and gravels.

Planned Construction

Item	Description
Information Provided	RFP provided by Park City, dated 5/27/2020.
Project Description	New arts and culture district. The number of building and construction types are unknown at this time.
Maximum Loads (provided by RFP)	■ Columns: 710 kips ■ Walls: 10 kips per linear foot (klf) ■ Slabs: 250 pounds per square foot (psf)
Grading/Slopes	Assumed to be minimal
Below-Grade Structures	Below-grade basement structures may be included.
Free-Standing Retaining Walls	Retaining walls may be used but location and height of walls is unknown.

Item	Description
Pavements	We assume both rigid (concrete) and flexible (asphalt) pavement sections should be considered. Please confirm this assumption. Anticipated traffic is as follows: ■ Autos/light trucks: 2,000 vehicles per day ■ Light delivery and trash collection vehicles: 10vehicles per week ■ Tractor-trailer trucks: <5 vehicles per week The pavement design period is 20 years.
Estimated Start of Construction	Unknown

EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, and engineering/project delivery. These services are described in the following sections.

Field Exploration

Per the RFP, the following exploratory boring locations and depths are planned:

Number of Borings	Planned Boring Depth (feet) [1, 2]	Planned Location
11	30 to 45 [3]	Planned building area

1. Below ground surface;
2. Borings are currently planned to be excavated utilizing Hollow Stem Auger. If auger refusal is encountered before the planned depth, ODEX drilling will be utilized to excavate to the planned depths;
3. Borings depths account for basement structures with exploration 20 feet beneath footing elevation.

Boring Layout and Elevations: We use handheld GPS equipment to locate borings with an estimated horizontal accuracy of +/-20 feet. Field measurements from existing site features may be utilized. If available, approximate elevations are obtained by interpolation from a site specific, surveyed topographic map.

Subsurface Exploration Procedures: We will advance soil borings with a truck-mounted drill rig using continuous flight augers (Hollow Stem Auger). Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The split-barrel samplers are driven in accordance with the standard penetration test (SPT). The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling.

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Property Disturbance: We will backfill borings with auger cuttings upon completion. Pavements will be patched with cold-mix asphalt and/or ready mixed concrete, as appropriate. Our services do not include repair of the site beyond backfilling our boreholes, and cold patching existing pavements. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes

to be periodically checked and backfilled, if necessary. We can provide this service, or grout the boreholes for additional fees, at your request.

Geophysical Testing: Refraction Micro-tremor (ReMi) seismic surface wave testing will be completed at the site using the dispersive nature of surface waves to determine the variation of the shear wave velocity with depth for application in developing the Seismic Site Class to meet requirements of the RFP. Testing will require geophone arrays with lengths of 300 feet to complete the testing.

Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon will comply with local regulations to request a utility location service (Bluestakes of Utah). We will consult with the owner/client regarding potential utilities, or other unmarked underground hazards.

While Terracon will use the public utility locating service to identify utility lines and a private locating service to clear boring locations, some utilities and underground equipment are unlocatable. Commonly unidentified utilities and equipment include but are not limited to, private utility lines, non-metallic water and sewer lines, clay sewer lines, non-energized electrical lines, deeply buried utilities, non-ferrous tanks, and fiber optic lines. Terracon is not responsible for damage to, or the repair of, any damaged underground utilities or equipment not identified using the above services.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the Scope of Services.

Ground Motion Hazard Analysis

A Ground Motion Hazard Analysis (GMHA) will be conducted in accordance with the RFP. GMHA consists of a detailed engineering evaluation of the seismic ground motion hazards at the site per 2018 International Building Code (IBC) and ASCE 7-16 requirements. GMHA findings will be summarized in the geotechnical report.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field work. The anticipated laboratory testing may include the following:

- Water content
- Unit dry weight
- Atterberg limits
- Unconfined compressive strength
- Triaxial compression
- Swell/consolidation
- One dimensional consolidation
- Grain size analysis
- Direct Shear
- Chemical Analyses – pH, Sulfates, Chloride Ion, Electrical Resistivity

Our laboratory testing program often includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we will describe and classify soil samples in accordance with the Unified Soil Classification System (USCS).

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our ***GeoReport®*** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification

- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When utilized, our collaboration portal documents communication, eliminating the need for long email threads. This collaborative effort allows prompt evaluation and discussion of options related to the design and associated benefits and risks of each option. With the ability to inform all parties as the work progresses, decisions and consensus can be reached faster. In some cases, only minimal uploads and collaboration will be required, because options for design and construction are limited or unnecessary. This is typically the case for uncomplicated projects with no anomalies found at the site.

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Stratification based on visual soil (and rock) classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Ground Motion Hazard Analysis findings and conclusion
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations
- Recommendations for design and construction of interior floor slabs
- Seismic site classification
- Subgrade preparation/earthwork recommendations, including excavation cuts/shoring options
- Lateral earth pressure recommendations for below-grade and retaining structures
- Recommended AC and PCC pavement options and design parameters

Additional Services

In addition to the services noted above, the following are often associated with geotechnical engineering services. Fees for services noted above do not include the following:

Review of Plans and Specifications: Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for

construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Observation and Testing of Pertinent Construction Materials: Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations, and assuming construction methods will be performed in a manner sufficient to meet our expectations, and is consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated materials testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers.

Perform Environmental Assessments: Our Scope for this project does not include, either specifically or by implication, an environmental assessment of the site intended to identify or quantify potential site contaminants. If the client/owner is concerned about the potential for such conditions, an environmental site assessment should be conducted. We can provide a proposal for an environmental assessment, if desired.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Subtotal	Lump Sum Fee
Task 1: Project Kick-Off meeting		$500
Task 2: Geotechnical Investigation:		
Private Utility Locate	$805	
Subsurface Exploration	$35,340	$51,295
Laboratory Testing	$6,310	
Geotechnical Consulting & Reporting[1]	$8,840	
Task 3: Ground Motion Hazard Analysis		$12,000
Total:		**$63,795**

1. Includes 20 hours of consulting meetings.

Additional services not part of the base fee include the following:

Additional Services (see Exhibit B)	Lump Sum Fee	Initial for Authorization
Plans and Specifications Review	$750	
Construction Materials Testing Services	TBD	

Our Scope of Services does not include services associated with site clearing, wet ground conditions, tree or shrub clearing, or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission

to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

GeoReport® Delivery	Posting Date from Notice to Proceed [1, 2]
Project Planning	2 days
Field Exploration	1 week
Site Characterization	21 days after completion of field work
Geotechnical Engineering	35 days after field work

1. Upon receipt of your notice to proceed we will activate the schedule component of our *GeoReport®* website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our *GeoReport®* website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Corey Legge
Submitting Department: Engineering
Item Type: Staff Report
Agenda Section:

Subject:
Request to Approve a Construction Agreement, in a Form Approved by the City Attorney, with Gravity Construction Company to Install Two Retaining Walls within the Public Right-of-Way for an Amount Not to Exceed $386,410.00

Suggested Action:

Attachments:
Retaining Walls Contract Staff Report

Exhibit A: Project Areas

Exhibit B: Construction Plans

Exhibit C: Received Bid

City Council
Staff Report

Subject:	**Construction Agreement for Crescent Tramway and Hillside Avenue Retaining Wall Capital Improvement Projects**
Author:	**Corey Legge, E.I.T, Staff Engineer**
Department:	**Engineering**
Date:	**July 16th, 2020**
Type of Item:	**Administrative**

Recommendation

Staff recommends City Council approve a Construction Agreement, in a form approved by the City Attorney, with Gravity Construction Company to install two retaining walls within the public right-of-way for an amount not to exceed three hundred eighty-six thousand four hundred ten dollars ($386,410.00).

Executive Summary

The Engineering Department submitted two projects to the Capital Improvements Projects (CIP) Committee to install retaining walls within the public right-of-ways. One Mechanically Stabilized Earth (MSE) retaining wall would be constructed at the location of a collapsed historic stacked stone wall along the Crescent Tramway path between Woodside Avenue and Norfolk Avenue shown in Exhibit A. A second gravity wall would be constructed at the location of an unstable historic wall within the public right-of-way of Hillside Avenue. Both projects were approved with a FY2020 budget of $520,058.00.

Staff administered a formal bidding process to publicize the project per the City's Contracts and Purchasing Policy. The project was advertised for three weeks in May 2020 in the Park Record, the Salt Lake Tribune, and the City's Webpage. Gravity Construction Company was the only contractor to bid on the project. Gravity Construction has recent experience for work on residential projects within the Park City Old Town area. Per the City's Contracts and Purchasing Policy all contracts over $25,000 require Council approval.

Background

A. Crescent Tramway MSE Wall

The Crescent Tramway path, between Woodside Avenue and Norfolk Avenue, traverses PCMC owned parcels PC-337-X, PC-388-X, and PC-322-X. The path divides the Kimball's property located at 663 Woodside Avenue. The residence is located on the south side of the path and the garage structure is located directly north. Traveling west, the path crosses the ski run that leads to the town lift. The City improved the path in 2013 by installing sidewalk.

A stacked stone retaining wall ran along the northern edge of the sidewalk following the property line. The retaining wall supported the Crescent Tramway path and retained the

hillside above the Kimball's garage. After the collapse of the retaining wall in the spring of 2019, staff closed the Crescent Tramway path and completed a geotechnical investigation performed by a contracted consultant. Staff reviewed alternatives to stabilize the slope and found it was necessary to replace the collapsed stack stone retaining wall with a new structure that would retain the hillside.

The construction will remove the collapsed rubble and preserve the stone. A new MSE retaining wall will be constructed with the same dimensions as the previous stacked stone retaining wall (60' long and a maximum height of 9'6"). The new MSE retaining wall, designed by a Professional Engineer, is considered the structural infrastructure. The stone that was saved from the previous wall will be installed as a veneer to cover the MSE wall and best match the preconstruction aesthetics.

If the proposed construction is not completed on the Crescent Tramway there is a significant risk of earth movement along the hillside and continued degradation of the pathway.

B. Hillside Avenue Gravity Wall

The Hillside Avenue Historic wall is a 120 foot long, 4 to 8 foot high old foundation wall located within the Hillside Avenue Public Right-of-Way. The retaining wall is on the east side of the drive for the 27 Hillside Avenue residence and supports the yard of 9 Hillside Avenue. Lateral movement has been observed in the retaining wall and there is concern for the long term stability.

The primary goal of the project is to relieve the lateral pressure on the back side of the wall with minimal disturbance to the current alignment and structure of the historic masonry. The new gravity wall, designed by a Professional Engineer, will be installed behind the existing wall and will not be visible when completed. The contractor is required to support the existing wall during phased construction so the historic masonry would not be dismantled.

If the proposed construction contract is not approved the potential for collapse of the existing historic retaining wall on Hillside Avenue will continue to be present.

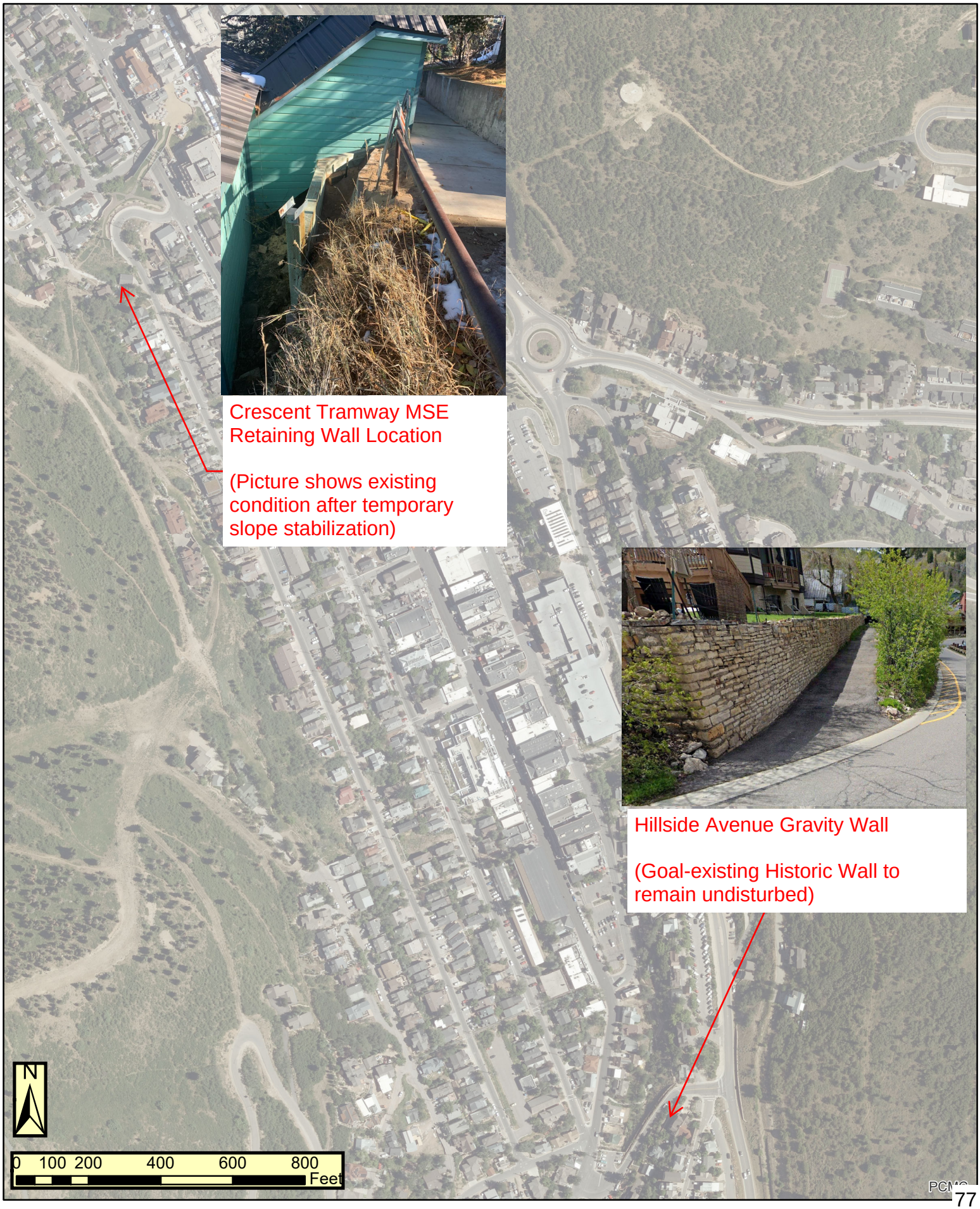
Funding Source

Given the project's importance relating to historic significance and neighborhood connectivity for residents, funding for the project was prioritized during the capital budget cut exercise. The Council has approved funding for this project as follows;
Capital Project CP0265 Crescent Tramway Trail for $193,858.00
Capital Project CP0334 Repair of Historic Wall/Foundation for $326,200

Exhibits

A: Exhibit showing project areas
B: Construction Plan Set
C: Received Bid

Project Areas



PROPOSED MSE RETAINING WALL

663 WOODSIDE AVENUE
PARK CITY, UTAH

Bid Schedule A Plan Set

JUNE 28, 2019

AGEC PROJECT NO. 1190352

DESIGNED FOR:

Park City Municipal Corporation
445 Marsac Avenue
Park City, Utah
(435) 615-5000

ATTENTION: Corey Legge

DESIGNED BY:

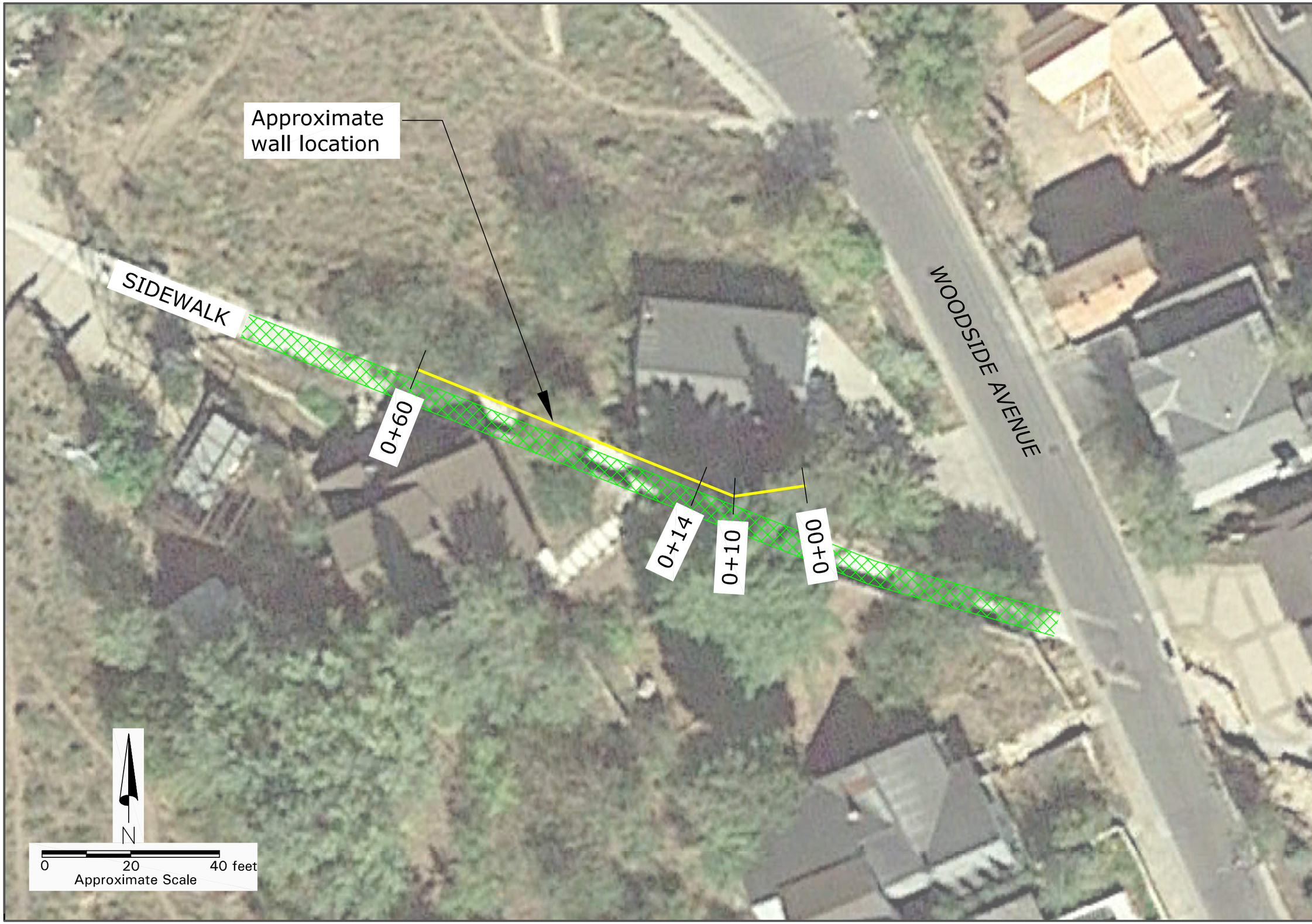
AGEC
Applied Geotechnical Engineering Consultants, Inc.

600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

PROJECT ENGINEER: SCOTT D. ANDERSON, P.E.

DRAWING INDEX:

SHEET NO.	NAME OF SHEET
RW - 1	SITE PLAN AND LOCATION OF RETAINING WALL
RW - 2	WALL SPECIFICATIONS
RW - 3	RETAINING WALL (Station 0+00 - 0+60)
RW - 4	TYPICAL RETAINING WALL CROSS-SECTION - MAXIMUM HEIGHT OF 28 FEET
RW - 5	TYPICAL WALL DETAILS - KEYSTONE COMPAC UNIT
RW - 6	TYPICAL WALL DETAILS - STONE VENEER



AGEC
Applied Geotechnical Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

MSE RETAINING WALL

SITE PLAN AND LOCATION OF RETAINING WALL

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

RW-1

SECTION 1: GENERAL TECHNICAL NOTES

1.01 Description

This work shall consist of furnishing and construction of a Keystone Compac Block Retaining Wall System in accordance with these specifications.

1.02 Work Included

A. Provide materials for wall construction including geogrid, Keystone Compac block, connectors, cap block, drainage gravel and drain pipe as shown on plans.

B. Remove and reconstruct sidewalk in area of MSE wall.

C. Remove existing stone wall and store rock as directed by owner.

D. Erection of the Keystone Compac Block and placement of geogrid.

1.03 Reference Documents

A. Applied Geotechnical Engineering Consultants, Inc., Geotechnical Investigation, letter prepared for Park City Municipality dated June 28, 2019, under AGEC Project No. 1190352.

B. Where specifications and reference documents conflict, the Engineer shall make final determination of the applicable document.

1.04 Limitations

A. The designs presented herein are based on wall profile and loadings stated in documentation as outlined in Section 1.03.

B. AGEC assumes no liability for interpretation of subsurface conditions, suitability of soil design parameters and subsurface groundwater conditions made by others.

C. The Contractor shall be responsible for complying with all federal, state and local requirements for execution of the work, including local building inspection and current OSHA excavation regulations.

D. The Contractor to coordinate location of existing and proposed utilities with location of MSE Wall.

E. Prior to undertaking grading or excavation of the site, the Contractor shall confirm the location of proposed retaining wall and all underground features, including utility locations within the areas of construction.

F. All work undertaken in the construction of the retaining wall is subject to the quality control/assurance and special inspection provisions outlined in Section 3.06.

G. AGEC has completed engineering design of the proposed retaining wall, including internal stability and local external stability, based upon the information provided to us as outlined above.

H. The retaining wall design assumes that the retained soil is properly compacted.

SECTION 2: MATERIALS

2.01 Definitions

A. Structural Geogrid - a structural geogrid formed by a regular network of integrally connected tensile elements with aperatures of sufficient size to allow interlocking with surrounding soil, rock, or earth and function primarily as reinforcement.

B. Keystone Compac Block - a segmental concrete facing unit, machine made from Portland cement, water and mineral aggregates.

C. Keystone Connector - a pin made of fiberglass to positively connect the structural geogrid to the Keystone Block.

D. Cap Unit - a Keystone Cap Block.

E. Drainage Fill - free-draining gravel which is placed within the Keystone Block and to a width of least 12 inches behind the back of the Keystone Block. The free-draining gravel shall meet the requirements of the following gradation tested in accordance with ASTM D-422:

Sieve Size	Percent Passing
1 inch	100-65
No. 4	0-10
No. 200	0-5

F. Reinforced Backfill - properly compacted structural fill placed behind the drainage fill.

G. Retained Soil - properly compacted or in-situ soil behind the Reinforced Backfill.

H. Foundation Soil - properly compacted or in-situ soil beneath the entire wall.

I. Leveling Pad - At least 6 inches of free-draining gravel upon which the first course of Keystone Blocks are placed. The free-draining gravel shall meet the requirements for drainage fill shown in Section 2.01, Item E. The free-draining gravel shall be properly densified.

J. Geogrid Length (L) - The design length of the geogrid measured from the Keystone Connector to the end of the geogrid.

K. Design Height (H) - The total height of the MSE retaining wall including the exposed and below-grade portions of the wall.

L. Engineer - Applied Geotechnical Engineering Consultants, Inc.

M. Owner - PCMC Engineering.

2.02 Tensar Structural Geogrids:

A. The geogrid shall be Miragrid 3XT as shown.

B. The manufacturer shall provide technical data for the geogrid to be used in the retaining wall. The information should include at least the following: ultimate strength, long-term design strength and reduction factors.

2.03 Keystone Block

A. The manufacturer of the Keystone Block shall be an approved Keystone licensee and or manufacturer.

B. Keystone Block shall conform to Keystone design specifications.

2.04 Connectors

A. The Keystone Connectors shall be manufactured from fiberglass.

B. The Keystone Connector shall be capable of mechanically transferring 150 percent of the long-term design strength (150% of Allowable Tension) of the geogrid to the Keystone Block.

2.05 Delivery, Storage and Handling

A. Geogrid, Connectors, and Geosynthetics.

1. Contractor shall check the materials upon delivery to ensure that the proper materials have been received.

2. Contractor shall prevent excessive mud, wet cement, epoxy, and like materials from coming in contact with and affixing to the geogrid.

B. Keystone Block and Connectors

1. Contractor shall check the Keystone Block and connectors upon delivery to ensure that proper materials have been received.

2. Contractor shall prevent excessive mud, wet cement, epoxy, and like materials from coming in contact with and affixing to the Keystone Block.

3. Contractor shall protect the Keystone Block from damage (i.e. cracks, chips and spalls).

2.06 Reinforced Backfill

A. Reinforced Backfill should consist of a granular material with a maximum particle size of 3 inches and less than 25 percent passing the No. 200 sieve.

B. USCS soil types CL, CH, ML, MH or OL shall not be used in any portion of the wall backfill including retained materials placed beyond the reinforced zone.

C. All backfill materials shall have the minimum engineering properties shown in Section 4.01, Item A.

D. All backfill materials, whether on-site or imported, shall be approved by the Engineer prior to construction.

2.07 Subsurface Drain

A. The drain pipe shall consist of a 4-inch diameter perforated pipe with a filter fabric sock.

B. The drain pipe shall be placed at the base of the retaining wall and should be sloped so that water will flow out and away from the wall.

C. The drain pipe shall be covered by at least 12 inches of drainage fill and should connect to the drainage fill behind the Keystone Block.

SECTION 3: CONSTRUCTION

3.01 Subgrade Preparation

A. Subgrade shall be excavated as required for placement of leveling pad, or as recommended by the Engineer.

B. Subgrade shall be examined by the Engineer to verify that the actual foundation conditions meet or exceed assumed design assumptions. Subgrade conditions not meeting the required strength shall be removed and replaced with acceptable material.

3.02 Keystone Block Installation:

A. The first course of Keystone Block shall be placed on top of and in full contact with the leveling pad. The Keystone Block shall be checked for proper elevation and alignment.

B. All excess material shall be swept from the top of the block prior to installing the next course.

C. Place the next course of Keystone units over the fiberglass pins, fitting the pins into the triangular shaped receiving hole in the units above. Push the units toward the face of the wall until they make full contact with the pins. Retaining wall face shall have a near vertical batter.

3.03 Structural Geogrid Installation:

A. Geogrid shall be oriented with the highest strength axis perpendicular to the wall alignment.

B. Geogrid shall be placed at the elevation(s) and to the length(s) shown on the construction drawings or as directed by the Engineer or Engineer's Representative.

C. Connect the geogrid to the Keystone Block using the Connectors as shown on the construction drawings.

D. Geogrids shall be laid horizontally on compacted reinforced backfill. Place the next course of Keystone Block over the geogrid. The geogrid shall be pulled taut and anchored prior to reinforced backfill placement on the geogrid.

3.04 Reinforced Backfill Placement:

A. Reinforced backfill shall be placed, spread and compacted in such a manner as to minimize the development of slack in the geogrid.

B. Reinforced backfill shall be placed and compacted in lifts not to exceed 6 inches where hand compaction equipment is used, or 8 inches where heavy compaction equipment is used.

C. Reinforced backfill shall be compacted to at least 92% of the maximum density as determined by ASTM D-1557 (Modified Proctor).

D. Only lightweight hand-operated compaction equipment shall be allowed within 3 feet of the Keystone Block.

E. Tracked construction equipment shall not be operated directly upon the geogrid. A minimum fill thickness of 6 inches is required prior to operation of tracked vehicles over the geogrid. Tracked vehicle turning should be kept to a minimum to prevent tracks from displacing the fill and damaging the geogrid.

F. Rubber-tired equipment may pass over the geogrid at slow speeds. Sudden braking and sharp turning should be avoided.

3.05 Site Drainage

A. At the end of each day's operation, the Contractor shall slope the last lift of reinforced backfill away from the slope face to rapidly direct runoff away from the wall face. The Contractor shall not allow surface runoff from adjacent areas to enter the wall construction site.

3.06 Quality Assurance

A. The owner shall provide quality control testing during construction of the retaining wall.

B. Testing and inspection services shall be performed only by trained and experienced technicians currently qualified for the work they are to perform.

C. The contractor shall submit written reports to the Engineer and owner of all inspections and testing on a weekly basis. Such reports shall include a description of the work performed, deficiencies noted in the construction and corrective action undertaken to resolve such deficiencies. The written reports will also include the location, type and results of all tests taken on the project.

D. The reinforced backfill should be tested for compaction. A compaction test should be performed for each course of block at a maximum spacing of 30 feet.

E. Special inspections shall be made of the location, orientation and length of geogrid placement in each wall.

3.07 Contractor Experience

A. The contractor shall have a minimum of 5 years experience constructing MSE walls of similar height and length.

SECTION 4: DESIGN NOTES FOR RETAINING WALLS

4.01 Design Parameters

A. Design of the reinforced soil structure is based on the following parameters:

Wall Segment	Friction Angle	Cohesion	Unit Weight
Reinforced Backfill	36°	0 psf	135 pcf
Retained Backfill	34°	0 psf	135 pcf

AGEC
Applied Geotechnical Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

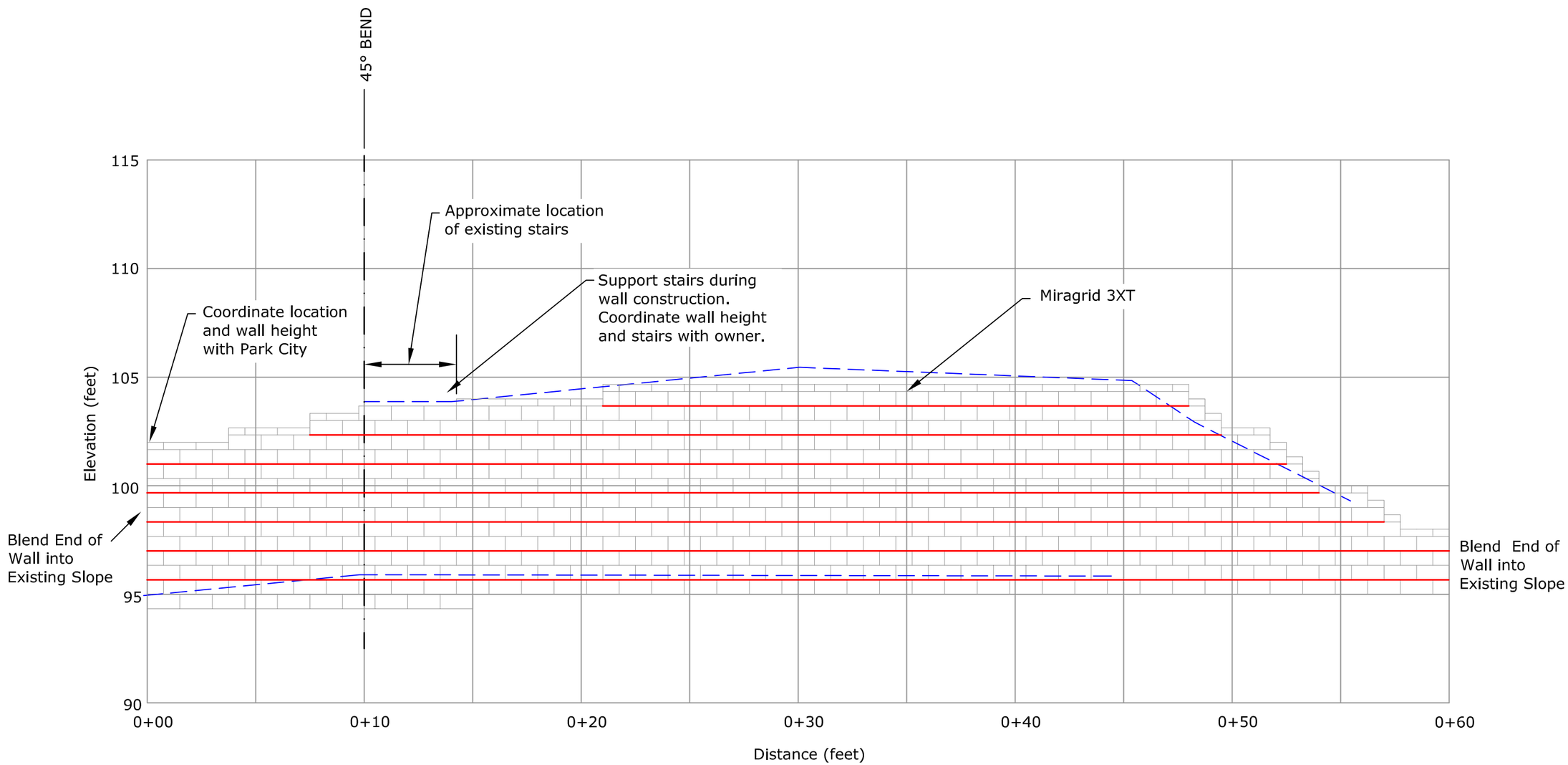
MSE RETAINING WALL

WALL SPECIFICATIONS

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

RW-2



NOTE:
Wall height and configuration is approximate.
Coordinate wall location and height with Park City at time of construction

LEGEND:
Miragrid 3XT
Indicates proposed ground surface at top and bottom of wall

DRAWN IN COLOR

AGEC
Applied Geotechnical Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

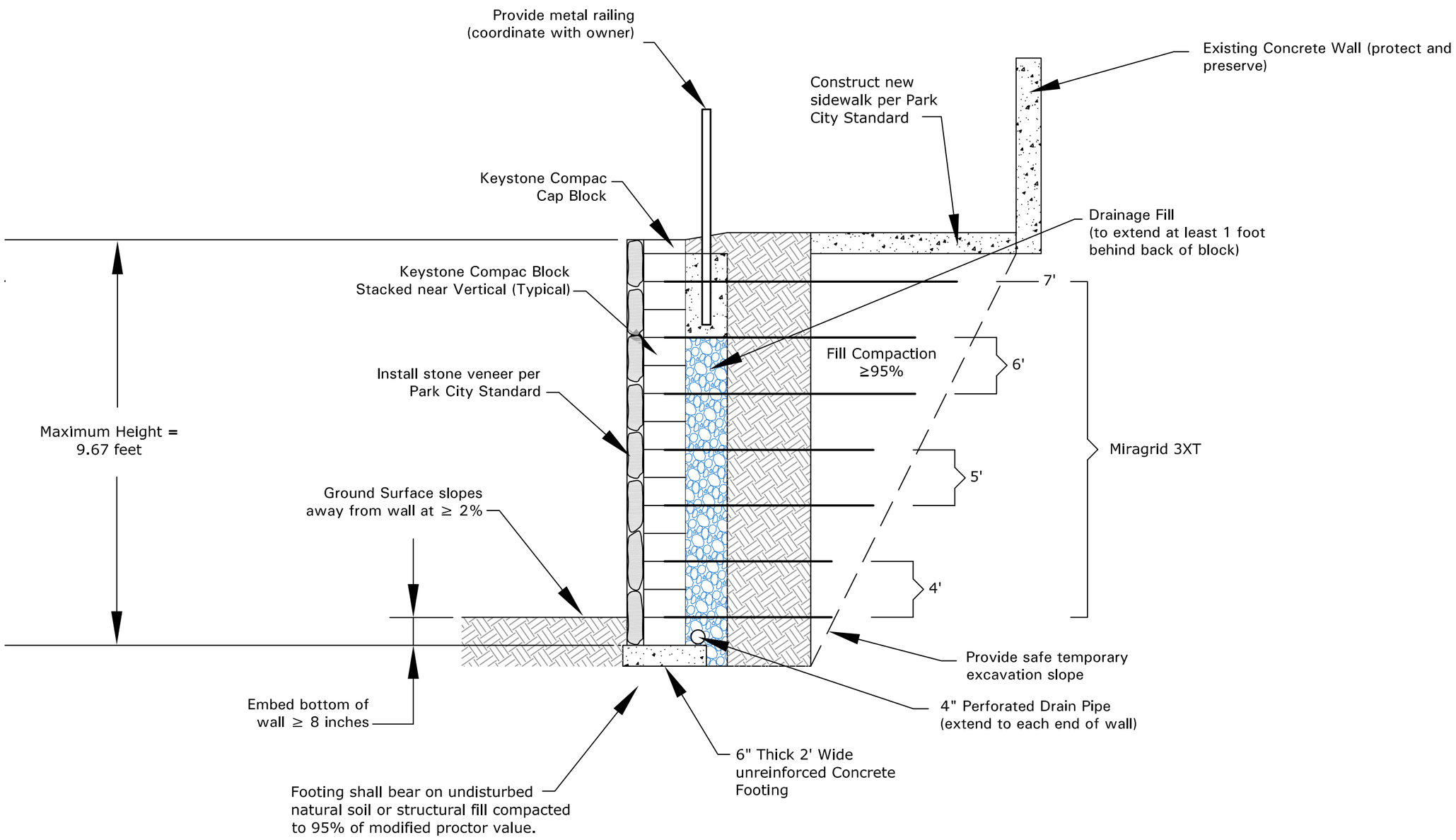
MSE RETAINING WALL

RETAINING WALL (STATION 0+00 - 0+60)

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

RW-3



AGEC
Applied Geotechnical Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

MSE RETAINING WALL

TYPICAL RETAINING WALL CROSS-SECTION MAXIMUM HEIGHT 9.67 FEET

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

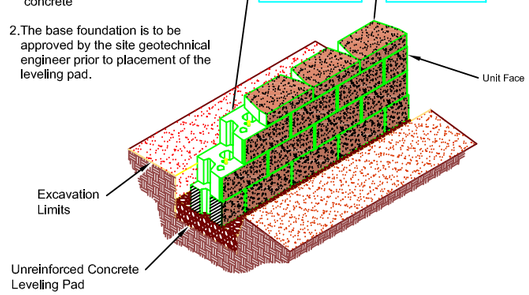
RW-4

Base Leveling Pad Notes:

1. The leveling pad is to be constructed of crushed stone or 2,000 psi ± unreinforced concrete
2. The base foundation is to be approved by the site geotechnical engineer prior to placement of the leveling pad.

Compac Unit	
*Width:	18"
*Depth:	12"
Height:	8"
*Weight:	90 lbs

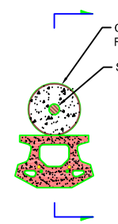
Cap Unit	
Width:	18"
*Depth:	10 1/2"
Height:	4"
*Weight:	50 lbs



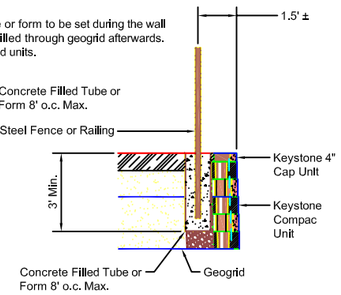
Compac Unit/Base Pad Isometric Section View

*Dimensions & Weight May Vary by Region

Note:
Concrete filled tube or form to be set during the wall construction, not drilled through geogrid afterwards. when directly behind units.

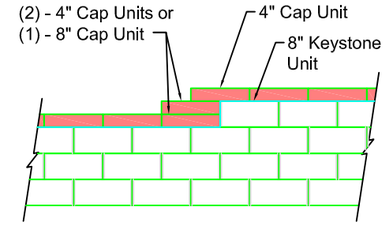


Fence Plan Detail



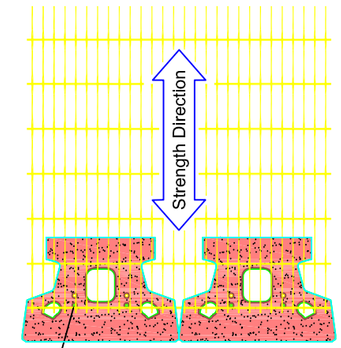
Fence Section & Plan Detail

CompacII Unit - Near Vertical Setback



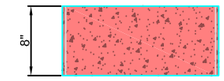
Note:
1. Secure all cap units with Keystone Kapseal or equal.

