



PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
June 23, 2022

NOTICE OF HYBRID IN-PERSON AND ELECTRONIC MEETING: The Council of Park City, Utah, will hold its regular meeting with an anchor location for public participation at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 on June 23, 2022. Council members may participate in person or connect electronically by Zoom or phone. Members of the public may attend in person or participate electronically. Public comments will also be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record but will not be read aloud. For more information on attending virtually and to listen live, please go to www.parkcity.org.

WORK SESSION

2:30 p.m. - Planning Commission Applicant Interviews to Fill Four (4) Open Seats

[Planning Commission Interviews Staff Report](#)

[Exhibit A: Planning Commission Applicant Interview Schedule](#)

3:45 p.m. - FY22 Final Adjusted Budget and FY23 Final Budget Discussion

[FY23 Final Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: FY23 Final Budget Adoption Ordinance](#)

[Exhibit C: Fee Schedule](#)

[Exhibit D: Budget Policies Redlined](#)

4:45 p.m. - 516 Marsac Avenue (Old Peace House) Redevelopment Overview and Project Update

[Old Peace House Redevelopment Staff Report](#)

[Exhibit A: Stereotomic Feasibility Report](#)

[Exhibit B: Existing Site Plan](#)

[Exhibit C: Ontario Avenue Subdivision Plat](#)

CLOSED SESSION - 5:30 p.m.

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

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. APPOINTMENTS

1. Reappointment of Hillary Gilson and Appointment of Elsa Gary and Joann Askins-Stack to the Public Art Advisory Board for Terms Expiring June 30, 2025
[PAAB Appointments 2022 Staff Report](#)
2. Appointment of the Following to the Recreation Advisory Board: Jody Whitesides to a One-Year Term Ending July, 2023; Appointment of Cathy Jordan, Abby McNulty, and Nikki Nelmark to Two-Year Terms Ending July, 2024; Appointment of Julian Coffman,

Emma Gerrard and Meg Steele to Three-Year Terms Ending July, 2025
[RAB Appointments Staff Report](#)
[Exhibit A: RAB Interview Questions 2022](#)
[Exhibit B: RAB Policies & Procedures](#)

3. Appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder and Reappointment of Bill Humbert to the Library Board for Three-Year Terms Beginning July, 2022
[FY23 Library Board Appointments Staff Report](#)

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Emergency Management Programs and Initiatives Update
[Emergency Management Update Staff Report](#)
2. Business License Fee Study Update
[Business License Fee Study Staff Report](#)
[Exhibit A: Town of Alta Fee Study](#)
3. Fourth of July Event Reminders
[Fourth of July 2022 Event Reminders Staff Report](#)

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

V. CONSENT AGENDA

1. Request to Approve a Contract with Utah Mountain Shuttles in the Amount of \$60,000 to Provide Transit to Trails Services between July 1 and October 15, 2022, in a Form Approved by the City Attorney
[2022 Transit to Trails Contract Staff Report](#)

VI. NEW BUSINESS

1. Consideration to Approve Ordinance No. 2022-19, an Ordinance Adopting a Revised Budget for Fiscal Year 2022 and Final Budget for Fiscal Year 2023 for Park City Municipal Corporation
(A) Public Hearing (B) Action
[FY23 Final Budget Staff Report](#)
[Exhibit A: Budget Summaries](#)
[Exhibit B: Final Budget Adoption Ordinance FY23](#)
[Exhibit C: Fee Schedule](#)
[Exhibit D: Budget Policies Redlined](#)
2. Consideration to Adopt Resolution 11-2022, a Resolution Amending the Fee Schedule
(A) Public Hearing (B) Action
[Fee Schedule Resolution FY23](#)
[Exhibit A: FY23 Park City Fee Schedule Redlined Copy](#)
3. Consideration to Approve Ordinance 2022-20, an Ordinance Establishing Compensation for the Elected and Statutory Officers for FY 2023
(A) Public Hearing (B) Action
[Council Compensation Staff Report](#)
[Exhibit A: Council Compensation Ordinance FY23](#)

4. Consideration to Adopt Resolution 12-2022, a Resolution Adopting the Comprehensive Emergency Management Plan (CEMP) and 2022 Pre-Disaster Mitigation Plan
(A) Public Hearing (B) Action
[CEMP Staff Report](#)
[Exhibit A: CEMP](#)
[Exhibit B: 2022 Pre-Disaster Mitigation Plan for Summit Utah and Wasatch Counties with April 2022 Revisions](#)
[Exhibit C: CEMP and Pre-Disaster Mitigation Plan Resolution](#)
5. Consideration to Adopt Resolution 13-2022, a Resolution Adopting the Revised Personnel Policies and Procedures Manual, Effective July 1, 2022, for Park City Municipal Corporation
(A) Public Hearing (B) Action
[FY 2023 Policy Recommendations Staff Report](#)
[Exhibit A: Parental Leave Policy](#)
[Exhibit B: Education Assistance Policy](#)
[Exhibit C: Bilingual Policy](#)
[Exhibit D: Referral Bonus Policy](#)
[Exhibit E: P&P Manual - Redline](#)
[Exhibit F: 13-2022 Policy and Procedure Resolution](#)
6. Consideration to Approve the Supplemental Plan and Level Five Special Event Permit for the 2022 Park City Kimball Arts Festival, in a Form Approved by the City Attorney's Office
(A) Public Hearing (B) Action
[Art Fest Supplemental Plan 2022 Staff Report](#)
[Exhibit A: 2022 PCKAF Special Event Application and Supplemental Plan](#)
[Exhibit B: Analysis of 2022 Kimball Arts Festival](#)
[Exhibit C: 2022 PCKAF Draft Level Five Permit](#)
7. Consideration to Approve a Facility License Agreement Amendment Request from the Park City Cooperative Preschool
(A) Public Input (B) Action
[PCCP Lease Amendment Staff Report](#)
[Exhibit A: Coop Rent Abatement Letter](#)
[Exhibit B: Active City Leases Spreadsheet](#)
[Exhibit C: Draft Property Lease Addendum](#)
8. Consideration to Approve a Level Four Special Event Permit for the Prospector Block Party to be Held July 16, 2022, in a Form Approved by the City Attorney
(A) Public Hearing (B) Action
[Prospector Block Party Staff Report](#)
[Exhibit A: Draft Special Event Permit for Prospector Block Party](#)
[Exhibit B: Prospector Block Party Special Event Application](#)
9. Consideration to Authorize the City Manager to Execute a Construction Agreement, in a Form Approved by the City Attorney, with Silver Spur Construction to Construct the American Saddler and Broken Spoke Waterline Replacements, in an Amount Not to Exceed \$2,114,107.00
(A) Public Input (B) Action
[American Saddler and Broken Spoke Waterline Replacement Staff Report](#)
10. Consideration to Approve Ordinance No. 2022-21, an Ordinance Amending the Land Management Code Sections 15-2.5-2 *Historic Recreation Commercial*, 15-2.6-2 *Historic Commercial Business*, 15-2.13-2 *Residential Development*, 15-2.14-2 *Residential*

Development - Medium Density, 15-2.16-2 Recreation Commercial, 15-2.17-2 Regional Commercial Overlay, and 15-2.18-2 General Commercial to Allow "Single-Family Dwelling, Fractional Ownership/Use," Enacting Section 15-4-23, Single-Family Dwelling Fractional Ownership Use, and Amending Section 15-15-1 Definitions To Define "Single-Family Dwelling, Fractional Ownership/Use"

(A) Public Hearing (B) Action

[Fractional Ownership Staff Report](#)

[Exhibit A: Draft Ordinance No. 2022-21](#)

[Exhibit B: Public Comments](#)

[Exhibit C: Pacaso's Economic Impact Analysis](#)

[Exhibit D: Pacaso's Planning Commission Power Point Presentation](#)

11. Consideration to Approve Ordinance 2022-22, an Ordinance Clarifying Roles and Responsibilities in Prohibiting the Ignition or Use of Ignition Sources, Amending Section 11-9-3 and Repealing Section 11-9-3.1 of the Municipal Code of Park City

(A) Public Hearing (B) Action

[Open Flame and Fireworks Restrictions Staff Report](#)

[Exhibit A: Open Flame and Fireworks Code Changes](#)

[Exhibit B: Open Flame Ordinance](#)

VII. ADJOURNMENT

PARK CITY REDEVELOPMENT AGENCY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution RDA 02-2022, a Resolution Adopting the Fiscal Year 2022 Revised Budget and the Fiscal Year 2023 Budget for Park City Redevelopment Agency

(A) Public Hearing (B) Action

[FY23 RDA Budget Resolution](#)

[Exhibit A: RDA and MBA Expenditure Summary](#)

IV. ADJOURNMENT

PARK CITY MUNICIPAL BUILDING AUTHORITY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution MBA 02-2022, a Resolution Adopting the Fiscal Year 2022 Revised Budget and the Fiscal Year 2023 Budget for Park City Municipal Building Authority

(A) Public Hearing (B) Action

[FY23 MBA Budget Resolution](#)

[Exhibit A: RDA and MBA Expenditure Summary](#)

IV. 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.

***Parking is available at no charge for Council meeting attendees who park in the China Bridge parking structure.**

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Work Session

Agenda Section: WORK SESSION

Subject:

2:30 p.m. - Planning Commission Applicant Interviews to Fill Four (4) Open Seats

Suggested Action:

Attachments:

[Planning Commission Interviews Staff Report](#)

[Exhibit A: Planning Commission Applicant Interview Schedule](#)



City Council Staff Report

Subject: Planning Commission Interviews
Author: Michelle Downard, Gretchen Milliken
Department: Executive Department
Date: June 23, 2022
Type of Item: Administrative

Summary Recommendation

Council to interview Planning Commission applicants as the City seeks to appoint four (4) members to seats.

Background

The Planning Commission reviews and recommends a wide range of land use applications including Conditional Use Permits, Subdivision and Condominium Plats, and Master Planned Developments for consistency with the General Plan and Land Management Code.

The Park City Planning Commission consists of seven (7) members. Members serve four-year staggered terms, which expire on the second Wednesday in July. Members continue to serve until their successors are appointed and qualified. Members must be residents of Park City and have resided within the City for at least 90 days before being appointed.

[PCMC 15-12-1](#) establishes that Planning Commission members are appointed by the Mayor with the advice and consent of the Council. Due to the importance of this recruitment and the strong desire to gain consensus, the Mayor and City Council will participate in the interviews.

Analysis

Three Planning Commissioners have reached the end of their terms. John Kenworthy's term ended in July 2021 while John Phillips and Laura Suesser's terms end in July 2022. In addition, Doug Thimm submitted his resignation as of May 10, 2022, effective at the end of May. This creates the four vacancies and the need to appoint or reappoint four (4) members to the Planning Commission.

The vacancies were advertised through the Park Record, Park City Website, Park City Newsletter, social media, and a Help Shape Your City Workshop.

Ten (10) applications were received and all eligible applicants were scheduled for interviews during the June 23, 2022, and July 14, 2022, City Council meetings. The applicants include Bill Ciraco, Robert Sertner, Patrick Van Horn, Bryan Markkanen, John Frontero, John Kenworthy, Stefanie Wilson, Ed Parigian, Laura Suesser, and John Greenfield.



Planning Commission Interviews

June 23	
2:30	Overview
2:45	Robert (Bob) Sertner
3:00	Stefanie Wilson
3:15	Patrick Van Horn
3:30	Bryan Markkanen

July 14	
2:30	William (Bill) Ciraco
2:45	John Greenfield
3:00	John Frontero
3:15	Ed Parigian

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section: WORK SESSION

Subject:

3:45 p.m. - FY22 Final Adjusted Budget and FY23 Final Budget Discussion

Suggested Action:

Attachments:

[FY23 Final Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: FY23 Final Budget Adoption Ordinance](#)

[Exhibit C: Fee Schedule](#)

[Exhibit D: Budget Policies Redlined](#)



City Council Staff Report

Subject: Final FY23 Budget Adoption
Authors: Jed Briggs, Erik Daenitz, Penny Frates, Kirsten Darrington
Department: Budget, Debt, & Grants
Date: June 23, 2022
Type of Item: Legislative

Summary Recommendation

Staff recommends adopting the FY23 City Manager's Recommended Budget with the adjustments outlined in this report.

Executive Summary

The City Manager's Recommended (Tentative) Budget was initially presented and adopted by City Council on May 12, 2022. Over the past several weeks, the Budget Team presented various aspects of the recommended budget to Council. This week, the Team will review recommended changes to the Tentative Budget based on Council input, and several final calculations and adjustments.

Background

The Team presented the Tentative Budget on May 12, 2022, as required by state law, which was adopted by Council. Subsequent, focused budget hearings were held throughout May and June. The timeline and process for the budget hearings are detailed below:

1. May 26 – Operating budget review; General Fund, Personnel (pay plan, health insurance, positions); Transportation Fund and Golf Fund
2. June 9 – Capital Budget & Capital Projects review – 5-year Capital Improvement Plan (Ongoing Capital, New Projects, Water, and Transportation); Water Fund
3. June 16 – Fee Changes; Polices; Council Compensation; and Outstanding Items
4. June 23 – Presentation, review of additional outstanding items, and adoption of Final Budget; Public Hearing & adoption of MBA Budget and RDA Budget

There were several follow up items stemming from our conversations throughout the budget process. Staff will be coming back to Council in the following months to discuss:

- In-depth Budget Policy review and possible revision (Parking, Procurement, Traffic Calming/NTMP, Intergovernmental Communication, Economic Development Grants, etc.)

- Understand BFO scoring and weighting & how this relates to Community & Council Priorities; are the priorities reflective of current initiatives and are we allocating proper resources
- Council priorities on large-scale capital initiatives
- IT deep dive – what is centralized, what is in department budgets, what is our policy, do we have duplication, long-term strategy as equipment/needs require specialized skill-set and technical training
- Water rate and conservation incentive programs
- Transit O&M deep dive into understanding costs of operations
- Complete view of City financial support of area non-profits (special service, fee waivers, etc. all combined)
- Discussion with Rec, Golf, and Ice around prioritizing 84060 residents, including a deeper dive discussion on fees, Resident area definition, etc.

Analysis:

Changes and adjustments were made from the City Manager's Recommended Budget to the Final Budget. Material changes were discussed and supported in previous meetings and are outlined below.

FY22 Adjusted Budget

Adjustments are required each year to align the current year budget with actual spending, and reflect updated projections or funds for grants received throughout the year but not prepared at the time of initial budget submittal. See below:

Operating:

- **Library – (+) \$10k**
 - Library has been busier than ever as our community reengages post-Covid. Once restrictions were lifted, the Library experienced a large increase in demand and began delivering higher levels of service with several new community initiatives, such as intergenerational programming ranging from Senior Center programs to children's tea parties, as well as family-centered programs like expanded Storytime offerings and the summer slide program. The Library has created new opportunities for the public including Pride programming, Earth Day engagements, and the community garden. Most of the programs were implemented in the latter half of FY22 and resulted in an overage in part-time personnel expenses of \$10k necessary to close-out FY22.
- **Finance – (+) \$20k**
 - Increase Audit Fees by \$5k for additional work required from the audit firm to review CARES related expenses
 - Increase Bank Fees by \$15k to align with actuals due to increased online transactions that outpace our original projections.

Received Federal and State Grants:

- State Library Grant for soundproof booths, laptops, and hot spots - \$26,000

- Donation for materials for the new Sustainability Resource Center - \$1,000
- Homeland Security Police Grant to purchase radios - \$21,777
- EPA Grant to create a reusable to-go container pilot program that will to fund containers, program consulting, and intern stipend - \$8,250
- RAP Grant for Prospector Park playground enhancements to replace 2-5-year-olds playground equipment and expand 5-12-year-olds - \$172,232
- FTA Buses and Facilities grant for the purchase of three battery-electric buses and one battery-electric van – \$2,389,699

Capital Fund FY22

- CP0005 City Park Improvements – Added \$140,235 to Impact Fee line to reflect increased revenues.
- CP0019 Library Development & Donations – Added \$36,946 to reflect grants received.
- CP0217 Emergency Management Program – Added \$15,486 to zero-out General Fund Transfer line for FY22.
- CP0226 Walkability Implementation – Added \$122,787 to bond proceeds line to zero out FY22 expenses.
- CP0264 Security Projects – Added \$60,706 to General Fund Transfer line to zero out FY22 expenses.
- CP0309 Woodside Phase I – Added \$1,860,427 to 2017 STR bond lines to zero out, which will not be used on this project in FY22 or in the future.
- CP0336 Prospector Avenue Reconstruction – Added \$407,976 to zero-out Regional Transit Revenue line, which was a legacy placeholder and will not be used for any ongoing maintenance on the project.

Transportation Fund FY22

- CP0025 Bus Shelters Design and Capital Improve – Added \$1,052 to zero-out Regional Transit Revenue line.
- CP0289 Ironhorse Transit Facility Asset Management – Added \$137,647 to zero-out Transit Sales tax line, which is complete.
- CP0289 Ironhorse Transit Facility Asset Management – Added \$42,353 to zero-out Regional Transit line, which is complete.
- CP0420 Enhanced Bus Stops at Fresh Market – Added \$500,000 to zero-out new requests on Bond Proceed line.
- CP0438 Remodel for Transit Driver Housing – Added \$25,556 to zero-out new requests on Transit Sales Tax line.
- CP0549 TDM Capital Improvement Plan – Added \$280,000 to zero-out new requests on Third Quarter County Tax line.

- CP0549 Electric Bus Charging Infrastructure – Added \$1,080,000 to zero-out new requests on Federal Grants line.
- CP0549 Electric Bus Charging Infrastructure – Added \$216,000 to zero-out new requests on Transit Sales Tax line.
- CP0536 Arts & Culture Exterior Bus Stops – Added \$330,000 to zero-out new requests on Third Quarter County Tax line.
- CP0009 Transit Rolling Stock Replacement – Reduced \$565,875 to reduce Federal Grants line to latest expected amount.
- CP0009 Transit Rolling Stock Replacement – Increased \$1,458,898 to Transit Sales Tax line to latest expected amount.

Water Fund FY22

- CP0040 Water Dept Infrastructure Improvement – Added \$916,801 to 2021 Water Revenue Bonds line to zero-out planned bond expenses in FY22.
- CP0007 Tunnel Maintenance – Added \$364,684 to Water Service Fee line to zero-out this line that will not be used in near-term.
- CP0442 MIW Offsite Improvements – Added \$3,000,000 to zero-out Water Service Fee line that will not be used in near-term.

Lower Park Avenue RDA FY22

- CP0264 Security Projects – Added \$40,000 to LPA RDA line in new request.

Interfund Transfer

- \$75k increase to Workers Compensation Fund based on current costs
- Net increase of \$396,700 into the Fleet Fund from other funds at the City based on actual maintenance and fuel costs. This breaks out to be \$146,000 in maintenance charges and \$250,700 in fuel costs.

FY23 Changes between Tentative and Final Budget

The following changes reflect the difference between the Final FY23 Budget and what Council adopted as the Tentative Budget on May 12. Minor adjustments are common and have been discussed with Council in prior meetings. Two additional items arose since the original budget was presented; minor part-time staffing adjustments in both the Library and Planning Departments.

- **Library**

- +\$25k for part-time personnel - As mentioned, the Library is experiencing unprecedented visitation and engagement levels as the community reconnects, post-Covid, and we expand community offerings. Additional funding for part-time personnel will match the appropriate staffing levels

necessary to continue to meet service levels. In FY22, the Library implemented a 3-year strategic plan that included increased outreach and programming in FY22, such as intergenerational and inclusion programs. Examples include initiatives such as becoming a [Kulture City](#) venue to serve people with invisible disabilities. The Library wants to continue new initiatives such as service hour evaluations, a diversity audit to ensure our collections and services are representative of our diverse community and issuing library cards for all Park City students.

- **Planning**

- +\$47k (includes all benefits) to reclass vacant Planner position to Senior Planner to support Council-driven special projects, such as a new General Plan and focused area plans. This is not a new position, instead a modest increase to an existing position to create the flexibility to recruit a more senior planning professional
- +\$38k for part-time personnel to continue supporting various Planning projects and initiatives currently in process. In the past, Planning used savings from vacant positions to cover these expenses. Yet now that Planning is nearly fully staffed and remains committed to our new team and retention, Planning requests permanent budgetary support.

- **Engineering**

- +\$5k for training opportunities related to traffic calming, active transportation methods, and project management to improve:
 - Understanding of design and implementation strategies to improve/address neighborhood traffic concerns.
 - Ensure staff has clear understanding of effective methods to monitor and deliver capital projects efficiently

- **Trails**

- +\$22k for a new Utility Vehicle for Trail Rangers who are now responsible to manage over 6,000 acres of city-owned open space that is absorbing impacts from the resort economy and neighborhood compatibility concerns.
- +\$40k placeholder for possible expansion of Bonanza Flat servicing as discussed on [May 26](#). No allocation will be made until a future Council discussion is held.

- **Community Engagement**

- +\$10k for [NCS survey tool](#) as discussed on [April 28](#).

- **Ice**

- +\$5,350 addition to cleaning and maintenance services to keep pace with inflationary increases. This was part of the original budget request but was not reflected in the software program we utilize. We request approval of

this item to ensure the Ice cleaning and maintenance budget supports existing levels of service.

Interfund Transfer (IFT) & Debt Adjustments

Interfund Transfers are resources we transfer between funds for a variety of reasons. For example, Administrative IFTs are used to reimburse support departments, such as Finance and IT, for services provided to other funds or functions of the municipality. We estimate IFT expenses at the beginning of the budget cycle and reevaluate regularly to maintain accuracy. In between presenting the Tentative and Final budget, we often have better information and data that allows us to budget IFTs more accurately.

- Align Self Insurance/Risk Account with actual expenses +\$7,324 for insurance premium cost increases
- Increase of +\$480k for the Administrative Interfund Transfer (Admin IFT) from other funds at the City into the General Fund based on calculated cost estimates
- +\$75k increase to Workers Compensation Fund based on current costs
- +\$2,450 transfer increase into Sales Tax Debt Service Fund from Capital Improvement Fund
- +\$4,126 transfer increase into Sales Tax Debt Service Fund from Lower Park Ave RDA
- Net increase of \$396,700 into the Fleet Fund from other funds at the City based on actual maintenance and fuel costs. This breaks out to be \$146,000 in maintenance charges and \$250,700 in fuel costs.

Technical Corrections

These are adjustments to correct database entries, clerical errors, and/or overall budgetary cleanup items. For example, concurrent with creating the FY23 Budget, we were also [updating](#) our budgeting software, [Board](#). While the update was seamless for the most part, there are a couple of items that require correction in the final database.

- **Personnel**

- Reallocate the Building Maintenance IV position that resides in Water and Building Maintenance (the correct allocations did not transfer over)
- Remove Digital Coordinator allocations from Economy and Sustainability (position allocated 100% in Community Engagement)
- Clean up duplicate positions that did not migrate to the new database correctly

Capital

Transportation Fund

FY23

- CP0536 Arts and Culture Exterior Bus Stops – Added \$1,620,000 to DOT line to reflect recent official UDOT grant award amount.
- CP0536 Arts and Culture Exterior Bus Stops – Added \$1,080,000 to Transit Sales Tax line as placeholder for local match.
- CP0025 Bus Shelters Design and Capital Improve – Added \$420,000 to DOT line to reflect recent official UDOT grant award amount.
- CP0025 Bus Shelters Design and Capital Improve – Added \$280,000 to Transit Sales Tax line as placeholder for local match.

FY24

- CP0540 Snow Creek Tunnel – Increased DOT line to \$3,517,830 to reflect official UDOT grant award amount.
- CP0540 Snow Creek Tunnel – Decreased Transportation Fund Beginning Balance line to \$2,306,410 to ensure that total project budget does not exceed \$13,000,000.

Water Fund

FY23

- CP0040 Water Dept Infrastructure Improvement – Reduced Water Service Fee line by -\$3,454,863 and added \$3,954,863 to 2021 Water Revenue Bonds line to reallocate planned budget to 2021 Water Revenue Bonds.

Lower Park Avenue RDA

FY23

- CP0264 Security Projects – Added \$40,000 to LPA RDA line in new request.

Grants

- Environmental Sustainability EPA grant for reusable to-go container - \$11,750 (received in FY22, rollover remaining funds for FY23)
- Recreation RAP Grant for Prospector Park playground enhancements - \$136,096 (received in FY22, rollover remaining funds for FY23)
- Recreation RAP Grant for Turf Replacement - \$715,000
- Lifeguard Shack - \$1,000
- Trails RAP Grant for Master Plan Rail Trail - \$500,000
- Trails RAP Grant for Master Plan Clark Ranch - \$20,911

- JAG Grant for Police body cams - \$4,976 (received in FY22, rolling over funds for FY23 due to supply issues)

Fees and Policy Updates from June 16 meeting:

- Adds language in Budget Policies suspending the Economic Development Grants Program pending further evaluation
- Fee Schedule corrections/changes from 6/16 work session (marked in purple) correcting minor typos and adjusting certain Parking and Recreation fees as discussed in the meeting

Attachments:

A – Budget Summaries

B – Final Budget Adoption Ordinance

C – Fee Schedule

D – Budget Policies

All Funds Combined

Revenue	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Original FY 2022	Adjusted FY 2022	Original FY 2023	\$ Variance
RESOURCES								
Property Taxes	\$21,368,077	\$25,486,395	\$28,380,276	\$27,483,339	\$27,430,335	\$27,430,335	\$27,976,782	\$546,447
Sales Tax	\$29,273,042	\$30,409,928	\$33,614,011	\$40,505,253	\$32,326,725	\$45,056,487	\$41,341,803	(\$3,714,684)
Franchise Tax	\$3,230,881	\$3,161,759	\$3,253,431	\$2,973,733	\$3,261,596	\$3,261,596	\$3,297,706	\$36,110
Licenses	\$1,395,163	\$1,315,865	\$1,213,639	\$1,241,095	\$1,437,989	\$1,437,989	\$1,481,984	\$43,995
Planning Building & Engineering Fees	\$5,820,662	\$7,513,747	\$5,005,364	\$5,233,412	\$5,157,166	\$5,157,166	\$5,553,671	\$396,505
Special Event Fees	\$178,413	\$178,672	\$8,081	\$224,224	\$115,681	\$115,681	\$101,319	(\$14,362)
Federal Revenue	\$3,969,044	\$5,698,041	\$11,071,350	\$5,759,788	\$20,638,912	\$15,638,912	\$22,261,621	\$6,622,709
State Revenue	\$518,845	\$818,625	\$527,368	\$655,196	\$440,577	\$443,598	\$443,115	(\$483)
County/SP District Revenue	\$705,240	\$3,888,378	\$1,171,385	\$1,915,080	\$474,143	\$1,607,941	\$484,943	(\$1,122,998)
Water Charges for Services	\$20,092,203	\$19,944,310	\$22,597,344	\$20,196,372	\$21,819,145	\$21,819,145	\$22,392,268	\$573,123
Transit Charges for Services	\$7,425,047	\$5,286,336	\$2,455,909	\$4,066,606	\$6,080,819	\$7,580,819	\$83,243	(\$7,497,576)
Cemetery Charges for Services	\$18,816	\$22,922	\$19,787	\$26,731	\$80,182	\$80,182	\$70,098	(\$10,084)
Recreation	\$3,348,293	\$3,294,003	\$4,241,522	\$4,016,341	\$3,267,017	\$3,267,017	\$3,730,265	\$463,248
Ice	\$828,397	\$691,828	\$634,725	\$777,081	\$907,421	\$907,421	\$955,233	\$47,812
Other Service Revenue	\$45,786	\$59,527	\$54,964	\$46,129	\$56,768	\$56,768	\$56,768	\$0
Library Fees	\$20,198	\$14,357	\$13,483	\$15,482			\$13,691	\$13,691
Fines & Forfeitures	\$2,611,357	\$1,934,534	\$1,075,883	\$2,151,185	\$2,603,364	\$2,603,364	\$2,603,364	\$0
Misc. Revenues	\$4,078,297	\$8,426,163	\$3,620,970	\$832,931	\$15,946,624	\$48,853,068	\$2,025,086	(\$46,827,982)
Interfund Transactions (Admin)	\$6,821,583	\$6,898,975	\$6,495,085	\$6,172,810	\$6,882,441	\$7,279,141	\$7,814,395	\$535,254
Interfund Transactions (CIP/Debt)	\$73,024,818	\$17,718,703	\$13,194,041	\$12,365,340	\$12,365,348	\$15,815,649	\$12,371,923	(\$3,443,726)
Special Revenues & Resources	\$1,059,990	\$1,000,912	\$8,106,934	\$1,789,497	\$691,988	\$1,196,517	\$1,476,517	\$280,000
Bond Proceeds	\$85,387,786	\$10,768,465			\$40,190,000	\$110,276,554	\$40,589,496	(\$69,687,058)
Beginning Balance	\$83,191,254	\$117,332,085	\$130,306,234	\$152,780,088	\$58,704,025	\$152,780,088	\$68,543,474	(\$84,236,614)
TOTAL	\$354,413,190	\$271,864,529	\$277,061,784	\$291,227,712	\$260,878,266	\$472,665,437	\$265,668,765	

Expenditure Summary by Fund and Major Object (FY 2022 Adjusted Budget)

Description	Personnel FY 2022	Mat, Supplies, Services FY 2022	Capital FY 2022	Debt Service FY 2022	Contingency FY 2022	Sub - Total FY 2022	Interfund Transfer FY 2022	Ending Balance FY 2022	Total FY 2022
Park City Municipal Corporation									
011 GENERAL FUND	\$27,192,538	\$10,613,271	\$422,985	\$0	\$300,000	\$38,528,794	\$6,834,736	\$17,491,953	\$62,855,483
012 QUINNS RECREATION COMPLEX	\$996,071	\$379,800	\$1,000	\$0	\$0	\$1,376,871	\$0	\$-6,084,994	\$-4,708,123
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$35,773	\$0	\$0	\$35,773	\$0	\$0	\$35,773
022 DRUG CONFISCATIONS	\$0	\$0	\$26,189	\$0	\$0	\$26,189	\$0	\$0	\$26,189
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$148,794,725	\$0	\$0	\$148,794,725	\$4,174,626	\$16,947,931	\$169,917,282
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$3,921,944	\$0	\$0	\$3,921,944	\$0	\$330,150	\$4,252,094
051 WATER FUND	\$3,730,132	\$4,109,243	\$95,130,136	\$5,577,420	\$0	\$108,546,932	\$1,806,679	\$726,622	\$111,080,233
052 STORM WATER FUND	\$698,062	\$291,444	\$1,725,688	\$0	\$0	\$2,715,194	\$141,598	\$1,038,551	\$3,895,343
055 GOLF COURSE FUND	\$915,363	\$729,075	\$383,000	\$0	\$0	\$2,027,438	\$150,777	\$742,380	\$2,920,595
057 TRANSPORTATION & PARKING FUND	\$7,387,382	\$1,915,272	\$38,790,043	\$0	\$0	\$48,092,696	\$3,396,502	\$966,182	\$52,455,380
058 PARKING FUND	\$926,073	\$706,500	\$192,721	\$0	\$0	\$1,825,294	\$9,750	\$782,220	\$2,617,264
062 FLEET SERVICES FUND	\$1,073,522	\$1,853,155	\$0	\$0	\$0	\$2,926,677	\$0	\$1,195,482	\$4,122,159
064 SELF INSURANCE FUND	\$0	\$1,555,328	\$0	\$0	\$0	\$1,555,328	\$0	\$1,350,137	\$2,905,465
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$6,972,216	\$0	\$6,972,216	\$0	\$26,273,977	\$33,246,193
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$9,509,688	\$0	\$9,509,688	\$0	\$1,674,814	\$11,184,502
Total Park City Municipal Corporation	\$42,919,144	\$22,153,088	\$289,424,203	\$22,059,324	\$300,000	\$376,855,759	\$16,514,668	\$63,435,405	\$456,805,833
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,300	\$0	\$0	\$0	\$682,300	\$3,092,532	\$1,538,319	\$5,313,151
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,251,470	\$2,406,470
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$2,606,144	\$0	\$0	\$2,606,144	\$2,787,590	\$703,605	\$6,097,339
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$427,971	\$0	\$0	\$427,971	\$0	\$1,163,361	\$1,591,332
Total Park City Redevelopment Agency	\$0	\$1,137,300	\$3,034,115	\$0	\$0	\$4,171,415	\$6,580,122	\$4,656,755	\$15,408,292
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$42,919,144	\$23,290,388	\$292,458,319	\$22,059,324	\$300,000	\$381,027,175	\$23,094,790	\$68,543,474	\$472,665,439

Expenditure Summary by Fund and Major Object (FY 2023 Budget)

Description	Personnel FY 2023	Mat, Supplies, Services FY 2023	Capital FY 2023	Debt Service FY 2023	Contingency FY 2023	Sub - Total FY 2023	Interfund Transfer FY 2023	Ending Balance FY 2023	Total FY 2023
Park City Municipal Corporation									
011 GENERAL FUND	\$31,142,035	\$12,671,077	\$726,689	\$0	\$300,000	\$44,839,801	\$3,439,780	\$13,408,275	\$61,687,857
012 QUINNS RECREATION COMPLEX	\$1,142,784	\$406,029	\$1,000	\$0	\$0	\$1,549,813	\$0	\$-6,673,040	\$-5,123,227
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
022 DRUG CONFISCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$20,500,712	\$0	\$0	\$20,500,712	\$4,177,076	\$10,659,751	\$35,337,539
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$1,851,062	\$0	\$0	\$1,851,062	\$0	\$64,688	\$1,915,750
051 WATER FUND	\$4,487,041	\$5,231,887	\$32,185,962	\$5,577,420	\$0	\$47,482,310	\$2,057,241	\$11,067,345	\$60,606,896
052 STORM WATER FUND	\$714,043	\$310,376	\$371,500	\$0	\$0	\$1,395,919	\$157,377	\$1,485,255	\$3,038,551
055 GOLF COURSE FUND	\$1,013,633	\$652,909	\$114,565	\$0	\$0	\$1,781,107	\$168,102	\$222,320	\$2,171,528
057 TRANSPORTATION & PARKING FUND	\$9,453,294	\$2,548,074	\$18,022,449	\$0	\$0	\$30,023,817	\$3,592,743	\$2,801,158	\$36,417,719
058 PARKING FUND	\$1,144,087	\$752,500	\$201,000	\$0	\$0	\$2,097,587	\$9,750	\$1,278,247	\$3,385,584
062 FLEET SERVICES FUND	\$1,154,672	\$1,845,050	\$6,205	\$0	\$0	\$3,005,927	\$0	\$934,955	\$3,940,882
064 SELF INSURANCE FUND	\$0	\$1,562,452	\$0	\$0	\$0	\$1,562,452	\$0	\$1,831,678	\$3,394,130
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$6,972,216	\$0	\$6,972,216	\$0	\$26,270,552	\$33,242,768
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$9,509,688	\$0	\$9,509,688	\$0	\$1,714,180	\$11,223,868
Total Park City Municipal Corporation	\$50,251,589	\$25,980,354	\$73,981,144	\$22,059,324	\$300,000	\$172,572,411	\$13,602,070	\$65,065,364	\$251,239,846
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,623	\$0	\$0	\$0	\$682,623	\$3,092,532	\$2,015,164	\$5,790,319
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,372,789	\$2,527,789
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$295,000	\$0	\$0	\$295,000	\$2,791,715	\$709,422	\$3,796,137
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,863,361	\$1,863,361
Total Park City Redevelopment Agency	\$0	\$1,137,623	\$295,000	\$0	\$0	\$1,432,623	\$6,584,247	\$5,960,736	\$13,977,606
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$50,251,589	\$27,117,977	\$74,276,144	\$22,059,324	\$300,000	\$174,005,035	\$20,186,317	\$71,477,414	\$265,668,766

Change in Fund Balance

Fund	Actuals FY 2021	Budget FY 2022	Adjusted FY 2022	\$ Var FY 2022	% Var FY 2022	Budget FY 2023	\$ Var FY 2023	% Var FY 2023
Park City Municipal Corporation								
011 GENERAL FUND	\$19,222,320	\$12,134,585	\$17,491,953	\$5,357,368	31%	\$13,408,275	(\$4,083,678)	-30%
012 QUINNS RECREATION COMPLEX	(\$5,621,751)	(\$6,139,275)	(\$6,084,994)	\$54,281	-1%	(\$6,673,040)	(\$588,046)	9%
021 POLICE SPECIAL REVENUE FUND	\$35,773	\$0	\$0	\$0	0%	\$0	\$0	0%
022 DRUG CONFISCATIONS	\$23,168	\$0	\$0	\$0	0%	\$0	\$0	0%
031 CAPITAL IMPROVEMENT FUND	\$66,506,424	\$27,326,315	\$16,947,931	(\$10,378,384)	-61%	\$10,659,751	(\$6,288,180)	-59%
038 EQUIPMENT REPLACEMENT CIP	\$2,666,494	\$313,515	\$330,150	\$16,635	5%	\$64,688	(\$265,462)	-410%
051 WATER FUND	\$11,227,874	\$1,087,844	\$726,622	(\$361,222)	-50%	\$11,067,345	\$10,340,723	93%
052 STORM WATER FUND	\$1,895,343	\$237,354	\$1,038,551	\$801,197	77%	\$1,485,255	\$446,704	30%
055 GOLF COURSE FUND	\$1,532,345	\$438,113	\$742,380	\$304,267	41%	\$222,320	(\$520,060)	-234%
057 TRANSPORTATION & PARKING FUND	\$18,471,244	\$6,622,049	\$966,182	(\$5,655,867)	-585%	\$2,801,158	\$1,834,976	66%
058 PARKING FUND	\$13,900	\$2,151,717	\$782,220	(\$1,369,497)	-175%	\$1,278,247	\$496,027	39%
062 FLEET SERVICES FUND	\$1,376,759	\$115,705	\$1,195,482	\$1,079,777	90%	\$934,955	(\$260,527)	-28%
064 SELF INSURANCE FUND	\$972,015	\$934,764	\$1,350,137	\$415,373	31%	\$1,831,678	\$481,541	26%
070 SALES TAX REV BOND - DEBT SVS FUND	\$26,283,977	\$26,113,690	\$26,273,977	\$160,287	1%	\$26,270,552	(\$3,425)	0%
071 DEBT SERVICE FUND	\$1,635,448	\$1,720,007	\$1,674,814	(\$45,193)	-3%	\$1,714,180	\$39,366	2%
Total Park City Municipal Corporation	\$146,241,333	\$73,056,383	\$63,435,405	(\$9,620,978)	-15%	\$65,065,364	\$1,629,959	3%
Park City Redevelopment Agency							0	
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$1,061,151	\$1,947,197	\$1,538,319	(\$408,878)	-27%	\$2,015,164	\$476,845	24%
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$1,130,151	\$933,449	\$1,251,470	\$318,021	25%	\$1,372,789	\$121,319	9%
033 REDEVELOPMENT AGENCY-LOWER PRK	\$3,004,807	\$467,447	\$703,605	\$236,158	34%	\$709,422	\$5,817	1%
034 REDEVELOPMENT AGENCY-MAIN ST	\$891,332	\$1,160,567	\$1,163,361	\$2,794	0%	\$1,863,361	\$700,000	38%
Total Park City Redevelopment Agency	\$6,087,441	\$4,508,660	\$4,656,755	\$148,095	3%	\$5,960,736	\$1,303,981	22%
Municipal Building Authority								
035 BUILDING AUTHORITY	\$451,314	\$449,191	\$451,314	\$2,123	0%	\$451,314	\$0	0%
Total Municipal Building Authority	\$451,314	\$449,191	\$451,314	\$2,123	0%	\$451,314	\$0	0%

Ordinance No. 2022-19

**ORDINANCE ADOPTING A REVISED BUDGET FOR FY 2022 AND FINAL
BUDGET FOR FY 2023 FOR PARK CITY MUNICIPAL**

WHEREAS, the Utah State law requires that city budgets be adopted by ordinance:
and;

WHEREAS, a public hearing was held on May 12, June 16, and June 23, 2022 at
the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Park City, Utah
that:

SECTION 1. 2022 REVISED BUDGET ADOPTED. The revised budget as
outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with
changes as summarized in the Attachments to this ordinance is hereby adopted as the
Revised FY 2022 Operating Budget for Park City Municipal Corporation and its related
agencies.

SECTION 2. 2023 BUDGET ADOPTED. The budget as outlined in the City
Manager's Recommended Budget presented on May 12, 2022 and with changes as
summarized in the Attachments to this ordinance is hereby adopted as the budget for FY
2023 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is
authorized to compute and file the City's Certified Property Tax rate for FY 2023 at a "no
tax increase rate". This ordinance hereby adopts the Certified Property Tax rate for FY
2023. The Budget Officer is also authorized to compute the City's Certified Property Tax
rate for the issuance of General Obligation Bonds as approved by voters in November of
2007, 2016, and 2018.

SECTION 4. EFFECTIVE DATE. Section 1 for the 2022 Revised Budget shall take
effect upon publication and Section 2 for the 2023 Budget shall take effect on July 1, 2022.

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

PARK CITY FEE SCHEDULE – Effective June 23, 2022

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$900.00 per application
Subdivision	\$290.00 per lot/parcel
Administrative lot line adjustment	\$300.00 per application
Extension of Approval	\$330.00 per application

Condominium

Condominium or timeshare conversion	\$450.00 per unit
Record of Survey	\$450.00 per unit
Amendment to Record of Survey	\$100.00 per unit affected
Extension of Approval	\$330.00 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,200.00
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,200 will apply toward the application fee.</i>	
Master Planned Development	\$560.00 per unit equivalent
Modification to an MPD	\$330.00 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,140.00 per application
Steep Slope Review	\$1,330.00 per application
Administrative Staff Review	\$330.00 per application
Extension or Modification	\$330.00 per application

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
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1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200.00 per application
New residential construction >=1000 sf	\$750.00 per application
Commercial review	\$200.00 per unit equivalent for the first 10 units \$15.00/ue after

Non-Historic District/Site

New Residential - SF/Duplex	\$200.00 per application
Multi-Family/Commercial	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after
Residential Additions	\$100.00 per application
Commercial Additions	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after

1.1.7	<u>Historic Review *</u>	
	Historic Design Review (no increase in existing area)	\$210.00
	Historic Design Review (increase in existing area)	\$1,030.00
	Determination of Significance	\$350.00
	Certificate of Appropriateness for Demolition	\$300.00
1.1.8	<u>Land Management Code Review *</u>	\$2,000.00 per application
1.1.9	<u>General Plan Amendment *</u>	\$2,000.00 per application
1.1.10	<u>Sign Review</u>	
	Master Sign Plan Review	\$320.00
	Amendment to Master Sign Plan	\$120.00
	Individual sign permit	\$120.00 (\$118.80) plus 1% state tax
	Sign permit under master sign plan	\$130.00 (\$128.70) plus 1% state tax
	Temporary Sign Permit	\$60.00 (\$59.40) plus 1% state tax
1.1.11	<u>Annexation *</u>	\$5,850.00
	Annexation Fiscal Impact Analysis	\$1,550.00
	<i>plus actual cost of City approved consultant fee</i>	
	Modification to Annexation Agreement	\$4,150.00
1.1.12	<u>Appeals Fees *</u>	
	Appeals to Board of Adjustment	\$500.00
	Appeals to City Council	\$500.00
	Appeals to Historic Preservation Board	\$500.00
	Appeals to Planning Commission	\$500.00
1.1.13	TDR – Development Credit Determination	\$100.00
1.1.14	<u>Refund of Withdrawn Planning Applications</u>	
	In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.	
1.1.15	<u>Reactivation Fee</u>	
	For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of orig. application fee will be assessed	
1.1.16	<u>Attorney or Other Professional Services</u>	
	Reimbursement for actual expense incurred	
1.1.17	<u>Mailing Fee</u>	
	In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A \$1.00 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, <i>Notice Matrix</i> .	

* Projects under these classifications may be assessed the additional cost of the property posting and courtesy mailing as required by Land Management Code regulations at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule Impact fees are now located in the Park City Municipal Code, Title 11, Chapter 13.

1.2.2 Building Permit

Total Valuation

Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)

\$1.00 and up ~~1%~~1.05% of the total valuation of construction as herein above described with a minimum fee of ~~\$15.00~~\$50.00.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of \$500.00 for residential buildings; and \$2,000.00 for commercial buildings. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of \$54.26 per hour of total Community Development staff time. As used herein, identical plans means building plans submitted to Park City that: (1) are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and (2) describe a building that is: (A) located on land zoned the same as the land on which the building described in the previously approved plans is located; and (B) subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit

Plus 1% State Surcharge

See fee table below. Building Department enters the total valuation for materials and labor for each sub-permit into the Fee Table to determine the permit fee.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.5 Electrical Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.6 Plumbing Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.7 International Fire Code Fee Issuance Fee

\$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00 Liquefied
Petroleum Gases (heaters and devices) each additional unit	\$11.00 Liquefied
Petroleum Gases on an active construction site (125+ gal) Assembly	\$130.00 Places of \$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

Tents, air-supported structures and trailers \$.20 per square foot. Temporary structures built to permanent standards will be subject to fees set forth in Section 1.2.2. For plans already on file and approved, the fee will be reduced to \$.13 per square foot.

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.11 Flatwork Permit

Total valuation.

\$1.00 and up 1% of the total valuation of construction as herein above described with a minimum fee of \$15.00. Flatwork permits are subject to Plan Check fees as described above.

1.2.12 Other Inspections and Fees

Inspections outside normal business hours*	\$150.00 per hour (minimum charge 2 hours)
Re-inspection fee	\$150.00 per hour (minimum charge 1 hour)
Additional inspection services*	\$75.00 per hour (minimum charge 1 hour)
Starting work without a permit (first offense)	Double (x2) the building permit fee
Continuing work without a permit (second offense)	Quadruple (x4) the building permit fee
For use of outside consultants for plan reviews, inspections or both	Actual cost**

*Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of ~~\$75.00~~ \$90.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge ~~\$75.00~~ \$90.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

~~\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance~~
Application Fee is \$200.00. In addition, the applicant shall:

1. Prepare and submit, in accordance with the table below, an estimated cost for the total work to be performed. Any item of work not listed on the table below shall be included in the list of items at a price agreed to by the applicant and City Engineer's office. The applicant shall either:
 - Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and Guaranteeing the availability or cash bond equal to the estimated total cost; or
 - Submit a cashier's check equal to the estimated total cost.

At a minimum, letter of credit or cashier's check shall be \$2,000. The letter of credit or bond shall remain in effect for a period of one (1) year from the date of the work is actually completed to guarantee the adequacy of repairs made to the streets.

Bonding Amounts for Work in the Right of Way

<u>Item</u>	<u>Measurement</u>	<u>Unit Costs</u>
<u>Removal of Gutter</u>	<u>LF</u>	<u>\$10.80</u>
<u>Replacement of Gutter</u>	<u>LF</u>	<u>\$78.00</u>
<u>Removal of Asphalt</u>	<u>SF</u>	<u>\$8.70</u>
<u>Replacement of Asphalt</u>	<u>SF</u>	<u>\$15.60</u>
<u>Removal of Cross Street Gutter</u>	<u>SF</u>	<u>\$13.50</u>
<u>Replacement of Cross Street Gutter</u>	<u>SF</u>	<u>\$86.40</u>
<u>Removal of Sidewalk</u>	<u>SF</u>	<u>\$7.80</u>
<u>Replacement of Sidewalk</u>	<u>SF</u>	<u>\$30.00</u>
<u>Excavation of Trench</u>	<u>CF</u>	<u>\$3.00</u>
<u>Excavation of Trench in Soils Dist</u>	<u>CF</u>	<u>\$8.80</u>
<u>Flow fill of Trenching</u>	<u>CF</u>	<u>\$8.80</u>

2. Applicant shall submit proof of insurance.

Starting work in the right of way without a permit (first offense) – Double (x2) the work in the right of way application fee

Continuing work without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.3. Fee for the Processing of Small Wireless Facility Applications

Fees shall be consistent with Utah Code Section 54-21-503:

- \$100 for collocation of a small wireless facility on an existing or replacement utility pole for each small facility on the same application.
- \$250 for each application to install, modify, or replace a utility pole associated with a small wireless facility.

For an activity that is not a permitted use described in Utah Code Section 54-21-204, an application may not exceed \$1,000 per application to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

1.3.4 Road Closure Permit

Application fee is \$50.00

Closing the road without a permit (first offense) – Double (x2) the work in the right of way application fee

Closing the road without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee \$100.00 per day
Re-inspection Fee \$75.00

1.4.2 Operating without a Type 2 CSL \$800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2020).

2.2.1.1 Single Family Residential

Meter Size	FY 22 <u>23</u> Base Rate	FY FY 22 <u>23</u> Meter Price
3/4"	\$53.63 <u>\$55.24</u>	\$850.78 <u>\$876.30</u>
1 "	\$72.40 <u>\$74.57</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$85.86 <u>\$88.44</u>	\$1,391.13 <u>\$1,432.86</u>

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$69.51 <u>\$71.60</u>	\$850.78 <u>\$876.30</u>
1"	\$117.97 <u>\$121.51</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$252.00 <u>\$259.56</u>	\$1,391.13 <u>\$1,432.86</u>
2 "	\$525.52 <u>\$541.29</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$1,367.65 <u>\$1,408.68</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$2,482.88 <u>\$2,557.37</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$4,680.31 <u>\$4,820.72</u>	\$7,891.71 <u>\$8,128.46</u>
8"	\$8,059.91 <u>\$8,205.18</u>	\$11,852.83 <u>\$12,208.41</u>

2.2.1.3 Irrigation

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$115.19 <u>\$122.21</u>	\$850.78 <u>\$876.30</u>
1"	\$194.93 <u>\$206.80</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$416.41 <u>\$441.77</u>	\$1,391.13 <u>\$1,432.86</u>
2"	\$868.38 <u>\$921.27</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$2,259.77 <u>\$2,397.40</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$4,102.91 <u>\$4,352.78</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$7,734.17 <u>\$8,205.18</u>	\$7,891.71 <u>\$8,128.46</u>

2.2.1.4 Construction Base Rate: ~~\$311.66~~ \$321.01

2.2.1.5 Necessitous Base Rate: ~~\$4.58~~ \$4.82

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6.68 <u>\$6.88</u>	\$10.71 <u>\$11.03</u>	\$11.27 <u>\$11.61</u>	\$14.60 <u>\$15.04</u>	\$17.41 <u>\$17.93</u>	\$30.43 <u>\$31.34</u>
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7.91 <u>\$8.15</u>	\$10.71 <u>\$11.03</u>	\$17.41 <u>\$17.93</u>	\$26.81 <u>\$27.61</u>
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000

4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$9.39 <u>\$9.67</u>	\$14.54 <u>\$14.98</u>
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$11.44 <u>\$11.78</u>	\$18.61 <u>\$19.15</u>
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$12.24~~ \$12.99 per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

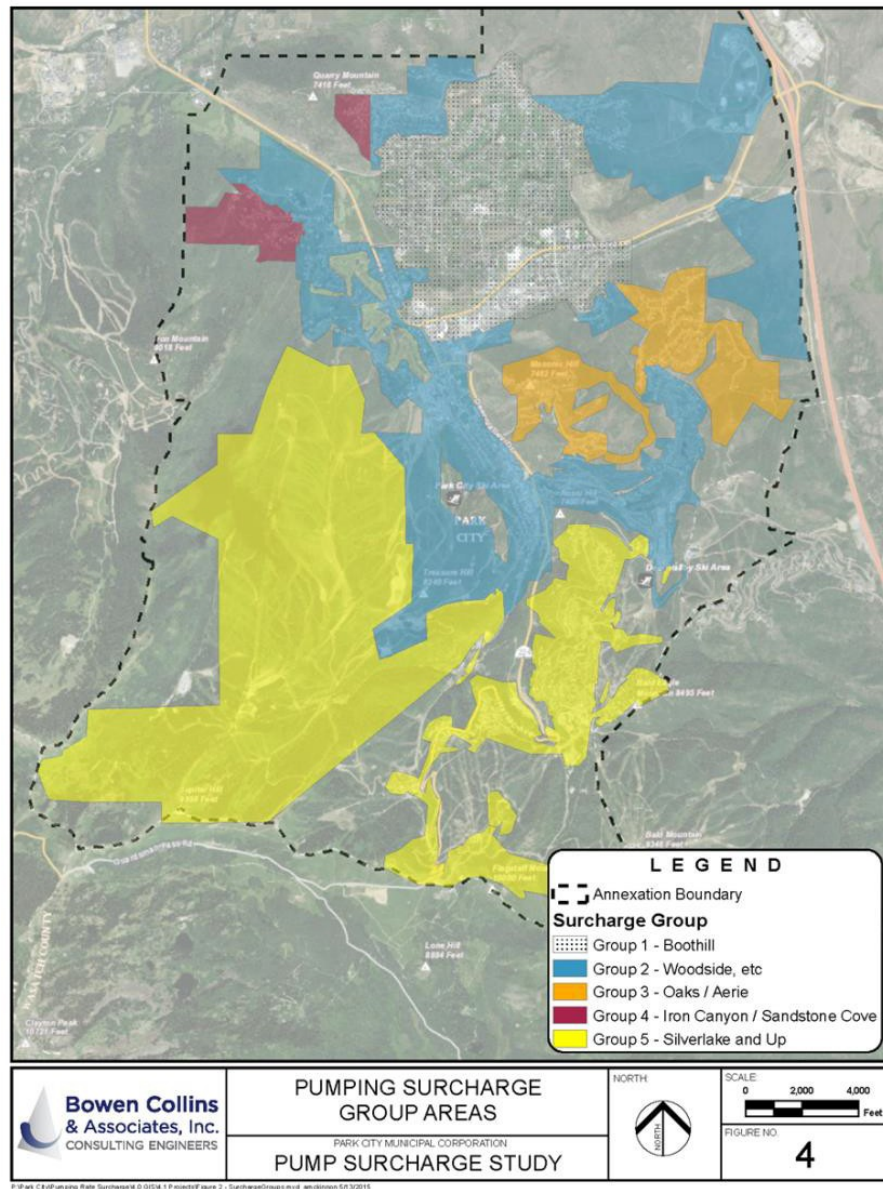
The City will honor the rates as they are set by a Council approved contract.

2.2.3 Energy Surcharge (For all water billed on or after July 1, ~~2020~~ 2023). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22,
		23,24,25,26,27,42,48,49,30,32
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,37,2,3,4,5,6,7,
		34,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	Pumping Surcharge	Energy Optimization Surcharge	Total Energy Surcharge
1	\$0.00	\$0.55	\$0.55 \$0.59
2	\$0.53	\$0.80	\$1.33 \$1.41
3	\$1.19	\$1.12	\$2.31 \$2.41
4	\$1.59	\$1.31	\$2.90 \$3.08
5	\$2.30	\$1.65	\$3.95 \$4.19

2.3 WATER VIOLATION PENALTIES

\$150.00	first violation
\$200.00	second violation
\$400.00	third violation
\$500.00	fourth violation
\$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	\$100.00
31-60 days	Two month's base rate as previously billed.
61-90 days or more	Three month's base rate as previously billed.

2.5 WATER METER TESTING FEE \$500.00 per test

2.6 WATER LABOR RATE \$50.00 per hour (rounded up to the nearest half-hour)

2.7 WATER PARTS & SUPPLIES RATE Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	\$1,950.00
¾ Inch Meter	\$500.00
Fire hydrant wrench deposit fee	\$50.00
Meter Radio	\$200.00

2.9 RENTER DEPOSIT \$50.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE \$75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON \$250.00

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU ~~\$6.66~~ \$6.86

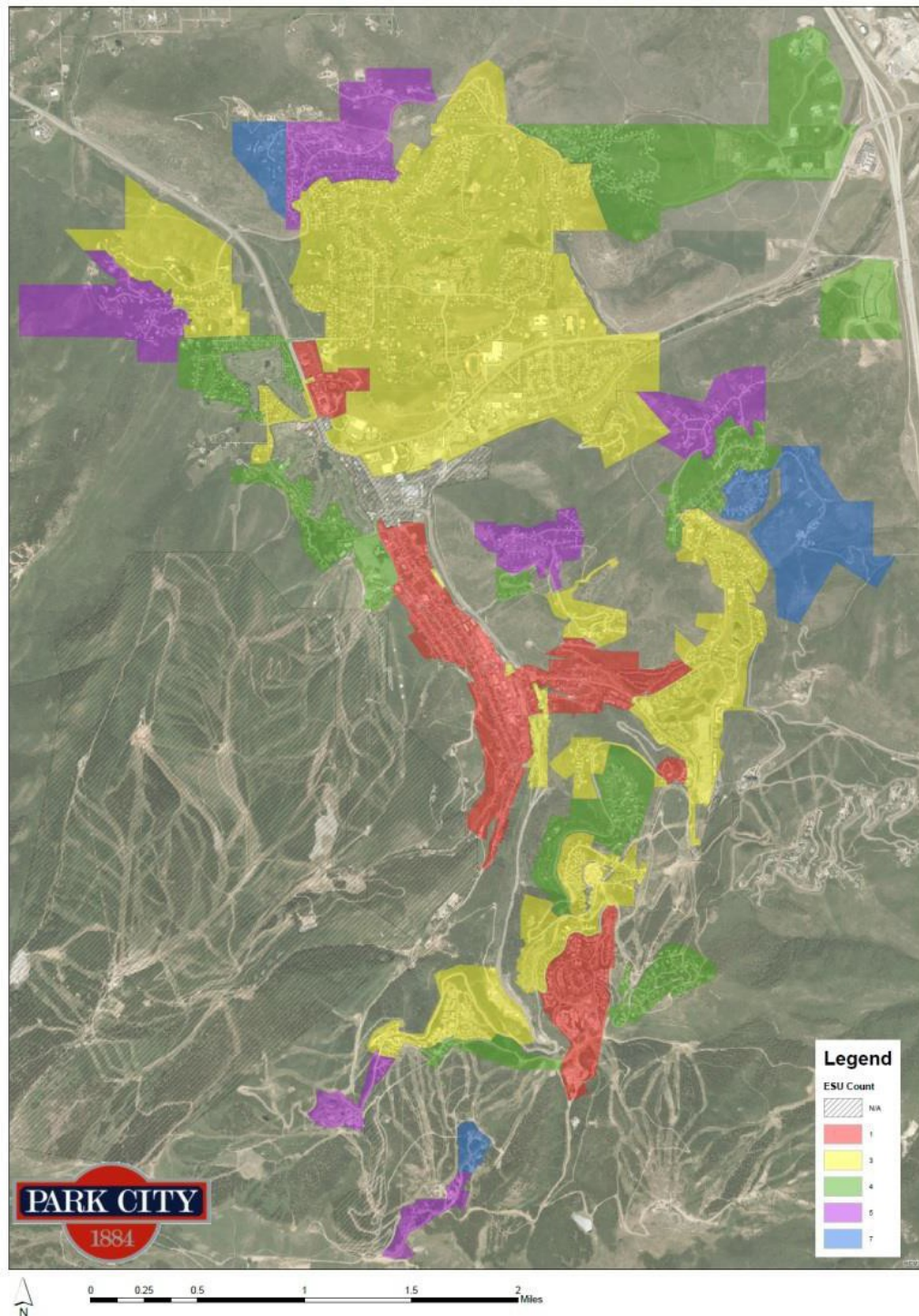
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2.

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based the following map. The assignment may be changed based on an evaluation of an individual property.

Park City Stormwater Utility Map



The default Residential ESU Map was updated to reflect the construction that has occurred in Park City Heights. A new average in the Phase I decreases the default ESU count of 4 to a default of 2. All other zones remain the same.

2.12.3 Multi-Family Residential Initial Assignment

A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

\$270.00 for initial 30 minutes and
\$133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a \$270 fee per application. If the meeting is longer than 30 minutes the applicant will be charged an additional \$133 per 30 minute increment thereafter.

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee			
Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure	
Ski Resort	\$0.26	Skier Day	\$0.01	Skier Day	-	\$22.00	\$149.00	License	
Lodging	\$19.25	Per Bedroom	\$9.49	Per Bedroom	-	\$17.00	\$149.00	License	
Restaurant	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Outdoor Dining	\$0.06	Per Sq. Ft.	\$0.03	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Retail	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Large Retail (>12,000 sq. ft.)	\$0.16	Per Sq. Ft.	\$0.07	Per Sq. Ft.	-	\$22.00	\$149.00	License	

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Ground Transportation Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License
Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$74.00	\$74.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renew-als	Rate New/Inspections	Unit of Measure
Alcoholic Beverage/ Single Event Alcoholic Beverage	\$27.92	Per License	\$12.50	Per License	\$45.58	Per License	\$100.00	\$100.00	License
Type 1 CSL	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	-	-	\$149.00	License
Type 2 CSL	\$288.00	Per License	\$125.00	Per License	\$45.58	Per License	-	\$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	\$149.00	License
Outdoor Sales	*In addition to regularly issued business license							\$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							\$4.00	License
Outdoor Sales-Seasonal Plants								\$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

\$100.00 Cash deposit to be posted at time of installing each alarm system within the Park City limits.

\$ - 0 - First response within 6 months, no fee deducted from \$100.00 bond.

\$25.00 Second response to premise within 6 months, and for each subsequent response to said premise. [\$25 deducted from bond].

5.2 Direct Access Alarms

\$100.00 Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.

\$50.00 Per year, per alarm for subsequent years or parts thereof.

5.3 Vehicle Impound Fee

\$20.00 Per vehicle, per impound (also see Section 7.7).

5.3 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum) \$75.00

Holiday (per employee, per hour - four hour minimum) \$165.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: \$.10 per page*. Double-sided copies shall be charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2016 2022). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(2)(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and (ii).

(b) An hourly charge under Subsection (2)(a) may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.

~~(c) Notwithstanding Subsections (2)(a) and (b), no charge may be made for the first quarterhour of staff time.~~

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the

individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

- \$10.00 per police report/traffic accident report
- \$20.00 per CD (compact disc) of Video or Photographs
- \$5.00 per printed color photograph
- \$15.00 per fingerprinting request

SECTION 7. PARKING. METER RATES. VIOLATIONS. TOWING. AND IMPOUND FEES

7.1 PURPOSE AND PHILOSOPHY. Parking Services applies fees and fines through permitting and enforcement in order to regulate and maintain parking compliance. Paid parking and application of code and fees are imperative pieces of Transportation Demand Management. The parking department is maintained as an enterprise revenue fund.

Fines for meter violations are as follows:

First violation per registered owner(s): No fine or late fees. Vehicle license plate and/or VIN numbers will be logged into the system and a courtesy card issued to welcome to Main Street and educate user on the meter system.