Top of Wall Steps

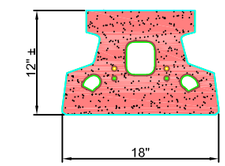


Geogrid is to be Placed on Level Backfill and Extended Over the Fiberglass Pins. Place Next Unit. Pull Grid Taut and Backfill. Stake as required.

Grid & Pin Connection



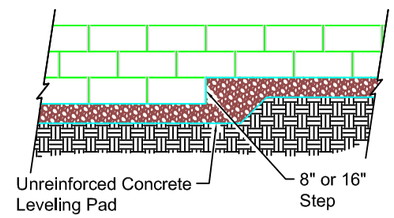
Compac Elevation



Compac Plan

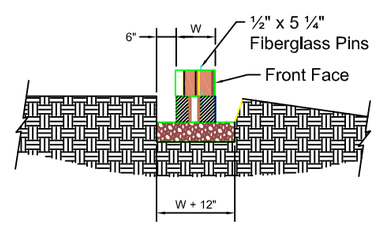
Compac Unit

*Dimensions May Vary by Region



Elevation

Note:
1. The leveling pad is to be constructed of 2000 psi ± unreinforced concrete.

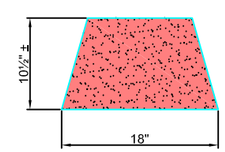


Section

Leveling Pad Detail

Cap Unit Elevation

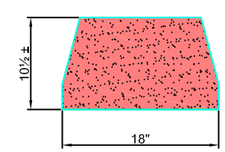
Cap Unit Elevation



Cap Unit Plan

Universal Cap Unit Option

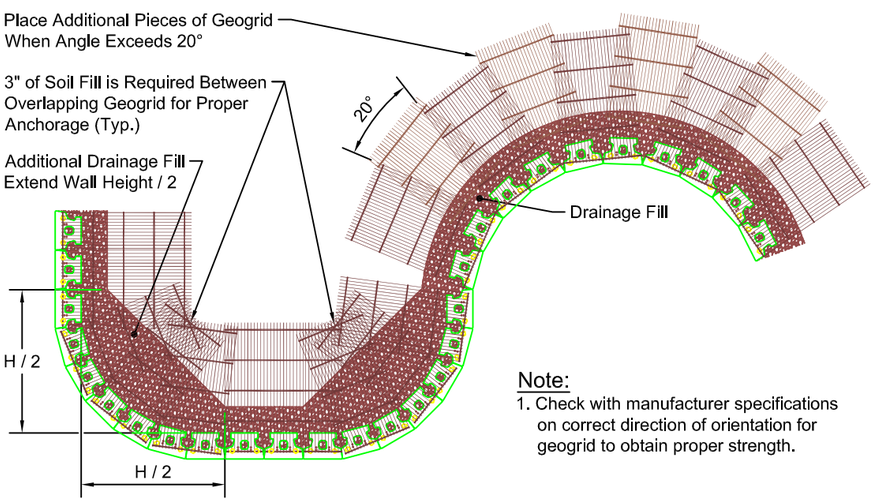
*Dimensions & Availability Will Vary by Region



Cap Unit Plan

Straight Split Cap Unit Option

*Dimensions & Availability Will Vary by Region



Note:
1. Check with manufacturer specifications on correct direction of orientation for geogrid to obtain proper strength.

Geogrid Installation on Curves

AGEC
Applied Geotechnical Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

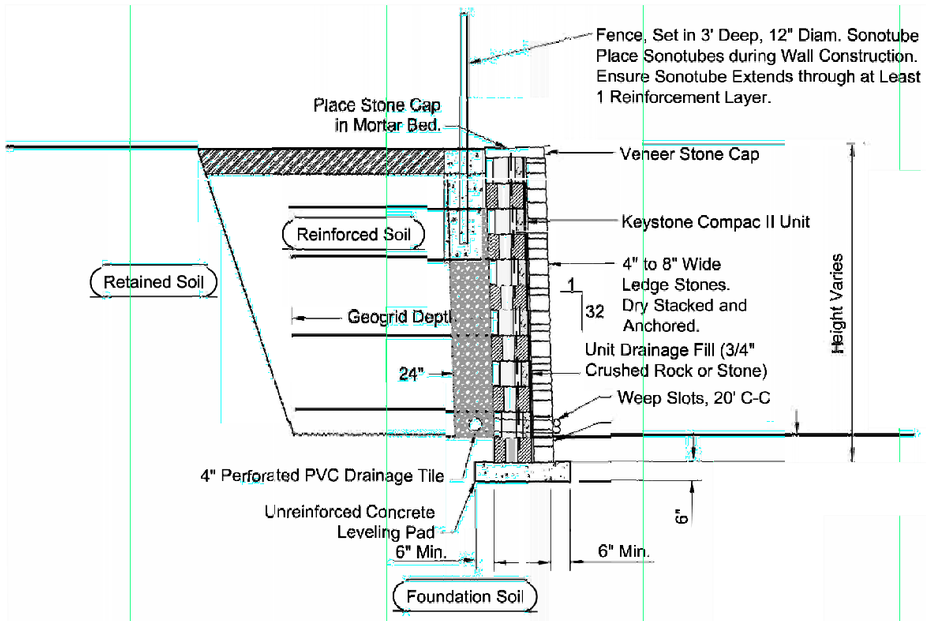
MSE RETAINING WALL

TYPICAL WALL DETAILS - KEYSTONE COMPAC UNIT

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

RW-5

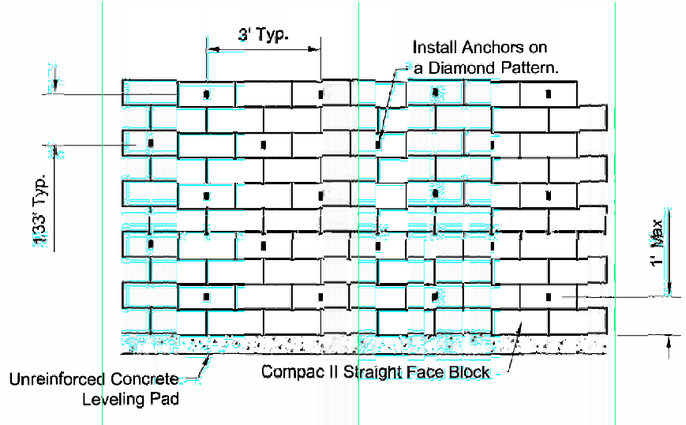


Typical Reinforced Wall Veneer Section

Compac II Unit - Near Vertical Setback

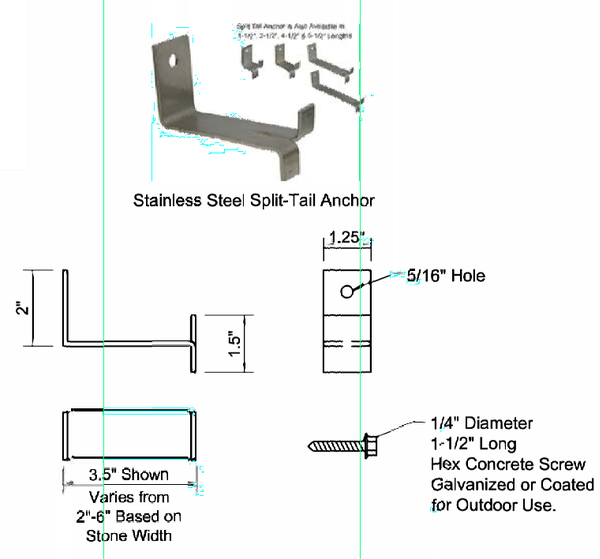
NOTES:

1. On-site stone from the rockery may be used for the stone veneer.
2. Contractor may propose an alternative method to attach stone veneer to retaining wall.



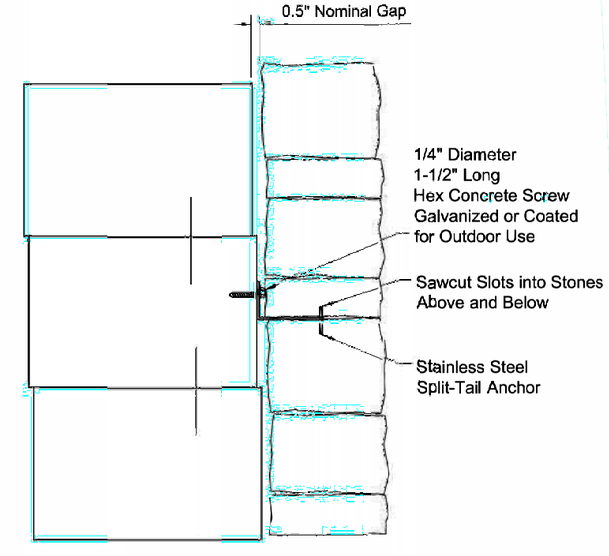
Typical Anchor Layout Pattern

Not to Scale



Facing Anchor Details

Not to Scale



Attachment Detail

Not to Scale

AGEC
Applied Geotechnical
Engineering Consultants, Inc.
600 West Sandy Parkway
Sandy, Utah 84070
(801) 566-6399 Fax: (801) 566-6493

WOODSIDE RETAINING WALL

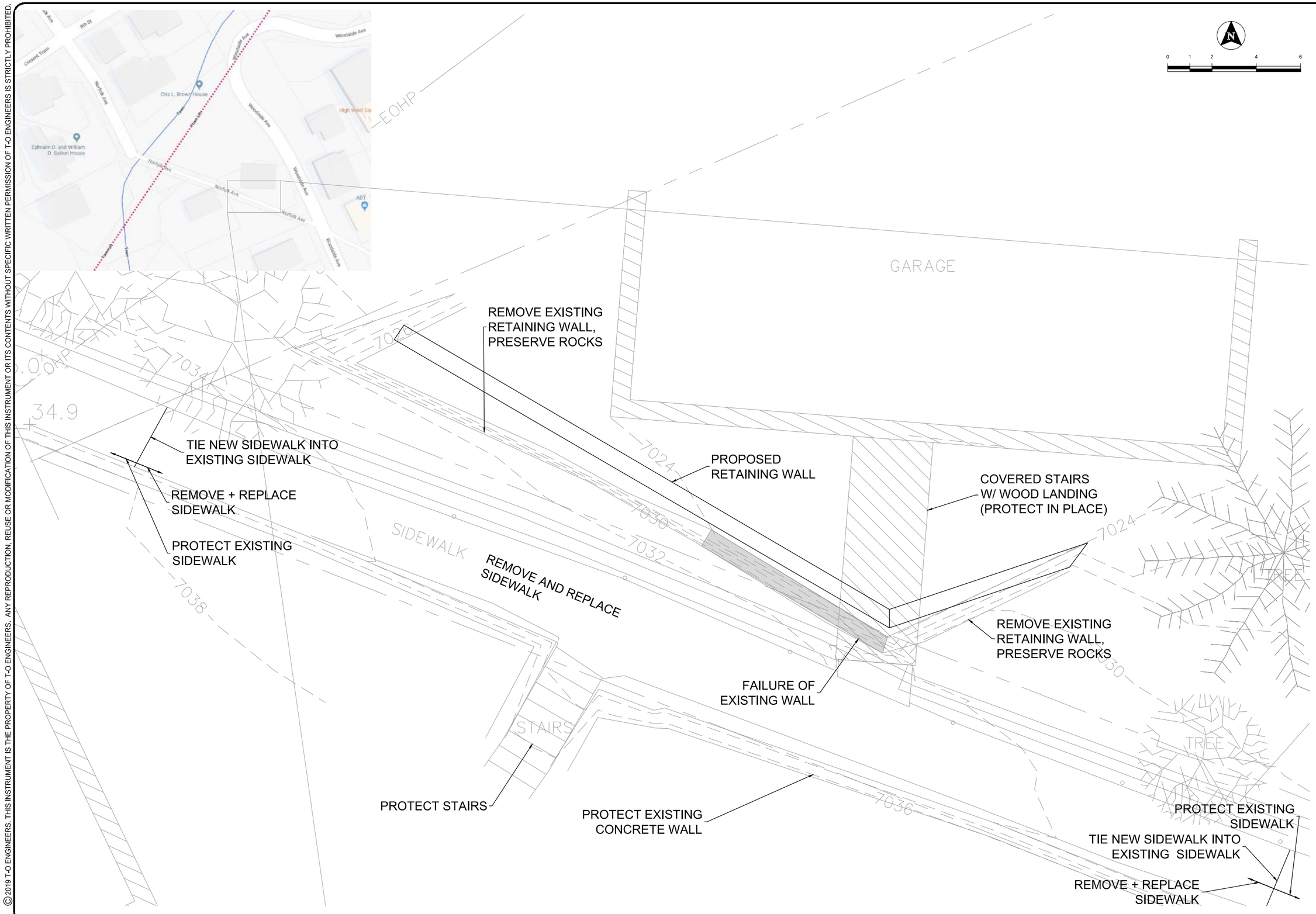
MSE RETAINING WALL

TYPICAL WALL DETAILS - KEYSTONE COMPAC UNIT

DESIGNED BY:	SDA
REVIEWED BY:	DRH
DRAWN BY:	SD
SCALE:	NONE
DATE:	6/28/2019
PROJECT NUMBER:	1190352

Sheet No.

RW-6



© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

P:\190265\0_PRELIMINARY DESIGN\2 EXISTING CONDITIONS_2.DWG, 9/5/2019

PROFESSIONAL STRUCTURAL ENGINEER NO. 6880006 G. Ryan Taylor STATE OF UTAH

BORDER SIZE:	22"x34"
DESIGNED	BN
DRAWN	BN
CHECKED	RGW
APPROVED	GRT

REVISIONS

NO.	DESCRIPTION	DATE

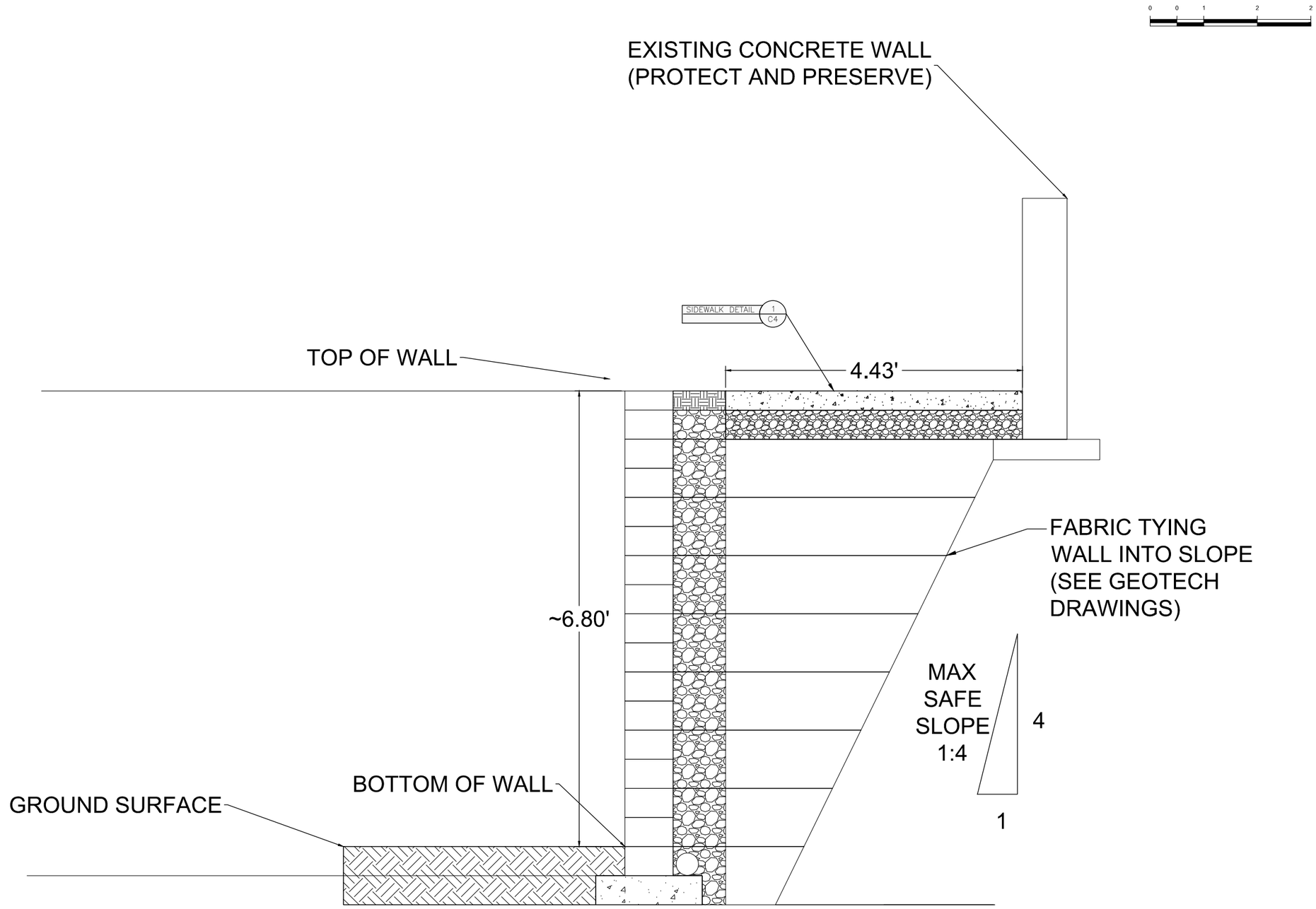
T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W. 3000 S.
HEBER CITY, UT 84032
PHONE: (435) 315-5168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

Park City, Utah

CRESCENT TRAM RETAINING WALL
EXISTING CONDITIONS

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: September 5, 2019
PROJECT: 190265
SHEET: C1



© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

P:\190265\2_PRELIMINARY DESIGN\3 WALL ALIGNMENT.DWG, 9/3/2019

PROFESSIONAL STRUCTURAL ENGINEER NO. 6880006 G. Ryan Taylor STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	BN
DRAWN	BN
CHECKED	RGW
APPROVED	GRT

REVISIONS

NO.	DESCRIPTION	DATE

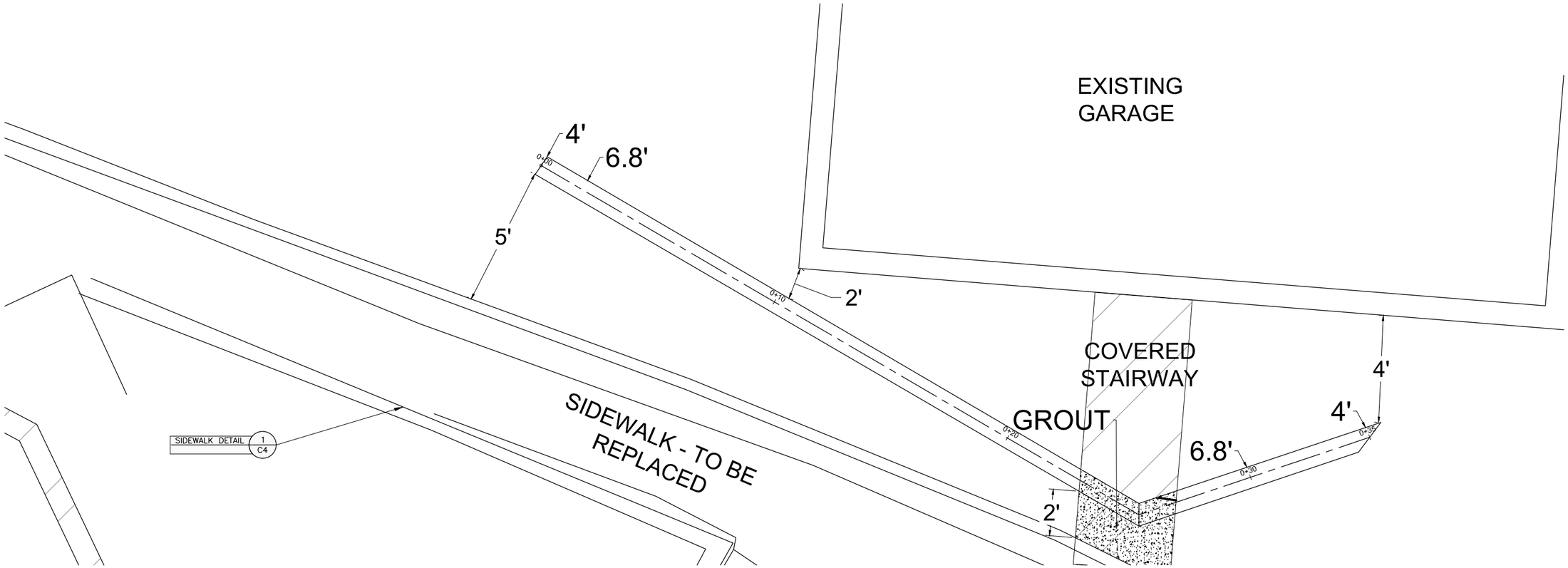
T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W. 3000 S.
HEBER CITY, UT 84032
PHONE: (435) 315-5168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

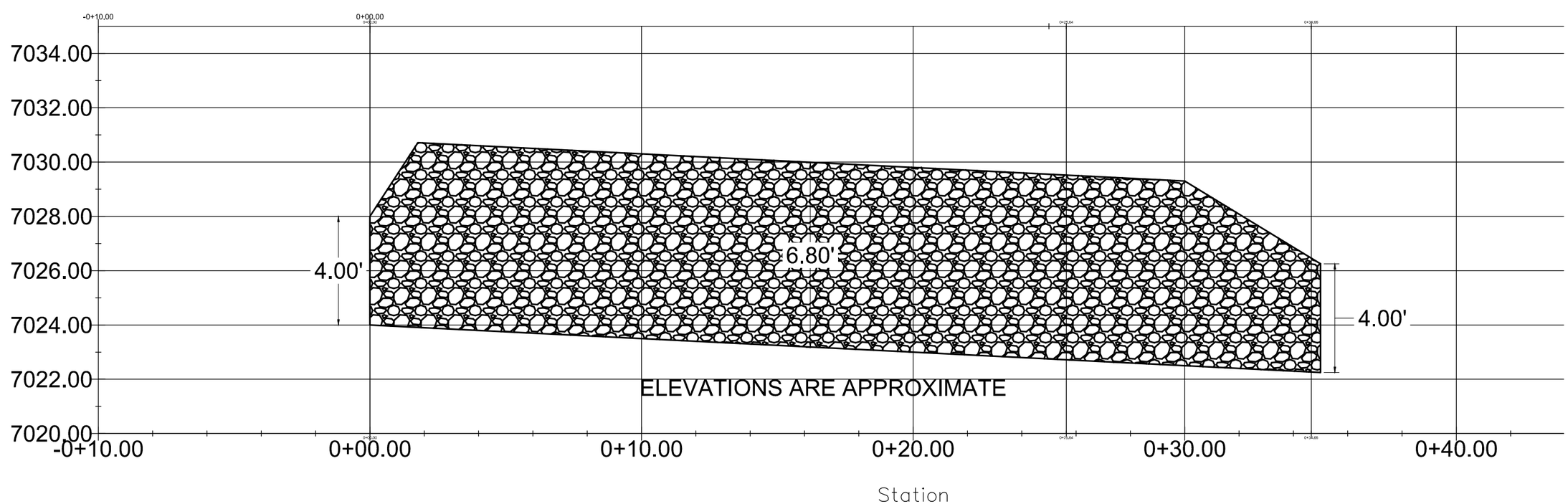
Park City, Utah

CRESCENT TRAM RETAINING WALL
CROSS SECTION

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: September 5, 2019
PROJECT: 190265
SHEET: C2





© 2018 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

P:\190265\00_PRELIMINARY DESIGN\4 DESIGN.DWG, 9/5/2019

PROFESSIONAL STRUCTURAL ENGINEER
NO. 6880006
G. Ryan Taylor
STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	BN
DRAWN	BN
CHECKED	RGW
APPROVED	GRT

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W. 3000 S.
HEBER CITY, UT 84032
PHONE: (435) 315-5168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

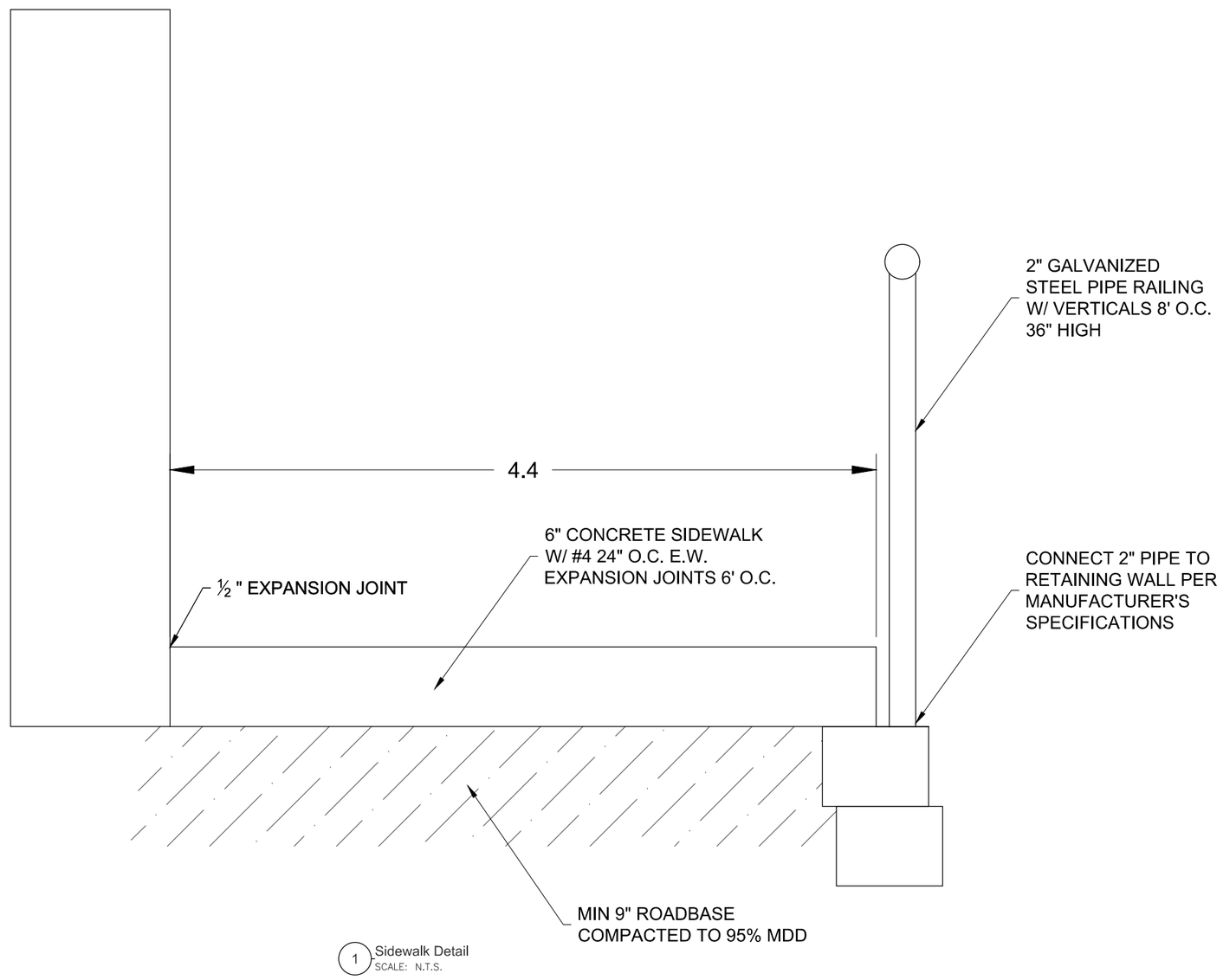
Park City, Utah

CRESCENT TRAM RETAINING WALL

WALL ALIGNMENT AND PROFILE

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: September 5, 2019
PROJECT: 190265
SHEET: C3



1 Sidewalk Detail
SCALE: N.T.S.

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

P:\190265\2_PRELIMINARY DESIGNS SIDEWALK DETAIL.DWG, 9/5/2019

PROFESSIONAL STRUCTURAL ENGINEER
NO. 6880006
G. Ryan Taylor
STATE OF UTAH

BORDER SIZE 22"x34"
DESIGNED BN
DRAWN BN
CHECKED RGW
APPROVED GRT

REVISIONS

NO.	DESCRIPTION	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W. 3000 S.
HEBER CITY, UT 84032
PHONE: (435) 315-5168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

Park City, Utah
CRESCENT TRAM RETAINING WALL
SIDEWALK DETAIL

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: September 5, 2019
PROJECT: 190265
SHEET: C4

COVER SHEET
PARK CITY MUNICIPAL CORPORATION
27 HILLSIDE AVENUE RETAINING WALL

TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE AND MERIDIAN
SUMMIT COUNTY, UTAH

Bid Schedule B Plan Set

SHEET INDEX

1	COVER SHEET
2	VICINITY MAP
3	SITE PLAN
4	PLAN AND PROFILE
5	CROSS SECTION AND DETAILS

UTILITY REPRESENTATIVES

UTILITY	AGENCY	PHONE
GAS	DOMINION	435-649-0670
ELECTRICITY	ROCKY MOUNTAIN POWER	888-221-7070
TELEPHONE	QWEST	800-244-1111
SEWER	SNYDERVILLE BASIN SEWER	435-435-7993
WATER	PARK CITY MUNICIPAL CORP	435-615-5000
ROADS	PARK CITY MUNICIPAL CORP	435-615-5000

ENGINEER
T-O ENGINEERS
CONTACT: RYAN TAYLOR, P.E.
EMAIL: rtaylor@to-engineers.com
PH: 435-315-3168

OWNER
PARK CITY MUNICIPAL CORPORATION
CONTACT: COREY LEGGE
EMAIL: corey.legge@parkcity.org
PH: 435-615-5057

NOTICE TO CONTRACTORS

CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD PARK CITY MUNICIPAL CORPORATION AND THE DESIGN CONSULTANT HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT.

UNAUTHORIZED CHANGES & USES: THE DESIGN CONSULTANT PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.

CALL BEFORE YOU DIG!
CALL DIGLINE INC.
PRIOR TO COMMENCING
UNDERGROUND WORK
DIAL: 811

NOTE:
THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN APPROXIMATELY ONLY PRIOR TO CONSTRUCTION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO INFORM ALL UTILITY COMPANIES OF THE CONSTRUCTION SCHEDULE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL DAMAGE WHICH MAY OCCUR BY FAILURE TO EXACTLY LOCATE AND PROTECT ALL UTILITIES.

PROFESSIONAL ENGINEER
No. 8645709-2202
CAMERON BROWN
1/29/20
STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	MDG
DRAWN	MDG
CHECKED	GRT
APPROVED	GRT

REVISIONS

NO.	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W 3000 S SUITE B.
HEBER, UTAH 84032
PHONE (435) 315-3168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

PARK CITY MUNICIPAL COROPORATION
HILLSIDE AVE RETAINING WALL
COVER SHEET

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: January 30, 2020
PROJECT: 190265
SHEET: 1 OF 5

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

P:\190265_ACAD\DWG\SHEETS\1 COVER SHEET.DWG, 1/30/2020

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

VICINITY PLAN
N.T.S.

ADJACENT PARCEL OWNERS:

STAN-1: BUSH CLIVE F TRUSTEE

PC-245: MARTH PETER J

PC-244:MARTH PETER J

PC-238: KNUTSON KATIE

PROFESSIONAL ENGINEER
No. 8845709-2202
CAMERON BROWN
1/29/20
STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	MDG
DRAWN	MDG
CHECKED	GRT
APPROVED	GRT

REVISIONS

NO.	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W 3000 S SUITE B.
HEBER, UTAH 84032
PHONE: (435) 315-3168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

PARK CITY MUNICIPAL COROPORATION
HILLSIDE AVE RETAINING WALL
VICINITY MAP

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: December 2, 2019
PROJECT: 190265
SHEET: 2 OF 5

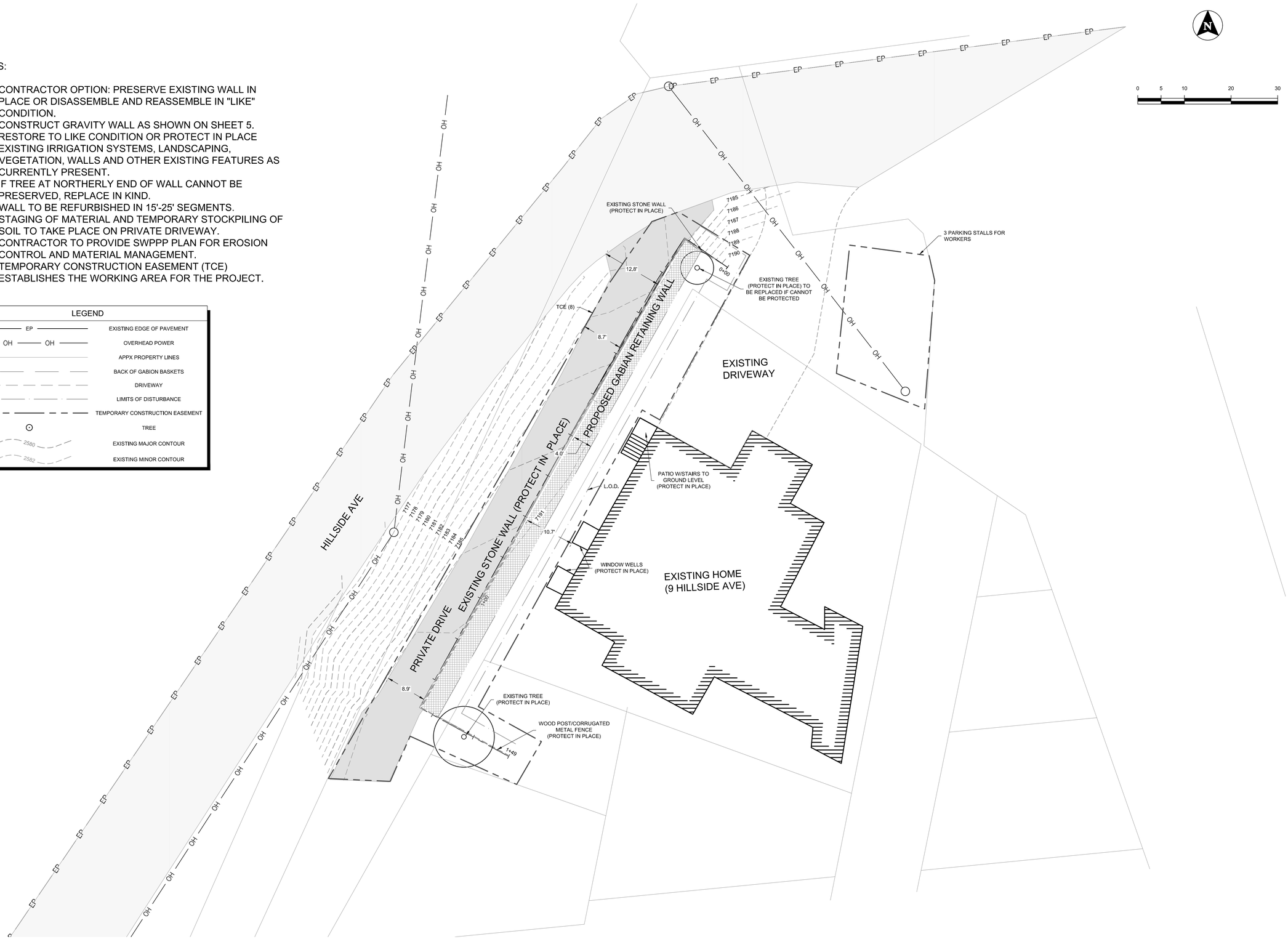
P:\190265\3_ACAD\DWG\SHEETS\8 VICINITY PLAN.DWG, 12/2/2019

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

NOTES:

1) CONTRACTOR OPTION: PRESERVE EXISTING WALL IN PLACE OR DISASSEMBLE AND REASSEMBLE IN "LIKE" CONDITION.
2) CONSTRUCT GRAVITY WALL AS SHOWN ON SHEET 5.
3) RESTORE TO LIKE CONDITION OR PROTECT IN PLACE EXISTING IRRIGATION SYSTEMS, LANDSCAPING, VEGETATION, WALLS AND OTHER EXISTING FEATURES AS CURRENTLY PRESENT.
4) IF TREE AT NORTHERLY END OF WALL CANNOT BE PRESERVED, REPLACE IN KIND.
5) WALL TO BE REFURBISHED IN 15'-25' SEGMENTS.
6) STAGING OF MATERIAL AND TEMPORARY STOCKPILING OF SOIL TO TAKE PLACE ON PRIVATE DRIVEWAY.
7) CONTRACTOR TO PROVIDE SWPPP PLAN FOR EROSION CONTROL AND MATERIAL MANAGEMENT.
8) TEMPORARY CONSTRUCTION EASEMENT (TCE) ESTABLISHES THE WORKING AREA FOR THE PROJECT.

LEGEND	
EP	EXISTING EDGE OF PAVEMENT
OH OH	OVERHEAD POWER
	APPX PROPERTY LINES
	BACK OF GABION BASKETS
	DRIVEWAY
	LIMITS OF DISTURBANCE
	TEMPORARY CONSTRUCTION EASEMENT
	TREE
2580	EXISTING MAJOR CONTOUR
2582	EXISTING MINOR CONTOUR



PROFESSIONAL ENGINEER No. 8645709-2202 CAMERON BROWN 1/29/20 STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	MDG
DRAWN	MDG
CHECKED	GRT
APPROVED	GRT

REVISIONS

NO.	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W 3000 S SUITE B.
HEBER, UTAH 84032
PHONE: (435) 315-3168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

PARK CITY MUNICIPAL COROPORATION

HILLSIDE AVE RETAINING WALL

SITE PLAN

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

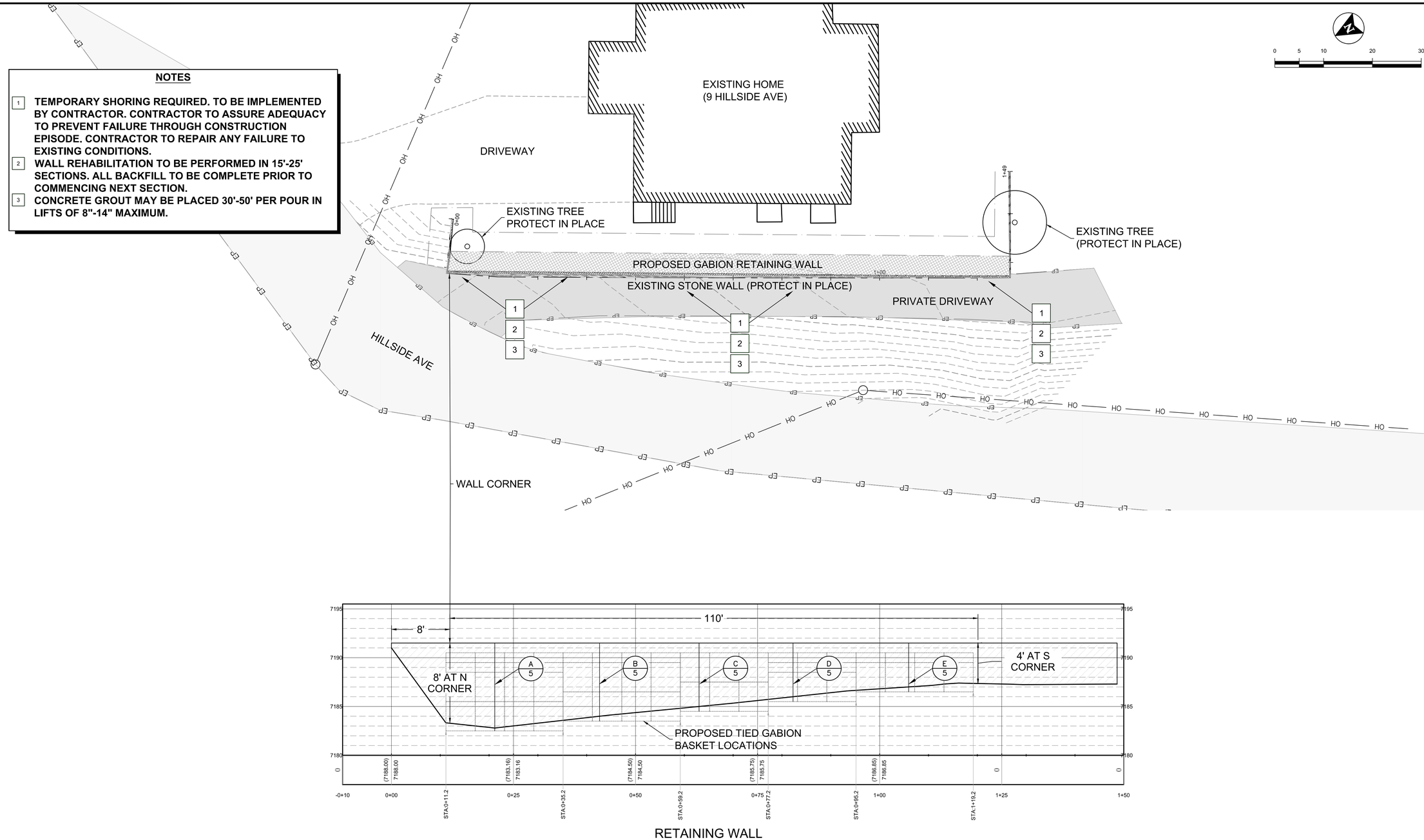
DATE:	March 24, 2020
PROJECT:	190265
SHEET:	3 OF 5

P:\190265_ACAD\DWG\SHEETS\1 SITE PLAN 2.DWG, 3/24/2020

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.

NOTES

1. TEMPORARY SHORING REQUIRED. TO BE IMPLEMENTED BY CONTRACTOR. CONTRACTOR TO ASSURE ADEQUACY TO PREVENT FAILURE THROUGH CONSTRUCTION EPISODE. CONTRACTOR TO REPAIR ANY FAILURE TO EXISTING CONDITIONS.
2. WALL REHABILITATION TO BE PERFORMED IN 15'-25' SECTIONS. ALL BACKFILL TO BE COMPLETE PRIOR TO COMMENCING NEXT SECTION.
3. CONCRETE GROUT MAY BE PLACED 30'-50' PER POUR IN LIFTS OF 8"-14" MAXIMUM.



RETAINING WALL

PROFESSIONAL ENGINEER
No. 6645709-2202
CAMERON BROWN
1/29/20
STATE OF UTAH

BORDER SIZE	22"x34"
DESIGNED	MDG
DRAWN	MDG
CHECKED	GRT
APPROVED	GRT

REVISIONS

NO.	DESCRIPTION	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W. 3000 S.
HEBER CITY, UT 84032
PHONE: (435) 315-5168 WWW.TO-ENGINEERS.COM
BOISE • CODY • COEUR D'ALENE • HEBER CITY
MERIDIAN • NAMPA • SPOKANE

PARK CITY MUNICIPAL CORPORATION

HILLSIDE AVE RETAINING WALL

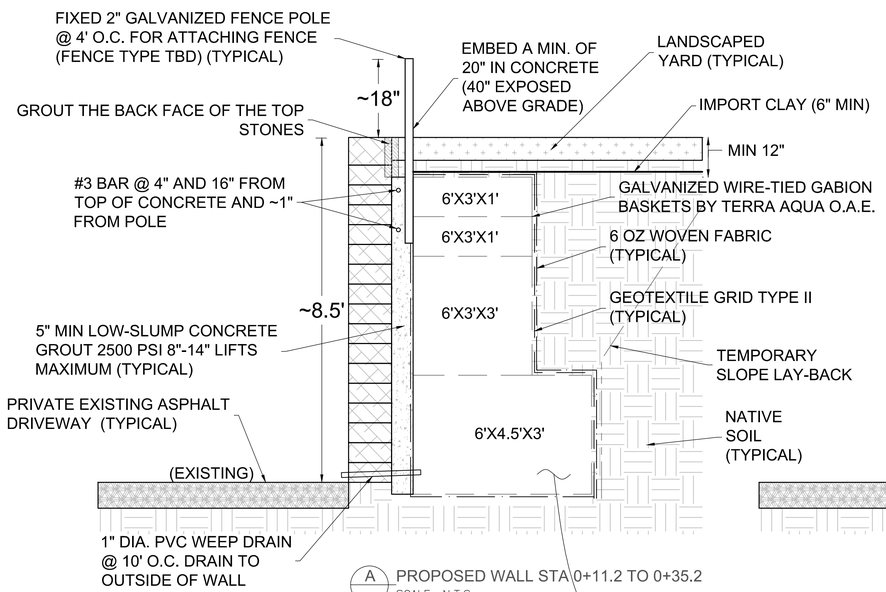
PLAN AND PROFILE

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: January 30, 2020
PROJECT: 190265
SHEET: 4 OF 5

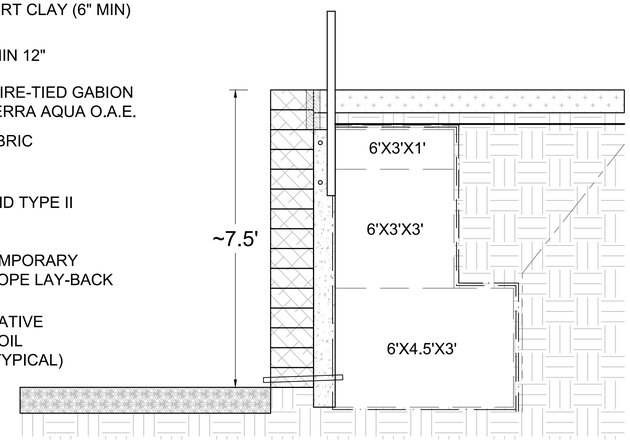
P:\190265\3_ACAD\DWG\SHEETS\3 190265-C-PP.DWG, 1/30/2020

© 2019 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT OR ITS CONTENTS WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED.



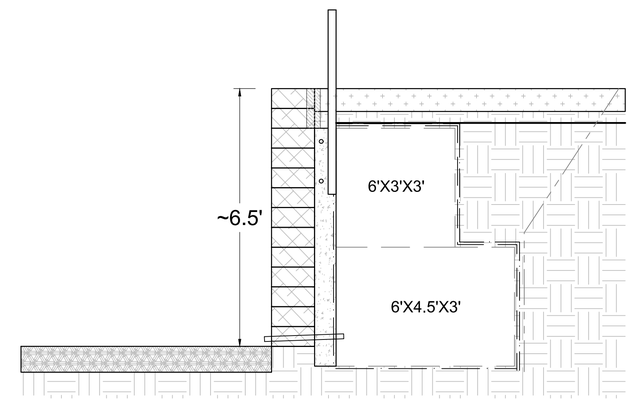
A PROPOSED WALL STA 0+11.2 TO 0+35.2
SCALE: N.T.S

FILL BASKETS W/ ANGULAR STONE NO LESS THAN 4" DIAM. IN ANY DIMENSION, SPECIFIC GRAVITY OF STONE SHALL BE ≥ 2.5 (TYP ALL BASKETS). SEE TERRA AQUA SPEC'S FOR MORE DETAIL



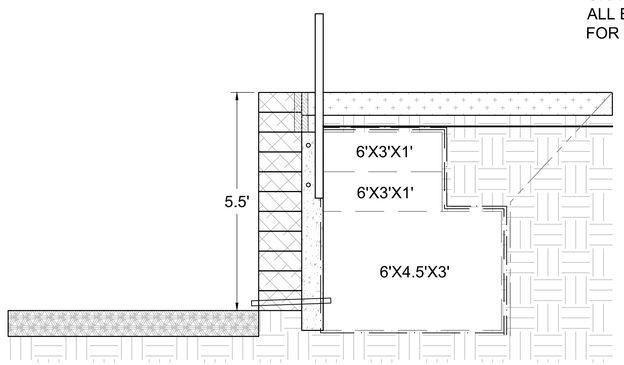
B PROPOSED WALL STA 0+35.2 TO 0+59.2
SCALE: N.T.S

(SEE DETAIL A FOR TYPICAL NOTES)



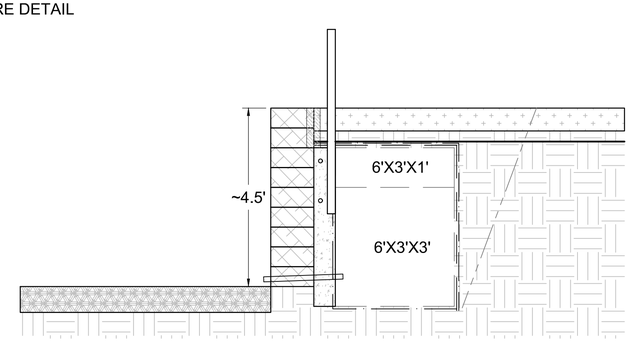
C PROPOSED WALL STA 0+59.2 TO 0+77.2
SCALE: N.T.S

(SEE DETAIL A FOR TYPICAL NOTES)



D PROPOSED WALL STA 0+77.2 TO 0+95.2
SCALE: N.T.S

(SEE DETAIL A FOR TYPICAL NOTES)



E PROPOSED WALL STA 0+95.2 TO 1+19.2
SCALE: N.T.S

(SEE DETAIL A FOR TYPICAL NOTES)

TERRA AQUA GABIONS		
GABION SIZE	PRODUCT CODE	QTY
6'X4.5'X3'	AA	14
6'X3'X3'	A	15
6'X3'X1'	G	22

PROFESSIONAL ENGINEER No. 8645709-2202 CAMERON BROWN 1/29/20 STATE OF UTAH

BORDER SIZE 22"x34"
DESIGNED MDG
DRAWN MDG
CHECKED GRT
APPROVED GRT

REVISIONS

NO.	DATE

T-O ENGINEERS
CONSULTING ENGINEERS, SURVEYORS & PLANNERS
2211 W 3000 S SUITE B.
HEBER, UTAH 84032
PHONE: (435) 315-3168 WWW.TO-ENGINEERS.COM
BOISE ♦ CODY ♦ COEUR D'ALENE ♦ HEBER CITY
MERIDIAN ♦ NAMPA ♦ SPOKANE

PARK CITY MUNICIPAL COROPORATION

HILLSIDE AVE RETAINING WALL

CROSS SECTION AND DETAILS

ATTENTION:
0 1/2 1
IF THIS BAR DOES NOT MEASURE 1" ON 22x34 SHEET or 1/2" ON 11x17 SHEET, THEN DRAWING IS NOT TO SCALE

DATE: March 11, 2020
PROJECT: 190265
SHEET: 5 OF 5

P:\190265_ACADDWG\SHEETS\3 CROSS SECTION.DWG, 3/11/2020

BID FORM

PROJECT IDENTIFICATION: **Crescent Tramway MSE Retaining Wall (Bid Schedule A) Hillside Avenue Historic Wall Rehabilitation (Bid Schedule B)**

THIS BID IS SUBMITTED TO: **Park City Municipal Corporation**
PO Box 1480
445 Marsac Avenue
Park City, UT 84060

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. Bidder accepts all of the terms and conditions of the Advertisement for Bids and Instructions to Bidders, including without limitation those dealing with the disposition of bid security. This Bid will remain subject to acceptance for forty-five (45) days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within thirty (30) days after the date of Owner's Notice of Award.

3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

   a. Bidder has examined copies of all the Bidding Documents and of the Following Addenda (receipt of all of which is hereby included with this bid package.):

Date	Number
09/05/2019	190265 (Crescent Tram)
01/30/2020	190265 (Hillside)

We are bidding off of Corey Legge's documents emailed 05/15/2020

   b. Bidder has familiarized itself with the nature and extent of the Contract Documents. Work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

   c. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance or furnishing of the Work as Bidder considers necessary for the performance for furnishing of the Work and Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.

d. Bidder has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data with respect to said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents.

e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.

f. Bidder has given Engineer written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.

g. The Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over Owner.

4. Bidder will complete the Work for the unit and lump sum prices as shown on the Bid Schedule and Detailed Specifications. Estimated quantities are not guaranteed and are solely for the purpose of comparison of Bids and determination of initial Contract Price. Final payment will be based upon actual quantities installed.

5. The Project Completion Date shall be as stated on the Bid Form and the executed Construction Agreement. **The substantial completion date shall be by no later than October 1, 2020. The final project completion date will be no later than October 15, 2020.** The successful bidder, simultaneously with the execution of the Construction Agreement, will be required to furnish Performance and Payment Bonds in the amount equal to one hundred percent (100%) of the contract price, and said bonds shall be secured from a company satisfactory to Park City Municipal Corporation. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.

6. The following documents are attached to and made a condition of this Bid:

   a. Required bid Security in the Form of a Bid Bond.
   b. Proposed Subcontractor list.
   c. Contractor Qualification Sheet.

7. Communications concerning this Bid shall be addressed to:

The address of bidder below:

Name of Contractor Gravity Construction Co

Contact Person Scott Smith

Address P.O. Box 980962

City, State, Zip Park City, UT 84098

Telephone (435) 640-2245

Fax #

E-mail bubbaparkcity@gmail.com

8. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the drawings, specifications, or other proposed contract documents, he/she may submit to the Engineer written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be delivered to each person receiving a set of documents. Neither the Owner nor the Project Manager or Project Engineer will be responsible for any other explanations or interpretations of the proposed documents.

9. The following documents are required to be submitted with the Bid:

   a. List of Proposed Subcontractors
   b. Contractors Qualification Sheet
   c. Bid Bond
   d. Contractor license

10. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63G-2-309, as amended."

11. **The Construction Agreement will prevail in all cases, followed by Specifications, Special Provisions, and General Conditions.**

Item	Crescent Tramway MSE Retaining Wall (Bid Schedule A) Description	Bid Quantity	Unit	Unit Price	Total Price
1	Mobilization & Demobilization	Job	LS	$16,532.00	$16,532.00
2	Prepare, Submit for approval, and Implement Storm Water Management	Job	LS	$2,645.00	$2,645.00
3	Traffic and Pedestrian Control and Signage	Job	LS	$6,613.00	$6,613.00
4	Clearing and Grubbing	Job	LS	$2,406.00	$2,406.00

5	Remove Existing Rock Retaining Wall	Job	LS	$9350.00	$9,350.00
6	Remove Existing Sidewalk	66	LF	$38.47	$2,539.00
7	MSE Retaining Wall	42	LF	$2,955.31	$124,123.00
8	Stone Veneer	270	SF	$192.93	$52,090.00
9	Install 4.5 ft. wide sidewalk	66	LF	$53.45	$3,528.00
10	2" Galvanized Steel Pipe Railing	66	LF	$116.00	$7,656.00
11	Install Radiant Snow Melt Tubing in sidewalk	87	SF	$37.93	$3,300.00
				Total =	$230,782.00

BID TOTAL SCHEDULE A

Two hundred thirty thousand, seven hundred eighty-two dollars **Dollars ($230,782.00)**

(If there is a conflict between the written and numerical amount, the written amount shall supersede)

Allowance: Perform work with existing structure remaining (Stairway to garage) TBD $13,000.00

Allowance: New stone material. (Bringing in new stone veneer) TBD $4,613.70

Allowance: If existing upper retaining wall needs to be replaced due to lack of footing or improper depth. Demo, Stabilize dirt, new footings, new wall, backfill, finish, and repair. TBD $45,500.00

All allowances TBD are not included in the bid, nor are they in the 5% bid bond check.

Item	Hillside Avenue Historic Wall Rehabilitation (Bid Schedule B) Description	Bid Quantity	Unit	Unit Price	Total Price
1	Mobilization & Demobilization	Job	LS	$5,940.00	$5,940.00
2	Prepare, Submit for approval, and Implement Storm Water Management	Job	LS	$1,980.00	$1,980.00
3	Traffic and Pedestrian Control and Signage	Job	LS	$6,600.00	$6,600.00
4	Clearing and Grubbing	Job	LS	$2,402.00	$2,402.00
5	Shore Existing Rock Retaining Wall	120	LF	$13,200.00	$13,200.00
6	Earthmoving, Stockpiling	Job	LS	$32,592.00	$32,592.00
7	Gabion Retaining Wall per Cross Sections Details, including grout, geotextiles, backfill	110	LF	$648.84	$71,372.00
8	Restore Landscaping and irrigation to existing condition	Job	LS	$16,922.00	$16,922.00
9	Restore Private Drive to Existing Condition and fog seal	Job	LS	$3,960.00	$3,960.00
10	Trim trees in driveway for excavation equip.			$660.00	$660.00

BID TOTAL SCHEDULE B

TBD: We are assuming 5 separate pours for the grout detail, however our first section will dictate the process when we assess the stability of the existing wall.

One hundred fifty-five thousand, six hundred twenty-eight dollars **Dollars ($**155,628.00)

(If there is a conflict between the written and numerical amount, the written amount shall supersede)

TOTAL BID (SCHEDULE A + SCHEDULE B):

Three hundred eighty-six thousand, four hundred ten dollars **Dollars ($**386,410.00)

(If there is a conflict between the written and numerical amount, the written amount shall supersede)

The undersigned, in compliance with your invitation for bids for the Crescent Tramway MSE Retaining Wall (Bid Schedule A) and Hillside Avenue Historic Wall Rehabilitation (Bid Schedule B), in Park City, Utah, having examined the Drawings and Specifications and related Documents and the site of the proposed work and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of labor, hereby offer to furnish all labor, materials and supplies as required for the work in accordance with the Contract Documents as specified and within the time set forth and at the price stated below. This price is to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

SUBMITTED ON June 3rd, 2020.

Utah Contractor's License Number 4789766-5501.

If BIDDER is:

An Individual

By _____ _____ (SEAL)
(Individual's Name)

Doing business as: _____

Business address: _____

Phone Number: _____

A Partnership

By_____ (SEAL)
(Individual's Name)

_____(General Partner)

Business Address: _____

Phone Number: _____

A Corporation

By Gravity Construction Co. (Corporate Seal)
(Corporation Name)

Utah
(State of Incorporation)

By Scott Smith
(Name of Person Authorized to Sign)

Attest Blake Broadhead

(Secretary)

Business Address: P.O. Box 980962 Park City, UT 84098

Phone Number: (435) 640-2245

LIST OF PROPOSED SUBCONTRACTORS

SUBCONTRACTOR	ADDRESS	TELEPHONE	PORTION OF WORK
1. Scott Schofield Construction	P.O Box 981360 Park City, UT 84098	(435) 640-8916	Excavation for both projects.
2. Diamond Concrete Inc.	320 W 2100 N Marion, UT 84036	(801) 891-9974	Footings, Flatwork, Sonotube posts
3. Allen's Masonry Company	P.O. Box 69 Farmington, UT 84025	(801) 444-2821	CMU Wall, wall veneer
4. RC Ornamental	898 N 50 W Midway, UT 84049	(435) 513-0515	Galvanized Rail
5. A-Jacks Plumbing	11470 S 1700 E Sandy, UT 84092	(801) 870-3465	Sidewalk radiant tubing
6.			

CONTRACTOR QUALIFICATION SHEET

(List similar projects completed by the contractor over the past three (3) years)

Date 06/03/2020

NAME OF PROJECT	DOLLAR AMT OF PROJECT	OWNER REFERENCE (NAME AND TELEPHONE NO.)	COMPLETION DATE
Stoner: New home construction Retaining and foundation walls, railings	$1,200,000	Judy Stoner (435) 640-4486	2017
Koch Guest Home: New home construction 429 Woodside Guest home that was built with no access for a crane and limited access for excavation equipment. Great example of an Old Town project with limited workspace and equipment.	$800,000	Steve Koch (312) 848-0447 Cell phone. Please be respectful.	2017
AVC Animal Hospital-Salt Lake City Remodel-Great experience with Allen's Masonry	$800,000	Christy Clark (801) 201-9098	2018
We will provide additional references upon request			

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

DAMAGES FORM

BID BOND

Any singular reference to Bidder, Surety, Owner, or other party shall be considered plural where applicable.

BIDDER *(Name and Address)*:

Gravity Construction Co.
P.O. Box 980962
Park City, UT 84098

SURETY *(Name, and Address of Principal Place of Business)*:

We have enclosed a check for 5% of the bid, not including allowances.

OWNER *(Name and Address)*:

BID

Bid Due Date: 06/03/2020

Description *(Project Name— Include Location)*: Hillside and Crescent Tram

BOND

Bond Number:

Date:

Penal sum _____ $ _____

(Words) (Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER	**SURETY**
_____(Seal)	_____(Seal)
Bidder's Name and Corporate Seal	Surety's Name and Corporate Seal
By: _____	By: _____
Signature	Signature (Attach Power of Attorney)
Scott Smith	
Print Name	Print Name

President
Title

Attest: _____
Signature

Project Manager and Special Ops Coordinator
Title

_____
Title

Attest: _____
Signature

_____
Title

PARK CITY
1884

2020 Crescent Tram/Hillside Avenue Retaining Wall

Bid Opening: June 3, 2020

PARK CITY MUNICIPAL CORPORATION

Name	Affiliation	Email	Phone Number	Comments/Additional Contact Information
Scott Smith	Gravity Construction	bubbaparkcity@gmail.com	(435) 640-2245	

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Corey Legge
Submitting Department: Engineering
Item Type: Staff Report
Agenda Section:

Subject:
Consideration to Approve a Construction Agreement, in a Form Approved by the City Attorney, with the Selected Contractor to Complete the Deer Valley Drive Striping and Signage Improvements Project
(A) Public Input (B) Action

Suggested Action:

Attachments:
Deer Valley Drive Project Staff Report

Exhibit A: Project Boundary

Exhibit B: Approved Construction Plans

City Council Staff Report

Subject:	**Construction Agreement for Deer Valley Drive Striping and Signage Improvements**
Author:	**Corey Legge, E.I.T, Staff Engineer**
Department:	**Engineering**
Date:	**July 16th, 2020**
Type of Item:	**Administrative**

Summary Recommendation

Approve a Construction Agreement, in a form approved by the City Attorney, to complete the Deer Valley Drive Striping and Signage Improvements (Project). The contract amount and selected contractor was unknown at the time this report was prepared due to the "opening" determined in the RFP – the contractor will be known prior the Council meeting and Council agenda updated accordingly.

This non typical process was necessary in order to get a contractor under formal contract to perform the work and coordinate the Project in conjunction with the annual restriping efforts performed by UDOT in the State Route 224 corridor. Having these two projects occur concurrently will reduce traffic and congestion impacts to residents and the public.

Executive Summary

One of City Council's transportation goals involves providing multimodal transportation opportunities for residents and visitors. Increasing access to transit and fostering pedestrian and bicycle connections is one tactic for achieving this. The objective of the Project is to provide improved bicycle facilities for north/south travel along this corridor.

In fall of 2017, Park City coordinating with UDOT to evaluate potential alternatives to increase pedestrian and bicycle access along the 1.1 mile stretch of Deer Valley Drive/SR-224, between Bonanza Drive and the Marsac roundabout (Attachment 1). UDOT currently owns and operates the entire SR-224/Deer Valley Drive corridor; therefore all improvements must abide by UDOT standards and approvals. This project will advance near-term bicycle access improvements within the roadway prism. The sign solutions are consistent with UDOT's Manual on Uniform Traffic Control (MUTCD) design standards.

PCMC staff communicated the project description and preferred alternative to City Council on March 14, 2019. Furthermore, staff held a work session with the Planning Commission on April 24, 2019.

The Project limits are along the 1.1 mile segment of Deer Valley Drive/SR-224, between Bonanza Drive and the Marsac roundabout. PCMC staff worked in partnership with Utah Department of Transportation (UDOT), who owns and operates the roadway, to design the proposed improvements. The scope of the project includes striping

modifications that when completed will provide a bike lane in the southbound or uphill direction, a shared bike lane, or sharrow, in the northbound downhill direction and improved signage.

PCMC staff worked with a transportation consultant, Fehr & Peers, to provide the engineering design and prepare the plans for construction. UDOT has provided approval of the construction plans included in Attachment 2. PCMC staff in partnership with UDOT will continue to implement pedestrian and bicycle facilities to improve bicycle and pedestrian access along this corridor.

Staff administered a formal bidding process to publicize the project per the City's Contracts and Purchasing Policy. The project was advertised for three weeks in June/July 2020 in the Salt Lake Tribune, and the City's Webpage. The bid opening is scheduled for July 15, 2020.

UDOT is performing their annual maintenance restriping of SR 224 during July and August and requested that the Project be coordinated with their efforts. Hence, staff is accelerating the process to award the contract by preparing the staff report and placing the item on the City Council agenda prior to the bid opening. Staff will be utilizing an existing contract with Epic Engineering to provide the inspection services for the project.

It is anticipated that the cost of the project will exceed $25,000. Per the City's Contracts and Purchasing Policy all contracts over $25,000 require Council approval.

Department Review

This report has been reviewed by the City Manager, Community Development, Transportation Planning, and Legal. All issues have been resolved.

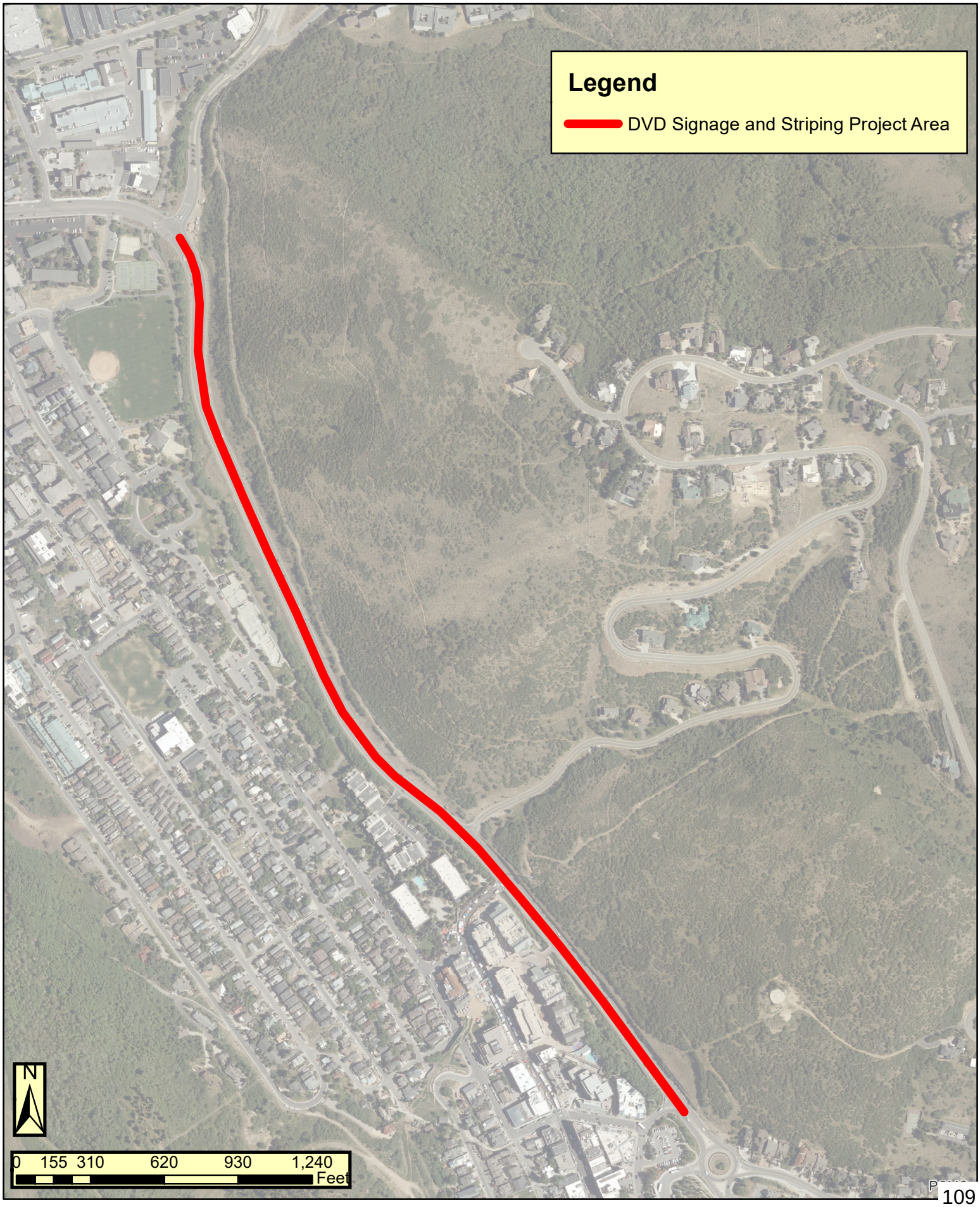
Funding Source

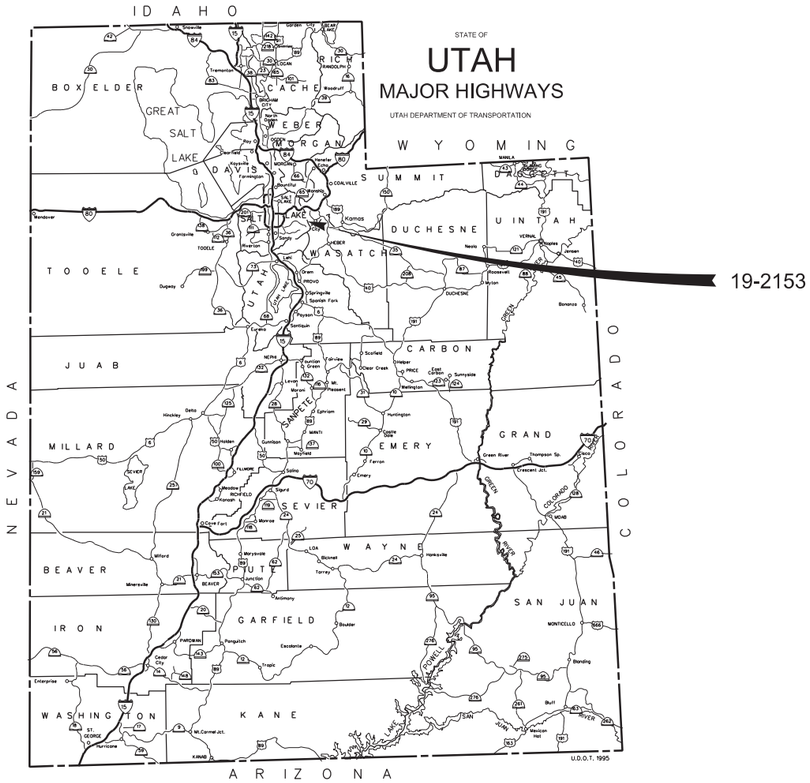
The funding for the project is approved in the walkability bond (CP #:000521)

Attachments

Exhibit A: Project Boundary Exhibit
Exhibit B: Approved Construction Plans

Deer Valley Drive Signage and Striping Project Area





PARK CITY
1884

PLANS OF PROPOSED PROJECT

PARK CITY

19-2153

DEER VALLEY DRIVE AT ALTERNATIVES

SIGNING & STRIPING

SUMMIT COUNTY

LENGTH 0.82 MILES

CONTACT: JULIA COLLINS
(435) 615-5309

SHEET NO.
1

U.S. Standard Units
(Inch-Pound Units)

ALL UNITS IN FEET UNLESS OTHERWISE NOTED

PROFESSIONAL ENGINEER
No. 5216278-2202
LYNN JACOBS
08/16/2019
STATE OF UTAH

THIS SEAL APPLIES TO ALL SHEETS CONTAINING THIS SIGNATURE

Project Site

INDEX TO SHEETS		
SHEET NUMBER	NUMBER OF SHEETS	DESCRIPTION
1	1	TITLE/INDEX TO SHEETS
SP-01 - SP-06	6	SIGNING & STRIPING
SP-S01	1	PAINT TABLE
SP-S02	1	LIMITATIONS SHEET

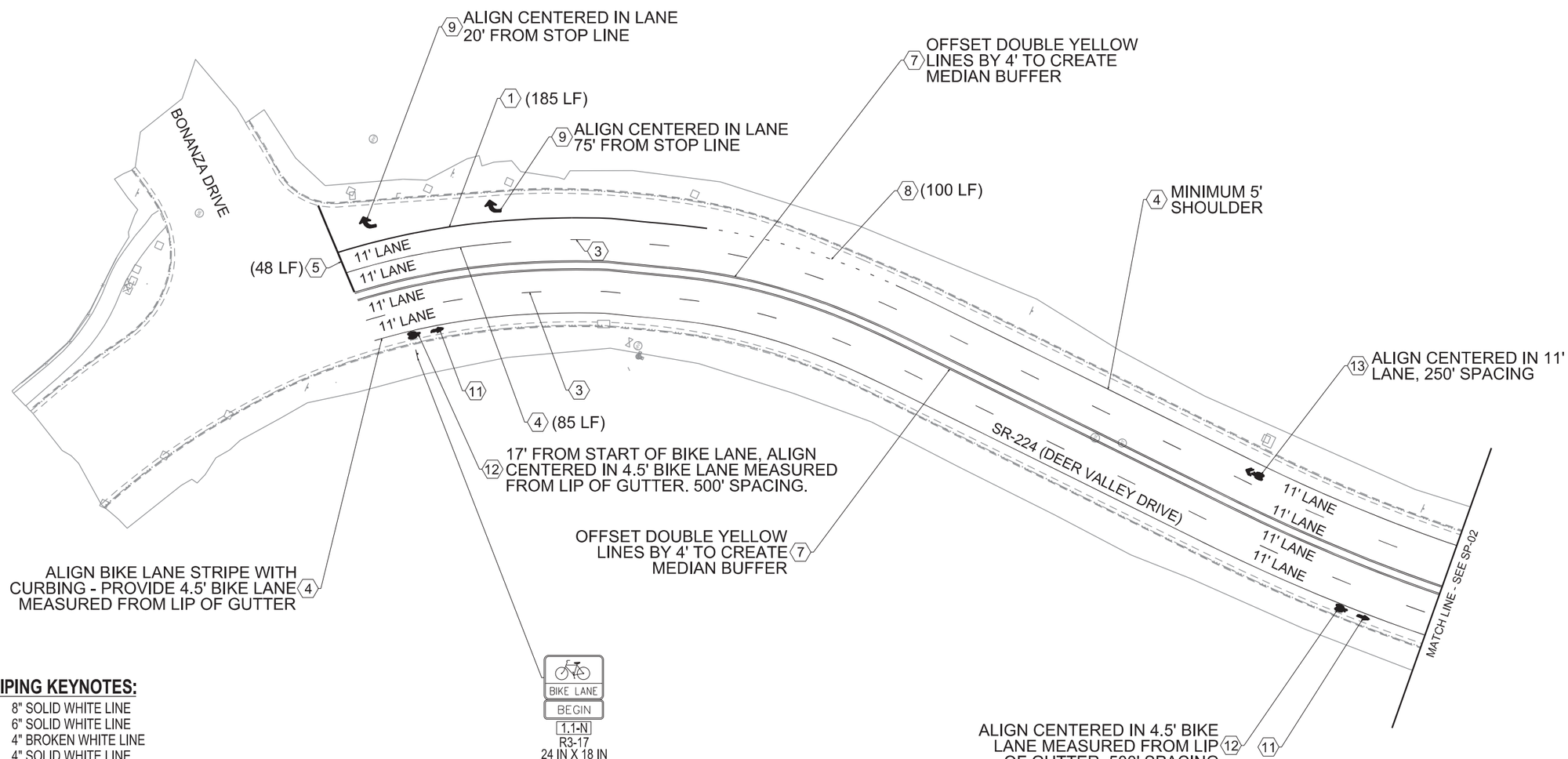
VERIFIED FOR SUBMISSION FOR ADVERTISEMENT

DESIGN ENGINEER

APPROVED FOR USE

(TITLE), (LOCAL GOVERNMENT)

W:\Utah P Drive\17-2083 Deer Valley DR, AT Alternatives\CAD\00_Submittal\TitleSheet_LG.dgn
8/15/2019



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

REVISIONS				
NO.	DATE	APPROVED BY	REMARKS	

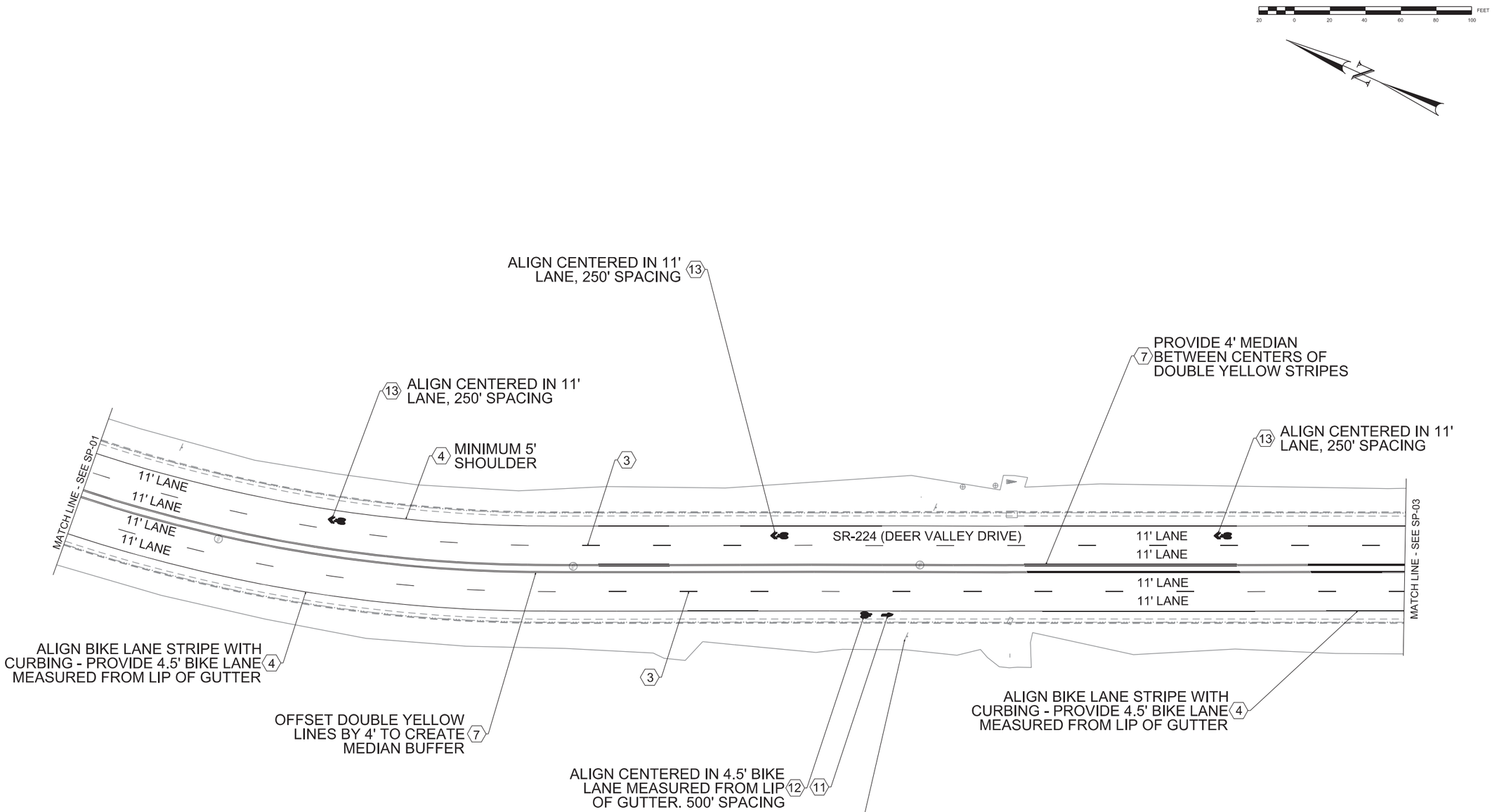
PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
DATE 8/16/19
APPROVED
PROFESSIONAL ENGINEER