Second First thru Fifth (2nd 1st - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;

~~\$41.00~~ \$58.00 after 30 days;

~~\$43.00~~ \$60.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;

~~\$84.00~~ \$85.00 after 30 days;

~~\$88.00~~ \$90.00 after 60 days

7.2 Fines for mobility disabled space violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$270.00~~ \$300.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$297.00~~ \$325.00 after 14 days;

~~\$326.00~~ \$350.00 after 30 days;

~~\$344.00~~ \$375.00 after 60 days

7.3 Fines for special event parking violations. When enacted by the City Manager under Section 7.7, the fines for special event parking violations are as follows:

A. Egregious violations (i.e., obstructing traffic on Main Street or along bus routes) or mobility disabled space violations. ~~\$150.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$165.00~~ \$215.00 after 14 days;
~~\$181.00~~ \$235.00 after 30 days;
~~\$189.00~~ \$250.00 after 60 days

B. Fines for all other special event parking violations.

Effective ~~December 15, 2017~~ July 1, 2022

~~\$145.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation

~~\$145.00~~ \$215.00 after 14 days;
~~\$145.00~~ \$235.00 after 30 days;
~~\$145.00~~ \$250.00 after 60 days

7.4 Fines for time limit parking violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;
~~\$41.00~~ \$58.00 after 30 days;
~~\$43.00~~ \$60.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$65.00 after 14 days;
~~\$41.00~~ \$70.00 after 30 days;
~~\$43.00~~ \$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;
~~\$84.00~~ \$85.00 after 30 days;
~~\$88.00~~ \$90.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$40.00~~ \$60.00 from the date of violation until fourteen (14) days following the

violation,
escalating to:
~~\$44.00~~ \$65.00 after 14 days;
~~\$48.00~~ \$70.00 after 30 days;
~~\$50.00~~ \$75.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022
~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the
violation, escalating to:
~~\$72.00~~ \$80.00 after 14 days;
~~\$79.00~~ \$85.00 after 30 days;
~~\$82.00~~ \$90.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019~~ 2022
~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the
violation, escalating to:
~~\$72.00~~ \$80.00 after 14 days;
~~\$79.00~~ \$85.00 after 30 days;
~~\$82.00~~ \$90.00 after 60 days

7.1 Parking Permits.

China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is ~~\$400.00~~ up to \$500.00 annually, ~~\$200.00~~ up to \$250.00 if purchased after April 1st of each calendar year. A replacement permit can be purchased for \$200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - \$200 per vehicle annually, \$100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

Old Town Employee Parking Permit - \$30 per month Old Town employees with a Main Street area business address may apply for a monthly paid permit for \$30 per month. This permit allows for parking all hours (except where signed otherwise) in the China Bridge parking structure. This permit is non-transferrable and not a shareable permit. Quantities are limited with a first-come first-served basis. The permit is NOT valid during major events. Alternative parking locations maybe provided. Payments for this permit are automatically charged to the account holder until it is cancelled by the account holder.

Residential Business Permit – up to \$25.00 per day – businesses operating and requiring parking in residential permit zones including nightly rentals, ~~construction,~~ landscaping,

plumbing, etc. Replacement permit cost is \$20.00

7.2 Special Event Parking. The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$60.00 per day.

7.8 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park Police Department Towing Rate Schedule.

Vehicles relocated from/to City parking are subject to administrative/towing fees up to \$100.

7.9 Immobilization Fee ~~\$35.00~~ \$50.00

7.10 Fees for Special Use of Public Parking are as follows:

Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of ~~\$16.00~~ \$20.00 per space

Swede Alley: Daily rate of ~~\$12.00~~ \$15.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of ~~\$20.00~~ \$25.00 per space

- a. Up to two spaces for vehicle parking with approved and active building permit (issued in concert with the Building Department):
~~\$0.00~~ \$100.00
- b. Vehicle Permits: ~~\$20.00~~ \$75.00 per space per month
- c. Dumpster or Equipment Permit: ~~\$50.00~~ \$75.00 per space per month

Pay station removal for construction: \$1,000.00

Application Fee: ~~\$20.00~~ \$50.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events.

7.11 Garage and Surface Lot Parking Rates, Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.- 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight – \$3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max

11:00 a.m. – 5:00p.m. – FREE, 4 hour max

5:00 p.m.-Midnight – ~~\$3.00~~ \$4.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max

5:00 p.m.-Midnight – ~~\$1.00~~ \$2.00/hour, 24 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

AM-5:00 p.m. – FREE, 72 hour max

5:00 p.m.-Midnight – FREE, 72 hour max

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max

5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

~~6:00 a.m.-2:00 a.m. – FREE, 2 hour max~~ Resident Permit Required – shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

6:00 a.m.-2:00 a.m. – Load Zone, 2 hour max.

Gateway top level:

FREE for Main Street permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:

11:00 a.m.-6:00 p.m. – FREE-No hourly max

6:00 p.m.-Midnight\$1.00/hour, no hourly max

Hourly rate may be modified, and may not exceed \$3.00/hour

~~Lost ticket fee will equal the maximum daily fee~~

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max

11:00 a.m.-5:00 p.m. – ~~\$1.50~~ \$2.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$1.50~~ \$3.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, ~~no hourly~~ 24 hour max

5:00 p.m.-Midnight – FREE, ~~no hourly~~ 24 hour max

7.12 Meter rates are as follows:

Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$1.00~~ \$1.50/hour, 3 hour max

Hourly rate may be modified, and may not exceed ~~\$1.50~~ \$2.00/hour

5:00 p.m.-Midnight – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed ~~\$3.00~~ \$4.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

7.13 Meter payment by cell phone:

Users sign up for a free account. Meter rates in Section 7.12 apply; no less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services,

Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the ~~Recreation Center~~ PC MARC and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

- Increases in program participation.
- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City ~~are entitled to~~ may receive a discount on user fees for the ~~Recreation Center~~ PC MARC and Golf Course.

8.3.2 Recreation Program Fees: The Recreation Department, the ~~Recreation Center~~ PC MARC and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the ~~Recreation Center~~ PC MARC**:** The fees charged for non- recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost revenue.

The ~~Recreation Center~~ PC MARC facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be

required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the ~~Regional Director~~ Recreation Director will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the ~~Regional Director~~ Recreation Director or the City Council.

8.3.5 Discounting Fees: The Recreation Director may, at their discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity, or facility for reasons of financial hardship. The Recreation Director may, at ~~his~~ their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.3.7 Sliding Fee Scale: The purpose of this program is to provide both adult & youth residents of the Park City School District (PCSD) with the opportunity to apply for a reduced fee for certain recreation activities. The fee reduction is based on Summit County's Average Median Income (AMI) and the applicant's gross family income. The discounts range from 30 to 70% depending on Gross Family Income.

Sliding Fee Scale

% of AMI	Family Size					
	One	Two	Three	Four	Five	Six
Below 30% AMI Receive 70% discount	Less than \$24,000 <u>\$25,368</u> Gross Income	Less than \$27,000 <u>\$28,992</u> GI	Less than \$31,000 <u>\$32,616</u> GI	Less than \$34,000 <u>\$36,240</u> GI	Less than \$37,000 <u>\$39,139</u> GI	Less than \$40,000 <u>\$42,038</u> GI
31% to 50% AMI Receive 50% discount	\$24,001 <u>\$25,369</u> to \$40,000 <u>\$42,280</u>	\$27,001 <u>\$28,993</u> to \$46,000 <u>\$48,320</u>	\$31,001 <u>\$32,617</u> to \$51,200 <u>\$54,360</u>	\$34,001 <u>\$36,241</u> to \$57,000 <u>\$60,400</u>	\$37,001 <u>\$39,140</u> to \$61,500 <u>\$65,232</u>	\$40,001 <u>\$42,039</u> to \$66,000 <u>\$70,064</u>
51% to 70% AMI Receive 30% discount	\$40,001 <u>\$42,281</u> to \$55,900 <u>\$59,192</u>	\$46,001 <u>\$48,321</u> to \$63,800 <u>\$67,648</u>	\$51,201 <u>\$54,361</u> to \$71,700 <u>\$76,104</u>	\$57,001 <u>\$60,401</u> to \$79,700 <u>\$84,560</u>	\$61,501 <u>\$65,233</u> to \$86,100 <u>\$91,325</u>	\$66,001 <u>\$70,065</u> to \$92,500 <u>\$98,090</u>

8.4. **RECREATION-CENTER PC MARC:**

8.4.1 **Recreation-Center PC MARC Fees**

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for use of the Recreation-Center PC MARC programs and activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes

Youth (3 to 17) 10 Punch
Adult 10 Punch
Senior & Military 10 Punch
Child Care 10 Punch (10 hrs.)

Resident

\$28.00
\$80.00
\$70.00
\$35.00

Visitor

\$40.00
\$100.00
\$80.00

Tennis Fees

Resident rate
Visitor rate

Hourly Court Fees

Indoor

~~\$32.00~~ \$34.00
~~\$44.00~~ \$50.00

Outdoor

~~\$12.00~~ \$14.00
~~\$16.00~~ \$20.00

Youth Clinics Pre-Registration

Red Ball: ~~\$12/day~~ \$14/day
Orange: ~~\$24/day~~ \$26/day
Green: ~~\$24/day~~ \$26/day
Yellow: ~~\$24/day~~ \$26/day
~~—Peak: \$28/day—~~

Youth Clinic Drop-In

Red: ~~\$15~~ \$17
Orange: ~~\$28~~ \$30
Green: ~~\$28~~ \$30
Yellow: ~~\$28~~ \$30
Peak: ~~\$32~~ \$34

Other Tennis Fees

Private Lesson 1 Hour	\$80.00
Private Lesson 1/2 hour	\$44.00
Semi Private Lesson 1 hour (Per person)	\$42.00
Group of 3 (Per person)	\$32.00
Group of 4 (Per person)	\$27.00
Clinic drop-in fee 1 hour	\$17.00 <u>\$19.00</u>
Clinic drop-in fee 1.5 hours	\$26.00 <u>\$28.00</u>
Ball Machine per hour	\$12.00
Tennis Courts Non-Athletic (Daily)	\$3,000.00

Pickleball Fees

Indoor Bubble Courts	\$16/hr <u>\$17/hr</u>
Outdoor Courts	\$12/hr <u>\$14/hr</u>
Per – hr. Clinic	\$12/hr <u>\$15/hr</u>

Monthly Clinic	\$45
Private Lesson 1 hour	\$45 <u>\$50</u>
Semi-Private Lesson 1 hour	\$30 <u>\$50/pp</u>
<u>Group of 3 (Per Person)</u>	<u>\$30/hr</u>
<u>Group of 4 (per person)</u>	<u>\$25/hr</u>

Daily Drop In	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3	\$6
Adult	\$9	\$15
Senior 65+ & Military	\$7 <u>\$8</u>	\$9 <u>\$10</u>

Insurance Drop In Class Fee \$7.00

Facility Passes: ~~There are two types of facility passes one which includes all amenities except tennis & pickleball and the other which includes all amenities except group fitness, pickleball and tennis. Program fees are additional and are not included in pass fees.~~

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$45 <u>\$50</u>	\$22 <u>\$25</u>	\$67 <u>\$75</u>
3 Month	\$125 <u>\$135</u>	\$60 <u>\$67</u>	\$185 <u>\$202</u>
6 Month	\$232 <u>\$245</u>	\$108 <u>\$121</u>	\$340 <u>\$366</u>
12 Month	\$433 <u>\$440</u>	\$192 <u>\$219</u>	\$625 <u>\$659</u>

Senior 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$40 <u>\$45</u>	\$22 <u>\$25</u>	\$62 <u>\$70</u>
3 Month	\$112 <u>\$121</u>	\$60 <u>\$67</u>	\$172 <u>\$188</u>
6 Month	\$205 <u>\$218</u>	\$108 <u>\$121</u>	\$313 <u>\$339</u>
12 Month	\$375 <u>\$393</u>	\$192 <u>\$219</u>	\$567 <u>\$612</u>

~~Couple Rate~~

Term	Facility Rate	Class Add On	Total
1 Month	\$82	\$38.00	\$120
3 Month	\$242	\$108.00	\$350
6 Month	\$393	\$182.00	\$575
12 Month	\$725	\$325.00	\$1,050

PC MARC Tennis Passes

Term	Single	Couple	Additional Family Member
1 Month	\$200.00	\$320.00	\$30.00
3 Month	\$475.00	\$760.00	\$60.00
6 Month	\$775.00	\$1,345.00	\$110.00
12 Month	\$1,210.00	\$2,150.00	\$225.00

<u>Term</u>	<u>Single</u>
<u>1 Month</u>	<u>\$220</u>
<u>3 Month</u>	<u>\$520</u>
<u>6 Month</u>	<u>\$850</u>
<u>12 Month</u>	<u>\$1,330</u>

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65	\$125	
Half Gym	\$35	\$75	
<u>Daily Full Gym</u>	<u>\$325</u>	<u>\$625</u>	\$1,400
Non Athletic			

Fitness Studios	\$65.00 (for profit)	\$125.00 (for profit)
	\$35.00 (non-profit)	\$75.00 (non-profit)

Other Fees

Visitor 10 Punch Card	\$100.00 <u>\$120.00</u>
Child Care Per Hr.	\$4.00
Non-Contact Personal Training	\$60 per day
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Birthday Party	\$150.00
Party Room per hour	\$50.00
Pool Per Hour	\$100 plus guards
Lap Pool Per Lane	\$25 per lane per hour

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18-hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, the recreation card (which must have a City resident designation) must be presented to the golf starter. Season passes are available only to those who possess a locals card. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

Resident Season Pass	\$1,110.00 <u>\$1,200.00</u>
Junior Pass	\$425.00

Jr./Sr. Punch Pass	\$350.00 <u>\$360.00</u>
Non-Resident Sr. Punch Pass	\$390.00 <u>\$400.00</u>
Corporate Pass	\$3,000.00
Resident 18 Hole	\$39.00 <u>\$40.00</u>
Resident 18 Hole with Cart	\$55.00 <u>\$56.00</u>
Utah Resident 18 Hole	\$48.00 <u>\$50.00</u>
Utah Resident 18 Hole with Cart	\$64.00 <u>\$66.00</u>
Non-Resident 18 Hole	\$55.00 <u>\$60.00</u>
Non-Resident 18 Hole with Cart	\$71.00 <u>\$76.00</u>
Resident 9 Hole	\$19.50 <u>\$20.00</u>
Resident 9 Hole with Cart	\$27.50 <u>\$28.00</u>
Utah Resident 9 Hole	\$24.00 <u>\$25.00</u>
Utah Resident 9 Hole with Cart	\$32.00 <u>\$33.00</u>
Non-Resident 9 Hole	\$27.50 <u>\$30.00</u>
Non-Resident 9 Hole with Cart	\$35.50 <u>\$38.00</u>
Resident Off-Season 18 Hole	\$28.00 <u>\$32.00</u>
Non-Resident Off-Season 18 Hole	\$32.00 <u>\$34.00</u>
Small Range Bucket	\$5.00
Large Range Bucket	\$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$50.00 <u>\$55.00</u>
Rental Clubs for 9 Holes (includes 3 golf balls)	\$25.00 <u>\$27.50</u>

Lodging/Advance booking 18 Hole with cart \$90.00

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees

Household	\$40.00 per year
Non-Resident Card Fees - Household (6 months)	\$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free
Interlibrary Loans	\$1.00 charge per item

8.7. CEMETERY FEES. ~~Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery property or may be buried in the Park City Cemetery. All cemetery plots will be sold on a first-come, first-served basis. The same criteria above are used for the rights to purchase a plaque space on the Memorial Walls in the Cemetery.~~

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Opening and closing adult grave	\$600.00	\$600.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$1,000	\$1,000
Removal of infant for interment outside cemetery	\$360.00	\$360.00
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00
Cremation Garden:		
Companion Premium Post	\$530.00	
Companion Peak Marker	\$980.00	
Companion Boulder	\$1,360.00	
Family Bench	\$1,045.00	
Individual Premium Post	\$300.00	
Individual Peak Marker	\$530.00	
Family Pedestal Foundation	\$300.00	
Opening and Closing	\$250.00	

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "Veterans Section" for Park City veterans, firemen and police officers will be provided free of charge ~~and fees will be waived for, as well as fees for~~ cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

Rotary and South-End of City Park PavilionsHalf DayFull Day

Residents within Park City School District

~~\$ 60.00~~ \$75~~\$90~~ \$100

Non-residents/commercial

~~\$125.00+~~

\$200.00+

~~+\$100 refundable cleaning deposit~~\$150.00

8.9. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

- Group 1: Activities which are free and open to the public, or educational/informational.
 Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
 Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
 Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

Location	Group 1	Group 2	Group 3	Group 4
Miners Hospital 1 st Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour

Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basement	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a \$25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a \$50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a \$75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:

****a** \$50.00 damage/cleaning deposit is required on all whole day rentals, refundable if the facility is left in satisfactory condition; full payment of all fees is due two weeks prior to the facility rental.

*****a** \$300.00 damage/cleaning deposit is required on all special events rentals, \$275 is refundable if the facility is left in satisfactory condition; full payment of all fees for special events is due 30 days prior to the date of the event.

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

- Group 1: Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.
- Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.
- Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees
- Non-Profits: Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.

Location	Room	Occ.	Group 1	Group 2	Group 3	Non-Cleaning Fine
Library 1 st Floor	Entry Hall	43	Unavailable	Unavailable	\$300/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Entry Hall Patio	90	Unavailable	Unavailable	\$400/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Free (Unavailable outside library hours)	\$20/hour, \$40 minimum
Library 2 nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	South Conference Room	12	Free	\$20/Hour	\$40 (unavailable outside Library hours)	\$20/hour, \$40 minimum
Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Community Room	85	Free	\$75/Hour	\$150/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40	\$20/hour, \$40 minimum

Santy Technology Fees:

Projection Fees: Users have two options for projection.

1 - Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental

date(s).

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

Lighting Fees: Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
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~~Youth = Ages 6-17; Adult = 18 and over~~
~~Youth Resident Rate Honored for all Seniors (65+) and Military~~

Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	\$6.00	\$10.00 <u>\$12.00</u>
Cheap Skate (includes skate rental)	\$6.00	\$10.00 <u>\$12.00</u>
Group Rates (20+) includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
School Rate – includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
Skate Rental	\$4.00	\$4.00
Drop-in Hockey – <u>Stick & Puck</u>	\$9.00	\$9.00
Drop-in Hockey – adult	\$10.00 <u>\$11.00</u>	\$10.00 <u>\$11.00</u>

Coached Drop-in Hockey	\$13.00	\$13.00
Freestyle	\$9.00	\$9.00
Drop-in Curling	\$25.00 <u>\$200.00/lane</u>	\$25.00 <u>\$200.00/lane</u>
Drop-in Broomball	\$25.00	\$25.00
Drop-in Skating Class	\$15.00	\$15.00
Off-Ice Programming: Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$11.50
Visiting Coach Fee	\$16.00	\$16.00
Curling Instructor Fee	\$50/per hour/per instructor	

10 Session Punch Cards

Punch cards may be available for some activities or products.

Annual Passes

Bronze (Public Skate): (Includes Skate Rental)	\$300
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Hourly Ice

Tax Exempt User Groups*/Employees	\$200 <u>\$205.00</u>
Local Rate (Summit or Wasatch County Resident)	\$225 <u>\$230.00</u>
Non-Resident, Not-for-Profit	\$250 <u>\$255.00</u>
Camp	\$300 <u>\$305.00</u>
For-profit	\$375 <u>\$395.00</u>

**User Groups are defined as local, organized programs who regularly rent ice from the arena and who provide a certificate of insurance listing PCMC as additionally insured and are a 501(c)3 organization. (minimum 50 hours per season).

Room Rental

Multi-purpose Rooms \$40/hr. (per room)
User Groups can use the Party Room for 24 hours at no cost, but rooms must be booked in advance.

Birthday Parties

Basic Birthday Party Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes

Equipment (per hour)

Broomball	\$50
Curling	\$50/hour/lane

Event Fees

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200
Bleachers	\$200/day
Catering Fee	\$150
Scheduling Impact Fee	\$150
<u>Overnight Rental Staffing:</u>	<u>\$100/hour per employee</u>

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.

Hockey Skate Sharpening	\$8.50
Figure Skate Sharpening	\$10.00
Custom Radius	\$30.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.50 (ea.)
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

<u>Locker Rental (Annual Fee)</u>	<u>First Floor</u>	<u>Second Floor</u>
Regular Locker	\$180	\$130
Large Locker	\$210	\$160

Gate Fees

The Park City Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$1,600
Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month

9.2. Recreation Program and Pass Fees: The Park City Ice Arena offers a variety of organized programs and activities passes. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs.

9.3. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

The City Manager will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.4. Discounting Fees: The Ice Arena Manager may discount fees when:

- a. Offering special promotions designed to increase use.
- b. Trying to fill non-prime time.
- c. Introducing new programs or activities.
- d. Playing conditions are below standard due to weather or facility disrepair.

- 9.5. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties. Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified activities based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

- 9.6 Establishing Fields User Fees: Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2% will be applied to credit card charges over \$5,000.

FULL COMPLEX RATES						
	FULL DAY VISITOR	FULL-DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC-Stadium-SB	\$500	\$200	\$100	\$50		
PCSC-Stadium SOG	\$500	\$200	\$100	\$50		
PCSC-multipurpose	\$375	\$200	\$100	\$50	\$1,600	\$1,000
PCSC-Sportexe	\$1,000	\$500	\$200	\$100		
PCHS-BB	\$375	\$100	\$75	\$50		
PCHS-SB	\$375	\$100	\$75	\$50		
PCHS-LL	\$375	\$100	\$75	\$50	\$800	\$575
North 40-North	\$375	\$250	\$100	\$50		
North 40-South	\$375	\$250	\$100	\$50	\$500	\$350
City Park	\$375	\$250	\$100	\$50	\$375	\$250
PCHS-Dozier	\$1,000	\$500	\$200	\$100	\$1,000	\$500
TMJHS	\$375	\$100	\$75	\$50	\$800	\$575
Stakeholder Fee						\$250-per team-per season youth

Non-exclusive Use of Outdoor Recreation Facilities

	Per-Day	Season
Resident	\$50	\$300
Non-Resident	\$75	\$500

Commercial \$65

Volleyball Court Fees (per court) \$30.00/hr. Res. \$50.00/hr. NonRes
 (2 courts) \$120.00/day Res \$200.00/day NonRes
 \$200.00/day Res \$300.00/day NonRes

<u>Field/Venue</u>	<u>Resident Fees</u>		<u>Visitor Fees</u>	
	<u>Hourly</u>	<u>Full Day</u>	<u>Hourly</u>	<u>Full Day</u>
<u>City Park Grass Field</u>	\$60	\$300	\$120	\$600
<u>City Park Softball Field</u>	\$60	\$300	\$120	\$600
<u>City Park Volleyball Court</u>	\$30	\$150	\$50	\$250
<u>North 40 Grass Field North</u>	\$60	\$300	\$120	\$600
<u>North 40 Grass Field South</u>	\$60	\$300	\$120	\$600
<u>North 40 Full Complex</u>		\$420		\$840
<u>PCHS Dozier Field</u>	\$100	\$500	\$200	\$1,000
<u>PCHS Baseball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Little League Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Ball Fields Complex</u>		\$630		\$1,260
<u>TMMS Pony Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League South</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League Admin</u>	\$60	\$300	\$120	\$600
<u>TMMS Grass Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Full Complex</u>		\$630		\$1,260
<u>PCSC Stadium Grass Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Stadium Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Field D Multi-Purpose</u>	\$60	\$300	\$120	\$600
<u>PCSC Turf Field Multi-Purpose</u>	\$100	\$500	\$200	\$1,000
<u>PCSC Full Complex</u>		\$980		\$1,960
<u>Commercial Use of Outdoor Rec Facility (non-exclusive)</u>	\$60	\$300	\$80	\$500

Youth Stakeholder Fee	\$300.00 <u>275.00</u> /team per season— adult
Adult Stakeholder Fee	\$325/team per season
Tennis & Pickleball Courts	\$12.00/hr.
Additional Restroom Cleaning	\$30.00 \$40.00
Additional Field Prep (Softball/Baseball)	\$95.00 <u>\$100.00</u>
per field Special Field Prep (Low grass Cut)	\$1,000.00 per field
Field Set Up (Lacrosse, Soccer, Football)	\$383.00 per field
Field Lights - PCSC & City Park	\$20.00 per /hr.
Baseball Fence	\$45.00 per /field
Outfield Vinyl Fencing <u>per field per one</u> week of use	\$337.00 per /field

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and approved filming activity

10.1	<u>Fee for in lieu of providing public parking</u>	\$40,000.00 per stall
10.2	<u>Returned Check Charge:</u>	\$25.00
10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$80.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$108.00
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$859.00
	Street Banner Installation-every other Main	\$687.00
	Street Banner Installation-every 3rd	\$515.00
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$2,013.00
	(Includes state permit, barricades and signage, required during install)	
	Street Banner Removal- Kearns	\$1515.00
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$75.05
	Pavilion Cleaning	\$150.00
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$10.00
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00

Swede Alley Parking Space (per space, per day)	\$13.25
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10.9 Barricades (cost per barricade)

Crowd Control Barricades	\$5.90
Portable Electronic Sign/Message Board (per day)	\$151.20
Temporary Signs (each)	\$18.50
Street Barricades (per day)	\$1.40

10.10 Dumpsters

8 Yard (delivery + haul off fee)	\$210.00
30 yard (delivery + haul off fee)	\$210.00
Landfill fee for 30 yard dumpster (per ton)	\$35.00

10.~~12~~ 11 Streets Equipment and Materials Equipment (2

hour min. - billable rate is portal to portal,
cost includes operator, fuel, maintenance)

Large Loader (per hour, 1 staff)	\$103.20
Small Loader (per hour, 1 staff)	\$71.95
Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
Unimog with Snow Blower (per hour, 1 staff)	\$180.20
Unimog Snowplow (per hour, 1 staff)	\$88.35
Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05

10.~~13~~ 12 Materials

Salt (per ton)	\$45.00
Road base (per ton)	\$18.00
Sand (per ton)	\$16.00
Cold Patch (per ton)	\$90.70
Hot Mix (per ton)	\$66.95

10.~~14~~ 13 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor – restrooms, buildings and other (contract labor)	\$35.00

10.~~15~~ 14 Special Event Application Fee (Processing and Analysis)

Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00

Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

As according to section 4-8-9, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events Department prior to the application deadlines:

- (1) October 1st – Events occurring between January 1st and June 30th.
- (2) April 1st – Events occurring between July 1st and December 31st.

Fee reduction applications received outside of the normal application process may be considered for reductions but must demonstrate an immediate need for reduction and provide justification as to why the application was not filled within the specified deadline.

10.16 15 Public Parking Lot Use Rates for approved Events:

All lot fees are for approved permitted Special Events only. Regular parking rates apply at all other times.

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day
Swede Alley Surface Lot	\$ 50.00 per day
Swede Alley Wall Lot	\$ 50.00 per day
Flag Pole Lot	\$ 50.00 per day
Sandridge lot – Upper/Lower	\$ 50.00 per day/ per lot
Quinn's Sports Parking Lots 1, 2, 3	\$ 50.00 per day/ per lot
Mawhinney Parking Lot	\$ 50.00 per day
Library Parking Lot – Partial Use Only	\$ 50.00 per day

10.17 16 Trail Use Fees Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants

Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD
---	-----	-----	-----	-----	-----

If Council approves additional participation above a capped quota of participants, add \$2.00/participant in addition to fees provided below.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.~~18~~ 17 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card paymentsequal to or greater than \$5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

\$150.00 Mayoral filing fee*

\$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

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CHAPTER 1 - BUDGET POLICY

PART I - BUDGET ORGANIZATION

A. Through its financial plan (Budget), the City will do the following:

1. Draw upon Council's goals, objectives, and desired outcomes.
2. Identify citizens' needs for essential services.
3. Organize programs to provide essential services.
4. Establish program policies and goals that define the type and level of program services required.
5. List suitable activities for delivering program services.
6. Propose objectives for improving the delivery of program services.
7. Consider budget committees recommendations.
8. Identify available resources and appropriate the resources needed to conduct program activities and accomplish program objectives.
9. Set standards to measure and evaluate the following:
 - the output of program activities
 - the accomplishment of program objectives
 - the expenditure of program appropriations

B. All requests for increased funding or enhanced levels of service should be considered together during the budget process, rather than in isolation. ~~A request relating to programs or practices which are considered every other year (i.e., the City Pay Plan) should be considered in its appropriate year as well.~~ According to state statute, the budget officer (City Manager) shall prepare and file a proposed budget with the City Council by the first scheduled council meeting in May.

C. The City Council will review and amend appropriations, if necessary, during the fiscal year.

D. The City will prepare the budget on an annual basis and may consider a mid-year budget adjustment. ~~use a multi-year format (two years for operations and five years for CIP) to give a longer range focus to its financial planning.~~

1. The emphasis of the budget process ~~includes in the first year is on~~ establishing expected levels of services, within designated funding levels, projected over the next fiscal year a two-year period, with the focus on the budget.
2. ~~The emphases in the second year are reviewing necessary changes in the previous fiscal plan and developing long term goals and objectives to be used during the next two-year budget process. Fewer budgets requests are expected in the second year. Second year requests that will be considered are ones that; Any budget~~

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requests that will be considered are ones that; will come with revenue offsets;

- a. are accompanied by expense reductions, or that;
- b. are required by law; or
- c. are necessitated by market/environment changes that happened since the last budget adoption

E. Through its financial plan, the City will strive to maintain **Structural Balance**; ensuring basic service levels are predictable and cost effective. A balance should be maintained between the services provided and the local economy's ability to pay.

F. The City will strive to improve productivity, though not by the single-minded pursuit of cost savings. The concept of productivity should emphasize the importance of **quantity** and **quality** of output as well as **quantity** of resource input.

G. General Fund budget surplus should be used for capital projects.

PART II - ECONOMIC DEVELOPMENT GRANT POLICY

(ADOPTED JUNE 15, 2017) (AS OF JUNE 23, 2022, THE GRANT PROGRAM IS UNDER REVIEW; APPLICATIONS NOT WILL BE ACCEPTED UNTIL FURTHER NOTICE)

Annually, the City will allocate up to \$50,000 to be used towards retaining and growing existing businesses, and attracting and promoting new organizations that will fulfill key priority goals of the City's Biennial Strategic Plans and General Plan. Funding will be available for relocation and/or expansion of current businesses, and new business start-up costs only.

A. ED Grant Distribution Criteria

Applications will be evaluated on the following criteria in order to be eligible for an ED Grant:

Criteria #1: The organization must demonstrate a sound business plan that strongly supports the Goals of the City Economic Development Plan.

Criteria # 2: The organization must commit to and demonstrate the ability to do business in the City limits for a duration of no less than three years. Funding cannot be used for one-time events.

Criteria #3: The organization must produce items or provide services that are consistent with the Economic Development Work Plan and align with the City's General Plan to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City. The organization must either conditionally agree to participate in or to expand programs or services, or otherwise provide evidence

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of existing services and initiatives consistent with the goals stated in Park City's Biennial Strategic Plan in the sectors of: Housing, Transportation, and Energy.

Criteria #4 : The organization must demonstrate substantial contribution to the central goals of the City's General Plan, including specific and significant commitment to the majority of the main sectors of:

- a. Fostering a strong sense of community vitality and vibrancy;
- b. Respecting and conserving the natural environment;
- c. Promoting balanced, managed, and sustainable growth;
- d. Supporting and promoting diversity in people, housing and affordability;
- e. Supporting a diverse, stable, and sustainable economy;
- f. Preserving a strong sense of place, character, and heritage.

Criteria #5: Fiscal Stability and Other Financial Support: The organization must have the following: (1) A clear description of how public funds will be used and accounted for; (2) Other funding sources that can be used to leverage resources; (3) A sound financial plan that demonstrates managerial and fiscal competence.

Criteria #6: The organization can forecast at the time of application the ability to achieve direct or indirect economic/tax benefits equal to or greater than the City's contribution.

Criteria #7: The organization should show a positive contribution to diversifying the local economy by increasing year-round business opportunities, creating new jobs, and increasing the local tax base.

The City's Economic Development Program Committee will review all applications and submit a recommendation to City Council, who will have final authority in judging whether an applicant meets these criteria.

B. Economic Development Grant Fund Appropriations

The City currently allocates economic development funds from the Lower Park RDA (\$20,000), the General Fund (\$10,000), and the Main Street RDA (\$20,000). Of these funds, no more than \$50,000 per annum will be available for ED Grants. Unspent fund balances at the end of a year will not be carried forward to future years.

C. ED Grant Categories

ED Grants will be placed in three potential categories:

1. **Business Relocation Assistance:** This category of grants will be available for assisting an organization with relocation and new office set-up costs. Expenses covered through an ED Grant include but are not limited to: moving costs, leased space costs, fixtures/furnishings/ and equipment related to setting up office space within the City

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limits.

2. **New Business Start-up Assistance:** This category of grants will be available for assisting a new organization or business with new office set-up costs. Expenses covered through an ED Grant include but are not limited to: leased office space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
3. **Business Expansion Assistance:** This category of grants will be available for assisting an organization or business with expansion costs. These expansions should increase square footage, increase year-round jobs in City limits and/or increase tax revenue; and/or demonstrate a venture into an area considered a diversification of our economic base.

D. Application Process

Application forms may be downloaded from the City's www.parkcity.org website, are available via email from the Economic Development Manager, or are available within the Economic Development Office of City Hall. Applications will be evaluated and awarded on a quarterly basis.

E. Deadlines

All applications for Economic Development Grants must be received no later than the following dates each year to be eligible for quarterly consideration;

- 1Q – Second Friday in August for the end of the First Quarter (September 30th)
- 2Q – Second Friday in November for the end of the Second Quarter (Dec. 31st)
- 3Q – Second Friday in February for the end of the Third Quarter (March 31th)
- 4Q – Second Friday in May for the end of the Fourth Quarter (June 30th)

The City Council will consider in a public meeting any application received by each of the quarterly deadlines within 6 weeks. Extraordinary requests outside the scheduled application process may be considered, unless otherwise directed by Council.

Extraordinary requests received must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under the Economic Development Grant criteria;
2. The applicant must show that the requested funds represent an immediate fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate significant consequences of not being able to wait for the next quarterly review.

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F. Award Process

The disbursement of the ED Grants shall be administered pursuant to applications and criteria established by the Economic Development Department, and awarded by the City Council consistent with this policy and upon the determination that the appropriation is necessary and appropriate to accomplish the economic goals of the City.

ED Grants funds will be appropriated through processes separate from the biennial Special Service Contract and ongoing Rent Contribution and Historic Preservation process.

The Economic Development Program Committee will review all applications on a quarterly basis, and forward a recommendation to City Council for authorization. All potential awards of grants will be publicly noticed 14 days ahead of a City Council action.

Nothing in this policy shall create a binding contract or obligation of the City. Individual ED Grant Contracts may vary from contract to contract at the discretion of the City Council. Any award of a contract is valid only for the term specified therein and shall not constitute a promise of future award. The City reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Economic Development Program Committee, and any advisory board, Task Force or special committee with the power to make recommendations regarding ED Contracts are ineligible to apply for such Contracts. City Departments are also ineligible to apply for ED Contracts. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART III - VENTURE FUND

In each of the Budgets since FY1990, the City Council has authorized a sum of money to encourage innovation and to realize opportunities not anticipated in the regular program budgets. The current budget includes \$50,000 in each of the next two years for this purpose. The City Manager is to administer the money, awarding it to programs or projects within the municipal structure (the money is not to be made available to outside groups or agencies). Generally, employees are to propose expenditures that could save the City money or improve the delivery of services. The City Manager will evaluate the proposal based on the likelihood of a positive return on the “investment,” the availability of matching money from the department, and the advantage of immediate action. Proposals requiring more than \$10,000 from the Venture Fund must be approved by the City Council prior to expenditure.

PART IV - OPERATING CONTINGENCY ACCOUNTS

In accordance with sound budgeting principles, a certain portion of the annual operating budget is set aside for contingency or unanticipated cost necessary to fulfill the objectives of Council and the City’s goals and mission, including emergencies and disasters. The following policy outlines the parameters and circumstances under which contingency funding is to be

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administered:

A. Access to General Contingency Funds

Monies set aside in the general contingency account shall be accessible for the following purposes. In the event that there are insufficient contingency funds to satisfy all claims on the funding, the City shall strive to allocate funding according to priority order: Top Priority - Purpose #1; 2nd Priority - Purpose #2; Last Priority - Purpose #3.

1. Ensure that the City satisfies State mandated budget requirements
 - a. This purpose may include, but is not necessarily limited to, the following scenarios:
 - i. The City realizes less than the anticipated and budget personnel vacancy
 - ii. One or more budget functions (as recognized by the state auditor) exceed budgeted expenditure levels in a fiscal year
 - iii. Other non-compliances with state budget requirements which could be resolved through utilization of contingency budget
 - b. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
2. Enable the City to meet Council directed levels of service despite significant shifts in circumstances unforeseen when the budget was adopted
 - a. These circumstances may include, but are not necessarily limited to, the following:
 - i. A significant increase in the cost of goods or contracted services
 - ii. Large fluctuations in customer or user demand
 - iii. Organizational changes requiring short-term or bridge solutions to meet existing LOS
 - iv. Large-scale mechanical or equipment failure requiring immediate replacement
 - v. Other unforeseen changes to the cost of providing City services
 - b. Requests for use of contingency funds under this section must be submitted in writing to the City Manager and the Budget Department with justification clearly detailed
 - c. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
3. Facilitate Council directed increases in level of service in the short term
 - a. Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year or for capital projects not previously funded in the 5-Year Capital Improvement Plan
 - b. Long term funding for increased levels of service should be identified in the budget process

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- c. All requests for ongoing level of service increases should pass through the Request for Elevated Level of Service (RELS) process and the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source
- d. The City Manager is authorized to approve requests under this section for any expense under \$15,000, following direction from the City Council to expand levels of service. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

B. Access to Emergency Contingency Funds

Monies set aside in the Emergency Contingency account shall be accessible for the following purposes:

1. Unforeseen emergencies or disasters that require immediate response and incur short to mid-term unbudgeted expenses up to \$100,000. Emergency Contingency funds are targeted at small to moderate incidents that incur immediate funding needs for actions such as, but not limited to, debris removal, flood mitigation measures, wildfire response, severe weather, pandemics, water service disruptions and extended Emergency Operations Center (EOC) mobilization. Larger disaster funding requirements will be addressed by the City Council's ability to exceed the budget in a declared emergency (Utah 10-6-129. Uniform Fiscal Procedures Act for Utah Cities - Emergency expenditures).
2. In the case of emergency expenditures may be authorized by the Emergency Manager up to \$2,500, the Chief of Police up to \$5,000, the Finance Manager up to \$100,000 and the City Manager beyond \$100,000. In addition, since the emergency contingency budget is capped at \$100,000, any transaction over this amount will need City Council's approval unless another funding source is identified.

C. Monitoring

1. The Budget Department will monitor all expenditure from contingency accounts monthly, ensuring that access to the account is compliant with the above procedures.
2. Total expenses in the General Contingency account may not exceed 50% of the budgeted contingency prior to June 30 without the approval of the City Manager. On or after June 30, expenses may be coded to this account in excess of 50% of budgeted levels, but not to exceed 100% of the adjusted budget.

PART V - RECESSION/ REVENUE SHORTFALL PLAN

- A. The City has established a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of resources as compared to requirements. The Plan is divided into the following three components:

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1. **Indicators** which serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor key revenue sources such as sales tax, property tax, and building activity, as well as inflation factors and national and state trends.
 2. **Phases** which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
 3. **Actions** which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.
- B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining revenues to address economic uncertainties. As always, the City will look to ensure that revenues are calculated adequately to provide an appropriate level of city services. As any recessionary impact reduces the City's projected revenues, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions to be taken.
1. **Level 1 - ALERT:** An anticipated net reduction in available projected revenues from 1% up to 5%. The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
 2. **Level 2 - MINOR:** A reduction in projected revenues in excess of 5%, but less than 15%. The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:
 - a. Implementing the previously determined "Same Level" Budget.
 - b. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
 - c. Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible (soft freeze). The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.
 - d. Closely monitoring and reducing expenditures for travel, seminars, retreats, and bonuses.
 - e. Identifying expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
 - f. Reprioritizing capital projects with the intent to de-obligate non-critical capital projects.
 - g. Limit access to contingency funds.
 3. **Level 3 - MODERATE:** A reduction in projected revenues in excess of 15%, but less than 30%. Initiating cuts of service levels by doing the following:
 - a. Requiring greater justification for large expenditures.

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- b. Deferring non-critical capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Identifying expenditures that would result in a 10% cut to departmental operating budgets while trying to minimize service level impacts where possible.
 - f. Eliminate access to contingency funds.
4. **Level 4 - MAJOR:** A reduction in projected revenues of 30% to 50%. Implementation of major service cuts.
- a. Instituting a hiring freeze.
 - b. Reducing the Part-time Non-Benefited and Seasonal work force.
 - c. Deferring merit wage increases.
 - d. Further reducing capital expenditures.
 - e. Preparing a strategy for reduction in force.
5. **Level 5 - CRISIS:** A reduction in projected revenues in excess of 50%.
- a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminating programs.
 - c. Deferring indefinitely capital improvements.
- C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.

PART VI – GRANT POLICY

In an effort to give some uniformity and centralization to the grants administration process for the City, the Budget Department has drafted the following guidelines for all grants applied for or received by Park City departments.

A. Application Process

Departments are encouraged to seek out and apply for any suitable grants. The Budget, Debt, & Grants Department is available to assist City departments in the search and application process. Whereas departments are encouraged to work side-by-side with the Budget Department in the application process, they are required at a minimum to communicate their intention to apply for a grant to the Budget Department. They are further required to send a copy of the finalized grant application to the Budget Department.

B. Executing a Grant

In the event of a successful grant application, the grantee department must notify the Budget Department immediately to schedule a meeting to discuss the grant administration strategy. All grants require approval by the Budget Manager before grant execution. If a check is sent by the granting entity to the grantee department, that check should be forwarded to the Budget Department and not deposited by the grantee department. It will be the Budget Department's responsibility to assure that all grant

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money is appropriately accounted for.

The Budget Department will create detailed physical and electronic files that include the following information provided by the grantee department

1. A copy of the grant application
2. The notice of award
3. Copies of invoices and expense documentation
4. Copies of checks received from the granting entity
5. Copies of significant communication (emails, letters, etc.) regarding the grant
6. Contact information for the granting entity
7. Contact information for project/program managers

Because many grants have varying regulations, terms, and deadlines, the Budget Department will assume the responsibility to meet those terms and monitoring requirements. The Budget Department will also track remaining balances on reimbursement-style grants. Information such as current balances, important deadlines, etc. will be provided to grantee departments on a regular basis or upon request. This centralized maintenance of grant documents will simplify grant queries and audits.

C. Budgeting for a Grant

Generally, operating and capital budgets will not be increased to account for a grant before the grant is awarded. Any department that receives a grant should fill out a budget option during the regular budget process. The option should be to increase either their operating or capital budget (depending on the grant specifications) for the appropriate year by the amount of the grant. The Budget Department will share the responsibility for seeing that the grant is budgeted correctly.

D. Spending Money against a Grant

When a department is ready to spend grant funds on a particular qualifying expense, they are to send copies of invoices for that expense to the Budget Department within one week of receiving the invoice. If the grant is a reimbursement-style grant, the Budget Department will manage the necessary drawdown requests. The Budget Department will provide departments with a report of the grant balance after each expense and/or drawdown. In the case that a reimbursement check is sent to the grantee department, it should be forwarded to the Budget Department for proper monitoring and accounting.

E. Closing a Grant

Some grants have specific close-out requirements. The Budget Department is responsible for meeting those terms and may call on grantee departments for specific information needed in the close-out process.

Many departments are already following a similar process for their grants and have found it to be a much more efficient practice than the often chaotic alternatives. Of course, no policy is one-size-fits-all, so some grants may not fit into the program. In that case, an alternative plan will be worked out through a meeting with the Budget Department directly following the award of the grant.

PART VII – MONTHLY BUDGET MONITORING

In order to make Park City Municipal more fiscally proficient it is important to monitor the budget more closely and regularly. This will make the entire city more accountable. The goal is to work on focusing City efforts of budgeting in six areas: monitoring, reporting, analysis, discussion, training, and review. This policy outlines the monthly budget monitoring process in three different areas of responsibility: Budget Department, Departmental Managers, and Teams (Managerial Groups).

A. Monitoring

1. Budget Department - The department sends out emails to all managers on a weekly basis, detailing any overages or concerns the department has. In the event a department exceeds its monthly allotment a meeting will be set up with the Budget Department and the manager in charge of the department's budget to discuss the reasons for the overage and a plan for recovery.
2. Managers - Managers are in charge of their own budgets and are required to monitor it throughout the year using the supplied tools.
3. Teams - Team members will act in an advisory role to help or assist other managers with their budgets as well as strategize the sharing of resources to help cover shortages in the short-term.

B. Reporting

1. Budget Department
 - The department analyzes and disperses a monthly monitoring report that details expenditures over revenues by fund for council and the city manager to view.
 - The department analyzes and disperses a report which shows detailed personnel expenses (budgeted vs. actual) on a position by position basis.
 - The department created an up-to-date **monthly budget** for each department available on the citywide shared drive. This report requires minimal training by the budget department in order to fully understand it. Basically, it implements the concept of a monthly budget in the current annual budget setup by dividing the year into twelve periods. These periods are allotted a certain amount of budget based on past expenditures for those months—this will account for seasonality of certain departments' budgets. This electronic report assists managers in monitoring and analyzing their own budgets throughout the year.
 - The department analyzes and disperses any kind of report requested by departmental managers such as Detail Reports, Custom Reports, etc.

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2. **Managers** - Managers review their emails and budget reports offered by the Budget Department. If problems or questions arise it is imperative that managers discuss these issues with the Budget Department and their team in a timely fashion, thereby helping to ease the budget option process at the end of the fiscal year. Where possible, departmental analysts charged with budget responsibilities should have a thorough knowledge of the content of these reports and be able to understand and use them appropriately. The Budget Department will rely on departmental managers and analysts to identify and communicate any report errors or inadequacies.
3. **Teams** - Team members should also look for any problems on budget reports and discuss them with the Budget Department if necessary or with other team members.

C. Analysis

1. **Budget Department** - As far as analysis, the department acts as more of a resource than anything else—helping out managers with specific questions and/or concerns. The Budget Department is always analyzing and breaking down the overall citywide budget, but general analysis of individual departments is the responsibility of the managers. Of course, the Budget Department will lend its resources and expertise for purposes of budget analysis upon the request of the departmental manager.
2. **Managers** - Managers are expected to know the status of their budget at all times as well as understand the primary drivers which may cause shortages. Managers should analyze the data provided by the Budget Department throughout the fiscal year with the help of monthly monitoring, personnel, department-specific, and detail reports to assist them in managing their budgets. Managers set their own budget during the budget season by determining current expenditures (and revenues) and forecasting them for the remaining fiscal year as well as the following one. This process also helps managers to determine budget options at the beginning of the calendar year.
3. **Teams** - Team members assist other managers on budget concerns and share ideas on how to make budgeting more efficient.

D. Discussion

1. **Budget Department** - The Budget Department meets with managers on a monthly basis when there are major issues or problems with their budgets upon request. It is expected that the department meets with teams on a quarterly basis to go over budgeting issues within the teams.
2. **Managers** - Managers will meet with the Budget Department whenever issues arise within their own budgets. Managers will also go over a general overview of their budget with their teams in preparation for the budget season's priority list of options.
3. **Teams** - Team members may assist other managers with any budget concerns. At quarterly team meetings teams should discuss budget concerns, including possible budget options, the necessity of shared resources, etc.

E. Training

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1. **Budget Department** - The Budget Department will train all managers and selected analysts in the details of the new monthly monitoring program as well as clarify any other general questions regarding the budget and the budget process. The goal here is to make the managers aware of all the tools they need and how to use them. (One hour budget tools training to be offered semi-annually.)
2. **Managers** - It will be up to the managers to become well-versed on the monthly budgeting program as well as their own budgets.
3. **Teams** - Team members will become well-versed on the monthly budgeting program and discuss with other managers any questions or problems. To the extent that further training is required, teams should request specific training to be given by the Budget Dept at quarterly meetings.

F. Review

1. **Budget Department** - There is a performance measure for the Budget Department establishing the goal of coming in within budget for the entire city. A question regarding the Budget Department's usefulness as a budget monitoring resource will be included on the Internal Service Survey, which will directly affect the Budget Officer's performance review.
2. **Managers** - A new performance measure is included for each department establishing the goal of coming in within budget.
3. **Teams** - Team members will take part in 360 reviews of managers that includes a section for fiscal responsibility in their job description. This allows team members to consider a manager's fiscal performance in the context of extenuating circumstances.

CHAPTER 2 - REVENUE MANAGEMENT

PART I - GENERAL REVENUE MANAGEMENT

- A.** The City will seek to maintain a diversified and stable revenue base to protect it from short- term fluctuations in any one revenue source.
- B.** The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

PART II - ENTERPRISE FUND FEES AND RATES

- A.** The City will set fees and rates at levels that fully cover the total direct and indirect costs, including debt service, of the Water and Golf enterprise programs.
- B.** The City will cover all transit program operating costs, including equipment replacement, with resources generated from the transit sales tax, business license fees, fare revenue, federal and state transit funds, and not more than 1/4 of 1 percent of the resort/city sales tax, without any other general fund contribution. Parking operations will be funded through parking related revenues and the remaining portion of the resort/city sales tax not used by the transit operation. The City will take steps to ensure revenues specifically for transit (transit tax and business license) will not be used for parking operations. The administrative charge paid to the general fund will be set to cover the full amount identified by the cost allocation plan.
- C.** The City will review and adjust enterprise fees and rate structures as required to ensure they remain appropriate and equitable.

PART III - INVESTMENTS

A. Policy

It is the policy of the Park City Municipal Corporation (PCMC) and its appointed Treasurer to invest public funds in a manner that ensures maximum safety provides adequate liquidity to meet all operating requirements, and achieve the highest possible investment return consistent with the primary objectives of safety and liquidity. The investment of funds shall comply with applicable statutory provisions, including the State Money Management Act, the rules of the State Money Management Council and rules of pertinent bond resolutions or indentures, or other pertinent legal restrictions.

B. Scope

This investment policy applies to funds held in City accounts for the purpose of providing City Services. Specifically, this Policy applies to the City's General Fund, Enterprise

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Funds, and Capital Project Funds. Trust and Agency Funds shall be invested in the State of Utah Public Treasurer's Investment Pool.

C. Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital and the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided derivations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

D. Objective

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. So, the following factors will be considered, in priority order, to determine individual investment placements: safety, liquidity, and yield.

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Park City Municipal Corporation shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity:** The Park City Municipal Corporation's investment portfolio will remain sufficiently liquid to enable the PCMC to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investment:** The PCMC's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the PCMC's investment risk constraints and the cash flow characteristics of the portfolio.

E. Delegation of Authority

Investments and cash management will be the responsibility of the City Treasurer or his designee. The City Council grants the City Treasurer authority to manage the City's investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transaction undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. Ethics and Conflicts of Interest

The Treasurer is expected to conduct himself in a professional manner and within ethical

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guidelines as established by City and State laws. The Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Treasurer and other employees shall disclose to the City Manager any material financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the PCMC, particularly with regard to the time of purchase and sales.

G. Authorized Financial Dealers and Institutions

Investments shall be made only with certified dealers. “Certified dealer” means: (1) a primary dealer recognized by the Federal Reserve Bank of New York who is certified by the Utah Money Management Council as having met the applicable criteria of council rule; or (2) a broker dealer as defined by Section 51-7-3 of the Utah Money Management Act.

H. Authorized and Suitable Investments

Authorized deposits or investments made by PCMC may be invested only in accordance with the Utah Money Management Act (Section 51-7-11) as follows:

1. The Public Treasurer’s Investment Fund (PTIF)
2. Collateralized Repurchase Agreements
3. Reverse Repurchase agreements
4. First Tier Commercial Paper
5. Banker Acceptances
6. Fixed Rate negotiable deposits issued by qualified depositories
7. United States Treasury Bills, notes and bonds

Obligations other than mortgage pools and other mortgage derivative products issued by the following agencies or instrumentalities of the United States in which a market is made by a primary reporting government securities dealer:

1. Federal Farm Credit Banks
2. Federal Home Loan Banks
3. Federal National Mortgage Association
4. Student Loan Marketing Association
5. Federal Home Loan Mortgage Corporation
6. Federal Agriculture Mortgage Corporation
7. Tennessee Valley Authority
8. Fixed rate corporate obligations that are rated “A” or higher
9. Other investments as permitted by the Money Management Act

I. Investment Pools

A thorough investigation of the Utah Public Treasurer’s Investment Fund (PTIF) is required on a continual basis. The PCMC Treasurer shall have the following questions and issues addressed annually by the PTIF:

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1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement process), and how often are the securities priced and the program audited.
4. A description of who may invest in the program, how often and what size deposit and withdrawal.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it except such proceeds.

J. Safekeeping and Custody

All securities shall be conducted on a delivery versus payment basis to the PCMC's bank. The bank custodian shall have custody of all securities purchased and the Treasurer shall hold all evidence of deposits and investments of public funds.

K. Diversification

PCMC will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50 percent of the PCMC's total investment portfolio will be invested in a single security type.

L. Maximum Maturities

The term of investments executed by the Treasurer may not exceed the period of availability of the funds to be invested. The maximum maturity of any security shall not exceed five years. The City's investment strategy shall be active and monitored monthly by the Treasurer and reported quarterly to the City Council. The investment strategy will satisfy the City's investment objectives.

M. Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

N. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is active. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved by investments other than those in the PTIF will be the monthly yield of the PTIF.

O. Reporting

The Treasurer shall provide to the City Council quarterly investment reports which provide a clear picture of the current status of the investment portfolio. The quarterly

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reports should contain the following:

1. A listing of individual securities held at the end of the reporting period
2. Average life and final maturity of all investments listed
3. Coupon, discount, or earnings rate
4. Par Value, Amortized Book Value and Market Value
5. Percentage of the portfolio represented by each investment category

The City's annual financial audit shall report the City's portfolio in a manner consistent with the Governmental Accounting Standards Board (GASB) market based requirements that go into effect in June of 1997.

P. Investment Policy Adoption

As part of its ~~two-year~~ annual budget process, the City Council shall adopt the investment policy every two years.

PART IV - SALVAGE POLICY

This policy establishes specific procedures and instructions for the disposition of surplus property. Surplus property is defined as any property that a department no longer needs for their day to day operations.

Personal Property of Park City Municipal Corporation is a fixed asset. It is important that accurate accounting of fixed assets is current. Personal property, as defined by this policy will include, but not limited to rolling stock, machinery, furniture, tools, and electronic equipment. This property has been purchased with public money. It is important that the funds derived from the sale be accounted for as disposed property.

A. Responsibility for Property Inventory Control

It is the responsibilities of the Finance Manager to maintain an inventory for all personal property. The Finance Manager will be responsible for the disposition of all personal property. The Finance Manager will assist in the disposition of all personal property.

B. Disposition of an Asset

Department heads shall identify surplus personal property within the possession of their departments and report such property to the Finance Manager for consideration. The department head should clearly identify age, value, comprehensive description, condition and location. The Finance Manager will notify departments sixty (60) days in advance of pending surplus property sales.

C. Conveyance for Value

The transfer of City-owned personal property shall be the responsibility of the Finance Manager. Conveyance of property shall be based upon the highest and best economic return to the City, except that surplus City-owned property may be offered preferentially to units of government, non-profit or public organizations. The highest and best economic return

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to the city shall be estimated by one or more of the following methods in priority order:

1. Public auction
2. Sealed competitive bids
3. Evaluation by qualified and disinterested consultant
4. Professional publications and valuation services
5. Informal market survey by the Finance Manager in case of items of personal property possessing readily, discernable market value

Sales of City personal property shall be based, whenever possible, upon competitive sealed bids or at public auction. Public auctions may be conducted on-site or through an internet- based auction site at the determination of the Finance Manager. The Finance Manager may, however waive this requirement when the value of the property has been estimated by an alternate method specified as follows:

1. The value of the property is considered negligible in relation to the cost of sale by bid or public auction;
2. Sale by bidding procedure or public auction are deemed unlikely to produce a competitive bid;
3. Circumstances indicate that bidding or sale at public auction will not be in the best interest of the City; or,
4. The value of the property is less than \$50.

In all cases the City will maintain the right to reject any or all bids or offers.

D. Revenue

All monies derived from the sale of personal property shall be credited to the general fund of the City, unless the property was purchased with money derived from an enterprise fund, or an internal service fund, in which case, the money shall be deposited in the general revenue account of the enterprise or internal service fund from which the original purchase was made.

E. Advertising Sealed Bids

A notice of intent to dispose of surplus City property shall appear in two separate publications at least one week in advance in the Park Record. Notices shall also be posted at the public information bulletin board at Marsac.

F. Employee Participation

City employees and their direct family members are not eligible to participate in the disposal of surplus property unless;

1. Property is offered at public auction
2. If sealed bids are required and no bids are received from general public, a re-bidding may occur with employee participation

G. Surplus Property Exclusion

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The Park City Library receives property, books, magazines, and other items as donations from the public. Books, magazines, software, and other items can be disposed from the library's general collection through the Friends of the Library. The Friends of the Library is a nonprofit organization which sponsors an ongoing public sale open to the public located at the public Library for Park City residents.

H. Compliance

Failure to comply with any part of this policy may result in disciplinary action.

PART V - COMPREHENSIVE FINANCIAL MANAGEMENT PLAN

To provide the City with the opportunity to identify and resolve financial problems before, rather than after, they occur, the City intends to develop a strategy for fiscal independence. The proposed outline for this plan is below.

A. Scope of Plan

1. A financial review, including the following:
 - a. Cost-allocation plan
 - b. Revenue handbook (identifying current and potential revenues)
 - c. City financial trends (revenues & expenditures)
 - d. Performance Measures and Benchmarks
2. Budget reserve policies
3. Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
4. Rate and fee increases
5. Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management
 - d. Budget
 - e. Pavement Management
 - f. Property Management
 - g. Facilities Master Plan
 - h. Recreation Master Plan

B. Assumptions

1. Growth
 - a. Population
 - b. Resort
2. Inflation

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3. Current service levels
 - c. Are they adequate?
 - d. Are they adequately funded?
4. Minimum reserve levels (fund balances)
5. Property tax increases (When?)

C. Findings, Conclusions, and Recommendations

1. Current financial condition and trends
2. Capital Improvement Program
3. Projected financial trends
4. General operations
5. Capital improvements
6. Debt management

PART VI - RESERVES

A. General Overview:

1. Over the next two years the City will do the following:
 - a. Maintain the General Fund Balance at approximately the legal maximum.
 - b. Continue to fund the Equipment Replacement Fund at 100%.
 - c. Strive to build a balance in the Enterprise Funds equal to at least 20% of operating expenditures.

This level is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for the following:

- a. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
 - b. Contingencies for unseen operating or capital needs.
 - c. Cash flow requirements.
2. The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
3. In addition to the designations noted above, fund balance levels will be sufficient to meet the following:
 - a. Funding requirements for projects approved in prior years that are carried forward into the new year.
 - b. Debt service reserve requirements.
 - c. Reserves for encumbrances
 - d. Other reserves or designations required by contractual obligations or generally accepted accounting principles.

4. In the General Fund, any fund balance in excess of projected balance at year end will be appropriated to the current year budget as necessary. The money will be allocated to building the reserve for capital expenditures, including funding equipment replacement reserves and other capital projects determined to be in the best long-term interest of the City.

B. General Fund:

Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The use of the balance is restricted as well. With the advent of Senate Bill 158 from the 2013 General Session, the maximum balance retained allowed increased from 18 percent to 25 percent of total, estimated, fund revenues and may be used for the following purposes only: (1) to provide working capital to finance expenditures from the beginning of the budget year until other revenue sources are collected; (2) to provide resources to meet emergency expenditures in the event of fire, flood, earthquake, etc.; and (3) to cover a pending year-end excess of expenditures over revenues from unavoidable shortfalls in revenues. For budget purposes, any balance that is greater than 5 percent of the total revenues of the General Fund may be used. The General Fund balance reserve is a very important factor in the City's ability to respond to emergencies and unavoidable revenue shortfalls. Alternative uses of the excess fund balance must be carefully weighed.

The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year in compliance with State Law. Second, a provision will be made to transfer any remaining General Fund balance to the City's CIP Fund. These one-time revenues are designated to be used for one-time capital project needs in the City's Five Year CIP plan. Any amount above an anticipated surplus will be dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. The revenues should not be used for new capital projects or programming needs.

C. Capital Improvements Fund

1. The City may, in any budget year, appropriate from estimated revenues or fund balances to a reserve for capital improvements for the purpose of financing future specific capital improvements under a formal long-range capital plan adopted by the governing body. Thus the City will establish and maintain an Equipment Replacement Capital Improvement Fund to provide a means for timely replacement of vehicles and equipment. The amount added to this fund, by annual appropriation, will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund.
2. As allowed by Utah State Code (§ 9-4-914) the City will retain at least \$5 million in the Five-Year CIP, ensuring the ability to repay bond obligations as well as maintain a high bond rating. The importance of reserves from a credit standpoint

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is essential, especially during times of economic uncertainty. Reserves will provide a measure of financial flexibility to react to budget shortfalls in a timely manner as well as an increased ability to issue debt without insurance.

D. Enterprise Funds

1. The City may accumulate funds as it deems appropriate.

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CHAPTER 3 - CAPITAL IMPROVEMENTS

PART I - CAPITAL IMPROVEMENT MANAGEMENT

- A.** The public Capital Improvement Plan (CIP) will include the following:
1. Public improvements that cost more than \$10,000.
 2. Capital purchases of new vehicles or equipment (other than the replacement of existing vehicles or equipment) that cost more than \$10,000.
 3. Capital replacement of vehicles or equipment that individually cost more than
 4. \$50,000.
 5. Any project that is to be funded from building-related impact fees.
 6. Alteration, ordinary repair, or maintenance necessary to preserve a public improvement (other than vehicles or equipment) that cost more than \$20,000.
- B.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five year plan, reflecting a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets.
- C.** Development impact fees are collected and used to offset certain direct impacts of new construction in Park City. Park City has imposed impact fees since the early 1980s.

Following Governor Leavitt's veto of Senate Bill 95, the 1995 State Legislature approved revised legislation to define the use of fees imposed to mitigate the impact of new development. Park City's fees were adjusted to conform to restrictions on their use. The fees were revised again by the legislature in 1997. The City has conducted an impact fee study and CIP reflects the findings of the study. During the budget review process, adjustments to impact fee related projects may need to be made. Fees are collected to pay for capital facilities owned and operated by the City (including land and water rights) and to address impacts of new development on the following service areas: water, streets, public safety, recreation, and open space/parks. The fees are not used for general operation or maintenance. The fees are established following a systematic assessment of the capital facilities required to serve new development. The city will account for these fees to ensure that they are spent within six years, and only for eligible capital facilities. In general, the fees first collected will be the first spent.