DEER VALLEY DRIVE
AT ALTERNATIVES
PIN
SIGNING & STRIPING

PROJECT
PROJECT NUMBER
SHEET NO. SP-01

W:\Utah P Drive\17-2083 Deer Valley DR. AT Alternatives\CAD\90.Submittal\SP-01.dgn
8/15/2019



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

REVISIONS				
NO.	DATE	APPROVED BY	REMARKS	

DRAWN BY CB
QC CHECKED BY LJ

8/16/19
DATE

PARK CITY
FEHR & PEERS

APPROVED

PROFESSIONAL ENGINEER

PROJECT: DEER VALLEY DRIVE
AT ALTERNATIVES

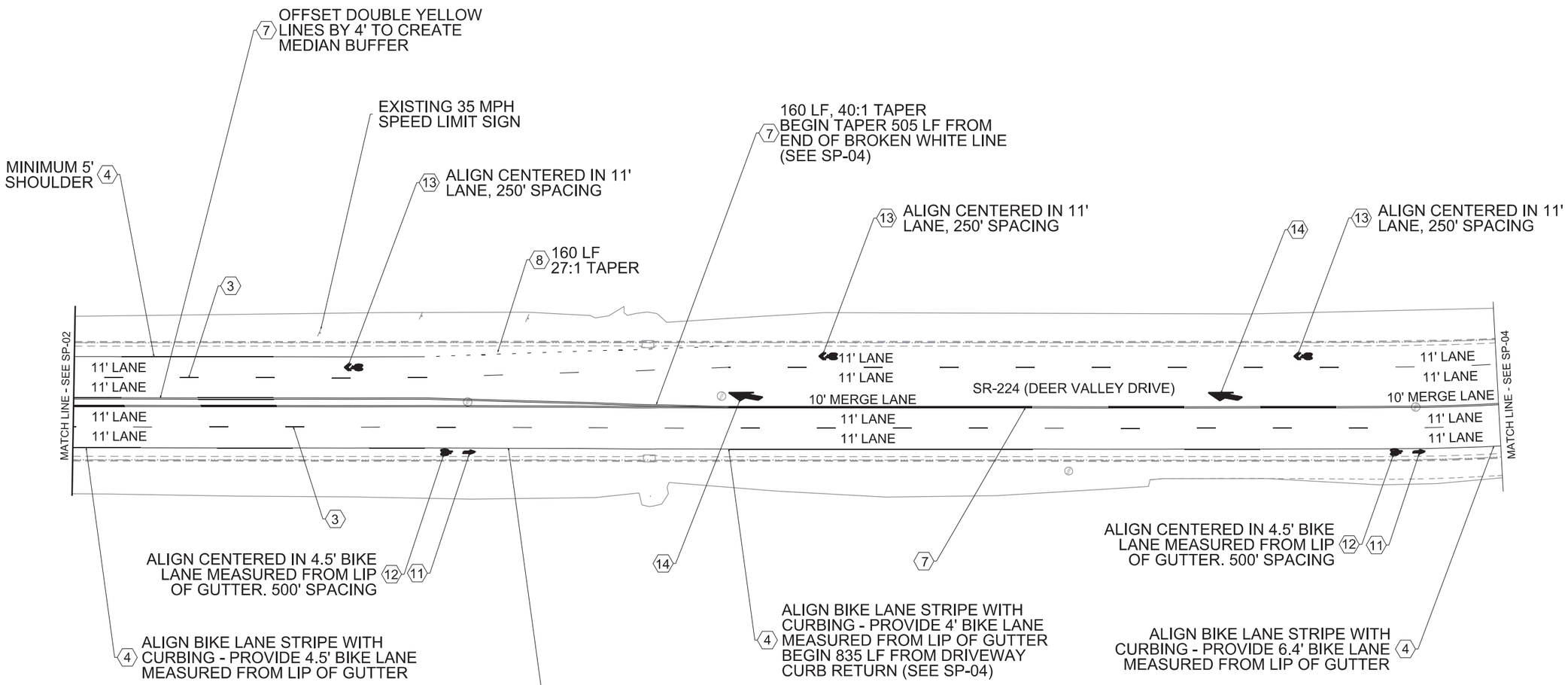
PIN

PROJECT NUMBER

SIGNING & STRIPING

SHEET NO. SP-02

8/15/2019 W:\Utah P Drive\17-2083 Deer Valley DR.AT Alternatives\CAD\98.Submittal\SP-02.dgn



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

REVISIONS				
NO.	DATE	APPROVED BY	REMARKS	

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
DATE 8/16/19
APPROVED
PROFESSIONAL ENGINEER

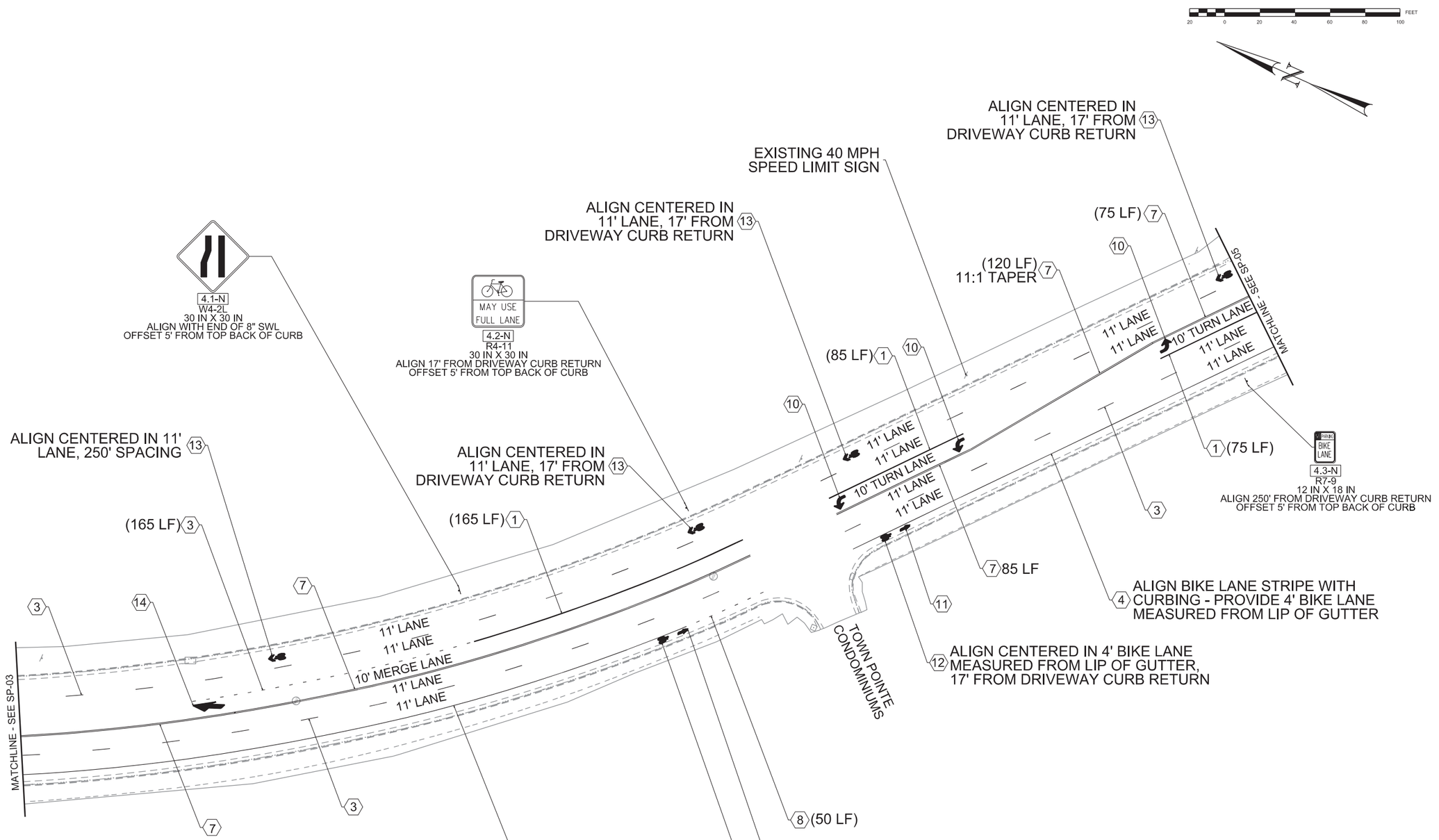
DEER VALLEY DRIVE
AT ALTERNATIVES

PROJECT
PROJECT NUMBER
PIN

SIGNING & STRIPING

SHEET NO. SP-03

8/15/2019 W:\Utah P Drive\17-2083 Deer Valley DR. AT Alternatives\CAD\90.Submittal\SP-03.dgn



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

NO.	DATE	APPROVED BY	REMARKS

REVISIONS

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
DATE 8/16/19
APPROVED
PROFESSIONAL ENGINEER

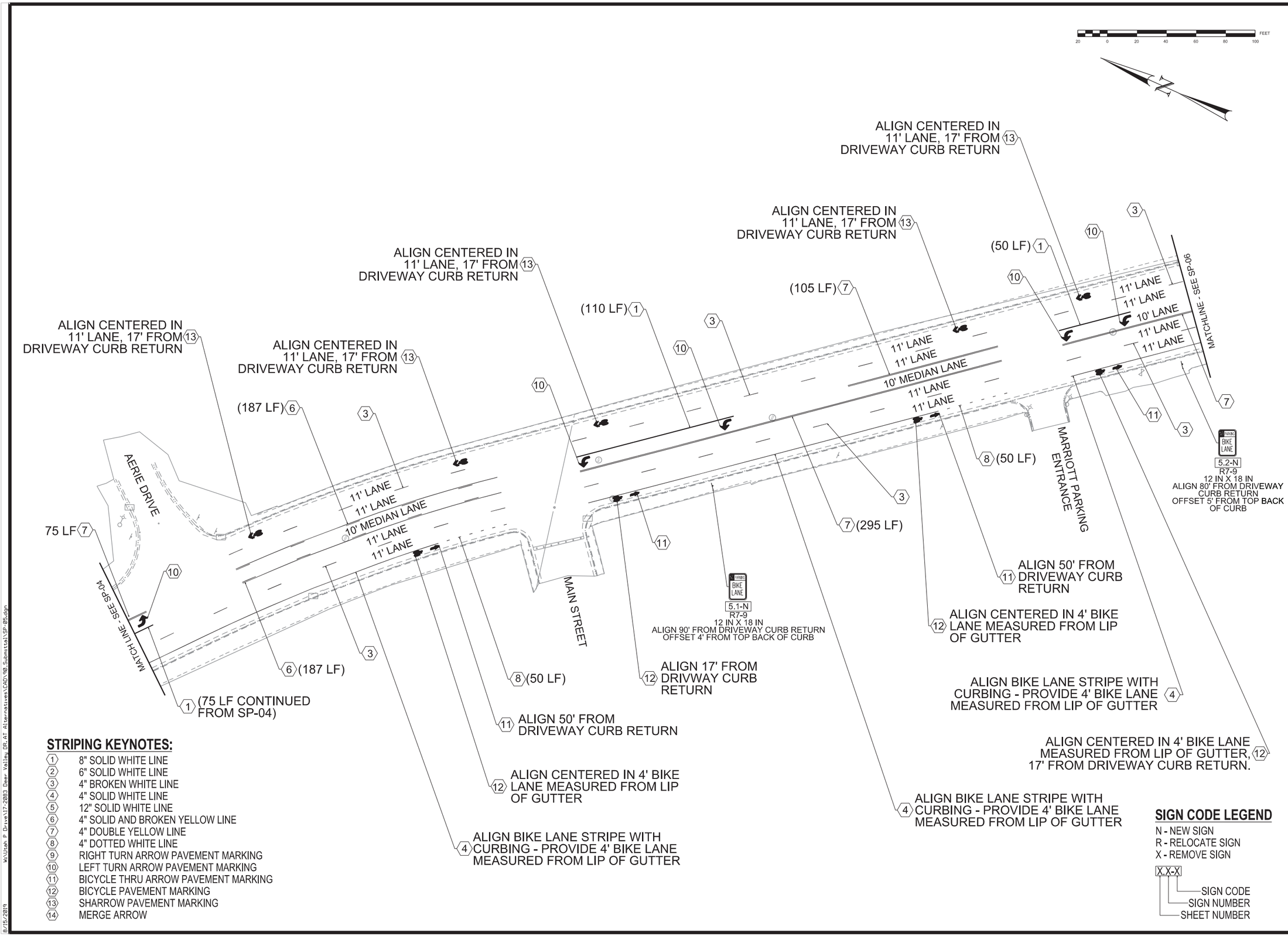
DEER VALLEY DRIVE
AT ALTERNATIVES

PROJECT
PROJECT NUMBER
PIN

SIGNING & STRIPING

SHEET NO. SP-04

W:\Utah P Drive\17-2083 Deer Valley DR.AT Alternatives\CAD\100.Submittal\SP-04.dgn
8/16/2019



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

REVISIONS				
NO.	DATE	APPROVED BY	REMARKS	

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
DATE 8/16/19
APPROVED
PROFESSIONAL ENGINEER
PIN

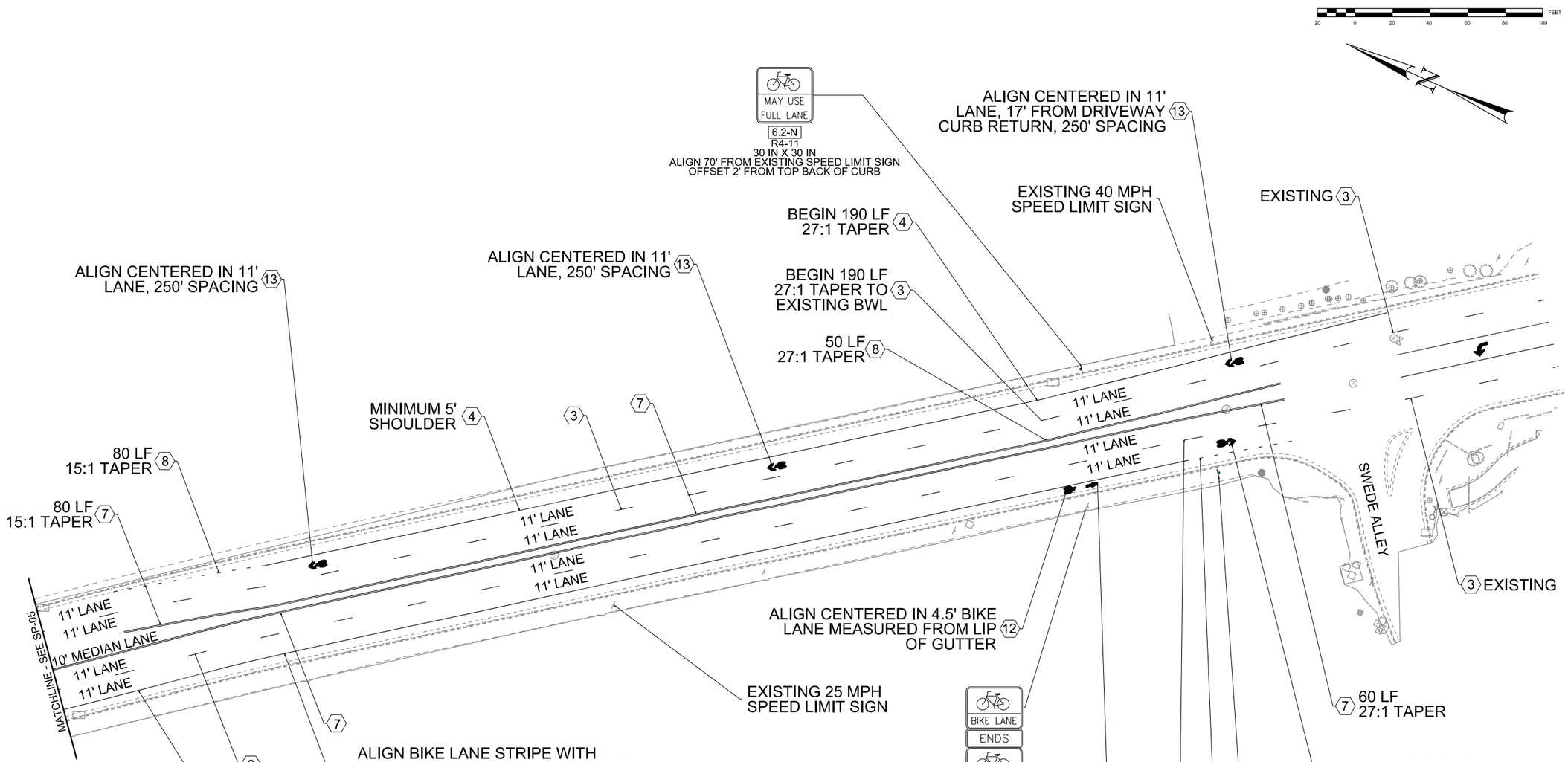
PROJECT: DEER VALLEY DRIVE
AT ALTERNATIVES

PROJECT NUMBER

SIGNING & STRIPING

SHEET NO. SP-05

W:\Utah P Drive\17-2863 Deer Valley DR.AT Alternatives\CAD\90.Submittal\SP-05.dgn
8/15/2019



STRIPING KEYNOTES:

1. 8" SOLID WHITE LINE
2. 6" SOLID WHITE LINE
3. 4" BROKEN WHITE LINE
4. 4" SOLID WHITE LINE
5. 12" SOLID WHITE LINE
6. 4" SOLID AND BROKEN YELLOW LINE
7. 4" DOUBLE YELLOW LINE
8. 4" DOTTED WHITE LINE
9. RIGHT TURN ARROW PAVEMENT MARKING
10. LEFT TURN ARROW PAVEMENT MARKING
11. BICYCLE THRU ARROW PAVEMENT MARKING
12. BICYCLE PAVEMENT MARKING
13. SHARROW PAVEMENT MARKING
14. MERGE ARROW

LICENSED PROFESSIONAL ENGINEER
No. 190959-2202
ANN BOWERS
4/14/2020
STATE OF UTAH

SIGN CODE LEGEND

N - NEW SIGN
R - RELOCATE SIGN
X - REMOVE SIGN

X.X-X
- SIGN CODE
- SIGN NUMBER
- SHEET NUMBER

NO.	DATE	APPROVED BY	REMARKS

REVISIONS

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY AB
DATE
APPROVED
PROFESSIONAL ENGINEER

DEER VALLEY DRIVE
AT ALTERNATIVES
PIN
SIGNING & STRIPING

PROJECT
PROJECT NUMBER

SHEET NO. SP 116

P:\17-2863 Deer Valley DR.AT Alternatives\CAD\100.Submittals\SP-06.dgn
4/2/2020

PAVEMENT MARKING PAINT SUMMARY

	FROM		TO		4" WHITE				4" YELLOW								8" WHITE				8" YELLOW		PAVEMENT MESSAGE	PAVEMENT MARKING PAINT 12" STOP BARS, CROSS WALKS	REMARKS
					190 FT/GAL		760 FT/GAL		190 FT/GAL		760 FT/GAL		95 FT/GAL		152 FT/GAL		95 FT/GAL		380 FT/GAL		95 FT/GAL				
					SOLID		BROKEN		SOLID		BROKEN		DOUBLE SOLID		SOLID & BROKEN		SOLID		LANE DROP		SOLID				
	STATION	OFFSET	STATION	OFFSET	FT	GAL	FT	GAL	FT	GAL	FT	GAL	FT	GAL	FT	GAL	FT	GAL	FT	GAL	FT	GAL	EA	FT	
Southbound Bike Lane Stripes					3950.00	20.79	150.00	0.20																	
Southbound Lane Stripes							4100.00	5.39																	
Southbound Median Stripes					75.00	0.39							3853.00	40.56	186.00	1.22									
Northbound Median Stripes					412.00	2.17	165.00	0.22					2418.00	25.45	188.00	1.24									
Northbound Lane Stripes					85.00	0.45	3948.00	5.19																	
Northbound Sholder Stripes					1789.00	9.42	338.00	0.44									189.00	1.99							
Right Turn Arrow Marking																							2.00		
Left Turn Arrow Marking																							8.00		
Bicycle Thru Arrow Marking																							12.00		
Bicycle Pavement Marking																							12.00		
Sharrow Pavement Marking																							19.00		
Merge Arrow																							3.00		
																								48.00	
SUBTOTAL					6311	33	8701	11					6271	66	374	2	189	2					56	48	
TOTAL					230																		56	48	2 APPLICATIONS

Sign Table			
Page	Sign	MUTCD Code	Size
SP-01	Bike Lane	R3-17	24 x 18
SP-01	BEGIN	R3-17aP	24 x 8
SP-04	Left Merge	W4-2L	30 x 30
SP-04	Bike May Use Full Lane	R4-11	30 x 30
SP-04	No Parking (Bike Lane)	R7-9	12 x 18
SP-05	No Parking (Bike Lane)	R7-9	12 x 18
SP-05	No Parking (Bike Lane)	R7-9	12 x 18
SP-06	Bike Lane	R3-17	24 x 18
SP-06	ENDS	R3-17bP	24 x 8
SP-06	Bike May Use Full Lane	R4-11	30 x 30

Sign Quantity Totals	
Sign MUTCD Code	Quantity
R7-9	3
R3-17	2
R4-11	2
R3-17aP	1
W4-2L	1
R3-17bP	1

REVISIONS

NO.	DATE	APPROVED BY	REMARKS

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
8/16/19 DATE

APPROVED
PROFESSIONAL ENGINEER

DEER VALLEY DRIVE
AT ALTERNATIVES

PIN

PAINT TABLE

PROJECT
PROJECT NUMBER

SHEET NO. SP-S01

8/16/2019 W:\Utah P Drive\17-2083 Deer Valley DR AT Alternatives\CAD\103 Submittal\SP-S01.dgn

Limitations SR-224 Restripe - Bonanza Drive (approx. MP 5.55) to Swede Alley (approx. MP 4.73)
Permit Project

- Maintain all lanes open when work is not being performed
- Maintain at least one access to each business while work is taking place
- No work during holidays and special events – verify with Park City any days of special events when work cannot take place
- All traffic movements must be maintained at all times
- Contractor to obtain all Permits
- Maintain ADA Accessible routes thru or around the work zone at all times

SR-224 Re-Stripe Project Permit

	Monday thru Friday (Each Direction)	Saturday and Sunday (Each Direction)
12:00 AM	1 Lane Open	1 Lane Open
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM	All Lanes Open	
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		All Lanes Open
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM	1 Lane Open	1 Lane Open
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		
12:00 AM		

REVISIONS

NO.	DATE	APPROVED BY	REMARKS

PARK CITY
FEHR & PEERS

DRAWN BY CB
QC CHECKED BY LJ
DATE 8/16/19
APPROVED
PROFESSIONAL ENGINEER

PROJECT DEER VALLEY DRIVE
AT ALTERNATIVES
PIN
PROJECT NUMBER
LIMITATIONS SHEET
SHEET NO. SP-S02

8/15/2019 W:\Utah P Drive\17-2083 Deer Valley DR. AT Alternatives\CAD\100_Submittal\SP-S02.dgn

Council Agenda Item Report

Meeting Date: July 16, 2020
Submitted by: Jonathan Weidenhamer
Submitting Department: Sustainability
Item Type: Staff Report
Agenda Section:

Subject:
Discuss a COVID-19 Small Business Support Program
(A) Public Input

Suggested Action:

Attachments:
Small Business Relief Grant Program Staff Report

Exhibit A: Examples of State, Regional and Local COVID Relief Programs

Exhibit B: Summit County Overview of CDBG COVID-19 Emergency Small Business Grant Program

Exhibit C: Workforce Services Job Report, March - May 2020

Exhibit D: Economic Recovery Business Survey 3 Results

Exhibit E: COVID Relief Programs Mountain Towns

City Council Staff Report

Subject: COVID Related Small Business Relief
Author: Jonathan Weidenhamer
Department: Economic Development
Date: July 16, 2020
Type of Item: Administrative

Recommendation

Provide feedback so that staff may develop a specific program to support small businesses affected by COVID-19.

Executive Summary

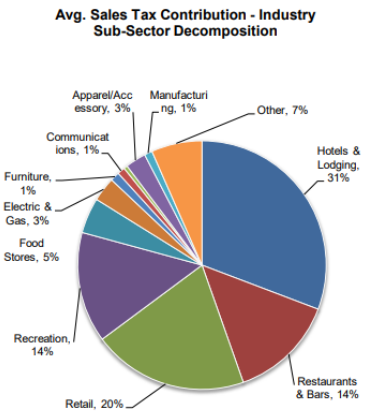
During approval of the FY21 Budget, the City Council allocated $250,000 for small business relief. Through preliminary discussions and vetting of multiple alternatives with various business stakeholders including Chamber, County Economic Development, and business associations, staff seeks Council input on a small business grant program.

Background

The pandemic has caused unprecedented impacts on the economy. Tourism based economies have proven particularly vulnerable with almost 80% of our traditional sales taxes coming from travel based spending (includes resident spending):

General Fund Sales Tax Projections FY20

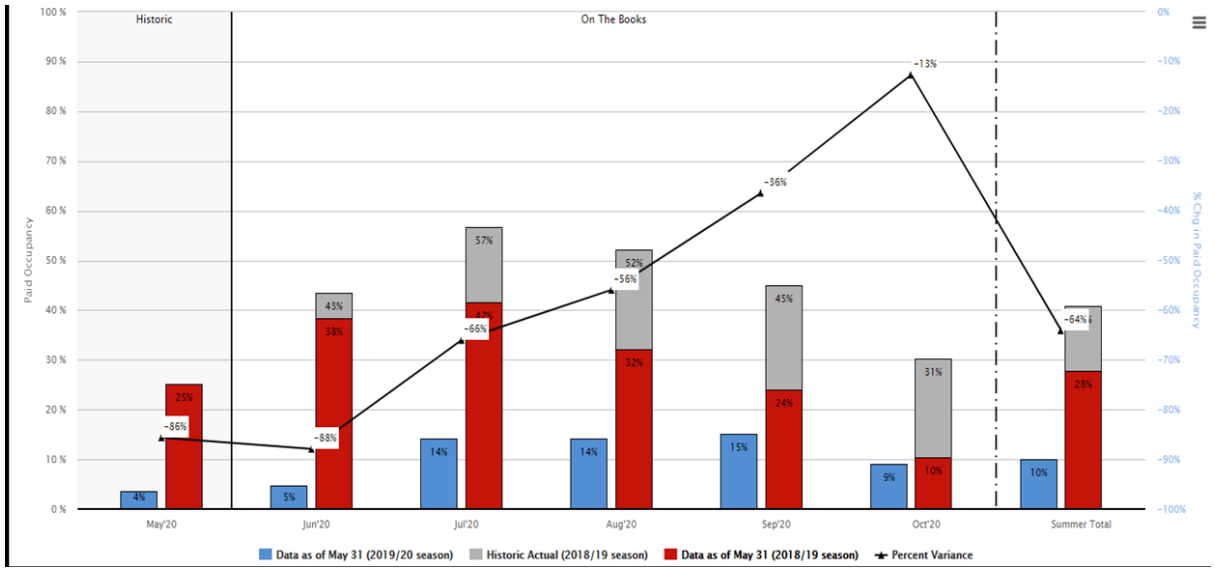
Industry Sector	Average Industry Contribution to Sales Tax Revenue Under Normal Conditions	Assumed Percent of Industry Revenue Collected in Shutdown Conditions	Expected Industry Contribution to Sales Tax Revenues Under Shutdown Conditions
Hotels & Lodging	31%	0%	0%
Restaurants & Bars	14%	10%	1%
Retail	20%	0%	0%
Ski Resorts	14%	0%	0%
Food Stores	5%	80%	4%
Electric & Gas	3%	100%	3%
Furniture	1%	0%	0%
Communications	1%	100%	1%
Auto	0%	25%	0%
Apparel/Accessory	3%	0%	0%
Manufacturing	1%	100%	1%
Other	7%	38%	3%
		Total	13%



Note: The model above measures the average contribution of each industry sub-sector to sales tax revenue and then assumes shocks to each industry's revenues under COVID-19 closures. This generates an implied monthly total sales tax collection percent per month. This rate is an expected percentage collection of budgeted sales tax revenues. E.g. 13% means 13% of a month's expected sales taxes would be collected under full shutdown conditions.

Source: April 9, 2020 Financial Update to City Council (link)

While recently there have been small signs for cautious optimism, with the recent uptick in new COVID cases, economic recovery does not appear on the immediate horizon. Summit County unemployment in in May remains the highest in the State at 16.9% (compared with 2.5% in 2019). Lodging projections are significantly off pace with previous years:



Source DestiMetrics: Paid Occupancy Summer to Date Report (as of 5/31/20)

Initial relief efforts continue to be provided by various Federal, State, regional and local efforts, not limited to: $3T in Federal Stimulus Packages (Paycheck Protection Program (PPP), Economic Injury Disaster Loan (EIDL), and SBA Loans programs (link), State (Commercial Rental Assistance program (GOED Loan), and Utah Office of Tourism $23.4 million ($12 million in CARES Act funding and $11.4 million of Tourism Marketing Performance Fund (TMPF); Regional (MAG Emergency Small Business Grant Program; and Local (Salt Lake Chamber Grant Program for Rural and Minority Small Businesses (link), and the Perlman Small Business Relief Fund Loan (See Exhibit A for specific examples of these tools).

On June 17, 2020, Summit County staff presented an overview on CARES Act monies projected to be allocated to Summit County (link). The County staff report includes information on the Small Cities Community Development Block Grant Program (CDBG) that provided $207,500 through the Mountainlands Association of Governments (MAG) in $5,000 increment relief grants to small business for utilities and payroll, debt and other operational costs. Sixteen Park City businesses received these grants. A second round of $450k is expected before the end of July. See Exhibit B for a detailed overview of the MAG program, looking both backwards at grant criteria, application requirements (p.8), and distribution of the first round, and looking forwards to the second round. Exhibit C is the Department of Workforce Services Job Report for Summit County March – May.

Analysis

By and large initial funding tranches lagging or are soon to expire. Without additional reopening of the economy, projections of small business failure are dire. To that end, the City Council's FY 21 budget included $250,000 in general fund dollars for a future small business relief fund.

The Chamber hosts a bi-weekly economic resiliency meeting with representatives from most sectors of the local economy. That group helped shape the Chamber's three surveys of local businesses. With those survey results in mind (see Exhibit D), the group has provided input on options for relief to small business. Ideas included:

1. Partnering with the Chamber on expanded or diversified marketing.
2. Partnering with Lodging on expanding or diversified Fly Delta, Stay Free Program.
3. Funding a voucher/gift card program.
4. Loan programs, where dollars for eligible expenses would be repaid.
5. Grant programs, where dollars for eligible expenses wouldn't be expected or forgiven for certain uses.

Based on programs we've seen in other CAST communities (see Exhibit E) and possible alternatives we've considered locally, staff believes the most effective relief available to City Council that will have the most immediate impact is a grant program, with specific eligibility criteria, including demonstration of need. Not including our 2,265 nightly rental licenses and not-for-profit organizations, our mix of businesses includes:

Citywide Business Licenses
(Excluding Nightly Rentals)

Type	#	%
Office & Prof. Svcs	166	18%
Restaurant/Food	120	13%
Retail	120	13%
Service	120	13%
Real Estate/Prop Mgt	63	7%
Medic/Massage/Salon	63	7%
Art	46	5%
Recreation/Sports	46	5%
Misc	183	20%
total	927	100%

While the grant funds wouldn't be able to help everyone, and criticism may include that a small amount won't be enough to fill the entire gap, the counter argument is that staving off closure for another month in hopes that the economy will continue to trickle open will buy time, especially when coupled with other available relief alternatives. Generally we envision the grant to:

1. Be for small businesses of less than 20 employees that have a lease or mortgage;
2. Be for rent or mortgage, payroll, utilities or other essential operations; and
3. Not be for franchises, chains, home occupations, or nightly rentals.

If Council agrees with staff's preliminary recommendation, issues for discussion include:

1. Does City Council desire more information on the local economy? Performance, trends, economic indicators, projections, etc.?

2. There are approximately 927 business licenses in town. Is there a minimum or maximum amount Council has in mind? At $5,000, only 50 grants would be available.
3. Does council have a targeted priority for funding? For example, the Salt Lake Chamber made available $500k to support Utah rural and/or minority small businesses.
4. Is Council interested in having smaller amounts available to smaller business, such as $2,500 to business with less than 5 employees or a higher amount available to a larger sized business?
5. Should we cap eligibility at 25 employees?
6. The CARES dollars, whether via Paycheck Protection or CDBG Grants come with caveats and certain restrictions? Does the City Council wish any grant program be awarded agnostically to a business that may have received other Federal dollars?

Funding

PCMC has $250,000 in COVID-related operational funds set aside within the General Fund for small business and another $250,000 for non-profits.

Attachments

A Examples of State, Regional & Local Tools
B Summit County Overview of CBDG/MAG Business Relief Grants
C Utah Department Workforce Services March – May Job Report
D Third Local Business Survey Results
E Examples of Tourism Economy Relief (CAST)

Exhibit A: Examples of State, Regional & Local Tools

State of Utah Resources

The Utah Leads Together Plan

The Utah Leads Together economic response plan recognizes the value of facing uncertainty with a dynamic, data-informed, and unified plan. It gives structure and order, to what can otherwise be an unclear and difficult reality. The plan conveys three phases of response: urgent, stabilization, and recovery, which are designed to help businesses correctly balance the health of employees with planning imperatives necessary for continuing operations. Read the full plan **here**.

State of Utah Resources for Business

The State of Utah has compiled a **webpage**, updated daily, that includes a wide variety of business resources curated by the Utah Governor's Office of Economic Development.

Utah Leads Together Small Business Bridge Loan Program

The Utah Governor's Office of Economic Development is offering a bridge loan to Utah-based small businesses with 50 or fewer employees impacted by the COVID-19 pandemic. Loan amounts range from $5,000 to $20,000 with 0% interest for up to a 60-month period.

Utah small businesses will be able to apply for the Utah Leads Together Small Business Bridge Loan starting March 31, 2020, at 8:00 a.m. The first funding round ends April 3, 2020, at noon. Additional details available **here**.

Unemployment Information for Employers and Employees

The Department of Workforce Services continues to closely monitor the COVID-19 pandemic, under the direction of the Governor's Office. Information and resources regarding services and COVID-19 are available **here**.

GOED Commercial Rental Assistance Program

Utah small businesses that rent commercial property may receive pandemic relief from the Legislature. As part of S.B. 3006, the COVID-19 Commercial Rental Assistance Program includes $40 million in commercial property rental assistance.

The Utah Governor's Office of Economic Development (GOED) will administer the grants providing rental relief to Utah small businesses — including nonprofits, sole proprietors, independent contractors and those that are self-employed — that have lost revenue as a result of measures taken to minimize the public's exposure to COVID-19. Applications and more information may be found at coronavirus.utah.gov or by emailing rentalgrant@utah.gov.

Regional Resources

Mountainland Association Of Governments
Emergency Small Business Grant Program Funding for the program is provided through the Utah State Small Cities Community Development Block Grant (CDBG) Program. The CDBG program received additional funding to address COVID-19 through the recently passed CARES Act. Eligible businesses may apply for up to $5,000 each. More information can be found here.

Summit County Resources

County Sales Tax Restrictions
Summit County has requested that the Governor suspend sales tax revenue restrictions to allow currently encumbered proceeds, such as Transient Room Tax, Restaurant Tax, and Restaurant Arts and Parks Tax to be used to assist small businesses and nonprofit entities in Summit County.

Park City Area Restaurants
On March 15, 2020, a Public Health Order was put in place prohibiting all dine-in food service. Area grocery and convenience stores to remain open. Restaurants, in compliance with Summit County Health Department guidelines, are authorized to continue operations on a limited basis through curbside take-out or drive-through service on a non-cash basis. Details:

- March 15, 2020 Public Health Order
- Curbside Guidelines
- Questions regarding this Public Health Order? Contact: 435-333-1502

Perlman Small Business Relief Fund Loan Application
Funding for the Perlman Relief Fund Loan Program is made possible through a generous donation from Greg and Jodi Perlman of The Change Reaction, in partnership with Jewish Family Service. This program is open to essential businesses located in Park City, Utah. To be eligible, businesses must be currently open and operating (or will be able to open upon receipt of the loan) and experiencing financial difficulties as a result of COVID-19. More information can be found here.

Local Resources

Mainstreet Preservation Grant through Salt Lake Chamber
The Salt Lake Chamber has announced the creation of the through the Chamber's Utah Job Opportunities Foundation, thanks to a $500,000 donation from WCF Insurance. The grant funds will be used to support Utah rural and/or minority small businesses that need immediate assistance due to the COVID-19 pandemic and before federal stimulus funding is accessed. These grant funds are intended to help businesses in the short-term.

The Salt Lake Chamber through its Utah Job Opportunities Foundation will evaluate and distribute funds to applicants selected through a discretionary review of applications from rural and/or minority small businesses across the state. The Salt Lake Chamber will inform the community of the grant opportunity through local chambers of commerce across the state, as well as through rural partnership networks. Businesses may apply for the grants through their local chamber of commerce or county economic development department. For more information or donate, visit: slchamber.com/mainstreet-preservation-grant.

Park City Municipal Corporation

Rent Abatement Program for City Tenants

PCMC is offering 60-day (April and May) rent abatement and will reevaluate the program as needed. Please contact Heinrich Deters, hdeters@parkcity.org, with questions.

Reduced Code Enforcement

Under the local emergency declaration, the City Manager, Matt Dias, issued administrative authority to reduce or suspend all but egregious violations of the parking and sign code.

Business Interruption Insurance Claims

PCMC is advocating through our Federal and State Lobbyist options help business owners eligible for further relief through their existing insurance.

Nightly Rental License Updates

Due to the COVID-19 pandemic, the City has adjusted municipal operations to slow the spread of COVID-19, and to support the health, safety and well-being of our community and staff. Effective immediately, the City and County will not be inspecting nightly rental locations. New Nightly Rental Licenses are therefore temporarily postponed until further notice. Please contact business@parkcity.org with questions.

Chamber of Commerce Business Impact Survey

The Chamber/Bureau, Summit County and Park City Economic Development will continue to assess impacts of COVID-19 and resulting business needs by conducting surveys.

Other Resources

Facebook Small Business Grants Program

Facebook is offering $100M in cash grants and ad credits for up to 30,000 eligible small businesses in over 30 countries where we operate. Learn more **here**.

Brookings Institute

The Brookings Institute compiled a 10 Point Preparedness Plan for how cities can reopen after the COVID-19 Pandemic. View full plan **here**.

In March, the federal coronavirus aid, relief, and economic security (CARES) act was passed. This $2 trillion stimulus plan included $5 billion in a **special allocation of CDBG funding**, known as **CDBG-CV** to prevent, prepare for and respond to coronavirus.