PART II - CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

- A.** The City will consider the use of debt financing only for one-time, capital improvement projects and only under the following circumstances:

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1. When the project's useful life will exceed the term of the financing.
 2. When project revenues or specific resources will be sufficient to service the long-term debt.
- B.** Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.
- C.** Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility.
- D.** The City recently passed a second bond election for \$10,000,000 to preserve Open Space in Park City. This bond was the second general obligation bond passed in five years and represents the second general obligation bond passed by the city for Open Space with an approval rate of over 80 percent, the highest approval of any Open Space Bond in the United States.
- E.** The City will use the following criteria to evaluate pay-as-you-go versus long-term financing for capital improvement funding:
1. Factors That Favor Pay-As-You-Go:
 - a. When current revenues and adequate fund balances are available or when project phasing can be accomplished.
 - b. When debt levels adversely affect the City's credit rating.
 - c. When market conditions are unstable or present difficulties in marketing.
 2. Factors That Favor Long-Term Financing:
 - a. When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
 - b. When the project securing the financing is of the type which will support an investment grade credit rating.
 - c. When market conditions present favorable interest rates and demand for City financing.
 - d. When a project is mandated by state or federal requirements and current revenues and available fund balances are insufficient.
 - e. When the project is immediately required to meet or relieve capacity needs.
 - f. When the life of the project or asset financed is 10 years or longer.

PART III - ASSET MANAGEMENT POLICY

A. Purpose

The objective of the Asset Management Plan is to establish a fund and a fixed replenishment amount from operations revenues to that fund from which the City may draw for replacement, renewal, and major improvements of capital facilities. The fund should be sufficient to ensure that assets are effectively and efficiently supporting the operations and objectives of the City. The Asset Management Plan is an integral part of the City's long-term plan to replace and renew the City's primary assets in a fiscally responsible manner.

Goals of the Program:

1. Protect assets
2. Prolong the life of systems and components
3. Improve the comfort of building environments
4. Prepare for future needs

B. Management

A project is designated in the Five-year capital plan to which annual contributions are made from the General Fund for asset management. The amount to be contributed should be based on a 10-year plan, to be updated every fifth year, which outlines the anticipated replacement and repair needs for each of the City's major assets. In addition, 0.5 percent of the value of each of the major assets should be contributed annually to the project. The unspent contributions will carry forward in the budget each year, with the interest earned on that amount to be appropriated to the project as well.

A project manager will be appointed by the City Manager, with the responsibility of monitoring the progress of the fund, assuring a sufficient balance for the fund, controlling expenditures out of the fund, managing scheduled projects and associated contracts, making necessary budget requests, and updating the 10-year plan. In addition, a standing committee should be formed consisting of representatives from Public Works, Budget, Debt & Grants, and Sustainability which will convene only to resolve future issues or disputes involving this policy, requests for funding, or the Asset Management Plan in general.

C. Accessing Funds

When funds need to be accessed, a request should be turned in to the project manager. If the expense is on the replacement schedule as outlined in the 10-year plan or is a reasonably related expense under \$10,000 (according to the discretion of the project manager), the project manager should approve it. Otherwise, the Asset Management Committee should be convened to consider the request and decide whether it is an appropriate use of funds.

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Requests that should require approval of the Asset Management Committee include:

1. Expenses not anticipated in the 10-year plan, which are in excess of
2. \$10,000.
3. Upgrades in technology or quality
4. Renovations, additions, or improvements that incorporate non-existing assets

PART IV - NEIGHBOURHOOD CIPREQUESTS POLICY

Staff will use this policy for considering and prioritizing CIP requests from Park City neighborhood and business districts.

A. Submission of petition to the Executive Office

1. Must be from a representative number of households/businesses of a given subdivision, business district, or a registered owners association. Accurate contact information and names of each petitioner must be provided along with designation of one primary contact person or agent.
2. Define Boundary - Who does the petition represent? Is it inclusive to a specific neighborhood or business district? Explain why assessment area should be limited or expanded.
3. Define issues - What is being requested?
4. Deadline – In order to be considered for the upcoming fiscal year, the petition must be submitted by the end of the calendar year.

B. Initial Internal Review

1. Identify staff project manager.
2. Present petition to Traffic Calming & Neighborhood Assessment Committee. Meeting called within one month of petition being submitted.
3. Define and verify appropriate, basic levels of service are being provided. If they are not, provide:
 - a. Health, safety, welfare
 - b. Staff's available resources and relative workload
 - c. Minimum budget thresholds not exceeded (below \$20k pre-budgeted – no council approval needed)
4. Define enhanced levels of service that are requested. Are these consistent with Council goals and priorities? If so, continue to step # 3.

C. Initial Communication to Council (Managers Report)

1. Inform Council of request for assistance - outlines specific issues/requests.
2. Inform Council of any basic service(s) Staff has begun to provide.

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3. No input or direction from Council will be requested at this time.

D. Comprehensive Internal Review

1. Assemble background/history & existing conditions. Identify all participants, relevant City ordinances, approval timeline, other pertinent agreements/studies & factors, etc.
2. Criteria to analyze request - What should be done and with what rationale?
 - a. Verify requested services are consistent with Council goals and priorities.
 - b. Cost/Benefit Analysis - Define budgetary implications of providing Enhanced level of services:
 - i. Define need & costs for any additional technical review
 - ii. Define initial capital improvement costs
 - iii. Define annual, ongoing maintenance and operational costs
 - iv. Gather input from City department identified as responsible for each individual item as listed
 - v. Identify available resources & relative workload

E. Initiate Public Forum (Applicant & Staff partnership)

1. Neighborhood meeting(s) - Create consensus from petitioner and general public
2. Identify issues and potential solutions:
 - a. Identify what we can accomplish based on funding availability
 - b. Use cost/benefit analysis to prioritize applicant's wish list
 - c. Funding partner – any district that receives “enhanced” levels of service should be an active participant in funding or, participate in identification of a funding source other than City budget
3. Identify agreeable solutions suited for recommendation for funding assistance

F. Communication to Council (Work Session or Managers Report)

1. Receive authorization for technical review - using “outside” consultants if necessary
2. Identify prioritized project wish list (unfunded)
3. Identify funding source for each item; or move to CIP committee review as “yet to be funded project” for prioritization comparison
4. Council decision whether or not to include in budget
5. Spring of each year, consistent with budget policies of reviewing all new requests at once.

CHAPTER 4 - INTERNAL SERVICE POLICY

PART I - HUMAN RESOURCE MANAGEMENT

- A.** The City will manage the growth of the regular employee work force without reducing levels of service or augmenting ongoing regular programs with Seasonal employees, except as provided in sections E and F below.
- B.** The budget will fully appropriate the resources needed for authorized regular staffing and limit programs to the regular staffing authorized.
- C.** Staffing and contract service cost ceilings will limit total expenditures for regular employees, Part-time Non-Benefited employees, Seasonal employees, and independent contractors hired to provide operating and maintenance services.
- D.** Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by City employees, rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will do the following:
 - 1.** Fill an authorized regular position.
 - 2.** Receive salary and benefits consistent with the compensation plan.
- E.** To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - 1.** The City Council will authorize all regular positions.
 - 2.** The Human Resources Department will coordinate and approve the hiring of all Full-time Regular, Part-time Non-Benefited, and Seasonal employees.
 - 3.** All requests for additional regular positions will include evaluations of the following:
 - a.** The necessity, term, and expected results of the proposed activity.
 - b.** Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
 - c.** The ability of private industry to provide the proposed service.
 - d.** Additional revenues or cost savings that may be realized.
 - 4.** Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- F.** Part-time Non-Benefited and Seasonal employees will include all employees other than regular employees, elected officials, and volunteers. Part-time Non-Benefited and Seasonal employees will augment regular City staffing only as extra-help employees. The City will encourage the use of Part-time Non-Benefited and Seasonal employees to meet

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peak workload requirements, fill interim vacancies, and accomplish tasks where less than regular, year-round staffing is required.

- G. Contract employees will be defined as temporary employees with written contracts and may receive approved benefits depending on hourly requirements and length of contract. Generally, contract employees will be used for medium-term projects (generally between six months and two years), programs, or activities requiring specialized or augmented levels of staffing for a specific period of time. Contract employees will occasionally be used to staff programs with unusual operational characteristics or certification requirements, such as the golf program. The services of contract employees will be discontinued upon completion of the assigned project, program, or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis except as described above.
- H. The hiring of Seasonal employees will not be used as an incremental method for expanding the City's regular work force.
- I. Independent contractors will not be considered City employees. Independent contractors may be used in the following two situations:
 - 1. Short-term, peak work load assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that the work of OEA employees will be closely monitored by City staff and minimal training will be required; however, they will always be considered the employees of the OEA, and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Manager.
 - 2. Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.

PART II - PROGRAM AND RESOURCE ANALYSIS

(Note – The Program and Resource Analysis was completed in FY 2002. The following information constitutes the final report and includes all of the major recommendations. It is included in the Policies and Objectives as a guide for future decisions.)

The City Council has financial planning as a top priority. This goal includes “identifying and resolving financial problems before, rather than after, they occur.” During the FY2001 budget process, Council directed staff to conduct a citywide analysis of the services and programs the City offers. The purpose of the Program and Resource Analysis is to provide a basis for understanding and implementing long-term financial planning for Park City Municipal Corporation (PCMC). The study has and will continue to inform the community of the fiscal

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issues facing the City and to provide Council and the community with tools to help make critical policy decisions for Park City's future.

The Program and Resource Analysis was split into six topics, with an employee task force responsible for each topic. In total, more than 40 employees volunteered and participated in the analysis, representing every department in the City. Each task force included about six employees and was chaired by a senior or mid-manager.

The Employee Steering Committee (ESC) was formed to coordinate with the various committees to insure no overlap occurred and to provide assistance in reviewing policy recommendations. In addition to employees of PCMC, members of the Citizens Technical Advisory Committee (CTAC) and of the City Council Liaison Committee (CCLC) were instrumental with the study.

CTAC consists of three representatives from the community to examine staff recommendations and to be a link between staff and the citizens of Park City. At the time of the original study this group worked with Program Service Level and Expenditure Committee (SLAC), the Recreation Report, and ESC.

They advised these groups by providing an outside professional perspective that enriched discussions and add private sector insight. Since that time Council has continued to use the expertise of CTAC. Staff recommends that when appropriate, Council should appoint technical committees such as CTAC to assist with projects and analysis.

The CCLC was made up of two City Council members who served as liaisons between the City Council and the ESC. They attended ESC meetings and were able to comment and question the various group representatives on the ESC.

The six topics covered by this study are outlined and summarized below.

Resort Economy and General Plan Element (A)

This group examined the local economy and how it affects municipal finances and presented an update of the City General Plan.

Program Service Levels and Expenditures (B)

This group assessed the services, programs, and departments to analyze citywide increases in costs as they relate to the growth in the economy. It identified the services provided by Park City. After the analysis, the group was able to provide City Council with information regarding the level and scope of services provided by the City in the past and present, so as to change future expenditure patterns to better meet the needs of the City. (This particular analysis was instrumental in the development of Park City's current Performance Measurement program.)

Revenues and Assets (C)

This group examined PCMC's current and potential revenue sources. To do this analysis, it reviewed long-range revenue forecasts and policies and considered how the city could use its assets to maximize output. Some of the specific areas it looked at were taxes, economic impacts from special events, and general fund services fees.

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Capital Improvement Program (CIP) (D)

This group reviewed all the CIP project funding. It determined whether current project priorities that were identified through a comprehensive public prioritization process in 1999 are still appropriate. It ranked new projects to be added to the CIP and identified projects to be completed prior to the Olympics.

Intergovernmental Programs (E)

This group focused on the current and potential interactions of PCMC with other agencies. It did the following: (1) examined how well the interlocal agreements worked and about developing guidelines for such agreements, (2) determined whether PCMC should combine services and functions, and (3) addressed the creation of a policy that establishes a process for grants application and administration.

Non-Departmental/Inter-fund (F)

This group had two primary tasks. The first was to review the interaction between different City funds, which resulted in participation on the Recreation Fund Study Subcommittee. The second was to be responsible for making a recommendation to the City Manager regarding the two-year pay plan.

The Steering Committee for the Program and Resource Analysis recommended that the Council consider the following conclusions and policy recommendations as part of the budget process. The findings were subsequently included as a permanent part of the Budget Document and will continue to serve as guidance for future decisions.

A. Resort Economy and General Plan Element

Resort Economy: Wikstrom Economic & Planning Consultants conducted a study in 2000 showing that Park City is indeed a resort economy and receives more in revenues from tourism than it spends on tourists. The Wikstrom Report states the following (the report was updated in 2003 and reflects current figures):

Tourist-related revenues already outpace tourist-related expenditures in Park City, even without increasing tourist revenue streams. Our analysis indicates that visitors generate roughly 71 percent of all general fund revenues (not including inter-fund transactions), while roughly 40 percent of general fund expenditures are attributable to tourists. Therefore, based on information provided by the Utah League of Cities and Towns, Park City currently expends roughly \$3,561 for each existing full-time resident for selected services. Seventy one percent of this revenue, or \$2,528 per capita, is attributable to tourists, while forty percent, or \$1,424 goes to tourist-related costs, leaving a net gain of \$1,104 per capita that pays for activities that are not tourist-related. This benefit is seen in such areas as road maintenance, snow removal, libraries, technology and telecommunications, community and economic development, police services and golf and recreation programs. With an estimated population of 8,500 persons, Park City receives a direct net benefit of nearly \$9 million from tourism.

Staff recommends Council take actions that preserve or enhance Park City's resort

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economy.

B. Program Service Levels and Expenditures

1. New/growth related service levels: Provision of new/growth related services should be offset with new or growth related revenues or a corresponding reduction in service costs in other areas.
2. Fee Dependent Services: If fees do not cover the services provided, Council should consider which of the following actions to take: (1) reduce services; (2) increase fees; or (3) determine the appropriate subsidy level of the General Fund.
3. Consider all requests at once: Council should consider requests for service level enhancements or increases together, rather than in isolation.
4. Consider ongoing costs associated with one-time purchases/expenditures: Significant ongoing costs, such as insurance, taxes, utilities, and maintenance should be determined before an initial purchase is made or a capital project is constructed. Capital and program decisions should not be made until staff has provided a five-year analysis of ongoing maintenance and operational costs.
5. Re-evaluate decisions: Political, economic, and legal changes necessitate reevaluation to ensure Council goals are being met. Staff and Council should ~~use the first year of the two-year budget process to review programs.~~ review programs as part of the annual budget process.
6. Analyze the people served: With a changing population, staff should periodically reassess the number of people (permanent residents' verses visitor population) served with each program.
7. Evaluate the role of boards and commissions relating to service levels: The City Council should encourage boards and commissions to consider the economic impacts of recommendations and incorporate findings into policy direction.
8. New service implementation: Prior to implementing a new service, the City Council should consider a full assessment of staffing and funding requirements.
9. Provide clear City Council direction: City Council should achieve a clear consensus and provide specific direction before enhancing or expanding service.
10. Benchmarking and performance measurement: The City should strive to measure its output and performance. Some departments have established performance measures.

C. Revenues and Assets

1. Building and Planning Fees: Staff has identified revenues that can be increased, and recommends increasing building and planning fees this year.
2. Sewer Franchise Fee: Staff recommends imposing a franchise fee on the sewer district. The City can charge up to a 6 percent franchise fee on the sewer district.
3. Other revenues: Staff has identified the following as additional General Fund revenues, but does not recommend an increase at this time (Transit Room Tax, Sales Tax, and Property Tax).
4. Special Events: Staff does not recommend increasing fees for special events.
5. Assets: Although Staff identified assets that could be sold; it does not recommend a sale of assets at this time.

D. Capital Improvement Program

1. Prioritized capital projects: Council should adopt the prioritized capital projects during the budget process.
2. Project manager for each capital project: Staff recommends each capital project to be assigned to a project manager at the manager level (unless otherwise directed).
3. Peer review: Staff recommends managers and related agencies offer appropriate peer review to identify and to plan for operating costs before projects are taken to Council.
4. Value Engineering: Staff recommends maintaining a dialogue with suppliers, contractors, and designers to ensure cost-effective projects.
5. Projects with a possible art component: Staff recommends the project manager to determine the necessity, selection, and placement of art on a project by project basis as funding, timing, complexity, and appropriateness may warrant.

E. Intergovernmental Programs

1. Regional Transit: The City should participate in the development of a regional transit action plan.
2. Recreation MOU: The City should decide whether to renew the Memorandum of Understanding with Snyderville Basin Recreation District or to discontinue it.
3. Communications: Staff recommends the decision of whether to combine Park City's and Summit County's communications systems be postponed until a decision on the City's role in the Countywide Communications Study is made.
4. Grants Policy: Staff recommends Council adopts a budget policy, outlining a comprehensive grants process that insures continuity in grants administration and access to alternative sources of funding.

F. Non-Departmental/Inter-fund

1. Employee Compensation Plan: Staff recommends Council adopt the pay plan as presented in this budget.
2. Recreation Fund: Staff endorses the findings and recommendations of the Recreation Analysis completed in February 2001.
3. Water Fund: Staff recommends a focus group be formed in the near future to research the feasibility of implementing a franchise tax on water usage.
4. Self-Insurance Fund: Staff recommends leaving the reserve as it currently is, but consider using the reserve fund to pay insurance premiums, rather than using inter-fund transfers from each of the operating budgets. This recommendation has been implemented.

G. Recreation Analysis

1. Fund Structure: The Wikstrom Report recommends continuing to use the enterprise fund if cost allocation procedures are established that clearly track the use of subsidy monies and individual program costs.

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2. Indirect Costs: The Wikstrom Report recommends further evaluation of indirect costs, since present accounting methods do not clearly do so.
3. Adult Programs: The report identified adult programs as an area where policy direction should be received. Specifically, should all adult programs be required to cover their direct costs and indirect costs? Should all adult programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for adult programs? At what point should an existing adult program be eliminated? What criteria should be used in this decision?
4. CTAC Adult Programming: CTAC questioned the practice of subsidizing adult programs. A recommendation came forward from that group suggesting that all youth activities be moved into the General Fund with adult programs remaining in the enterprise fund without a subsidy.
5. Youth Programs: Should all youth programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for youth programs? Is the City willing to subsidize indirect costs of SBRD youth participants in order to increase the quality of life for Park City youth? At what point should an existing youth program be eliminated? What criteria should be used in this decision? Should all youth programs be held to the same standard or should there be a different standard for team sports as opposed to individual sports such as tennis or swimming?
6. Potential Revenue and Capital Funding Alternatives: Currently capital replacement of the Recreation Facility is funded with an unidentified revenue source. Wikstrom posed several policy questions intended to more fully understand this issue, such as the following: Is the City willing to institute a municipal transient room tax with a portion of the revenues dedicated to funding recreation? Is the City willing to request an increase in the resort tax to the legal limit of 1.5 percent, which is a ballot issue and requires voter approval? Is the City willing to request voter approval for a general obligation bond in the amount of roughly \$2 million?

H. Miscellaneous Analysis

1. A comprehensive analysis on the Water Fund is currently underway. The study includes a rate study and fee analysis. The intent of the study is to insure the City has the ability to provide for the present and future water needs (This analysis was updated in 2003 and again in 2004. The City Manager's recommended budget for FY 2005 will incorporate changes to the Water Fund as a result.)
2. Analyses to establish market levels and to study the financial condition of the Golf Fund were conducted in 2000 and 2001. An evaluation of the fund by Staff in spring 2004 revealed that additional changes to fees and expenditures are necessary. Staff was will also conduct an in-depth analysis of the course and its operations (including a discussion of the course's underlying philosophy) beginning later this summer.

PART III - COST ALLOCATION PLAN

The City has developed a Cost Allocation Plan detailing the current costs of services to internal users (e.g., fees, rates, user charges, grants, etc.). This plan was developed in recognition of the need to identify overhead or indirect costs, allocated to enterprise funds and grants and to develop a program which will match revenue against expenses for general fund departments which have user charges, regulatory fees, licenses, or permits. This plan will be used as the basis for determining the administrative charge to enterprise operations and capital improvement projects.

Anticipated future actions include the following:

- A.** Maintain a computerized system (driven from the City's budget system) that utilizes the basic concepts and methods used in cost allocation plans.
- B.** Fine-tune the methods of cost allocation to ensure the fair and equitable distribution of cost.
- C.** Develop guidelines for the use and maintenance of the plan.
 - 1.** Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
 - 2.** Rate and fee increases
 - 3.** Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management

CHAPTER 5 - CONTRACTS & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS (AMENDED MAY 2020)

As part of the budget process, the City Council appropriates funds to contract with organizations offering services consistent with the needs and goals of the City. Depending upon the type of service category, payment terms of the contracts may take the form of cash payment and/or offset fees or rent relating to City property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

A. Public Service Fund Distribution Criteria

In order to be eligible for a public service contract in Fund Categories 1-3, organizations must meet the following criteria:

- 1. Criterion 1:** Accountability and Sustainability of Organization - The organization must have the following:
 - Quantifiable goals and objectives.
 - Non-discrimination in providing programs or services.
 - Cooperation with existing related programs and community service.
 - Compliance with the City contract.
 - Federally recognized not-for-profit status.
- 2. Criterion 2:** Program Need and Specific City Benefit - The organization must have the following:
 - A clear demonstration of public benefit and provision of direct services to City residents.
 - A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.
- 3. Criterion 3:** Fiscal Stability and Other Financial Support - The organization must have the following:
 - A clear description of how public funds will be used and accounted for
 - Other funding sources that can be used to leverage resources.
 - A sound financial plan that demonstrates managerial and fiscal competence.
 - A history of performing in a financially competent manner.
- 4. Criterion 4:** Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

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B. Total Public Service Fund Appropriations

The City may appropriate up to 1 percent of the City's total budget for public service contracts for the Special Service Contract and Rent Contribution Categories described below. In addition, the City appropriates specific dollar amounts from other funds specifically related to Historic Preservation as described below.

C. Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

- 1. Special Service Contracts**
 - a) Regular Services – To be determined by Council discretion
- 2. Rent Contribution**
- 3. Historic Preservation**

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract and Rent Contribution categories by the City Council. A specific dollar amount is allocated to Historic Preservation and the Historic Preservation Grant Program based up on funds available from the various Redevelopment Agencies and the General Fund.

The category percentage allocation could vary from year-to-year, depending on Council discretion. In addition, as the City's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.

D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that would otherwise be provided by the City. Special services that fall into this category would include, but not be limited to the following: community art & culture, childhood education, medical treatment, emergency assistance, food pantry, housing outreach & education, and safe haven. ~~More categories will be added to social equity services based off of the Social Equity Strategic Plan.~~ To the extent possible, individual special services will be delineated in the budget.

~~Service providers are eligible to apply for a special service contract every biennial budget process, with the exception of innovation grants which could run from one to three years.~~

The City will award special service contracts through a competitive bid process administered by the Service Contract Subcommittee and City Staff. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

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Each special service provider will have a special service contract with a term of ~~four~~one to four years, depending on the type of contract. ~~Half of the total contract amount will be available each year.~~ Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 -percent to be distributed upon demonstration through performance measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the ~~public~~special service contract. The disbursement of all appropriations will be contingent upon council approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by ~~March 31~~ the given deadline of the first contract year.

The City reserves the right to appoint a citizen's task force to assist in the competitive selection process. The task force will be selected on an ad hoc basis by the Service Contract Subcommittee.

All special service contract proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4.

Innovation Grants: City council intends to provide the community with a meaningful venue to deliver unique and innovative ideas focused on tackling the City's challenges. These solutions may focus on the Community Critical Priorities of energy, housing, transportation, and social equity, but may be related to any initiative the City deems worthwhile. Grants would provide an organization with seed money to create programs or start initiatives, but would not serve as a long-term funding solution for non-profits. Innovation grants will typically have distributions ranging from 1-3 years.

Deadlines: All proposals for Special Service Contracts must be received no later than ~~March 31~~the given deadline. A competitive bidding process conducted according to the bidding guidelines of the City may set forth additional application requirements. If there are unallocated funds, extraordinary requests may be considered every six months ~~during the two-year budget cycle~~, unless otherwise directed by Council.

Extraordinary requests received after this deadline must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under one of the existing Special Service Contract categories;
2. The applicant must show that the requested funds represent an unexpected fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate that other possible funding sources have been exhausted.

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E. Rent Contribution

A portion of the Special Service Contract funds will be used as a rent contribution for organizations occupying City-owned property and providing services consistent with criterion 1-4 pursuant to the needs and goals of the City. To the extent possible, individual rent contributions will be delineated in the budget. Rent contributions will usually be memorialized by a lease agreement with a term of five years or less, unless otherwise approved by City Council.

The City is required to make rent contributions to the Park City Building Authority for buildings that it occupies. Qualified Organizations may enter into a lease with the City to occupy City space at a reduced rental rate pursuant to criterion 1-4. The difference between the reduced rental rate and the rate paid to the Park City Building Authority will be funded by the rent contribution amount. Rent Contribution lease agreements will not exceed five years in length unless otherwise directed by the City Council. Please note that this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue, the Main Street RDA, and the General Fund. The City Council hereby authorizes the Historic District Grant Program. The disbursement of the funds shall be administered pursuant to the Historic District Grant Program pursuant to applications and criteria established by the Planning Department, and awarded by the Planning Department except that City Council approval shall be required for disbursement amounts greater than \$25,000. In instances where another organization is involved, a contract delineating the services will be required. Projects involving city property or partnerships shall be limited to Category A. Repair funds, remaining end of fiscal year funds, or funds allocated via the General Fund through the separate Budgeting for Outcomes (BFO) annual process.

G. Exceptions

Rent Contribution and Historic Preservation funds will be appropriated through processes separate from the biennial Special Service Contract process and when deemed necessary by City Council or its designee.

The Service Contract Sub-Committee has the discretion as to which categories individual organizations or endeavors are placed. Any percentage changes to the General Fund categories described above must be approved by the City Council. All final decisions relating to public service funding are at the discretion of the City Council.

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and

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all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART II - CONTRACTING AND PURCHASING POLICY

A. Purpose

These rules are intended to provide a systematic and uniform method of purchasing goods and services for the City. The purpose of these rules is to ensure that purchases made and services contracted are in the best interest of the public and acquired in a cost-effective manner.

Authority of Manager: The City Manager or designate shall be responsible for the following:

1. Ensure all purchases for services comply with these rules;
2. Review and approve all purchases of the City;
3. Establish and amend procedures for the efficient and economical management of the contracting and purchasing functions authorized by these rules. Such procedures shall be in writing and on file in the office of the manager as a public record;
4. Maintain accurate and sufficient records concerning all City purchases and contracts for services;
5. Maintain a list of contractors for public improvements and personal services who have made themselves known to the City and are interested in soliciting City business;
6. Make recommendations to the City Council concerning amendments to these rules.

B. Definitions

Building Improvement: The construction or repair of a public building or structure (Utah Code 11-39-101).

City: Park City Municipal Corporation and all other reporting entities

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controlled by or dependent upon the City's governing body, the City Council.

Contract: An agreement for the continuous delivery of goods and/or services over a period of time greater than 15 days.

CPI: The Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor.

Local Business: a business having:

- a. A commercial office, store, distribution center or other place of business located within the boundaries of Summit County, with an intent to remain on a permanent basis;
- b. A current County or City business license; and
- c. At least one employee physically present at the local business outlet.

Local Bidder: A Local Business submitting a bid on a Park City Public Works Project or Building Improvement

Manager: City Manager or designee.

Public Works Project: The construction of a park, recreational facility, pipeline, culvert, dam, canal, or other system for water, sewage, storm water, or flood control (Utah Code 11-39-101). "Public Works Project" does not include the replacement or repair of existing infrastructure on private property (Utah Code 11-39-101), or emergency work, minor alteration, ordinary repair, or maintenance necessary to preserve a public improvement (such as lowering or repairing water mains; making connections with water mains; grading, repairing, or maintaining streets, sidewalks, bridges, culverts or conduits).

Purchase: The acquisition of goods (supplies, equipment, etc.) in a single transaction such that payment is made prior to receiving or upon receipt of the goods.

C. General Policy

1. All City purchases for goods and services and contracts for goods and services shall be subject to these rules.
2. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules. All thresholds specified in this policy are to be applied to the total cost of a contract over the entire term of the contract, as opposed to annualized amounts.
3. City departments shall not engage in any manner of barter or trade when procuring goods and services from entities both public and private.
4. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year in which funds have been appropriated.

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5. Subject to federal, state, and local procurement laws when applicable, reasonable attempts should be made to support Park City businesses by purchasing goods and services through local vendors and service providers.
6. All reasonable attempts shall be made to publicize anticipated purchases or contracts in excess of \$15,000 to known vendors, contractors, and suppliers.
7. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of capital assets and services in excess of \$15,000.
8. When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be initiated.
9. All purchases and contracts must be approved by the manager or their designee unless otherwise specified in these rules.
10. All contracts for services shall be approved as to form by the city attorney.
11. The following items require City Council approval unless otherwise exempted in these following rules:
 - a. All contracts (as defined) with cumulative total over \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over \$15,000 that is not anticipated in the current budget.
 - d. Accumulated "Change Orders" which would overall increase a previously council approved contract by:
 - i. the lesser of 20% or \$25,000 for contracts of \$250,000 or less
 - ii. more than 10% for contracts over \$250,000.
 - iii. any change order that causes the contract to exceed the above amounts, must go to council for approval.
12. Acquisition of the following Items must be awarded through the formal bidding process:
 - a. All contracts for building improvements over the amount specified by state code, specifically:
 - i. for the year 2003, \$40,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year.
 - b. All contracts for public works projects over the amount specified by state code, specifically:

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- i. for the year 2003, \$125,000 (\$176,559 for FY15)
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year.
 - c. Contracts for grading, clearing, demolition or construction in excess of \$2,500 undertaken by the Community Redevelopment Agency.
 - 13. The following items require a cost benefit analysis where there is a quantifiable return on investment as defined by the Budget, Debt, and Grants Department before approved:
 - a. All contracts, projects and purchases over \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over \$15,000 that is not anticipated in the current budget process.
 - 14. City Employees or anyone acting on behalf of the City may not receive or accept any gift or loan if the gift or loan could influence a reasonable person in the discharge of the person's official duties including but not limited to the granting of City contracts. This prohibition does not apply to any occasional non-pecuniary (non-cash equivalent) gifts with a value less than \$50. Employees must abide by PCMC 3-1-4.
 - 15. All RFPs must be advertised on the Park City website.

D. Exceptions

Certain contracts for goods and services shall be exempt from bidding provisions. The manager shall determine whether or not a particular contract or purchase is exempt as set forth herein.

- 1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract which would have normally required their approval as soon as reasonably possible. Consult the Emergency Manager regarding purchases for disaster events.
- 2. Projects that are acquired, expanded, or improved under the "Municipal Building Authority Act" are not subject to competitive bidding requirements.
- 3. Purchases made from grant funds must comply with all provisions of

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the grant.

4. Purchases from companies approved to participate in Utah State Division of Purchasing and General Services agreements and contracts are not subject to competitive bidding requirements.
5. Purchases made via public auction.
6. Purchases from local government purchasing pools in which the City is a participant as approved by a resolution of the City Council.

E. General Rules

1. **Purchases of Materials, Supplies and Services** are those items regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, and maintenance contracts for repairs to equipment, asphalt, printing services, postage, fertilizers, pipes, fittings, and uniforms. These items are normally budgeted within the operating budgets. Purchases of this type do not require "formal" competitive quotations or bids. However, for purchases in excess of \$15,000 all reasonable attempts shall be made to obtain at least three written quotations and to notify via the City website any local businesses that, in the normal course of business, provide the materials, supplies or services required by the City. A written record of the source and the amount of the quotations must be kept.
2. **Purchases of Capital Assets** are "equipment type" items which would be included in a fixed asset accounting system having a material life of three years or more and costing in excess of \$5,000. These items are normally budgeted within
the normal operating budgets. Purchases of this type do not require "formal" bids. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of this type in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, sells the equipment required by the City.
3. **Contracts for Professional Services** are usually contracts for services performed by an independent contractor, in a professional capacity, who produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, dentist, artist, appraiser or photographer. Professional service contracts are exempt from competitive bidding. All reasonable attempts shall be made to obtain at least three written quotations on all contracts exceeding \$15,000 and to notify via the City website any local businesses that, in the normal course of business, provide the service required by the City. A written

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record of the source and the amount of the quotations must be kept.

The selection of professional service contracts in an amount exceeding \$25,000 shall be based on a formal documented evaluation process such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered.

The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts. Major professional service contracts (\$25,000 and over) must be approved by the City Council.

4. **Contracts for Public Improvements** are usually those contracts for the construction or major repair of roads, highways, parks, water lines and systems (i.e., Public Works Projects); and buildings and building additions (i.e. Building Improvements). Where a question arises as to whether or not a contract is for public improvement, the manager shall make the determination.

Minor public improvements (less than the amount specified by state code.): The department shall make a reasonable attempt to obtain at least three written competitive quotations for contracts in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. Procurement for all minor public improvements in excess \$25,000 shall be based on a formal documented evaluation process. The evaluation process should include, at minimum, an objective assessment of the services needed, the abilities of the contractors to perform the service and the cost of the service. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, provide the public improvements required by the City. The manager may require formal bidding if it is deemed to be in the best interest of the City. Local bidder preference applies.

Major public improvements (greater than or equal to the amount specified by state code): Unless otherwise exempted, all contracts of this type require competitive bidding. Local bidder preference does not apply.

5. **Contracts for Professional Services, where the Service Provider is**

responsible for Building Improvements/Public Works Project (Construction Manager / General Contractor “CMGC” Method) are contracts where the City contracts with a "Construction Manager/General Contractor" which is a contractor who enters into a contract for the management of a construction project when that contract allows the contractor to subcontract for additional labor and materials that were not included in the contractor's cost proposal submitted at the time of the procurement of the Construction Manager/General Contractor's services. It excludes a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of construction is to meet subcontracted portions of change orders approved within the scope of the project. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages and subcontractors under a competitive bid requirement as required herein. The Project Manager will attend the award of all subcontracts which meet the threshold requirements of General Policy 12 (a) or (b) above.

6. **Ongoing Service Contracts are contracts that renew annually for services such as: cleaning services, alarm systems, and elevator maintenance etc.** Ongoing service contract renewals will not last more than a five-year span. Following the conclusion of a five-year term, contracts exceeding a total of \$25,000 will again undergo the process described in the section: E. General Rules, Subsection: 3. Contracts for Professional Services.

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these

regulations or the City Council.

2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and in as many additional issues and publications as the manager may determine, at least five days prior to the opening of bids. The advertisement shall also be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers. Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks as well as be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers.

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;
 - b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
 - c. The character of the work to be done or the materials or things to be purchased;
 - d. The office where the specifications for the work, material or things may be seen;
 - e. The name and title of the person designated for receipt of bids;
 - f. The type and amount of bid security if required;
 - g. The date, time, and place that the bids will be publicly opened.
3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:
 - a. In writing or electronically sealed;
 - b. Filed with the manager;
 - c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
 - d. Have the appropriate bid security attached, if required.
 4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result

in forfeit of the bid security.

- a. Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents. If there are more than two local bidders who are within 5% then the contract shall be awarded to the local bidder which had the lowest original bid according to the procedure above.
- 5. Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.
- 6. Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:
 - a.** The bidder does not have sufficient financial ability to perform the contract;
 - b.** The bidder does not have equipment available to perform the contract;
 - c.** The bidder does not have key personnel available, of sufficient experience, to perform the contract;
 - d.** The person has repeatedly breached contractual obligations with public and private agencies;
 - e.** The bidder fails to comply with the requests of an investigation by the manager.
- 7. Pre-qualification of Bidders:** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances which would make any statement contained in the pre-qualification application no longer applicable or untrue. If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to the person. The notice

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shall state the reason for revocation and inform the person that revocation will be effective immediately.

8. **Appeals Procedure:** Any supplier, vendor, or contractor who determines that a decision has been made adversely to him, by the City, in violation of these regulations, may appeal that decision to the City Council. The complainant contractor shall promptly file a written appeal letter with the manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council shall conduct a hearing on the matter and provide the complainant an opportunity to be heard. A written decision shall be sent to the complainant.

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CHAPTER 6 - OTHER POLICIES

PART I - DEBT MANAGEMENT

- A.** The City will not obligate the General Fund to secure long-term financing except when marketability can be significantly enhanced.
- B.** Direct debt will not exceed 2% of assessed valuation.
- C.** An internal feasibility analysis will be prepared for each long-term financing activity that analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D.** The City will generally conduct financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E.** The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and credit enhancements, such as letters of credit or insurance, when necessary for marketing purposes, availability, and cost-effectiveness.
- F.** The City will annually monitor all forms of debt, coincident with the City's budget preparation and review process, and report concerns and remedies, if needed, to the Council.
- G.** The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- H.** The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

PART II - POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS

The City of Park City (the “City”) issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated there under (the “Treasury Regulations”), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the

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Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

- A.** **Effective Date and Term.** The effective date of this Policy is the date of approval by the City Council of the City (June 16, 2011) and shall remain in effect until superseded or terminated by action of the City Council.

- B.** **Responsible Parties.** The Finance Manager of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Manager will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Manager of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
 - (1) Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
 - (2) Financial Advisor (the organization primarily responsible for providing financial advisor services to the City);
 - (3) Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
 - (4) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Finance Manager shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Paying Agent, and Rebate Analyst. The Finance Manager shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Finance Manager shall provide training and educational resources to City staff that are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

- C.** **Post-Issuance Compliance Actions.** The Finance Manager shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:
 - (1) The Finance Manager shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).

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- (2) The Finance Manager shall file with the Internal Revenue Service (the “IRS”), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).
- (3) The Finance Manager, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- (4) In consultation with Bond Counsel, the Finance Manager shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Manager shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Manager shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Manager shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Manager shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.
- (5) The City has issued direct pay Build America Bonds. In consultation with the Paying Agent, the Finance Manager shall prepare or cause to be prepared the Return for Credit Payments to Issuers of Qualified Bonds, Form 8038-CP, to request subsidy payments with respect to interest payable on the bonds and submit such Form 8038-CP to the IRS.

D. Procedures for Monitoring, Verification, and Inspections. The Finance Manager shall institute such procedures as the Finance Manager shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Manager shall establish the following procedures:

- (1) The Finance Manager shall monitor the use of the proceeds of tax-exempt

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governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148- 2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.

- (2) The Finance Manager shall monitor the use of all bond financed facilities in order to:
 - (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.
- (3) The Finance Manager shall undertake with respect to each outstanding issue of tax- exempt governmental bonds of the City an annual review of the books and records maintained by the City with respect to such bonds.

- E. Record Retention Requirements.** The Finance Manager shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the

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date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit entered into subsequent to the date of issue; (xviii) copies of all Form 8038-Ts, 8038-CPs and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such tax-exempt governmental bonds.

The records collected by the Finance Manager shall be stored in any format deemed appropriate by the Finance Manager and shall be retained for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years.

- F.** Remedies. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.
- G.** Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Manager is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- H.** Other Post-Issuance Actions. If, in consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager determines that any additional action not identified in this Policy must be taken by the Finance Manager to ensure the continuing tax-exempt status of any issue of governmental bonds of the City,

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the Finance Manager shall take such action if the Finance Manager has the authority to do so. If, after consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.

- I.** **Taxable Governmental Bonds.** Most of the provisions of this Policy, other than the provisions of Section 7 and Section 3(e), are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Manager shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Finance Manager shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.
- J.** **IRS Examination.** In the event the Internal Revenue Service (“IRS”) commences an examination of an obligation, the Finance Manager shall inform the City Manager, City Attorney and City Council of such event and is authorized to respond to inquiries of the IRS and, if necessary, to hire outside, independent professional counsel to assist in the response to the examination.

PART III - TRAFFIC CALMING POLICY (ADOPTED JULY 15, 2002)

The Traffic Calming Policy and adopted traffic calming programs will provide residents an opportunity to evaluate the requirements, benefits, and tradeoffs of using various traffic calming measures and techniques within their own neighborhood. The policy outlines the many ways residents, businesses and the City can work together to help keep neighborhood streets safe.

A. Goals

- 1.** Improve the quality of life in neighborhoods
- 2.** Improve conditions for pedestrians and all non-motorized movements

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3. Create safe and attractive streets
4. Reduce accidents
5. Reduce the impact of motorized vehicles within a neighborhood
6. Balance the transportation needs of the various land uses in and around a neighborhood
7. Promote partnerships with Summit County, UDOT, and all other agencies involved with traffic calming programs

B. Objectives

1. Encourage citizen involvement in traffic calming programs
2. Slow the speeds of motor vehicles
3. Improve the real and perceived safety for non-motorized users of the street
4. Incorporate the preference and requirements of the people using the area
5. Promote pedestrian, cycle, and transit use
6. Prioritize traffic calming requests

C. Fundamental Principals

1. Reasonable automobile access should be maintained. Traffic calming projects should encourage and enhance the appropriate behavior of drivers, pedestrian, cyclists, transit, and other users of the public right-of-way without unduly restricting appropriate access to neighborhood destinations.
2. Reasonable emergency vehicle access must be preserved.
3. The City shall employ the appropriate use of traffic calming measures and speed enforcement to achieve the Policy objectives. Traffic calming devices (speed humps, medians, curb extensions, and others) shall be planned and designed in keeping with sound engineering and planning practices. The Public Works departments shall direct the installation and maintenance of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code and pertinent state and federal regulations.
4. To implement traffic calming programs, certain procedures shall be followed by the City in processing requests according to applicable codes and related policies within the limits of available resources. At a minimum, the procedures shall provide for:
 - a. A simple process to propose traffic calming measures
 - b. A system for staff to evaluate proposals
 - c. Citizen participation in program development and evaluation
 - d. Communication of any test results and specific findings to area residents and affected neighborhood organizations
 - e. Strong neighborhood support before installation of permanent traffic management devices
 - f. Using passive traffic controls as a first effort to solve most neighborhood speed problems
5. Time frames - All neighborhood requests will be acknowledged within 72 hours from the initial notification of the area of traffic concern. Following that, the time required by all parties involved will be dependent on the issue brought

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forward. It is expected that both City Staff and the requesting parties will act in a responsive and professional manner.

C. Communication Protocols

Park City Municipal Corporation will identify a Traffic Calming Project Manager to facilitate the communications and program steps deemed appropriate. The Project Manager will be the point person for all communications with the requesting neighborhood and internally with a Traffic Calming Program Review Committee. The Traffic Calming Program Review Committee will evaluate and recommend the action steps to be taken. The Review Committee will be comprised of the following people:

1. Public Works Director
2. City Engineer
3. Police Department Representative - appointed by the Police Chief
4. Traffic Calming Project Manager - appointed by the Public Works Director

All coordination efforts, enforcement measures, and follow through responsibilities will be under the supervision of the Traffic Calming Project Manager.

D. Eligibility

All city streets are eligible to participate in a Traffic Calming Program. Any traffic management techniques desired to be used on Utah Department of Transportation (UDOT) owned streets must be approved by UDOT.

E. Funding Alternatives

1. 100% Neighborhood Funding
2. Capital Improvement Program
3. Neighborhood Matching Grants
4. City Traffic Calming Program Funds

F. Procedures

Phase I: Phase I consists of implementing passive traffic controls.

1. **Initiation:** Neighborhood complaint must include petition signed by at least 5 residents or businesses in the area to initiate Phase I of a traffic calming program.
2. **Phase I First Meeting:** Neighborhood meeting is held to determine goals of a traffic calming program, initiate community education, initiate staff investigation of non-intrusive traffic calming measures, discuss options, estimate of cost, timing, and process.
3. **Phase I Implementation:**

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- a. The Traffic Calming Program Review Committee reviews signing, striping, and general traffic control measures. Minimum actions include Residential Area signs, speed limit signs, review of striping, review of stop sign placement, review of turn restrictions, and review of appropriate traffic control devices.
 - b. Community watch program initiated. This program includes neighbors calling police to request increased speed limit enforcement, neighbors disseminating flyers printed by the City reminding the community to slow down, community watch for commercial or construction vehicles, etc.
 - c. Targeted police enforcement will begin to include real time speed control.
4. **Phase I Evaluation:** Evaluation of Phase I actions will occur over a 3 to 9 month period. Evaluation will include visual observations by residents and staff.
5. **Phase I Neighborhood Evaluation Meeting:** Phase I evaluation meeting will be held to discuss results of Phase I. It will be important that the City staff and the current residents also contact the relevant property owners to obtain their opinions and thoughts prior to taking any next steps.

Phase II:

1. **Phase II Initiation:** Twenty-five percent (25%) of the residents within the proposed neighborhood area can request the initiation of Phase II.
2. **Define Neighborhood Boundary:** A neighborhood will include all residents or businesses with direct access on streets to be evaluated by Phase II implementation. Residents or businesses with indirect access on streets affected by Phase II implementation will be included in neighborhood boundary only at the discretion of staff.
3. **Phase II Data Collection and Ranking:** Staff performs data collection to evaluate and rank neighborhood problems and the ability to solve problems. Data collection will include the following and will result in a quantitative ranking.

Criteria	Points	Basis Point Assignment
Speed data (48 hour)	30	Extent by which the 85 th percentile traffic speed exceeds the posted speed limit (2 points per 1 mph)
Volume data (48 hour)	25	Average daily traffic volumes (1 point per 100 vehicles, minimum of 500 vpd)

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Accident data (12 month)	20	Accidents caused by speeding (8 points per accident)
Proximity to schools or other active public venues	5	Points assigned if within 300 feet of a school or other active public venue
Pedestrian crossing, bicycle routes, & proximity of pedestrian generators	5	Points assigned based on retail, commercial, and other pedestrian generators.
Driveway spacing	5	For the study area, if large spaces occur between driveways, 5 points will be awarded. If more than three driveways fall within a 100 foot section of the study area, no points will be provided.
No sidewalks	10	Total points assigned if there is no continuous sidewalk on either side of the road.
Funding Availability	50	50 points assigned if the project is in the CIP or 100% funding by the neighborhood. Partial funding of 50% or more by the neighborhood 25 points, partial funding of 10 to 50% by the neighborhood 10 points.
Years on the list	25	5 points for each year
Total Points Possible	175	maximum points available

4. **Phase II Implementation Recommendation:** The Traffic Calming Project Review Committee proposes Phase II traffic calming implementation actions and defines a project budget.
5. **Phase II Consensus Meeting:** A neighborhood meeting is held to present a Phase II implementation proposal including project budget, possible time frame, discuss temporary installation, etc. The estimated time frame is one to three years depending on funding availability.
6. **Phase II Petition:** Residents and businesses in neighborhood boundary are mailed/or hand delivered a petition by the City identifying Phase II actions, cost, and explanation of implications of vote. Petition provides ability to vote yes, no, or not return petition. Unreturned petitions count as no votes. Resident support for traffic calming is defined as 67 percent positive response. No more than four weeks is allowed for the return of a petition.
7. **Phase II Implementation:** Permanent installation will be implemented after the approval of funding by the City Council. Implemented actions will be continually monitored based on visual observation and accident data.

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8. **Post Project Evaluation:** City staff will review impacts on traffic to determine if goals were met. Neighborhoods will have an opportunity to review data and provide comment.
9. **Removal (if required):** The Traffic Calming Program Review Committee will authorize removal of improvements upon receiving a petition showing 75 percent support by the neighborhood. Removal costs in all or part may be assessed to the defined neighborhood boundaries.

G. Traffic Management Devices (Definitions)

1. **Passive Controls** consist of traffic control mechanisms that are not self-regulating. To be effective it is necessary for drivers to abide by traffic control devices.
 - a. Stop Signs - used to assign right-of-ways at intersections and where irremovable visibility restrictions exist.
 - b. Speed Limit Signs - sometimes installed as traffic calming mechanism. Numerous speed limit signs reinforce the posted speed.
 - c. Turn Prohibition Signs - used to prevent traffic from entering a street, thereby reducing traffic volumes.
 - d. Neighborhood Announcement Signs - used to advise the entering vehicles that they are moving through a particular type of neighborhood. Specific supplementary messages can also be placed here.
2. **Positive Physical Controls:**
 - a. Medians Islands - used to constrict travel lane width and provide an area for additional landscaping and signage.
 - b. Bulb-Outs (Chokers/Curb Extensions) - physical constrictions constructed adjacent to the curb at both intersections and mid-block locations making pedestrian crossings easier and space for additional landscaping and signage.
 - c. Speed Humps - are vertical changes in the pavement surface that force traffic to slow down in order to comfortably negotiate that portion of the street.
 - d. Chicanes - are a set of two or three landscaped curb undulations that extend out into the street. Chicanes narrow the street encouraging drivers to drive more slowly.
 - e. Traffic Circles and Roundabouts - circular islands located in the middle of street intersections that force traffic to deflect to the right, around a traffic island, in order to perform any movement through the intersection tending to slow the traffic speeds.
 - f. Rumble Strips - changes in the elevation of the pavement surface and/or changes in pavement texturing which are much less pronounced than speed humps.

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- g.** Diverters - physical obstructions in intersections which force motorists to turn from the traveled way onto an adjacent intersecting street thereby reducing volume.

3 Driver Perception/Psychology:

- a.** Landscaping - the most effective way to change the perception of a given street environment.
- b.** Crosswalks - can be used to alter the perception of a street corridor and at the same time enhance the pedestrian environment.
Flashing Warning Beacons - can be used to alter driver psychology.
Real-time Speed Display - used to inform drivers of actual speed they are traveling.
- c.** Increased Enforcement - additional enforcement of regulations either by law enforcement personnel or citizen volunteer groups.
- d.** Pavement Markings - used to guide motorists, delineate on-street parking areas or create the impression of a narrowed roadway, all in an effort to slow traffic speeds.

PART IV - SPECIAL EVENTS SERVICES

The City's role in supporting special events encompasses a wide range of services. Depending on the size and impact of a given special event the City may be required to provide:

- Police Services (Crowd, Traffic and Access control).
- Transit Services (Enhanced frequency or capacity).
- Parks Services (Field maintenance, Grounds maintenance, Trash).
- Streets Services (Street Sweeping, Electronic signage, Barricades).
- Parking Services (Special use of parking, Parking enforcement).
- Building Services (Inspections and Code enforcement).
- Special Events and Facilities Services (Facility leases).

Some of these services can be provided without incremental cost or loss of revenues. However, most special events services do have an impact on departmental budgets in the form of overtime labor, equipment, materials, or foregone revenue. The purpose of this policy is to ensure departments are properly funded to provide the special event support they are tasked with providing.

A. Procedures for Amending Departmental Budgets

For budgeting purposes special events can be categorized into two groups:

- 1.** Those events that are managed under multi-year contracts with the City

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2. Those year to year or one-time events whose size and scope do not justify long term contracts.

B. Events Managed Under Multi-Year Contracts

For these events, Departments shall request budget adjustments during the first budget process after these agreements are signed. These budget adjustments will be based upon the level of services outlined in the special event contract and will remain in the budget only for the term of the contract.

C. Year to Year or One Time Events

For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the application. If through the approval process fees are waived these calculations will then serve as the justification for a one-time budget adjustment during the next budget process.

D. Funding Mechanisms for Special Event Budget Increases

The City uses a three tiered approach to fund special event services. Those three tiers are:

1. Special Event Fees
2. Economic Benefit Offset
3. Other General Fund Resources

E. Special Event Fees

Pre-approved fees will be set to recoup the incremental cost of providing the City services detailed in an event Master Festival or Special Event application. If an event requests and receives approval for a waiver of any or all fees, the City will first look to an Economic Benefit Offset to provide funding in lieu of the waived fees.

F. Economic Benefit Offset (EBO):

The economic benefit offset (EBO) of a given event can only be calculated for those events which are known to have a significant impact on sales tax collections and have at least one year of history to analyze. The EBO of an event is calculated using historic sales tax collection data to measure incremental sales tax growth attributable to that event. In the past Council has indicated a willingness to waive fees for up to half the incremental sales tax gained from major special events. The SEBC recommends that Council formally adopt this 50 percent waiver limit. If the Economic Benefit Offset is inadequate (on a fund specific basis) to offset waived fees, the City will then look to other General Fund sources to provide funding in lieu of waived fees.

G. Other General Fund Resources

When the economic benefit of a special event (on a fund specific basis) cannot be

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calculated or is inadequate to offset the amount of waived fees, the SEBC recommends the City identify other general fund sources to offset any waived fees. Staff will communicate available sources to Council or the City Manager when presenting Master Festival or Special Event applications that contain a fee waiver request.

PART V – GASB 54 FUND BALANCE PURPOSE

This Fund Balance Policy establishes procedures for reporting fund balance classifications and establishes a hierarchy of fund balance expenditures for governmental type funds. The policy also authorizes and directs the Finance Manager to prepare financial reports, which accurately categorize fund balance per Governmental Accounting Standards Board Statement No. 54: *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54).

I. FUND BALANCE COMPONENTS

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. GASB 54 establishes the following five components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

A. Non-spendable Fund Balance

The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “not spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable.

B. Restricted Fund Balance

The restricted fund balance classification includes amounts that reflect constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through bonded debt reserve funds required pursuant to debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed Fund Balance

The committed fund balance classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specific use by taking the same type of action (for example ordinance) it employed to previously commit those amounts. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in

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satisfying those contractual requirements. City Council action of passing an ordinance to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

D. Assigned Fund Balance

The assigned fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established by (a) the governing body itself or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

E. Unassigned Fund Balance

The unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that should report this category of fund balance.

II. HEIRARCHY OF SPENDING FUND BALANCE

The City's current fund balance practice provides that restricted fund balance be spent first when expenditure is incurred for which both restricted and unrestricted fund balance is available. Similarly, when expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance can be used; committed amounts are to be spent first, followed by assigned amounts and then unassigned amounts. GASB 54 mandates that this hierarchy of expending fund balance be reported in new categories, using new terminology, and be formally adopted by the City Council. It should be noted that the new categories only emphasize the extent which the City is bound to honor expenditure constraints and the purposes for which amounts can be spent. The total reported fund balance would remain unchanged.

III. COMPARISON OF PAST PRACTICE AND GASB 54 FUND BALANCE TYPES

A. General Fund

Past Practice Definition – The general fund is used to account for all financial resources not accounted for in another fund.

GASB 54 Definition – The general fund is used to account for all financial resources not accounted for in another fund.

B. Special Revenue Funds

Past Practice Definition – Special revenue funds account for proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

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GASB 54 Definition – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds of specific revenue sources” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

C. Capital Projects

Past Practice Definition – Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities.

GASB 54 Definition – Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds, or for assets that will be held in trust for individuals, private organizations, or other governments.

D. Debt Service

Past Practice Definition – Debt service funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

GASB 54 Definition – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

PART VI – Live Park City – Lite Deed Restriction Program

The City Council may appropriate funds dedicated to the purchase of deed restrictions for housing vitality and preservation within the City limits of Park City. The Live Park City housing program purchases deed restrictions that require owner occupancy or long-term rental of the property. The disbursement of funds will be administered by the City Manager and based on the recommendation of an Advisory Board created by City Council and following program criteria established by the Housing Department and adopted by City Council. The Advisory Board has the authority to award recommendations and to enter and negotiate individual deed restrictions, subject to approval by the City Manager provided the funds being provided is less than \$200,000. If the home funds in an application exceeds \$200,000, the authority to approve a deed restriction and delegate funds is subject to City Council approval.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Community Development

Item Type: Work Session

Agenda Section: WORK SESSION

Subject:

4:45 p.m. - 516 Marsac Avenue (Old Peace House) Redevelopment Overview and Project Update

Suggested Action:

Attachments:

[Old Peace House Redevelopment Staff Report](#)

[Exhibit A: Stereotomic Feasibility Report](#)

[Exhibit B: Existing Site Plan](#)

[Exhibit C: Ontario Avenue Subdivision Plat](#)

City Council Staff Report



Subject: 516 Marsac Avenue (Old Peace House)

Authors: Jason Glidden and Browne Sebright

Department: Housing

Date: June 23, 2022

Type of Item: Administrative

Recommendation

Receive a property summary and consider several affordable housing redevelopment options at the City-owned property located at 516 Marsac Avenue. The Housing Team requests Council direction on a preferred targeted use and housing-focused redevelopment of the property.

Executive Summary

Park City Municipal Corporation owns the property at 516 Marsac Avenue. This property was the former site of the Peace House Shelter. The City purchased the building to use for seasonal Transit housing. In recent years, the building has become less desirable due to the unconventional configuration (designed for the building's former use), decrease in demand due to separation from High Valley Transit (HVT), and the aging condition of the property.

The Housing Team commissioned a brief feasibility study (Exhibit A) to understand potential affordable housing development possibilities better. This report presents the findings and possible options moving forward. **We request Council direction on a preferred targeted use and housing-focused redevelopment of the property.**

Background

516 Marsac Avenue is a 0.18-acre (7,660 sf) lot in the Old Town neighborhood of Park City. The property fronts Marsac Avenue and Ontario Avenue and contains steep slopes in the rear of the Lot. The current structure is one residential unit, containing 5 bedrooms, 3 bathrooms, a community kitchen, and a four-car garage ([link to map](#)).

The City acquired the property through a sales agreement with the Peace House on January 26, 2017.¹ The property had previously been used as a shelter for victims of domestic violence for over two decades until the Peace House relocated to a new facility.

The City paid \$1.25M for the property utilizing Transit Funds with the intent to house seasonal Transit employees. With the split in operations from HVT, the Transit Department's need for short-term and seasonal housing diminished. However, demand for long-term housing by City employees, in general, has increased. In order to redevelop the property and consider expanding the potential applicant pool, the Transit Department must be reimbursed to allow for non-Transit employees.

¹ January 26, 2017, [Council Meeting Agenda](#) (p. 44).

Recently, the City conducted a feasibility study (Exhibit A) to review the current zoning (R1- Residential – Low Density) and identify challenges and opportunities. Several conceptual designs were completed to provide Council with various options to consider.

Analysis

Development Challenges

516 Marsac Avenue is Lot 2 of the Ontario Avenue Subdivision (Exhibit C). Plat note 4 of the Ontario Avenue Subdivision restricts the maximum house size of Lot 2 to 2,600 square feet. This plat note likely did not contemplate multiple homes on each lot, and future multi-unit development on the property would be subject to regulatory approvals. Plat note 5 states that all new construction shall require approval under the Historic District Design Guidelines. The steep slopes in the rear of the property limits access to the property via Ontario Avenue.

The property is in the R-1 Zoning District, which, in part, encourages development that protects and enhances the entry corridor to the Deer Valley Resort Area and provides a transition in Use and scale between the Historic Districts and the Deer Valley Resort. Allowed residential uses of the R-1 Zoning District include Single Family Dwellings and Duplex Dwellings, and Conditional Uses include Triplex Dwellings.²



Figure 1. 516 Marsac Avenue Property and Zoning Context.

² LMC § [15-2.12-2](#) Uses

The current R-1 zoning does not allow for Affordable Master Planned Developments (AMPDs)³ or Multi-Unit Dwellings⁴. However, adjacent Zoning Districts, such as Historic Commercial Business (HCB) and Residential – Medium Density (RM), do allow for AMPDs and Multi-Unit Dwellings.

Pursuant to LMC § [15-6.1-2](#), Affordable Master Planned Developments must contain at least ten (10) Residential Unit Equivalents (20,000 square feet). The Sterotomic feasibility study (Exhibit A) identifies an option to develop up to eight residential units, assuming a rezone. If the AMPD parking ratios⁵ are applied to this project, it may be possible to fit up to 10 residential units on the site, however, further study is required to understand the viability of this option.

Targeted Use

To properly evaluate the redevelopment options, several uses were identified by the Housing Team as viable:

Transitional Housing – Several local non-profits have approached the Housing Team requesting the property for transitional housing. Transitional housing is generally for a limited time. Stays can be from two weeks to twenty-four months. The building's floor plan was designed for transitional housing. To continue this use, the property requires a renovation due to considerable wear and tear.

City Employee Housing – Lack of long-term affordable housing continues to be a top challenge with the recruitment and retention of employees. The City would benefit greatly by expanding the number of units dedicated to City employees – police, public works, water, recreation, and general administration. To consider this use, the property requires a major renovation.

Deed Restricted or Rental Affordable Housing – The 2021 Housing Needs Assessment identified the need to create over 800 additional units over the next five years. This option would create three separate units, either for sale or for rental, and allocated via the existing lottery system and wait list. To consider this use, the property requires a major renovation.

The Housing Team recommends the targeted use of the property be City-focused employee housing, as the original purchase arrangement intended to use the property for City-employees. Additionally, the location of the property to the Old Town Transit Center and City hall makes it an ideal location for municipal employees.

Redevelopment Options

Based on the feasibility study performed by Sterotomic, the Housing Team has identified five redevelopment options:

³ LMC § [15-6.1-3](#) *Zoning Districts and Uses*

⁴ LMC § [15-2.12-2](#) *Uses*

⁵ LMC § [15-6.1-9](#) *Parking*

Option 1 – Redevelop the current structure – Keep the existing structure and engage in a re-model to add more space to accommodate three separately contained units.

Option 1A – Maintain the existing building envelope.

- This option somewhat reduces construction efforts and the length of time to obtain administrative approvals.
- This option increases the existing density, going from one 5-bedroom unit to three separate 2-bedroom units.
- Please reference Options 1, 2, 3, and 4 in the Feasibility Study (Exhibit A) for examples.
- Projected timeframe for this option is 18 months.

Option 1B – Maintain the existing building envelope and construct an addition.

- See Feasibility Study Option 5 for an example of this redevelopment option. Still, adding an addition to the rear would exceed the maximum house size and require a Plat Amendment to remove the restriction, subject to regulatory approvals.
- Projected timeframe for this option is 24 months.

Option 2 – Construct a new building – Demolish the existing building and construct a new building with three separate new units.

- This option would maximize the density allowed under the existing zoning.
- This option would cap (2,600 sf) maximum house size as required by the Subdivision Plat unless a Plat Amendment occurred to remove the restriction, subject to regulatory approvals.
- Subject to the Historic District Design Guidelines, per the plat notes, which elongates the approval process.
- Projected timeframe for this option is 18-24 months.

Option 3 – Apply to rezone the property to allow for more units. – The City could request the Planning Commission consider a rezone to a zone that allow for more density. Construction of more than three units in a residential location can be controversial, yet a rezone might:

- Produce the maximum potential density, enabling up to 8-10 residential units.
- Require the most extended administrative review and approval process.⁶
- On June 13, 2022, the Planning Director gave input on Option 3, stating that if rezoned, Historic Commercial Business (HCB) Zoning District would be the more likely future zoning district, but that Medium Density (RM) Zoning District is also a possibility.
 - Zoning Map Amendments are subject to LMC § [15-1-7](#), *Amendments To The Land Management Code And Zoning Map*.
 - The Planning Director noted that there are existing multi-unit developments in the R-1 Zoning District, which are not currently an Allowed use in the zone.
 - In general, Planning does not usually recommend the rezoning of individual parcels, but rather a block or a larger area.