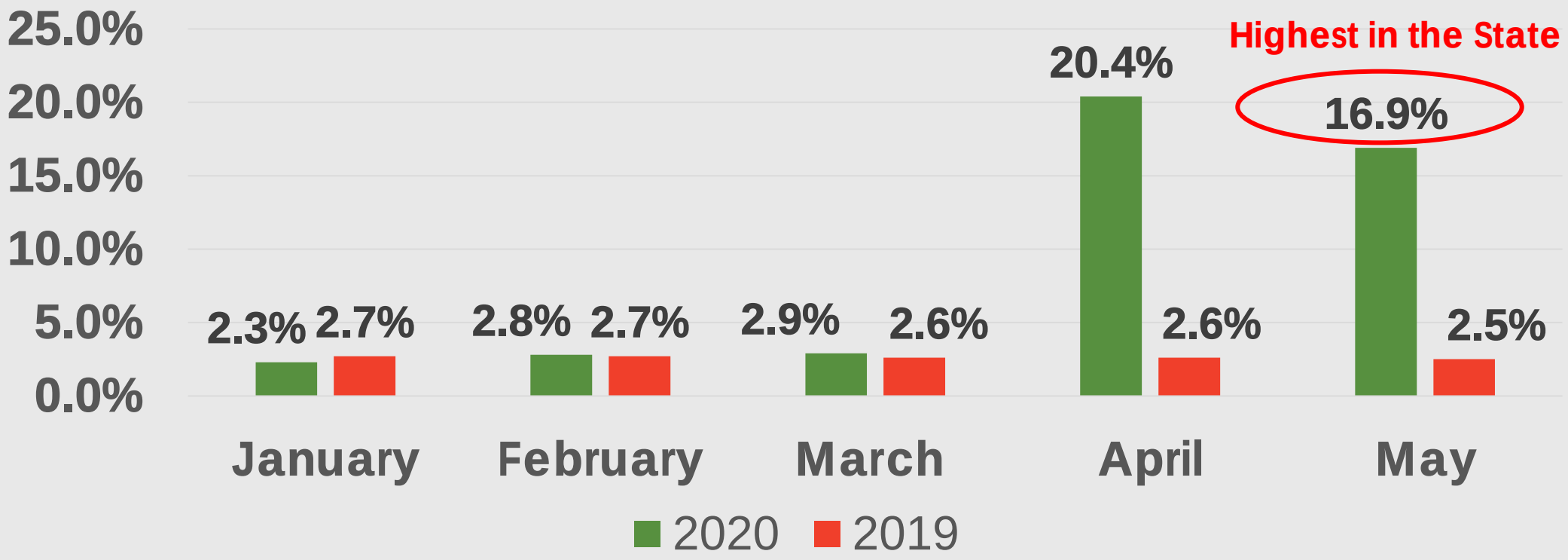
In the first phase of distribution, $2 billion of the total amount was allocated to local and state governments according to the entitlement formula.

Utah State Small Cities CDBG Program

- Summit County has been fortunate to receive an allocation of these funds in support of the CDBG, Emergency Small Business Grant Program. These funds were allocated through the Utah State Small Cities Community Development Block Grant (CDBG) Program.
- **Mountainland Association of Governments (MAG)** administers the Community Development Block Grant, Small Cities Program for Summit and Wasatch Counties in coordination with the State of Utah, Housing and Community Development Division.

Summit County Unemployment Rate

Source: Utah Department of Workforce Services



CDBG, COVID-19 Emergency Small Business Grant Program

TOTAL AWARD = $207,500

SUMMIT COUNTY

MAXIMUM GRANT AWARD = $5,000

The Summit and Wasatch Counties Economic Development Departments were invited to assist MAG in the application development, marketing of the Emergency Small Business Grant Program and the review of applications.

Business Requirements

- Must be located in Summit or Wasatch County
- Have been negatively impacted by COVID-19
- Have 20 or fewer employees
- Have a current business license
- Have the ability to document and report on the use of funds if awarded

Eligible Uses

- Rent & Utilities
- Payroll
- Outstanding debt
- Other immediate operational costs
- Cleaning and disinfecting

Ineligible Uses

- Mortgage payments of personal residence for home-based businesses.
- Tax Debt

- Number of employees pre-Covid-19
- Current number of employees
- Other Covid-19 resources pending or received (Grants, loans, etc).
- How Covid-19 has impacted their business
- An estimate of the revenue lost due to Covid-19
- How the grant funds were to be used
- The goods and/or services provided by the company
- Is the business minority-owned?
- Is the business woman-owned?
- Is the business veteran-owned?
- Status of any bankruptcies
- Proposed budget
- Profit and Loss statement

Application Requirements

CDBG, COVID-19 Emergency Small Business Grant Program

- **100% of all applications from North and South Summit were funded**.
- The distribution of grant funds was based primarily on population distribution, industry multipliers and application responses.
- **60.2%** of women owned grant applications were funded.
- **66.7%** of Veteran owned grant applications were funded.
- **87.5%** of Minority owned grant applications were funded.
- 100% of the businesses funded by CDBG-CV employed/retained Low and Moderate Income (LMI*) workers as required by the program.
- The CDBG, Emergency Small Business Grant Program was over-subscribed within five (5) days.

Distributions

North Summit Businesses - $12,000

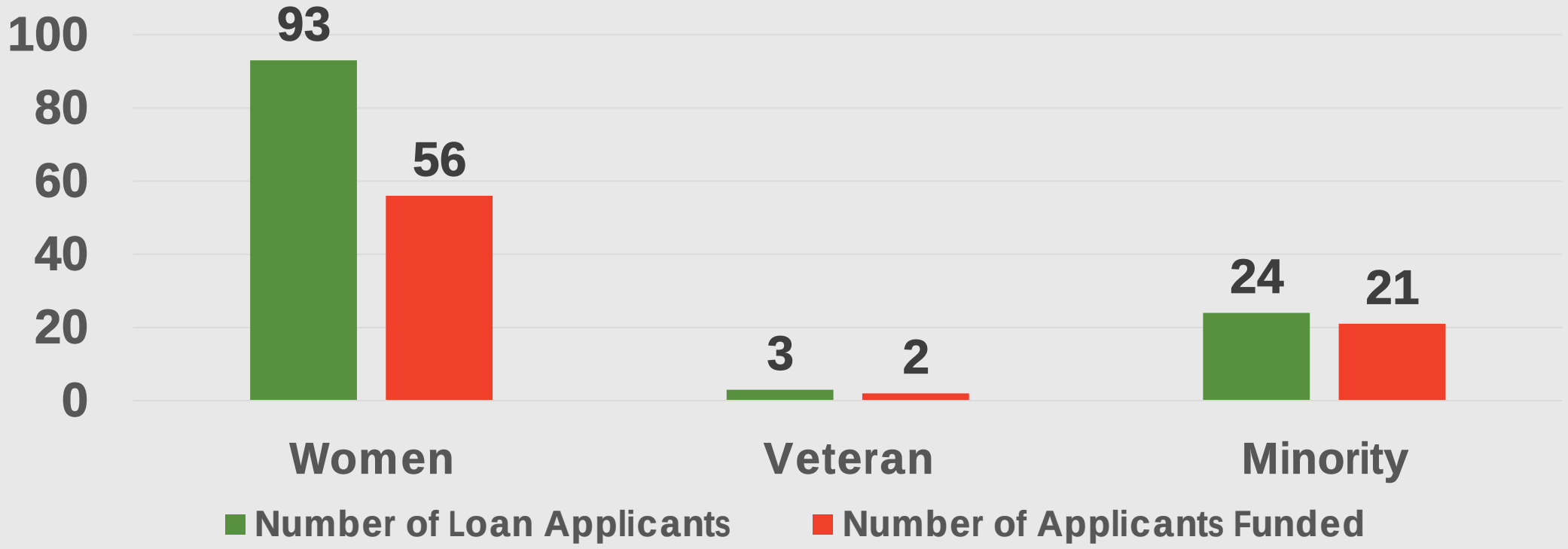
South Summit Businesses - $27,000

Park City (84060 Zip Code) - $80,000

Park City (84098 Zip Code) - $88,500

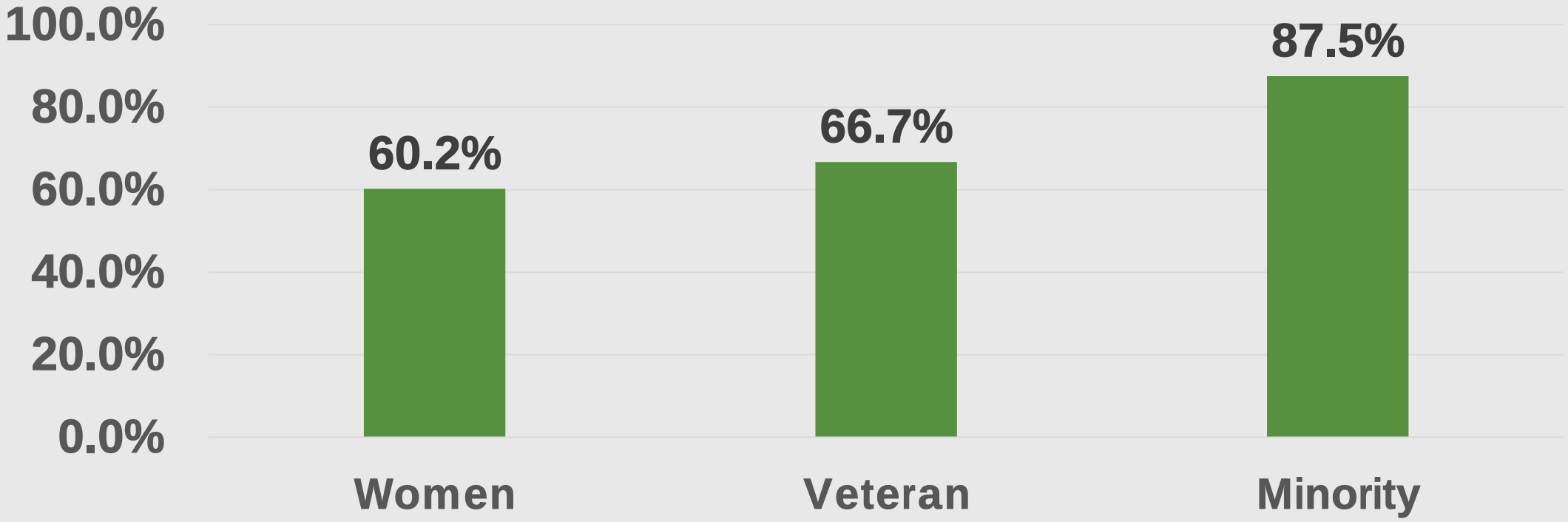
Women, Veteran & Minority Owned Grant Applications Submitted/Funded

Source: Mountainlands Association of Governments



% Funded: Women, Veteran & Minority Owned Grant Applications

Source: Mountainlands Association of Governments



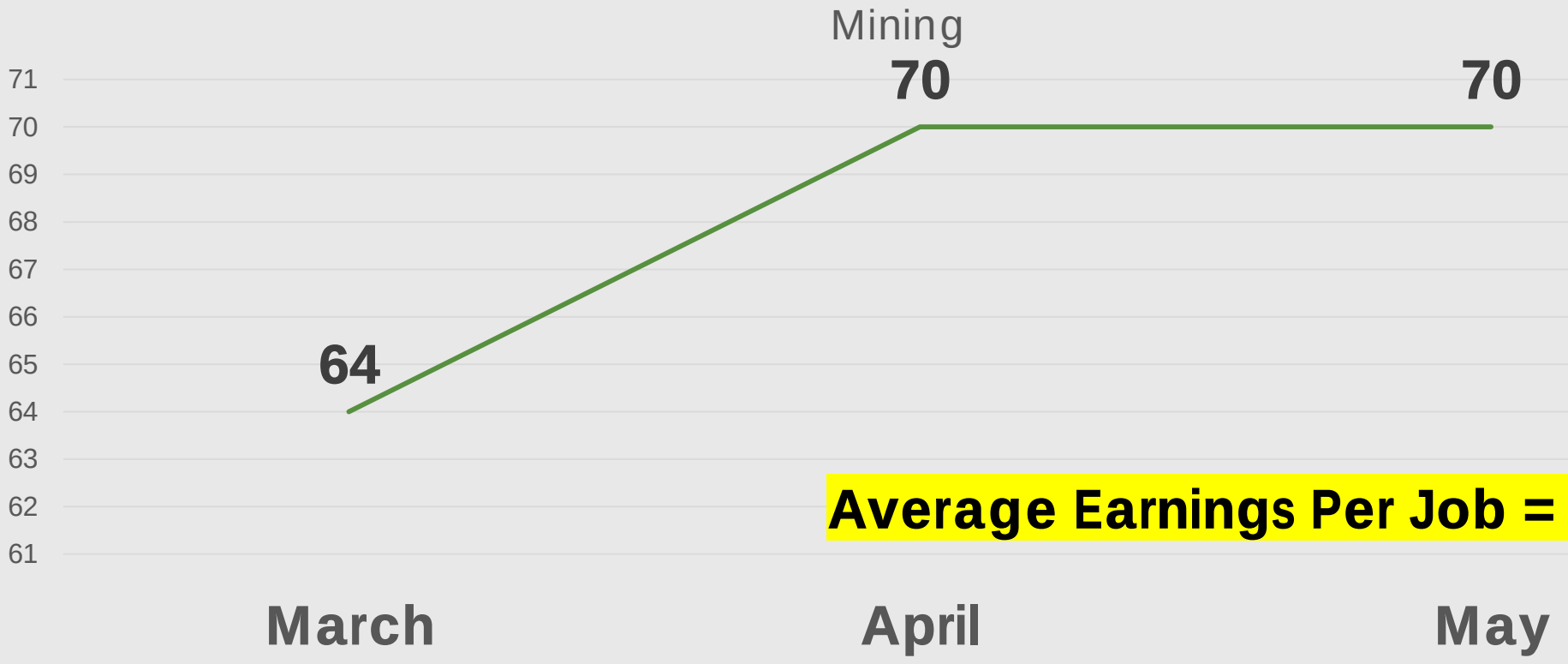
2nd Round of CDBG, COVID-19 Emergency Funding

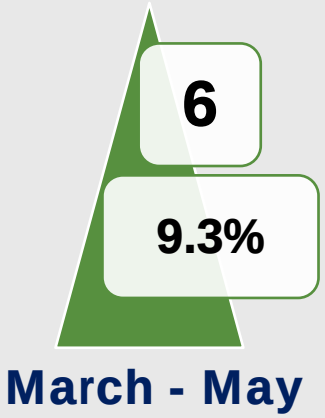
- MAG will receive an additional $567,736 of CDBG-CV funding. **$450,000** of this allocation will also be used in support of the CDBG, Emergency Small Business Grant Program. It is anticipated that these funds will be made available in July.

Changing Conditions

- Since the initial round of funding of the CDBG, Emergency Small Business Grant Program, staff has closely monitored the employment situation in Summit County.
- Some industry sectors have been hit especially hard. For example, from March 2020 to May 2020, **1,902 jobs** have been lost in the **Arts, Entertainment, and Recreation Sector**, a decline of **-50.4%.** Other sectors experiencing major jobs losses include **Accommodation and Food Services, 1,891 jobs (-29.4%)** and **Retail Trade, 254 jobs (-7.7%)**. As such, Summit County may wish to "weight" applications in favor of those businesses that fall within these sectors.

Sector Employment: Mining

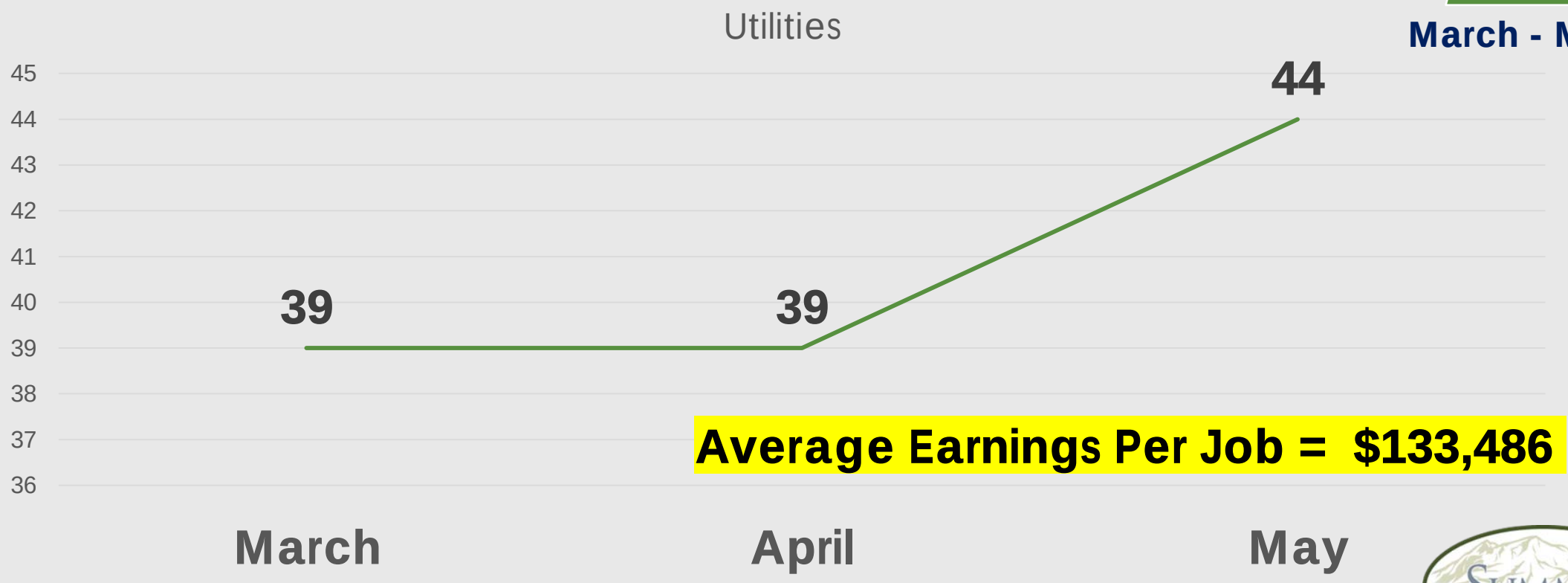


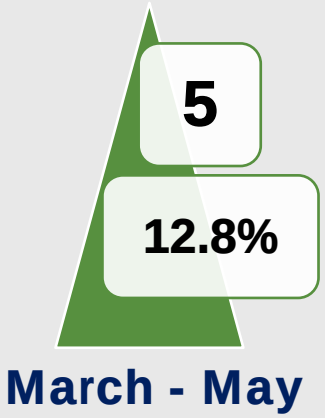


Average Earnings Per Job = $80,028

Source: Utah Department of Workforce Services & EMSI

Sector Employment: Utilities

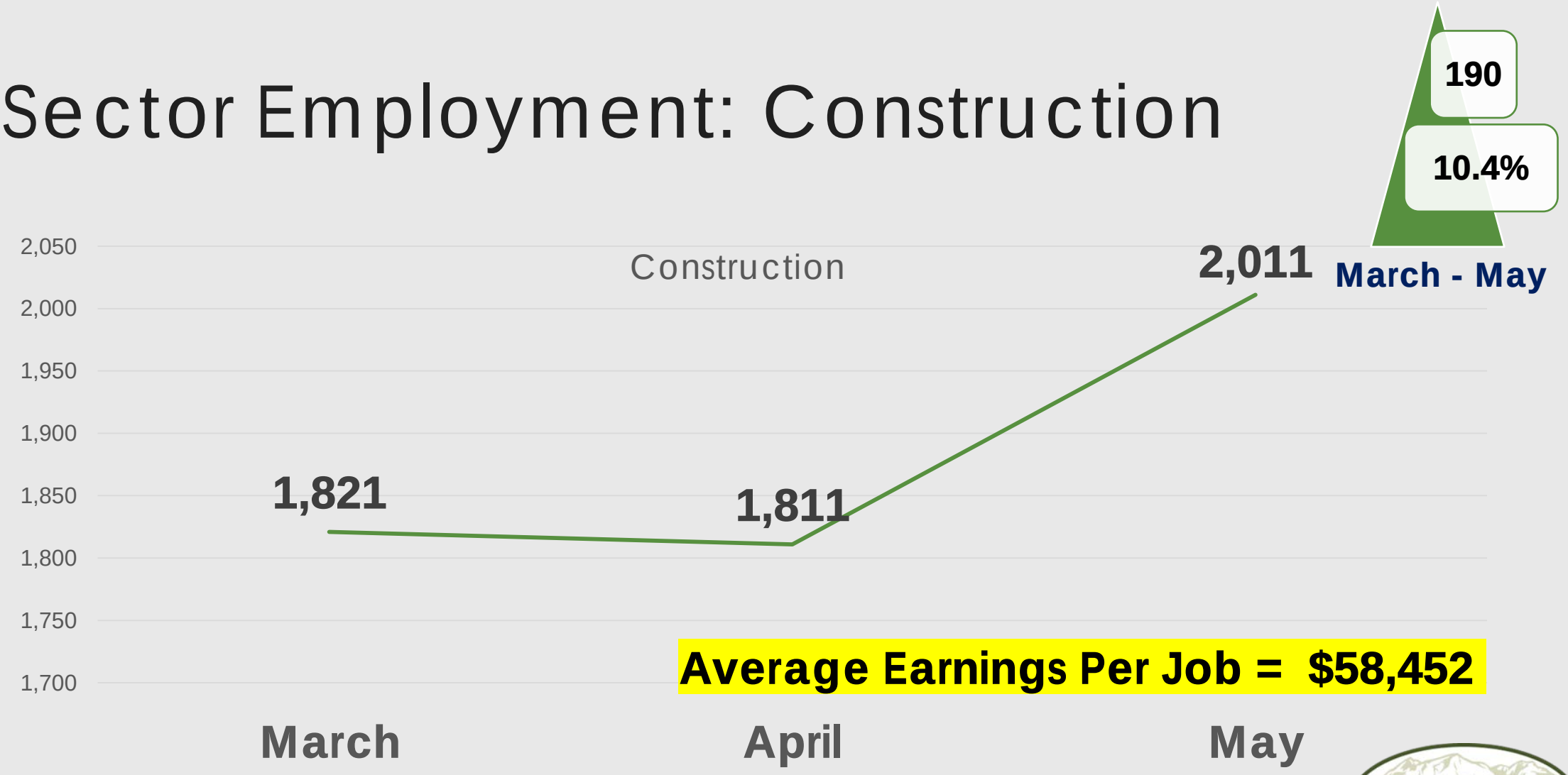




Average Earnings Per Job = $133,486

Source: Utah Department of Workforce Services and EMSI

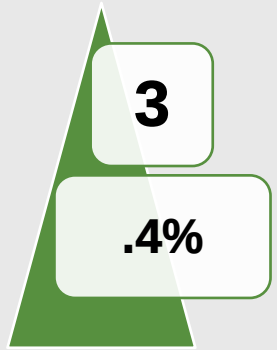
Sector Employment: Construction



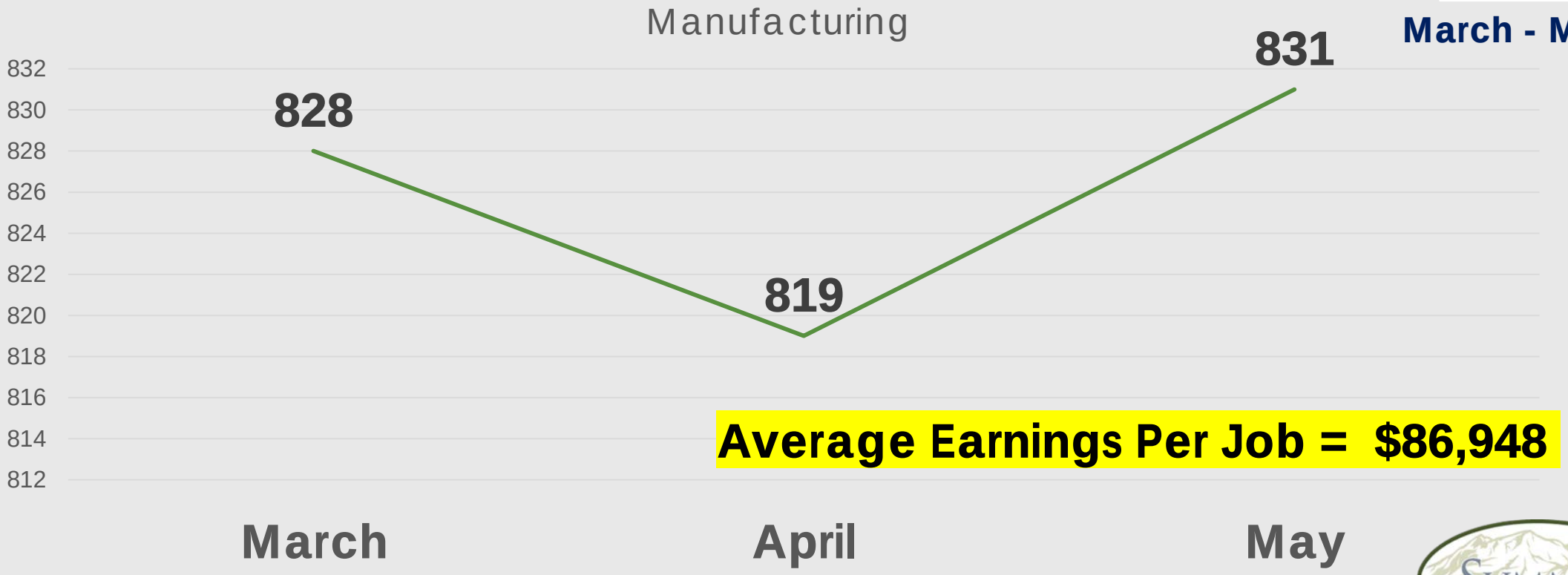
Average Earnings Per Job = $58,452

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Manufacturing



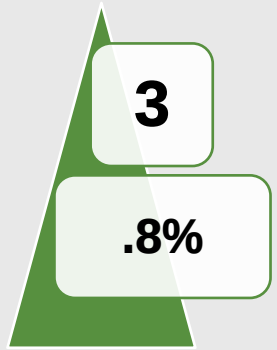
March - May



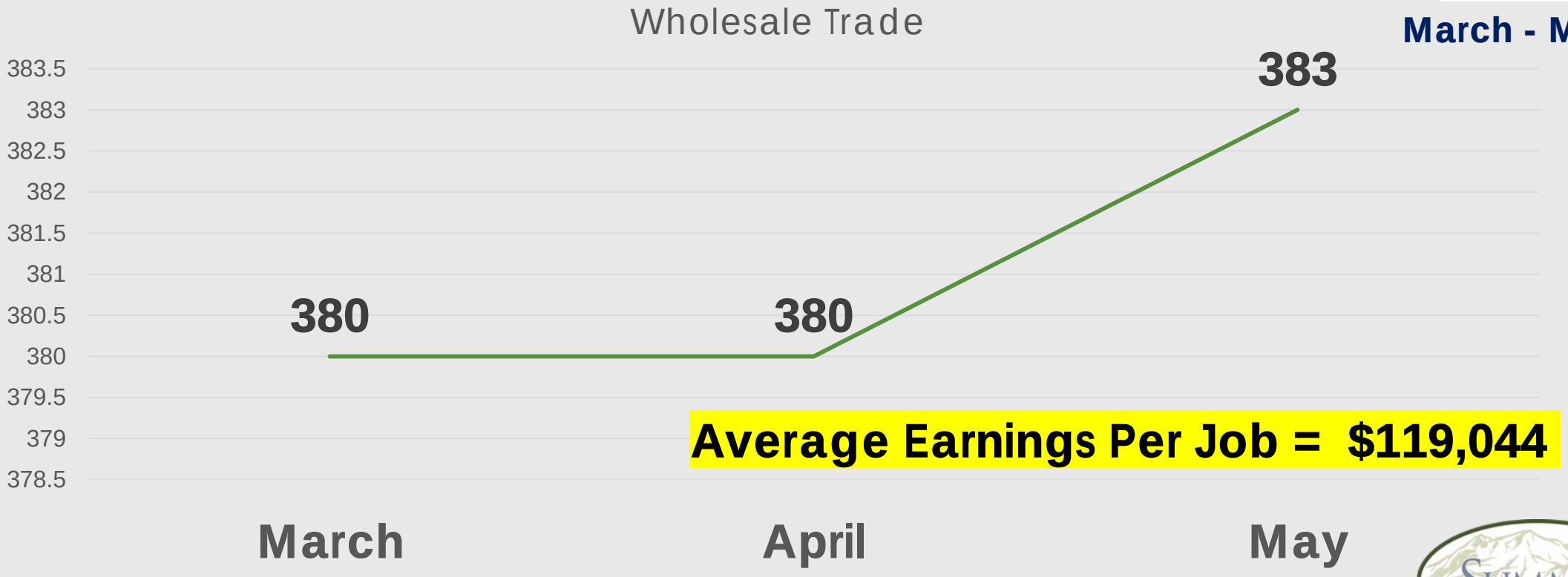
Average Earnings Per Job = $86,948

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Wholesale Trade



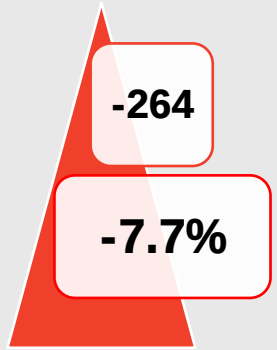
March - May



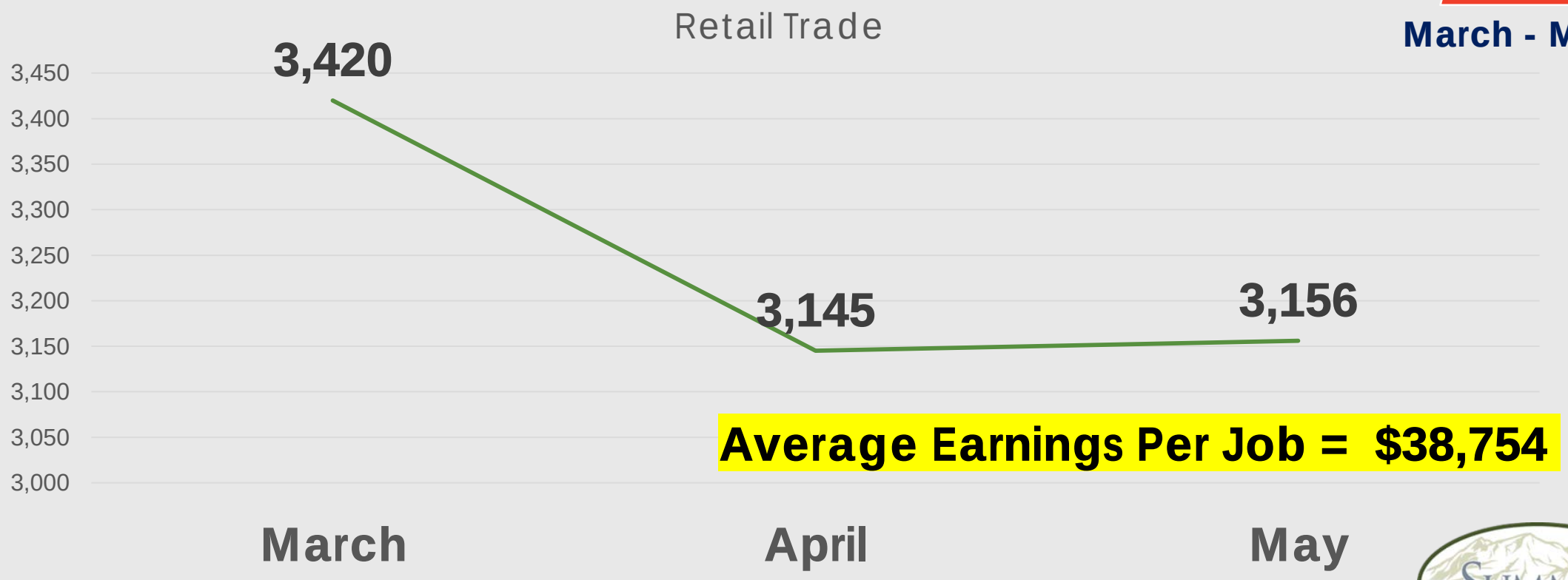
Average Earnings Per Job = $119,044

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Retail Trade



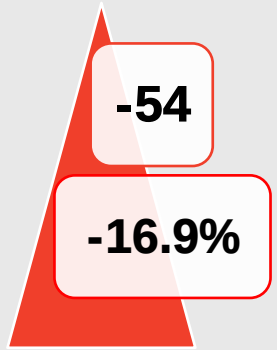
March - May



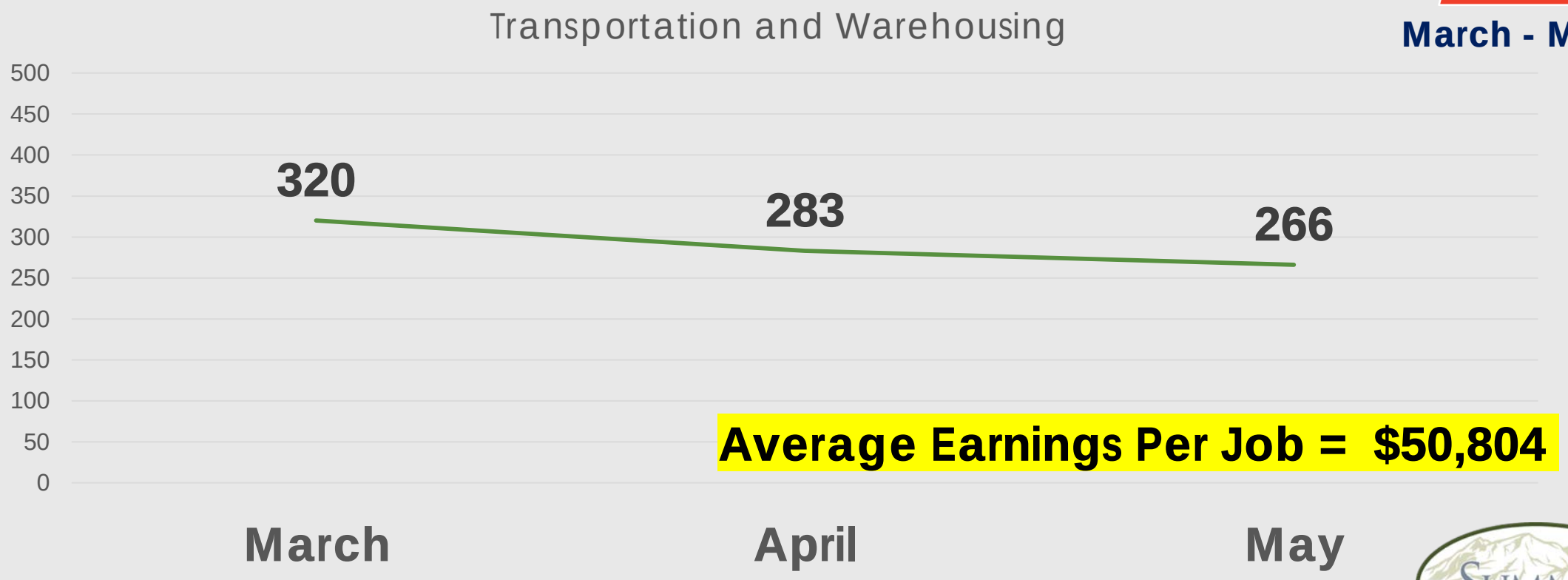
Average Earnings Per Job = $38,754

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Transportation and Warehousing



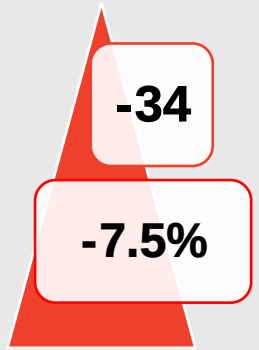
March - May



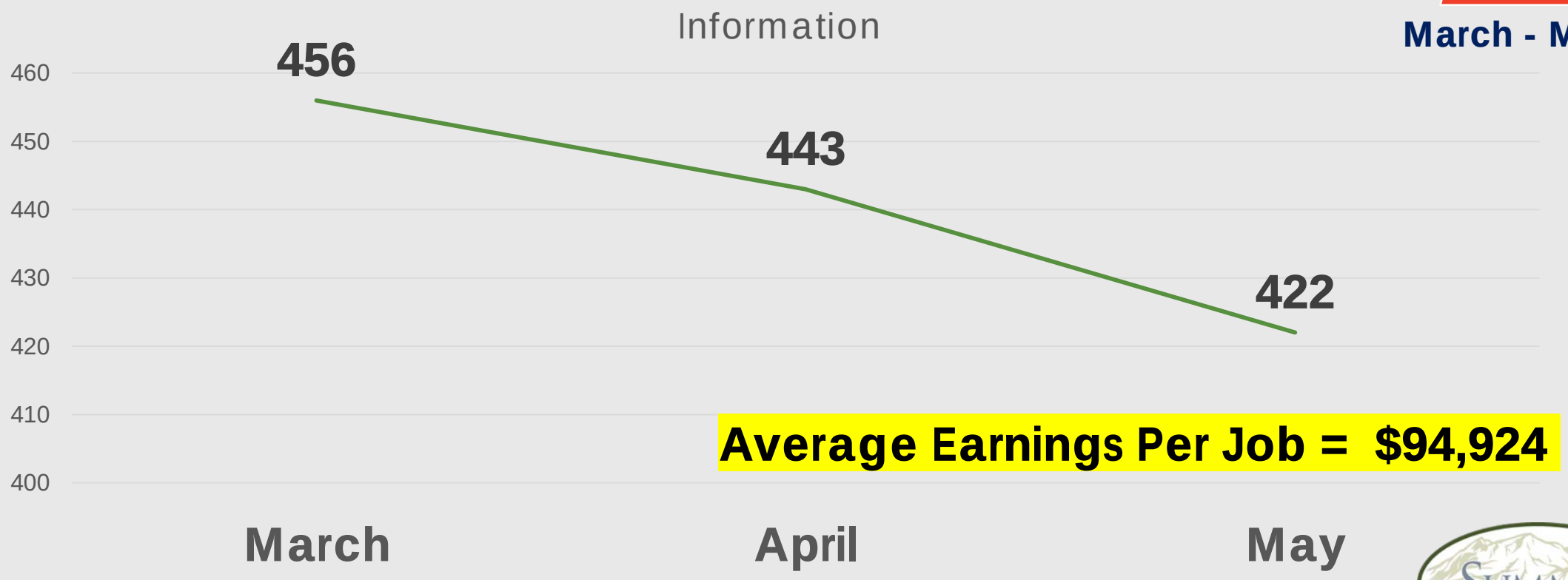
Average Earnings Per Job = $50,804

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Information



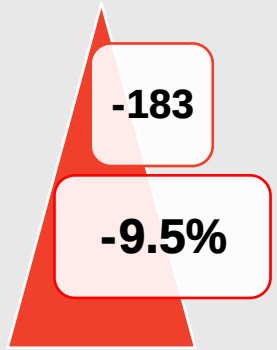
March - May



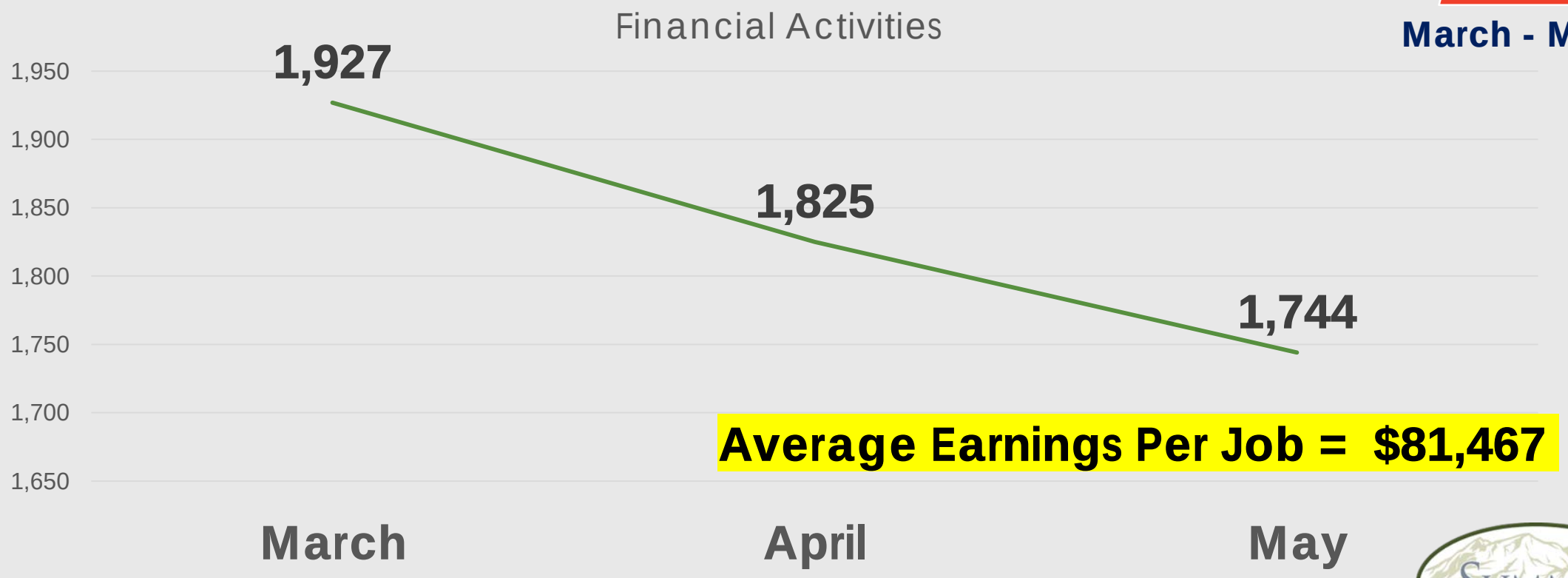
Average Earnings Per Job = $94,924

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Financial Activities (Includes Real Estate Rental and Leasing)



March - May

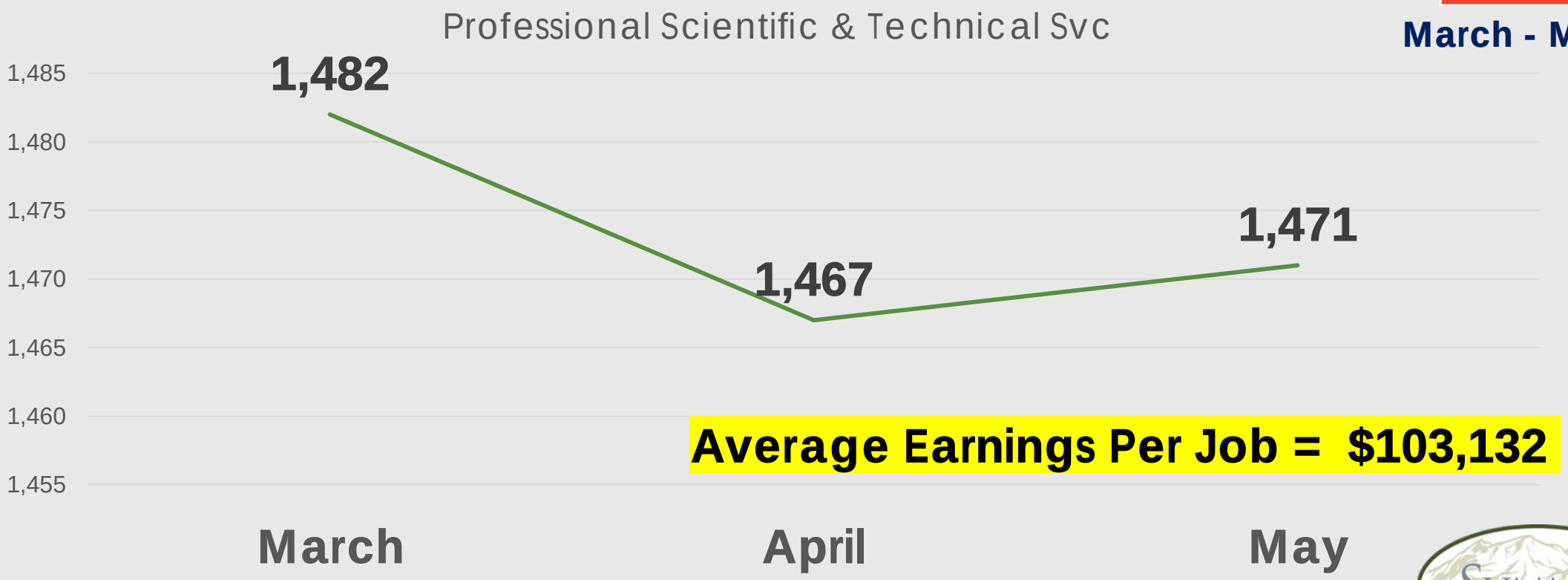


Average Earnings Per Job = $81,467

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Professional Scientific & Technical Svc

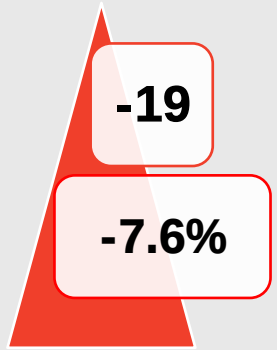
March - May



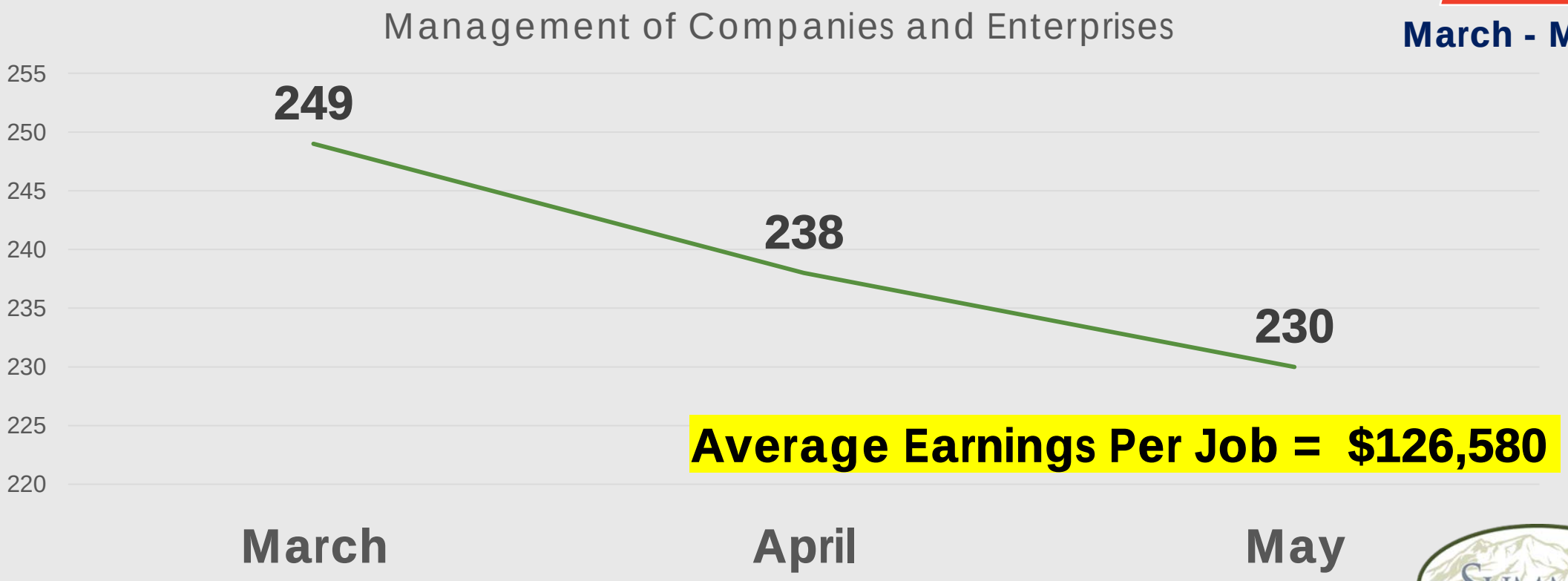
Average Earnings Per Job = $103,132

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Management of Companies and Enterprises



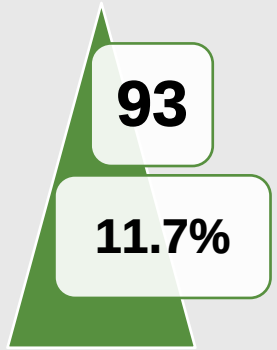
March - May



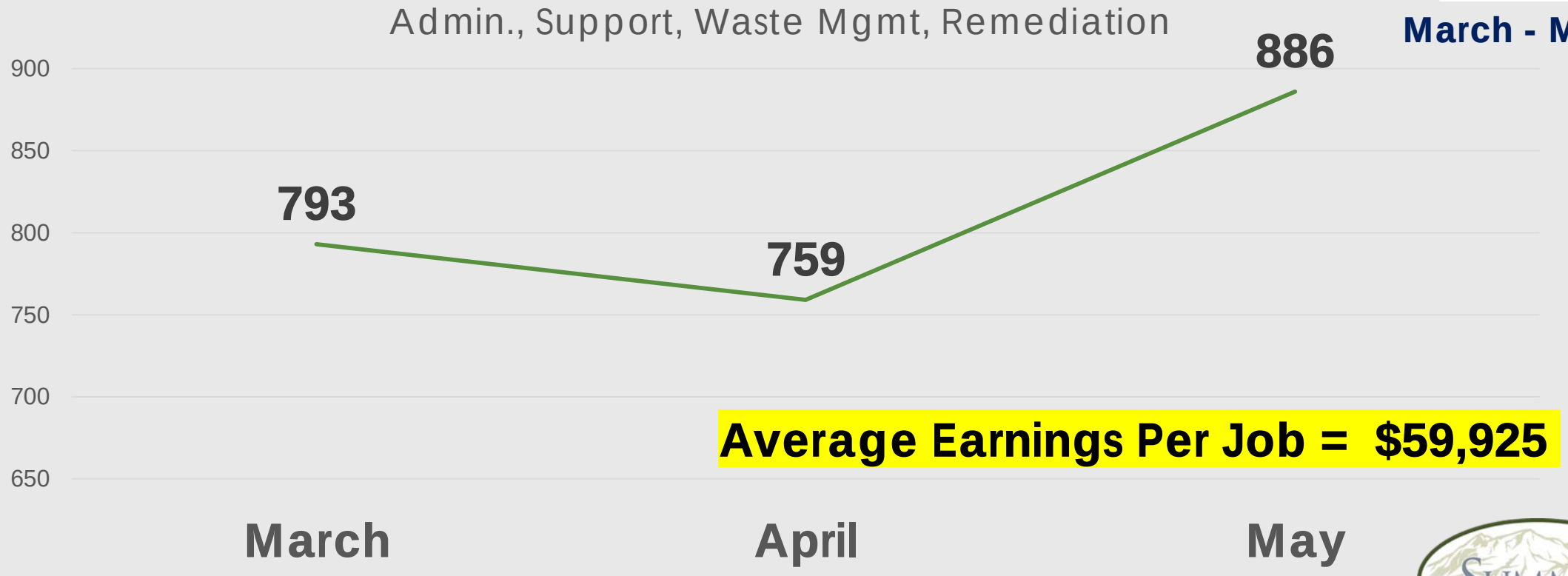
Average Earnings Per Job = $126,580

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Admin., Support, Waste Mgmt, Remediation



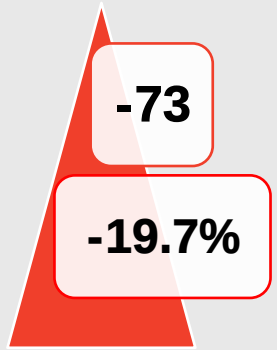
March - May



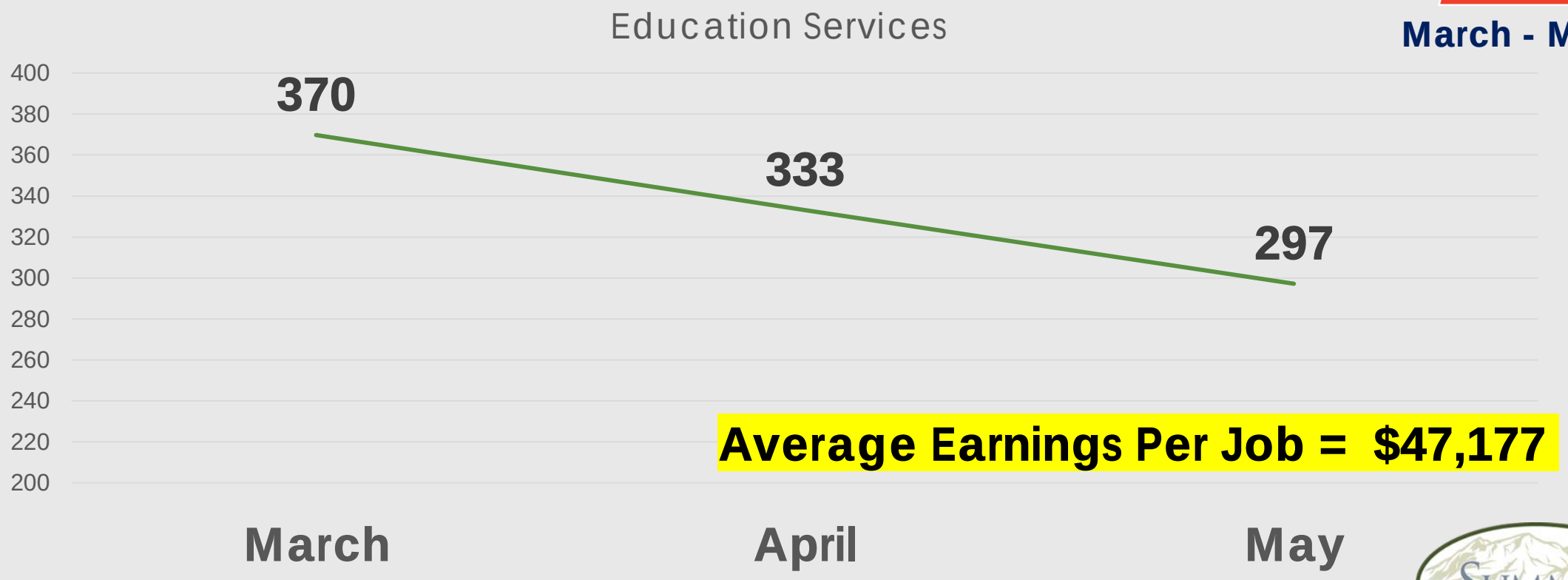
Average Earnings Per Job = $59,925

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Education Svc



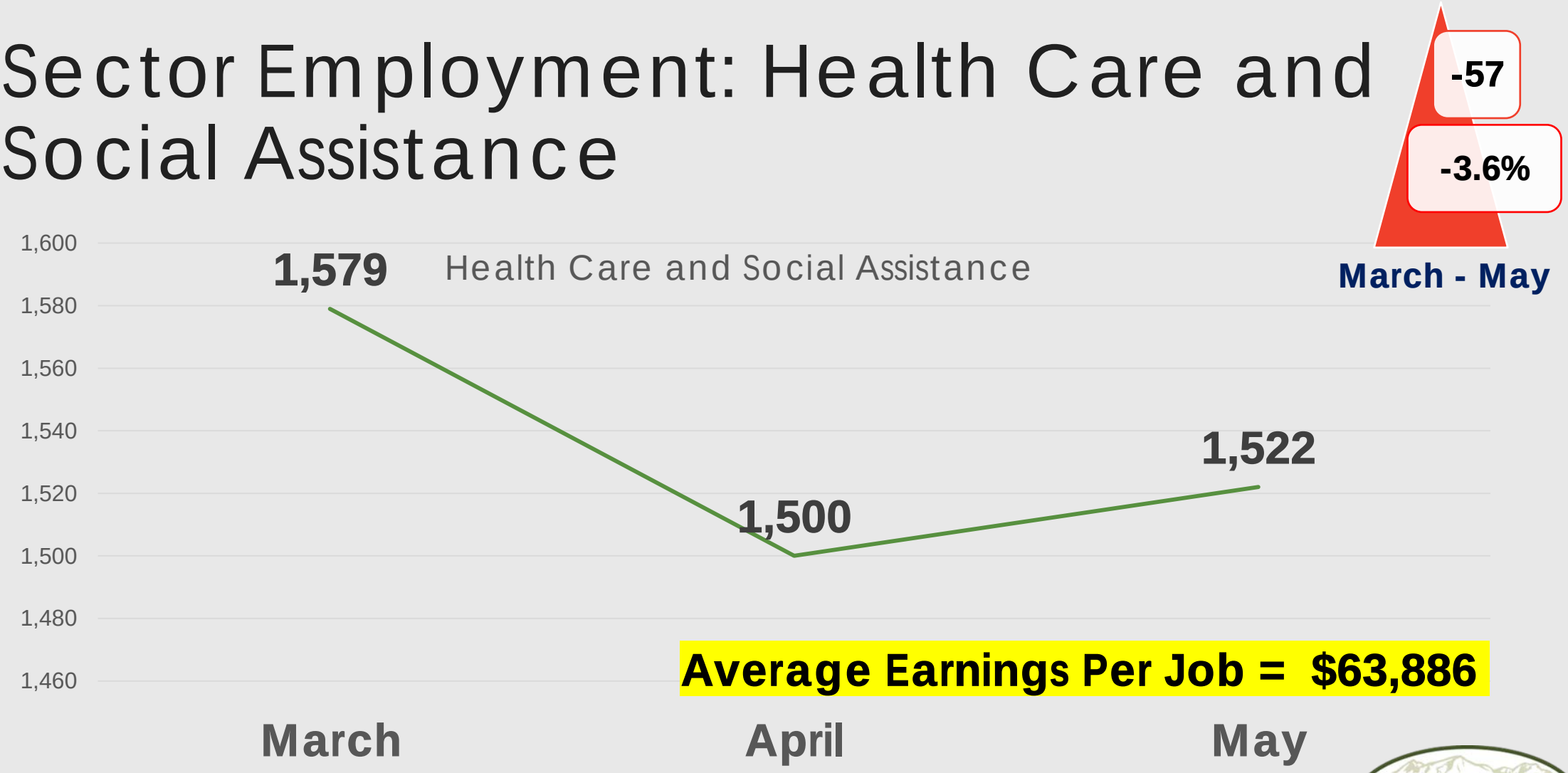
March - May



Average Earnings Per Job = $47,177

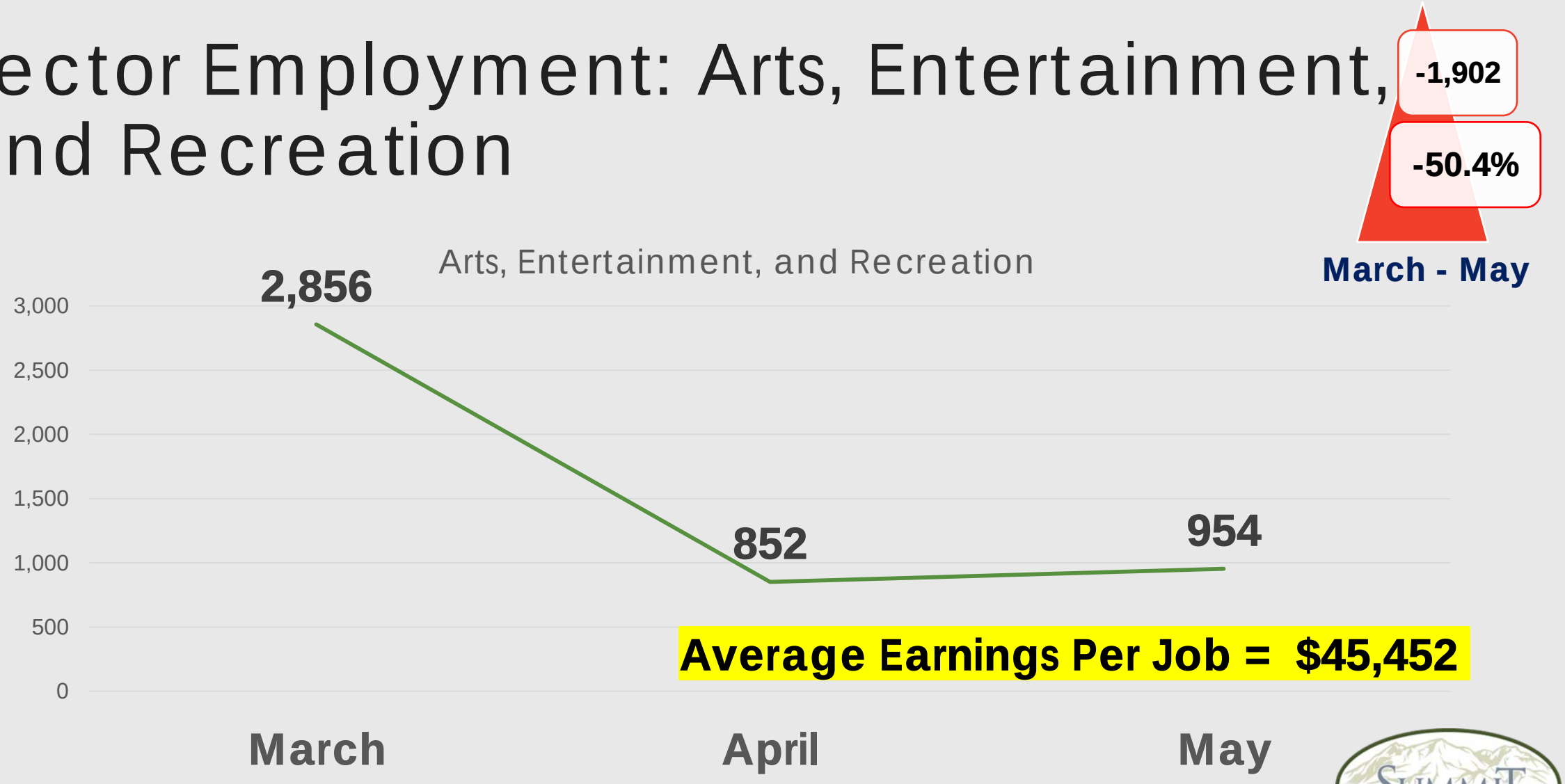
Source: Utah Department of Workforce Services and EMSI

Sector Employment: Health Care and Social Assistance



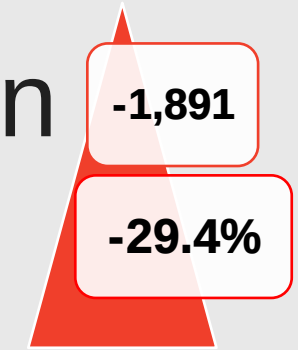
Source: Utah Department of Workforce Services and EMSI

Sector Employment: Arts, Entertainment, and Recreation

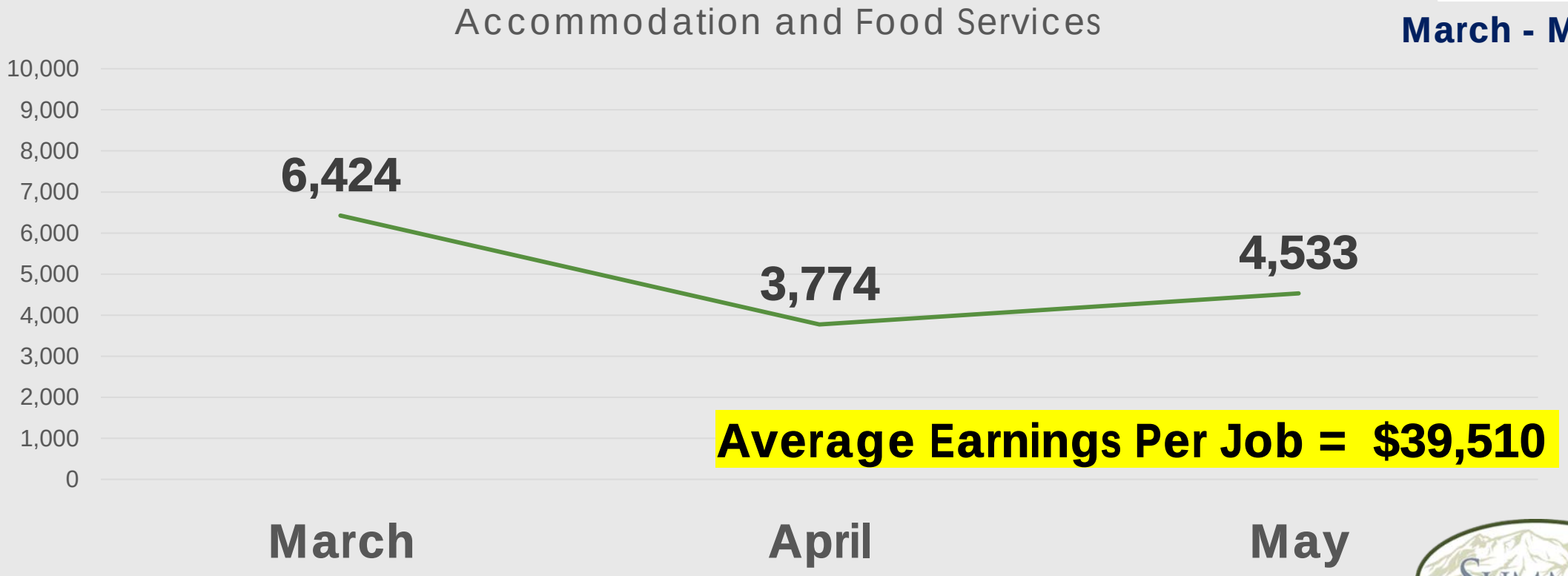


Source: Utah Department of Workforce Services and EMSI

Sector Employment: Accommodation and Food Services



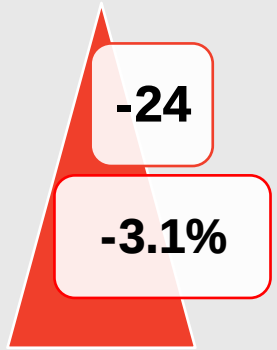
March - May



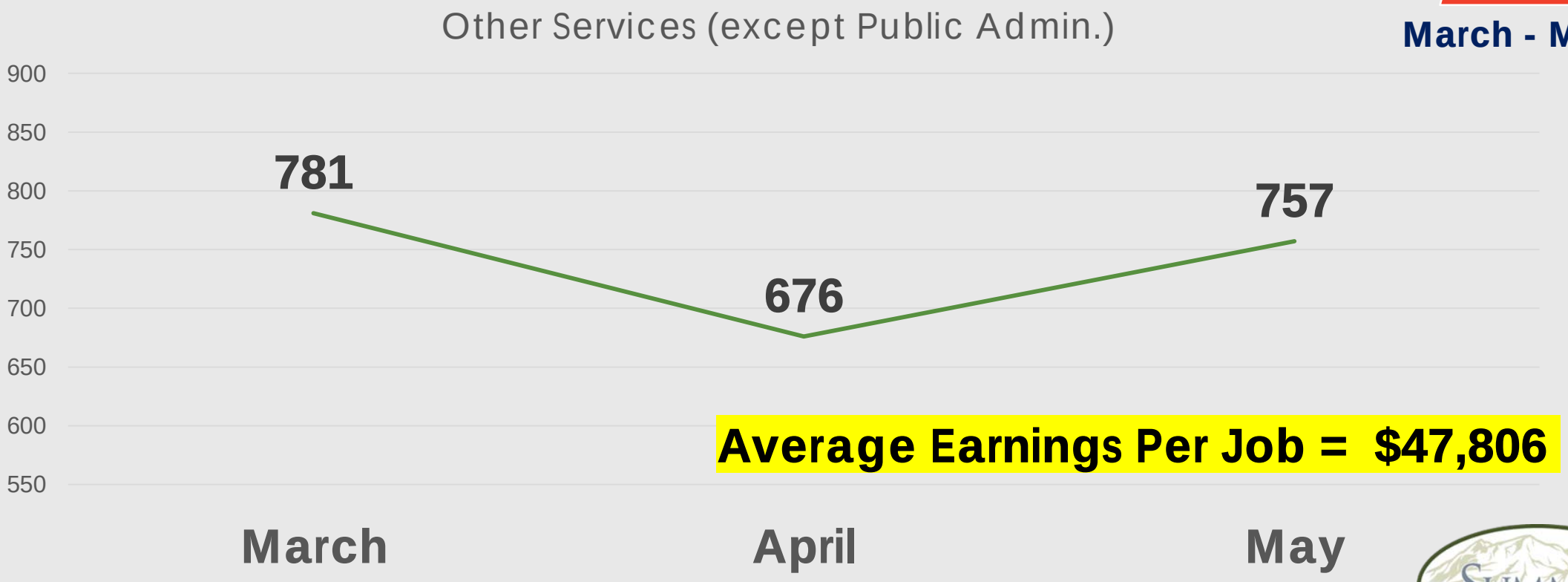
Average Earnings Per Job = $39,510

Source: Utah Department of Workforce Services & EMSI

Sector Employment: Other Services (except Public Admin.)



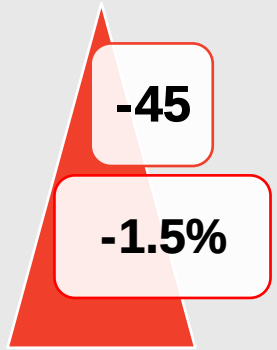
March - May



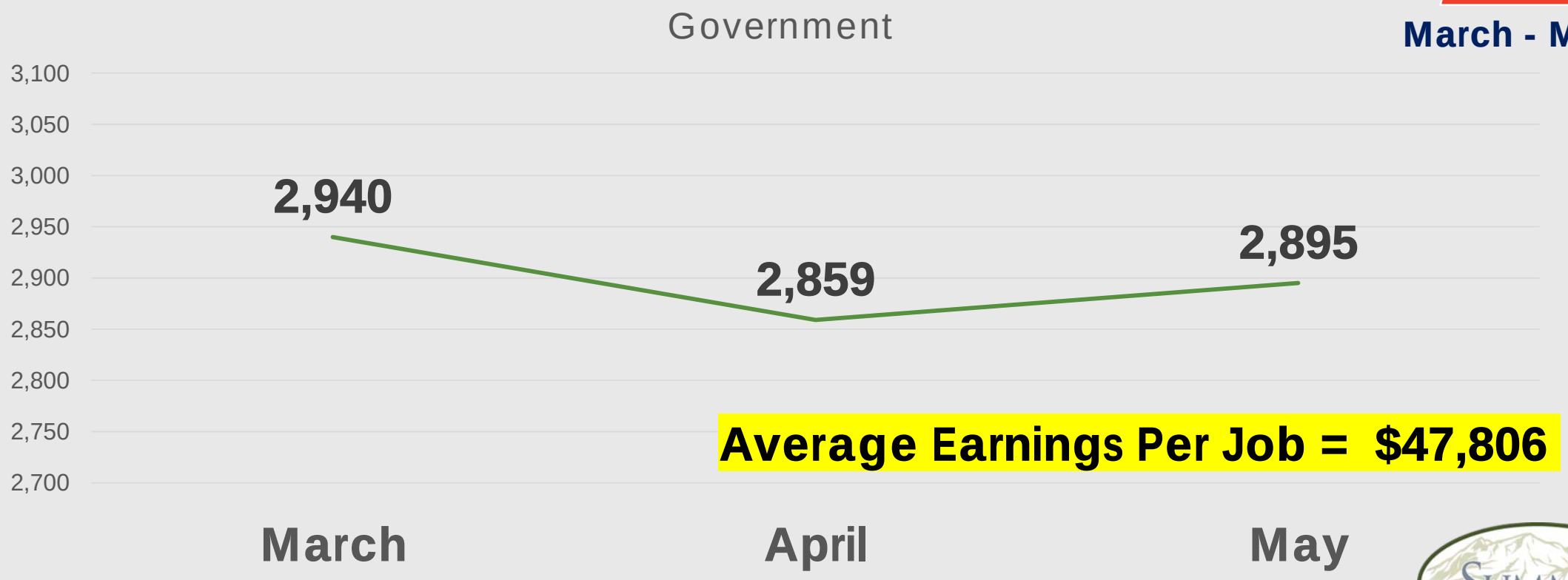
Average Earnings Per Job = $47,806

Source: Utah Department of Workforce Services and EMSI

Sector Employment: Government



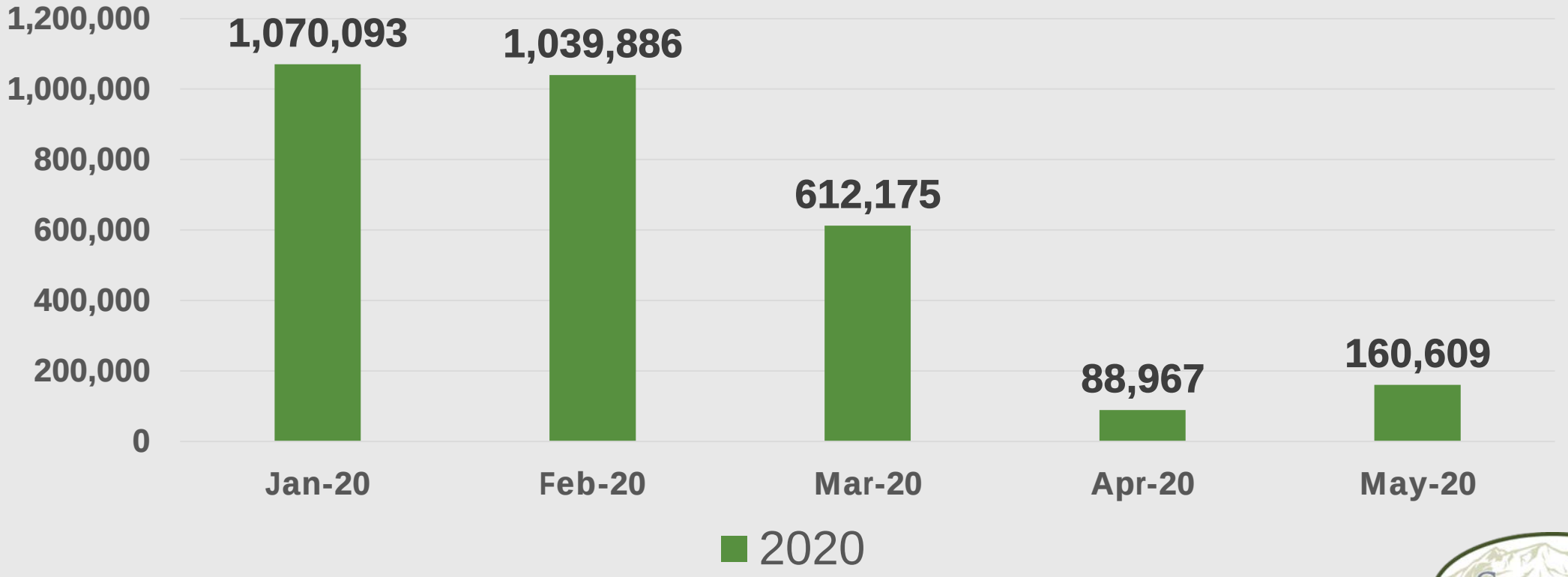
March - May



Average Earnings Per Job = $47,806

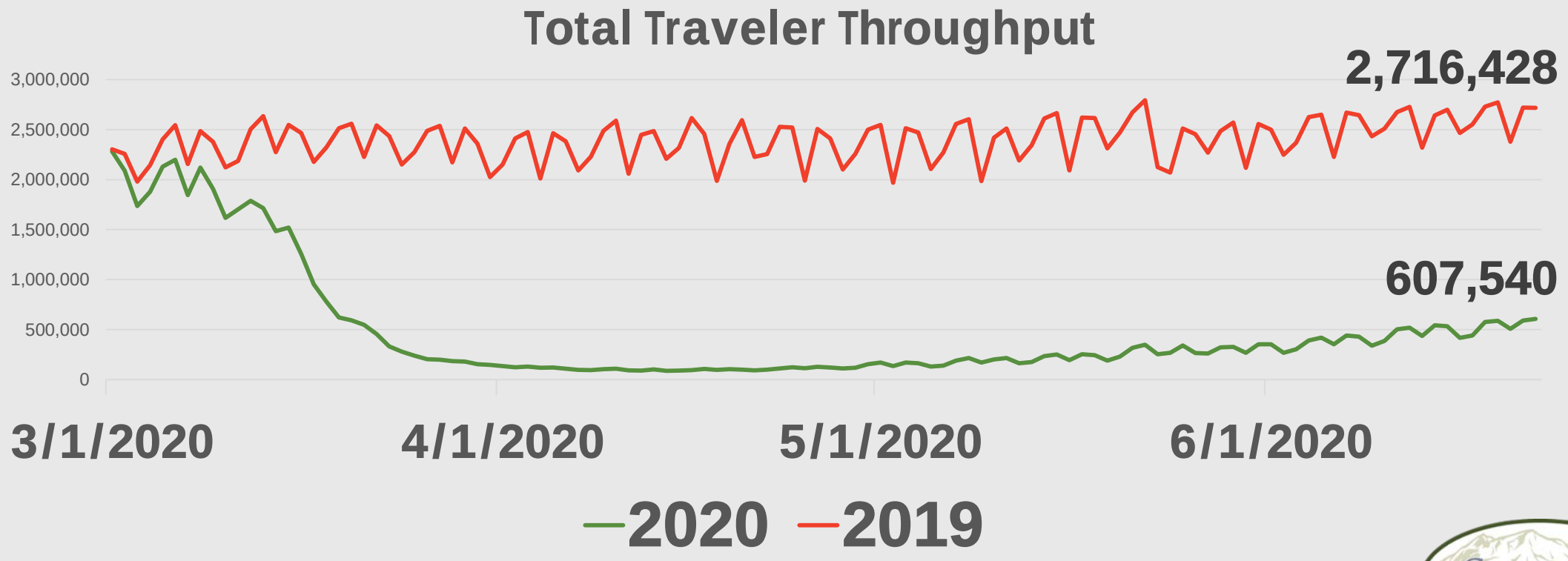
Source: Utah Department of Workforce Services and EMSI

Total Deplaned Passengers
Salt Lake City International Airport



Source: Salt Lake City International Airport

TSA Checkpoint Travel Numbers for 2020 and 2019 – All US Airports



Economic Recovery Survey Version 2
May 20, 2020

park city

Survey Overview

Survey 1

- Monday, March 23 – Friday, March 27, 2020.
- 127 completed responses.

Survey 2

- Friday, Monday, April 13 – Friday, April 17, 2020.
- 173 completed responses.