⁶ LMC § [15-1-7](#) *Amendments To The Land Management Code And Zoning Map*

- The Planning Director indicated that getting rid of the R-1 Zoning District entirely is unlikely, as the area has been in a separate zoning configuration since at least 1978, and zoned R-1 since at least 1985.
- The R-1 Zoning District is highly visible on Deer Valley Drive and Marsac Avenue, and an area-wide rezone could cause additional impacts that would need to be considered.
- Affordable Master Planned Developments (AMPDs) are not allowed under the existing R-1 Zoning. However, AMPDs are permitted under the HCB and RM Zoning Districts.
- In the HCB Zoning District, Multi-Unit Developments are an allowed use, and in the RM Zoning District, Multi-Unit Developments are a Conditional Use.
- Cap at 2,600 sf maximum house size, as required by the Subdivision Plat, unless a Plat Amendment occurs to remove the restriction, subject to regulatory approvals.
- Reference Option 6 in the Feasibility Study (Exhibit A) for an example of this option.
- Projected timeframe for this option is 30-36 months.

Option 4 - Remodel/Update the current structure – Keep the current configuration and remodel the building to address a host of maintenance and quality issues.

- This option requires the least construction effort and the quickest administrative approval process.
- This would maintain the existing configuration of the building as one unit with 5 bedrooms.
- Projected timeframe for this option is 18 months.

Option 5 – Sell the property – The City could dispose of the property.

- The Housing Team does not recommend this option, as the property is in Old Town, where developable land is scarce and expensive.

Regulatory Process Considerations

Depending on the target use and redevelopment option chosen, the project may require one or more land use application approvals to enable the preferred use. These applications may be processed concurrently.

Historic District Design Review – Pursuant to the existing plat notes, “All new construction shall require staff approval under the Historic District Design Guidelines”. If the Planning Department determines that this will require an Historic District Design Review Pre-Application, this process could take 2-4 weeks.

Conditional Use Permit – Under the existing R-1 Zoning District, Triplexes are a Conditional Use, and under the RM Zoning District, Multi-Unit Dwellings are a Conditional Use. These uses require a Conditional Use Permit to be reviewed and approved by the Planning Commission. This process can take between 3-9 months.

Plat Amendment – The existing subdivision plat restricts the maximum house size to 2,600 sf, which limits how the property can be redeveloped. To remove this restriction, the City would need to initiate a Plat Amendment to amend the plate notes. This would require coordination with the two adjacent neighbors in the subdivision and could take approximately 6 months, with review and recommendation by the Planning Commission and approval by City Council.

Zoning Map Amendment – If Council chooses Option #3, the City will need to initiate a Zoning Map Amendment to one or more properties in the R-1 Zoning District to a different Zoning District. The City is required to send a courtesy notice to each Owner whose Property is located entirely or partially within the proposed map area, at least fourteen (14) days prior to the scheduled date of the public hearing. This process requires extensive coordination with surrounding property owners and could take up to 1 year, requiring review and recommendation by the Planning Commission and approval by City Council.

Housing Team Recommendation

The Housing Team recommends the targeted use of the property for City-focused employee housing, to be consistent with the initial purchase arrangement. Alternatively, the Housing Team may also recommend using the property for affordable housing.

The Housing Team recommends the City consider redevelopment options 1 and 3 to retain ownership and further investigate creating between two and ten housing units.

Funding

The City allocated funds from the Lower Park Ave RDA bond funds and the Additional Resort Communities Sales Tax revenue that can be utilized to fund housing projects.

Exhibits

Exhibit A: Stereotomic Feasibility Report

Exhibit B: Existing Site Plan

Exhibit C: Ontario Avenue Subdivision Plat

To: Jason Glidden
Housing Development Manager
Park City Municipal Corporation
445 Marsac Ave / PO box 1480
Park City, UT 84060

RE: Former Peace House property development study

Greetings Jason,

Based on the City's request to better understand the development opportunities to supplement affordable housing within the city, we have conducted an opportunity assessment for the property located at 516 Marsac avenue. The results of this high level process are included here and provide several distinct opportunities to aid in the goal to provide additional affordable housing units to the current city stock.

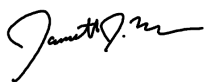
A recent walkthrough of the property provided the opportunity for a visual assessment. Although the structure appears to be in good order, significant interior and exterior upgrades are recommended to provide facilities which would be consistent with other affordable housing developed for the city's current unit stock. With any further development plans, we would recommend a structural, mechanical, and electrical assessment by qualified engineers to identify any potential issues prior to any comprehensive alteration plans.

The options presented here attempt to run the range from least intrusive alteration to the greatest density potential provided by the existing property. The inherent presumptions are based on our recent experiences with the city planning and entitlements process. These options have been evaluated based on the current zoning (R-1) district, as well as the current edition of the City's Land Management Code. These options have yet to be evaluated by the Park City planning staff, and as such, would be subject to adjustments based on the opinion of the planning staff and / or director.

Several assumptions and best educated estimates are provided here to aid in the evaluation of priorities within the city. These assumptions include a basic cost estimate for each option, which are based on our recent experience with similar designs within the area. The cost information is intended to provide a rough comparison, and in no way represents a comprehensive financial evaluation. Given the current volatility in both the material and labor aspects of the construction industry we cannot ensure the validity of these estimates if any of the options presented here are developed for construction.

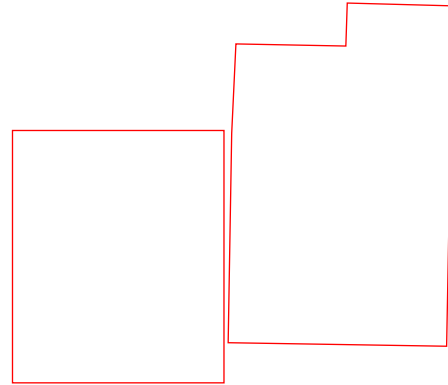
We appreciate the ability to aid in this process and are happy to answer any questions or discuss at further length any of the opportunities represented here.

Sincerely,

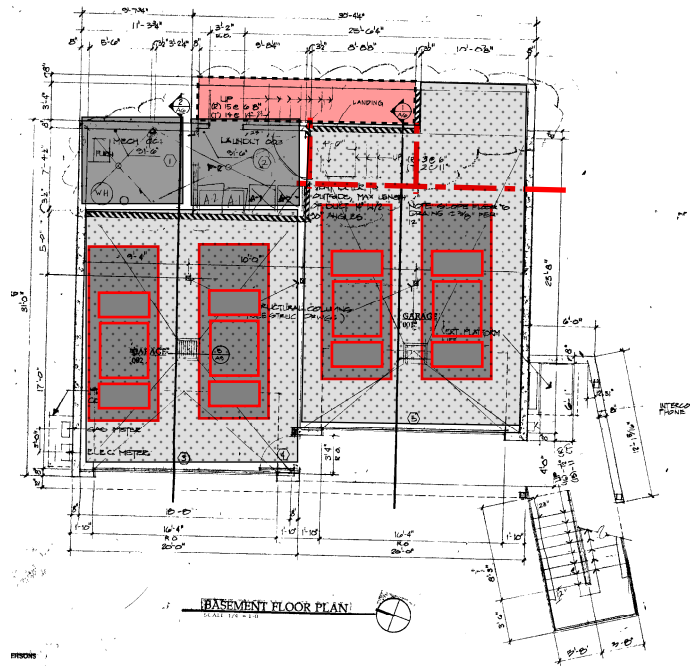


Jarrett Moe
aia, ncarb, LEED ap, bd + c
Stereotomic, PLLC
435-640-6850

Parking
2 / 2

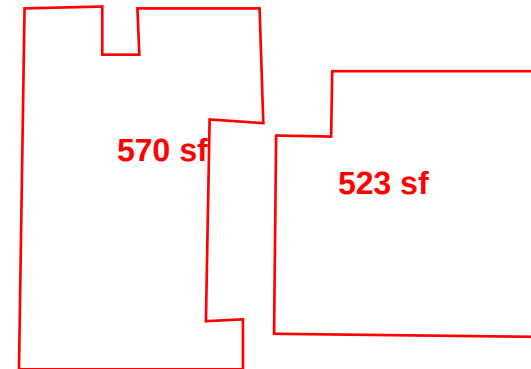


level 01

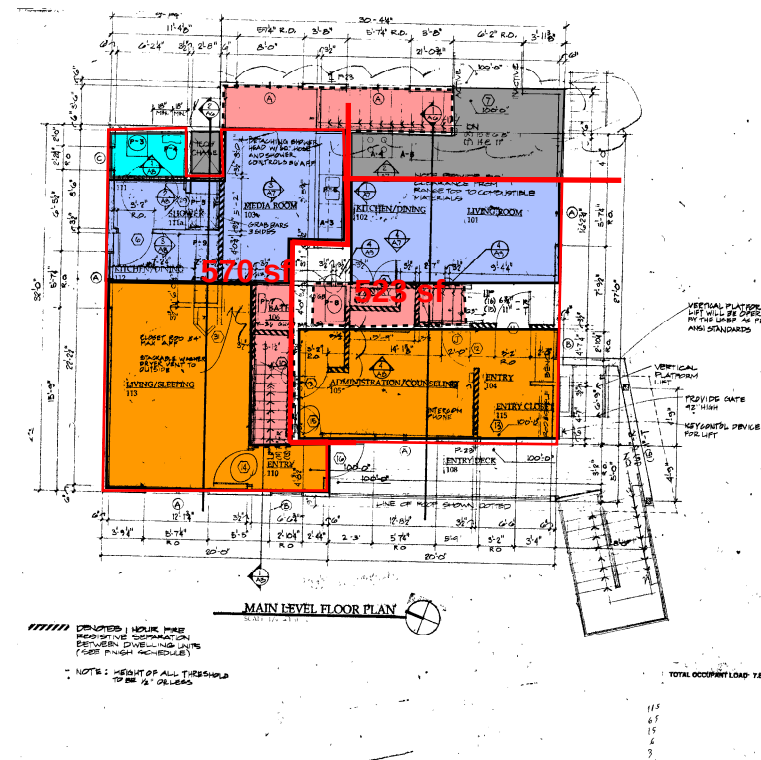


Duplex 01 Left = 1,147 sf
2 bdr / 2 ba

Duplex 02 Right = 1,100 sf
2 bdr / 2 ba

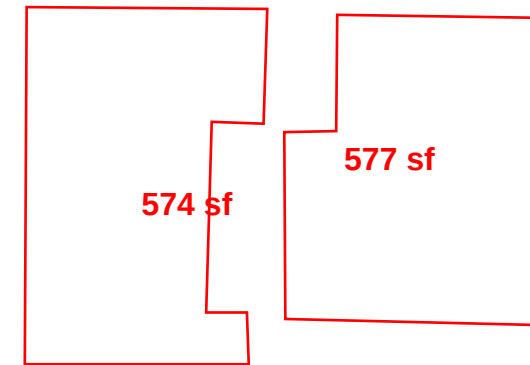


level 02

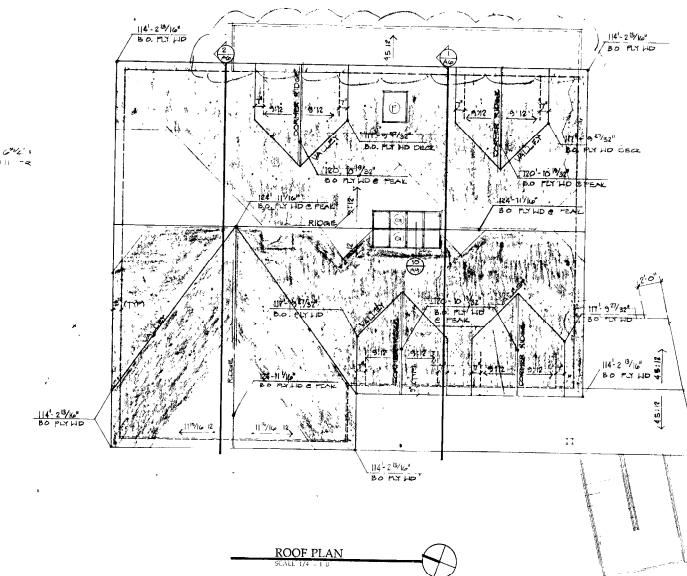
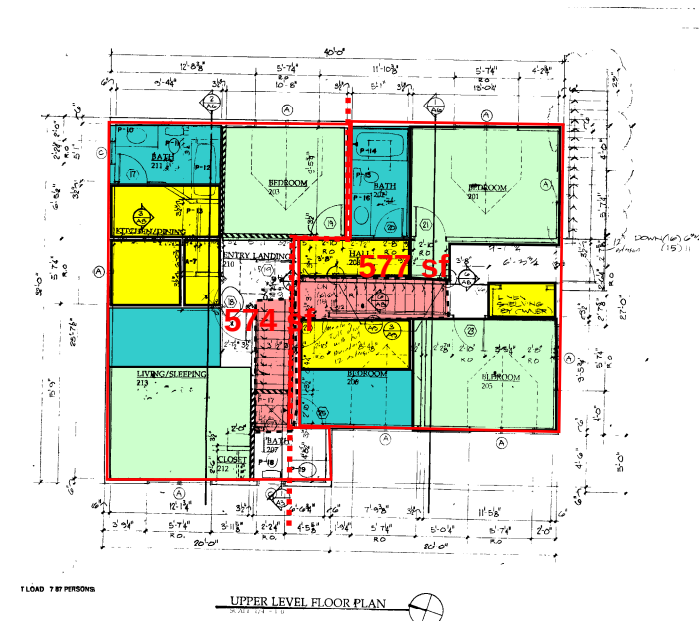


Duplex 01 Left = 1,147 sf
2 bdr / 2 ba

Duplex 02 Right = 1,100 sf
2 bdr / 2 ba



level 03



- bedroom
- bathroom
- closet
- living room
- kitchen / dining
- Stairs/circulation
- common space
- Accessory unit
- parking

OPTION 01: Duplex v1.0 / vertical split

This option minimizes both the amount of effort in construction as well as the administrative process. The yield results in (2) 2 bedroom units which is allowed within the existing zone. By splitting the units vertically, each unit would have internal staircases which occupy some of the net interior space of the units. Significant alteration of the structural, mechanical and plumbing systems would be required. Interior finish upgrades, mechanical system upgrades, and plumbing system upgrades are required. Exterior finish upgrades, including replacement of existing windows with energy efficient options and insulation upgrades to meet the city's energy use goals, are highly recommended.

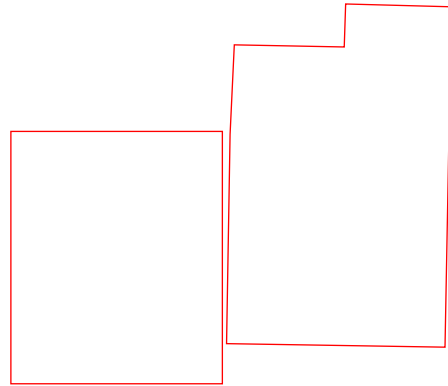
(2) - 2 bedroom units

estimated cost: \$400 sf x 3,600 gsf = \$1.44 m

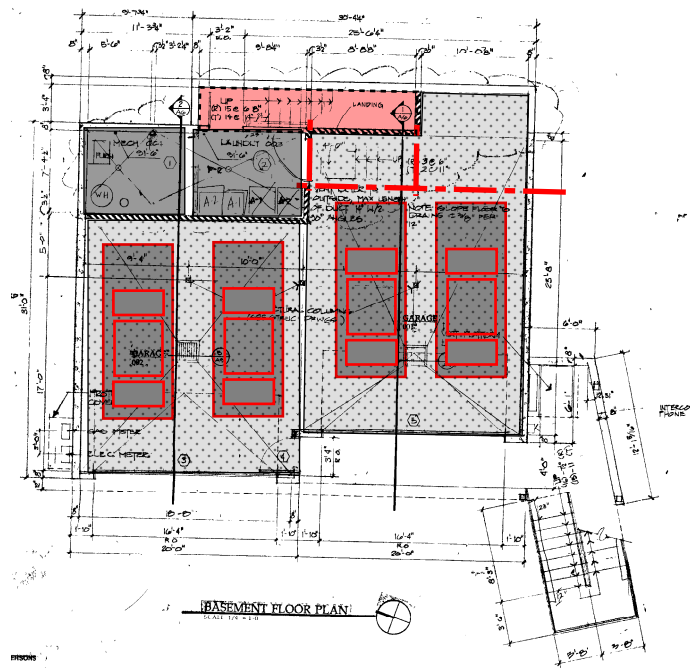
advantages: preserves existing building envelope (all interior improvements)
regulatory requires only building permit application
vertical acoustic separation

inherent challenges: exterior improvements recommended
re-configure Fire rated walls

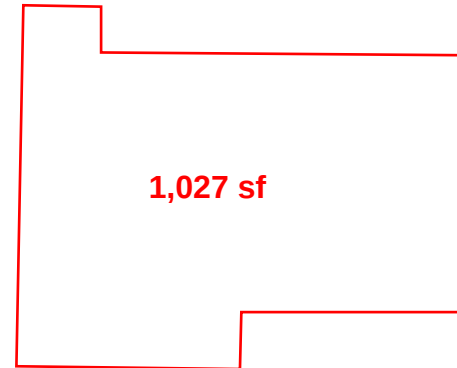
Parking
2 / 2



level 01

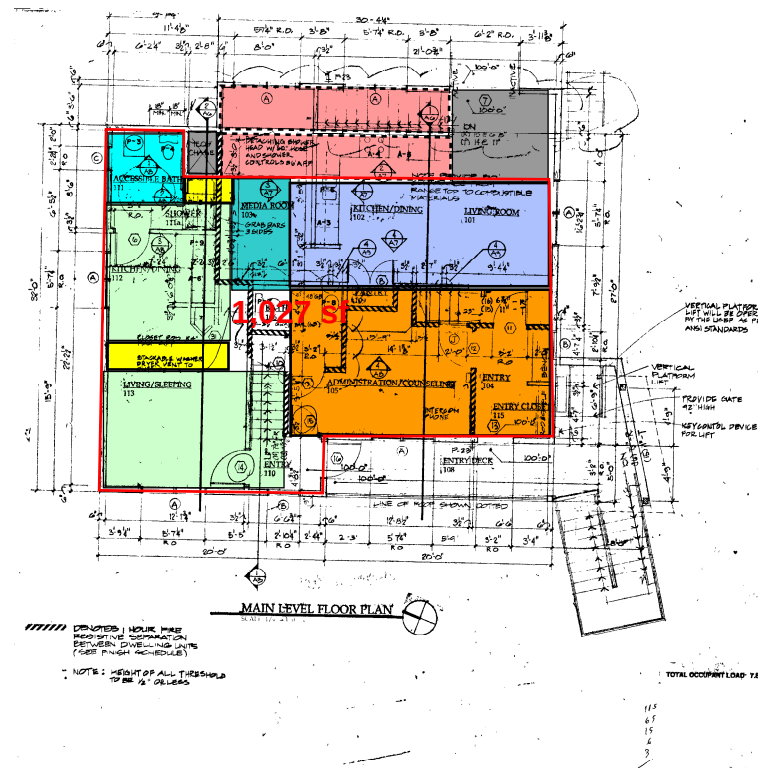


Duplex 01
2 bdr / 2 ba

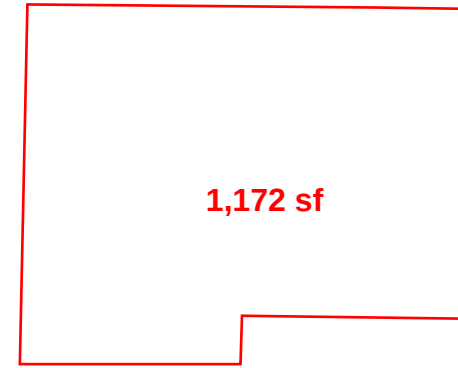


1,027 sf

level 02

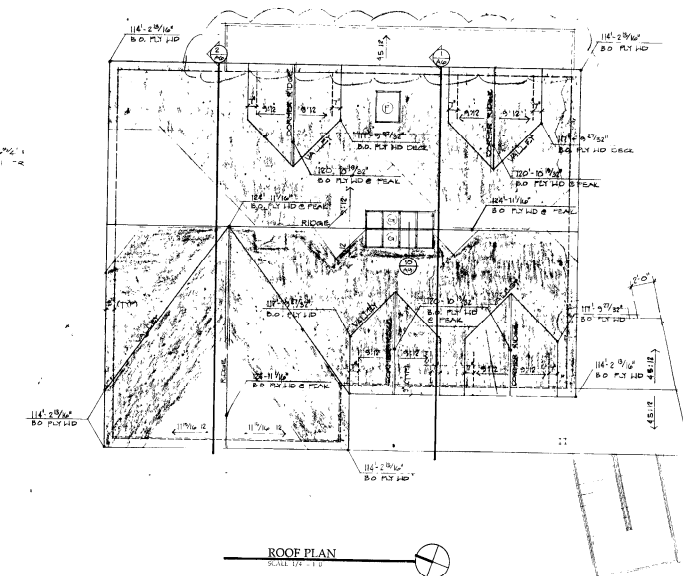
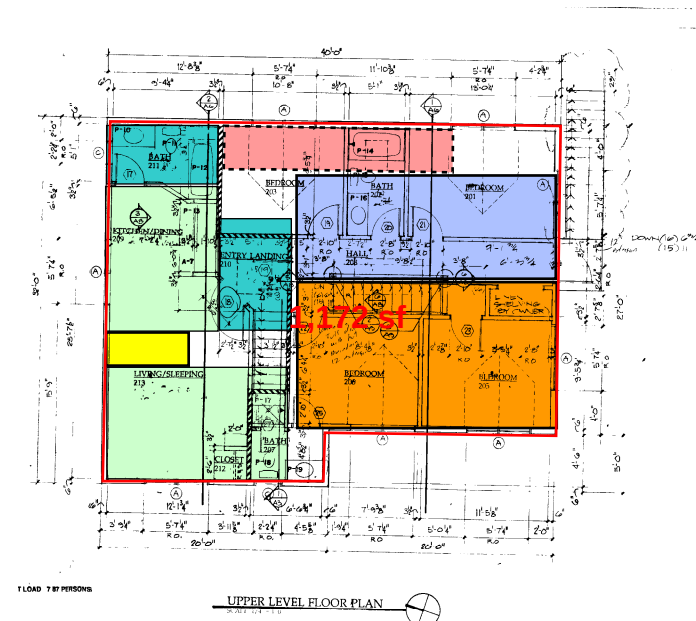


Duplex 02
2 bdr / 2 ba



1,172 sf

level 03



- bedroom
- bathroom
- closet
- living room
- kitchen / dining
- Stairs/circulation
- common space
- Accessory unit
- parking

OPTION 02: Duplex v2.0 / horizontal split

This option, which is very similar to option 1, minimizes both the amount of effort in construction as well as the administrative process. The yield results in (2) 2 bedroom units which is allowed within the existing zone. By splitting the units horizontally, the internal staircases required for option 1 are replaced by a single shared staircase, which increase the net interior space of the units. As with option 1, significant alteration of the structural, mechanical and plumbing systems would be required. Interior finish upgrades, mechanical system upgrades, and plumbing system upgrades are required. Exterior finish upgrades, including replacement of existing windows with energy efficient options and insulation upgrades to meet the city's energy use goals, are highly recommended.

(2) - 2 bedroom units

estimated cost: \$400 sf x 3,600 gsf = \$1.44 m

advantages: preserves existing building envelope
(all interior improvements)
regulatory requires only building permit application
vertical acoustic separation

inherent challenges: exterior improvements recommended
re-configure Fire rated walls

Parking
2 / 2 / 1

Duplex 01
2 bdr / 2 ba

1,020 sf

Duplex 02
2 bdr / 2 ba

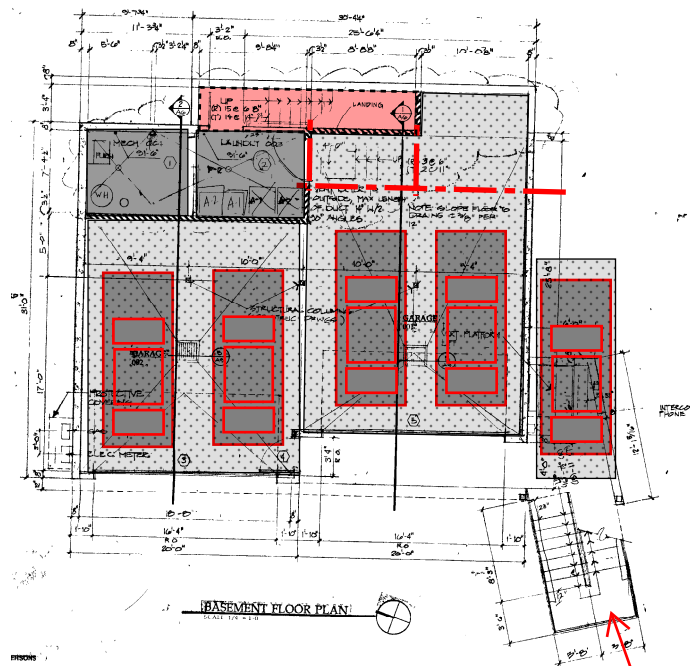
Accessory unit
studio

868 sf

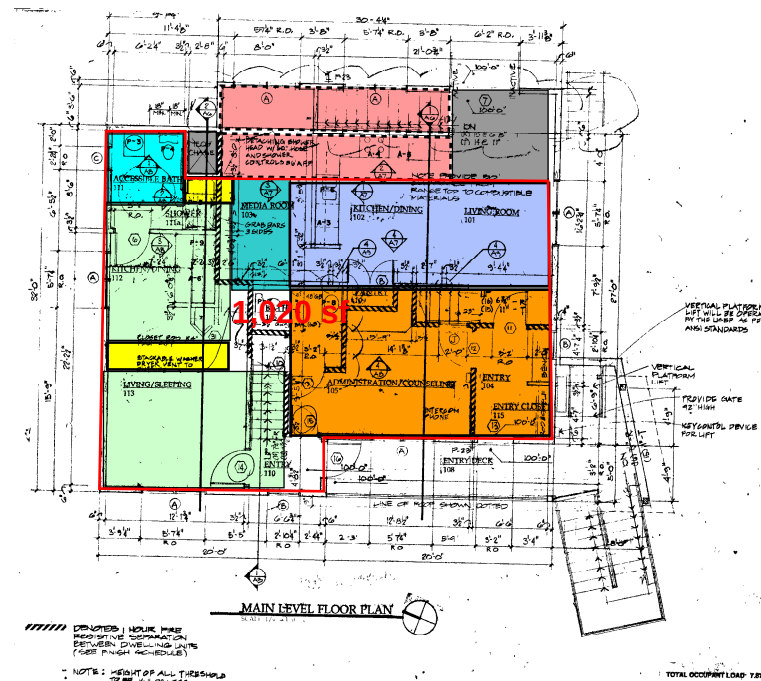
296 sf

- bedroom
- bathroom
- closet
- living room
- kitchen / dining
- Stairs/circulation
- common space
- Accessory unit
- parking

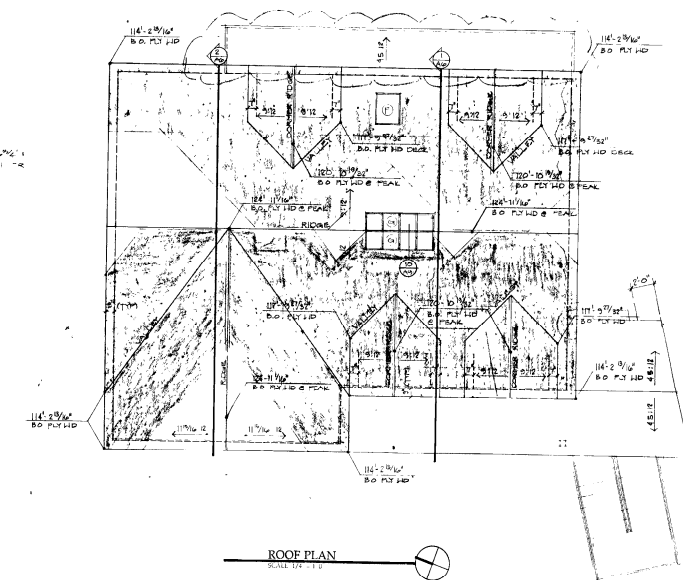
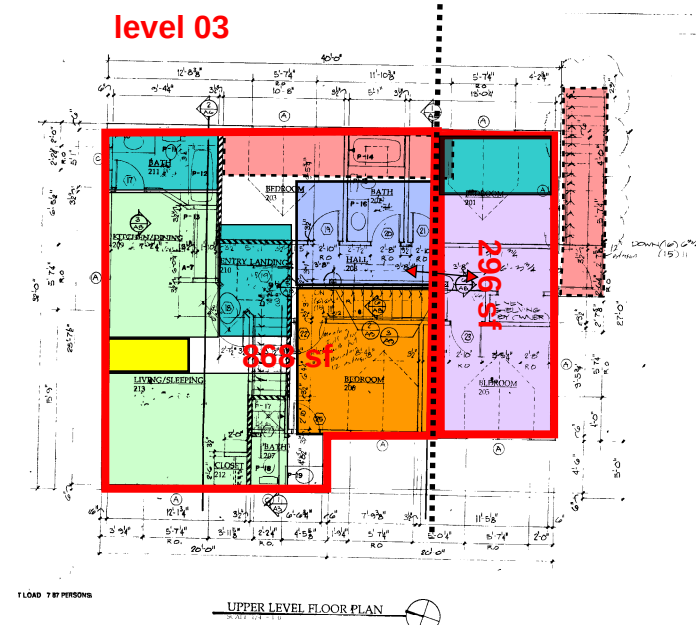
level 01



level 02



level 03



OPTION 03: Duplex v3.0 / horizontal split + internal accessory unit

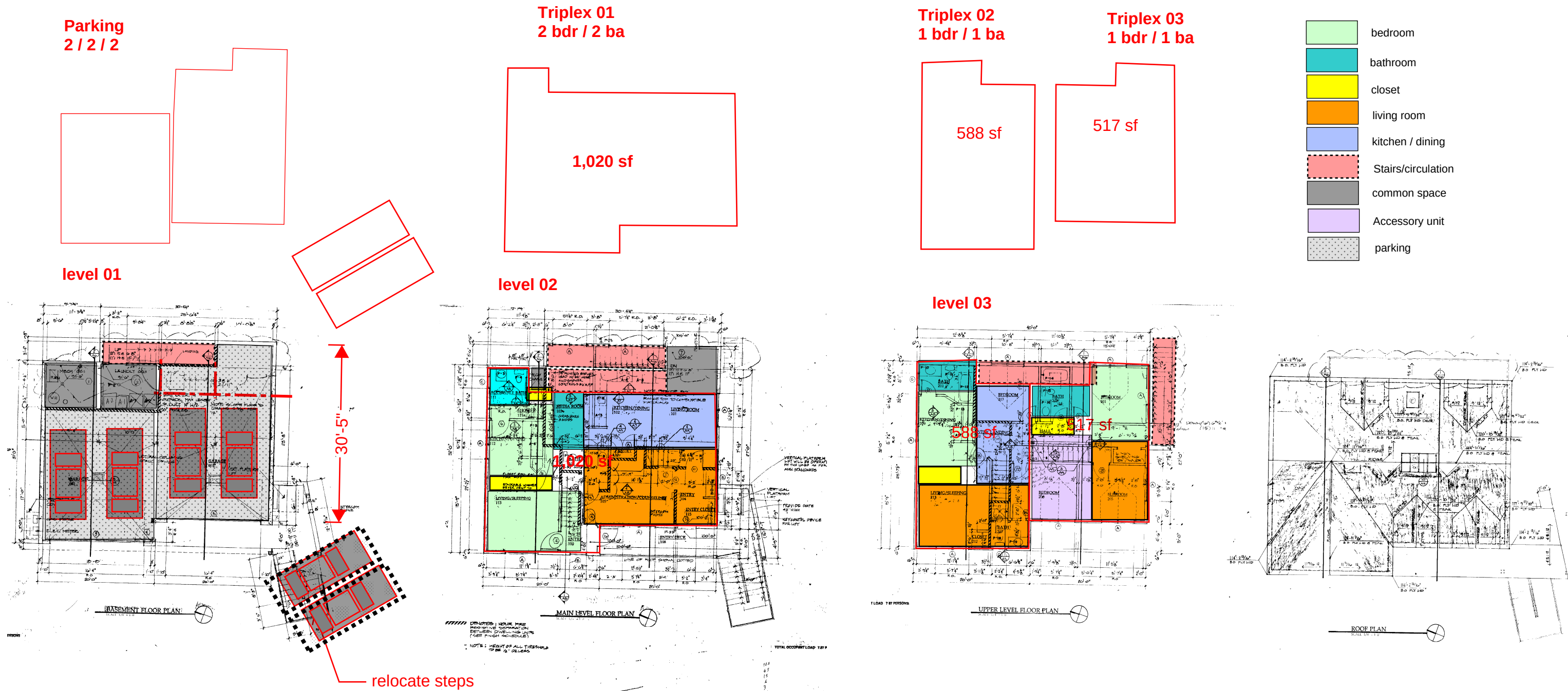
This option maximizes the number of distinct living units while minimizing both the amount of effort in construction as well as the administrative process. The yield results in (2) 2 bedroom units with the addition of an internal studio accessory apartment, which is an allowed use within the existing zone. The accessory apartment would required an additional administrative approval process from the planning department. By splitting the units horizontally, shared vertical circulation maximizes the utilization of net interior space. Significant alteration of the structural, mechanical and plumbing systems would be required. Interior finish upgrades, mechanical system upgrades, and plumbing system upgrades are required. Exterior finish upgrades, including replacement of existing windows with energy efficient options and insulation upgrades to meet the city's energy use goals, are highly recommended.

(2) - 2 bedroom units + studio

estimated cost: \$425 sf x 3,600 gsf = \$1.53 m

advantages: preserves existing building envelope
minor exterior improvements
regulatory requires administrative application
vertical acoustic separation

inherent challenges: exterior improvements recommended
re-configure Fire rated walls



OPTION 04: Triplex v1.0 / horizontal split

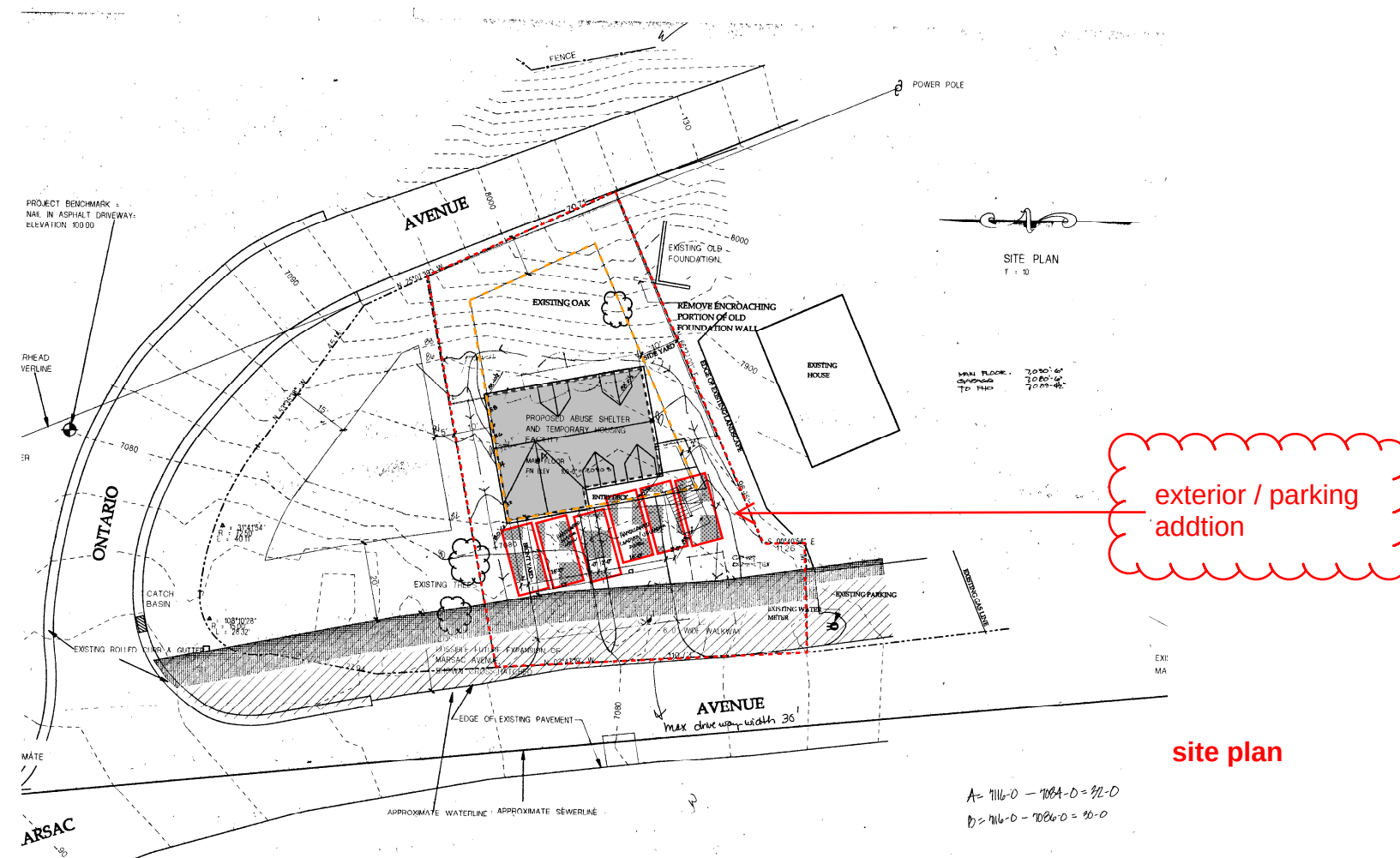
Option 4 maximizes the number of distinct, separate and independent units while minimizing the amount of effort in construction. The administrative process would require a more complex, and potentially time consuming public process to obtain a conditional use permit. The yield results in (1) 2 bedroom unit with (2) 1 bedroom units (triplex) which is a conditional use within the existing zone. By splitting the units horizontally, shared vertical circulation maximizes the utilization of net interior space. Significant alteration of the structural, mechanical and plumbing systems would be required. Interior finish upgrades, mechanical system upgrades, and plumbing system upgrades are required. Exterior finish upgrades, including replacement of existing windows with energy efficient options and insulation upgrades to meet the city's energy use goals, are highly recommended.

(1) - 2 bedroom
(2) - 1 bedroom

estimated cost: \$475 sf x 3,600 gsf = \$ 1.71 m

advantages: preserves existing building envelope
minor exterior improvements
greater unit quantity compared to duplex options

inherent challenges: conditional use application process (public)
exterior improvements recommended
re-configure Fire rated walls



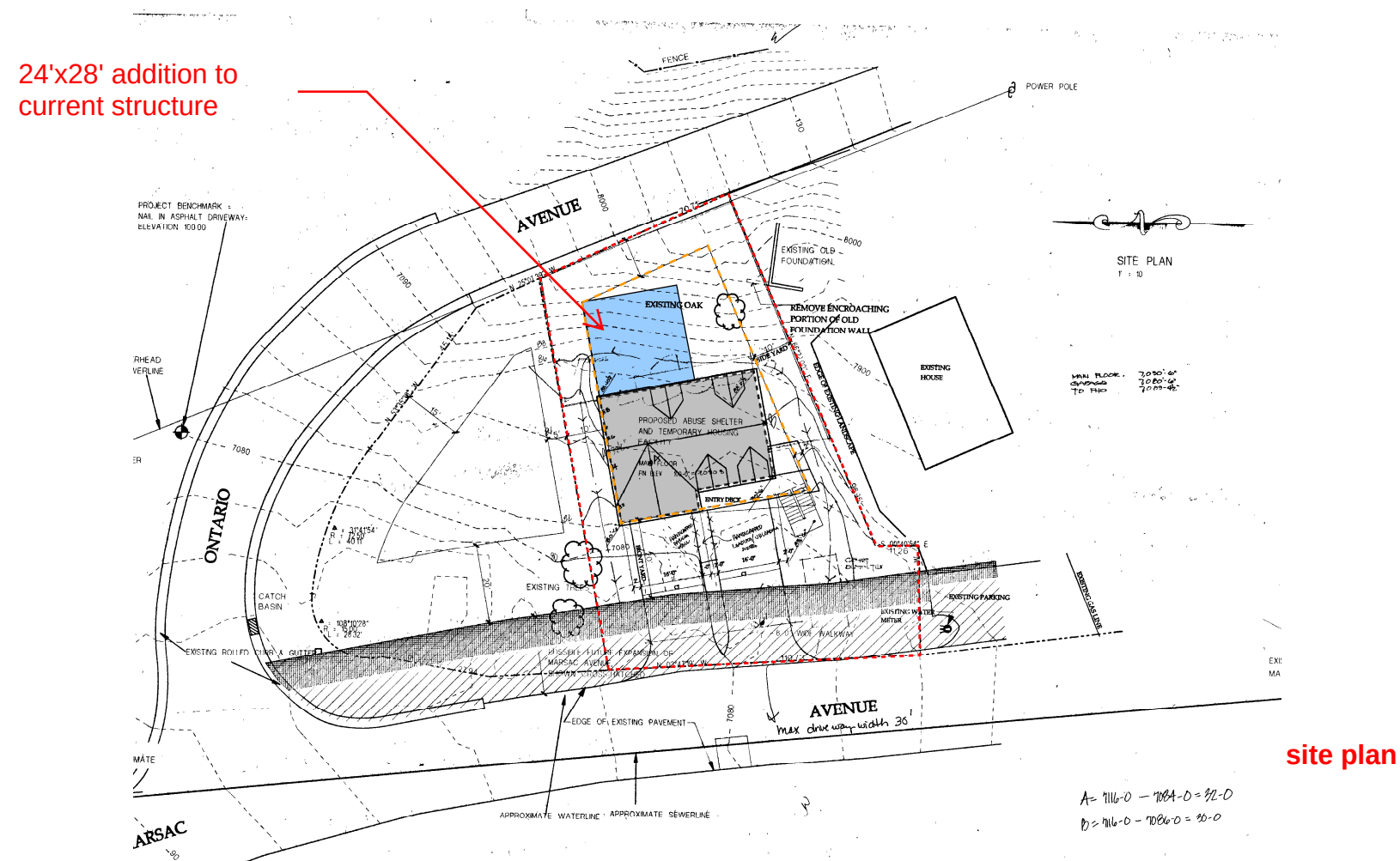
OPTION 04.2: Triplex v2.0 / horizontal split

(3) - 2 bedroom units

estimated cost:

advantages:

inherent challenges:



OPTION 05: Triplex v2.0 / vertical split

A variation of option 4, this iteration increases the size of all units to (2) bedroom. This requires the expansion of the existing structure with a 670 sf (footprint) to provide the increase in net usable area. This option maximizes the number of distinct, separate units as well as the size of each independent unit. The administrative process would require a more complex, and potentially time consuming public process to obtain a conditional use permit. The yield results in (1) 2 bedroom unit with (2) 1 bedroom units (triplex) which is a conditional use within the existing zone. By splitting the units horizontally, shared vertical circulation maximizes the utilization of net interior space. Significant alteration of the structural, mechanical and plumbing systems would be required. Interior finish upgrades, mechanical system upgrades, and plumbing system upgrades are required. Exterior finish upgrades, including replacement of existing windows with energy efficient options and insulation upgrades to meet the city's energy use goals, are highly recommended.

(3) - 2 bedroom units

estimated cost: \$575 sf x 5,538 gsf = \$3.18 m

advantages: greater unit quantity compared to duplex options
vertical acoustic separation

inherent challenges: conditional use application process (public)
675 sf addition to existing structure
exterior improvements recommended
re-configure Fire rated walls

Parking
2 / 2 / 2

(2 units tandem)

Unit 01 - 928 sf
2 bdr / 1.5 ba

928 sf

Unit 02 - 1,064 sf
2 bdr / 2 ba

1,032 sf

Unit 03 - 1,162
2 bdr / 2.5 ba

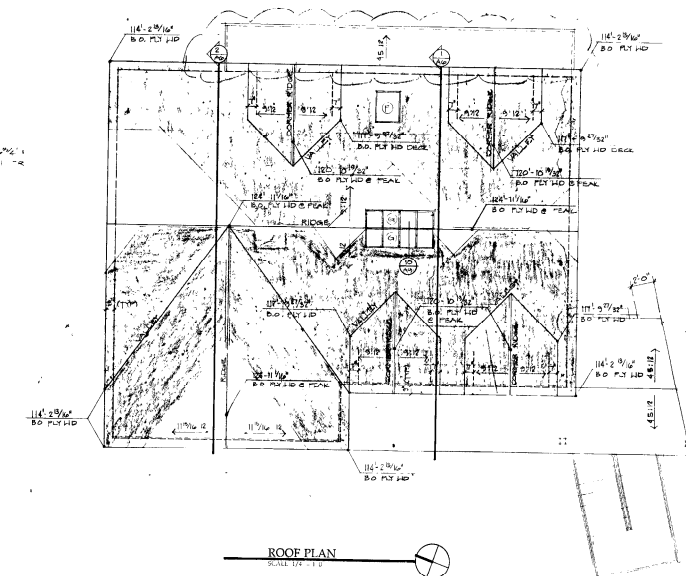
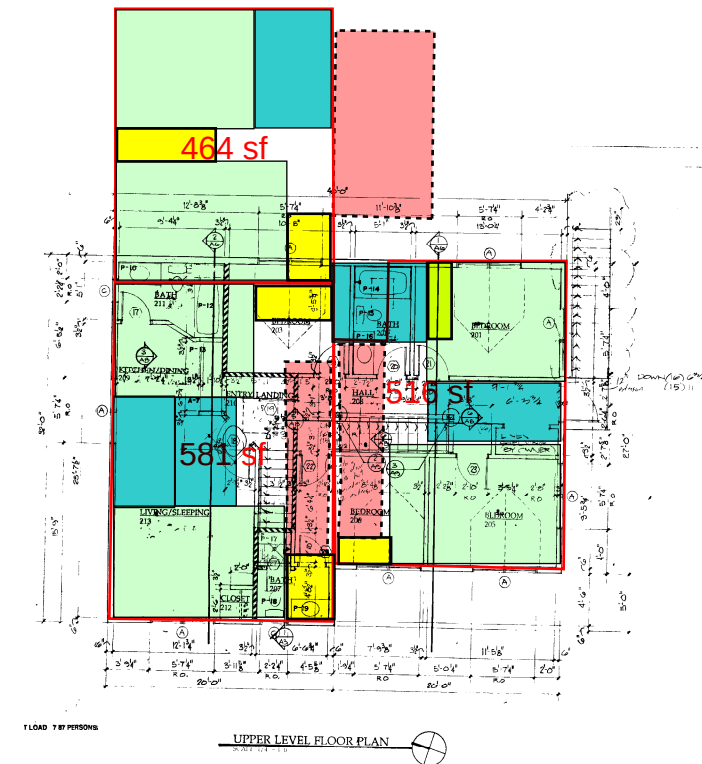
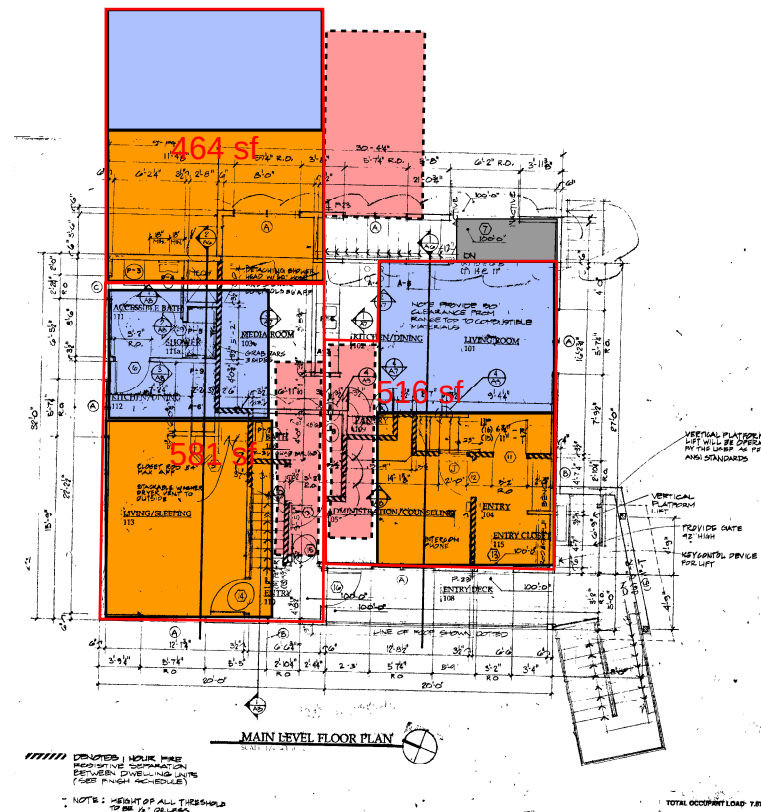
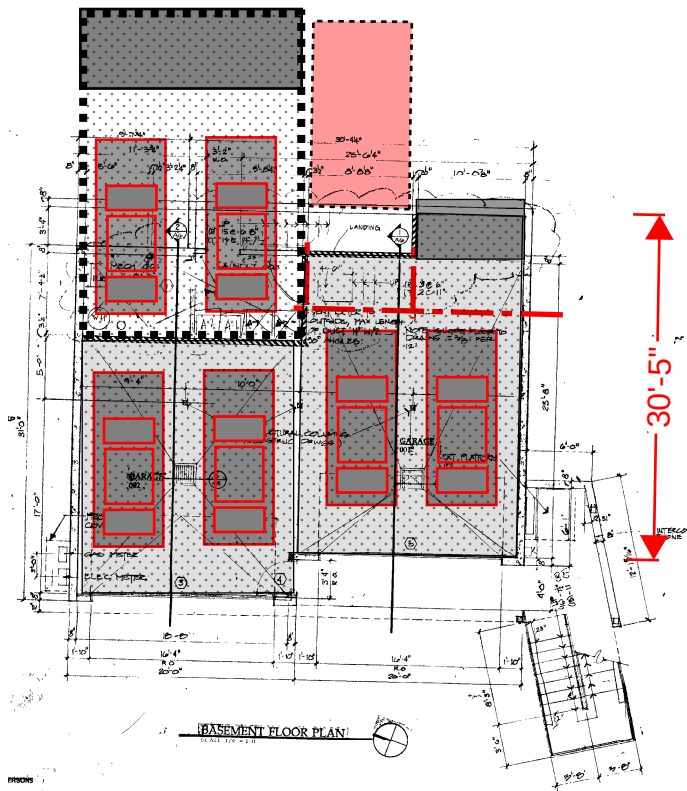
1,162 sf

Triplex v2.0

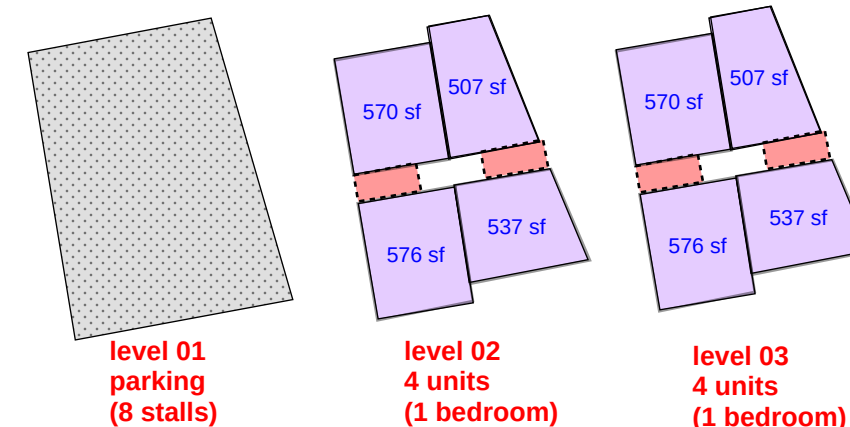
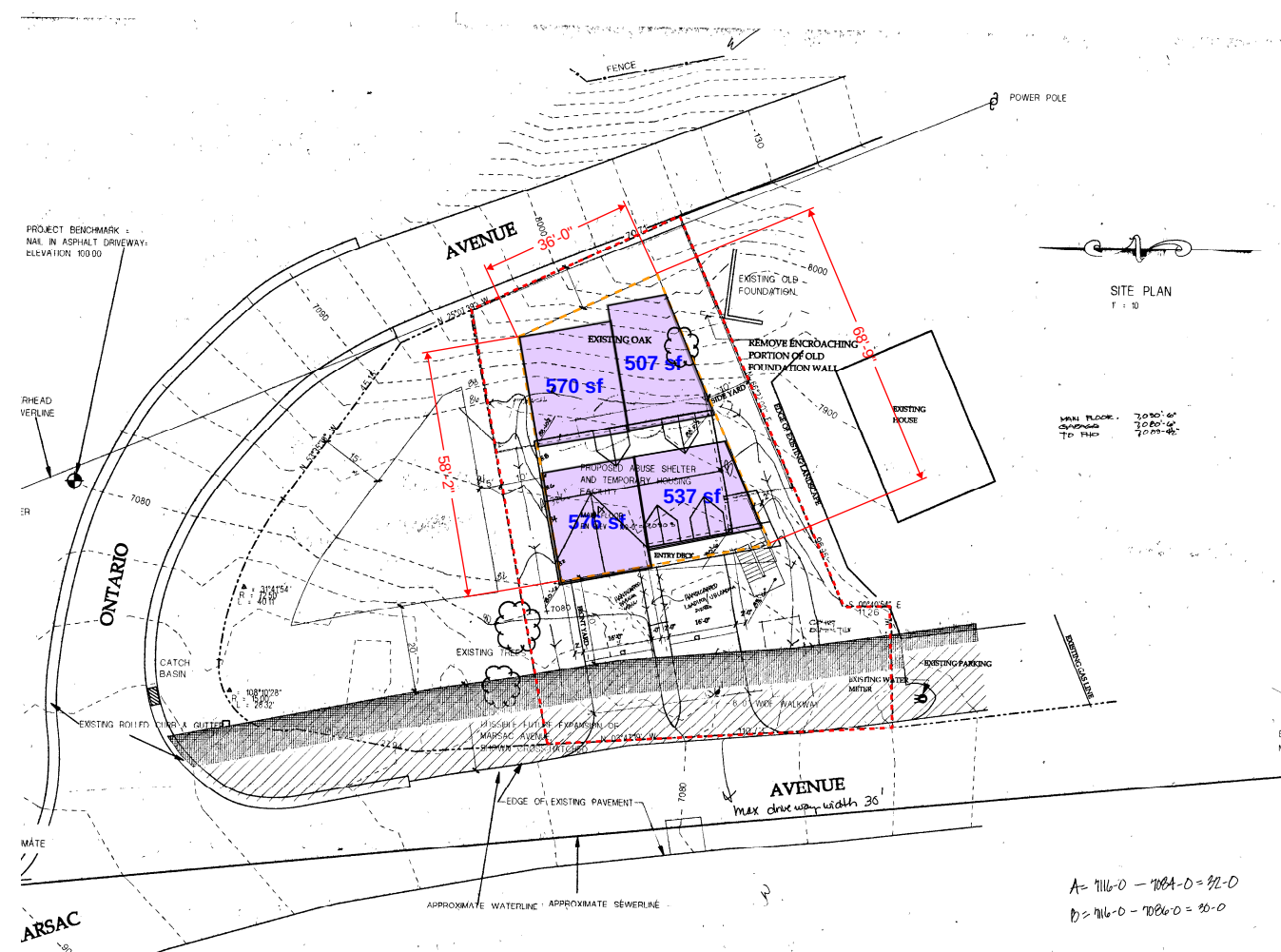
Building Addition

*requires C.U.P.

- bedroom
- bathroom
- closet
- living room
- kitchen / dining
- Stairs/circulation
- common space
- Accessory unit
- parking



	bedroom
	bathroom
	closet
	living room
	kitchen / dining
	Stairs/circulation
	common space
	Accessory / units
	parking



OPTION 06: Multi-family v1.0 / stacked flats

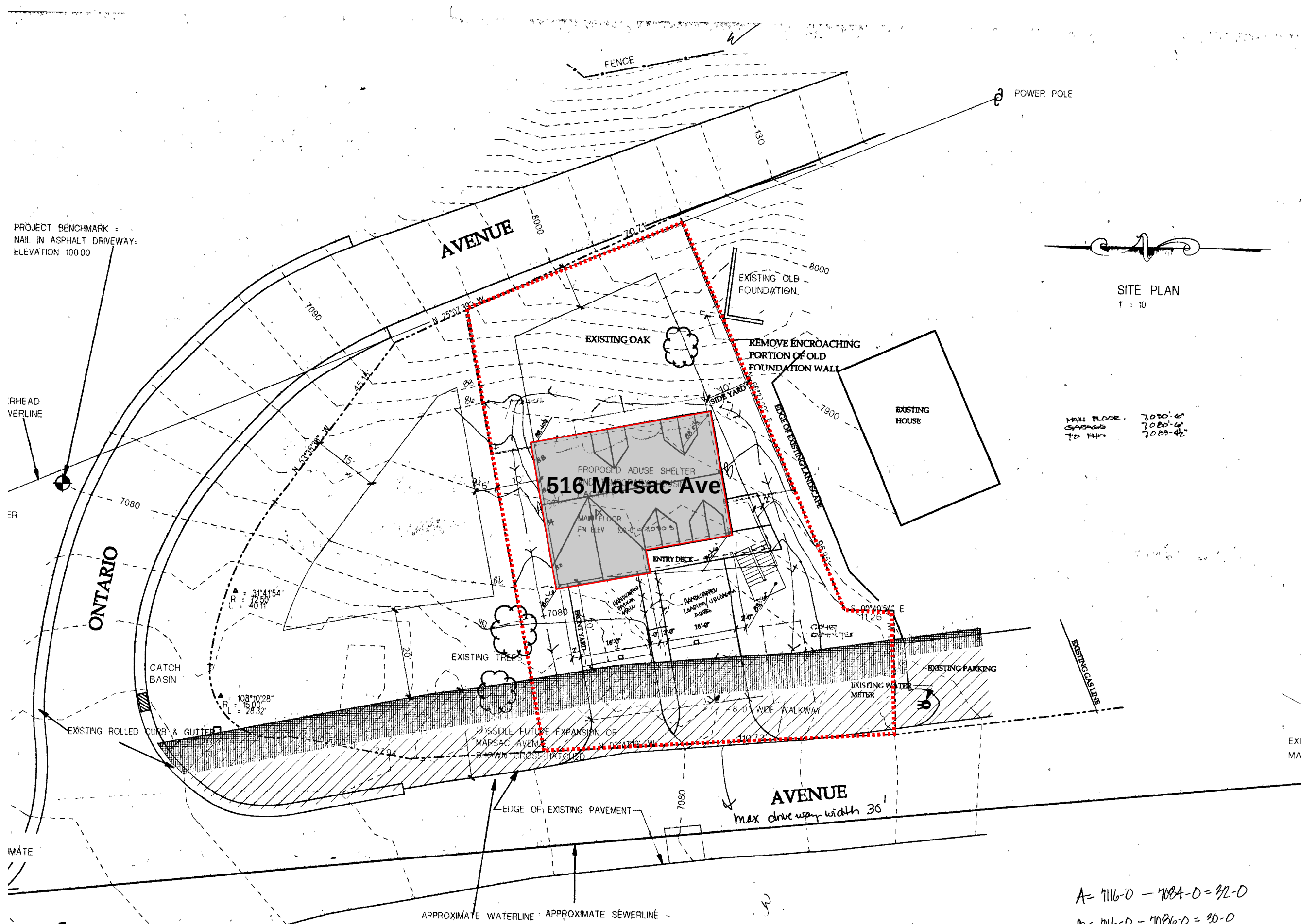
This option maximizes the density of the existing site. A significant public process would be required to achieve a rezoning of the site, which may or may not be possible. A logical rezoning proposal would be to rezone the property as HCB, as the HCB zone current exists directly to the west across Marsac Avenue. Multifamily dwellings would be an allowed use within the HCB zone. The potential yield could result in (4) 2 bedroom units or up to (8) 1 bedroom units. To achieve this option, the existing structure would need to be demolished (recycling / salvaging would be highly recommended) and the site cleared. A new structure with enhanced building envelope, Photo voltaic panels for energy generation, and net zero carbon designs would be recommended to meet the city's energy use and sustainability goals.

**(4) - 2 bedroom units
(or)
(8) - 1 bedroom units**

estimated cost: \$650 sf x 6,570 gsf = \$ 4.27 m

advantages: provides greatest unit count

inherent challenges: requires a rezone process (public)
requires conditional use permit / MPD process (public)
demolition of existing structure
complete new construction



SITE PLAN
1" = 10'

MAIN FLOOR 7000'-6"
GARAGE 7000'-6"
TO FIN 7000'-4"

A = 7116-0 - 7084-0 = 32-0
B = 7116-0 - 7086-0 = 30-0

GENERAL NOTES

- 7.0' WIDE BACK/SIDE LOT NONEXCLUSIVE UTILITY AND DRAINAGE EASEMENT ALONG THE BACK/SIDE OF LOTS AS SHOWN.
- 10.0' WIDE NONEXCLUSIVE UTILITY AND DRAINAGE EASEMENT ALONG ALL FRONT LOT LINES AS SHOWN.
- #5 REBAR AND CAP SET AT PROPERTY CORNERS.
- MAXIMUM HOUSE SIZE = 2200 SQ. FT. (LOT 1 & 3)
= 2600 SQ. FT. (LOT 2)
- ALL NEW CONSTRUCTION SHALL REQUIRE STAFF APPROVAL UNDER THE HISTORIC DISTRICT DESIGN GUIDELINES.

LEGEND

----- EASEMENT LINES
[525] STREET ADDRESS



SURVEYOR'S CERTIFICATE

I, Jack Harmon, do hereby certify that I am a Registered Civil Engineer, and or Land Surveyor, and that I hold certificate No. 8934, as prescribed under the laws of the State of Utah. I further certify that by authority of the Owners, I have made a survey of the tract of land shown on this plat and described below, and have subdivided said tract of land into lots, private easements, and public right-of-ways to be hereafter known as Ontario Avenue Subdivision and that same has been correctly surveyed and staked on the ground as shown on this plat.

LEGAL DESCRIPTION

Beginning at a point North 66°22'00" East 26.39 feet from the Southwest corner of block 57, Park City Survey; and running, thence North 07°37'02" West 52.02 feet; thence North 03°47'19" West 110.73 feet; thence North 09°35'47" East 27.94 feet to a point on a 15.00 foot radius curve to the right, (center bears North 77°17'47" East); thence along the arc of said curve 28.32 feet through a central angle of 108°10'28" to a point on a 72.50 foot radius curve to the right, (center bears South 05°28'15" West); thence along the arc of said curve 40.11 feet through a central angle of 31°41'54"; thence South 53°35'36" East 45.15 feet; thence South 25°07'39" East 70.72 feet; thence South 22°24'13" East 50.01 feet; thence South 66°22'00" West 140.62 feet to the point of beginning.

Contains 19,100 square feet, .44 acres.

10-29-93
DATE

Jack Harmon
Jack Harmon
License No. 8934



OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENT: That the 2 undersigned owner(s) of the above described tract of land, having caused same to be subdivided into lots, public right-of-ways, together with easements to be hereafter known as Ontario Avenue Subdivision do hereby dedicate for the perpetual use of the public use all parcels of land shown on this plat as intended for public use and further consent to the recordation of this Record of Survey Plot in accordance with Utah Law

ALSO, the owner hereby dedicates to Park City municipal Corporation, Snyderville Basin Sewer Improvement District, Park City Fire Protection District, and Summit County a non-exclusive easement over the utility easements shown on this plat for the purpose of providing access for utility installation, maintenance, use and eventual replacement.

In witness whereof WE have hereunto set OUR HANDS this 18 day of NOVEMBER A.D., 19 93

Royal Street Land Company, a Utah Corporation OLD TOWN REALTY, a Utah Limited Liability Company
By Ralph W. Williams By John A. Smith
Vice President Member/Manager

INDIVIDUAL

ACKNOWLEDGMENT

STATE OF UTAH } S.S.
County of SUMMIT

On the 18 day of NOVEMBER A.D., 19 93, personally appeared before me, the undersigned Notary Public, in and for said County of SUMMIT, in said State of Utah, the signer(s) of the above Owner's dedication, in number, who duly acknowledged to me that they signed it freely and voluntarily and for the uses and purposes therein mentioned.

MY COMMISSION EXPIRES: 7-5-96 Jean M. Henderson
NOTARY PUBLIC
RESIDING IN Salt Lake COUNTY

ONTARIO AVENUE SUBDIVISION

A SUBDIVISION LOCATED IN SEC. 16, TOWNSHIP 2 SOUTH, 4 EAST, SALT LAKE BASE & MERIDIAN

Entry # 410681 RECORDED
STATE OF UTAH, COUNTY OF SUMMIT, and FILED AT THE REQUEST OF HIGH COUNTRY TITLE
DATE 7-26-94 TIME 16:00 BOOK 33 PAGE 88
FEE \$ 33.88 Jack Harmon COUNTY RECORDER

THE SEAR-BROWN GROUP
FULL SERVICE DESIGN PROFESSIONALS
2749 E. Parley's Way, Suite 300 Salt Lake City, Utah 84109
(801)486-5787 Fax (801)486-8870

PLANNING COMMISSION
APPROVED BY THE PARK CITY PLANNING COMMISSION THIS 23RD DAY OF DECEMBER A.D., 19 93
BY D. H. CHAIRMAN

ENGINEER'S CERTIFICATE
I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS 11TH DAY OF JULY A.D., 19 94
BY Eric W. DeBaum PE PARK CITY ENGINEER

APPROVAL AS TO FORM
APPROVE AS TO FORM THIS 22ND DAY OF JULY A.D., 19 94
BY Mal D. H. PARK CITY ATTORNEY

COUNCIL APPROVAL AND ACCEPTANCE
APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 14TH DAY OF OCTOBER A.D., 19 93
BY Bruce A. Allen MAYOR
ATTEST: Jane M. Scott DEPUTY CITY RECORDER

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: APPOINTMENTS

Subject:

Reappointment of Hillary Gilson and Appointment of Elsa Gary and Joann Askins-Stack to the Public Art Advisory Board for Terms Expiring June 30, 2025

Suggested Action:

Attachments:

[PAAB Appointments 2022 Staff Report](#)



City Council Staff Communications Report

Subject: Public Art Advisory Board (PAAB) Appointments
Author: Jenny Diersen, staff liaison to PAAB
Department: Economic Development
Date: June 23, 2022
Type of Item: Administrative

Summary Recommendation

Consider approving the following appointment recommendations to seat members of the Public Art Advisory Board (PAAB):

- Reappoint Hillary Gilson to her first full term, expiring June 30, 2025; and
- Appoint Elsa Gary and Joann Askins-Stack their first term expiring June 30, 2025.

We thank and recognize outgoing board members Alex Butwinski and Beth Armstrong for all their work and dedication to the art and cultural community while serving the last 6 years on PAAB. Their service has truly improved the community and the Park City Public Art program, including their oversight of [numerous projects](#) that include *EmPOWERment* Utility Box Program, *Wild City* murals in China Bridge Parking Structure, Tunnel Murals at Old Town Transit Center and McPolin Barn underpass, and *Recycled Daly 20/20*, a collaborative project with the Water Department at Creekside Park.

Background

The City's Public Art collection began in 1984. In 2003, City Council formalized its support and created [PAAB](#) with funding to support acquisition and maintenance. Today, [the collection has more than 100 works of art](#).

PAAB makes recommendations to the City Manager or City Council regarding Public Art items. All decisions regarding Public Art shall be made final by the City Council.

PAAB is administered by a staff liaison, which is appointed by the City Manager. The Park City Summit County Arts Council also provides non-voting support to the board through marketing, advice, and guidance on projects and continuing to involve the PAAB in their [Project ABC](#).

Per resolution 18-2020, which was adopted on [July 30, 2020](#), (p.486) the [PAAB Policies](#) were amended to increase to 8 members, who reside in City limits appointed by the Mayor and Council. Appointed members can serve up to two consecutive, three-year terms.

The PAAB's [vision & mission](#) tie directly to Critical Community Priorities, specifically

Housing, Transportation, Energy, and Social Equity. PAAB continues to review its policies and [strategic plans every year](#).

Analysis

Vacancies were noticed on the City's website, social media, through the Park City Summit County Arts Council, and by sending out a notice to PAAB. The Park Record also ran an editorial and public service announcements on KPCW.

- Six applications were received; one applicant withdrew due to family commitments. Having qualified applicants makes the decision of appointments challenging.
- Interviews with the 5 eligible candidates were conducted by the staff liaison, council liaison (Tana Toly), the board chair (Sam Osselaer), and outgoing board members (Alex Butwinski and Beth Armstrong).

We recommend approving the following Public Art Advisory Board (PAAB) members:

- Reappoint Hillary Gilson to her first full term, expiring June 30, 2025; and
- Appoint Elsa Gary and Joann Askins-Stack their first term expiring June 30, 2025.

Funding Source

No funding is needed for the appointments. Public Art is financed primarily through two funding sources, both within the capital improvement plan (CIP). The first is a direct allocation to the Public Art capital project (CP0089) from the General Fund transfer and the Lower Park Avenue RDA. The second is a 1% contribution from qualifying capital improvement projects, which often don't include public infrastructure such as roads and water projects. Occasionally, PAAB has also completed projects through grant funding.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Recreation

Item Type: Staff Report

Agenda Section: APPOINTMENTS

Subject:

Appointment of the Following to the Recreation Advisory Board: Jody Whitesides to a One-Year Term Ending July, 2023; Appointment of Cathy Jordan, Abby McNulty, and Nikki Nelmark to Two-Year Terms Ending July, 2024; Appointment of Julian Coffman, Emma Gerrard and Meg Steele to Three-Year Terms Ending July, 2025

Suggested Action:

Attachments:

[RAB Appointments Staff Report](#)

[Exhibit A: RAB Interview Questions 2022](#)

[Exhibit B: RAB Policies & Procedures](#)



City Council Staff Report

Subject: Recreation Advisory Board Appointments

Author: Ken Fisher, Recreation Director

Department: Recreation Department

Date: June 23, 2022

Type of Item: Legislative – Board Appointments

Recommendation

Consider appointing the following Park City residents to serve on the Recreation Advisory Board for the terms outlined below.

Name	Term
Emma Gerrard (Reappointment)	July 2025
Meg Steele (Reappointment)	July 2025
Julian Coffman	July 2025
Abby McNulty	July 2024
Nikki Nelmark	July 2024
Cathy Jordan	July 2024
Jody Whitesides	July 2023

Appointments to the RAB are to be made by the Mayor with the advice and consent of Council ([Park City Municipal Code 2-4-14\(A\)](#)).

Analysis

The City received 15 applicants for the Recreation Advisory Board (RAB), with two applicants seeking reappointment. One of the applicants dropped out because they already serve on another City-sponsored board.

The selection committee made up of Max Doilney, Ed Parigan, Kraig Moyes, Ken Fisher, and Heather Todd interviewed all applicants on May 16 and 17. The committee met on May 23 to discuss the candidates and recommend a slate for appointment consideration.

All applicants were well qualified, which led to a robust discussion before reaching a recommendation. We tried to pick a diverse board that would keep the “big picture” in mind and not singularly focused on a particular issue or sport or amenity.

The board may have between 5 and 9 members. Given the number of applicants, the selection committee recommends the maximum number of members (9), which means seven may be appointed. The other two board members, Ed Parigan and Kraig Moyes, terms end July 2023.

Given the number of recommended appointments, we also recommend staggering terms to avoid so many terms ending at the same time. RAB members may serve up to two consecutive, three-year terms. If an initial term is less than three years, a member can still serve two additional three-year terms. This means there would be an opportunity for some members to serve up to eight years if desired and recommended by future appointment processes. The nine-member board will have three terms expiring every year. The length of the initial term of the appointment was determined by drawing names for the length of the term available.

Attachments

Exhibit A: Interview Questions

Exhibit B: RAB Policies & Procedures

Exhibit A

Recreation Advisory Board *2022 Interview Questions*

1. What recreation facilities or programs do you or your family participate in?
2. What is the role of public recreation in the community?
3. What are your views on the issue of public recreation facilities versus private facilities?
4. What do you perceive to be the single greatest improvement that could be made to the recreational offerings in Park City?
5. If selected to be on RAB, what would you want to see accomplished within the next three years?
6. How do you balance the competing needs of user groups with limited facilities? What criteria or data would you use to evaluate scheduling and usage?
7. What are your thoughts on the level of taxpayer support recreation should receive. In other words, should the department be funded with user fees, taxes or a combination of the two. Why?
8. Any questions for us?

RECREATION ADVISORY BOARD
Policies and Procedures

1. The RECREATION ADVISORY BOARD (BOARD) is created by Municipal Code of Park City ("Code") Section 2-4-17, attached as Exhibit A and incorporated herein. Nothing in these policies shall overrule any requirement in Section 2-4-17, as amended
2. The Board will advise City Council and staff on parks and recreation policy as requested by the City Council and consistent with the Code. The City Council will refer particular matters to the Board for discussion, public input and recommendations. The Mayor or Council liaison member will communicate the Council's referral of a matter to the Board.
3. The Board shall meet annually with the City Council as part of the Council's visioning workshop, or as otherwise directed by the Council, to receive updated city goals and direction from the City Council.
4. The Chair of the Board shall communicate regularly with the City Council Board liaison member regarding priorities of the Board as they relate to City Council goals. The City Council liaison member will typically report Board progress on matters to the City Council at least once a month. The Board will provide a quarterly progress report to the City Council during work session of a regular meeting.
5. The role of the City Council liaison will be to:
Attend regularly scheduled meetings.
Communicate back to the Board recreation issues brought to Councils attention, or acted on by City Council.
Notify Council of recreation issues brought to the Board by citizens.
Align Board priorities with Council goals.
Be a non-voting member of the Board.
6. The Board may request background information from the recreation staff, but such requests shall typically occur at meetings and information shall be requested by the Board as a whole, and all members of the Board shall receive a copy of the information. Board members will use reasonable efforts to communicate independent research material and ex parte information received from the public to the other Board members.

Exhibit B

7. Closed meetings may only be held for purposes authorized by U.C.A. 54-4-5, as amended. A quorum for the transaction of business shall be a simple majority of the Board members. Minutes shall be kept at all meetings.
8. Special Task Forces for the study of particular issues may be created by the Mayor and Council. Task Forces may include members of the Board. They will typically serve for 6 months, or until they have completed the work for which they were appointed. Each Task Force shall meet goals and objectives as outlined by the Mayor and Council. The Task Force will elect a Chair to communicate with the Mayor and City Council. City Manager will approve any staff involvement in these Task Forces.
9. Special committees may be appointed by the Chair, with the advice and consent of the Mayor and City Council. These committees will deal with operational, and capital project issues. City Manager will approve any staff involvement in these committees.
10. Special "Friends" groups may be formed by Staff, with the advice and consent of the Mayor, City Council, and City Manager. These groups may include members of the Board. Staff will communicate directly with Council any Council issues brought to the group. These groups will deal with user specific programming, operational, and capital issues.
11. At its first meeting, and annually thereafter, the Board shall elect a Chair, Vice-Chair and any additional officers as necessary. The Chair shall preside at all meetings, appoint all committees with the concurrence of the Board, call special meetings, and generally perform the duties of a presiding officer. The Vice-Chair or a Board member designated by the Chair shall preside when the Chair is absent. The agenda for meetings shall be prepared and noticed by the Recreation Manager and the Chair.
12. The Board shall also act as a sounding board for new recreation policies and programs. The Board will hear initial proposals by the public for new programs and ideas, unless otherwise decided by the City Council. Prior to initiating staff time or resources on a new program or policy, the Board shall inform the City Council of the matter and request direction on how to proceed and the timing priority of the new matter.
13. The Board may provide annual policy recommendations in conjunction with the City's review of the General Plan with regard to use of City facilities and property for recreation purposes, and recommendations on recreation policies generally.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Library

Item Type: Staff Report

Agenda Section: APPOINTMENTS

Subject:

Appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder and Reappointment of Bill Humbert to the Library Board for Three-Year Terms Beginning July, 2022

Suggested Action:

Attachments:

[FY23 Library Board Appointments Staff Report](#)

City Council Manager's Report



Subject: FY23 Library Board Appointments
Author: Adriane Herrick Juarez
Department: Library
Date: June 23, 2022

Summary Recommendations:

Appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder and reappointment of Bill Humbert to serve on the Library Board for three-year terms beginning July 2022.

Background:

Park City Municipal Code and Utah State Code require municipal Library Board appointments to be made effective July 1. The Library Board must have between five and nine members. All vacancies must be filled by Park City residents.

Interviews for Library Board appointments are conducted by the Library Board and recommendations are made to the Mayor and City Council for appointment.

Currently, the Park City Library Board has nine board members with four open seats. Bill Humbert reapplied for his seat and is eligible to serve an additional term according to Library Board Bylaws. The Library Board is recommending the reappointment of Bill Humbert for an additional term and the appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder, newly applying board members, to serve beginning July 1. This will maintain a total of nine board members.

In accordance with City policy, ads for the Library Board vacancies were publicly posted and applications for Board positions were available on the City & Library web sites.

Analysis:

A Library Board subcommittee comprised of the City Council Liaison, the Library Board Chair, the Library Board Vice-Chair, and the Library Director interviewed the new candidates. There were four new applications and one renewal application received prior to the application deadline of April 30. Based on the review of the applicants by the subcommittee, the full Park City Library Board agreed in their May 18th meeting to recommend the the Mayor and Council four appointments: Bill Humbert for an additional term, and the new appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder.

The attached letter (Attachment A) from the Library Board Chair, Brynn Bateman Louis, describes the qualifications of the candidates. Approval of these candidates will maintain the total number of voting board members at nine, as allowed in Library Board bylaws.

Department Review:

Executive & Legal Departments

Recommendation:

Appointment of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder and reappointment of Bill Humbert to serve on the Library Board for three-year terms beginning July 2022.

Attachment A

May 18, 2022

Mayor Nann Worel and Park City Council
Park City Municipal Corporation
PO Box 1480
Park City, UT 84060

Honorable Mayor and City Council,

After conducting interviews of the new candidates who applied, the Park City Library Board recommends the addition of Debra Stafsholt, Sharon Serpico Hanson, and Ann Sowder to the Library Board and the reappointment of Bill Humbert, for 3-year terms.

Debra Stafsholt has lived in Park City for 30+ years. She's a physical therapist at the Park City Hospital with children who attended grades K-12 in Park City public schools. Her daughter has special needs and is active in the NAC and worked for Lucky Ones for 1½ years. She's looking to help the library stay relevant, welcome diverse populations, and engage differently abled people through Lucky Ones.

Sharon Serpico Hanson has lived in Park City since 2019 full time and owned a ski condo since 2015. She's looking for ways to contribute to the community post-Covid. She is a volunteer at the Park City Library and finds it an amazing place for so many reasons. She's a successful small businesswoman with more than 29 years of experience in landscaping. She looks to help the Library in engaging underserved members of our community and helping our population learn more about sustainability and climate change.

Ann Sowder has lived in Park City as a primary residence since 2018 and as a second homeowner since 2004. She has experienced the library as a citizen and wants to help make its array of services have an even broader and wider in impact. She has a background in financial services, as well as non-profits and small businesses. She's interested in helping the library with financial literacy services, services for kids, and services for aging adults.

Bill Humbert has lived in Park City for 10 years. He is an author and professional recruiter. He was a co-founder of the Park City Career Network. He had an engaged first term as a Library Board member, served as Co-Chair for FY22, and helped implement the new Sustainability Resource Center. He is interested in continuing to promote Library services to Middle School and High School students, as they are our future. He also wishes to act as an advocate for Library Staff and to recognize their many accomplishments.

The Library Board appreciates your consideration of these applicants to the Park City Library Board.

Sincerely,

Brynn Bateman Louis
FY22 Library Board, Chair

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section: COMMUNICATIONS AND DISCLOSURES FROM
COUNCIL AND STAFF

Subject:

Emergency Management Programs and Initiatives Update

Suggested Action:

Attachments:

[Emergency Management Update Staff Report](#)

City Council Staff Communication

Subject: Emergency Management Department Annual Update
Author: Mike McComb
Departments: Emergency Management
Date: June 23, 2022

Summary

The following report is an annual update on Park City's Emergency Management programs and initiatives conducted.

Background

Emergency Management is a core public safety function which works closely with other public safety agencies, departments, and groups to coordinate mitigation, preparedness, response, and recovery activities for major hazards and incidents in and around Park City. The Emergency Manager is appointed to act in accordance with the Emergency Management Act, Utah Code Section 53-2a-1402, and is involved in all areas of emergency management for the City.

Under this code, responsibilities include maintenance of the Comprehensive Emergency Management Plan (CEMP) with all of its appendices; establishing and maintaining the City's State and Federal National Incident Management System (NIMS) compliance; serving as Emergency Operations Center (EOC) Manager; establishing, maintaining, and participating in the training of all City staff in emergency preparedness and response; helping set City building preparedness and response to building specific emergencies; identifying and analyzing potential hazards to the community and the City's response; serving as liaison to Summit County Emergency Management and Region 2 of the Utah Division of Emergency Management; participating in individual incidents as a coordinator and review officer; and in conjunction with the Community Engagement Manager, setting up citizen and business emergency preparedness programs.

The Emergency Manager (EM) additionally chairs or co-chairs several City and County programs, including the City Safety Committee, Building Security Committee, Forestry Advisory Board, City Training Committee, Summit County Local Emergency Planning Committee, and the Western Summit County Wildfire Fuels Committee, as well as serving as Utah League of Cities and Towns representative to the Governor's Emergency Management Advisory Council.

Emergency Management

Emergency Management focus over the past year has been on incident response, improving capabilities, critical infrastructure protection, special event security measures, and wildfire risk mitigation. Major incident responses since July 2021 included:

- **Parley's Canyon Fire**, Summit County, August 15-19, 2021 – along with Police and several City departments, EM provided substantial support to Summit County, State and Federal Incident Management Teams.
- **Boot Hill Water Tank Break**, September 7, 2021 – EM responded with Police, Park City Fire District, Public Utilities, Public Works and Streets crews to mitigate flooding from major construction-caused water line break.
- **I-80 HAZMAT Spill**, Summit County, April 19, 2022 – EM provided behind-the-scenes support to Summit County Emergency Management and Public Safety Dispatch during a semi rollover/HAZMAT incident in Tollgate Canyon.
- **Flatiron Fire**, Wasatch County, May 22-24, 2022 – along with Police, EM conducted liaison between the City and responding State and local fire agencies and Wasatch County Emergency Management.
- **Police Department Assistance** – EM assisted the police department with multiple incidents throughout the year such as drone operation for search and rescue, sending emergency mass notifications, and deploying the mobile command trailer for event security.

Improved/Added Capabilities

The following certifications and upgrades were obtained:

- In July 2021, EM became a **certified drone pilot** to assist Park City Police Department with search and rescue, rapid damage assessments, and situational awareness purposes during a large-scale incident.
- In March 2022, EM **recertified as a Wildland Firefighter 2**, allowing on-scene coordination for wildfires.
- In February 2022, EM received an **FCC amateur radio technician** license, adding to redundant communications capabilities for the City during a wide-spread emergency.
- Requested and received State approval to add **Non-Weather Emergency Messages** to the City's emergency mass notification system capability set, allowing the City to broadcast life-safety emergency alerts to NOAA weather radios.
- Upgraded **satellite connectivity** at the Emergency Operations Center
- Upgraded aging satellite phones for emergency response

America's Water Infrastructure Act (AWIA) Risk Assessment

Mandated by the Environmental Protection Agency (EPA) and Federal legislation, this exhaustive physical, cyber, and financial vulnerability process spearheaded by Public Utilities was completed in December 2021. The assessment takes an in-depth look at likely and possible threats to all facets of the water infrastructure - physical, cyber, and fiscal - evaluates existing security measures, and makes recommendations based on the residual risk. EM assisted in the process by conducting physical security assessments at water treatment plants and various support facilities throughout the system. Specific Emergency Response Plans to incidents which could threaten the City's water system were developed as part of this process. The process has delivered a valuable end

product to assist Public Utilities, IT, and EM in making the City's water infrastructure more resilient to a full spectrum of risks.

Community Engagement

- Working with Summit County Public Lands, PCMC EM co-chairs the ***Western Summit County Fuels Committee***, consisting of interested HOAs, resorts, City and County, and other interested landowners throughout the western part of the County to collaborate on fuels mitigation projects and maintain a joint map of planned or ongoing projects. Ongoing mitigation efforts from this group provide the basis for grant applications to assist with costs associated with defensible space and fuels mitigation efforts.
- Participating in/presenting for the ***Living with Wildfire Presentation Series*** (a joint City/ County/Fire District Community series of presentations & events) is planned for each month throughout the summer, which began in May.
- Participated in Fall 2021 and Spring 2022 ***PCMC Projects Open House*** events.
- ***Treasure Mountain Middle School 5th Grade Emergency Preparedness*** presentations, September 2021.
- Planned and organized ***Parley's Canyon Fire Public After-Action Review***, September 30, 2021.
- ***Spanish Outreach*** – working with Summit County and Park City Community Engagement teams as well as Summit County Emergency Management and Public Safety Dispatch, crafted a cohesive emergency communications plan for the Spanish-speaking community.
- ***Annual newsletter*** sent to post office box holders in Park City, focusing on wildfire mitigation and fire-adapted communities.
- ***Quinn's Junction Emergency Working Group*** – since early 2020, EM has chaired an emergency working group to coordinate response and communications among Quinn's Junction agencies, including Peace House, U.S. Ski & Snowboard Association, National Ability Center, People's Health Clinic, Summit County Health Department, Intermountain Healthcare hospital and clinics, and Park City Ice Arena.

Wildfire Mitigation on City Open Space - Supported Trails and Open Space team in planning fuels mitigation projects for City-owned lands, with concentrated efforts in the Treasure Hill, Marsac Avenue, Daly Canyon, and Rossie Hill areas.

Grants - To help defray ongoing costs of defensible space work, EM, Trails and Open Space and Chief Building Official are pursuing Federal and State grant opportunities, in collaboration with Summit County, Park City Fire District, and other partners. Also, in collaboration with Summit County, we are pursuing a major application for FEMA's Building Resilient Infrastructure and Communities (BRIC) grants, through the State. The City's application is specific to wildfire fuels reduction by landowners in the larger Park City area.

Planning – In addition to the primary purpose of laying out a roadmap of objectives for programs and initiatives, certain Federal and State grant opportunities require adoption of specific plans for the City to be eligible for funding or reimbursements.

- **Community Wildfire Risk Assessment Plan - Fuels Mitigation & Mapping Analysis.** In early 2022, Park City Municipal released a request for proposals for a large-scale data collection project. A collection of stakeholders, including Summit County, Park City Fire District, and ski resorts, reviewed submittals. A consolidated submittal was recommended from among the applicants and was [approved by City Council on April 28th](#). The purpose of the plan includes resource identification, prioritization of mitigation efforts, obtaining Federal and State grant support, and community engagement. Staff anticipates adopting the finalized Risk Assessment Plan in spring 2023.
- **Forestry Plan.** The PCMC EM chairs the City's Forestry Advisory Board, a key deliverable of which is the creation of a Forestry Plan for approval and adoption by Council. An RFP is scheduled to be released in the coming months with the intent of finalizing an actionable plan addressing the aspects of urban and open space forestry, including maintenance of healthy forested areas within City jurisdictional boundaries.
- **2022 Pre-Disaster Mitigation Plan.** In 2016, Mountainlands Association of Governments (MAG) created a FEMA-approved Pre-Disaster Mitigation Plan for Wasatch Back counties and cities, including Park City. The MAG plan was first adopted by City Council in 2017 and came due for a five-year update in 2022. Park City Emergency Management worked with Summit County Emergency Management to ensure the updated plan meets City and County threats, hazards, goals, and concerns, and is suitable to address the needs of the community. This plan is intended to be incorporated into the City's Comprehensive Emergency Management Plan and proposed for adoption on June 23.
- The City's 2021 **Community Wildfire Preparedness Plan** and **Citywide Evacuation Plan** can be found at www.bereadyparkcity.org, as well as several other preparedness resources.

Exercises & Training - Exercises with stakeholders and partner agencies provide great benefits in strengthening response, communication, and coordination. Several exercises occurred over the past two months:

- **Security Protection through Observational Techniques (SPOT).** EM coordinated two refresher trainings for Police, Park City School District, and event security staff in December 2021, in preparation for Sundance 2022 before learning the event would be virtual.
- **Rocky Mountain Power Public Safety Power Shutoff (PSPS) Tabletop Exercise** held on March 30 in Spanish Fork. PCMC EM and Public Utilities attended as participants.

- **Great Utah Shakeout Drills** held on April 21st, with City building evacuation drills, emergency mass notification system use, and staff reporting and contact drills.
- **Emergency Operations Center / Multi-Agency Coordination Group-Policy Group Activation**, held April 26 at the PCMC Emergency Operations Center/Police Department.
- Designed to test the recently developed **Public Utilities Emergency Response Plan**, a tabletop exercise was held on April 30th to focus on a wide-scale water outage caused by a cyberattack.
- **Run-Hide-Fight Training** in conjunction with Park City Police was held for staff on May 25 and June 1, to discuss immediate actions in the event of an active threat.
- **Evacuation Full-Scale Exercise** is planned for September 28, 2022, with the participation of several stakeholders, including interested members of the community. An initial planning meeting was held on April 12 to formalize the concepts and objectives of the exercise. A mid-planning meeting will be held in June with expanded stakeholder participation.

Special Events Security and Training

With the return of large in-person special events, Police, Special Events, EM, and supporting City departments renewed focus on providing security. EM and Police hosted SPOT training as discussed above as well as beginning to plan for Phase II of upper Main Street bollards installation. EM coordinated a demonstration of a potential alternative to bollards at the Youth Sports Alliance parade on April 1.

Staff Occupational Safety & Health

A key tenet of attracting and retaining a professional workforce is the maintenance of a safe working environment. The PCMC EM chairs the City Safety Committee, comprised of department representatives tasked with overseeing the City's Health and Safety Plan. The Health and Safety Plan's intent is to ensure the City meets or exceeds Utah Occupational Safety and Health (UOSH) regulations in its workplace practices, examine workers' compensation claims data to identify injury trends and take corrective action where necessary, conduct workplace safety walk-throughs, and ensure staff receives adequate safety training. The Safety Committee is additionally chartered to draft and oversee completion of a five-year safety plan presented annually to the City Manager for approval. In the coming fiscal year, the Safety Committee seeks to:

- Conduct five comprehensive **department safety walkthroughs** by 7/1/2023;
- Continue to **meet and exceed all UOSH standards**;
- Continue **education and outreach programs**/efforts to reduce workplace accident/injury claims; and,
- Continue establishing preliminary groundwork for implementation of a conceptual "No Fear Near Miss" Policy/Program. In a fully-developed program, employees at all levels are encouraged to use a protected 'near miss' reporting process in cases where a mishap resulting in injury or damage would have occurred. The intent of the program is to formalize the concept

that all staff serve as safety observers, with the authority to intervene in unsafe work practices in order to make the organization safer overall.

- Implement **AED Ordinance** in municipal code. This concept involves a proposed addition to the City's code, following other Utah city policies, and would be applicable to facilities serving a yet-to-be-established threshold of clientele, requiring a functional AED on site. Initial planning for this initiative began in early 2020 but was temporarily shelved due to the global COVID-19 outbreak and response.
- Adopt **Operational Risk Management (ORM)** as a best practice. ORM principles include evaluating risk, making decisions based on risk assessments and implementing controls to improve safety.
- Provide much improved online presence for staff safety, including the capability for staff to report unsafe conditions or a near-miss, submit award nominations for safe behavior, or make safety suggestions.

The City Safety Committee's efforts have borne fruit since its inception in 2014, as shown in historical workers compensation (WC) claims data below (data as of March 2022):

Park City - WC Claims Severity

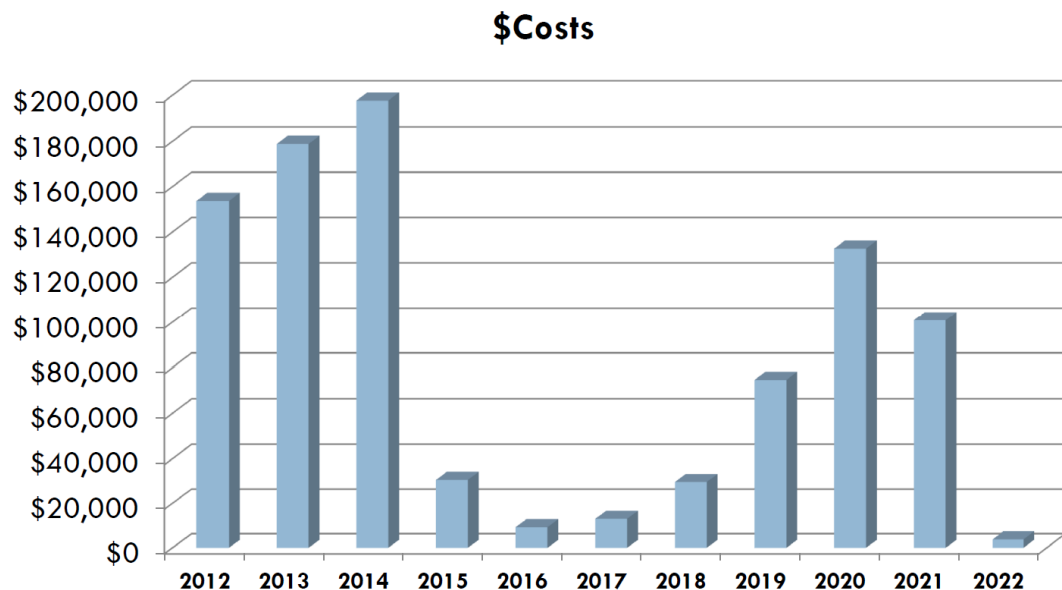


Figure 3 – March 2022 Workers Compensation Claims Severity Chart

NOTE: Increased numbers of claims and amounts in 2019 and 2020 were concurrent with a substantial increase in Transit staff as level of service and hiring increased pre-COVID and before the formation of High Valley Transit in July 2021.

Based on an ensured entity's number and cost of claims over a defined annual rolling period, the insurance industry applies an experience modifier, or 'e-mod,' used to calculate the entity's level of risk relative to an established industry average. An e-mod over 1.00 indicates an individual entity experienced a higher number of claims compared to the industry average over a similar period. An e-mod of less than 1.00 reflects that the entity has reduced risks relative to the industry average. Annual premiums are based accordingly on the e-mod rating. Those with more claims - and by extension, higher risk - pay higher premiums, while those with lower risk receive a discount from the industry average. **In 2021, the City's three-year rolling average of workers' compensation claims resulted in an experience modifier of 0.83.**

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: COMMUNICATIONS AND DISCLOSURES FROM
COUNCIL AND STAFF

Subject:

Business License Fee Study Update

Suggested Action:

Attachments:

[Business License Fee Study Staff Report](#)

[Exhibit A: Town of Alta Fee Study](#)



City Council Staff Communication

Subject: Business License Fee Study Update
Author: Jonathan Weidenhamer
Department: Economic Development
Date: June 23, 2022
Type of Item: Informational

Executive Summary

Park City Municipal is conducting a comprehensive business license fee study, which was last updated in its entirety in 2006. The cost of providing services has increased over that time, and therefore we expect the fees to obtain a business license to increase. This trend is consistent with other jurisdictions, and particularly those with tourism-related economies.

Per [Utah Code § 10-1-203](#), a municipality may assess a “base fee” to cover its administrative costs of issuing business licenses. In addition to covering administrative fees in a base fee, a municipality may also charge a licensee additional costs for “disproportionate” or “enhanced” services including police, fire stormwater, traffic control, parking, transportation, beautification, and snow removal.

Ultimately, the City Council has the discretion to apply some or all of the enhanced service costs for business based upon the different classes of business. In other words, Utah municipalities can choose to subsidize fees for a certain type or location of business but assess all the service costs to others.

Background

Business licenses in Park City are administered through the Finance Department ([Finance Link](#)). Currently, licenses renew on October 1 annually, with new licensee’s paying a prorated monthly fee as they come in. Renewal notifications are sent in August annually. The current administrative fee to obtain a business license for most, but not all, is \$149. A renewal is \$22.

Disproportionate and Enhanced Fees

As stated, Utah municipalities are allowed by [Utah Code § 10-1-203.5](#) to assess additional fees related to the cost of providing disproportionate or enhanced services. Disproportionate services are those that aren’t voluntary, meaning the municipality has to provide them to maintain health safety and welfare standards. Examples of disproportionate services include the provision of beyond standard police service, such as regularly responding to noise or disturbing the peace complaints. Other examples include enhanced code enforcement and elevated parking or building enforcement services for neighborhood impacts like trash, parking, or other nuisance complaints.

Enhanced service are those that the municipality provides voluntarily, above and beyond what may be “required”. Examples of enhanced services include traffic control, other public safety needs, or beautification efforts such as flower baskets in a business district.

History

From 1998 to 2006, the City business license had two components: a \$46 administrative fee and an enhanced service fee that partially subsidized (approx. 22%) the free bus system (calculated differentially depending on the type of use and business unit (number of rooms, size, etc.)). The administrative fee is charged to every business and covers the City's administrative costs to process applications and conduct field inspections, code enforcement, and other city overhead costs such as software, materials, supplies, and utilities.

In 2006, a comprehensive business license fee study was conducted. At that time, Council adopted a 25% increase to the Transit Service Enhancement Fee for most business classes, which was phased in over the next three years in order to reduce the abrupt impact on local business (5% in 2007, 10% in 2008, and 10% in 2009) ([report](#), p.66, [minutes](#), p.1). Council also adopted a Festival Facilitation Enhanced Service Fee to shift a portion of the costs of subsidizing events from residential taxpayers to the business community. The fee was calculated on a sliding scale proportionate to the degree a business benefited from special events.

In 2009 ([Jan 8, 2009 report](#), p.79, [minutes](#)), ([June 11, 2009](#), p.9, [minutes](#), p.2), Council reduced fees for license renewals to recognize that less staff time was required to process a renewal versus a new license. Council also determined that each unique location conducting a nightly rental should have an individual license instead of the practice at the time where a management company with multiple properties would have a blanket or umbrella license for multiple properties. At that time City Council agreed to incremental increases in fees to get to 40% total cost of recovery of services, with the goal over time to get to zero subsidy. Which has not been realized at this time.

Convention and Sales Licenses

In 2000, PCMC added a \$250 fee for each temporary, Convention and Sales business license during Sundance ([minutes](#), p.3) to cover increased staff costs. In 2017, additional fees were added to each Type2 CSL, including a \$100 deposit to Republic Trash, an additional \$149 administrative fee, \$45.58 for enhanced enforcement (public safety), and the \$243 Business Improvement District fee were applied ([report](#), p.107, [minutes](#), p.7).

BID

In 2007, The merchants on Main Street asked the City to adopt a Business Improvement District (BID) and add a \$156 fee to each of their business licenses to pay for an executive director, manage their solid waste service provider, and allow for business marketing and promotion - [Bid History](#) (p.249) and [Minutes](#). In 2010, Council

approved the HPCA request to increase the fee to \$243 annually to increase staff salary and increase promotion and branding services [\(report, p.83, minutes, p.9\)](#).

Typical Business License Costs

The City's current [Fee Schedule](#) (p.15), identifies existing costs for services by business class. Different classes of business have fees by type based on amount of services they require. The unit type (skier day, square foot, per bedroom) also varies across business classes. Below identifies a few typical scenarios/costs:

New BL (1,000 sf) Retail on Main St.				Renewal (1,000 sf) Retail on Main St.			
	Unit	Cost	Actual		Unit	Cost	Actual
Admin. Fee	license	\$149	\$149	Admin. Fee	license	\$22	\$22
Festival Facil. Enhance	per sq.ft	\$0	\$100	Festival Facil. Enhance	per sq.ft	\$0	\$100
Enforcement Enhance	per sq.ft	\$0	\$0	Enforcement Enhance	per sq.ft	\$0	\$0
Transit Enhance	per sq.ft	\$0	\$230	Transit Enhance	per sq.ft	\$0	\$230
BID Fee	license	\$243	\$243	BID Fee	license	\$243	\$243
total			\$722	total			\$595
New Nightly Rental (3BR) not On Main St.				Renewal Nightly Rental (3BR) not On Main St.			
	Unit	Cost	Actual		Unit	Cost	Actual
Admin. Fee	license	\$149	149.00	Admin. Fee	license	\$17	\$17.00
Festival Facil. Enhance	per sq.ft	\$9.49	28.47	Festival Facil. Enhance	per sq.ft	\$9.49	\$28.47
Enforcement Enhance	per sq.ft	\$0.00	0.00	Enforcement Enhance	per sq.ft	\$0.00	\$0.00
Transit Enhance	Per BR	\$19.25	57.75	Transit Enhance	Per BR	\$19.25	\$57.75
total			235.22	total			\$103.22
TYPE 2 CSL On Main St. (1,000 sf)							
	Unit	Cost	Actual				
Admin. Fee	license	\$149	149.00				
Festival Facil. Enhance	per sq.ft	\$125	372.00				
Enforcement Enhance	license	\$45.58	45.58				
Transit Enhance	license	\$288	288.00				
BID Fee	license	\$243	243.00				
total			1,097.58				

Stakeholder Engagement

The Economic Development Team has begun initial outreach to the business community and will be working with professional associations (HPCA, PSPOA, Lodging Association, Chamber) to help proactively inform their members of the potential changes and timeline. We also plan to use several standard communications channels, including the City's weekly newsletter, Building Department newsletter, KPCW and Park Record, and social media. These efforts will begin in earnest once the base fee study is completed, and we have a better sense of the new fees.

Timeline (2022)

- June 16 Business Lisc. Fee Study Preview - Council Budget report.
- June 23 Staff communication on Fee Study (this report).
- July 1 Completion of Base Fee Study (ID estimated fee increase).
- July 2-21 Outreach to stakeholders.
- July 14 Council Mtg. Public Hearing. No action.

- July 21 Council Mtg. Public Hearing, possible action on new base fees.
- Aug. 1 Notice to all business licenses to renew by Oct. 1 deadline.
- Aug. 1 Completion of enhanced and disproportionate studies.
- Aug.–Sept. Additional outreach with stakeholders.
- Oct. Adopt new enhanced and disproportionate Fees.

Conclusion/Summary

The City's business license fee schedule has not been updated since 2006, and therefore the cost of administering a business license and enhanced levels of service calculations is out of date. With the rapid growth of the tourism economy, many peer Utah communities are updating their base, enhanced and disproportionate license fees to cover costs of providing services, including Brian Head ([enhanced](#), [disproportionate](#)), the Town of Alta (Exhibit A), and Moab.

Over the next several months, we are likely to ask Council to first adopt an updated base administrative fee schedule, and then consider applying enhanced and disproportionate service fees over time.

Exhibits

Exhibit A Town of Alta Business License Fee Study



Business License Fee Study



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Executive Summary

Zions Public Finance, Inc. (“ZPFI”) was retained by the Town of Alta (“Alta” or the “Town”) to complete an analysis of business licensing costs to meet the requirements of Utah law as established by Utah Code Annotated §10-1-203. Utah law allows municipalities to license businesses for the purpose of regulation and revenue but places a maximum on the business license fees charged equal to the cost of services provided by the Town.

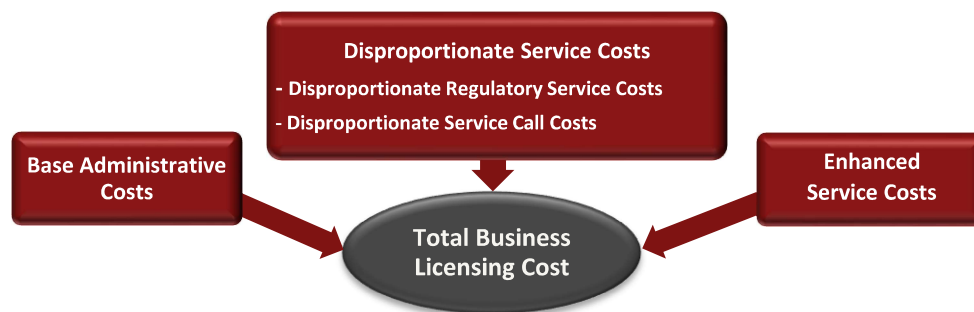
This study calculates the maximum business license fees allowable in Alta under current State law. The Town Council may choose a fee lower than the maximum fee. If less than the maximum allowable fees are charged, the difference between the fee and the cost to the Town must be covered through other revenue sources.

Factors the Town may want to consider as it establishes new business license fees include:

- Percentage change to current fees;
- Dollar amount of change in fees;
- Correlation between proposed fees and the actual cost of services contained in this study;
- Recognition of other revenues generated by some business types (such as sales tax, real property tax, personal property tax, municipal energy tax, transient room tax, etc.); and
- The comparative/competitive fees in neighboring cities and towns

Business Licensing Costs

This study considers base administrative, disproportionate service costs, and enhanced services costs. When base costs, disproportionate costs, and enhanced service costs are added together, they represent the maximum amount the Town may charge for business licenses.



Base Administrative Costs

Base administrative costs include the common costs incurred by all types of businesses to register, oversee, maintain records, and regulate licensed businesses within the Town such as application, registration, issuance, etc. The base administrative costs are shown in Table 1.

TABLE 1: BASE ADMINISTRATIVE BASE COST OF SERVICE

Business Licenses	Base Cost of Service
New Business Licenses	\$65.31

Based on legislation passed in 2017, license fees for home occupation businesses may only be charged when the “combined offsite impact of the home-based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone.”¹ This means that most home occupation businesses cannot be charged a license fee. However, the Town may require a business license (without a fee) for home occupation businesses and can charge a fee to home occupations that request a license when they otherwise would not be required to obtain one.²

Disproportionate Service Costs

There are two types of disproportionate service costs: disproportionate regulatory costs and disproportionate service call costs.

Disproportionate Regulatory Service Costs

Regulatory service costs occur when a business incurs additional regulatory costs (beyond the base costs) for inspections or other regulatory services. While Alta does have a law-enforcement shift exclusively for alcohol enforcement, the cost of this shift is completely covered by funds received from State programs.

Therefore, Alta does not have any disproportionate regulatory service costs that will be accounted for in this study.

Disproportionate Service Call Costs

Disproportionate service call costs include the cost of services for police calls above the base level of service multiplied by the cost per call. The base level of service is defined as the average annual³ level of service provided to single-family, owner-occupied residences. Disproportionate service call costs are in addition to the base administrative cost for each business class.

The base level of services is calculated by taking calls for service for owner-occupied residences for the past two years, averaging them, and dividing by the total number of residential units during that time period.

TABLE 2: BASE LEVEL OF SERVICE CALL COSTS

	Police
Residential Calls for Service – 2-year annual average	5
Residential Units	82
Base Calls per Residential Unit	0.0609
<i>Source: Town of Alta, Salt Lake County Assessor’s Database</i>	

Police costs per call were determined by taking the budget amount for police services and dividing that number by the total number of police calls for service within the Town (traffic calls included). The Town Marshal has confirmed that only about 2.08% of costs included in the budget are directly related to service calls.

¹ Utah Code §10-1-203(7)

² SB-158, effective May 8, 2018

³ Police call data was averaged over a two-year period, April 2019- March 2021.

TABLE 3: POLICE COST PER CALL FOR SERVICE

	Amount
2021-2022 Police Budget	\$1,004,050
Estimated Percentage of Time Spent on Responding to Police Calls	2.08%
Annual Police Calls (all calls, including traffic calls)	175.5
Cost per Police Call	\$119.00

Table 4 summarizes the disproportionate police service call costs for businesses in Alta. The average residential calls per unit (0.0609) is subtracted from the average number of police calls per business type in order to calculate the disproportionate police calls per business type. The number of disproportionate calls, by business type, is then multiplied by the cost per call (\$119.00) to arrive at the disproportionate cost per business type.

TABLE 4: DISPROPORTIONATE POLICE CALLS FOR SERVICE

Business Category	Police Calls per Business	Disproportionate Police Calls	Disproportionate Cost per Business
Cat. 1: Hotels >20 rooms	8.9000	8.8390	\$1,051.83
Cat. 2: Hotels 10-20 rooms*	0.0000	0.0000	\$0
Cat. 3: Lodging <10 rooms	0.0515	0.0000	\$0
Cat. 4: Prop. Management, Transportation, Business & Personal Services	0.0000	0.0000	\$0
Cat. 5: Retail & General Services	0.2857	0.2247	\$26.74
Cat. 6: Restaurant/Cafeteria/Bar	0.3750	0.3140	\$37.37
Cat. 7: Day Care Business	0.0000	0.0000	\$0
Cat. 8: Ski Lift Company	23.3000	23.2390	\$2,765.41
Cat. 9: Temporary	0.0000	0.0000	\$0
Cat. 10: Non-Profit	0.0000	0.0000	\$0
*The Town of Alta has not had Cat. 2: Hotels 10-20 rooms applications in the past several years.			

Enhanced Service Costs

Alta provides enhanced service to the Alta Ski Area and Lodges with 20 or more rooms. The Police Department patrols the parking lots for these areas for approximately one hour each day during peak ski season as well as during peak summer activities to assist with parking problems and the general security of parked cars which may be left unattended for hours at a time. The time it takes to patrol the Alta Ski Area parking areas accounts for 50% of the patrol while the five lodges account for the other 50% - or roughly 10% per individual lodge. Based on patrol area size and the time it takes to patrol the areas, the Alta Ski Area has a larger enhanced service area than the individual lodges and therefore has a higher share of the cost.

TABLE 5: ENHANCED SERVICE COST BY CATEGORY

Business Category	Total Cost per Business (One-Time Fee)*
Cat. 1: Hotels >20 rooms	\$1,291.51
Cat. 8: Ski Lift Company	\$6,457.53
*The one-time fee is paid annually but is labeled as a “one-time” fee because it only applies to the first business license issued to entities with more than one business license in the same category.	

Although it is possible for businesses to file for more than one license under one licensee name, it is anticipated that the Town will charge this enhanced service area fee as a one-time fee when the first annual application is received from a business. This will ensure that businesses with enhanced services will not be charged more or less than their fair share based on the number of business licenses for which they apply.

Total Licensing Costs

The total annual cost for a business license in Alta includes the base administrative, disproportionate service call costs, and enhanced service costs. The Town allows licensees to apply for multiple business licenses under the same business but will only be assessed an enhanced service charge for the first application, if applicable. All following applications under the same licensee name and category will only be charged for the base administrative and the disproportionate service fee. The total business license cost identified in this business license fee study is the *maximum amount* the Town may charge for a business license.

Table 6 shows the maximum business license fee a business could be charged for its first application.

TABLE 6: MAXIMUM BUSINESS LICENSE FEE CALCULATION – FIRST APPLICATION

Business Category	Base Administrative Fee	Disproportionate Service Fee	Enhanced Service Fee*	First Application - Maximum Fee
Cat. 1: Hotels >20 rooms	\$65.31	\$1,051.83	\$1,291.51	\$2,408.65
Cat. 2: Hotels 10-20 rooms	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 3: Lodging <10 rooms	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 5: Retail & General Services	\$65.31	\$26.74	\$0.00	\$92.06
Cat. 6: Restaurant/Cafeteria/Bar	\$65.31	\$37.37	\$0.00	\$102.68
Cat. 7: Day Care Business	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 8: Ski Lift Company	\$65.31	\$2,765.41	\$6,457.53	\$9,288.25
Cat. 9: Temporary	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 10: Non-Profit	\$65.31	\$0.00	\$0.00	\$65.31
*Businesses will only be charged this fee for their first application. All additional business licenses will only be charged the base and disproportionate service costs.				

Table 7 shows the maximum business license fee a business could be charged for each additional application it applies for after the first application it submits each year.

TABLE 7: MAXIMUM BUSINESS LICENSE FEE CALCULATION – ADDITIONAL APPLICATION FEE

Business Category	Base Administrative Fee	Disproportionate Service Fee	Additional Business License -Maximum Fee*
Cat. 1: Hotels >20 rooms	\$65.31	\$1,051.83	\$1,117.14
Cat. 2: Hotels 10-20 rooms	\$65.31	\$0.00	\$65.31
Cat. 3: Lodging <10 rooms	\$65.31	\$0.00	\$65.31
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$0.00	\$65.31
Cat. 5: Retail & General Services	\$65.31	\$26.74	\$92.06
Cat. 6: Restaurant/Cafeteria/Bar	\$65.31	\$37.37	\$102.68
Cat. 7: Day Care Business	\$65.31	\$0.00	\$65.31
Cat. 8: Ski Lift Company	\$65.31	\$2,765.41	\$2,830.72
Cat. 9: Temporary	\$65.31	\$0.00	\$65.31
Cat. 10: Non-Profit	\$65.31	\$0.00	\$65.31
*This alternate fee will be assessed to business licenses when the licensee has already applied for a previous license under the same licensee name.			

Background

Zions Public Finance, Inc. (“ZPFI”) was retained by the Town of Alta to complete an analysis of business licensing costs to meet the requirements of Utah law as established by Utah Code Annotated §10-1-203. The law states that “...the legislative body of a municipality may license for the purpose of regulation and revenue any business within the limits of the municipality and may regulate that business by ordinance.”⁴ Additionally, the law states that “the amount of a fee shall be reasonably related to the costs of the municipal services provided by the municipality.”⁵ In other words, business licensing fees charged may not exceed the amount necessary to reasonably regulate business activity, including the costs of disproportionate and enhanced levels of municipal services required by some business classes, geographic locations, etc.

Based on legislation passed in 2017, license fees for home occupation businesses may only be charged when the “combined offsite impact of the home-based business and the primary residential use materially exceeds the offsite impact of the primary residential use alone.”⁶ This generally means that most home occupation businesses cannot be charged a license fee. The Legislature further amended the Code in 2018 to allow municipalities to charge a business license fee to home occupations that request a license when they otherwise would not be required to obtain one.⁷

While this study calculates the maximum business license fees allowable under current State law, the Town Council may choose a lesser fee. If less than the maximum allowable fees are charged, the difference between the fee and the cost to the Town is made up through other revenue sources.

⁴ Utah Code Annotated §10-1-203(2)

⁵ Utah Code Annotated §10-1-203(5)(c)(ii)

⁶ Utah Code §10-1-203(7)

⁷ Utah Code §10-1-203(8)(a)

Business Licensing Costs

Alta currently requires all commercial businesses to obtain a business license. This study considers the three categories of business licensing which, when added together, equal the maximum amount the Town may charge for business licenses. Specifically, these three categories include Base Administrative Costs, Disproportionate Costs (regulatory costs and services call costs); and Enhanced Service Costs. Each of these categories is explained in greater detail below.

Base Administrative Costs

Base administrative costs include the following standard labor costs: (i) business license application and registration process; (ii) issuance of license; (iii) collection of fees; (iv) maintenance of records; and (v) preparation of business reports and required verifications.

In order to estimate the base administrative costs of a business license, ZPFI's source of information has been the Town. Costs have been evaluated based on time spent by employees, wages and benefits for these employees, indirect costs, and department overhead such as supplies, computers, etc. Indirect costs include legislative, municipal building, non-departmental costs, and administrative.

The *base administrative costs* associated with licensing a business is determined by analyzing both employee costs and the time spent by each employee on business licensing procedures. Considering these two factors, a cost for each step in obtaining a business license can be determined. Added together, these costs equal the *base administrative costs* to the Town for issuing a business license.

Employee Costs for Business Licensing

Direct business licensing costs include labor (wages & benefits) and department overhead costs (supplies, computers, etc.) for all personnel involved in issuing and overseeing business licenses.

The following Alta employee positions are directly involved in business licensing:

- Deputy Town Clerk
- Town Clerk
- Assistant Town Administrator
- Town Administrator

A direct cost per minute was calculated for each employee involved in the business licensing process using the following method:

TABLE 8: DIRECT COST PER MINUTE CALCULATION

Per Minute Cost	Calculation
Employee Labor Cost per Minute	$(Salary + benefits) / \text{employee total annual minutes worked}$
Department Overhead Cost per Minute (e.g., supplies, computers, etc.)	$\text{Department operations costs} / \text{total annual minutes worked}$
Direct Business License Cost per Minute	$\text{Employee labor cost per minute} + \text{department operations cost per minute}$

Table 9 shows the direct labor cost per minute for all employees involved in business licensing. All figures used in calculating direct costs were provided by the Town.

TABLE 9: DIRECT LABOR COST PER MINUTE

Employees by Department	Direct Cost per Hour	Direct Cost per Minute
Deputy Town Clerk	\$35.44	\$0.59
Town Clerk	\$49.45	\$0.82
Assistant Town Administrator	\$34.52	\$0.58
Town Administrator	\$59.17	\$0.99

Indirect Costs

The following indirect costs were provided by Alta as the fair share of costs to be allocated to the business licensing process due to support from the departments listed below. These departments were selected because they provide support to the entire Town. Other departments within the Town may have had overhead within their respective departments, but that overhead was not considered because it did not relate to business licensing. The Administrative Department has been reduced from the entire budget amount since many of the budget lines include costs that directly relate to business licensing and have been captured in the direct costs listed in this section (i.e., salaries, benefits, supplies, etc.). A breakdown of this budget reduction can be found in Appendix C.

TABLE 10: TOTAL INDIRECT COSTS

Legislative	\$20,300
Municipal Building	\$74,750
Non-Departmental	\$30,519
Administrative	\$84,500
TOTAL	\$210,069

Source: Town of Alta 2021-2022 Budget

Total indirect costs for the Town were divided among each full-time equivalent (FTE) employee to calculate an indirect cost per minute. As shown in the following table, indirect cost per minute per FTE is \$0.10.

TABLE 11: TOTAL INDIRECT COSTS PER MINUTE

Indirect Costs to be Allocated	\$210,069
FTEs	16.27
Indirect Cost per FTE	\$12,911.43
Total Annual Hours Worked per FTE	2,080
Indirect Cost per Hour	\$6.21
Indirect Cost Per Minute	\$0.10

Employee Training Costs

There are also indirect costs within each department associated with business licensing. These indirect costs include a portion of staff time spent in staff meetings and trainings. The meeting and training costs

are divided across all businesses based on the amount of time each employee spends on that business. A breakdown of this cost per minute for town employees who participate in trainings directly associated with business licensing is given below.

TABLE 12: ADDITIONAL COST PER MINUTE – MEETING AND TRAINING COSTS

Meetings and Trainings – Cost per Minute	
Deputy Town Clerk	\$0.01
Town Clerk	\$0.01
Assistant Town Administrator	\$0.01
Town Administrator	\$0.01

Summary of Direct and Indirect Costs per Minute

TABLE 13: SUMMARY OF TOTAL COSTS PER MINUTE

Total Costs per Minute	Deputy Town Clerk	Town Clerk	Asst. Town Administrator	Town Administrator
Direct Cost	\$0.59	\$0.82	\$0.58	\$0.99
Indirect Cost	\$0.10	\$0.10	\$0.10	\$0.10
Training Cost	\$0.01	\$0.01	\$0.01	\$0.01
Total	\$0.70	\$0.94	\$0.68	\$1.10

Employee Time for Business Licensing

Each employee has a different role when reviewing business license applications. The following table summarizes each person's involvement per minute.

TABLE 14: EMPLOYEE TIME PER LICENSE IN MINUTES

	Deputy Town Clerk	Town Clerk	Asst. Town Administrator	Town Administrator	TOTAL
Business Licenses Application	53	14	3	3	73
Cost Per Business License Application	\$37.10	\$3.30	\$2.05	\$13.10	\$55.55

Supply and Study Costs

The Town has identified pertinent supplies to be included in the Town's direct costs. The cost to conduct this business license fee study can also be included in the business licensing costs. The supply and study costs are then divided by the annual number of business licenses processed to arrive at an additional cost per license of \$9.76.

TABLE 15: SUPPLY AND STUDY COST PER LICENSE

Total Annual Supply Cost	\$20
Total Annual Study Cost	\$1,200
Total Number of Business Licenses	125
Cost per License	\$9.76

Base Administrative Costs

The following table outlines the total time and base administrative cost associated with each business license.

TABLE 16: BASE ADMINISTRATIVE COSTS

	Total Time	Maximum Fee
Business Licenses Application	73	\$55.55
Supply and Study Cost per License		\$9.76
Total Base Administrative Cost		\$65.31

Disproportionate Costs

Disproportionate service costs include the additional costs which some businesses incur because of: 1) additional regulatory services provided, such as inspections; and 2) responses to service calls compared to the base level of service. There are, therefore, two types of disproportionate service costs: 1) disproportionate regulatory service costs; and 2) disproportionate service call costs.

Disproportionate regulatory service costs include the cost of services for business-related paperwork, administrative oversight, special regulations, and inspections that are in addition to the services common to all businesses included in the base administrative cost. For example, additional regulatory services are required by some classes of businesses such as day-cares, assisted living, and other special care facilities.

Disproportionate service call costs include the cost of services for police calls above the base level of service provided by these departments. In order to identify disproportionate service levels, ZPFI has interviewed Town officials and service providers and has obtained data regarding Alta Central /Dispatch calls for service from the Town. Businesses create demand for additional police services by conducting business within the Town boundary. Police calls for service in this study are allocated to the business associated with the address where the police record the incident. While calls may not always be attributable to actual paying customers of the business, the business creates a need for additional services by bringing additional people, whether customers or not, to their business location and into the Town.

According to Utah Code Annotated §10-1-203(5)(c)(i), “Before the governing body of a municipality imposes a license fee on a business that causes disproportionate costs of municipal services under Subsection (5)(a)(i)(C)(I), the legislative body of the municipality shall adopt an ordinance defining for purposes of the [fee] tax under Subsection (5)(a)(i)(C)(I) the costs that constitute disproportionate costs and the amounts that are reasonably related to the costs of the municipal services provided by the municipality.”

Cities are allowed under Utah Code to collected disproportionate business licensing fees for the following municipal services:

- Police
- Fire/EMS
- Storm Water Runoff
- Traffic Control
- Parking
- Transportation
- Beautification
- Snow Removal

Alta will only consider disproportionate police services in this study. Therefore, disproportionate services rendered may include police calls for service and business-related paperwork, administrative oversight, special regulations, inspections, calls for service, and other services performed for specific types of businesses. To calculate disproportionate costs, the *base level* of service for police must first be established. There are two types of disproportionate costs appropriate to this study – disproportionate regulatory costs and disproportionate police call costs.

Disproportionate Regulatory Costs

Regulatory service costs occur when a business incurs additional regulatory costs (beyond the base costs) for inspections or other regulatory services. While Alta does have a law-enforcement shift exclusively for alcohol enforcement, the cost of this shift is completely covered by funds received from State programs.

Alta does not have any disproportionate regulatory costs which will be accounted for in this study.

Disproportionate Service Call Costs

Disproportionate service call costs include the cost of services for police calls above the base level of service provided by police. The *base level* of service is the average level of Alta Central/ Dispatch service calls to owner-occupied residences. Calls for police services were obtained from the Town of Alta for the 2-year period from April 2019 to March 2021. The call data was then analyzed to calculate the number of calls to owner-occupied residential units. The number of calls to owner-occupied single-family residential units was averaged over the 2-year period.⁸ The average annual number of calls to owner-occupied single-family residential units was then divided by the total number of owner-occupied single-family residential units to determine the *base level* of service calls for police. This per unit base level of service is referred to as the *base level service call ratio*. The disproportionate service call costs are calculated by multiplying the average level of police calls for each commercial business and residential rental type above the base level service call ratios by the cost per call for police services.

The annual *base level service call ratio* for police calls was determined to be an average of 0.0609 calls per owner-occupied single-family residence per year.

TABLE 17: RESIDENTIAL CALL DATA – BASE LEVEL OF SERVICE CALL RATIO FOR POLICE

	Police
Residential Calls for Service – 2-year annual average	5
Residential Units	82
Base Calls per Residential Unit	0.0609

The average annual police service call ratio per business in each business class was calculated by dividing the average annual number of calls in each business class by the total number of businesses in the business class. Service call ratios for commercial businesses that are higher than the *base level* of service call ratio are considered disproportionate. To calculate the disproportionate service call ratio, the base level of service ratio was subtracted from the average calls per commercial business class.

⁸ A 2-year average minimizes the effect of a call volume spike that could occur over a one-year period.

Police costs per call were determined by taking the budget amount for police services and dividing that number by the total number of police calls for service within the Town (traffic calls included). The Town Marshal has confirmed that only about 2.08% of costs included in the budget amount are directly related to service calls.

TABLE 18: POLICE COST PER CALL FOR SERVICE

	Amount
2021-2022 Police Budget	\$1,004,050
Estimated Percentage of Time Spent on Responding to Police Calls	2.08%
Annual Police Calls (all calls, including traffic calls)	175.5
Cost per Police Call	\$119.00

Table 19 summarizes the disproportionate police service call costs by business class in Alta. The average residential calls per unit (0.0609) is subtracted from the average number of police calls per business type in order to calculate the disproportionate police calls per business type. The number of disproportionate calls, by business type, is then multiplied by the cost per call (\$119.00) to arrive at the disproportionate cost per business type.