Survey 3

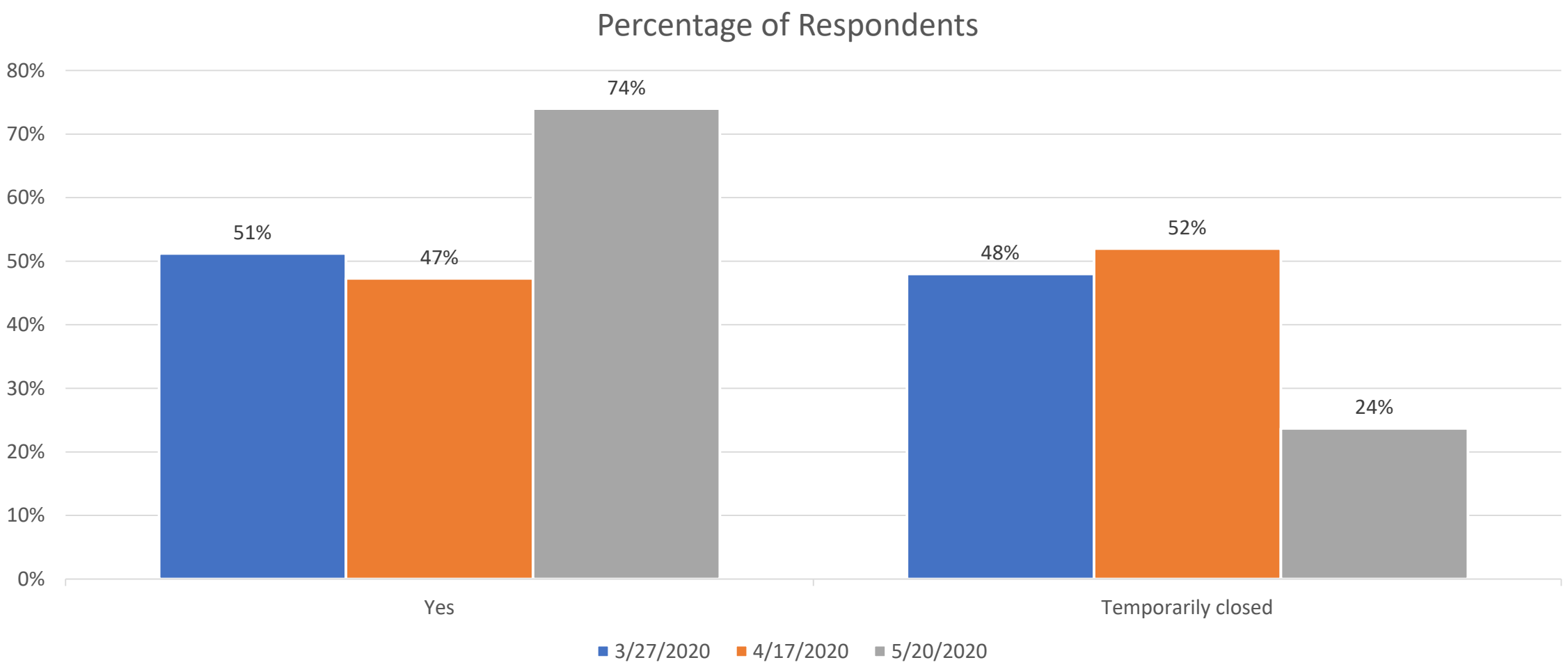
- Friday, May 15 – Wednesday, May 20, 2020.
- 135 completed responses.

park city

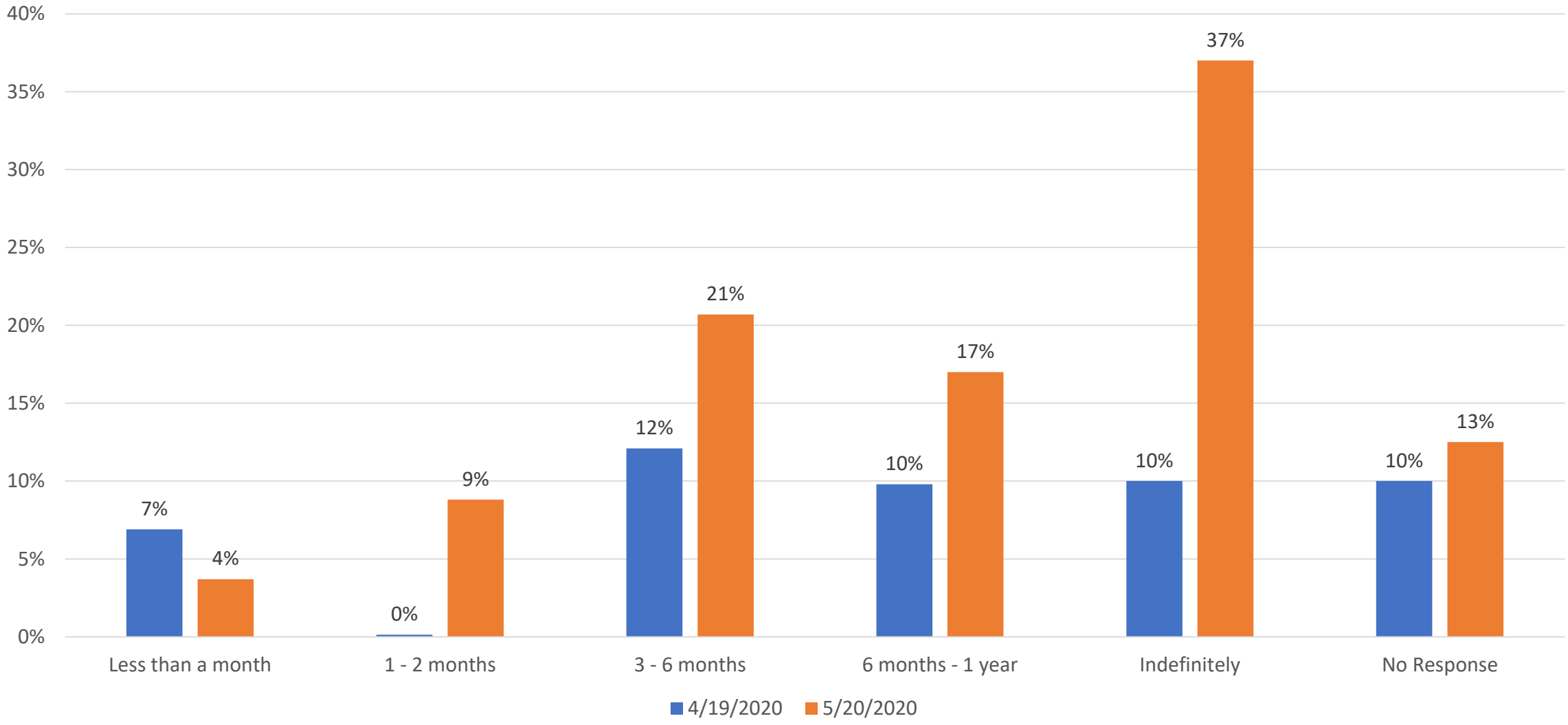
Comparison Questions

park city

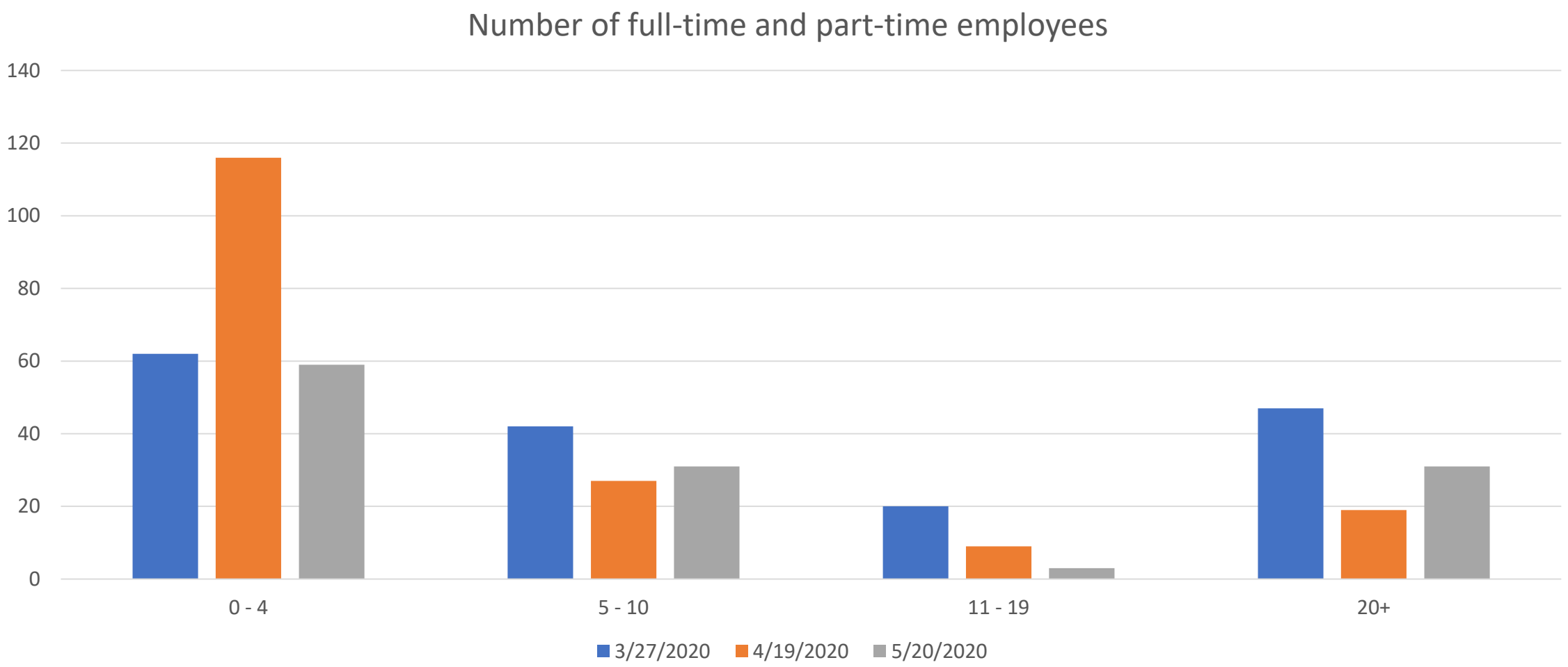
Q. Is your business currently open?



Q. If your business is open, how long do you believe your business can continue to operate without shutting down permanently under the health order?



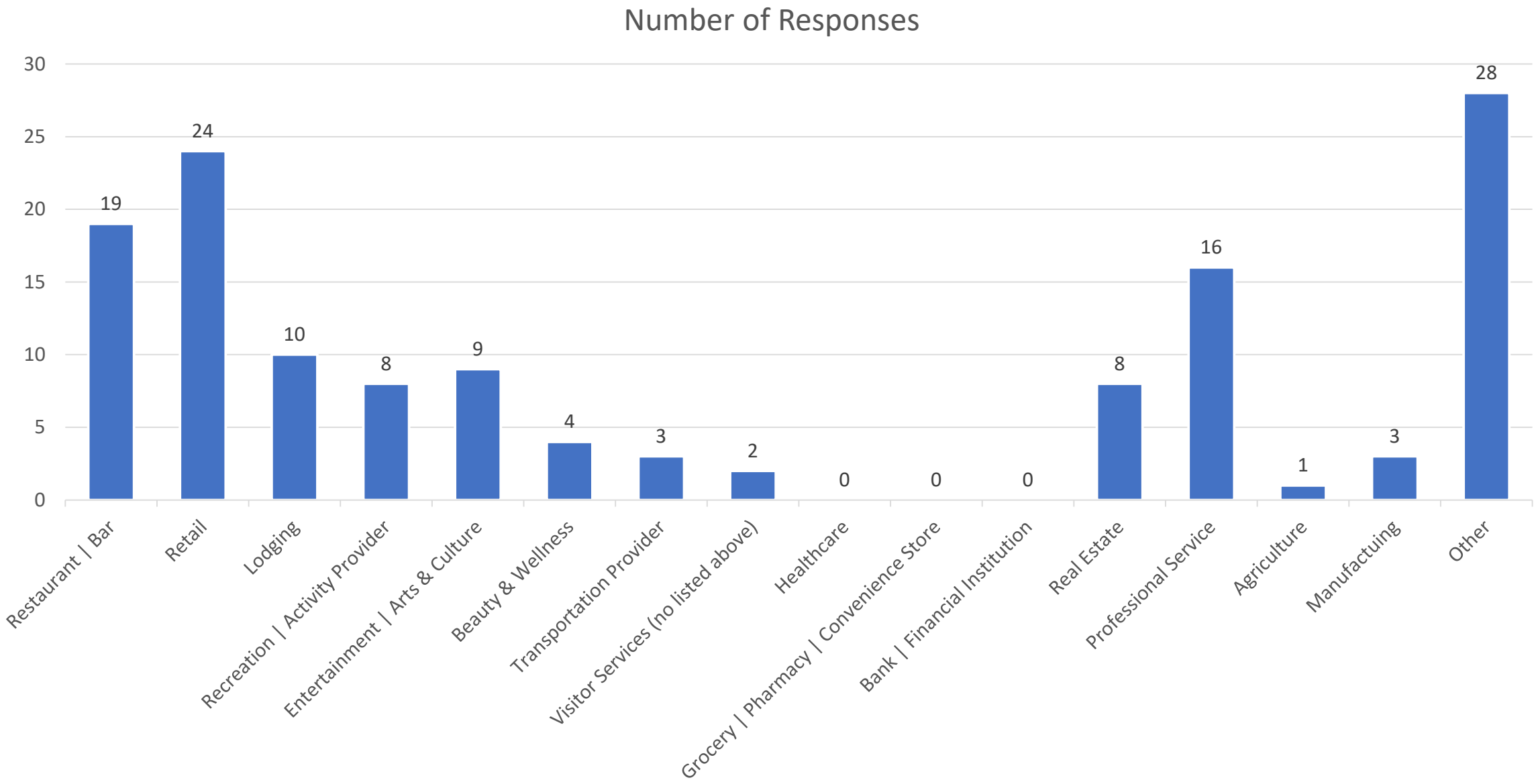
Q. Currently, how many full-time and part-time employees do you have?



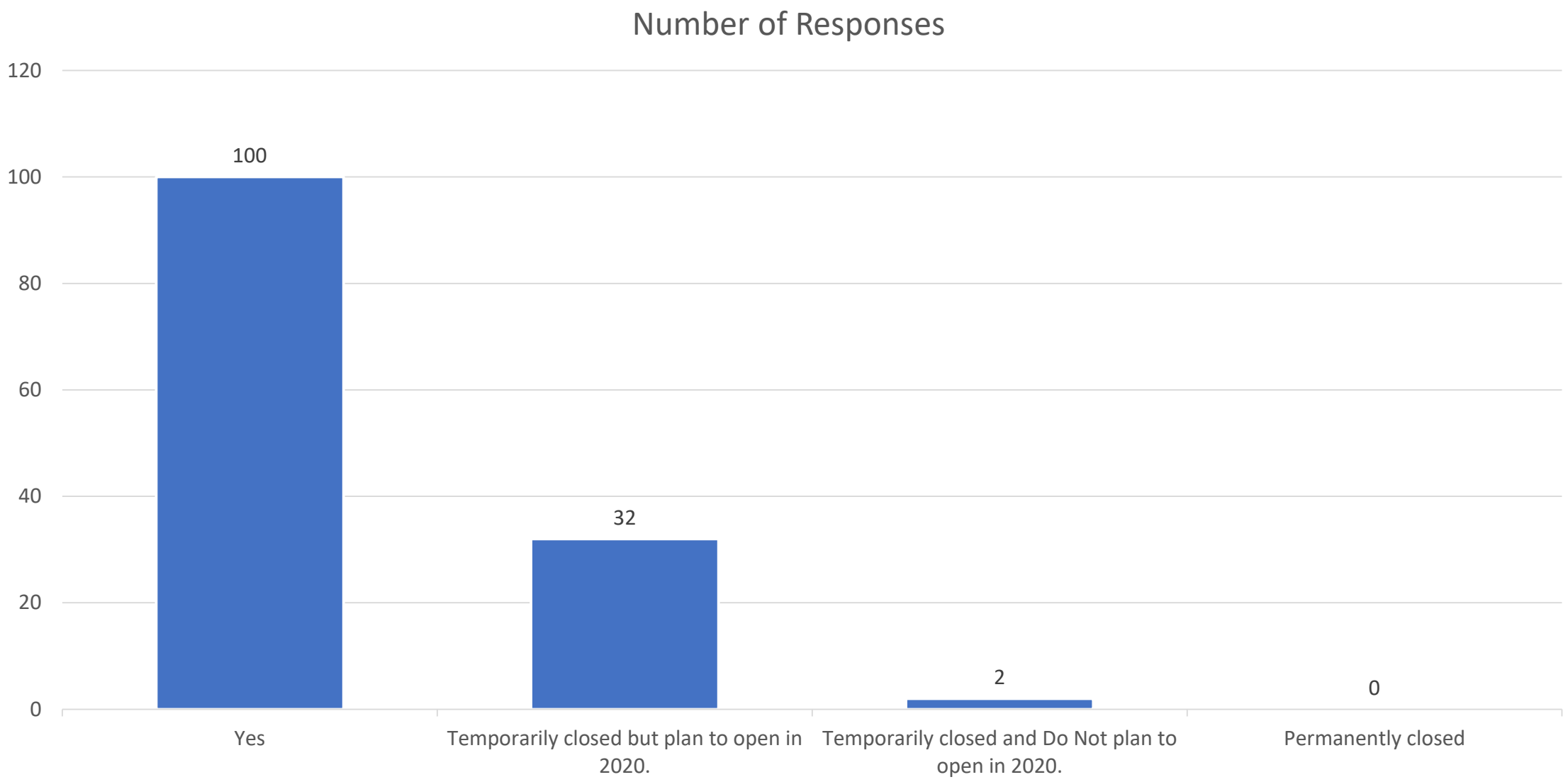
May 20, 2020 Survey Results

park city

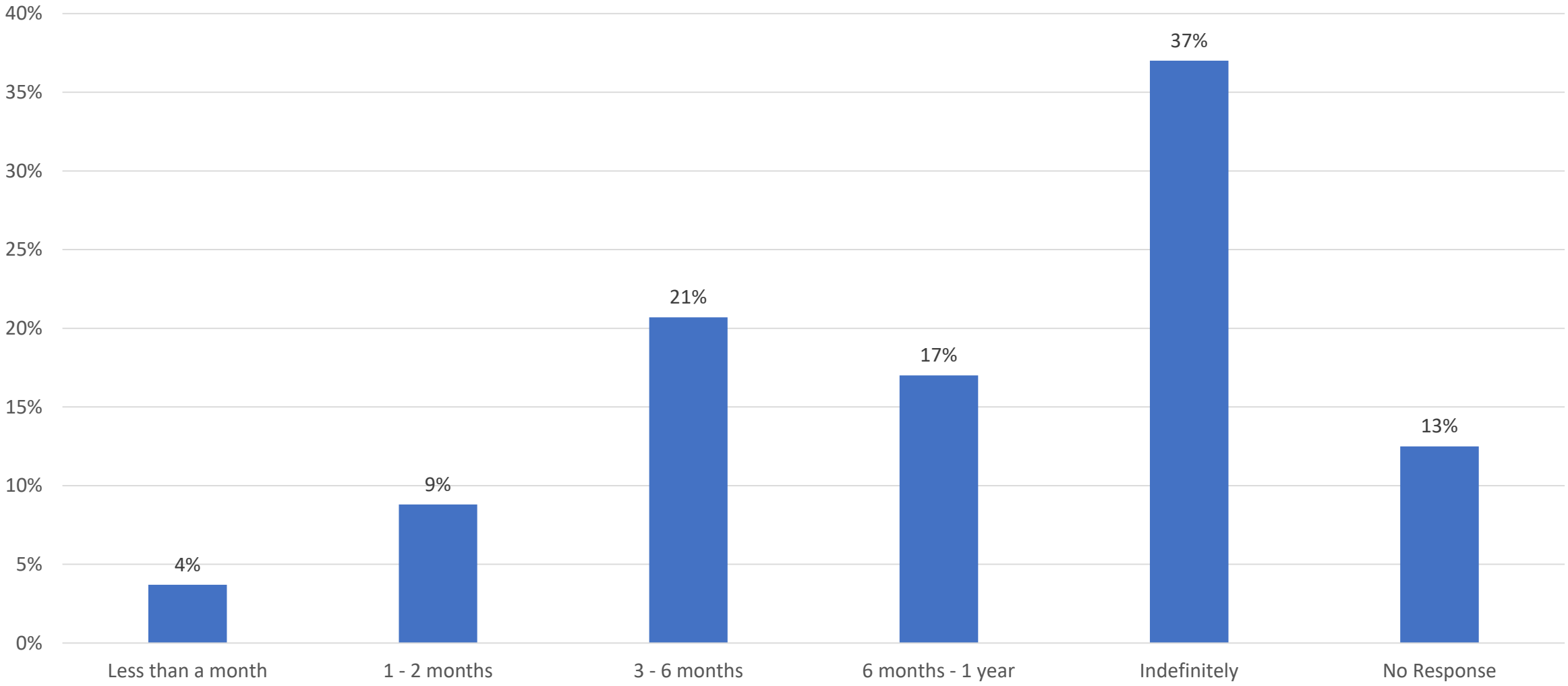
Q1. What is your primary business type?



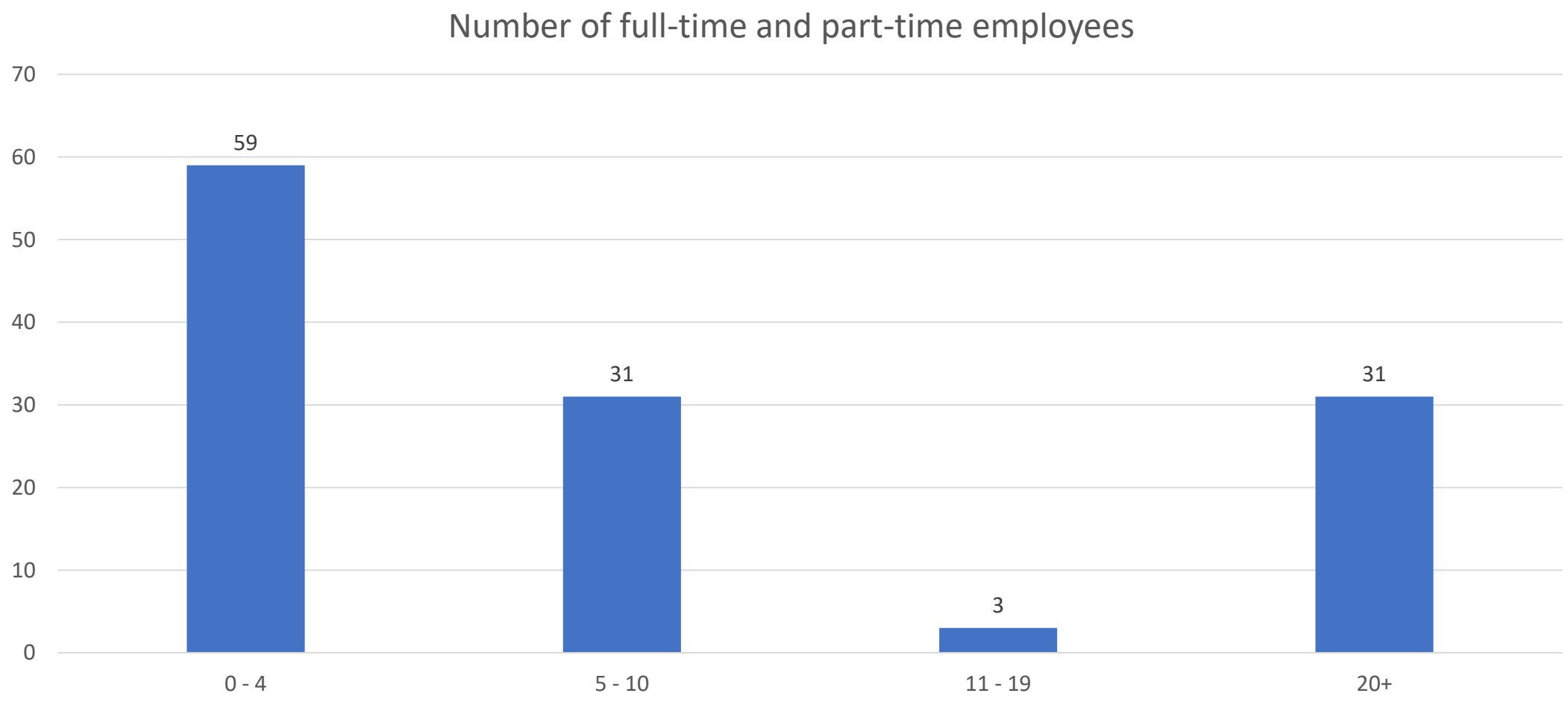
Q2. Is your business currently open?



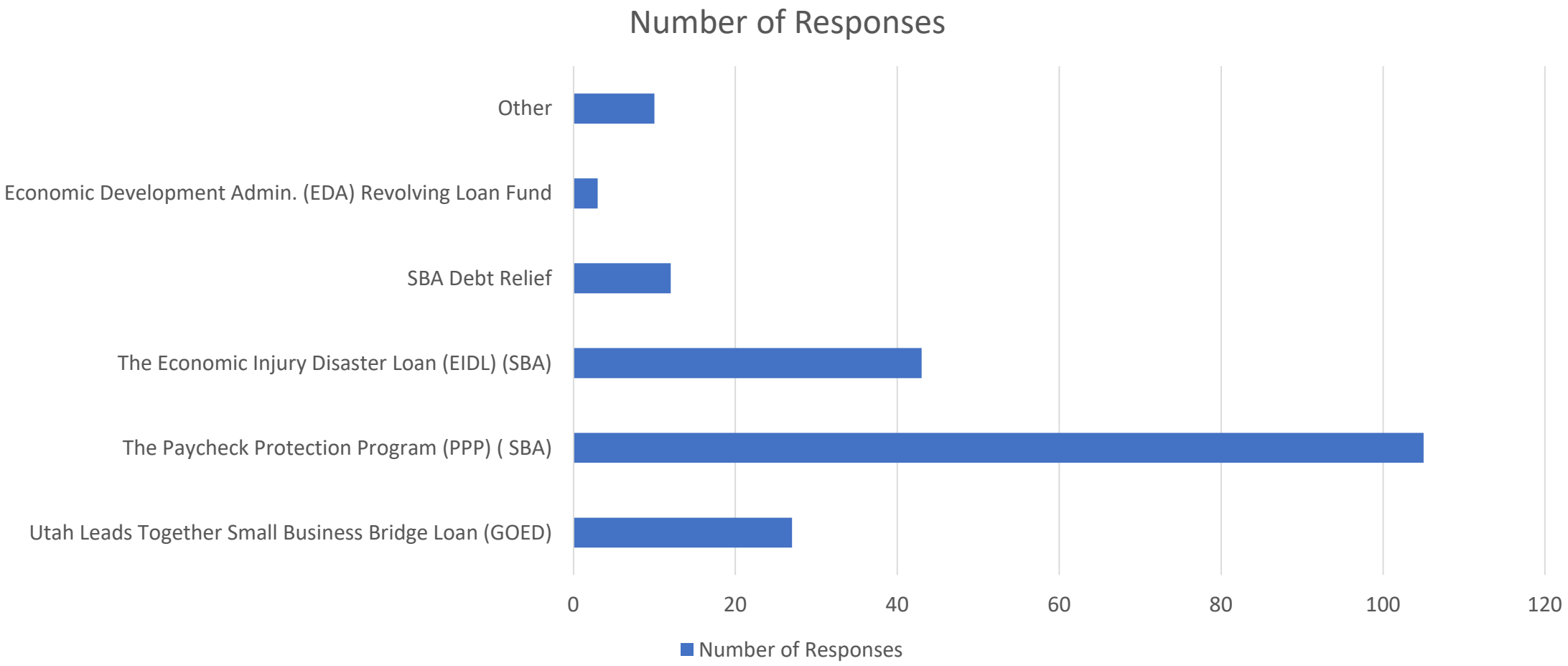
Q3. If your business is open, how long do you believe your business can continue to operate without shutting down permanently under the health order released April 30, 2020?



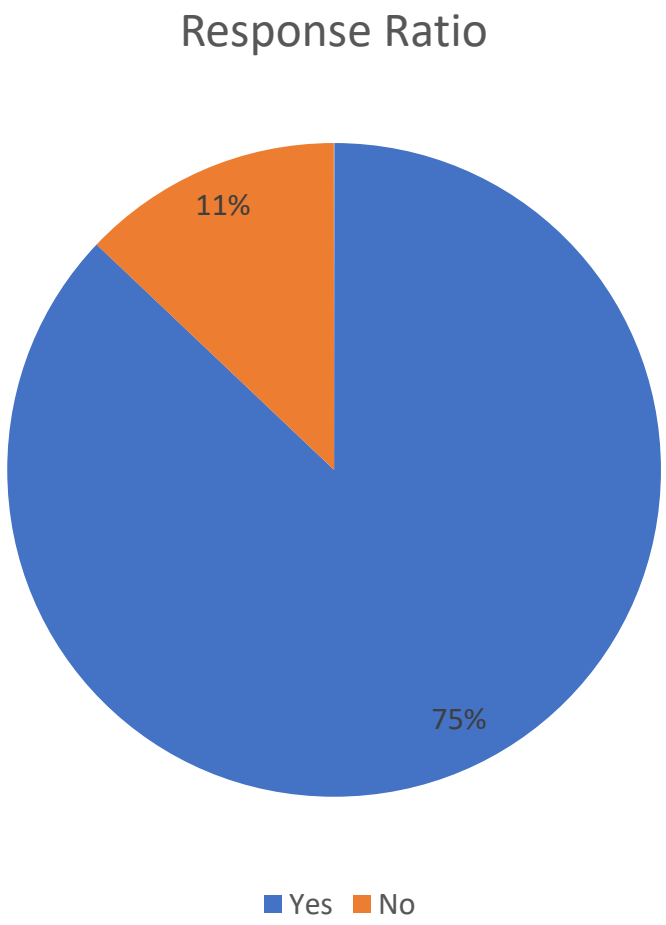
Q4. Currently, how many full-time and part-time employees do you have?



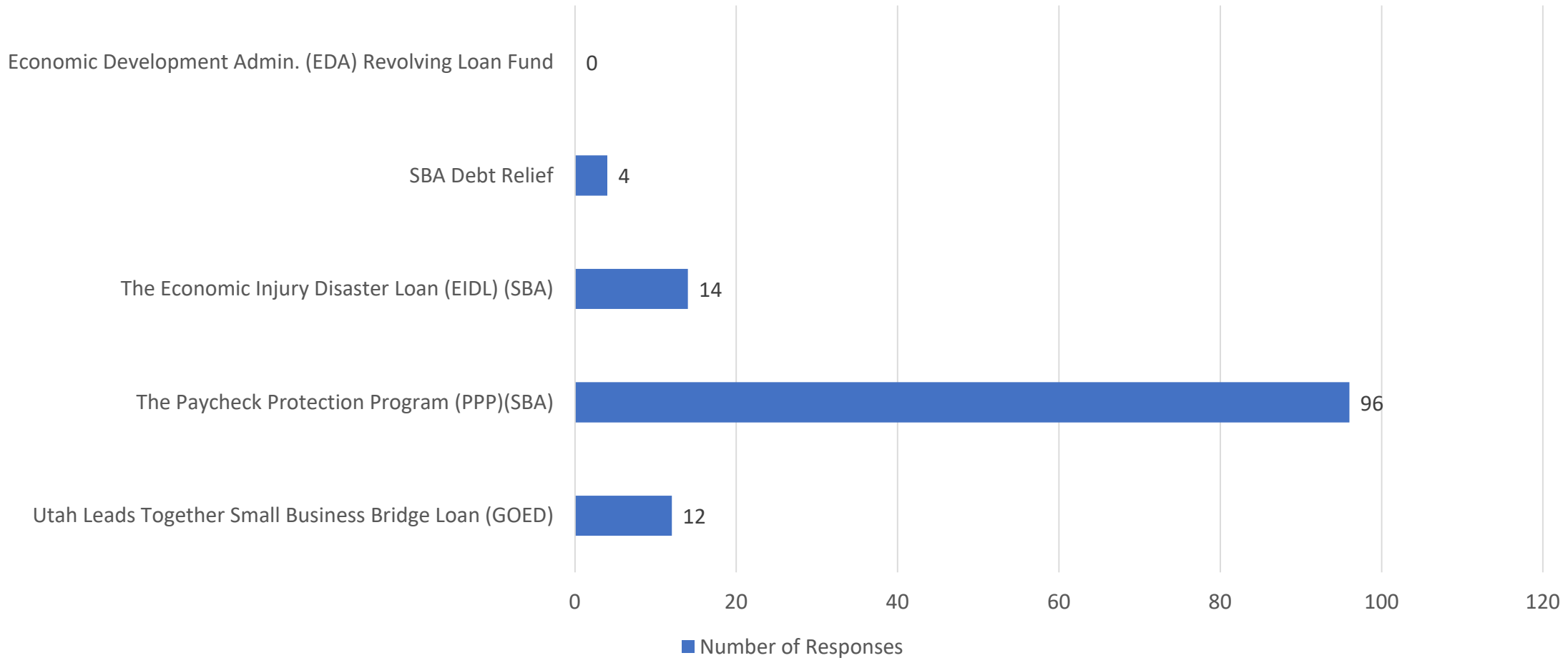
Q6. Which small business relief programs have you applied for?



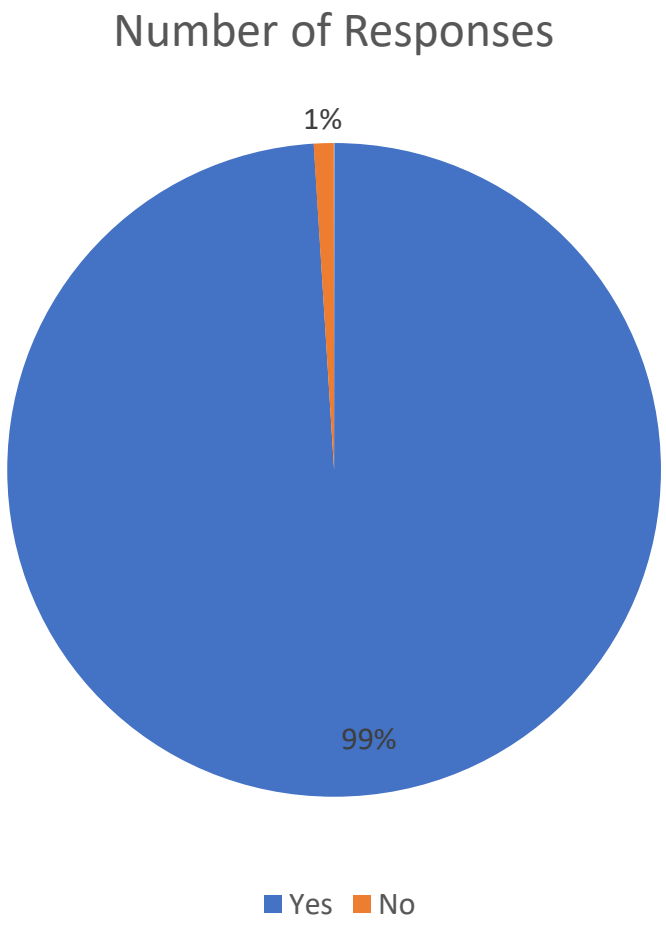
Q7. If you have applied for funding from programs identified in question 6, have you received funding or confirmation of funding?



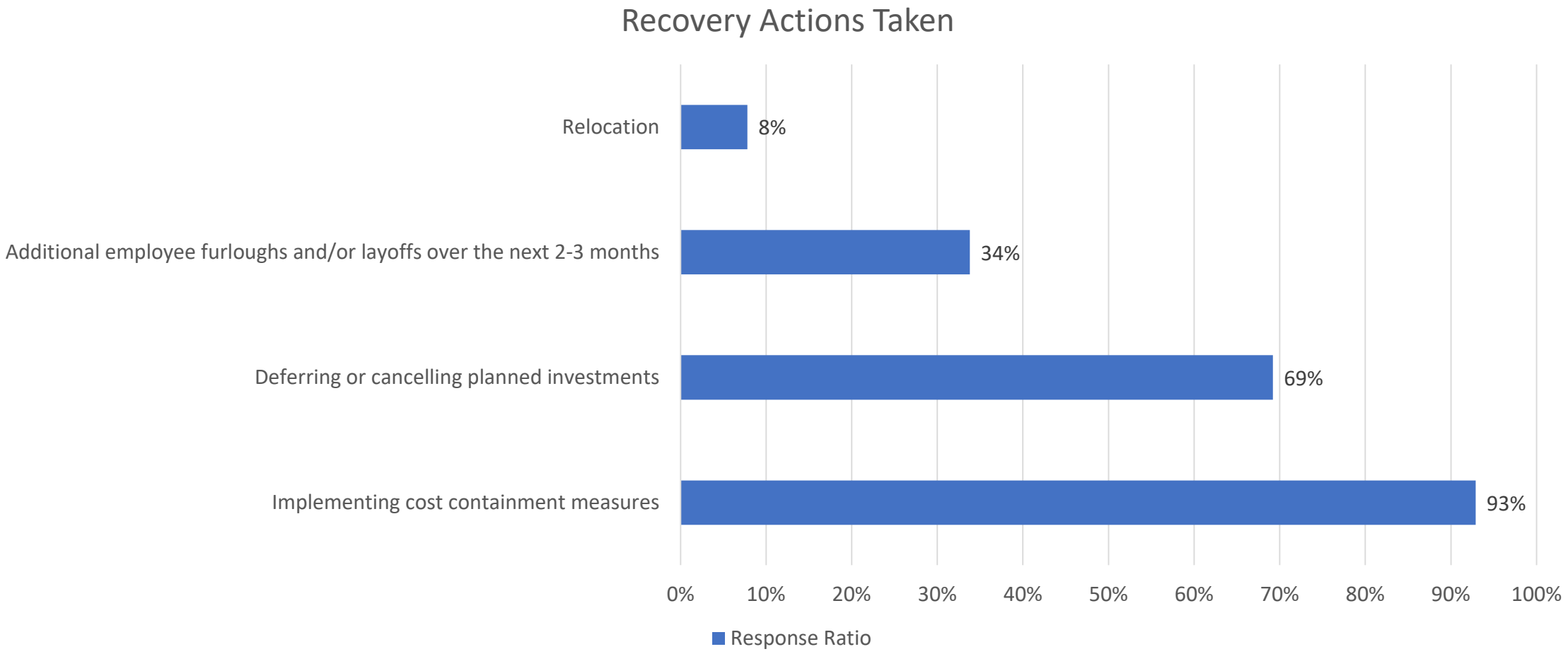
Q8. If you answered "Yes" to question 7, which program or programs have confirmed funding? Which small business relief programs have you applied for?



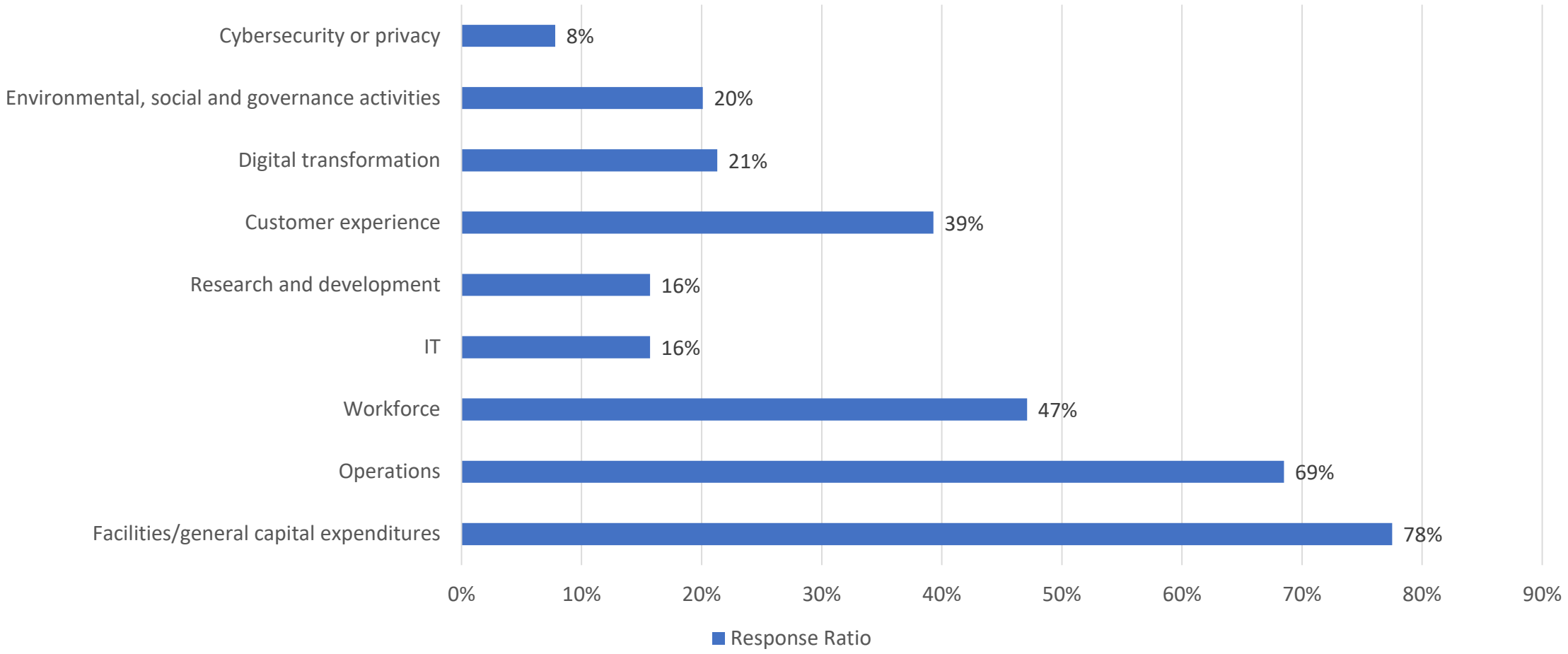
Q9. Are you aware the Summit County Health order will be strictly interpreted during the current Orange/ Stabilization phase to limit gatherings of people to 20, and will largely result in no special and other community events?