TABLE 19: DISPROPORTIONATE POLICE CALLS FOR SERVICE

Business Category	Police Calls per Business	Disproportionate Police Calls	Disproportionate Cost per Business
Cat. 1: Hotels >20 rooms	8.9000	8.8390	\$1,051.83
Cat. 2: Hotels 10-20 rooms*	0.0000	0.0000	\$0
Cat. 3: Lodging <10 rooms	0.0515	0.0000	\$0
Cat. 4: Prop. Management, Transportation, Business & Personal Services	0.0000	0.0000	\$0
Cat. 5: Retail & General Services	0.2857	0.2247	\$26.74
Cat. 6: Restaurant/Cafeteria/Bar	0.3750	0.3140	\$37.37
Cat. 7: Day Care Business	0.0000	0.0000	\$0
Cat. 8: Ski Lift Company	23.3000	23.2390	\$2,765.41
Cat. 9: Temporary	0.0000	0.0000	\$0
Cat. 10: Non-Profit	0.0000	0.0000	\$0
*The Town of Alta has not had Cat. 2: Hotels 10-20 rooms applications in the past several years.			

The table above shows the maximum disproportionate fee per service class that the Town could impose based on the disproportionate cost associated with each business class. The Town may choose not to impose the maximum fee for disproportionate police calls shown in Table 19.

Enhanced Service Costs

Enhanced service levels reflect a higher level of service provided by the Town for a specific portion of the business community, whether it is a business class, business location, etc. Municipalities are allowed under Utah Code to collect a fee reasonably related to the cost of the following municipal services:

- Police
- Fire/EMS
- Storm Water Runoff
- Traffic Control
- Parking
- Transportation
- Beautification
- Snow Removal

Examples of enhanced service levels include more landscaping, hanging baskets, more or higher quality signage, increased police patrols (i.e., visible police presence), more frequent snow removal, etc. Generally, these types of services are increased in a particular geographic section of the Town, such as downtown or the town center of a resort community, but they may also be specific to a particular type of business class, the number of employees in a company, etc.

Alta provides enhanced service to the Alta Ski Area and Lodges with 20 or more rooms. The Police Department patrols the parking lots for these areas for approximately one hour each day during peak ski season as well as during peak summer activities to assist with parking problems and the general security of parked cars which may be left unattended for hours at a time. The time it takes to patrol the Alta Ski Area parking areas accounts for 50% of the patrol while the five lodges account for the other 50% - or roughly 10% per individual lodge. Based on patrol area size and the time it takes to patrol the areas, the Alta Ski Area has a larger enhanced service area than the individual lodges and therefore has a higher share of the cost. The annual cost of parking patrol for the Alta Ski Area is approximately \$6,457.53 and \$1,291.51 for the lodges with 20 or more rooms.⁹

TABLE 20: ENHANCED SERVICE COSTS

Business Category	Total Cost per Business (One-Time Fee)*
Cat. 1: Hotels >20 rooms	\$1,291.51
Cat. 8: Ski Lift Company	\$6,457.53
*The one-time fee is paid annually but is labeled as a “one-time” fee because it only applies to the first business license issued to entities with more than one business license in the same category.	

Although it is possible for businesses to file for more than one license under one licensee name, it is anticipated that the Town will charge this enhanced service area fee as a one-time fee when the first annual application is received from a business. This will ensure that businesses with enhanced services

⁹ Parking patrol averages 30 hours per month for 8 months. Total hours spend on parking patrol = 30 hrs. × 8 months = 240 hrs. Cost per hour = \$53.81. Average cost per hour of \$53.81 = \$33.89 (salary/benefits) + \$19.92 department overhead costs (vehicle, fuel, education, training, etc.). Total cost spent on parking patrol = 240 hrs. × \$53.81/hr. = \$12,915. Costs were divided by parking lot size with Cat. 8: Ski Lift Company accounting for 50% of parking and Cat. 1: Hotels >20 rooms accounting for the other 50%, resulting in a cost of \$6,871 for each category. Cost was then divided by the number of businesses in each category. (Cat. 1 = 5 businesses; Cat. 8 = 1 business)

will not be charged more or less than their fair share based on the number of business licenses for which they apply.

Total Licensing Costs

The total annual cost for a business license in Alta includes the base administrative, disproportionate service call costs, and enhanced service costs. The Town allows licensees to apply for multiple business licenses under the same business but will only assess an enhanced service charge for the first application, if applicable. All following applications under the same licensee name will only be charged for the base administrative and the disproportionate service fee. The total business license cost identified in this business license fee study is the *maximum amount* the Town may charge for a business license.

Table 21 shows the maximum business license fee a business could be charged for its first application.

TABLE 21: MAXIMUM BUSINESS LICENSE FEE CALCULATION – FIRST APPLICATION

Business Category	Base Administrative Fee	Disproportionate Service Fee	Enhanced Service Fee*	First Application - Maximum Fee
Cat. 1: Hotels >20 rooms	\$65.31	\$1,051.83	\$1,291.51	\$2,408.65
Cat. 2: Hotels 10-20 rooms	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 3: Lodging <10 rooms	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 5: Retail & General Services	\$65.31	\$26.74	\$0.00	\$92.06
Cat. 6: Restaurant/Cafeteria/Bar	\$65.31	\$37.37	\$0.00	\$102.68
Cat. 7: Day Care Business	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 8: Ski Lift Company	\$65.31	\$2,765.41	\$6,457.53	\$9,288.25
Cat. 9: Temporary	\$65.31	\$0.00	\$0.00	\$65.31
Cat. 10: Non-Profit	\$65.31	\$0.00	\$0.00	\$65.31
*Businesses will only be charged this fee for their first application. All additional business licenses will only be charged the base and disproportionate service costs.				

Table 22 shows the maximum business license fee a business could be charged for each additional application it applies for after the first application it submits each year.

TABLE 22: MAXIMUM BUSINESS LICENSE FEE CALCULATION – ADDITIONAL APPLICATION FEE

Business Category	Base Administrative Fee	Disproportionate Service Fee	Additional Business License -Maximum Fee*
Cat. 1: Hotels >20 rooms	\$65.31	\$1,051.83	\$1,117.14
Cat. 2: Hotels 10-20 rooms	\$65.31	\$0.00	\$65.31
Cat. 3: Lodging <10 rooms	\$65.31	\$0.00	\$65.31
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$0.00	\$65.31
Cat. 5: Retail & General Services	\$65.31	\$26.74	\$92.06

Business Category	Base Administrative Fee	Disproportionate Service Fee	Additional Business License -Maximum Fee*
Cat. 6: Restaurant/Cafeteria/Bar	\$65.31	\$37.37	\$102.68
Cat. 7: Day Care Business	\$65.31	\$0.00	\$65.31
Cat. 8: Ski Lift Company	\$65.31	\$2,765.41	\$2,830.72
Cat. 9: Temporary	\$65.31	\$0.00	\$65.31
Cat. 10: Non-Profit	\$65.31	\$0.00	\$65.31
*This alternate fee will be assessed to business licenses when the licensee has already applied for a previous license under the same licensee name.			

Appendix A – Maximum Fee Compared to Current Fees

BUSINESS LICENSE FEE – FIRST APPLICATION FEE

Business Class	Alta (Maximum)	Current Fee	Difference
Cat. 1: Hotels >20 rooms	\$2,408.65	\$224.75	(\$2,183.90)
Cat. 2: Hotels 10-20 rooms	\$65.31	\$224.75	\$159.44
Cat. 3: Lodging <10 rooms	\$65.31	\$154.00	\$88.69
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$128.00	\$62.69
Cat. 5: Retail & General Services	\$92.06	\$154.00	\$61.94
Cat. 6: Restaurant/Cafeteria/Bar	\$102.68	\$184.75	\$82.07
Cat. 7: Day Care Business	\$65.31	\$169.75	\$104.44
Cat. 8: Ski Lift Company	\$9,288.25	\$295.00	(\$8,993.25)
Cat. 9: Temporary	\$65.31	\$35.00	(\$30.31)
Cat. 10: Non-Profit	\$65.31	\$0.00	(\$65.31)

BUSINESS LICENSE FEE – ADDITIONAL APPLICATION FEE

Business Class	Alta (Maximum)	Current Fee	Difference
Cat. 1: Hotels >20 rooms	\$1,117.14	\$224.75	(\$892.39)
Cat. 2: Hotels 10-20 rooms	\$65.31	\$224.75	\$159.44
Cat. 3: Lodging <10 rooms	\$65.31	\$154.00	\$88.69
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$128.00	\$62.69
Cat. 5: Retail & General Services	\$92.06	\$154.00	\$61.94
Cat. 6: Restaurant/Cafeteria/Bar	\$102.68	\$184.75	\$82.07
Cat. 7: Day Care Business	\$65.31	\$169.75	\$104.44
Cat. 8: Ski Lift Company	\$2,830.72	\$295.00	(\$2,535.72)
Cat. 9: Temporary	\$65.31	\$35.00	(\$30.31)
Cat. 10: Non-Profit	\$65.31	\$0.00	(\$65.31)

Appendix B – Business License Fee Comparisons

BUSINESS LICENSE FEE COMPARISONS – PART 1

Business Class	Alta (Maximum)	Springdale	Huntsville	Heber	Cottonwood Heights*	Sandy
Cat. 1: Hotels >20 rooms	\$2,408.65	\$100.00	\$75.00	\$115.00+ \$9.00/room	\$170.00	\$691.00
Cat. 2: Hotels 10-20 rooms	\$65.31	\$100.00	\$75.00	\$115.00+ \$9.00/room	\$170.00	\$691.00
Cat. 3: Lodging <10 rooms	\$65.31	\$100.00	\$75.00	\$115.00+ \$9.00/room	\$170.00	\$140.00
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$100.00	\$75.00	\$115.00	\$170.00	\$140.00
Cat. 5: Retail & General Services	\$92.06	\$100.00	\$75.00	\$115.00	\$170.00	\$140.00
Cat. 6: Restaurant/Cafeteria/Bar	\$102.68	\$400.00	\$100.00	\$390.00	\$630.00	\$140.00
Cat. 7: Day Care Business	\$65.31	\$100.00	\$75.00	\$115.00	\$785.00	\$140.00
Cat. 8: Ski Lift Company	\$9,288.25					
Cat. 9: Temporary	\$65.31	\$100.00	\$75.00	\$95+ \$10.00/day	\$80.00	\$403.00
Cat. 10: Non-Profit	\$65.31	\$100.00	\$75.00	\$75.00	\$170.00	\$140.00
*Assumes the fee for a new business license in Cottonwood Heights. Renewal Business Licenses are \$50 cheaper in all cases except for Temporary licenses which are always \$80.						

BUSINESS LICENSE FEE COMPARISONS – PART 2

Business Class	Alta (Maximum)	Park City	Brian Head*	Ogden	Eden
Cat. 1: Hotels >20 rooms	\$2,408.65	\$149 + \$19.25 per room	Cabin: \$429.00 + \$32.00 per add'l unit	\$188.00	\$75 + \$5.00 per rental over ten rooms
Cat. 2: Hotels 10-20 rooms	\$65.31	\$149 + \$19.25 per room	Condo: \$272.00 + \$32.00 per add'l unit**	\$188.00	\$75 + \$5.00 per rental over ten rooms
Cat. 3: Lodging <10 rooms	\$65.31	\$149 + \$19.25 per room		\$83.00	\$75.00
Cat. 4: Prop. Management, Transportation, Business & Personal Services	\$65.31	\$149 + \$0.21 per Sq. Ft.	\$108.00	\$328.00	\$75.00
Cat. 5: Retail & General Services	\$92.06	\$149 + \$0.23 per Sq. Ft.	\$108.00	\$83.00	\$75.00
Cat. 6: Restaurant/Cafeteria/Bar	\$102.68	\$149 + \$0.23 per Sq. Ft.	\$108.00	\$308.00	\$100.00
Cat. 7: Day Care Business	\$65.31	\$149 + \$0.23 per Sq. Ft.	\$108.00	\$91.00	\$75.00
Cat. 8: Ski Lift Company	\$9,288.25	\$149 + \$0.26 per skier day			
Cat. 9: Temporary	\$65.31	\$149	\$108.00	\$188.00	\$75.00

Business Class	Alta (Maximum)	Park City	Brian Head*	Ogden	Eden
Cat. 10: Non-Profit	\$65.31	\$149	\$108.00	\$83.00	\$75.00
*Assumes the fee for a new business license in Brian Head. Renewal Business Licenses are \$56 cheaper in all cases **Brian Head has elected to charge a disproportionate fee to all nightly rentals for public safety coverage. Brian Head Town documents explaining the fee indicates the \$248 disproportionate fee for cabins and the \$91 disproportionate fee for condos that was adopted was only 50% of the fee that could have been imposed by the Brian Head Town. The base fee for a new nightly rental is \$151 and an additional \$30 per unit for a fire inspection fee. Each additional unit is charged a \$32 base fee.					

Appendix C – Administrative Budget Indirect Reductions

ADMINISTRATIVE BUDGET REDUCTIONS FOR INDIRECT COSTS

Account Number	Account Title	2021-2022 Future Year Budget	Indirect Cost
10-43-110	SALARIES AND WAGES	\$253,783	\$0
10-43-111	PERFORMANCE BONUS	\$9,000	\$0
10-43-130	EMPLOYEE BENEFITS	\$2,000	\$0
10-43-131	EMPLOYER TAXES	\$20,900	\$0
10-43-132	INSUR BENEFITS	\$71,600	\$0
10-43-133	URS CONTRIBUTIONS	\$46,504	\$0
10-43-140	TERMINATION BENEFITS	\$0	\$0
10-43-210	BOOKS, SUBSCRIPT & MEMBERSHIP	\$3,400	\$3,400
10-43-220	PUBLIC NOTICES	\$2,000	\$2,000
10-43-230	TRAVEL	\$1,600	\$1,600
10-43-240	OFFICE SUPPLIES AND EXPENSE	\$5,000	\$0
10-43-245	IT SUPPLIES & MAINT	\$12,000	\$12,000
10-43-250	EQUIPMENT/SUPPLIES & MNTNCE	\$2,200	\$2,200
10-43-255	VEHICLE SUPPLIES & MAINTENANCE	\$0	\$0
10-43-260	BLDGS/GROUNDS-SUPPLIES/MNTNC	\$0	\$0
10-43-265	VEHICLE LEASE PAYMENTS	\$0	\$0
10-43-270	UTILITIES	\$0	\$0
10-43-280	TELEPHONE	\$5,800	\$5,800
10-43-310	PROFESSIONAL/TECHNICAL/SERVIC	\$5,000	\$5,000
10-43-315	PROF CONSULTANT SERVICES	\$10,000	\$0
10-43-320	PROF/TECH/SERVICES/ACCOUNTING	\$10,000	\$10,000
10-43-325	PROF SERVICES - LEGAL	\$35,000	\$35,000
10-43-330	EDUCATION & TRAINING	\$500	\$500
10-43-350	ELECTIONS	\$2,500	\$0
10-43-440	BANK CHARGES	\$1,500	\$1,500
10-43-500	INSURANCE DEDUCTIBLE EXPENSE	\$0	\$0
10-43-510	INSURANCE AND SURETY BONDS	\$5,500	\$0
10-43-515	WORKERS COMPENSATION INS	\$1,400	\$0
10-43-610	MISCELLANEOUS SUPPLIES	\$2,000	\$2,000
10-43-620	MISCELLANEOUS SERVICES	\$3,500	\$3,500
10-43-740	CAPITAL OUTLAY - EQUIPMENT	\$0	\$0
	TOTAL	\$512,687	\$84,500

Source: Town of Alta 2021-2022 Budget

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: COMMUNICATIONS AND DISCLOSURES FROM
COUNCIL AND STAFF

Subject:

Fourth of July Event Reminders

Suggested Action:

Attachments:

[Fourth of July 2022 Event Reminders Staff Report](#)



City Council Staff Communications Report

Subject: Fourth of July Celebration Reminders
Author: Jenny Diersen
Department: Special Events
Date: June 23, 2022
Type of Item: Informational

Executive Summary

The Fourth of July Celebration is a long-standing civic event that reflects our community identity. The City is the event applicant through the Special Events Department. The festivities are scheduled for Monday, July 4, 2022. The event includes the traditional activities: the 5K run, Main Street Parade, City Park programming, as well as Rugby and Volleyball tournaments.

Unless directed by City Council, we are not planning City-sponsored fireworks due to a variety of safety and wildfire concerns.

This year, we anticipate large crowds and considerable traffic and congestion seeking access to Main Street and Old Town. In addition to the City's event, a list of activities throughout Park City and Summit County includes:

Friday, July 1

[Deer Valley Music Festival Concert](#) – Patriotic Pops with LaKisha Jones

[Canyons July 3rd Weekend Celebration](#)

[87th Annual PRCA Oakley City Rodeo & Celebration](#)

Saturday, July 2

[Canyons July 3rd Weekend Celebration](#)

[87th Annual PRCA Oakley City Rodeo & Celebration](#)

Sunday, July 3

[Canyons July 3rd Weekend Celebration](#)

Car-Free Sunday and Park Silly Sunday Market Main Street

Monday, July 4

8:00 a.m. 5K Fun Run with Park City Ski Team ([register in advance](#))

9:00 a.m. Rodney Schreurs Fallen Officer Memorial

11:00 a.m. Park City Fourth of July Parade

12:30 p.m. Food Trucks, Rugby, Music, and Kids Games at City Park

All Day - Park City Fourth of July Volleyball Tournament & family activities at Park City Mountain Resort

[87th Annual PRCA Oakley City Rodeo & Celebration](#)

We anticipate 45 parade floats, comprised of local Park City and Summit County residents and businesses. The parade will begin at 11 a.m. on Monday, July 4. The theme this year is *America the Beautiful*. We are working to confirm the Grand Marshal of the Parade.

Transportation Impacts

Measures will be put into place through the weekend to reduce car trips and encourage the use of alternative forms of transportation, including:

- Bike valet at 9th Street during the parade
- Free parking with free transit at School District, Deer Valley, and Park City Resort Base
- Bus lane on Deer Valley Drive to expedite Transit
- Paid Parking at China Bridge (cost is dependent on Council's discussion at the June 16 meeting).
- Transportation Operations Center (TOC)
- Security hired to support Park City Police in residential areas
- Promote Ecker Hill Park & Ride, Kamas Commuter, and Electric Express which will be running over the holiday

Fireworks

The City's Building Official and who is also the acting Fire Marshall is expected to give an update to City Council on June 23 on current conditions and wildfire risk. As we experience extreme drought conditions, we do not plan to host fireworks unless directed by City Council.

Outreach and Engagement

The Special Events and Community Engagement teams will implement an aggressive outreach plan focusing on impact mitigation, encouraging attendees to take public transit, carpool, walk or bike to Main Street instead of driving. A full schedule of events with Transportation and Parking Impact information will be available on the City's homepage and available in Spanish. Information is provided to residents and businesses and shared on social and local media. The community can sign up for the City's text alert system by texting PCEVENTS to 888777 to receive the most up-to-date transportation and emergency information.

Community Partners

Thank you to those who help make Fourth of July Celebrations possible, specifically:

- Park City School District, Deer Valley Resort, and Park City Mountain for helping coordinate transportation and parking mitigation for the event.
- Event organizers, including the Park City Boy Scout Troop (activities in the park), Park City Rugby Club (Rugby Games), Park City Ski Team (Fourth of July 5K Fun Run), Park City Resort (BBQ, music, and fireworks), Park City Recreation (Fourth of July volleyball tournament).
- Joel Fine, who leads the charge on Swede Alley with the parade lineup and organizes community judges to rank parade floats.

- Summit County Restaurant Tax and Rocky Mountain Power for their financial support and sponsorship of the event.
- The Special Events team appreciates the efforts of all City departments that play a role in coordinating and making this event possible. Their work is not often visible yet is essential in making this event safe and successful.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: CONSENT AGENDA

Subject:

Request to Approve a Contract with Utah Mountain Shuttles in the Amount of \$60,000 to Provide Transit to Trails Services between July 1 and October 15, 2022, in a Form Approved by the City Attorney

Suggested Action:

Attachments:

[2022 Transit to Trails Contract Staff Report](#)

City Council Staff Report

Subject: Award of Contract- Transit to Trails Summer 2022
Author: Heinrich Deters- Trails & Open Space Manager
Department: Sustainability
Date: June 23, 2022
Type of Item: Consent- Award of Contract

Recommendation

Review and consider approving a professional service agreement with Utah Mountain Shuttles, in an amount not to exceed \$60,000, to provide 'Transit to Trails' services from July 1- October 15, 2022.

Background

The Transit to Trails program provides free public transportation to and from the Bonanza Flat Conservation Area (BFCA). Providing this service supports reduces single-occupancy vehicles on our roads and reducing parking demand at our already congested trailheads.

The program is entering its second season and is scheduled to run from July 1- October 15, weather dependent. Just under one thousand riders utilized the service in 2021.

Analysis

The Trails and Open Space Team advertised a request for proposals (RFP) from May 31 to June 9th. Only one submittal was received, from Utah Mountain Shuttles, who also successfully provided the service in 2021. A daily rate of \$720, was submitted, which represents a 20% increase from 2021. The Trails and Open Space Team finds the vendor capable of providing the requested services.

Based on existing funding and a cost of \$720/day, the program is able to operate for approximately 80 days, or four times a week this summer. This is a significant increase from the 2021 weekend only service. Typical service days provide for four round trips to BFCA.



Routes start within the city-owned Bonanza Arts, Culture Neighborhood District and provides service to the Mid-Mountain, Bonanza Flat, and Bloods Lake Trailheads.

The program is reservation based and administered by the vendor.

Marketing of the program is provided via email blasts, program updates, newsletters, and public service announcements. Further, program signage is provided at trailheads and in the parking location.

Program information is also hosted on the vendor, PCMC, Mountain Trails Foundation, and Utah Open Lands websites.

The 2022 program is supported by a grant submitted by Utah Open Lands from the Central Wasatch Commission in the amount of \$15,000.

Department Review

This report has been reviewed by City Manager, Sustainability and Legal.

Funding Source

Funding specific to the project has been budgeted and recommended for funding this item.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Ordinance No. 2022-19, an Ordinance Adopting a Revised Budget for Fiscal Year 2022 and Final Budget for Fiscal Year 2023 for Park City Municipal Corporation

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY23 Final Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: Final Budget Adoption Ordinance FY23](#)

[Exhibit C: Fee Schedule](#)

[Exhibit D: Budget Policies Redlined](#)



City Council Staff Report

Subject: Final FY23 Budget Adoption
Authors: Jed Briggs, Erik Daenitz, Penny Frates, Kirsten Darrington
Department: Budget, Debt, & Grants
Date: June 23, 2022
Type of Item: Legislative

Summary Recommendation

Staff recommends adopting the FY23 City Manager's Recommended Budget with the adjustments outlined in this report.

Executive Summary

The City Manager's Recommended (Tentative) Budget was initially presented and adopted by City Council on May 12, 2022. Over the past several weeks, the Budget Team presented various aspects of the recommended budget to Council. This week, the Team will review recommended changes to the Tentative Budget based on Council input, and several final calculations and adjustments.

Background

The Team presented the Tentative Budget on May 12, 2022, as required by state law, which was adopted by Council. Subsequent, focused budget hearings were held throughout May and June. The timeline and process for the budget hearings are detailed below:

1. May 26 – Operating budget review; General Fund, Personnel (pay plan, health insurance, positions); Transportation Fund and Golf Fund
2. June 9 – Capital Budget & Capital Projects review – 5-year Capital Improvement Plan (Ongoing Capital, New Projects, Water, and Transportation); Water Fund
3. June 16 – Fee Changes; Polices; Council Compensation; and Outstanding Items
4. June 23 – Presentation, review of additional outstanding items, and adoption of Final Budget; Public Hearing & adoption of MBA Budget and RDA Budget

There were several follow up items stemming from our conversations throughout the budget process. Staff will be coming back to Council in the following months to discuss:

- In-depth Budget Policy review and possible revision (Parking, Procurement, Traffic Calming/NTMP, Intergovernmental Communication, Economic Development Grants, etc.)

- Understand BFO scoring and weighting & how this relates to Community & Council Priorities; are the priorities reflective of current initiatives and are we allocating proper resources
- Council priorities on large-scale capital initiatives
- IT deep dive – what is centralized, what is in department budgets, what is our policy, do we have duplication, long-term strategy as equipment/needs require specialized skill-set and technical training
- Water rate and conservation incentive programs
- Transit O&M deep dive into understanding costs of operations
- Complete view of City financial support of area non-profits (special service, fee waivers, etc. all combined)
- Discussion with Rec, Golf, and Ice around prioritizing 84060 residents, including a deeper dive discussion on fees, Resident area definition, etc.

Analysis:

Changes and adjustments were made from the City Manager's Recommended Budget to the Final Budget. Material changes were discussed and supported in previous meetings and are outlined below.

FY22 Adjusted Budget

Adjustments are required each year to align the current year budget with actual spending, and reflect updated projections or funds for grants received throughout the year but not prepared at the time of initial budget submittal. See below:

Operating:

- **Library – (+) \$10k**
 - Library has been busier than ever as our community reengages post-Covid. Once restrictions were lifted, the Library experienced a large increase in demand and began delivering higher levels of service with several new community initiatives, such as intergenerational programming ranging from Senior Center programs to children's tea parties, as well as family-centered programs like expanded Storytime offerings and the summer slide program. The Library has created new opportunities for the public including Pride programming, Earth Day engagements, and the community garden. Most of the programs were implemented in the latter half of FY22 and resulted in an overage in part-time personnel expenses of \$10k necessary to close-out FY22.
- **Finance – (+) \$20k**
 - Increase Audit Fees by \$5k for additional work required from the audit firm to review CARES related expenses
 - Increase Bank Fees by \$15k to align with actuals due to increased online transactions that outpace our original projections.

Received Federal and State Grants:

- State Library Grant for soundproof booths, laptops, and hot spots - \$26,000

- Donation for materials for the new Sustainability Resource Center - \$1,000
- Homeland Security Police Grant to purchase radios - \$21,777
- EPA Grant to create a reusable to-go container pilot program that will to fund containers, program consulting, and intern stipend - \$8,250
- RAP Grant for Prospector Park playground enhancements to replace 2-5-year-olds playground equipment and expand 5-12-year-olds - \$172,232
- FTA Buses and Facilities grant for the purchase of three battery-electric buses and one battery-electric van – \$2,389,699

Capital Fund

FY22

- CP0005 City Park Improvements – Added \$140,235 to Impact Fee line to reflect increased revenues.
- CP0019 Library Development & Donations – Added \$36,946 to reflect grants received.
- CP0217 Emergency Management Program – Added \$15,486 to zero-out General Fund Transfer line for FY22.
- CP0226 Walkability Implementation – Added \$122,787 to bond proceeds line to zero out FY22 expenses.
- CP0264 Security Projects – Added \$60,706 to General Fund Transfer line to zero out FY22 expenses.
- CP0309 Woodside Phase I – Added \$1,860,427 to 2017 STR bond lines to zero out, which will not be used on this project in FY22 or in the future.
- CP0336 Prospector Avenue Reconstruction – Added \$407,976 to zero-out Regional Transit Revenue line, which was a legacy placeholder and will not be used for any ongoing maintenance on the project.

Transportation Fund

FY22

- CP0025 Bus Shelters Design and Capital Improve – Added \$1,052 to zero-out Regional Transit Revenue line.
- CP0289 Ironhorse Transit Facility Asset Management – Added \$137,647 to zero-out Transit Sales tax line, which is complete.
- CP0289 Ironhorse Transit Facility Asset Management – Added \$42,353 to zero-out Regional Transit line, which is complete.
- CP0420 Enhanced Bus Stops at Fresh Market – Added \$500,000 to zero-out new requests on Bond Proceed line.
- CP0438 Remodel for Transit Driver Housing – Added \$25,556 to zero-out new requests on Transit Sales Tax line.
- CP0549 TDM Capital Improvement Plan – Added \$280,000 to zero-out new requests on Third Quarter County Tax line.

- CP0549 Electric Bus Charging Infrastructure – Added \$1,080,000 to zero-out new requests on Federal Grants line.
- CP0549 Electric Bus Charging Infrastructure – Added \$216,000 to zero-out new requests on Transit Sales Tax line.
- CP0536 Arts & Culture Exterior Bus Stops – Added \$330,000 to zero-out new requests on Third Quarter County Tax line.
- CP0009 Transit Rolling Stock Replacement – Reduced \$565,875 to reduce Federal Grants line to latest expected amount.
- CP0009 Transit Rolling Stock Replacement – Increased \$1,458,898 to Transit Sales Tax line to latest expected amount.

Water Fund FY22

- CP0040 Water Dept Infrastructure Improvement – Added \$916,801 to 2021 Water Revenue Bonds line to zero-out planned bond expenses in FY22.
- CP0007 Tunnel Maintenance – Added \$364,684 to Water Service Fee line to zero-out this line that will not be used in near-term.
- CP0442 MIW Offsite Improvements – Added \$3,000,000 to zero-out Water Service Fee line that will not be used in near-term.

Lower Park Avenue RDA FY22

- CP0264 Security Projects – Added \$40,000 to LPA RDA line in new request.

Interfund Transfer

- \$75k increase to Workers Compensation Fund based on current costs
- Net increase of \$396,700 into the Fleet Fund from other funds at the City based on actual maintenance and fuel costs. This breaks out to be \$146,000 in maintenance charges and \$250,700 in fuel costs.

FY23 Changes between Tentative and Final Budget

The following changes reflect the difference between the Final FY23 Budget and what Council adopted as the Tentative Budget on May 12. Minor adjustments are common and have been discussed with Council in prior meetings. Two additional items arose since the original budget was presented; minor part-time staffing adjustments in both the Library and Planning Departments.

- **Library**

- +\$25k for part-time personnel - As mentioned, the Library is experiencing unprecedented visitation and engagement levels as the community reconnects, post-Covid, and we expand community offerings. Additional funding for part-time personnel will match the appropriate staffing levels

necessary to continue to meet service levels. In FY22, the Library implemented a 3-year strategic plan that included increased outreach and programming in FY22, such as intergenerational and inclusion programs. Examples include initiatives such as becoming a [Kulture City](#) venue to serve people with invisible disabilities. The Library wants to continue new initiatives such as service hour evaluations, a diversity audit to ensure our collections and services are representative of our diverse community and issuing library cards for all Park City students.

- **Planning**

- +\$47k (includes all benefits) to reclass vacant Planner position to Senior Planner to support Council-driven special projects, such as a new General Plan and focused area plans. This is not a new position, instead a modest increase to an existing position to create the flexibility to recruit a more senior planning professional
- +\$38k for part-time personnel to continue supporting various Planning projects and initiatives currently in process. In the past, Planning used savings from vacant positions to cover these expenses. Yet now that Planning is nearly fully staffed and remains committed to our new team and retention, Planning requests permanent budgetary support.

- **Engineering**

- +\$5k for training opportunities related to traffic calming, active transportation methods, and project management to improve:
 - Understanding of design and implementation strategies to improve/address neighborhood traffic concerns.
 - Ensure staff has clear understanding of effective methods to monitor and deliver capital projects efficiently

- **Trails**

- +\$22k for a new Utility Vehicle for Trail Rangers who are now responsible to manage over 6,000 acres of city-owned open space that is absorbing impacts from the resort economy and neighborhood compatibility concerns.
- +\$40k placeholder for possible expansion of Bonanza Flat servicing as discussed on [May 26](#). No allocation will be made until a future Council discussion is held.

- **Community Engagement**

- +\$10k for [NCS survey tool](#) as discussed on [April 28](#).

- **Ice**

- +\$5,350 addition to cleaning and maintenance services to keep pace with inflationary increases. This was part of the original budget request but was not reflected in the software program we utilize. We request approval of

this item to ensure the Ice cleaning and maintenance budget supports existing levels of service.

Interfund Transfer (IFT) & Debt Adjustments

Interfund Transfers are resources we transfer between funds for a variety of reasons. For example, Administrative IFTs are used to reimburse support departments, such as Finance and IT, for services provided to other funds or functions of the municipality. We estimate IFT expenses at the beginning of the budget cycle and reevaluate regularly to maintain accuracy. In between presenting the Tentative and Final budget, we often have better information and data that allows us to budget IFTs more accurately.

- Align Self Insurance/Risk Account with actual expenses +\$7,324 for insurance premium cost increases
- Increase of +\$480k for the Administrative Interfund Transfer (Admin IFT) from other funds at the City into the General Fund based on calculated cost estimates
- +\$75k increase to Workers Compensation Fund based on current costs
- +\$2,450 transfer increase into Sales Tax Debt Service Fund from Capital Improvement Fund
- +\$4,126 transfer increase into Sales Tax Debt Service Fund from Lower Park Ave RDA
- Net increase of \$396,700 into the Fleet Fund from other funds at the City based on actual maintenance and fuel costs. This breaks out to be \$146,000 in maintenance charges and \$250,700 in fuel costs.

Technical Corrections

These are adjustments to correct database entries, clerical errors, and/or overall budgetary cleanup items. For example, concurrent with creating the FY23 Budget, we were also [updating](#) our budgeting software, [Board](#). While the update was seamless for the most part, there are a couple of items that require correction in the final database.

- **Personnel**

- Reallocate the Building Maintenance IV position that resides in Water and Building Maintenance (the correct allocations did not transfer over)
- Remove Digital Coordinator allocations from Economy and Sustainability (position allocated 100% in Community Engagement)
- Clean up duplicate positions that did not migrate to the new database correctly

Capital

Transportation Fund

FY23

- CP0536 Arts and Culture Exterior Bus Stops – Added \$1,620,000 to DOT line to reflect recent official UDOT grant award amount.
- CP0536 Arts and Culture Exterior Bus Stops – Added \$1,080,000 to Transit Sales Tax line as placeholder for local match.
- CP0025 Bus Shelters Design and Capital Improve – Added \$420,000 to DOT line to reflect recent official UDOT grant award amount.
- CP0025 Bus Shelters Design and Capital Improve – Added \$280,000 to Transit Sales Tax line as placeholder for local match.

FY24

- CP0540 Snow Creek Tunnel – Increased DOT line to \$3,517,830 to reflect official UDOT grant award amount.
- CP0540 Snow Creek Tunnel – Decreased Transportation Fund Beginning Balance line to \$2,306,410 to ensure that total project budget does not exceed \$13,000,000.

Water Fund

FY23

- CP0040 Water Dept Infrastructure Improvement – Reduced Water Service Fee line by -\$3,454,863 and added \$3,954,863 to 2021 Water Revenue Bonds line to reallocate planned budget to 2021 Water Revenue Bonds.

Lower Park Avenue RDA

FY23

- CP0264 Security Projects – Added \$40,000 to LPA RDA line in new request.

Grants

- Environmental Sustainability EPA grant for reusable to-go container - \$11,750 (received in FY22, rollover remaining funds for FY23)
- Recreation RAP Grant for Prospector Park playground enhancements - \$136,096 (received in FY22, rollover remaining funds for FY23)
- Recreation RAP Grant for Turf Replacement - \$715,000
- Lifeguard Shack - \$1,000
- Trails RAP Grant for Master Plan Rail Trail - \$500,000
- Trails RAP Grant for Master Plan Clark Ranch - \$20,911

- JAG Grant for Police body cams - \$4,976 (received in FY22, rolling over funds for FY23 due to supply issues)

Fees and Policy Updates from June 16 meeting:

- Adds language in Budget Policies suspending the Economic Development Grants Program pending further evaluation
- Fee Schedule corrections/changes from 6/16 work session (marked in purple) correcting minor typos and adjusting certain Parking and Recreation fees as discussed in the meeting

Attachments:

A – Budget Summaries

B – Final Budget Adoption Ordinance

C – Fee Schedule

D – Budget Policies

All Funds Combined

Revenue	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Original FY 2022	Adjusted FY 2022	Original FY 2023	\$ Variance
RESOURCES								
Property Taxes	\$21,368,077	\$25,486,395	\$28,380,276	\$27,483,339	\$27,430,335	\$27,430,335	\$27,976,782	\$546,447
Sales Tax	\$29,273,042	\$30,409,928	\$33,614,011	\$40,505,253	\$32,326,725	\$45,056,487	\$41,341,803	(\$3,714,684)
Franchise Tax	\$3,230,881	\$3,161,759	\$3,253,431	\$2,973,733	\$3,261,596	\$3,261,596	\$3,297,706	\$36,110
Licenses	\$1,395,163	\$1,315,865	\$1,213,639	\$1,241,095	\$1,437,989	\$1,437,989	\$1,481,984	\$43,995
Planning Building & Engineering Fees	\$5,820,662	\$7,513,747	\$5,005,364	\$5,233,412	\$5,157,166	\$5,157,166	\$5,553,671	\$396,505
Special Event Fees	\$178,413	\$178,672	\$8,081	\$224,224	\$115,681	\$115,681	\$101,319	(\$14,362)
Federal Revenue	\$3,969,044	\$5,698,041	\$11,071,350	\$5,759,788	\$20,638,912	\$15,638,912	\$22,261,621	\$6,622,709
State Revenue	\$518,845	\$818,625	\$527,368	\$655,196	\$440,577	\$443,598	\$443,115	(\$483)
County/SP District Revenue	\$705,240	\$3,888,378	\$1,171,385	\$1,915,080	\$474,143	\$1,607,941	\$484,943	(\$1,122,998)
Water Charges for Services	\$20,092,203	\$19,944,310	\$22,597,344	\$20,196,372	\$21,819,145	\$21,819,145	\$22,392,268	\$573,123
Transit Charges for Services	\$7,425,047	\$5,286,336	\$2,455,909	\$4,066,606	\$6,080,819	\$7,580,819	\$83,243	(\$7,497,576)
Cemetery Charges for Services	\$18,816	\$22,922	\$19,787	\$26,731	\$80,182	\$80,182	\$70,098	(\$10,084)
Recreation	\$3,348,293	\$3,294,003	\$4,241,522	\$4,016,341	\$3,267,017	\$3,267,017	\$3,730,265	\$463,248
Ice	\$828,397	\$691,828	\$634,725	\$777,081	\$907,421	\$907,421	\$955,233	\$47,812
Other Service Revenue	\$45,786	\$59,527	\$54,964	\$46,129	\$56,768	\$56,768	\$56,768	\$0
Library Fees	\$20,198	\$14,357	\$13,483	\$15,482			\$13,691	\$13,691
Fines & Forfeitures	\$2,611,357	\$1,934,534	\$1,075,883	\$2,151,185	\$2,603,364	\$2,603,364	\$2,603,364	\$0
Misc. Revenues	\$4,078,297	\$8,426,163	\$3,620,970	\$832,931	\$15,946,624	\$48,853,068	\$2,025,086	(\$46,827,982)
Interfund Transactions (Admin)	\$6,821,583	\$6,898,975	\$6,495,085	\$6,172,810	\$6,882,441	\$7,279,141	\$7,814,395	\$535,254
Interfund Transactions (CIP/Debt)	\$73,024,818	\$17,718,703	\$13,194,041	\$12,365,340	\$12,365,348	\$15,815,649	\$12,371,923	(\$3,443,726)
Special Revenues & Resources	\$1,059,990	\$1,000,912	\$8,106,934	\$1,789,497	\$691,988	\$1,196,517	\$1,476,517	\$280,000
Bond Proceeds	\$85,387,786	\$10,768,465			\$40,190,000	\$110,276,554	\$40,589,496	(\$69,687,058)
Beginning Balance	\$83,191,254	\$117,332,085	\$130,306,234	\$152,780,088	\$58,704,025	\$152,780,088	\$68,543,474	(\$84,236,614)
TOTAL	\$354,413,190	\$271,864,529	\$277,061,784	\$291,227,712	\$260,878,266	\$472,665,437	\$265,668,765	

Expenditure Summary by Fund and Major Object (FY 2022 Adjusted Budget)

Description	Personnel FY 2022	Mat, Supplies, Services FY 2022	Capital FY 2022	Debt Service FY 2022	Contingency FY 2022	Sub - Total FY 2022	Interfund Transfer FY 2022	Ending Balance FY 2022	Total FY 2022
Park City Municipal Corporation									
011 GENERAL FUND	\$27,192,538	\$10,613,271	\$422,985	\$0	\$300,000	\$38,528,794	\$6,834,736	\$17,491,953	\$62,855,483
012 QUINNS RECREATION COMPLEX	\$996,071	\$379,800	\$1,000	\$0	\$0	\$1,376,871	\$0	\$-6,084,994	\$-4,708,123
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$35,773	\$0	\$0	\$35,773	\$0	\$0	\$35,773
022 DRUG CONFISCATIONS	\$0	\$0	\$26,189	\$0	\$0	\$26,189	\$0	\$0	\$26,189
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$148,794,725	\$0	\$0	\$148,794,725	\$4,174,626	\$16,947,931	\$169,917,282
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$3,921,944	\$0	\$0	\$3,921,944	\$0	\$330,150	\$4,252,094
051 WATER FUND	\$3,730,132	\$4,109,243	\$95,130,136	\$5,577,420	\$0	\$108,546,932	\$1,806,679	\$726,622	\$111,080,233
052 STORM WATER FUND	\$698,062	\$291,444	\$1,725,688	\$0	\$0	\$2,715,194	\$141,598	\$1,038,551	\$3,895,343
055 GOLF COURSE FUND	\$915,363	\$729,075	\$383,000	\$0	\$0	\$2,027,438	\$150,777	\$742,380	\$2,920,595
057 TRANSPORTATION & PARKING FUND	\$7,387,382	\$1,915,272	\$38,790,043	\$0	\$0	\$48,092,696	\$3,396,502	\$966,182	\$52,455,380
058 PARKING FUND	\$926,073	\$706,500	\$192,721	\$0	\$0	\$1,825,294	\$9,750	\$782,220	\$2,617,264
062 FLEET SERVICES FUND	\$1,073,522	\$1,853,155	\$0	\$0	\$0	\$2,926,677	\$0	\$1,195,482	\$4,122,159
064 SELF INSURANCE FUND	\$0	\$1,555,328	\$0	\$0	\$0	\$1,555,328	\$0	\$1,350,137	\$2,905,465
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$6,972,216	\$0	\$6,972,216	\$0	\$26,273,977	\$33,246,193
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$9,509,688	\$0	\$9,509,688	\$0	\$1,674,814	\$11,184,502
Total Park City Municipal Corporation	\$42,919,144	\$22,153,088	\$289,424,203	\$22,059,324	\$300,000	\$376,855,759	\$16,514,668	\$63,435,405	\$456,805,833
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,300	\$0	\$0	\$0	\$682,300	\$3,092,532	\$1,538,319	\$5,313,151
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,251,470	\$2,406,470
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$2,606,144	\$0	\$0	\$2,606,144	\$2,787,590	\$703,605	\$6,097,339
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$427,971	\$0	\$0	\$427,971	\$0	\$1,163,361	\$1,591,332
Total Park City Redevelopment Agency	\$0	\$1,137,300	\$3,034,115	\$0	\$0	\$4,171,415	\$6,580,122	\$4,656,755	\$15,408,292
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$42,919,144	\$23,290,388	\$292,458,319	\$22,059,324	\$300,000	\$381,027,175	\$23,094,790	\$68,543,474	\$472,665,439

Expenditure Summary by Fund and Major Object (FY 2023 Budget)

Description	Personnel FY 2023	Mat, Supplies, Services FY 2023	Capital FY 2023	Debt Service FY 2023	Contingency FY 2023	Sub - Total FY 2023	Interfund Transfer FY 2023	Ending Balance FY 2023	Total FY 2023
Park City Municipal Corporation									
011 GENERAL FUND	\$31,142,035	\$12,671,077	\$726,689	\$0	\$300,000	\$44,839,801	\$3,439,780	\$13,408,275	\$61,687,857
012 QUINNS RECREATION COMPLEX	\$1,142,784	\$406,029	\$1,000	\$0	\$0	\$1,549,813	\$0	\$-6,673,040	\$-5,123,227
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
022 DRUG CONFISCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$20,500,712	\$0	\$0	\$20,500,712	\$4,177,076	\$10,659,751	\$35,337,539
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$1,851,062	\$0	\$0	\$1,851,062	\$0	\$64,688	\$1,915,750
051 WATER FUND	\$4,487,041	\$5,231,887	\$32,185,962	\$5,577,420	\$0	\$47,482,310	\$2,057,241	\$11,067,345	\$60,606,896
052 STORM WATER FUND	\$714,043	\$310,376	\$371,500	\$0	\$0	\$1,395,919	\$157,377	\$1,485,255	\$3,038,551
055 GOLF COURSE FUND	\$1,013,633	\$652,909	\$114,565	\$0	\$0	\$1,781,107	\$168,102	\$222,320	\$2,171,528
057 TRANSPORTATION & PARKING FUND	\$9,453,294	\$2,548,074	\$18,022,449	\$0	\$0	\$30,023,817	\$3,592,743	\$2,801,158	\$36,417,719
058 PARKING FUND	\$1,144,087	\$752,500	\$201,000	\$0	\$0	\$2,097,587	\$9,750	\$1,278,247	\$3,385,584
062 FLEET SERVICES FUND	\$1,154,672	\$1,845,050	\$6,205	\$0	\$0	\$3,005,927	\$0	\$934,955	\$3,940,882
064 SELF INSURANCE FUND	\$0	\$1,562,452	\$0	\$0	\$0	\$1,562,452	\$0	\$1,831,678	\$3,394,130
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$6,972,216	\$0	\$6,972,216	\$0	\$26,270,552	\$33,242,768
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$9,509,688	\$0	\$9,509,688	\$0	\$1,714,180	\$11,223,868
Total Park City Municipal Corporation	\$50,251,589	\$25,980,354	\$73,981,144	\$22,059,324	\$300,000	\$172,572,411	\$13,602,070	\$65,065,364	\$251,239,846
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,623	\$0	\$0	\$0	\$682,623	\$3,092,532	\$2,015,164	\$5,790,319
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,372,789	\$2,527,789
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$295,000	\$0	\$0	\$295,000	\$2,791,715	\$709,422	\$3,796,137
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,863,361	\$1,863,361
Total Park City Redevelopment Agency	\$0	\$1,137,623	\$295,000	\$0	\$0	\$1,432,623	\$6,584,247	\$5,960,736	\$13,977,606
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$50,251,589	\$27,117,977	\$74,276,144	\$22,059,324	\$300,000	\$174,005,035	\$20,186,317	\$71,477,414	\$265,668,766

Change in Fund Balance

Fund	Actuals FY 2021	Budget FY 2022	Adjusted FY 2022	\$ Var FY 2022	% Var FY 2022	Budget FY 2023	\$ Var FY 2023	% Var FY 2023
Park City Municipal Corporation								
011 GENERAL FUND	\$19,222,320	\$12,134,585	\$17,491,953	\$5,357,368	31%	\$13,408,275	(\$4,083,678)	-30%
012 QUINNS RECREATION COMPLEX	(\$5,621,751)	(\$6,139,275)	(\$6,084,994)	\$54,281	-1%	(\$6,673,040)	(\$588,046)	9%
021 POLICE SPECIAL REVENUE FUND	\$35,773	\$0	\$0	\$0	0%	\$0	\$0	0%
022 DRUG CONFISCATIONS	\$23,168	\$0	\$0	\$0	0%	\$0	\$0	0%
031 CAPITAL IMPROVEMENT FUND	\$66,506,424	\$27,326,315	\$16,947,931	(\$10,378,384)	-61%	\$10,659,751	(\$6,288,180)	-59%
038 EQUIPMENT REPLACEMENT CIP	\$2,666,494	\$313,515	\$330,150	\$16,635	5%	\$64,688	(\$265,462)	-410%
051 WATER FUND	\$11,227,874	\$1,087,844	\$726,622	(\$361,222)	-50%	\$11,067,345	\$10,340,723	93%
052 STORM WATER FUND	\$1,895,343	\$237,354	\$1,038,551	\$801,197	77%	\$1,485,255	\$446,704	30%
055 GOLF COURSE FUND	\$1,532,345	\$438,113	\$742,380	\$304,267	41%	\$222,320	(\$520,060)	-234%
057 TRANSPORTATION & PARKING FUND	\$18,471,244	\$6,622,049	\$966,182	(\$5,655,867)	-585%	\$2,801,158	\$1,834,976	66%
058 PARKING FUND	\$13,900	\$2,151,717	\$782,220	(\$1,369,497)	-175%	\$1,278,247	\$496,027	39%
062 FLEET SERVICES FUND	\$1,376,759	\$115,705	\$1,195,482	\$1,079,777	90%	\$934,955	(\$260,527)	-28%
064 SELF INSURANCE FUND	\$972,015	\$934,764	\$1,350,137	\$415,373	31%	\$1,831,678	\$481,541	26%
070 SALES TAX REV BOND - DEBT SVS FUND	\$26,283,977	\$26,113,690	\$26,273,977	\$160,287	1%	\$26,270,552	(\$3,425)	0%
071 DEBT SERVICE FUND	\$1,635,448	\$1,720,007	\$1,674,814	(\$45,193)	-3%	\$1,714,180	\$39,366	2%
Total Park City Municipal Corporation	\$146,241,333	\$73,056,383	\$63,435,405	(\$9,620,978)	-15%	\$65,065,364	\$1,629,959	3%
Park City Redevelopment Agency							0	
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$1,061,151	\$1,947,197	\$1,538,319	(\$408,878)	-27%	\$2,015,164	\$476,845	24%
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$1,130,151	\$933,449	\$1,251,470	\$318,021	25%	\$1,372,789	\$121,319	9%
033 REDEVELOPMENT AGENCY-LOWER PRK	\$3,004,807	\$467,447	\$703,605	\$236,158	34%	\$709,422	\$5,817	1%
034 REDEVELOPMENT AGENCY-MAIN ST	\$891,332	\$1,160,567	\$1,163,361	\$2,794	0%	\$1,863,361	\$700,000	38%
Total Park City Redevelopment Agency	\$6,087,441	\$4,508,660	\$4,656,755	\$148,095	3%	\$5,960,736	\$1,303,981	22%
Municipal Building Authority								
035 BUILDING AUTHORITY	\$451,314	\$449,191	\$451,314	\$2,123	0%	\$451,314	\$0	0%
Total Municipal Building Authority	\$451,314	\$449,191	\$451,314	\$2,123	0%	\$451,314	\$0	0%

Ordinance No. 2022-19

**ORDINANCE ADOPTING A REVISED BUDGET FOR FY 2022 AND FINAL
BUDGET FOR FY 2023 FOR PARK CITY MUNICIPAL**

WHEREAS, the Utah State law requires that city budgets be adopted by ordinance:
and;

WHEREAS, a public hearing was held on May 12, June 16, and June 23, 2022 at
the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE, BE IT ORDAINED by the City Council of Park City, Utah
that:

SECTION 1. 2022 REVISED BUDGET ADOPTED. The revised budget as
outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with
changes as summarized in the Attachments to this ordinance is hereby adopted as the
Revised FY 2022 Operating Budget for Park City Municipal Corporation and its related
agencies.

SECTION 2. 2023 BUDGET ADOPTED. The budget as outlined in the City
Manager's Recommended Budget presented on May 12, 2022 and with changes as
summarized in the Attachments to this ordinance is hereby adopted as the budget for FY
2023 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is
authorized to compute and file the City's Certified Property Tax rate for FY 2023 at a "no
tax increase rate". This ordinance hereby adopts the Certified Property Tax rate for FY
2023. The Budget Officer is also authorized to compute the City's Certified Property Tax
rate for the issuance of General Obligation Bonds as approved by voters in November of
2007, 2016, and 2018.

SECTION 4. EFFECTIVE DATE. Section 1 for the 2022 Revised Budget shall take
effect upon publication and Section 2 for the 2023 Budget shall take effect on July 1, 2022.

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

PARK CITY FEE SCHEDULE – Effective June 23, 2022

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$900.00 per application
Subdivision	\$290.00 per lot/parcel
Administrative lot line adjustment	\$300.00 per application
Extension of Approval	\$330.00 per application

Condominium

Condominium or timeshare conversion	\$450.00 per unit
Record of Survey	\$450.00 per unit
Amendment to Record of Survey	\$100.00 per unit affected
Extension of Approval	\$330.00 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,200.00
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,200 will apply toward the application fee.</i>	
Master Planned Development	\$560.00 per unit equivalent
Modification to an MPD	\$330.00 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,140.00 per application
Steep Slope Review	\$1,330.00 per application
Administrative Staff Review	\$330.00 per application
Extension or Modification	\$330.00 per application

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
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1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200.00 per application
New residential construction >=1000 sf	\$750.00 per application
Commercial review	\$200.00 per unit equivalent for the first 10 units \$15.00/ue after

Non-Historic District/Site

New Residential - SF/Duplex	\$200.00 per application
Multi-Family/Commercial	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after
Residential Additions	\$100.00 per application
Commercial Additions	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after

1.1.7	<u>Historic Review *</u>	
	Historic Design Review (no increase in existing area)	\$210.00
	Historic Design Review (increase in existing area)	\$1,030.00
	Determination of Significance	\$350.00
	Certificate of Appropriateness for Demolition	\$300.00
1.1.8	<u>Land Management Code Review *</u>	\$2,000.00 per application
1.1.9	<u>General Plan Amendment *</u>	\$2,000.00 per application
1.1.10	<u>Sign Review</u>	
	Master Sign Plan Review	\$320.00
	Amendment to Master Sign Plan	\$120.00
	Individual sign permit	\$120.00 (\$118.80) plus 1% state tax
	Sign permit under master sign plan	\$130.00 (\$128.70) plus 1% state tax
	Temporary Sign Permit	\$60.00 (\$59.40) plus 1% state tax
1.1.11	<u>Annexation *</u>	\$5,850.00
	Annexation Fiscal Impact Analysis	\$1,550.00
	<i>plus actual cost of City approved consultant fee</i>	
	Modification to Annexation Agreement	\$4,150.00
1.1.12	<u>Appeals Fees *</u>	
	Appeals to Board of Adjustment	\$500.00
	Appeals to City Council	\$500.00
	Appeals to Historic Preservation Board	\$500.00
	Appeals to Planning Commission	\$500.00
1.1.13	TDR – Development Credit Determination	\$100.00
1.1.14	<u>Refund of Withdrawn Planning Applications</u>	
	In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.	
1.1.15	<u>Reactivation Fee</u>	
	For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of orig. application fee will be assessed	
1.1.16	<u>Attorney or Other Professional Services</u>	
	Reimbursement for actual expense incurred	
1.1.17	<u>Mailing Fee</u>	
	In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A \$1.00 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, <i>Notice Matrix</i> .	

* Projects under these classifications may be assessed the additional cost of the property posting and courtesy mailing as required by Land Management Code regulations at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule Impact fees are now located in the Park City Municipal Code, Title 11, Chapter 13.

1.2.2 Building Permit

Total Valuation

Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)

\$1.00 and up ~~1%~~1.05% of the total valuation of construction as herein above described with a minimum fee of ~~\$15.00~~\$50.00.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of \$500.00 for residential buildings; and \$2,000.00 for commercial buildings. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of \$54.26 per hour of total Community Development staff time. As used herein, identical plans means building plans submitted to Park City that: (1) are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and (2) describe a building that is: (A) located on land zoned the same as the land on which the building described in the previously approved plans is located; and (B) subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit

Plus 1% State Surcharge

See fee table below. Building Department enters the total valuation for materials and labor for each sub-permit into the Fee Table to determine the permit fee.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.5 Electrical Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.6 Plumbing Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.7 International Fire Code Fee Issuance Fee

\$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00 Liquefied
Petroleum Gases (heaters and devices) each additional unit	\$11.00 Liquefied
Petroleum Gases on an active construction site (125+ gal) Assembly	\$130.00 Places of \$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

Tents, air-supported structures and trailers \$.20 per square foot. Temporary structures built to permanent standards will be subject to fees set forth in Section 1.2.2. For plans already on file and approved, the fee will be reduced to \$.13 per square foot.

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.11 Flatwork Permit

Total valuation.

\$1.00 and up 1% of the total valuation of construction as herein above described with a minimum fee of \$15.00. Flatwork permits are subject to Plan Check fees as described above.

1.2.12 Other Inspections and Fees

Inspections outside normal business hours*	\$150.00 per hour (minimum charge 2 hours)
Re-inspection fee	\$150.00 per hour (minimum charge 1 hour)
Additional inspection services*	\$75.00 per hour (minimum charge 1 hour)
Starting work without a permit (first offense)	Double (x2) the building permit fee
Continuing work without a permit (second offense)	Quadruple (x4) the building permit fee
For use of outside consultants for plan reviews, inspections or both	Actual cost**

*Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of ~~\$75.00~~ \$90.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge ~~\$75.00~~ \$90.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

~~\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance~~
Application Fee is \$200.00. In addition, the applicant shall:

1. Prepare and submit, in accordance with the table below, an estimated cost for the total work to be performed. Any item of work not listed on the table below shall be included in the list of items at a price agreed to by the applicant and City Engineer's office. The applicant shall either:
 - Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and Guaranteeing the availability or cash bond equal to the estimated total cost; or
 - Submit a cashier's check equal to the estimated total cost.

At a minimum, letter of credit or cashier's check shall be \$2,000. The letter of credit or bond shall remain in effect for a period of one (1) year from the date of the work is actually completed to guarantee the adequacy of repairs made to the streets.

Bonding Amounts for Work in the Right of Way

<u>Item</u>	<u>Measurement</u>	<u>Unit Costs</u>
<u>Removal of Gutter</u>	<u>LF</u>	<u>\$10.80</u>
<u>Replacement of Gutter</u>	<u>LF</u>	<u>\$78.00</u>
<u>Removal of Asphalt</u>	<u>SF</u>	<u>\$8.70</u>
<u>Replacement of Asphalt</u>	<u>SF</u>	<u>\$15.60</u>
<u>Removal of Cross Street Gutter</u>	<u>SF</u>	<u>\$13.50</u>
<u>Replacement of Cross Street Gutter</u>	<u>SF</u>	<u>\$86.40</u>
<u>Removal of Sidewalk</u>	<u>SF</u>	<u>\$7.80</u>
<u>Replacement of Sidewalk</u>	<u>SF</u>	<u>\$30.00</u>
<u>Excavation of Trench</u>	<u>CF</u>	<u>\$3.00</u>
<u>Excavation of Trench in Soils Dist</u>	<u>CF</u>	<u>\$8.80</u>
<u>Flow fill of Trenching</u>	<u>CF</u>	<u>\$8.80</u>

2. Applicant shall submit proof of insurance.

Starting work in the right of way without a permit (first offense) – Double (x2) the work in the right of way application fee

Continuing work without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.3. Fee for the Processing of Small Wireless Facility Applications

Fees shall be consistent with Utah Code Section 54-21-503:

- \$100 for collocation of a small wireless facility on an existing or replacement utility pole for each small facility on the same application.
- \$250 for each application to install, modify, or replace a utility pole associated with a small wireless facility.

For an activity that is not a permitted use described in Utah Code Section 54-21-204, an application may not exceed \$1,000 per application to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

1.3.4 Road Closure Permit

Application fee is \$50.00

Closing the road without a permit (first offense) – Double (x2) the work in the right of way application fee

Closing the road without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee \$100.00 per day
Re-inspection Fee \$75.00

1.4.2 Operating without a Type 2 CSL \$800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2020).

2.2.1.1 Single Family Residential

Meter Size	FY 22 <u>23</u> Base Rate	FY FY 22 <u>23</u> Meter Price
3/4"	\$53.63 <u>\$55.24</u>	\$850.78 <u>\$876.30</u>
1 "	\$72.40 <u>\$74.57</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$85.86 <u>\$88.44</u>	\$1,391.13 <u>\$1,432.86</u>

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$69.51 <u>\$71.60</u>	\$850.78 <u>\$876.30</u>
1"	\$117.97 <u>\$121.51</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$252.00 <u>\$259.56</u>	\$1,391.13 <u>\$1,432.86</u>
2 "	\$525.52 <u>\$541.29</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$1,367.65 <u>\$1,408.68</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$2,482.88 <u>\$2,557.37</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$4,680.31 <u>\$4,820.72</u>	\$7,891.71 <u>\$8,128.46</u>
8"	\$8,059.91 <u>\$8,205.18</u>	\$11,852.83 <u>\$12,208.41</u>

2.2.1.3 Irrigation

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$115.19 <u>\$122.21</u>	\$850.78 <u>\$876.30</u>
1"	\$194.93 <u>\$206.80</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$416.41 <u>\$441.77</u>	\$1,391.13 <u>\$1,432.86</u>
2"	\$868.38 <u>\$921.27</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$2,259.77 <u>\$2,397.40</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$4,102.91 <u>\$4,352.78</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$7,734.17 <u>\$8,205.18</u>	\$7,891.71 <u>\$8,128.46</u>

2.2.1.4 Construction Base Rate: ~~\$311.66~~ \$321.01

2.2.1.5 Necessitous Base Rate: ~~\$4.58~~ \$4.82

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6.68 <u>\$6.88</u>	\$10.71 <u>\$11.03</u>	\$11.27 <u>\$11.61</u>	\$14.60 <u>\$15.04</u>	\$17.41 <u>\$17.93</u>	\$30.43 <u>\$31.34</u>
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7.91 <u>\$8.15</u>	\$10.71 <u>\$11.03</u>	\$17.41 <u>\$17.93</u>	\$26.81 <u>\$27.61</u>
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000

4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$9.39 <u>\$9.67</u>	\$14.54 <u>\$14.98</u>
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$11.44 <u>\$11.78</u>	\$18.61 <u>\$19.15</u>
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$12.24~~ \$12.99 per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

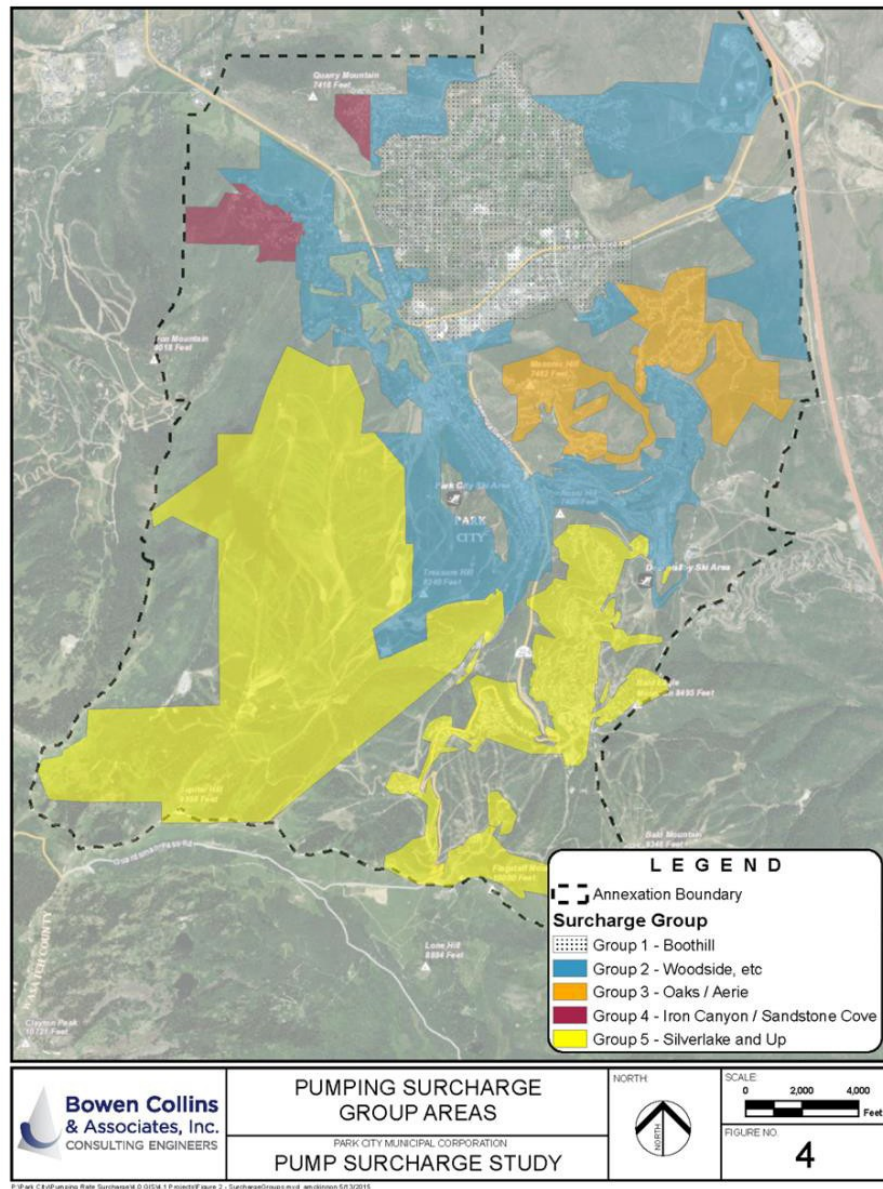
The City will honor the rates as they are set by a Council approved contract.

2.2.3 Energy Surcharge (For all water billed on or after July 1, ~~2020~~ 2023). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22,
		23,24,25,26,27,42,48,49,30,32
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,37,2,3,4,5,6,7,
		34,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	Pumping Surcharge	Energy Optimization Surcharge	Total Energy Surcharge
1	\$0.00	\$0.55	\$0.55 \$0.59
2	\$0.53	\$0.80	\$1.33 \$1.41
3	\$1.19	\$1.12	\$2.31 \$2.41
4	\$1.59	\$1.31	\$2.90 \$3.08
5	\$2.30	\$1.65	\$3.95 \$4.19

2.3 WATER VIOLATION PENALTIES

\$150.00	first violation
\$200.00	second violation
\$400.00	third violation
\$500.00	fourth violation
\$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	\$100.00
31-60 days	Two month's base rate as previously billed.
61-90 days or more	Three month's base rate as previously billed.

2.5 WATER METER TESTING FEE \$500.00 per test

2.6 WATER LABOR RATE \$50.00 per hour (rounded up to the nearest half-hour)

2.7 WATER PARTS & SUPPLIES RATE Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	\$1,950.00
¾ Inch Meter	\$500.00
Fire hydrant wrench deposit fee	\$50.00
Meter Radio	\$200.00

2.9 RENTER DEPOSIT \$50.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE \$75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON \$250.00

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU ~~\$6.66~~ \$6.86

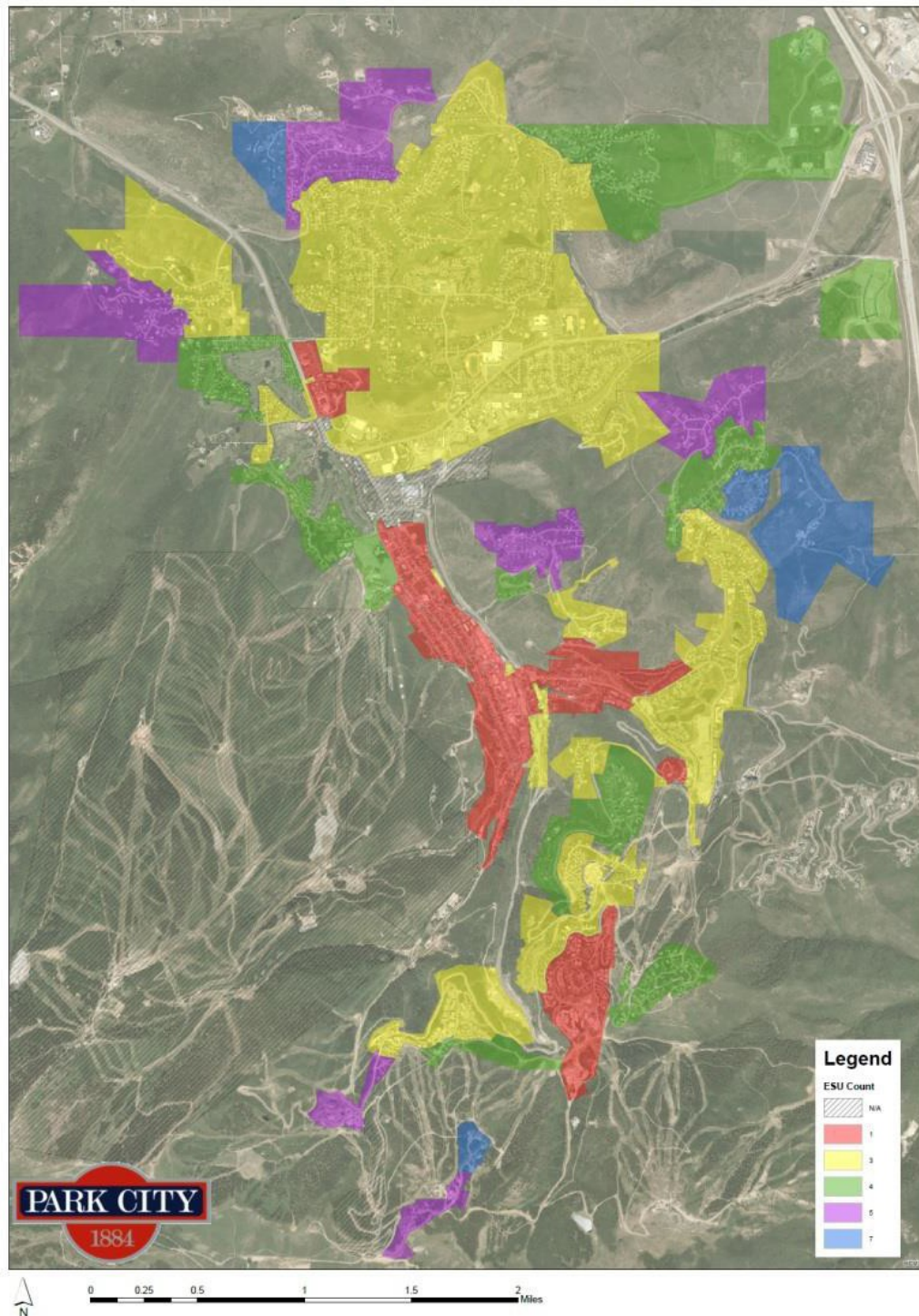
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2.

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based the following map. The assignment may be changed based on an evaluation of an individual property.

Park City Stormwater Utility Map



The default Residential ESU Map was updated to reflect the construction that has occurred in Park City Heights. A new average in the Phase I decreases the default ESU count of 4 to a default of 2. All other zones remain the same.

2.12.3 Multi-Family Residential Initial Assignment

A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

\$270.00 for initial 30 minutes and
\$133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a \$270 fee per application. If the meeting is longer than 30 minutes the applicant will be charged an additional \$133 per 30 minute increment thereafter.

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee			
Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure	
Ski Resort	\$0.26	Skier Day	\$0.01	Skier Day	-	\$22.00	\$149.00	License	
Lodging	\$19.25	Per Bedroom	\$9.49	Per Bedroom	-	\$17.00	\$149.00	License	
Restaurant	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Outdoor Dining	\$0.06	Per Sq. Ft.	\$0.03	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Retail	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Large Retail (>12,000 sq. ft.)	\$0.16	Per Sq. Ft.	\$0.07	Per Sq. Ft.	-	\$22.00	\$149.00	License	

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Ground Transportation Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License
Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$74.00	\$74.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renew-als	Rate New/Inspection	Unit of Measure
Alcoholic Beverage/ Single Event Alcoholic Beverage	\$27.92	Per License	\$12.50	Per License	\$45.58	Per License	\$100.00	\$100.00	License
Type 1 CSL	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	-	-	\$149.00	License
Type 2 CSL	\$288.00	Per License	\$125.00	Per License	\$45.58	Per License	-	\$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	\$149.00	License
Outdoor Sales	*In addition to regularly issued business license							\$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							\$4.00	License
Outdoor Sales-Seasonal Plants								\$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

\$100.00 Cash deposit to be posted at time of installing each alarm system within the Park City limits.

\$ - 0 - First response within 6 months, no fee deducted from \$100.00 bond.

\$25.00 Second response to premise within 6 months, and for each subsequent response to said premise. [\$25 deducted from bond].

5.2 Direct Access Alarms

\$100.00 Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.

\$50.00 Per year, per alarm for subsequent years or parts thereof.

5.3 Vehicle Impound Fee

\$20.00 Per vehicle, per impound (also see Section 7.7).

5.3 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum) \$75.00

Holiday (per employee, per hour - four hour minimum) \$165.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: \$.10 per page*. Double-sided copies shall be charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2016 2022). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(2)(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and (ii).

(b) An hourly charge under Subsection (2)(a) may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.

~~(c) Notwithstanding Subsections (2)(a) and (b), no charge may be made for the first quarterhour of staff time.~~

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the

individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

- \$10.00 per police report/traffic accident report
- \$20.00 per CD (compact disc) of Video or Photographs
- \$5.00 per printed color photograph
- \$15.00 per fingerprinting request

SECTION 7. PARKING. METER RATES. VIOLATIONS. TOWING. AND IMPOUND FEES

7.1 PURPOSE AND PHILOSOPHY. Parking Services applies fees and fines through permitting and enforcement in order to regulate and maintain parking compliance. Paid parking and application of code and fees are imperative pieces of Transportation Demand Management. The parking department is maintained as an enterprise revenue fund.

Fines for meter violations are as follows:

First violation per registered owner(s): No fine or late fees. Vehicle license plate and/or VIN numbers will be logged into the system and a courtesy card issued to welcome to Main Street and educate user on the meter system.

Second First thru Fifth (2nd 1st - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;

~~\$41.00~~ \$58.00 after 30 days;

~~\$43.00~~ \$60.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;

~~\$84.00~~ \$85.00 after 30 days;

~~\$88.00~~ \$90.00 after 60 days

7.2 Fines for mobility disabled space violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$270.00~~ \$300.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$297.00~~ \$325.00 after 14 days;

~~\$326.00~~ \$350.00 after 30 days;

~~\$344.00~~ \$375.00 after 60 days

7.3 Fines for special event parking violations. When enacted by the City Manager under Section 7.7, the fines for special event parking violations are as follows:

A. Egregious violations (i.e., obstructing traffic on Main Street or along bus routes) or mobility disabled space violations. ~~\$150.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$165.00~~ \$215.00 after 14 days;
~~\$181.00~~ \$235.00 after 30 days;
~~\$189.00~~ \$250.00 after 60 days

B. Fines for all other special event parking violations.

Effective ~~December 15, 2017~~ July 1, 2022

~~\$145.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation

~~\$145.00~~ \$215.00 after 14 days;
~~\$145.00~~ \$235.00 after 30 days;
~~\$145.00~~ \$250.00 after 60 days

7.4 Fines for time limit parking violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;
~~\$41.00~~ \$58.00 after 30 days;
~~\$43.00~~ \$60.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$65.00 after 14 days;
~~\$41.00~~ \$70.00 after 30 days;
~~\$43.00~~ \$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;
~~\$84.00~~ \$85.00 after 30 days;
~~\$88.00~~ \$90.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective July 1, ~~2019~~ 2022

~~\$40.00~~ \$60.00 from the date of violation until fourteen (14) days following the

violation,
escalating to:
~~\$44.00~~ \$65.00 after 14 days;
~~\$48.00~~ \$70.00 after 30 days;
~~\$50.00~~ \$75.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022
~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the
violation, escalating to:
~~\$72.00~~ \$80.00 after 14 days;
~~\$79.00~~ \$85.00 after 30 days;
~~\$82.00~~ \$90.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019~~ 2022
~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the
violation, escalating to:
~~\$72.00~~ \$80.00 after 14 days;
~~\$79.00~~ \$85.00 after 30 days;
~~\$82.00~~ \$90.00 after 60 days

7.1 Parking Permits.

China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is ~~\$400.00~~ up to \$500.00 annually, ~~\$200.00~~ up to \$250.00 if purchased after April 1st of each calendar year. A replacement permit can be purchased for \$200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - \$200 per vehicle annually, \$100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

Old Town Employee Parking Permit - \$30 per month Old Town employees with a Main Street area business address may apply for a monthly paid permit for \$30 per month. This permit allows for parking all hours (except where signed otherwise) in the China Bridge parking structure. This permit is non-transferrable and not a shareable permit. Quantities are limited with a first-come first-served basis. The permit is NOT valid during major events. Alternative parking locations maybe provided. Payments for this permit are automatically charged to the account holder until it is cancelled by the account holder.

Residential Business Permit – up to \$25.00 per day – businesses operating and requiring parking in residential permit zones including nightly rentals, ~~construction,~~ landscaping,

plumbing, etc. Replacement permit cost is \$20.00

7.2 Special Event Parking. The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$60.00 per day.

7.8 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park Police Department Towing Rate Schedule.

Vehicles relocated from/to City parking are subject to administrative/towing fees up to \$100.

7.9 Immobilization Fee ~~\$35.00~~ \$50.00

7.10 Fees for Special Use of Public Parking are as follows:

Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of ~~\$16.00~~ \$20.00 per space

Swede Alley: Daily rate of ~~\$12.00~~ \$15.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of ~~\$20.00~~ \$25.00 per space

- a. Up to two spaces for vehicle parking with approved and active building permit (issued in concert with the Building Department):
~~\$0.00~~ \$100.00
- b. Vehicle Permits: ~~\$20.00~~ \$75.00 per space per month
- c. Dumpster or Equipment Permit: ~~\$50.00~~ \$75.00 per space per month

Pay station removal for construction: \$1,000.00

Application Fee: ~~\$20.00~~ \$50.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events.

7.11 Garage and Surface Lot Parking Rates, Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.- 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight – \$3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max

11:00 a.m. – 5:00p.m. – FREE, 4 hour max

5:00 p.m.-Midnight – ~~\$3.00~~ \$4.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max

5:00 p.m.-Midnight – ~~\$1.00~~ \$2.00/hour, 24 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

AM-5:00 p.m. – FREE, 72 hour max

5:00 p.m.-Midnight – FREE, 72 hour max

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max

5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

~~6:00 a.m.-2:00 a.m. – FREE, 2 hour max~~ Resident Permit Required – shared 2 hour free parking zone- resident permit exempt from visitor time limitation

East Heber, between Main Street and Swede Alley:

6:00 a.m.-2:00 a.m. – Load Zone, 2 hour max.

Gateway top level:

FREE for Main Street permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:

11:00 a.m.-6:00 p.m. – FREE-No hourly max

6:00 p.m.-Midnight\$1.00/hour, no hourly max

Hourly rate may be modified, and may not exceed \$3.00/hour

~~Lost ticket fee will equal the maximum daily fee~~

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max

11:00 a.m.-5:00 p.m. – ~~\$1.50~~ \$2.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$1.50~~ \$3.00/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, ~~no hourly~~ 24 hour max

5:00 p.m.-Midnight – FREE, ~~no hourly~~ 24 hour max

7.12 Meter rates are as follows:

Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$1.00~~ \$1.50/hour, 3 hour max

Hourly rate may be modified, and may not exceed ~~\$1.50~~ \$2.00/hour

5:00 p.m.-Midnight – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed ~~\$3.00~~ \$4.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

7.13 Meter payment by cell phone:

Users sign up for a free account. Meter rates in Section 7.12 apply; no less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services,

Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the ~~Recreation Center~~ PC MARC and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

- Increases in program participation.
- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City ~~are entitled to~~ may receive a discount on user fees for the ~~Recreation Center~~ PC MARC and Golf Course.

8.3.2 Recreation Program Fees: The Recreation Department, the ~~Recreation Center~~ PC MARC and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the ~~Recreation Center~~ PC MARC**:** The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost revenue.

The ~~Recreation Center~~ PC MARC facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be

required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the ~~Regional Director~~ Recreation Director will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the ~~Regional Director~~ Recreation Director or the City Council.

8.3.5 Discounting Fees: The Recreation Director may, at their discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity, or facility for reasons of financial hardship. The Recreation Director may, at ~~his~~ their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.3.7 Sliding Fee Scale: The purpose of this program is to provide both adult & youth residents of the Park City School District (PCSD) with the opportunity to apply for a reduced fee for certain recreation activities. The fee reduction is based on Summit County's Average Median Income (AMI) and the applicant's gross family income. The discounts range from 30 to 70% depending on Gross Family Income.

Sliding Fee Scale

% of AMI	Family Size					
	One	Two	Three	Four	Five	Six
Below 30% AMI Receive 70% discount	Less than \$24,000 <u>\$25,368</u> Gross Income	Less than \$27,000 <u>\$28,992</u> GI	Less than \$31,000 <u>\$32,616</u> GI	Less than \$34,000 <u>\$36,240</u> GI	Less than \$37,000 <u>\$39,139</u> GI	Less than \$40,000 <u>\$42,038</u> GI
31% to 50% AMI Receive 50% discount	\$24,001 <u>\$25,369</u> to \$40,000 <u>\$42,280</u>	\$27,001 <u>\$28,993</u> to \$46,000 <u>\$48,320</u>	\$31,001 <u>\$32,617</u> to \$51,200 <u>\$54,360</u>	\$34,001 <u>\$36,241</u> to \$57,000 <u>\$60,400</u>	\$37,001 <u>\$39,140</u> to \$61,500 <u>\$65,232</u>	\$40,001 <u>\$42,039</u> to \$66,000 <u>\$70,064</u>
51% to 70% AMI Receive 30% discount	\$40,001 <u>\$42,281</u> to \$55,900 <u>\$59,192</u>	\$46,001 <u>\$48,321</u> to \$63,800 <u>\$67,648</u>	\$51,201 <u>\$54,361</u> to \$71,700 <u>\$76,104</u>	\$57,001 <u>\$60,401</u> to \$79,700 <u>\$84,560</u>	\$61,501 <u>\$65,233</u> to \$86,100 <u>\$91,325</u>	\$66,001 <u>\$70,065</u> to \$92,500 <u>\$98,090</u>

8.4. ~~RECREATION CENTER~~ PC MARC:

8.4.1 ~~Recreation Center~~ PC MARC Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for use of the Recreation Center PC MARC programs and activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes

Youth (3 to 17) 10 Punch
Adult 10 Punch
Senior & Military 10 Punch
Child Care 10 Punch (10 hrs.)

Resident

\$28.00
\$80.00
\$70.00
\$35.00

Visitor

\$40.00
\$100.00
\$80.00

Tennis Fees

Resident rate
Visitor rate

Hourly Court Fees

Indoor

~~\$32.00~~ \$34.00
~~\$44.00~~ \$50.00

Outdoor

~~\$12.00~~ \$14.00
~~\$16.00~~ \$20.00

Youth Clinics Pre-Registration

Red Ball: ~~\$12/day~~ \$14/day
Orange: ~~\$24/day~~ \$26/day
Green: ~~\$24/day~~ \$26/day
Yellow: ~~\$24/day~~ \$26/day
~~—Peak: \$28/day—~~

Youth Clinic Drop-In

Red: ~~\$15~~ \$17
Orange: ~~\$28~~ \$30
Green: ~~\$28~~ \$30
Yellow: ~~\$28~~ \$30
Peak: ~~\$32~~ \$34

Other Tennis Fees

Private Lesson 1 Hour	\$80.00
Private Lesson 1/2 hour	\$44.00
Semi Private Lesson 1 hour (Per person)	\$42.00
Group of 3 (Per person)	\$32.00
Group of 4 (Per person)	\$27.00
Clinic drop-in fee 1 hour	\$17.00 <u>\$19.00</u>
Clinic drop-in fee 1.5 hours	\$26.00 <u>\$28.00</u>
Ball Machine per hour	\$12.00
Tennis Courts Non-Athletic (Daily)	\$3,000.00

Pickleball Fees

Indoor Bubble Courts	\$16/hr <u>\$17/hr</u>
Outdoor Courts	\$12/hr <u>\$14/hr</u>
Per – hr. Clinic	\$12/hr <u>\$15/hr</u>

<u>Monthly Clinic</u>	\$45
Private Lesson 1 hour	\$45 <u>\$50</u>
Semi-Private Lesson 1 hour	\$30 <u>\$50/pp</u>
<u>Group of 3 (Per Person)</u>	<u>\$30/hr</u>
<u>Group of 4 (per person)</u>	<u>\$25/hr</u>

Daily Drop In	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3	\$6
Adult	\$9	\$15
Senior 65+ & Military	\$7 <u>\$8</u>	\$9 <u>\$10</u>

Insurance Drop In Class Fee \$7.00

Facility Passes: ~~There are two types of facility passes one which includes all amenities except tennis & pickleball and the other which includes all amenities except group fitness, pickleball and tennis. Program fees are additional and are not included in pass fees.~~

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$45 <u>\$50</u>	\$22 <u>\$25</u>	\$67 <u>\$75</u>
3 Month	\$125 <u>\$135</u>	\$60 <u>\$67</u>	\$185 <u>\$202</u>
6 Month	\$232 <u>\$245</u>	\$108 <u>\$121</u>	\$340 <u>\$366</u>
12 Month	\$433 <u>\$440</u>	\$192 <u>\$219</u>	\$625 <u>\$659</u>

Senior 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$40 <u>\$45</u>	\$22 <u>\$25</u>	\$62 <u>\$70</u>
3 Month	\$112 <u>\$121</u>	\$60 <u>\$67</u>	\$172 <u>\$188</u>
6 Month	\$205 <u>\$218</u>	\$108 <u>\$121</u>	\$313 <u>\$339</u>
12 Month	\$375 <u>\$393</u>	\$192 <u>\$219</u>	\$567 <u>\$612</u>

~~Couple Rate~~

Term	Facility Rate	Class Add On	Total
1 Month	\$82	\$38.00	\$120
3 Month	\$242	\$108.00	\$350
6 Month	\$393	\$182.00	\$575
12 Month	\$725	\$325.00	\$1,050

PC MARC Tennis Passes

Term	Single	Couple	Additional Family Member
1 Month	\$200.00	\$320.00	\$30.00
3 Month	\$475.00	\$760.00	\$60.00
6 Month	\$775.00	\$1,345.00	\$110.00
12 Month	\$1,210.00	\$2,150.00	\$225.00

<u>Term</u>	<u>Single</u>
<u>1 Month</u>	<u>\$220</u>
<u>3 Month</u>	<u>\$520</u>
<u>6 Month</u>	<u>\$850</u>
<u>12 Month</u>	<u>\$1,330</u>

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65	\$125	
Half Gym	\$35	\$75	
<u>Daily Full Gym</u>	<u>\$325</u>	<u>\$625</u>	\$1,400
Non Athletic			

Fitness Studios	\$65.00 (for profit)	\$125.00 (for profit)
	\$35.00 (non-profit)	\$75.00 (non-profit)

Other Fees

Visitor 10 Punch Card	\$100.00 <u>\$120.00</u>
Child Care Per Hr.	\$4.00
Non-Contact Personal Training	\$60 per day
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Birthday Party	\$150.00
Party Room per hour	\$50.00
Pool Per Hour	\$100 plus guards
Lap Pool Per Lane	\$25 per lane per hour

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18-hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, the recreation card (which must have a City resident designation) must be presented to the golf starter. Season passes are available only to those who possess a locals card. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

Resident Season Pass	\$1,110.00 <u>\$1,200.00</u>
Junior Pass	\$425.00

Jr./Sr. Punch Pass	\$350.00 <u>\$360.00</u>
Non-Resident Sr. Punch Pass	\$390.00 <u>\$400.00</u>
Corporate Pass	\$3,000.00
Resident 18 Hole	\$39.00 <u>\$40.00</u>
Resident 18 Hole with Cart	\$55.00 <u>\$56.00</u>
Utah Resident 18 Hole	\$48.00 <u>\$50.00</u>
Utah Resident 18 Hole with Cart	\$64.00 <u>\$66.00</u>
Non-Resident 18 Hole	\$55.00 <u>\$60.00</u>
Non-Resident 18 Hole with Cart	\$71.00 <u>\$76.00</u>
Resident 9 Hole	\$19.50 <u>\$20.00</u>
Resident 9 Hole with Cart	\$27.50 <u>\$28.00</u>
Utah Resident 9 Hole	\$24.00 <u>\$25.00</u>
Utah Resident 9 Hole with Cart	\$32.00 <u>\$33.00</u>
Non-Resident 9 Hole	\$27.50 <u>\$30.00</u>
Non-Resident 9 Hole with Cart	\$35.50 <u>\$38.00</u>
Resident Off-Season 18 Hole	\$28.00 <u>\$32.00</u>
Non-Resident Off-Season 18 Hole	\$32.00 <u>\$34.00</u>
Small Range Bucket	\$5.00
Large Range Bucket	\$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$50.00 <u>\$55.00</u>
Rental Clubs for 9 Holes (includes 3 golf balls)	\$25.00 <u>\$27.50</u>

Lodging/Advance booking 18 Hole with cart \$90.00

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees

Household	\$40.00 per year
Non-Resident Card Fees - Household (6 months)	\$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free
Interlibrary Loans	\$1.00 charge per item

8.7. CEMETERY FEES. ~~Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery property or may be buried in the Park City Cemetery. All cemetery plots will be sold on a first-come, first-served basis. The same criteria above are used for the rights to purchase a plaque space on the Memorial Walls in the Cemetery.~~

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Opening and closing adult grave	\$600.00	\$600.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$1,000	\$1,000
Removal of infant for interment outside cemetery	\$360.00	\$360.00
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00
Cremation Garden:		
Companion Premium Post	\$530.00	
Companion Peak Marker	\$980.00	
Companion Boulder	\$1,360.00	
Family Bench	\$1,045.00	
Individual Premium Post	\$300.00	
Individual Peak Marker	\$530.00	
Family Pedestal Foundation	\$300.00	
Opening and Closing	\$250.00	

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "Veterans Section" for Park City veterans, firemen and police officers will be provided free of charge ~~and fees will be waived for, as well as fees for~~ cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 60.00 <u>\$75</u>	\$90 <u>\$100</u>
Non-residents/commercial +\$100 refundable cleaning deposit	\$125.00+ <u>\$150.00</u>	\$200.00+

8.9. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

- Group 1: Activities which are free and open to the public, or educational/informational.
Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

Location	Group 1	Group 2	Group 3	Group 4
Miners Hospital 1 st Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour

Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basement	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a \$25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a \$50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a \$75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:

****a** \$50.00 damage/cleaning deposit is required on all whole day rentals, refundable if the facility is left in satisfactory condition; full payment of all fees is due two weeks prior to the facility rental.

*****a** \$300.00 damage/cleaning deposit is required on all special events rentals, \$275 is refundable if the facility is left in satisfactory condition; full payment of all fees for special events is due 30 days prior to the date of the event.

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

- Group 1: Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.
- Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.
- Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees
- Non-Profits: Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.

Location	Room	Occ.	Group 1	Group 2	Group 3	Non-Cleaning Fine
Library 1 st Floor	Entry Hall	43	Unavailable	Unavailable	\$300/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Entry Hall Patio	90	Unavailable	Unavailable	\$400/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Free (Unavailable outside library hours)	\$20/hour, \$40 minimum
Library 2 nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	South Conference Room	12	Free	\$20/Hour	\$40 (unavailable outside Library hours)	\$20/hour, \$40 minimum
Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Community Room	85	Free	\$75/Hour	\$150/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40	\$20/hour, \$40 minimum

Santy Technology Fees:

Projection Fees: Users have two options for projection.

1 - Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental

date(s).

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

Lighting Fees: Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
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~~Youth = Ages 6-17; Adult = 18 and over~~
~~Youth Resident Rate Honored for all Seniors (65+) and Military~~

Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	\$6.00	\$10.00 <u>\$12.00</u>
Cheap Skate (includes skate rental)	\$6.00	\$10.00 <u>\$12.00</u>
Group Rates (20+) includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
School Rate – includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
Skate Rental	\$4.00	\$4.00
Drop-in Hockey – <u>Stick & Puck</u>	\$9.00	\$9.00
Drop-in Hockey – adult	\$10.00 <u>\$11.00</u>	\$10.00 <u>\$11.00</u>

Coached Drop-in Hockey	\$13.00	\$13.00
Freestyle	\$9.00	\$9.00
Drop-in Curling	\$25.00 <u>\$200.00/lane</u>	\$25.00 <u>\$200.00/lane</u>
Drop-in Broomball	\$25.00	\$25.00
Drop-in Skating Class	\$15.00	\$15.00
Off-Ice Programming: Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$11.50
Visiting Coach Fee	\$16.00	\$16.00
Curling Instructor Fee	\$50/per hour/per instructor	

10 Session Punch Cards

Punch cards may be available for some activities or products.

Annual Passes

Bronze (Public Skate): (Includes Skate Rental)	\$300
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Hourly Ice

Tax Exempt User Groups*/Employees	\$200 <u>\$205.00</u>
Local Rate (Summit or Wasatch County Resident)	\$225 <u>\$230.00</u>
Non-Resident, Not-for-Profit	\$250 <u>\$255.00</u>
Camp	\$300 <u>\$305.00</u>
For-profit	\$375 <u>\$395.00</u>

**User Groups are defined as local, organized programs who regularly rent ice from the arena and who provide a certificate of insurance listing PCMC as additionally insured and are a 501(c)3 organization. (minimum 50 hours per season).

Room Rental

Multi-purpose Rooms \$40/hr. (per room)
User Groups can use the Party Room for 24 hours at no cost, but rooms must be booked in advance.

Birthday Parties

Basic Birthday Party Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes

Equipment (per hour)

Broomball	\$50
Curling	\$50/hour/lane

Event Fees

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200
Bleachers	\$200/day
Catering Fee	\$150
Scheduling Impact Fee	\$150
<u>Overnight Rental Staffing:</u>	<u>\$100/hour per employee</u>

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.

Hockey Skate Sharpening	\$8.50
Figure Skate Sharpening	\$10.00
Custom Radius	\$30.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.50 (ea.)
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

<u>Locker Rental (Annual Fee)</u>	<u>First Floor</u>	<u>Second Floor</u>
Regular Locker	\$180	\$130
Large Locker	\$210	\$160

Gate Fees

The Park City Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$1,600
Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month

9.2. Recreation Program and Pass Fees: The Park City Ice Arena offers a variety of organized programs and activities passes. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs.

9.3. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

The City Manager will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.4. Discounting Fees: The Ice Arena Manager may discount fees when:

- a. Offering special promotions designed to increase use.
- b. Trying to fill non-prime time.
- c. Introducing new programs or activities.
- d. Playing conditions are below standard due to weather or facility disrepair.

- 9.5. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties. Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified activities based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

- 9.6 Establishing Fields User Fees: Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2% will be applied to credit card charges over \$5,000.

FULL COMPLEX RATES						
	FULL DAY VISITOR	FULL-DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC-Stadium-SB	\$500	\$200	\$100	\$50		
PCSC-Stadium SOG	\$500	\$200	\$100	\$50		
PCSC-multipurpose	\$375	\$200	\$100	\$50	\$1,600	\$1,000
PCSC-Sportexe	\$1,000	\$500	\$200	\$100		
PCHS-BB	\$375	\$100	\$75	\$50		
PCHS-SB	\$375	\$100	\$75	\$50		
PCHS-LL	\$375	\$100	\$75	\$50	\$800	\$575
North 40-North	\$375	\$250	\$100	\$50		
North 40-South	\$375	\$250	\$100	\$50	\$500	\$350
City Park	\$375	\$250	\$100	\$50	\$375	\$250
PCHS-Dozier	\$1,000	\$500	\$200	\$100	\$1,000	\$500
TMJHS	\$375	\$100	\$75	\$50	\$800	\$575
Stakeholder Fee						\$250-per team-per season youth

Non-exclusive Use of Outdoor Recreation Facilities

	Per-Day	Season
Resident	\$50	\$300
Non-Resident	\$75	\$500

Commercial \$65

Volleyball Court Fees (per court) \$30.00/hr. Res. \$50.00/hr. NonRes
 \$120.00/day Res \$200.00/day NonRes
 (2 courts) \$200.00/day Res \$300.00/day NonRes

<u>Field/Venue</u>	<u>Resident Fees</u>		<u>Visitor Fees</u>	
	<u>Hourly</u>	<u>Full Day</u>	<u>Hourly</u>	<u>Full Day</u>
<u>City Park Grass Field</u>	\$60	\$300	\$120	\$600
<u>City Park Softball Field</u>	\$60	\$300	\$120	\$600
<u>City Park Volleyball Court</u>	\$30	\$150	\$50	\$250
<u>North 40 Grass Field North</u>	\$60	\$300	\$120	\$600
<u>North 40 Grass Field South</u>	\$60	\$300	\$120	\$600
<u>North 40 Full Complex</u>		\$420		\$840
<u>PCHS Dozier Field</u>	\$100	\$500	\$200	\$1,000
<u>PCHS Baseball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Little League Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Ball Fields Complex</u>		\$630		\$1,260
<u>TMMS Pony Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League South</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League Admin</u>	\$60	\$300	\$120	\$600
<u>TMMS Grass Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Full Complex</u>		\$630		\$1,260
<u>PCSC Stadium Grass Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Stadium Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Field D Multi-Purpose</u>	\$60	\$300	\$120	\$600
<u>PCSC Turf Field Multi-Purpose</u>	\$100	\$500	\$200	\$1,000
<u>PCSC Full Complex</u>		\$980		\$1,960
<u>Commercial Use of Outdoor Rec Facility (non-exclusive)</u>	\$60	\$300	\$80	\$500

<u>Youth Stakeholder Fee</u>	\$300.00 <u>275.00</u> /team per season— adult
<u>Adult Stakeholder Fee</u>	<u>\$325/team per season</u>
<u>Tennis & Pickleball Courts</u>	<u>\$12.00/hr.</u>
Additional Restroom Cleaning	\$30.00 <u>\$40.00</u>
Additional Field Prep (Softball/Baseball)	\$95.00 <u>\$100.00</u>
per field Special Field Prep (Low grass Cut)	\$1,000.00 per field
Field Set Up (Lacrosse, Soccer, Football)	<u>\$383.00 per field</u>
Field Lights - PCSC & City Park	<u>\$20.00</u> per /hr.
Baseball Fence	<u>\$45.00</u> per /field
Outfield Vinyl Fencing <u>per field per one</u> week of use	<u>\$337.00</u> per /field

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and approved filming activity

10.1	<u>Fee for in lieu of providing public parking</u>	\$40,000.00 per stall
10.2	<u>Returned Check Charge:</u>	\$25.00
10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$80.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$108.00
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$859.00
	Street Banner Installation-every other Main	\$687.00
	Street Banner Installation-every 3rd	\$515.00
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$2,013.00
	(Includes state permit, barricades and signage, required during install)	
	Street Banner Removal- Kearns	\$1515.00
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$75.05
	Pavilion Cleaning	\$150.00
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$10.00
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00

Swede Alley Parking Space (per space, per day)	\$13.25
10.9 <u>Barricades (cost per barricade)</u>	
Crowd Control Barricades	\$5.90
Portable Electronic Sign/Message Board (per day)	\$151.20
Temporary Signs (each)	\$18.50
Street Barricades (per day)	\$1.40
10.10 <u>Dumpsters</u>	
8 Yard (delivery + haul off fee)	\$210.00
30 yard (delivery + haul off fee)	\$210.00
Landfill fee for 30 yard dumpster (per ton)	\$35.00
10.12 <u>11 Streets Equipment and Materials Equipment (2</u>	
hour min. - billable rate is portal to portal,	
cost includes operator, fuel, maintenance)	
Large Loader (per hour, 1 staff)	\$103.20
Small Loader (per hour, 1 staff)	\$71.95
Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
Unimog with Snow Blower (per hour, 1 staff)	\$180.20
Unimog Snowplow (per hour, 1 staff)	\$88.35
Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05
10.13 <u>12 Materials</u>	
Salt (per ton)	\$45.00
Road base (per ton)	\$18.00
Sand (per ton)	\$16.00
Cold Patch (per ton)	\$90.70
Hot Mix (per ton)	\$66.95
<u>10.14 <u>13 Personnel (total compensation per employee, per hour, during regular business hours)</u></u>	
Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor –	\$35.00
restrooms, buildings and other (contract labor)	
10.15 <u>14 Special Event Application Fee (Processing and Analysis)</u>	
Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00

Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

As according to section 4-8-9, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events Department prior to the application deadlines:

- (1) October 1st – Events occurring between January 1st and June 30th.
- (2) April 1st – Events occurring between July 1st and December 31st.

Fee reduction applications received outside of the normal application process may be considered for reductions but must demonstrate an immediate need for reduction and provide justification as to why the application was not filled within the specified deadline.

10.16 15 Public Parking Lot Use Rates for approved Events:

All lot fees are for approved permitted Special Events only. Regular parking rates apply at all other times.

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day
Swede Alley Surface Lot	\$ 50.00 per day
Swede Alley Wall Lot	\$ 50.00 per day
Flag Pole Lot	\$ 50.00 per day
Sandridge lot – Upper/Lower	\$ 50.00 per day/ per lot
Quinn's Sports Parking Lots 1, 2, 3	\$ 50.00 per day/ per lot
Mawhinney Parking Lot	\$ 50.00 per day
Library Parking Lot – Partial Use Only	\$ 50.00 per day

10.17 16 Trail Use Fees Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants

Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD
---	-----	-----	-----	-----	-----

If Council approves additional participation above a capped quota of participants, add \$2.00/participant in addition to fees provided below.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.~~18~~ 17 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card paymentsequal to or greater than \$5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

\$150.00 Mayoral filing fee*

\$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

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CHAPTER 1 - BUDGET POLICY

PART I - BUDGET ORGANIZATION

A. Through its financial plan (Budget), the City will do the following:

1. Draw upon Council's goals, objectives, and desired outcomes.
2. Identify citizens' needs for essential services.
3. Organize programs to provide essential services.
4. Establish program policies and goals that define the type and level of program services required.
5. List suitable activities for delivering program services.
6. Propose objectives for improving the delivery of program services.
7. Consider budget committees recommendations.
8. Identify available resources and appropriate the resources needed to conduct program activities and accomplish program objectives.
9. Set standards to measure and evaluate the following:
 - the output of program activities
 - the accomplishment of program objectives
 - the expenditure of program appropriations

B. All requests for increased funding or enhanced levels of service should be considered together during the budget process, rather than in isolation. ~~A request relating to programs or practices which are considered every other year (i.e., the City Pay Plan) should be considered in its appropriate year as well.~~ According to state statute, the budget officer (City Manager) shall prepare and file a proposed budget with the City Council by the first scheduled council meeting in May.

C. The City Council will review and amend appropriations, if necessary, during the fiscal year.

D. The City will prepare the budget on an annual basis and may consider a mid-year budget adjustment. ~~use a multi-year format (two years for operations and five years for CIP) to give a longer range focus to its financial planning.~~

1. The emphasis of the budget process ~~includes in the first year is on~~ establishing expected levels of services, within designated funding levels, projected over the next fiscal year a two-year period, with the focus on the budget.
2. ~~The emphases in the second year are reviewing necessary changes in the previous fiscal plan and developing long term goals and objectives to be used during the next two-year budget process. Fewer budgets requests are expected in the second year. Second year requests that will be considered are ones that; Any budget~~

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requests that will be considered are ones that; will come with revenue offsets;

- a. are accompanied by expense reductions, or that;
- b. are required by law; or
- c. are necessitated by market/environment changes that happened since the last budget adoption

E. Through its financial plan, the City will strive to maintain **Structural Balance**; ensuring basic service levels are predictable and cost effective. A balance should be maintained between the services provided and the local economy's ability to pay.

F. The City will strive to improve productivity, though not by the single-minded pursuit of cost savings. The concept of productivity should emphasize the importance of **quantity** and **quality** of output as well as **quantity** of resource input.

G. General Fund budget surplus should be used for capital projects.

PART II - ECONOMIC DEVELOPMENT GRANT POLICY

(ADOPTED JUNE 15, 2017) (AS OF JUNE 23, 2022, THE GRANT PROGRAM IS UNDER REVIEW; APPLICATIONS NOT WILL BE ACCEPTED UNTIL FURTHER NOTICE)

Annually, the City will allocate up to \$50,000 to be used towards retaining and growing existing businesses, and attracting and promoting new organizations that will fulfill key priority goals of the City's Biennial Strategic Plans and General Plan. Funding will be available for relocation and/or expansion of current businesses, and new business start-up costs only.

A. ED Grant Distribution Criteria

Applications will be evaluated on the following criteria in order to be eligible for an ED Grant:

Criteria #1: The organization must demonstrate a sound business plan that strongly supports the Goals of the City Economic Development Plan.

Criteria # 2: The organization must commit to and demonstrate the ability to do business in the City limits for a duration of no less than three years. Funding cannot be used for one-time events.

Criteria #3: The organization must produce items or provide services that are consistent with the Economic Development Work Plan and align with the City's General Plan to enhance the safety, health, prosperity, moral well-being, peace, order, comfort, or convenience of the inhabitants of the City. The organization must either conditionally agree to participate in or to expand programs or services, or otherwise provide evidence

POLICIES & OBJECTIVES

of existing services and initiatives consistent with the goals stated in Park City's Biennial Strategic Plan in the sectors of: Housing, Transportation, and Energy.

Criteria #4 : The organization must demonstrate substantial contribution to the central goals of the City's General Plan, including specific and significant commitment to the majority of the main sectors of:

- a. Fostering a strong sense of community vitality and vibrancy;
- b. Respecting and conserving the natural environment;
- c. Promoting balanced, managed, and sustainable growth;
- d. Supporting and promoting diversity in people, housing and affordability;
- e. Supporting a diverse, stable, and sustainable economy;
- f. Preserving a strong sense of place, character, and heritage.

Criteria #5: Fiscal Stability and Other Financial Support: The organization must have the following: (1) A clear description of how public funds will be used and accounted for; (2) Other funding sources that can be used to leverage resources; (3) A sound financial plan that demonstrates managerial and fiscal competence.

Criteria #6: The organization can forecast at the time of application the ability to achieve direct or indirect economic/tax benefits equal to or greater than the City's contribution.

Criteria #7: The organization should show a positive contribution to diversifying the local economy by increasing year-round business opportunities, creating new jobs, and increasing the local tax base.

The City's Economic Development Program Committee will review all applications and submit a recommendation to City Council, who will have final authority in judging whether an applicant meets these criteria.

B. Economic Development Grant Fund Appropriations

The City currently allocates economic development funds from the Lower Park RDA (\$20,000), the General Fund (\$10,000), and the Main Street RDA (\$20,000). Of these funds, no more than \$50,000 per annum will be available for ED Grants. Unspent fund balances at the end of a year will not be carried forward to future years.

C. ED Grant Categories

ED Grants will be placed in three potential categories:

1. **Business Relocation Assistance:** This category of grants will be available for assisting an organization with relocation and new office set-up costs. Expenses covered through an ED Grant include but are not limited to: moving costs, leased space costs, fixtures/furnishings/ and equipment related to setting up office space within the City

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limits.

2. **New Business Start-up Assistance:** This category of grants will be available for assisting a new organization or business with new office set-up costs. Expenses covered through an ED Grant include but are not limited to: leased office space costs, fixtures/furnishings/ and equipment related to setting up office space within the City limits.
3. **Business Expansion Assistance:** This category of grants will be available for assisting an organization or business with expansion costs. These expansions should increase square footage, increase year-round jobs in City limits and/or increase tax revenue; and/or demonstrate a venture into an area considered a diversification of our economic base.

D. Application Process

Application forms may be downloaded from the City's www.parkcity.org website, are available via email from the Economic Development Manager, or are available within the Economic Development Office of City Hall. Applications will be evaluated and awarded on a quarterly basis.

E. Deadlines

All applications for Economic Development Grants must be received no later than the following dates each year to be eligible for quarterly consideration;

- 1Q – Second Friday in August for the end of the First Quarter (September 30th)
- 2Q – Second Friday in November for the end of the Second Quarter (Dec. 31st)
- 3Q – Second Friday in February for the end of the Third Quarter (March 31th)
- 4Q – Second Friday in May for the end of the Fourth Quarter (June 30th)

The City Council will consider in a public meeting any application received by each of the quarterly deadlines within 6 weeks. Extraordinary requests outside the scheduled application process may be considered, unless otherwise directed by Council.

Extraordinary requests received must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under the Economic Development Grant criteria;
2. The applicant must show that the requested funds represent an immediate fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate significant consequences of not being able to wait for the next quarterly review.

POLICIES & OBJECTIVES

F. Award Process

The disbursement of the ED Grants shall be administered pursuant to applications and criteria established by the Economic Development Department, and awarded by the City Council consistent with this policy and upon the determination that the appropriation is necessary and appropriate to accomplish the economic goals of the City.

ED Grants funds will be appropriated through processes separate from the biennial Special Service Contract and ongoing Rent Contribution and Historic Preservation process.

The Economic Development Program Committee will review all applications on a quarterly basis, and forward a recommendation to City Council for authorization. All potential awards of grants will be publicly noticed 14 days ahead of a City Council action.

Nothing in this policy shall create a binding contract or obligation of the City. Individual ED Grant Contracts may vary from contract to contract at the discretion of the City Council. Any award of a contract is valid only for the term specified therein and shall not constitute a promise of future award. The City reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Economic Development Program Committee, and any advisory board, Task Force or special committee with the power to make recommendations regarding ED Contracts are ineligible to apply for such Contracts. City Departments are also ineligible to apply for ED Contracts. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART III - VENTURE FUND

In each of the Budgets since FY1990, the City Council has authorized a sum of money to encourage innovation and to realize opportunities not anticipated in the regular program budgets. The current budget includes \$50,000 in each of the next two years for this purpose. The City Manager is to administer the money, awarding it to programs or projects within the municipal structure (the money is not to be made available to outside groups or agencies). Generally, employees are to propose expenditures that could save the City money or improve the delivery of services. The City Manager will evaluate the proposal based on the likelihood of a positive return on the “investment,” the availability of matching money from the department, and the advantage of immediate action. Proposals requiring more than \$10,000 from the Venture Fund must be approved by the City Council prior to expenditure.

PART IV - OPERATING CONTINGENCY ACCOUNTS

In accordance with sound budgeting principles, a certain portion of the annual operating budget is set aside for contingency or unanticipated cost necessary to fulfill the objectives of Council and the City’s goals and mission, including emergencies and disasters. The following policy outlines the parameters and circumstances under which contingency funding is to be

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administered:

A. Access to General Contingency Funds

Monies set aside in the general contingency account shall be accessible for the following purposes. In the event that there are insufficient contingency funds to satisfy all claims on the funding, the City shall strive to allocate funding according to priority order: Top Priority - Purpose #1; 2nd Priority - Purpose #2; Last Priority - Purpose #3.

1. Ensure that the City satisfies State mandated budget requirements
 - a. This purpose may include, but is not necessarily limited to, the following scenarios:
 - i. The City realizes less than the anticipated and budget personnel vacancy
 - ii. One or more budget functions (as recognized by the state auditor) exceed budgeted expenditure levels in a fiscal year
 - iii. Other non-compliances with state budget requirements which could be resolved through utilization of contingency budget
 - b. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
2. Enable the City to meet Council directed levels of service despite significant shifts in circumstances unforeseen when the budget was adopted
 - a. These circumstances may include, but are not necessarily limited to, the following:
 - i. A significant increase in the cost of goods or contracted services
 - ii. Large fluctuations in customer or user demand
 - iii. Organizational changes requiring short-term or bridge solutions to meet existing LOS
 - iv. Large-scale mechanical or equipment failure requiring immediate replacement
 - v. Other unforeseen changes to the cost of providing City services
 - b. Requests for use of contingency funds under this section must be submitted in writing to the City Manager and the Budget Department with justification clearly detailed
 - c. The City Manager is authorized to approve requests under this section for any expense under \$15,000. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
3. Facilitate Council directed increases in level of service in the short term
 - a. Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year or for capital projects not previously funded in the 5-Year Capital Improvement Plan
 - b. Long term funding for increased levels of service should be identified in the budget process

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- c. All requests for ongoing level of service increases should pass through the Request for Elevated Level of Service (RELS) process and the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source
- d. The City Manager is authorized to approve requests under this section for any expense under \$15,000, following direction from the City Council to expand levels of service. Any item over \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

B. Access to Emergency Contingency Funds

Monies set aside in the Emergency Contingency account shall be accessible for the following purposes:

- 1. Unforeseen emergencies or disasters that require immediate response and incur short to mid-term unbudgeted expenses up to \$100,000. Emergency Contingency funds are targeted at small to moderate incidents that incur immediate funding needs for actions such as, but not limited to, debris removal, flood mitigation measures, wildfire response, severe weather, pandemics, water service disruptions and extended Emergency Operations Center (EOC) mobilization. Larger disaster funding requirements will be addressed by the City Council's ability to exceed the budget in a declared emergency (Utah 10-6-129. Uniform Fiscal Procedures Act for Utah Cities - Emergency expenditures).
- 2. In the case of emergency expenditures may be authorized by the Emergency Manager up to \$2,500, the Chief of Police up to \$5,000, the Finance Manager up to \$100,000 and the City Manager beyond \$100,000. In addition, since the emergency contingency budget is capped at \$100,000, any transaction over this amount will need City Council's approval unless another funding source is identified.

C. Monitoring

- 1. The Budget Department will monitor all expenditure from contingency accounts monthly, ensuring that access to the account is compliant with the above procedures.
- 2. Total expenses in the General Contingency account may not exceed 50% of the budgeted contingency prior to June 30 without the approval of the City Manager. On or after June 30, expenses may be coded to this account in excess of 50% of budgeted levels, but not to exceed 100% of the adjusted budget.

PART V - RECESSION/ REVENUE SHORTFALL PLAN

- A. The City has established a plan, including definitions, policies, and procedures to address financial conditions that could result in a net shortfall of resources as compared to requirements. The Plan is divided into the following three components:

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1. **Indicators** which serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor key revenue sources such as sales tax, property tax, and building activity, as well as inflation factors and national and state trends.
 2. **Phases** which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
 3. **Actions** which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.
- B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining revenues to address economic uncertainties. As always, the City will look to ensure that revenues are calculated adequately to provide an appropriate level of city services. As any recessionary impact reduces the City's projected revenues, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions to be taken.
1. **Level 1 - ALERT:** An anticipated net reduction in available projected revenues from 1% up to 5%. The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
 2. **Level 2 - MINOR:** A reduction in projected revenues in excess of 5%, but less than 15%. The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:
 - a. Implementing the previously determined "Same Level" Budget.
 - b. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
 - c. Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible (soft freeze). The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.
 - d. Closely monitoring and reducing expenditures for travel, seminars, retreats, and bonuses.
 - e. Identifying expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
 - f. Reprioritizing capital projects with the intent to de-obligate non-critical capital projects.
 - g. Limit access to contingency funds.
 3. **Level 3 - MODERATE:** A reduction in projected revenues in excess of 15%, but less than 30%. Initiating cuts of service levels by doing the following:
 - a. Requiring greater justification for large expenditures.

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- b. Deferring non-critical capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Identifying expenditures that would result in a 10% cut to departmental operating budgets while trying to minimize service level impacts where possible.
 - f. Eliminate access to contingency funds.
4. **Level 4 - MAJOR:** A reduction in projected revenues of 30% to 50%. Implementation of major service cuts.
- a. Instituting a hiring freeze.
 - b. Reducing the Part-time Non-Benefited and Seasonal work force.
 - c. Deferring merit wage increases.
 - d. Further reducing capital expenditures.
 - e. Preparing a strategy for reduction in force.
5. **Level 5 - CRISIS:** A reduction in projected revenues in excess of 50%.
- a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminating programs.
 - c. Deferring indefinitely capital improvements.
- C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.

PART VI – GRANT POLICY

In an effort to give some uniformity and centralization to the grants administration process for the City, the Budget Department has drafted the following guidelines for all grants applied for or received by Park City departments.

A. Application Process

Departments are encouraged to seek out and apply for any suitable grants. The Budget, Debt, & Grants Department is available to assist City departments in the search and application process. Whereas departments are encouraged to work side-by-side with the Budget Department in the application process, they are required at a minimum to communicate their intention to apply for a grant to the Budget Department. They are further required to send a copy of the finalized grant application to the Budget Department.

B. Executing a Grant

In the event of a successful grant application, the grantee department must notify the Budget Department immediately to schedule a meeting to discuss the grant administration strategy. All grants require approval by the Budget Manager before grant execution. If a check is sent by the granting entity to the grantee department, that check should be forwarded to the Budget Department and not deposited by the grantee department. It will be the Budget Department's responsibility to assure that all grant

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money is appropriately accounted for.

The Budget Department will create detailed physical and electronic files that include the following information provided by the grantee department

1. A copy of the grant application
2. The notice of award
3. Copies of invoices and expense documentation
4. Copies of checks received from the granting entity
5. Copies of significant communication (emails, letters, etc.) regarding the grant
6. Contact information for the granting entity
7. Contact information for project/program managers

Because many grants have varying regulations, terms, and deadlines, the Budget Department will assume the responsibility to meet those terms and monitoring requirements. The Budget Department will also track remaining balances on reimbursement-style grants. Information such as current balances, important deadlines, etc. will be provided to grantee departments on a regular basis or upon request. This centralized maintenance of grant documents will simplify grant queries and audits.

C. Budgeting for a Grant

Generally, operating and capital budgets will not be increased to account for a grant before the grant is awarded. Any department that receives a grant should fill out a budget option during the regular budget process. The option should be to increase either their operating or capital budget (depending on the grant specifications) for the appropriate year by the amount of the grant. The Budget Department will share the responsibility for seeing that the grant is budgeted correctly.

D. Spending Money against a Grant

When a department is ready to spend grant funds on a particular qualifying expense, they are to send copies of invoices for that expense to the Budget Department within one week of receiving the invoice. If the grant is a reimbursement-style grant, the Budget Department will manage the necessary drawdown requests. The Budget Department will provide departments with a report of the grant balance after each expense and/or drawdown. In the case that a reimbursement check is sent to the grantee department, it should be forwarded to the Budget Department for proper monitoring and accounting.

E. Closing a Grant

Some grants have specific close-out requirements. The Budget Department is responsible for meeting those terms and may call on grantee departments for specific information needed in the close-out process.

Many departments are already following a similar process for their grants and have found it to be a much more efficient practice than the often chaotic alternatives. Of course, no policy is one-size-fits-all, so some grants may not fit into the program. In that case, an alternative plan will be worked out through a meeting with the Budget Department directly following the award of the grant.

PART VII – MONTHLY BUDGET MONITORING

In order to make Park City Municipal more fiscally proficient it is important to monitor the budget more closely and regularly. This will make the entire city more accountable. The goal is to work on focusing City efforts of budgeting in six areas: monitoring, reporting, analysis, discussion, training, and review. This policy outlines the monthly budget monitoring process in three different areas of responsibility: Budget Department, Departmental Managers, and Teams (Managerial Groups).

A. Monitoring

1. Budget Department - The department sends out emails to all managers on a weekly basis, detailing any overages or concerns the department has. In the event a department exceeds its monthly allotment a meeting will be set up with the Budget Department and the manager in charge of the department's budget to discuss the reasons for the overage and a plan for recovery.
2. Managers - Managers are in charge of their own budgets and are required to monitor it throughout the year using the supplied tools.
3. Teams - Team members will act in an advisory role to help or assist other managers with their budgets as well as strategize the sharing of resources to help cover shortages in the short-term.

B. Reporting

1. Budget Department
 - The department analyzes and disperses a monthly monitoring report that details expenditures over revenues by fund for council and the city manager to view.
 - The department analyzes and disperses a report which shows detailed personnel expenses (budgeted vs. actual) on a position by position basis.
 - The department created an up-to-date **monthly budget** for each department available on the citywide shared drive. This report requires minimal training by the budget department in order to fully understand it. Basically, it implements the concept of a monthly budget in the current annual budget setup by dividing the year into twelve periods. These periods are allotted a certain amount of budget based on past expenditures for those months—this will account for seasonality of certain departments' budgets. This electronic report assists managers in monitoring and analyzing their own budgets throughout the year.
 - The department analyzes and disperses any kind of report requested by departmental managers such as Detail Reports, Custom Reports, etc.

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2. **Managers** - Managers review their emails and budget reports offered by the Budget Department. If problems or questions arise it is imperative that managers discuss these issues with the Budget Department and their team in a timely fashion, thereby helping to ease the budget option process at the end of the fiscal year. Where possible, departmental analysts charged with budget responsibilities should have a thorough knowledge of the content of these reports and be able to understand and use them appropriately. The Budget Department will rely on departmental managers and analysts to identify and communicate any report errors or inadequacies.
3. **Teams** - Team members should also look for any problems on budget reports and discuss them with the Budget Department if necessary or with other team members.

C. Analysis

1. **Budget Department** - As far as analysis, the department acts as more of a resource than anything else—helping out managers with specific questions and/or concerns. The Budget Department is always analyzing and breaking down the overall citywide budget, but general analysis of individual departments is the responsibility of the managers. Of course, the Budget Department will lend its resources and expertise for purposes of budget analysis upon the request of the departmental manager.
2. **Managers** - Managers are expected to know the status of their budget at all times as well as understand the primary drivers which may cause shortages. Managers should analyze the data provided by the Budget Department throughout the fiscal year with the help of monthly monitoring, personnel, department-specific, and detail reports to assist them in managing their budgets. Managers set their own budget during the budget season by determining current expenditures (and revenues) and forecasting them for the remaining fiscal year as well as the following one. This process also helps managers to determine budget options at the beginning of the calendar year.
3. **Teams** - Team members assist other managers on budget concerns and share ideas on how to make budgeting more efficient.

D. Discussion

1. **Budget Department** - The Budget Department meets with managers on a monthly basis when there are major issues or problems with their budgets upon request. It is expected that the department meets with teams on a quarterly basis to go over budgeting issues within the teams.
2. **Managers** - Managers will meet with the Budget Department whenever issues arise within their own budgets. Managers will also go over a general overview of their budget with their teams in preparation for the budget season's priority list of options.
3. **Teams** - Team members may assist other managers with any budget concerns. At quarterly team meetings teams should discuss budget concerns, including possible budget options, the necessity of shared resources, etc.

E. Training

POLICIES & OBJECTIVES

1. **Budget Department** - The Budget Department will train all managers and selected analysts in the details of the new monthly monitoring program as well as clarify any other general questions regarding the budget and the budget process. The goal here is to make the managers aware of all the tools they need and how to use them. (One hour budget tools training to be offered semi-annually.)
2. **Managers** - It will be up to the managers to become well-versed on the monthly budgeting program as well as their own budgets.
3. **Teams** - Team members will become well-versed on the monthly budgeting program and discuss with other managers any questions or problems. To the extent that further training is required, teams should request specific training to be given by the Budget Dept at quarterly meetings.

F. Review

1. **Budget Department** - There is a performance measure for the Budget Department establishing the goal of coming in within budget for the entire city. A question regarding the Budget Department's usefulness as a budget monitoring resource will be included on the Internal Service Survey, which will directly affect the Budget Officer's performance review.
2. **Managers** - A new performance measure is included for each department establishing the goal of coming in within budget.
3. **Teams** - Team members will take part in 360 reviews of managers that includes a section for fiscal responsibility in their job description. This allows team members to consider a manager's fiscal performance in the context of extenuating circumstances.

CHAPTER 2 - REVENUE MANAGEMENT

PART I - GENERAL REVENUE MANAGEMENT

- A.** The City will seek to maintain a diversified and stable revenue base to protect it from short- term fluctuations in any one revenue source.
- B.** The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

PART II - ENTERPRISE FUND FEES AND RATES

- A.** The City will set fees and rates at levels that fully cover the total direct and indirect costs, including debt service, of the Water and Golf enterprise programs.
- B.** The City will cover all transit program operating costs, including equipment replacement, with resources generated from the transit sales tax, business license fees, fare revenue, federal and state transit funds, and not more than 1/4 of 1 percent of the resort/city sales tax, without any other general fund contribution. Parking operations will be funded through parking related revenues and the remaining portion of the resort/city sales tax not used by the transit operation. The City will take steps to ensure revenues specifically for transit (transit tax and business license) will not be used for parking operations. The administrative charge paid to the general fund will be set to cover the full amount identified by the cost allocation plan.
- C.** The City will review and adjust enterprise fees and rate structures as required to ensure they remain appropriate and equitable.

PART III - INVESTMENTS

A. Policy

It is the policy of the Park City Municipal Corporation (PCMC) and its appointed Treasurer to invest public funds in a manner that ensures maximum safety provides adequate liquidity to meet all operating requirements, and achieve the highest possible investment return consistent with the primary objectives of safety and liquidity. The investment of funds shall comply with applicable statutory provisions, including the State Money Management Act, the rules of the State Money Management Council and rules of pertinent bond resolutions or indentures, or other pertinent legal restrictions.

B. Scope

This investment policy applies to funds held in City accounts for the purpose of providing City Services. Specifically, this Policy applies to the City's General Fund, Enterprise

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Funds, and Capital Project Funds. Trust and Agency Funds shall be invested in the State of Utah Public Treasurer's Investment Pool.

C. Prudence

Investments shall be made with judgment and care under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital and the probable income to be derived.

The standard of prudence to be used by the Treasurer shall be applied in the context of managing an overall portfolio. The Treasurer, acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided derivations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

D. Objective

The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. So, the following factors will be considered, in priority order, to determine individual investment placements: safety, liquidity, and yield.

1. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Park City Municipal Corporation shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity:** The Park City Municipal Corporation's investment portfolio will remain sufficiently liquid to enable the PCMC to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investment:** The PCMC's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the PCMC's investment risk constraints and the cash flow characteristics of the portfolio.

E. Delegation of Authority

Investments and cash management will be the responsibility of the City Treasurer or his designee. The City Council grants the City Treasurer authority to manage the City's investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transaction undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

F. Ethics and Conflicts of Interest

The Treasurer is expected to conduct himself in a professional manner and within ethical

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guidelines as established by City and State laws. The Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The Treasurer and other employees shall disclose to the City Manager any material financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the PCMC, particularly with regard to the time of purchase and sales.

G. Authorized Financial Dealers and Institutions

Investments shall be made only with certified dealers. “Certified dealer” means: (1) a primary dealer recognized by the Federal Reserve Bank of New York who is certified by the Utah Money Management Council as having met the applicable criteria of council rule; or (2) a broker dealer as defined by Section 51-7-3 of the Utah Money Management Act.