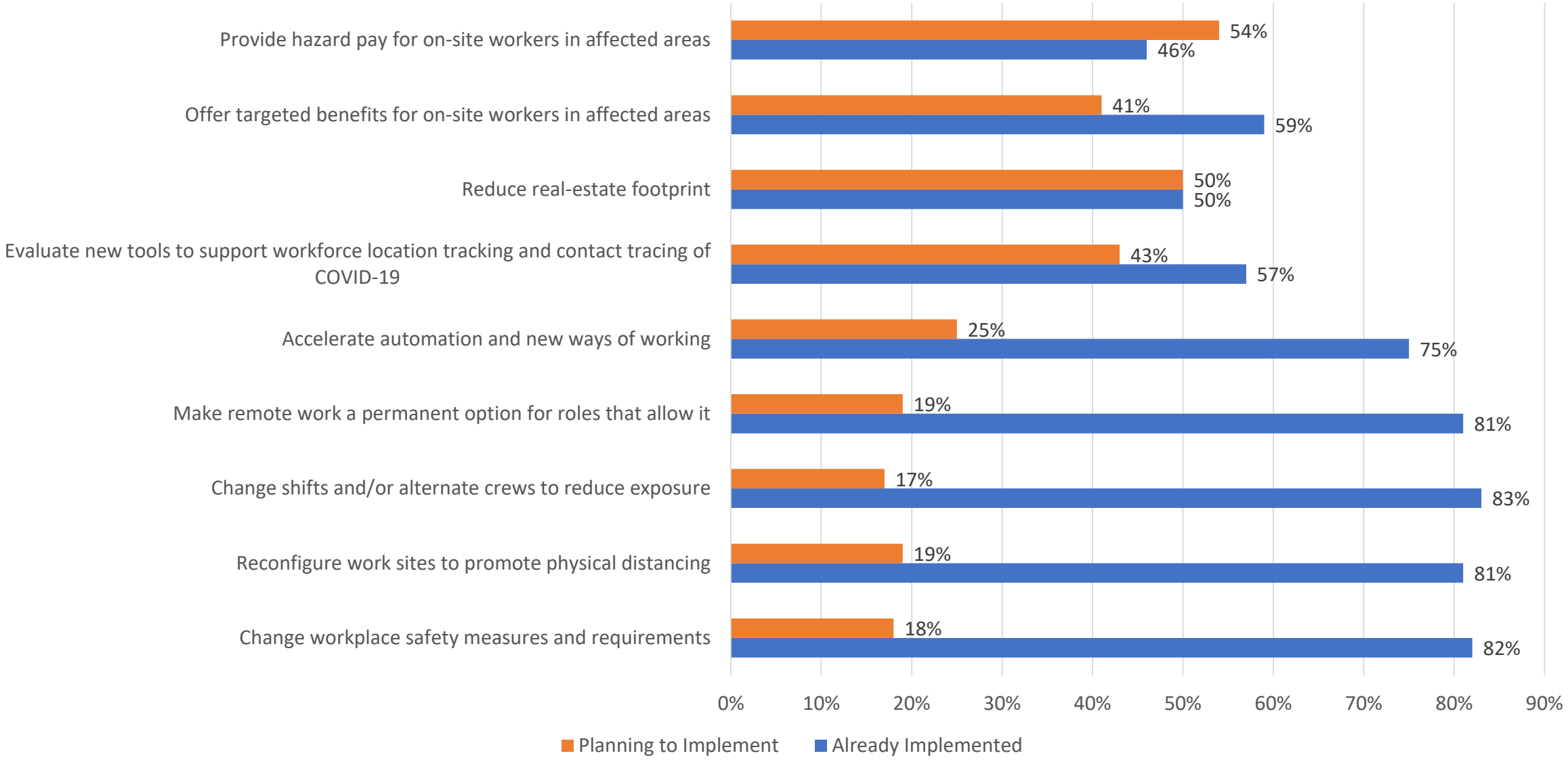
Q11. Which of the following financial actions is your business implementing as a result of COVID-19? Select all that apply.



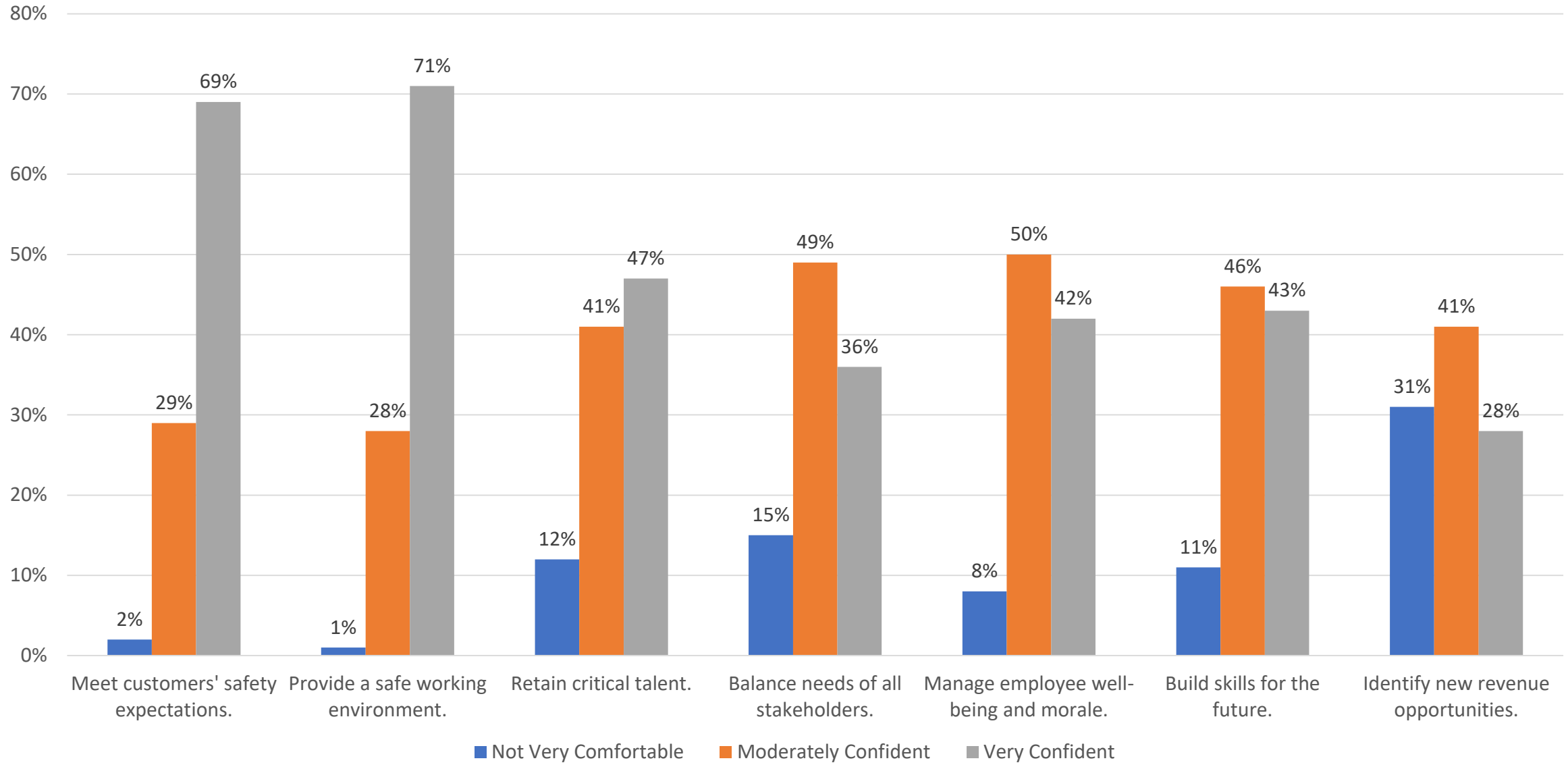
Q12. If you checked "deferring or canceling planned investments" in question 11, which of the following investment types are being considered in that regard? Select all that apply.



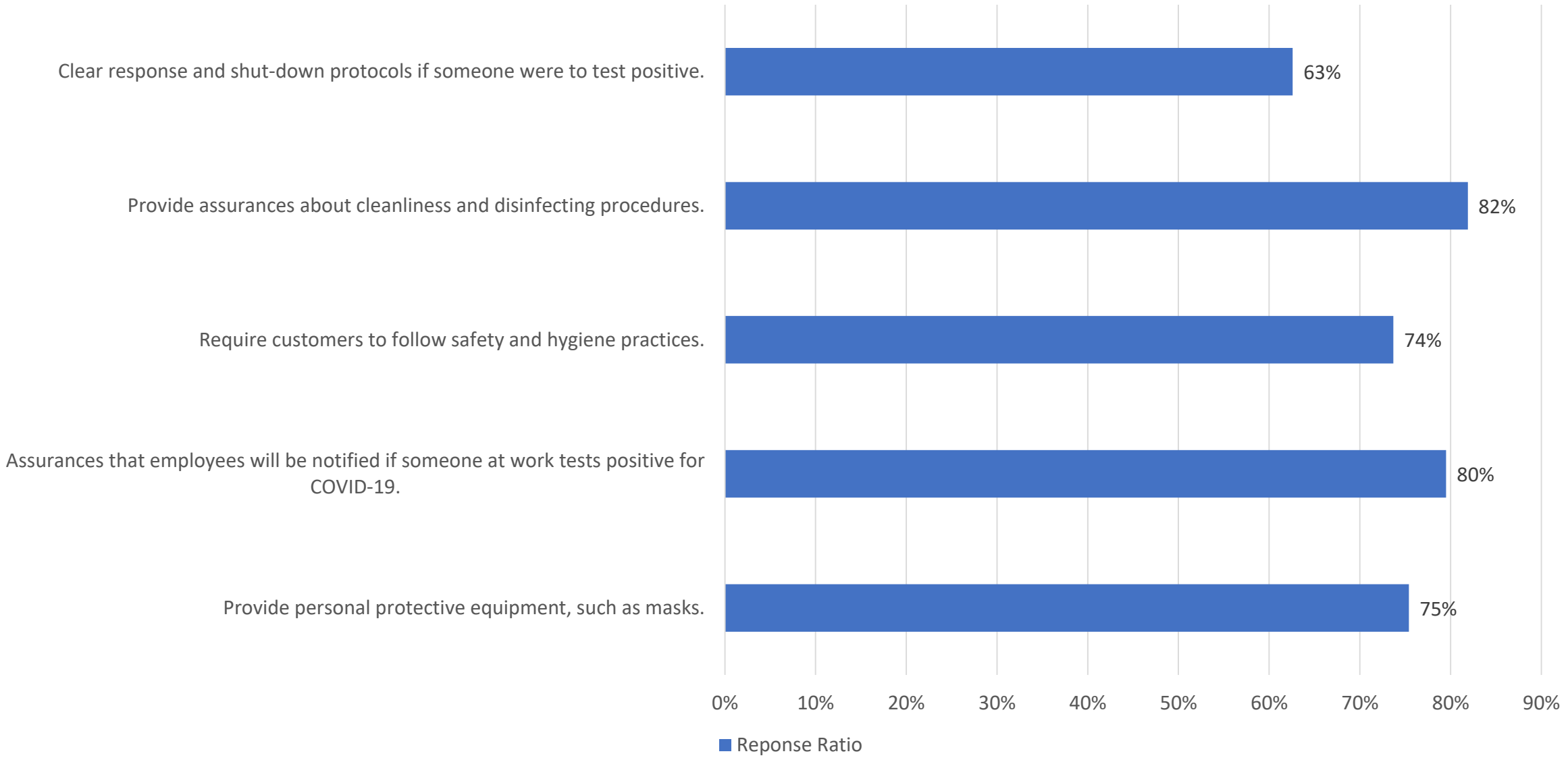
Q13. Which of the following has your business implemented or is planning to implement when you transition back to on-site operations?



Q14. In the future, please rank your confidence level in your company's ability to...



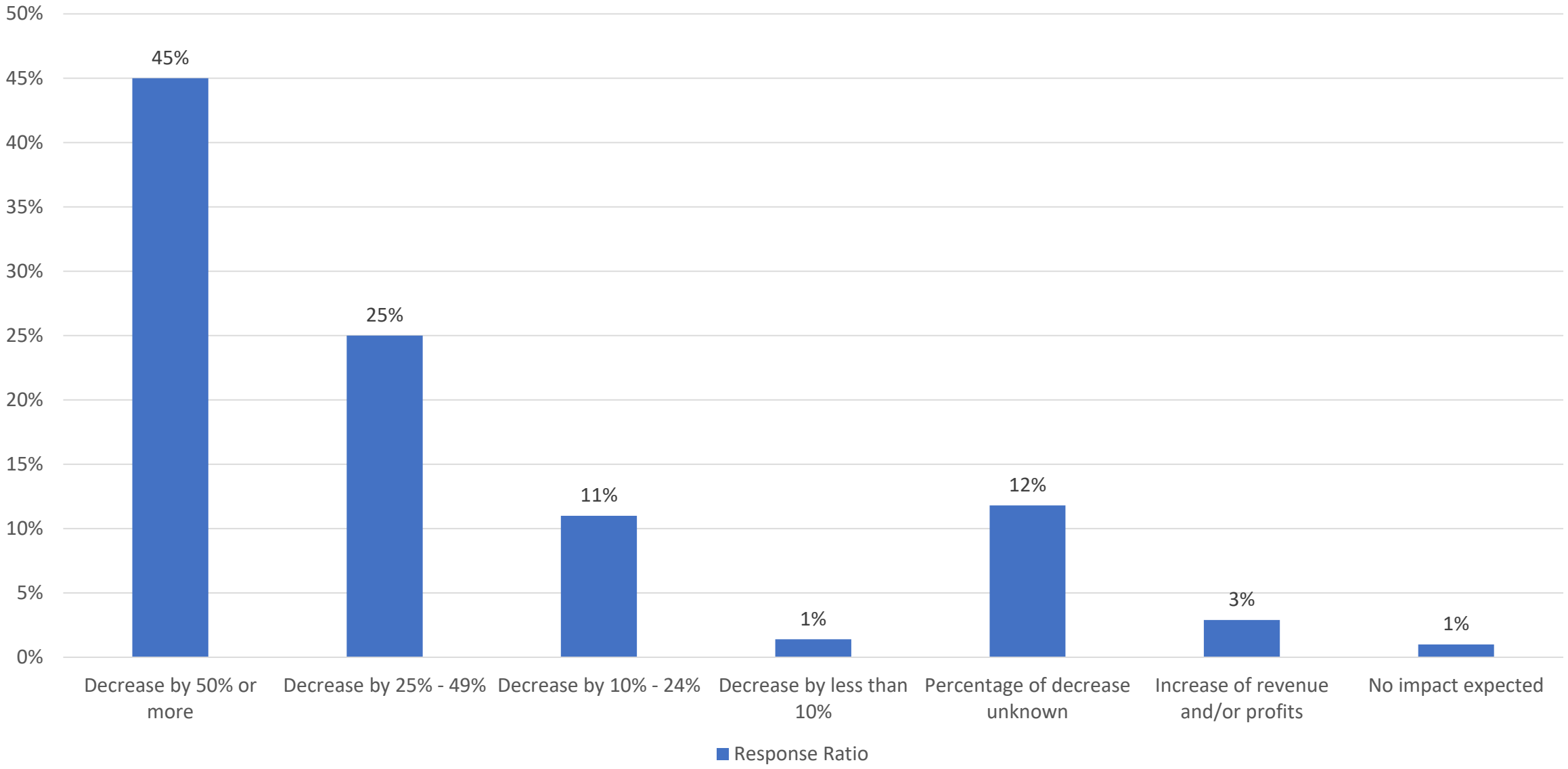
Q15. Which of the following would your business need to provide to your employees to help them feel comfortable returning to work? Select all that apply.



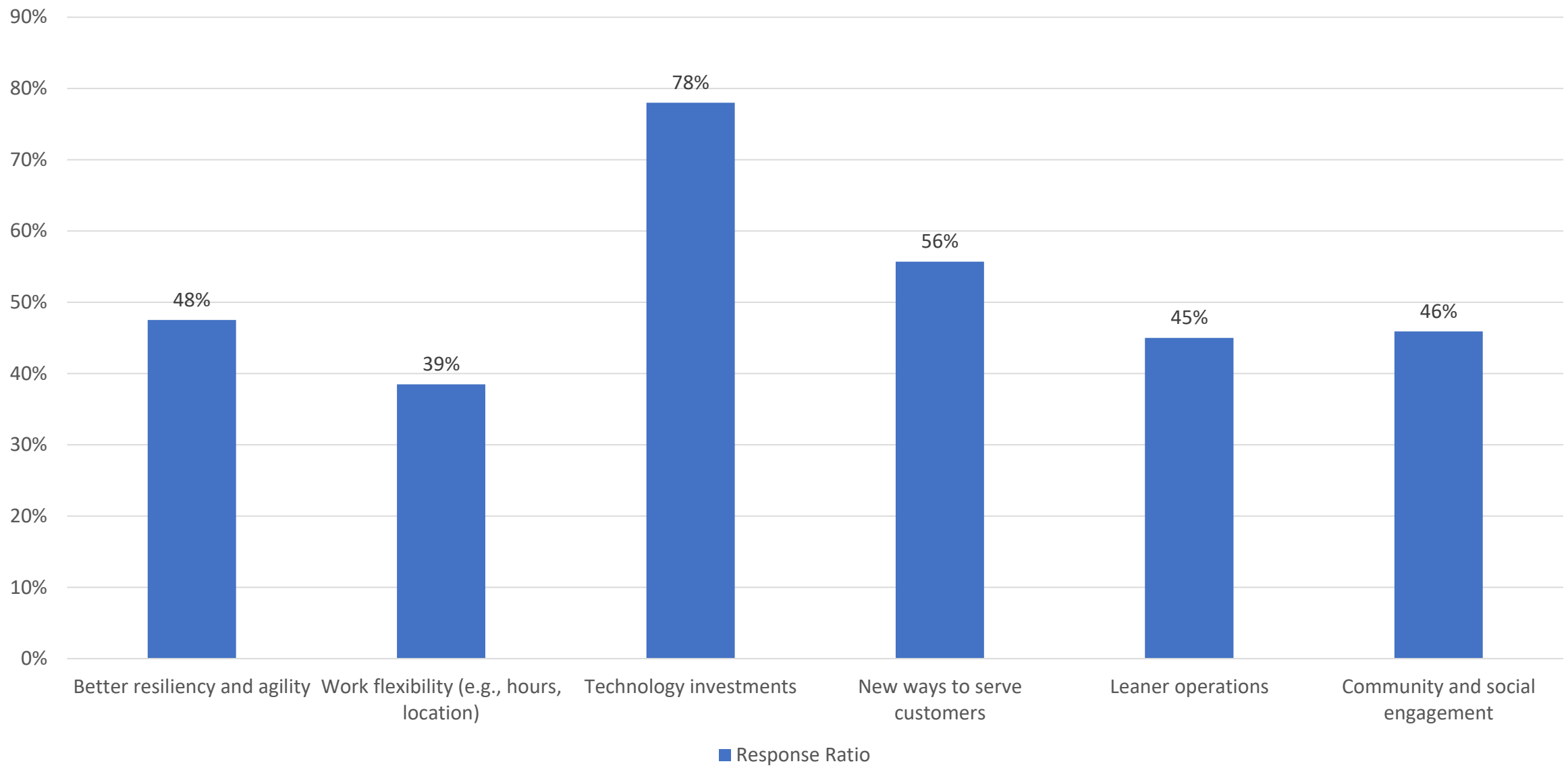
Q16. As a result of COVID-19, please rank the changes to your supply chain strategy?

	Least Important						Most Important
Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.	1	2	3	4	5	6	7
Understand financial and operational health of suppliers.							
	13%	11%	14%	23%	10%	17%	13%
Develop additional, alternate sourcing options.							
	13%	11%	15%	17%	20%	17%	7%
Change contractual terms.							
	15%	25%	19%	7%	6%	13%	14%
Use automation to improve the speed and accuracy of decision-making.							
	30%	18%	17%	18%	7%	5%	6%
Incorporate new tools to better understand customer demand.							
	2%	10%	14%	10%	24%	18%	23%
Improve risk-protection measures.							
	5%	8%	10%	15%	21%	20%	20%
Diversify service delivery locations.							
	21%	18%	11%	11%	12%	11%	17%

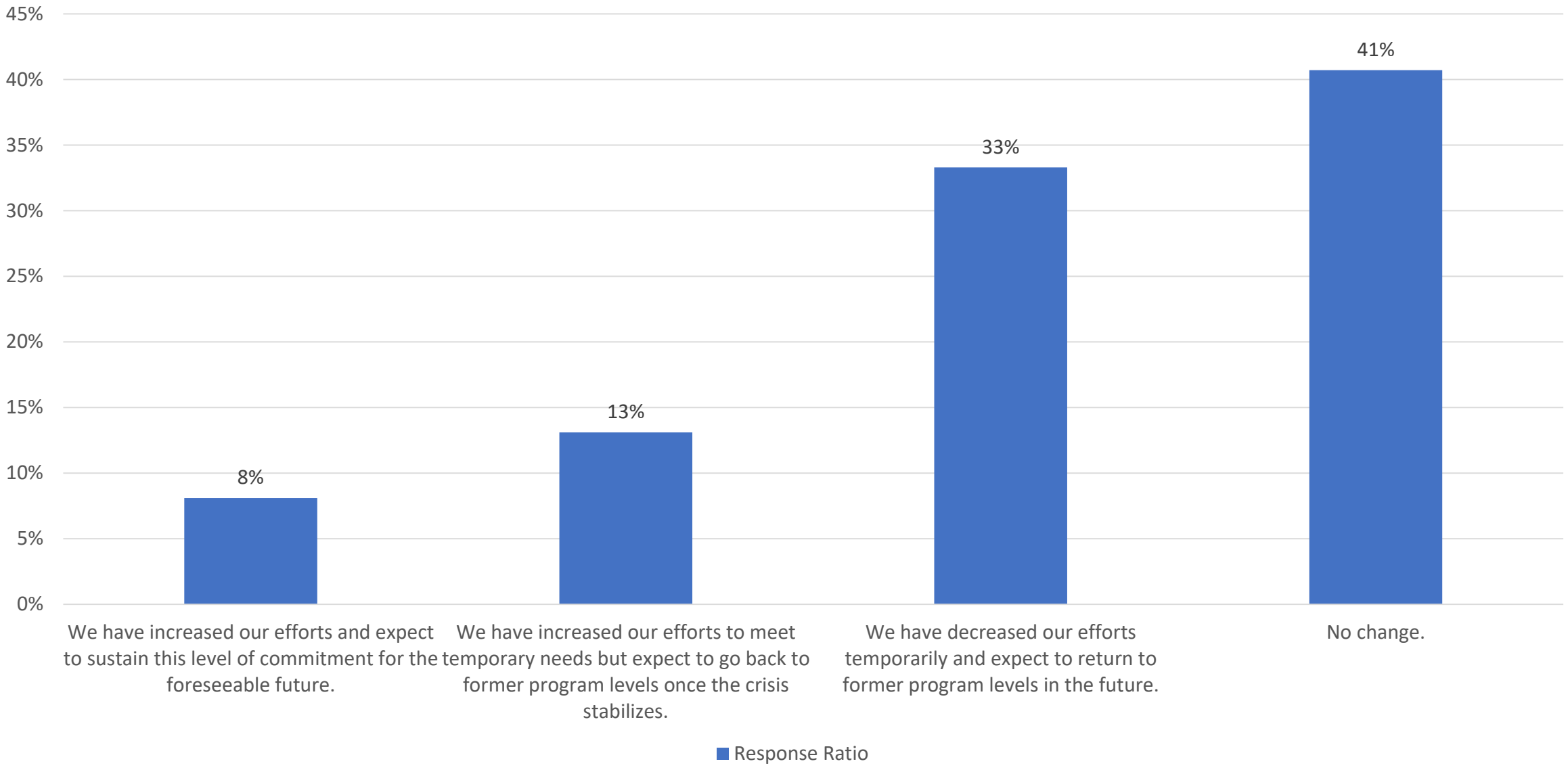
Q17. What impact do you expect on your business revenue and/or profits for the remainder of 2020 as a result of COVID-19?



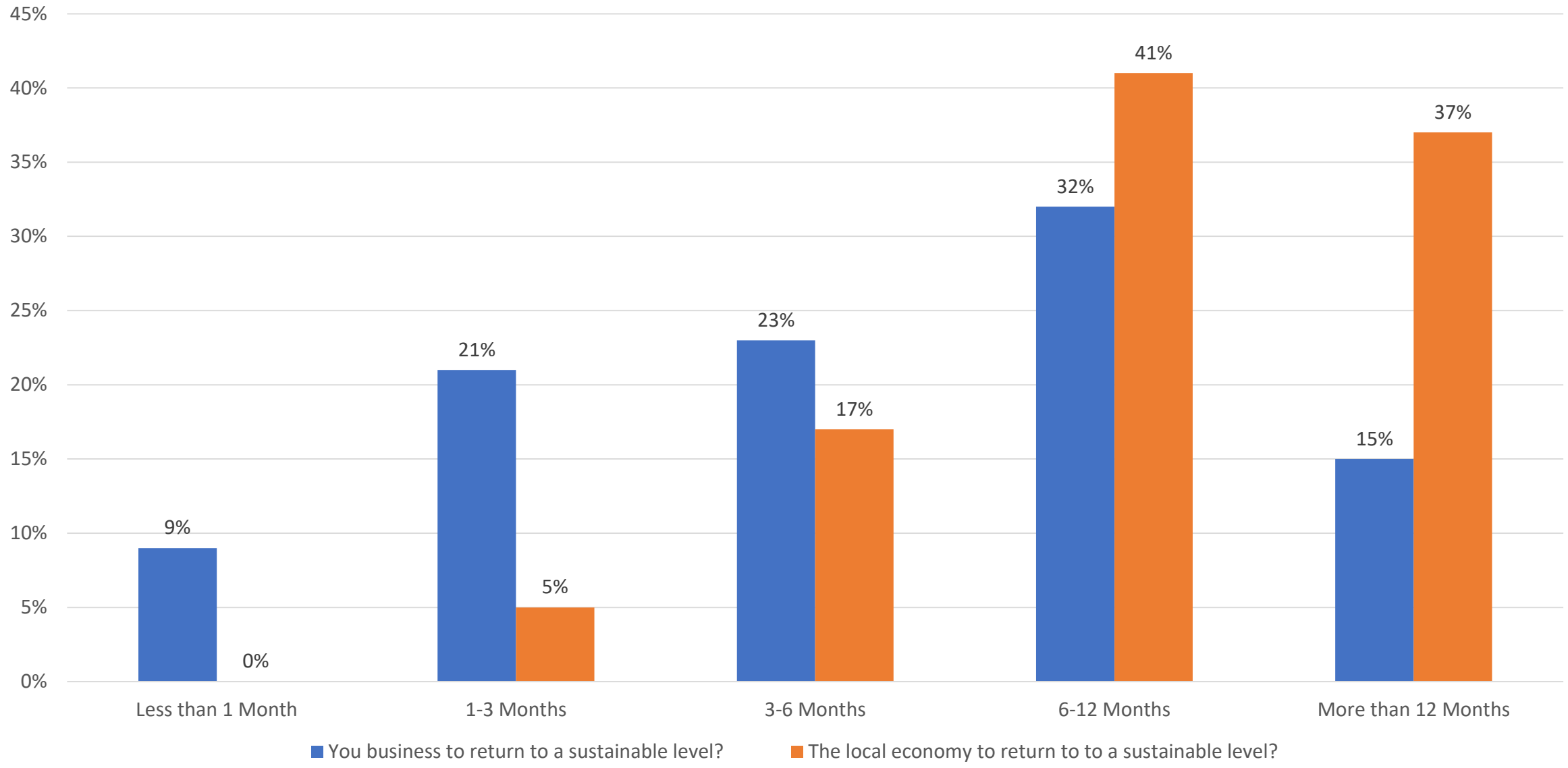
Q18. What about the current situation will make your business better in the long run? Select all that apply.



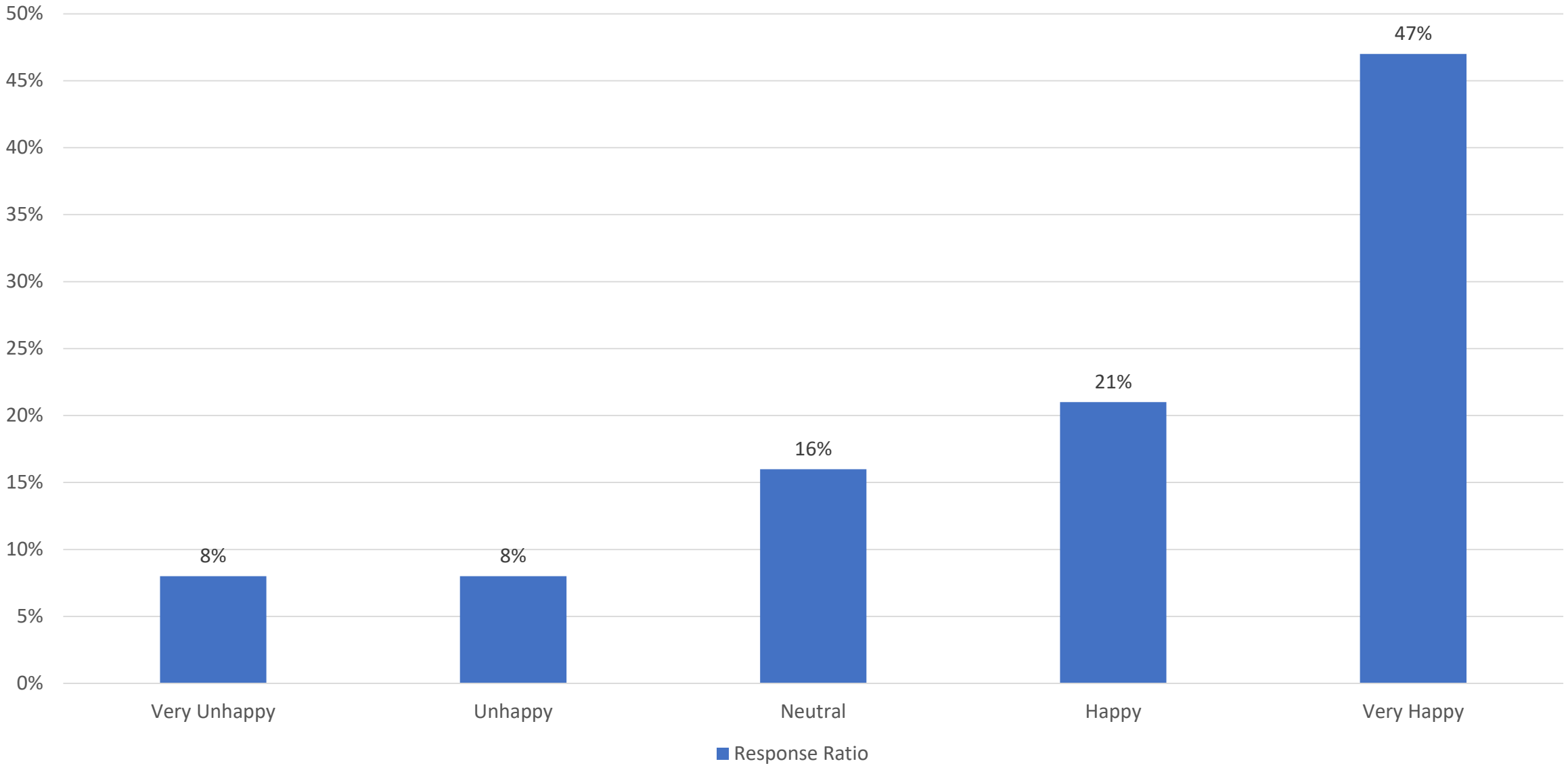
Q19. In response to COVID-19, how has your business changed its contributions to local area non-profits?



Q20. If all restrictions were lifted today, how long so you estimate it would take for...



21. How would you feel if you saw an advertisement today promoting Park City as a place for visitors to come stay when it is safe?



Mountain Town COVID-19 Programs & Actions

This is not an exhaustive list of CAST Member relief efforts but rather a sampling of programs/orders.

Business Assistance

Breckenridge: $1 million for the Small Business Relief Program to provide immediate rent support for the Town's entrepreneurial small businesses. Intended to be a bridge grant allowing the business tenant to get through the next 30 days while other relief options are pursued. Funds will be distributed electronically to qualifying applicants' landlord as a direct deposit. No checks can be issued. Details here.

Frisco: $500,000 for the Business Assistance Program to help independently-owned businesses bridge the gap in funding while waiting for Federal and State assistance by providing immediate funds to pay for essential business-related expenses such as rent or mortgage payments, utilities, payroll, and other business expenses. Grant amounts of up to $5,000/business determined based on and not to exceed a business's monthly rent or mortgage payment. In the event a business has no landlord and no mortgage, the maximum amount of any grant under this program shall be a reasonable estimate of the amount of rent that the business would pay for its space under prevailing market rents. Checks distributed by appointment. Details here.

Silverthorne: $350,000 to fund Sustain Silverthorne Business Emergency Relief Grant (SSBERG) to assist independently-owned businesses that have been closed or severely impacted. Intended for retailers and service providers to pay for essential business-related expenses like payroll, rent or mortgages, utilities and supplies. Short term rental owners and corporate-owned businesses were not eligible.

Grand County: Small Business Emergency Grant Fund to assist in the area of rent, mortgage and or utility assistance for businesses with 50 or less employees. Contributions of $100K from the County, Fraser and Winter Park, $50K Granby, $25K Grand Lake and $15K Kremmling. Mountain Parks Electric and Grand Foundation contributed $30K. A committee made up of one individual from each municipality and county manage the fund.

Chaffee County EMS, Emergency Management, and Public Health have teamed up to provide local businesses with "starter kits" consisting of masks, gloves, and sanitizer. Requests are made through an online request form on the county website.

Resident/Nonprofit Assistance

Frisco: Residential Rental Assistance Program to support individuals working or living in Frisco. This $250,000 program will offer rent relief for qualifying individuals through the Family and Intercultural Resource Center (FIRC). Grants are up to $1,500 and may not exceed the amount equal to the individual's monthly rent payment or their share of the monthly rent payment if they reside with others. Individuals contact FIRC to complete a

needs assessment then FIRC contacts landlords. Details here. (Breckenridge, Dillon, Silverthorne and Summit County are also contributing to this program, at varying levels.)

Vail: Rent relief for residents of town-owned apartment complexes, home to about 500 year-round residents, to defer April rent until end of lease term, then reduce rent by 50% during the months of May and June.

Vail: Vail Community Relief Fund is $500,000 toward food security, housing and health related needs. Fund is open to nonprofit 501c3 organizations that serve Eagle County residents. Details here.

Estes Park: Allocated $250,000 in community relief funds to help fill critical needs in the form of food, housing and business/organizational support. Details here.

Vail: Paying all municipal employees through the end of April regardless of if they can work remotely or not.

Telluride: Up to one month's rent forgiveness for all renters in Town-owned deed-restricted housing.

Telluride: Created fund to support regional residents (within school district) with 50% of rent or mortgage payments, capped at $1000 per household. Town put $25,000 into the fund based on decreased travel and training from Town General Fund, and residents are encouraged to contribute to the fund based on an offer from a local couple to donate their IRS relief checks. This is not restricted to deed restricted housing.

Silverthorne: Donated $160,000 to Family and Intercultural Resource Center to use at their discretion.

Avon: Meal Voucher Program provides $20 meal vouchers to affordable housing residents that can be used at participating Avon restaurants that provide take-out or delivery meals. Details here.

Sales Tax Collection Deferral

Vail: Extended payment due dates for sales tax returns. Beginning with February 2020 sales tax collections that were due in March, due dates for payment have been extended to August 2020. Returns must still be filed by their regular due date but need not be accompanied by a payment of the tax.

Crested Butte: Deferring due date on unpaid February taxes until April 2020 for Town of Crested Butte sales tax only. Tax forms will still be due. If February taxes were already filed/paid, reimbursement is available.

Avon: Deferral of sales tax collection until mid-June.

Telluride: Relief from paying sales taxes for the months of March and April until businesses can get back on their feet, or until September 30, 2020. Penalties and interest for unpaid sales taxes waived for this period. They still have to report sales and taxes collected.

Visitors/Second Homeowners

Gunnison County: A public health order in Gunnison County prohibits all visitors, including non-resident homeowners from remaining in the county for the duration of the order. Click here for the full order.

Summit County: All lodging businesses, including hotels, motels, timeshares and short-term rentals were required to close per a March 27, 020 Public Health Order. In effect through April 30, 2020 (extended to May 31), but subject to change. Failure to comply is subject to penalties including fines up to $5,000, up to 18 months

of jail time, and revocation of the short term rental permit. The STR Complaint Hotline can be used to report violations.

Telluride: Strengthened prohibition against short-term rentals through beefed up notification, and added that any owner and/or property management company caught renting short-term during the period of the emergency can result in the permanent loss of their business license. Redefined "Visitor" as someone not permanently residing in County. This allows people to still move within the county, including short-term rental, to facilitate a move during the stay-at-home period. Also redefined "short-term" as up to 90 days, again only during the restricted period, to prevent people from renting to "shelter-in-place" out-of-county people.

And from a non-CAST mountain town - **Mammoth Lakes, CA** set up a highway checkpoint to turn away tourists. "… the story isn't really a road checkpoint," Dr. Boo, Mono County's public health officer wrote in a recent email. "It's about a little mountain town and its little hospital on the verge of getting crushed."

Other Resources

Summit County: Developed a chart to compare local orders to the Governor's orders to assist individuals and businesses in determining which provisions from each order apply to them.

Estes Park: The broadband utility, Trailblazer Broadband is offering free WiFi zones, understanding that some in the community have little or no internet access. Regarding electric and water utilities, they are not shutting off accounts or assessing late penalties at this time and are working with individuals and businesses to establish payment plans if necessary.

Estes Park: The Accelerated Recovery Team (ART) is one of four Town-led teams working on COVID-19 recovery. ART is focused on planning for a quick recovery after the end of physical distancing orders implemented by the State and County. The group is focused on sharing resources with each other and the business community; and strategizing specific ways to support a faster and more robust economic recovery. Members of the ART include: Town of Estes Park, Estes Park Economic Development Corporation (EDC), Estes Park Chamber of Commerce, Visit Estes Park, Rocky Mountain National Park, YMCA of the Rockies and the Estes Valley Area Lodging Association. Details here.

Eagle County created a Transition Trail Map that outlines the approach to lifting restrictions with references that relate to a ski trail map (beginner, intermediate, expert). Municipalities in the County are following the plan but are asking the County to set specific dates for transitions versus the 4-8 week decision windows currently noted.