H. Authorized and Suitable Investments

Authorized deposits or investments made by PCMC may be invested only in accordance with the Utah Money Management Act (Section 51-7-11) as follows:

1. The Public Treasurer’s Investment Fund (PTIF)
2. Collateralized Repurchase Agreements
3. Reverse Repurchase agreements
4. First Tier Commercial Paper
5. Banker Acceptances
6. Fixed Rate negotiable deposits issued by qualified depositories
7. United States Treasury Bills, notes and bonds

Obligations other than mortgage pools and other mortgage derivative products issued by the following agencies or instrumentalities of the United States in which a market is made by a primary reporting government securities dealer:

1. Federal Farm Credit Banks
2. Federal Home Loan Banks
3. Federal National Mortgage Association
4. Student Loan Marketing Association
5. Federal Home Loan Mortgage Corporation
6. Federal Agriculture Mortgage Corporation
7. Tennessee Valley Authority
8. Fixed rate corporate obligations that are rated “A” or higher
9. Other investments as permitted by the Money Management Act

I. Investment Pools

A thorough investigation of the Utah Public Treasurer’s Investment Fund (PTIF) is required on a continual basis. The PCMC Treasurer shall have the following questions and issues addressed annually by the PTIF:

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1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement process), and how often are the securities priced and the program audited.
4. A description of who may invest in the program, how often and what size deposit and withdrawal.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it except such proceeds.

J. Safekeeping and Custody

All securities shall be conducted on a delivery versus payment basis to the PCMC's bank. The bank custodian shall have custody of all securities purchased and the Treasurer shall hold all evidence of deposits and investments of public funds.

K. Diversification

PCMC will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50 percent of the PCMC's total investment portfolio will be invested in a single security type.

L. Maximum Maturities

The term of investments executed by the Treasurer may not exceed the period of availability of the funds to be invested. The maximum maturity of any security shall not exceed five years. The City's investment strategy shall be active and monitored monthly by the Treasurer and reported quarterly to the City Council. The investment strategy will satisfy the City's investment objectives.

M. Internal Control

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

N. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is active. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved by investments other than those in the PTIF will be the monthly yield of the PTIF.

O. Reporting

The Treasurer shall provide to the City Council quarterly investment reports which provide a clear picture of the current status of the investment portfolio. The quarterly

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reports should contain the following:

1. A listing of individual securities held at the end of the reporting period
2. Average life and final maturity of all investments listed
3. Coupon, discount, or earnings rate
4. Par Value, Amortized Book Value and Market Value
5. Percentage of the portfolio represented by each investment category

The City's annual financial audit shall report the City's portfolio in a manner consistent with the Governmental Accounting Standards Board (GASB) market based requirements that go into effect in June of 1997.

P. Investment Policy Adoption

As part of its ~~two-year~~ annual budget process, the City Council shall adopt the investment policy every two years.

PART IV - SALVAGE POLICY

This policy establishes specific procedures and instructions for the disposition of surplus property. Surplus property is defined as any property that a department no longer needs for their day to day operations.

Personal Property of Park City Municipal Corporation is a fixed asset. It is important that accurate accounting of fixed assets is current. Personal property, as defined by this policy will include, but not limited to rolling stock, machinery, furniture, tools, and electronic equipment. This property has been purchased with public money. It is important that the funds derived from the sale be accounted for as disposed property.

A. Responsibility for Property Inventory Control

It is the responsibilities of the Finance Manager to maintain an inventory for all personal property. The Finance Manager will be responsible for the disposition of all personal property. The Finance Manager will assist in the disposition of all personal property.

B. Disposition of an Asset

Department heads shall identify surplus personal property within the possession of their departments and report such property to the Finance Manager for consideration. The department head should clearly identify age, value, comprehensive description, condition and location. The Finance Manager will notify departments sixty (60) days in advance of pending surplus property sales.

C. Conveyance for Value

The transfer of City-owned personal property shall be the responsibility of the Finance Manager. Conveyance of property shall be based upon the highest and best economic return to the City, except that surplus City-owned property may be offered preferentially to units of government, non-profit or public organizations. The highest and best economic return

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to the city shall be estimated by one or more of the following methods in priority order:

1. Public auction
2. Sealed competitive bids
3. Evaluation by qualified and disinterested consultant
4. Professional publications and valuation services
5. Informal market survey by the Finance Manager in case of items of personal property possessing readily, discernable market value

Sales of City personal property shall be based, whenever possible, upon competitive sealed bids or at public auction. Public auctions may be conducted on-site or through an internet-based auction site at the determination of the Finance Manager. The Finance Manager may, however waive this requirement when the value of the property has been estimated by an alternate method specified as follows:

1. The value of the property is considered negligible in relation to the cost of sale by bid or public auction;
2. Sale by bidding procedure or public auction are deemed unlikely to produce a competitive bid;
3. Circumstances indicate that bidding or sale at public auction will not be in the best interest of the City; or,
4. The value of the property is less than \$50.

In all cases the City will maintain the right to reject any or all bids or offers.

D. Revenue

All monies derived from the sale of personal property shall be credited to the general fund of the City, unless the property was purchased with money derived from an enterprise fund, or an internal service fund, in which case, the money shall be deposited in the general revenue account of the enterprise or internal service fund from which the original purchase was made.

E. Advertising Sealed Bids

A notice of intent to dispose of surplus City property shall appear in two separate publications at least one week in advance in the Park Record. Notices shall also be posted at the public information bulletin board at Marsac.

F. Employee Participation

City employees and their direct family members are not eligible to participate in the disposal of surplus property unless;

1. Property is offered at public auction
2. If sealed bids are required and no bids are received from general public, a re-bidding may occur with employee participation

G. Surplus Property Exclusion

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The Park City Library receives property, books, magazines, and other items as donations from the public. Books, magazines, software, and other items can be disposed from the library's general collection through the Friends of the Library. The Friends of the Library is a nonprofit organization which sponsors an ongoing public sale open to the public located at the public Library for Park City residents.

H. Compliance

Failure to comply with any part of this policy may result in disciplinary action.

PART V - COMPREHENSIVE FINANCIAL MANAGEMENT PLAN

To provide the City with the opportunity to identify and resolve financial problems before, rather than after, they occur, the City intends to develop a strategy for fiscal independence. The proposed outline for this plan is below.

A. Scope of Plan

1. A financial review, including the following:
 - a. Cost-allocation plan
 - b. Revenue handbook (identifying current and potential revenues)
 - c. City financial trends (revenues & expenditures)
 - d. Performance Measures and Benchmarks
2. Budget reserve policies
3. Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
4. Rate and fee increases
5. Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management
 - d. Budget
 - e. Pavement Management
 - f. Property Management
 - g. Facilities Master Plan
 - h. Recreation Master Plan

B. Assumptions

1. Growth
 - a. Population
 - b. Resort
2. Inflation

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3. Current service levels
 - c. Are they adequate?
 - d. Are they adequately funded?
4. Minimum reserve levels (fund balances)
5. Property tax increases (When?)

C. Findings, Conclusions, and Recommendations

1. Current financial condition and trends
2. Capital Improvement Program
3. Projected financial trends
4. General operations
5. Capital improvements
6. Debt management

PART VI - RESERVES

A. General Overview:

1. Over the next two years the City will do the following:
 - a. Maintain the General Fund Balance at approximately the legal maximum.
 - b. Continue to fund the Equipment Replacement Fund at 100%.
 - c. Strive to build a balance in the Enterprise Funds equal to at least 20% of operating expenditures.

This level is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for the following:

- a. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
 - b. Contingencies for unseen operating or capital needs.
 - c. Cash flow requirements.
2. The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
3. In addition to the designations noted above, fund balance levels will be sufficient to meet the following:
 - a. Funding requirements for projects approved in prior years that are carried forward into the new year.
 - b. Debt service reserve requirements.
 - c. Reserves for encumbrances
 - d. Other reserves or designations required by contractual obligations or generally accepted accounting principles.

4. In the General Fund, any fund balance in excess of projected balance at year end will be appropriated to the current year budget as necessary. The money will be allocated to building the reserve for capital expenditures, including funding equipment replacement reserves and other capital projects determined to be in the best long-term interest of the City.

B. General Fund:

Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The use of the balance is restricted as well. With the advent of Senate Bill 158 from the 2013 General Session, the maximum balance retained allowed increased from 18 percent to 25 percent of total, estimated, fund revenues and may be used for the following purposes only: (1) to provide working capital to finance expenditures from the beginning of the budget year until other revenue sources are collected; (2) to provide resources to meet emergency expenditures in the event of fire, flood, earthquake, etc.; and (3) to cover a pending year-end excess of expenditures over revenues from unavoidable shortfalls in revenues. For budget purposes, any balance that is greater than 5 percent of the total revenues of the General Fund may be used. The General Fund balance reserve is a very important factor in the City's ability to respond to emergencies and unavoidable revenue shortfalls. Alternative uses of the excess fund balance must be carefully weighed.

The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year in compliance with State Law. Second, a provision will be made to transfer any remaining General Fund balance to the City's CIP Fund. These one-time revenues are designated to be used for one-time capital project needs in the City's Five Year CIP plan. Any amount above an anticipated surplus will be dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. The revenues should not be used for new capital projects or programming needs.

C. Capital Improvements Fund

1. The City may, in any budget year, appropriate from estimated revenues or fund balances to a reserve for capital improvements for the purpose of financing future specific capital improvements under a formal long-range capital plan adopted by the governing body. Thus the City will establish and maintain an Equipment Replacement Capital Improvement Fund to provide a means for timely replacement of vehicles and equipment. The amount added to this fund, by annual appropriation, will be the amount required to maintain the fund at the approved level after credit for the sale of surplus equipment and interest earned by the fund.
2. As allowed by Utah State Code (§ 9-4-914) the City will retain at least \$5 million in the Five-Year CIP, ensuring the ability to repay bond obligations as well as maintain a high bond rating. The importance of reserves from a credit standpoint

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is essential, especially during times of economic uncertainty. Reserves will provide a measure of financial flexibility to react to budget shortfalls in a timely manner as well as an increased ability to issue debt without insurance.

D. Enterprise Funds

1. The City may accumulate funds as it deems appropriate.

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CHAPTER 3 - CAPITAL IMPROVEMENTS

PART I - CAPITAL IMPROVEMENT MANAGEMENT

- A.** The public Capital Improvement Plan (CIP) will include the following:
1. Public improvements that cost more than \$10,000.
 2. Capital purchases of new vehicles or equipment (other than the replacement of existing vehicles or equipment) that cost more than \$10,000.
 3. Capital replacement of vehicles or equipment that individually cost more than \$50,000.
 4. Any project that is to be funded from building-related impact fees.
 5. Alteration, ordinary repair, or maintenance necessary to preserve a public improvement (other than vehicles or equipment) that cost more than \$20,000.
- B.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness, as well as conformance with established policies. The CIP is a five year plan, reflecting a balance between capital replacement projects that repair, replace, or enhance existing facilities, equipment or infrastructure and capital facility projects that significantly expand or add to the City's existing fixed assets.
- C.** Development impact fees are collected and used to offset certain direct impacts of new construction in Park City. Park City has imposed impact fees since the early 1980s.

Following Governor Leavitt's veto of Senate Bill 95, the 1995 State Legislature approved revised legislation to define the use of fees imposed to mitigate the impact of new development. Park City's fees were adjusted to conform to restrictions on their use. The fees were revised again by the legislature in 1997. The City has conducted an impact fee study and CIP reflects the findings of the study. During the budget review process, adjustments to impact fee related projects may need to be made. Fees are collected to pay for capital facilities owned and operated by the City (including land and water rights) and to address impacts of new development on the following service areas: water, streets, public safety, recreation, and open space/parks. The fees are not used for general operation or maintenance. The fees are established following a systematic assessment of the capital facilities required to serve new development. The city will account for these fees to ensure that they are spent within six years, and only for eligible capital facilities. In general, the fees first collected will be the first spent.

PART II - CAPITAL FINANCING AND DEBT MANAGEMENT

Capital Financing

- A.** The City will consider the use of debt financing only for one-time, capital improvement projects and only under the following circumstances:

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1. When the project's useful life will exceed the term of the financing.
 2. When project revenues or specific resources will be sufficient to service the long-term debt.
- B.** Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax, or bond anticipation notes is excluded from this limitation.
- C.** Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes, or developer agreements when benefits can be specifically attributed to users of the facility.
- D.** The City recently passed a second bond election for \$10,000,000 to preserve Open Space in Park City. This bond was the second general obligation bond passed in five years and represents the second general obligation bond passed by the city for Open Space with an approval rate of over 80 percent, the highest approval of any Open Space Bond in the United States.
- E.** The City will use the following criteria to evaluate pay-as-you-go versus long-term financing for capital improvement funding:
1. Factors That Favor Pay-As-You-Go:
 - a. When current revenues and adequate fund balances are available or when project phasing can be accomplished.
 - b. When debt levels adversely affect the City's credit rating.
 - c. When market conditions are unstable or present difficulties in marketing.
 2. Factors That Favor Long-Term Financing:
 - a. When revenues available for debt service are deemed to be sufficient and reliable so that long-term financing can be marketed with investment grade credit ratings.
 - b. When the project securing the financing is of the type which will support an investment grade credit rating.
 - c. When market conditions present favorable interest rates and demand for City financing.
 - d. When a project is mandated by state or federal requirements and current revenues and available fund balances are insufficient.
 - e. When the project is immediately required to meet or relieve capacity needs.
 - f. When the life of the project or asset financed is 10 years or longer.

PART III - ASSET MANAGEMENT POLICY

A. Purpose

The objective of the Asset Management Plan is to establish a fund and a fixed replenishment amount from operations revenues to that fund from which the City may draw for replacement, renewal, and major improvements of capital facilities. The fund should be sufficient to ensure that assets are effectively and efficiently supporting the operations and objectives of the City. The Asset Management Plan is an integral part of the City's long-term plan to replace and renew the City's primary assets in a fiscally responsible manner.

Goals of the Program:

1. Protect assets
2. Prolong the life of systems and components
3. Improve the comfort of building environments
4. Prepare for future needs

B. Management

A project is designated in the Five-year capital plan to which annual contributions are made from the General Fund for asset management. The amount to be contributed should be based on a 10-year plan, to be updated every fifth year, which outlines the anticipated replacement and repair needs for each of the City's major assets. In addition, 0.5 percent of the value of each of the major assets should be contributed annually to the project. The unspent contributions will carry forward in the budget each year, with the interest earned on that amount to be appropriated to the project as well.

A project manager will be appointed by the City Manager, with the responsibility of monitoring the progress of the fund, assuring a sufficient balance for the fund, controlling expenditures out of the fund, managing scheduled projects and associated contracts, making necessary budget requests, and updating the 10-year plan. In addition, a standing committee should be formed consisting of representatives from Public Works, Budget, Debt & Grants, and Sustainability which will convene only to resolve future issues or disputes involving this policy, requests for funding, or the Asset Management Plan in general.

C. Accessing Funds

When funds need to be accessed, a request should be turned in to the project manager. If the expense is on the replacement schedule as outlined in the 10-year plan or is a reasonably related expense under \$10,000 (according to the discretion of the project manager), the project manager should approve it. Otherwise, the Asset Management Committee should be convened to consider the request and decide whether it is an appropriate use of funds.

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Requests that should require approval of the Asset Management Committee include:

1. Expenses not anticipated in the 10-year plan, which are in excess of
2. \$10,000.
3. Upgrades in technology or quality
4. Renovations, additions, or improvements that incorporate non-existing assets

PART IV - NEIGHBOURHOOD CIPREQUESTS POLICY

Staff will use this policy for considering and prioritizing CIP requests from Park City neighborhood and business districts.

A. Submission of petition to the Executive Office

1. Must be from a representative number of households/businesses of a given subdivision, business district, or a registered owners association. Accurate contact information and names of each petitioner must be provided along with designation of one primary contact person or agent.
2. Define Boundary - Who does the petition represent? Is it inclusive to a specific neighborhood or business district? Explain why assessment area should be limited or expanded.
3. Define issues - What is being requested?
4. Deadline – In order to be considered for the upcoming fiscal year, the petition must be submitted by the end of the calendar year.

B. Initial Internal Review

1. Identify staff project manager.
2. Present petition to Traffic Calming & Neighborhood Assessment Committee. Meeting called within one month of petition being submitted.
3. Define and verify appropriate, basic levels of service are being provided. If they are not, provide:
 - a. Health, safety, welfare
 - b. Staff's available resources and relative workload
 - c. Minimum budget thresholds not exceeded (below \$20k pre-budgeted – no council approval needed)
4. Define enhanced levels of service that are requested. Are these consistent with Council goals and priorities? If so, continue to step # 3.

C. Initial Communication to Council (Managers Report)

1. Inform Council of request for assistance - outlines specific issues/requests.
2. Inform Council of any basic service(s) Staff has begun to provide.

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3. No input or direction from Council will be requested at this time.

D. Comprehensive Internal Review

1. Assemble background/history & existing conditions. Identify all participants, relevant City ordinances, approval timeline, other pertinent agreements/studies & factors, etc.
2. Criteria to analyze request - What should be done and with what rationale?
 - a. Verify requested services are consistent with Council goals and priorities.
 - b. Cost/Benefit Analysis - Define budgetary implications of providing Enhanced level of services:
 - i. Define need & costs for any additional technical review
 - ii. Define initial capital improvement costs
 - iii. Define annual, ongoing maintenance and operational costs
 - iv. Gather input from City department identified as responsible for each individual item as listed
 - v. Identify available resources & relative workload

E. Initiate Public Forum (Applicant & Staff partnership)

1. Neighborhood meeting(s) - Create consensus from petitioner and general public
2. Identify issues and potential solutions:
 - a. Identify what we can accomplish based on funding availability
 - b. Use cost/benefit analysis to prioritize applicant's wish list
 - c. Funding partner – any district that receives “enhanced” levels of service should be an active participant in funding or, participate in identification of a funding source other than City budget
3. Identify agreeable solutions suited for recommendation for funding assistance

F. Communication to Council (Work Session or Managers Report)

1. Receive authorization for technical review - using “outside” consultants if necessary
2. Identify prioritized project wish list (unfunded)
3. Identify funding source for each item; or move to CIP committee review as “yet to be funded project” for prioritization comparison
4. Council decision whether or not to include in budget
5. Spring of each year, consistent with budget policies of reviewing all new requests at once.

CHAPTER 4 - INTERNAL SERVICE POLICY

PART I - HUMAN RESOURCE MANAGEMENT

- A.** The City will manage the growth of the regular employee work force without reducing levels of service or augmenting ongoing regular programs with Seasonal employees, except as provided in sections E and F below.
- B.** The budget will fully appropriate the resources needed for authorized regular staffing and limit programs to the regular staffing authorized.
- C.** Staffing and contract service cost ceilings will limit total expenditures for regular employees, Part-time Non-Benefited employees, Seasonal employees, and independent contractors hired to provide operating and maintenance services.
- D.** Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by City employees, rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will do the following:
 - 1.** Fill an authorized regular position.
 - 2.** Receive salary and benefits consistent with the compensation plan.
- E.** To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - 1.** The City Council will authorize all regular positions.
 - 2.** The Human Resources Department will coordinate and approve the hiring of all Full-time Regular, Part-time Non-Benefited, and Seasonal employees.
 - 3.** All requests for additional regular positions will include evaluations of the following:
 - a.** The necessity, term, and expected results of the proposed activity.
 - b.** Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support, and facilities.
 - c.** The ability of private industry to provide the proposed service.
 - d.** Additional revenues or cost savings that may be realized.
 - 4.** Periodically, and prior to any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees.
- F.** Part-time Non-Benefited and Seasonal employees will include all employees other than regular employees, elected officials, and volunteers. Part-time Non-Benefited and Seasonal employees will augment regular City staffing only as extra-help employees. The City will encourage the use of Part-time Non-Benefited and Seasonal employees to meet

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peak workload requirements, fill interim vacancies, and accomplish tasks where less than regular, year-round staffing is required.

- G. Contract employees will be defined as temporary employees with written contracts and may receive approved benefits depending on hourly requirements and length of contract. Generally, contract employees will be used for medium-term projects (generally between six months and two years), programs, or activities requiring specialized or augmented levels of staffing for a specific period of time. Contract employees will occasionally be used to staff programs with unusual operational characteristics or certification requirements, such as the golf program. The services of contract employees will be discontinued upon completion of the assigned project, program, or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis except as described above.
- H. The hiring of Seasonal employees will not be used as an incremental method for expanding the City's regular work force.
- I. Independent contractors will not be considered City employees. Independent contractors may be used in the following two situations:
 - 1. Short-term, peak work load assignments to be accomplished through the use of personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that the work of OEA employees will be closely monitored by City staff and minimal training will be required; however, they will always be considered the employees of the OEA, and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Manager.
 - 2. Construction of public works projects and the provision of operating, maintenance, or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills, and equipment will generally be determined and provided by the contractor.

PART II - PROGRAM AND RESOURCE ANALYSIS

(Note – The Program and Resource Analysis was completed in FY 2002. The following information constitutes the final report and includes all of the major recommendations. It is included in the Policies and Objectives as a guide for future decisions.)

The City Council has financial planning as a top priority. This goal includes “identifying and resolving financial problems before, rather than after, they occur.” During the FY2001 budget process, Council directed staff to conduct a citywide analysis of the services and programs the City offers. The purpose of the Program and Resource Analysis is to provide a basis for understanding and implementing long-term financial planning for Park City Municipal Corporation (PCMC). The study has and will continue to inform the community of the fiscal

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issues facing the City and to provide Council and the community with tools to help make critical policy decisions for Park City's future.

The Program and Resource Analysis was split into six topics, with an employee task force responsible for each topic. In total, more than 40 employees volunteered and participated in the analysis, representing every department in the City. Each task force included about six employees and was chaired by a senior or mid-manager.

The Employee Steering Committee (ESC) was formed to coordinate with the various committees to insure no overlap occurred and to provide assistance in reviewing policy recommendations. In addition to employees of PCMC, members of the Citizens Technical Advisory Committee (CTAC) and of the City Council Liaison Committee (CCLC) were instrumental with the study.

CTAC consists of three representatives from the community to examine staff recommendations and to be a link between staff and the citizens of Park City. At the time of the original study this group worked with Program Service Level and Expenditure Committee (SLAC), the Recreation Report, and ESC.

They advised these groups by providing an outside professional perspective that enriched discussions and add private sector insight. Since that time Council has continued to use the expertise of CTAC. Staff recommends that when appropriate, Council should appoint technical committees such as CTAC to assist with projects and analysis.

The CCLC was made up of two City Council members who served as liaisons between the City Council and the ESC. They attended ESC meetings and were able to comment and question the various group representatives on the ESC.

The six topics covered by this study are outlined and summarized below.

Resort Economy and General Plan Element (A)

This group examined the local economy and how it affects municipal finances and presented an update of the City General Plan.

Program Service Levels and Expenditures (B)

This group assessed the services, programs, and departments to analyze citywide increases in costs as they relate to the growth in the economy. It identified the services provided by Park City. After the analysis, the group was able to provide City Council with information regarding the level and scope of services provided by the City in the past and present, so as to change future expenditure patterns to better meet the needs of the City. (This particular analysis was instrumental in the development of Park City's current Performance Measurement program.)

Revenues and Assets (C)

This group examined PCMC's current and potential revenue sources. To do this analysis, it reviewed long-range revenue forecasts and policies and considered how the city could use its assets to maximize output. Some of the specific areas it looked at were taxes, economic impacts from special events, and general fund services fees.

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Capital Improvement Program (CIP) (D)

This group reviewed all the CIP project funding. It determined whether current project priorities that were identified through a comprehensive public prioritization process in 1999 are still appropriate. It ranked new projects to be added to the CIP and identified projects to be completed prior to the Olympics.

Intergovernmental Programs (E)

This group focused on the current and potential interactions of PCMC with other agencies. It did the following: (1) examined how well the interlocal agreements worked and about developing guidelines for such agreements, (2) determined whether PCMC should combine services and functions, and (3) addressed the creation of a policy that establishes a process for grants application and administration.

Non-Departmental/Inter-fund (F)

This group had two primary tasks. The first was to review the interaction between different City funds, which resulted in participation on the Recreation Fund Study Subcommittee. The second was to be responsible for making a recommendation to the City Manager regarding the two-year pay plan.

The Steering Committee for the Program and Resource Analysis recommended that the Council consider the following conclusions and policy recommendations as part of the budget process. The findings were subsequently included as a permanent part of the Budget Document and will continue to serve as guidance for future decisions.

A. Resort Economy and General Plan Element

Resort Economy: Wikstrom Economic & Planning Consultants conducted a study in 2000 showing that Park City is indeed a resort economy and receives more in revenues from tourism than it spends on tourists. The Wikstrom Report states the following (the report was updated in 2003 and reflects current figures):

Tourist-related revenues already outpace tourist-related expenditures in Park City, even without increasing tourist revenue streams. Our analysis indicates that visitors generate roughly 71 percent of all general fund revenues (not including inter-fund transactions), while roughly 40 percent of general fund expenditures are attributable to tourists. Therefore, based on information provided by the Utah League of Cities and Towns, Park City currently expends roughly \$3,561 for each existing full-time resident for selected services. Seventy one percent of this revenue, or \$2,528 per capita, is attributable to tourists, while forty percent, or \$1,424 goes to tourist-related costs, leaving a net gain of \$1,104 per capita that pays for activities that are not tourist-related. This benefit is seen in such areas as road maintenance, snow removal, libraries, technology and telecommunications, community and economic development, police services and golf and recreation programs. With an estimated population of 8,500 persons, Park City receives a direct net benefit of nearly \$9 million from tourism.

Staff recommends Council take actions that preserve or enhance Park City's resort

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economy.

B. Program Service Levels and Expenditures

1. New/growth related service levels: Provision of new/growth related services should be offset with new or growth related revenues or a corresponding reduction in service costs in other areas.
2. Fee Dependent Services: If fees do not cover the services provided, Council should consider which of the following actions to take: (1) reduce services; (2) increase fees; or (3) determine the appropriate subsidy level of the General Fund.
3. Consider all requests at once: Council should consider requests for service level enhancements or increases together, rather than in isolation.
4. Consider ongoing costs associated with one-time purchases/expenditures: Significant ongoing costs, such as insurance, taxes, utilities, and maintenance should be determined before an initial purchase is made or a capital project is constructed. Capital and program decisions should not be made until staff has provided a five-year analysis of ongoing maintenance and operational costs.
5. Re-evaluate decisions: Political, economic, and legal changes necessitate reevaluation to ensure Council goals are being met. Staff and Council should ~~use the first year of the two-year budget process to review programs.~~ review programs as part of the annual budget process.
6. Analyze the people served: With a changing population, staff should periodically reassess the number of people (permanent residents' verses visitor population) served with each program.
7. Evaluate the role of boards and commissions relating to service levels: The City Council should encourage boards and commissions to consider the economic impacts of recommendations and incorporate findings into policy direction.
8. New service implementation: Prior to implementing a new service, the City Council should consider a full assessment of staffing and funding requirements.
9. Provide clear City Council direction: City Council should achieve a clear consensus and provide specific direction before enhancing or expanding service.
10. Benchmarking and performance measurement: The City should strive to measure its output and performance. Some departments have established performance measures.

C. Revenues and Assets

1. Building and Planning Fees: Staff has identified revenues that can be increased, and recommends increasing building and planning fees this year.
2. Sewer Franchise Fee: Staff recommends imposing a franchise fee on the sewer district. The City can charge up to a 6 percent franchise fee on the sewer district.
3. Other revenues: Staff has identified the following as additional General Fund revenues, but does not recommend an increase at this time (Transit Room Tax, Sales Tax, and Property Tax).
4. Special Events: Staff does not recommend increasing fees for special events.
5. Assets: Although Staff identified assets that could be sold; it does not recommend a sale of assets at this time.

D. Capital Improvement Program

1. Prioritized capital projects: Council should adopt the prioritized capital projects during the budget process.
2. Project manager for each capital project: Staff recommends each capital project to be assigned to a project manager at the manager level (unless otherwise directed).
3. Peer review: Staff recommends managers and related agencies offer appropriate peer review to identify and to plan for operating costs before projects are taken to Council.
4. Value Engineering: Staff recommends maintaining a dialogue with suppliers, contractors, and designers to ensure cost-effective projects.
5. Projects with a possible art component: Staff recommends the project manager to determine the necessity, selection, and placement of art on a project by project basis as funding, timing, complexity, and appropriateness may warrant.

E. Intergovernmental Programs

1. Regional Transit: The City should participate in the development of a regional transit action plan.
2. Recreation MOU: The City should decide whether to renew the Memorandum of Understanding with Snyderville Basin Recreation District or to discontinue it.
3. Communications: Staff recommends the decision of whether to combine Park City's and Summit County's communications systems be postponed until a decision on the City's role in the Countywide Communications Study is made.
4. Grants Policy: Staff recommends Council adopts a budget policy, outlining a comprehensive grants process that insures continuity in grants administration and access to alternative sources of funding.

F. Non-Departmental/Inter-fund

1. Employee Compensation Plan: Staff recommends Council adopt the pay plan as presented in this budget.
2. Recreation Fund: Staff endorses the findings and recommendations of the Recreation Analysis completed in February 2001.
3. Water Fund: Staff recommends a focus group be formed in the near future to research the feasibility of implementing a franchise tax on water usage.
4. Self-Insurance Fund: Staff recommends leaving the reserve as it currently is, but consider using the reserve fund to pay insurance premiums, rather than using inter-fund transfers from each of the operating budgets. This recommendation has been implemented.

G. Recreation Analysis

1. Fund Structure: The Wikstrom Report recommends continuing to use the enterprise fund if cost allocation procedures are established that clearly track the use of subsidy monies and individual program costs.

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2. Indirect Costs: The Wikstrom Report recommends further evaluation of indirect costs, since present accounting methods do not clearly do so.
3. Adult Programs: The report identified adult programs as an area where policy direction should be received. Specifically, should all adult programs be required to cover their direct costs and indirect costs? Should all adult programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for adult programs? At what point should an existing adult program be eliminated? What criteria should be used in this decision?
4. CTAC Adult Programming: CTAC questioned the practice of subsidizing adult programs. A recommendation came forward from that group suggesting that all youth activities be moved into the General Fund with adult programs remaining in the enterprise fund without a subsidy.
5. Youth Programs: Should all youth programs be held to the same standard of cost recovery, or should some programs be required to recover a higher level of costs than others? What level of subsidy is appropriate, on a per user basis, for youth programs? Is the City willing to subsidize indirect costs of SBRD youth participants in order to increase the quality of life for Park City youth? At what point should an existing youth program be eliminated? What criteria should be used in this decision? Should all youth programs be held to the same standard or should there be a different standard for team sports as opposed to individual sports such as tennis or swimming?
6. Potential Revenue and Capital Funding Alternatives: Currently capital replacement of the Recreation Facility is funded with an unidentified revenue source. Wikstrom posed several policy questions intended to more fully understand this issue, such as the following: Is the City willing to institute a municipal transient room tax with a portion of the revenues dedicated to funding recreation? Is the City willing to request an increase in the resort tax to the legal limit of 1.5 percent, which is a ballot issue and requires voter approval? Is the City willing to request voter approval for a general obligation bond in the amount of roughly \$2 million?

H. Miscellaneous Analysis

1. A comprehensive analysis on the Water Fund is currently underway. The study includes a rate study and fee analysis. The intent of the study is to insure the City has the ability to provide for the present and future water needs (This analysis was updated in 2003 and again in 2004. The City Manager's recommended budget for FY 2005 will incorporate changes to the Water Fund as a result.)
2. Analyses to establish market levels and to study the financial condition of the Golf Fund were conducted in 2000 and 2001. An evaluation of the fund by Staff in spring 2004 revealed that additional changes to fees and expenditures are necessary. Staff was will also conduct an in-depth analysis of the course and its operations (including a discussion of the course's underlying philosophy) beginning later this summer.

PART III - COST ALLOCATION PLAN

The City has developed a Cost Allocation Plan detailing the current costs of services to internal users (e.g., fees, rates, user charges, grants, etc.). This plan was developed in recognition of the need to identify overhead or indirect costs, allocated to enterprise funds and grants and to develop a program which will match revenue against expenses for general fund departments which have user charges, regulatory fees, licenses, or permits. This plan will be used as the basis for determining the administrative charge to enterprise operations and capital improvement projects.

Anticipated future actions include the following:

- A.** Maintain a computerized system (driven from the City's budget system) that utilizes the basic concepts and methods used in cost allocation plans.
- B.** Fine-tune the methods of cost allocation to ensure the fair and equitable distribution of cost.
- C.** Develop guidelines for the use and maintenance of the plan.
 - 1.** Long Range Capital Improvement Plan
 - a. Project identification and prioritization
 - b. CIP financing plan
 - 2.** Rate and fee increases
 - 3.** Other related and contributing plans and policies
 - a. Water Management
 - b. Flood Management
 - c. Parking Management

CHAPTER 5 - CONTRACTS & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS (AMENDED MAY 2020)

As part of the budget process, the City Council appropriates funds to contract with organizations offering services consistent with the needs and goals of the City. Depending upon the type of service category, payment terms of the contracts may take the form of cash payment and/or offset fees or rent relating to City property in exchange for value-in-kind services. The use of the public service contracts will typically be for specific services rendered in an amount consistent with the current fair market value of said services.

A. Public Service Fund Distribution Criteria

In order to be eligible for a public service contract in Fund Categories 1-3, organizations must meet the following criteria:

- 1. Criterion 1:** Accountability and Sustainability of Organization - The organization must have the following:
 - Quantifiable goals and objectives.
 - Non-discrimination in providing programs or services.
 - Cooperation with existing related programs and community service.
 - Compliance with the City contract.
 - Federally recognized not-for-profit status.
- 2. Criterion 2:** Program Need and Specific City Benefit - The organization must have the following:
 - A clear demonstration of public benefit and provision of direct services to City residents.
 - A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.
- 3. Criterion 3:** Fiscal Stability and Other Financial Support - The organization must have the following:
 - A clear description of how public funds will be used and accounted for
 - Other funding sources that can be used to leverage resources.
 - A sound financial plan that demonstrates managerial and fiscal competence.
 - A history of performing in a financially competent manner.
- 4. Criterion 4:** Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

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B. Total Public Service Fund Appropriations

The City may appropriate up to 1 percent of the City's total budget for public service contracts for the Special Service Contract and Rent Contribution Categories described below. In addition, the City appropriates specific dollar amounts from other funds specifically related to Historic Preservation as described below.

C. Fund Categories and Percentage Allocations

For the purpose of distributing Public Service Funds, public service contracts are placed into the following categories:

- 1. Special Service Contracts**

- a) Regular Services – To be determined by Council discretion

- 2. Rent Contribution**

- 3. Historic Preservation**

A percentage of the total budget (which shall not exceed 1 percent) is allocated for contracts in the Special Service Contract and Rent Contribution categories by the City Council. A specific dollar amount is allocated to Historic Preservation and the Historic Preservation Grant Program based up on funds available from the various Redevelopment Agencies and the General Fund.

The category percentage allocation could vary from year-to-year, depending on Council discretion. In addition, as the City's budget fluctuates (up or down) due to economic conditions, the dollar amounts applied to each category may fluctuate proportionally. Unspent fund balances at the end of a year will not be carried forward to future years. It is the intent of the City Council to appropriate funds for specific ongoing community services and not fund one-time projects or programs.

D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that would otherwise be provided by the City. Special services that fall into this category would include, but not be limited to the following: community art & culture, childhood education, medical treatment, emergency assistance, food pantry, housing outreach & education, and safe haven. ~~More categories will be added to social equity services based off of the Social Equity Strategic Plan.~~ To the extent possible, individual special services will be delineated in the budget.

~~Service providers are eligible to apply for a special service contract every biennial budget process, with the exception of innovation grants which could run from one to three years.~~

The City will award special service contracts through a competitive bid process administered by the Service Contract Subcommittee and City Staff. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

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Each special service provider will have a special service contract with a term of ~~four~~one to four years, depending on the type of contract. ~~Half of the total contract amount will be available each year~~. Eighty percent of each annual appropriation will be available at the beginning of the fiscal year, with the remaining 20 -percent to be distributed upon demonstration through performance measures (quality and quantity) that the program has provided public services meeting its goals as delineated in the ~~public~~special service contract. The disbursement of all appropriations will be contingent upon council approval. Special service providers will be required to submit current budgets and evidence of contract compliance (as determined by the contract) by ~~March 31~~ the given deadline of the first contract year.

The City reserves the right to appoint a citizen's task force to assist in the competitive selection process. The task force will be selected on an ad hoc basis by the Service Contract Subcommittee.

All special service contract proposals must be consistent with the criteria listed in this policy, in particular criterion 1-4.

Innovation Grants: City council intends to provide the community with a meaningful venue to deliver unique and innovative ideas focused on tackling the City's challenges. These solutions may focus on the Community Critical Priorities of energy, housing, transportation, and social equity, but may be related to any initiative the City deems worthwhile. Grants would provide an organization with seed money to create programs or start initiatives, but would not serve as a long-term funding solution for non-profits. Innovation grants will typically have distributions ranging from 1-3 years.

Deadlines: All proposals for Special Service Contracts must be received no later than ~~March 31~~the given deadline. A competitive bidding process conducted according to the bidding guidelines of the City may set forth additional application requirements. If there are unallocated funds, extraordinary requests may be considered every six months ~~during the two-year budget cycle~~, unless otherwise directed by Council.

Extraordinary requests received after this deadline must meet all of the following criteria to be considered:

1. The request must meet all of the normal Public Service Fund Distribution Criteria and qualify under one of the existing Special Service Contract categories;
2. The applicant must show that the requested funds represent an unexpected fiscal need that could not have been anticipated before the deadline; and
3. The applicant must demonstrate that other possible funding sources have been exhausted.

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E. Rent Contribution

A portion of the Special Service Contract funds will be used as a rent contribution for organizations occupying City-owned property and providing services consistent with criterion 1-4 pursuant to the needs and goals of the City. To the extent possible, individual rent contributions will be delineated in the budget. Rent contributions will usually be memorialized by a lease agreement with a term of five years or less, unless otherwise approved by City Council.

The City is required to make rent contributions to the Park City Building Authority for buildings that it occupies. Qualified Organizations may enter into a lease with the City to occupy City space at a reduced rental rate pursuant to criterion 1-4. The difference between the reduced rental rate and the rate paid to the Park City Building Authority will be funded by the rent contribution amount. Rent Contribution lease agreements will not exceed five years in length unless otherwise directed by the City Council. Please note that this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue, the Main Street RDA, and the General Fund. The City Council hereby authorizes the Historic District Grant Program. The disbursement of the funds shall be administered pursuant to the Historic District Grant Program pursuant to applications and criteria established by the Planning Department, and awarded by the Planning Department except that City Council approval shall be required for disbursement amounts greater than

\$25,000. In instances where another organization is involved, a contract delineating the services will be required. Projects involving city property or partnerships shall be limited to Category A. Repair funds, remaining end of fiscal year funds, or funds allocated via the General Fund through the separate Budgeting for Outcomes (BFO) annual process.

G. Exceptions

Rent Contribution and Historic Preservation funds will be appropriated through processes separate from the biennial Special Service Contract process and when deemed necessary by City Council or its designee.

The Service Contract Sub-Committee has the discretion as to which categories individual organizations or endeavors are placed. Any percentage changes to the General Fund categories described above must be approved by the City Council. All final decisions relating to public service funding are at the discretion of the City Council.

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and

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all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART II - CONTRACTING AND PURCHASING POLICY

A. Purpose

These rules are intended to provide a systematic and uniform method of purchasing goods and services for the City. The purpose of these rules is to ensure that purchases made and services contracted are in the best interest of the public and acquired in a cost-effective manner.

Authority of Manager: The City Manager or designate shall be responsible for the following:

1. Ensure all purchases for services comply with these rules;
2. Review and approve all purchases of the City;
3. Establish and amend procedures for the efficient and economical management of the contracting and purchasing functions authorized by these rules. Such procedures shall be in writing and on file in the office of the manager as a public record;
4. Maintain accurate and sufficient records concerning all City purchases and contracts for services;
5. Maintain a list of contractors for public improvements and personal services who have made themselves known to the City and are interested in soliciting City business;
6. Make recommendations to the City Council concerning amendments to these rules.

B. Definitions

Building Improvement: The construction or repair of a public building or structure (Utah Code 11-39-101).

City: Park City Municipal Corporation and all other reporting entities

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controlled by or dependent upon the City's governing body, the City Council.

Contract: An agreement for the continuous delivery of goods and/or services over a period of time greater than 15 days.

CPI: The Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor.

Local Business: a business having:

- a. A commercial office, store, distribution center or other place of business located within the boundaries of Summit County, with an intent to remain on a permanent basis;
- b. A current County or City business license; and
- c. At least one employee physically present at the local business outlet.

Local Bidder: A Local Business submitting a bid on a Park City Public Works Project or Building Improvement

Manager: City Manager or designee.

Public Works Project: The construction of a park, recreational facility, pipeline, culvert, dam, canal, or other system for water, sewage, storm water, or flood control (Utah Code 11-39-101). "Public Works Project" does not include the replacement or repair of existing infrastructure on private property (Utah Code 11-39-101), or emergency work, minor alteration, ordinary repair, or maintenance necessary to preserve a public improvement (such as lowering or repairing water mains; making connections with water mains; grading, repairing, or maintaining streets, sidewalks, bridges, culverts or conduits).

Purchase: The acquisition of goods (supplies, equipment, etc.) in a single transaction such that payment is made prior to receiving or upon receipt of the goods.

C. General Policy

1. All City purchases for goods and services and contracts for goods and services shall be subject to these rules.
2. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules. All thresholds specified in this policy are to be applied to the total cost of a contract over the entire term of the contract, as opposed to annualized amounts.
3. City departments shall not engage in any manner of barter or trade when procuring goods and services from entities both public and private.
4. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year in which funds have been appropriated.

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- 5.** Subject to federal, state, and local procurement laws when applicable, reasonable attempts should be made to support Park City businesses by purchasing goods and services through local vendors and service providers.
- 6.** All reasonable attempts shall be made to publicize anticipated purchases or contracts in excess of \$15,000 to known vendors, contractors, and suppliers.
- 7.** All reasonable attempts shall be made to obtain at least three written quotations on all purchases of capital assets and services in excess of \$15,000.
- 8.** When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be initiated.
- 9.** All purchases and contracts must be approved by the manager or their designee unless otherwise specified in these rules.
- 10.** All contracts for services shall be approved as to form by the city attorney.
- 11.** The following items require City Council approval unless otherwise exempted in these following rules:
 - a.** All contracts (as defined) with cumulative total over \$25,000
 - b.** All contracts and purchases awarded through the formal bidding process.
 - c.** Any item over \$15,000 that is not anticipated in the current budget.
 - d.** Accumulated "Change Orders" which would overall increase a previously council approved contract by:
 - i.** the lesser of 20% or \$25,000 for contracts of \$250,000 or less
 - ii.** more than 10% for contracts over \$250,000.
 - iii.** any change order that causes the contract to exceed the above amounts, must go to council for approval.
- 12.** Acquisition of the following Items must be awarded through the formal bidding process:
 - a.** All contracts for building improvements over the amount specified by state code, specifically:
 - i.** for the year 2003, \$40,000
 - ii.** for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year.
 - b.** All contracts for public works projects over the amount specified by state code, specifically:

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- i. for the year 2003, \$125,000 (\$176,559 for FY15)
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year.
 - c. Contracts for grading, clearing, demolition or construction in excess of \$2,500 undertaken by the Community Redevelopment Agency.
 - 13. The following items require a cost benefit analysis where there is a quantifiable return on investment as defined by the Budget, Debt, and Grants Department before approved:
 - a. All contracts, projects and purchases over \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over \$15,000 that is not anticipated in the current budget process.
 - 14. City Employees or anyone acting on behalf of the City may not receive or accept any gift or loan if the gift or loan could influence a reasonable person in the discharge of the person's official duties including but not limited to the granting of City contracts. This prohibition does not apply to any occasional non-pecuniary (non-cash equivalent) gifts with a value less than \$50. Employees must abide by PCMC 3-1-4.
 - 15. All RFPs must be advertised on the Park City website.

D. Exceptions

Certain contracts for goods and services shall be exempt from bidding provisions. The manager shall determine whether or not a particular contract or purchase is exempt as set forth herein.

- 1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract which would have normally required their approval as soon as reasonably possible. Consult the Emergency Manager regarding purchases for disaster events.
- 2. Projects that are acquired, expanded, or improved under the "Municipal Building Authority Act" are not subject to competitive bidding requirements.
- 3. Purchases made from grant funds must comply with all provisions of

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the grant.

4. Purchases from companies approved to participate in Utah State Division of Purchasing and General Services agreements and contracts are not subject to competitive bidding requirements.
5. Purchases made via public auction.
6. Purchases from local government purchasing pools in which the City is a participant as approved by a resolution of the City Council.

E. General Rules

1. **Purchases of Materials, Supplies and Services** are those items regularly purchased and consumed by the City. These items include, but are not limited to, office supplies, janitorial supplies, and maintenance contracts for repairs to equipment, asphalt, printing services, postage, fertilizers, pipes, fittings, and uniforms. These items are normally budgeted within the operating budgets. Purchases of this type do not require "formal" competitive quotations or bids. However, for purchases in excess of \$15,000 all reasonable attempts shall be made to obtain at least three written quotations and to notify via the City website any local businesses that, in the normal course of business, provide the materials, supplies or services required by the City. A written record of the source and the amount of the quotations must be kept.
2. **Purchases of Capital Assets** are "equipment type" items which would be included in a fixed asset accounting system having a material life of three years or more and costing in excess of \$5,000. These items are normally budgeted within
the normal operating budgets. Purchases of this type do not require "formal" bids. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of this type in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, sells the equipment required by the City.
3. **Contracts for Professional Services** are usually contracts for services performed by an independent contractor, in a professional capacity, who produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, dentist, artist, appraiser or photographer. Professional service contracts are exempt from competitive bidding. All reasonable attempts shall be made to obtain at least three written quotations on all contracts exceeding \$15,000 and to notify via the City website any local businesses that, in the normal course of business, provide the service required by the City. A written

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record of the source and the amount of the quotations must be kept.

The selection of professional service contracts in an amount exceeding \$25,000 shall be based on a formal documented evaluation process such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered.

The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts. Major professional service contracts (\$25,000 and over) must be approved by the City Council.

4. **Contracts for Public Improvements** are usually those contracts for the construction or major repair of roads, highways, parks, water lines and systems (i.e., Public Works Projects); and buildings and building additions (i.e. Building Improvements). Where a question arises as to whether or not a contract is for public improvement, the manager shall make the determination.

Minor public improvements (less than the amount specified by state code.): The department shall make a reasonable attempt to obtain at least three written competitive quotations for contracts in excess of \$15,000. A written record of the source and the amount of the quotations must be kept. Procurement for all minor public improvements in excess \$25,000 shall be based on a formal documented evaluation process. The evaluation process should include, at minimum, an objective assessment of the services needed, the abilities of the contractors to perform the service and the cost of the service. A reasonable attempt will be made to notify via the City website any local businesses that, in the normal course of business, provide the public improvements required by the City. The manager may require formal bidding if it is deemed to be in the best interest of the City. Local bidder preference applies.

Major public improvements (greater than or equal to the amount specified by state code): Unless otherwise exempted, all contracts of this type require competitive bidding. Local bidder preference does not apply.

5. **Contracts for Professional Services, where the Service Provider is**

responsible for Building Improvements/Public Works Project (Construction Manager / General Contractor “CMGC” Method) are contracts where the City contracts with a "Construction Manager/General Contractor" which is a contractor who enters into a contract for the management of a construction project when that contract allows the contractor to subcontract for additional labor and materials that were not included in the contractor's cost proposal submitted at the time of the procurement of the Construction Manager/General Contractor's services. It excludes a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of construction is to meet subcontracted portions of change orders approved within the scope of the project. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages and subcontractors under a competitive bid requirement as required herein. The Project Manager will attend the award of all subcontracts which meet the threshold requirements of General Policy 12 (a) or (b) above.

6. **Ongoing Service Contracts are contracts that renew annually for services such as: cleaning services, alarm systems, and elevator maintenance etc.** Ongoing service contract renewals will not last more than a five-year span. Following the conclusion of a five-year term, contracts exceeding a total of \$25,000 will again undergo the process described in the section: E. General Rules, Subsection: 3. Contracts for Professional Services.

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these

regulations or the City Council.

2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and in as many additional issues and publications as the manager may determine, at least five days prior to the opening of bids. The advertisement shall also be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers. Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks as well as be posted on the Park City website and the Utah public legal notice website established by the combined efforts of Utah's newspapers.

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;
 - b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
 - c. The character of the work to be done or the materials or things to be purchased;
 - d. The office where the specifications for the work, material or things may be seen;
 - e. The name and title of the person designated for receipt of bids;
 - f. The type and amount of bid security if required;
 - g. The date, time, and place that the bids will be publicly opened.
3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:
 - a. In writing or electronically sealed;
 - b. Filed with the manager;
 - c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
 - d. Have the appropriate bid security attached, if required.
 4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result

in forfeit of the bid security.

- a. Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents. If there are more than two local bidders who are within 5% then the contract shall be awarded to the local bidder which had the lowest original bid according to the procedure above.
- 5. Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.
- 6. Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:
 - a.** The bidder does not have sufficient financial ability to perform the contract;
 - b.** The bidder does not have equipment available to perform the contract;
 - c.** The bidder does not have key personnel available, of sufficient experience, to perform the contract;
 - d.** The person has repeatedly breached contractual obligations with public and private agencies;
 - e.** The bidder fails to comply with the requests of an investigation by the manager.
- 7. Pre-qualification of Bidders:** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances which would make any statement contained in the pre-qualification application no longer applicable or untrue. If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to the person. The notice

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shall state the reason for revocation and inform the person that revocation will be effective immediately.

8. **Appeals Procedure:** Any supplier, vendor, or contractor who determines that a decision has been made adversely to him, by the City, in violation of these regulations, may appeal that decision to the City Council. The complainant contractor shall promptly file a written appeal letter with the manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council shall conduct a hearing on the matter and provide the complainant an opportunity to be heard. A written decision shall be sent to the complainant.

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CHAPTER 6 - OTHER POLICIES

PART I - DEBT MANAGEMENT

- A.** The City will not obligate the General Fund to secure long-term financing except when marketability can be significantly enhanced.
- B.** Direct debt will not exceed 2% of assessed valuation.
- C.** An internal feasibility analysis will be prepared for each long-term financing activity that analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
- D.** The City will generally conduct financing on a competitive basis. However, negotiated financing may be used due to market volatility or the use of an unusual or complex financing or security structure.
- E.** The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and credit enhancements, such as letters of credit or insurance, when necessary for marketing purposes, availability, and cost-effectiveness.
- F.** The City will annually monitor all forms of debt, coincident with the City's budget preparation and review process, and report concerns and remedies, if needed, to the Council.
- G.** The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- H.** The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.

PART II - POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS

The City of Park City (the “City”) issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations promulgated there under (the “Treasury Regulations”), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the

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Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

- A.** Effective Date and Term. The effective date of this Policy is the date of approval by the City Council of the City (June 16, 2011) and shall remain in effect until superseded or terminated by action of the City Council.

- B.** Responsible Parties. The Finance Manager of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Manager will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Manager of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
 - (1) Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
 - (2) Financial Advisor (the organization primarily responsible for providing financial advisor services to the City);
 - (3) Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
 - (4) Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Finance Manager shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Paying Agent, and Rebate Analyst. The Finance Manager shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Finance Manager shall provide training and educational resources to City staff that are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

- C.** Post-Issuance Compliance Actions. The Finance Manager shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:
 - (1) The Finance Manager shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).

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- (2) The Finance Manager shall file with the Internal Revenue Service (the “IRS”), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).
- (3) The Finance Manager, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- (4) In consultation with Bond Counsel, the Finance Manager shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Manager shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Manager shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Manager shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Manager shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.
- (5) The City has issued direct pay Build America Bonds. In consultation with the Paying Agent, the Finance Manager shall prepare or cause to be prepared the Return for Credit Payments to Issuers of Qualified Bonds, Form 8038-CP, to request subsidy payments with respect to interest payable on the bonds and submit such Form 8038-CP to the IRS.

D. Procedures for Monitoring, Verification, and Inspections. The Finance Manager shall institute such procedures as the Finance Manager shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Manager shall establish the following procedures:

- (1) The Finance Manager shall monitor the use of the proceeds of tax-exempt

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governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148- 2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.

- (2) The Finance Manager shall monitor the use of all bond financed facilities in order to:
 - (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities.
- (3) The Finance Manager shall undertake with respect to each outstanding issue of tax- exempt governmental bonds of the City an annual review of the books and records maintained by the City with respect to such bonds.

- E. Record Retention Requirements.** The Finance Manager shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the

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date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit entered into subsequent to the date of issue; (xviii) copies of all Form 8038-Ts, 8038-CPs and Form 8038-Rs filed with the IRS; and (xix) the transcript prepared with respect to such tax-exempt governmental bonds.

The records collected by the Finance Manager shall be stored in any format deemed appropriate by the Finance Manager and shall be retained for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years.

- F.** Remedies. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the remedial actions under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Manager shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.
- G.** Continuing Disclosure Obligations. In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Manager is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- H.** Other Post-Issuance Actions. If, in consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager determines that any additional action not identified in this Policy must be taken by the Finance Manager to ensure the continuing tax-exempt status of any issue of governmental bonds of the City,

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the Finance Manager shall take such action if the Finance Manager has the authority to do so. If, after consultation with Bond Counsel, Financial Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Manager and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.

- I. Taxable Governmental Bonds. Most of the provisions of this Policy, other than the provisions of Section 7 and Section 3(e), are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Manager shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Finance Manager shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.
- J. IRS Examination. In the event the Internal Revenue Service ("IRS") commences an examination of an obligation, the Finance Manager shall inform the City Manager, City Attorney and City Council of such event and is authorized to respond to inquiries of the IRS and, if necessary, to hire outside, independent professional counsel to assist in the response to the examination.

PART III - TRAFFIC CALMING POLICY (ADOPTED JULY 15, 2002)

The Traffic Calming Policy and adopted traffic calming programs will provide residents an opportunity to evaluate the requirements, benefits, and tradeoffs of using various traffic calming measures and techniques within their own neighborhood. The policy outlines the many ways residents, businesses and the City can work together to help keep neighborhood streets safe.

A. Goals

- 1. Improve the quality of life in neighborhoods
- 2. Improve conditions for pedestrians and all non-motorized movements

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3. Create safe and attractive streets
4. Reduce accidents
5. Reduce the impact of motorized vehicles within a neighborhood
6. Balance the transportation needs of the various land uses in and around a neighborhood
7. Promote partnerships with Summit County, UDOT, and all other agencies involved with traffic calming programs

B. Objectives

1. Encourage citizen involvement in traffic calming programs
2. Slow the speeds of motor vehicles
3. Improve the real and perceived safety for non-motorized users of the street
4. Incorporate the preference and requirements of the people using the area
5. Promote pedestrian, cycle, and transit use
6. Prioritize traffic calming requests

C. Fundamental Principals

1. Reasonable automobile access should be maintained. Traffic calming projects should encourage and enhance the appropriate behavior of drivers, pedestrian, cyclists, transit, and other users of the public right-of-way without unduly restricting appropriate access to neighborhood destinations.
2. Reasonable emergency vehicle access must be preserved.
3. The City shall employ the appropriate use of traffic calming measures and speed enforcement to achieve the Policy objectives. Traffic calming devices (speed humps, medians, curb extensions, and others) shall be planned and designed in keeping with sound engineering and planning practices. The Public Works departments shall direct the installation and maintenance of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code and pertinent state and federal regulations.
4. To implement traffic calming programs, certain procedures shall be followed by the City in processing requests according to applicable codes and related policies within the limits of available resources. At a minimum, the procedures shall provide for:
 - a. A simple process to propose traffic calming measures
 - b. A system for staff to evaluate proposals
 - c. Citizen participation in program development and evaluation
 - d. Communication of any test results and specific findings to area residents and affected neighborhood organizations
 - e. Strong neighborhood support before installation of permanent traffic management devices
 - f. Using passive traffic controls as a first effort to solve most neighborhood speed problems
5. Time frames - All neighborhood requests will be acknowledged within 72 hours from the initial notification of the area of traffic concern. Following that, the time required by all parties involved will be dependent on the issue brought

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forward. It is expected that both City Staff and the requesting parties will act in a responsive and professional manner.

C. Communication Protocols

Park City Municipal Corporation will identify a Traffic Calming Project Manager to facilitate the communications and program steps deemed appropriate. The Project Manager will be the point person for all communications with the requesting neighborhood and internally with a Traffic Calming Program Review Committee. The Traffic Calming Program Review Committee will evaluate and recommend the action steps to be taken. The Review Committee will be comprised of the following people:

1. Public Works Director
2. City Engineer
3. Police Department Representative - appointed by the Police Chief
4. Traffic Calming Project Manager - appointed by the Public Works Director

All coordination efforts, enforcement measures, and follow through responsibilities will be under the supervision of the Traffic Calming Project Manager.

D. Eligibility

All city streets are eligible to participate in a Traffic Calming Program. Any traffic management techniques desired to be used on Utah Department of Transportation (UDOT) owned streets must be approved by UDOT.

E. Funding Alternatives

1. 100% Neighborhood Funding
2. Capital Improvement Program
3. Neighborhood Matching Grants
4. City Traffic Calming Program Funds

F. Procedures

Phase I: Phase I consists of implementing passive traffic controls.

1. **Initiation:** Neighborhood complaint must include petition signed by at least 5 residents or businesses in the area to initiate Phase I of a traffic calming program.
2. **Phase I First Meeting:** Neighborhood meeting is held to determine goals of a traffic calming program, initiate community education, initiate staff investigation of non-intrusive traffic calming measures, discuss options, estimate of cost, timing, and process.
3. **Phase I Implementation:**

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- a. The Traffic Calming Program Review Committee reviews signing, striping, and general traffic control measures. Minimum actions include Residential Area signs, speed limit signs, review of striping, review of stop sign placement, review of turn restrictions, and review of appropriate traffic control devices.
 - b. Community watch program initiated. This program includes neighbors calling police to request increased speed limit enforcement, neighbors disseminating flyers printed by the City reminding the community to slow down, community watch for commercial or construction vehicles, etc.
 - c. Targeted police enforcement will begin to include real time speed control.
4. **Phase I Evaluation:** Evaluation of Phase I actions will occur over a 3 to 9 month period. Evaluation will include visual observations by residents and staff.
5. **Phase I Neighborhood Evaluation Meeting:** Phase I evaluation meeting will be held to discuss results of Phase I. It will be important that the City staff and the current residents also contact the relevant property owners to obtain their opinions and thoughts prior to taking any next steps.

Phase II:

1. **Phase II Initiation:** Twenty-five percent (25%) of the residents within the proposed neighborhood area can request the initiation of Phase II.
2. **Define Neighborhood Boundary:** A neighborhood will include all residents or businesses with direct access on streets to be evaluated by Phase II implementation. Residents or businesses with indirect access on streets affected by Phase II implementation will be included in neighborhood boundary only at the discretion of staff.
3. **Phase II Data Collection and Ranking:** Staff performs data collection to evaluate and rank neighborhood problems and the ability to solve problems. Data collection will include the following and will result in a quantitative ranking.

Criteria	Points	Basis Point Assignment
Speed data (48 hour)	30	Extent by which the 85 th percentile traffic speed exceeds the posted speed limit (2 points per 1 mph)
Volume data (48 hour)	25	Average daily traffic volumes (1 point per 100 vehicles, minimum of 500 vpd)

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Accident data (12 month)	20	Accidents caused by speeding (8 points per accident)
Proximity to schools or other active public venues	5	Points assigned if within 300 feet of a school or other active public venue
Pedestrian crossing, bicycle routes, & proximity of pedestrian generators	5	Points assigned based on retail, commercial, and other pedestrian generators.
Driveway spacing	5	For the study area, if large spaces occur between driveways, 5 points will be awarded. If more than three driveways fall within a 100 foot section of the study area, no points will be provided.
No sidewalks	10	Total points assigned if there is no continuous sidewalk on either side of the road.
Funding Availability	50	50 points assigned if the project is in the CIP or 100% funding by the neighborhood. Partial funding of 50% or more by the neighborhood 25 points, partial funding of 10 to 50% by the neighborhood 10 points.
Years on the list	25	5 points for each year
Total Points Possible	175	maximum points available

4. **Phase II Implementation Recommendation:** The Traffic Calming Project Review Committee proposes Phase II traffic calming implementation actions and defines a project budget.
5. **Phase II Consensus Meeting:** A neighborhood meeting is held to present a Phase II implementation proposal including project budget, possible time frame, discuss temporary installation, etc. The estimated time frame is one to three years depending on funding availability.
6. **Phase II Petition:** Residents and businesses in neighborhood boundary are mailed/or hand delivered a petition by the City identifying Phase II actions, cost, and explanation of implications of vote. Petition provides ability to vote yes, no, or not return petition. Unreturned petitions count as no votes. Resident support for traffic calming is defined as 67 percent positive response. No more than four weeks is allowed for the return of a petition.
7. **Phase II Implementation:** Permanent installation will be implemented after the approval of funding by the City Council. Implemented actions will be continually monitored based on visual observation and accident data.

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8. **Post Project Evaluation:** City staff will review impacts on traffic to determine if goals were met. Neighborhoods will have an opportunity to review data and provide comment.
9. **Removal (if required):** The Traffic Calming Program Review Committee will authorize removal of improvements upon receiving a petition showing 75 percent support by the neighborhood. Removal costs in all or part may be assessed to the defined neighborhood boundaries.

G. Traffic Management Devices (Definitions)

1. **Passive Controls** consist of traffic control mechanisms that are not self-regulating. To be effective it is necessary for drivers to abide by traffic control devices.
 - a. Stop Signs - used to assign right-of-ways at intersections and where irremovable visibility restrictions exist.
 - b. Speed Limit Signs - sometimes installed as traffic calming mechanism. Numerous speed limit signs reinforce the posted speed.
 - c. Turn Prohibition Signs - used to prevent traffic from entering a street, thereby reducing traffic volumes.
 - d. Neighborhood Announcement Signs - used to advise the entering vehicles that they are moving through a particular type of neighborhood. Specific supplementary messages can also be placed here.
2. **Positive Physical Controls:**
 - a. Medians Islands - used to constrict travel lane width and provide an area for additional landscaping and signage.
 - b. Bulb-Outs (Chokers/Curb Extensions) - physical constrictions constructed adjacent to the curb at both intersections and mid-block locations making pedestrian crossings easier and space for additional landscaping and signage.
 - c. Speed Humps - are vertical changes in the pavement surface that force traffic to slow down in order to comfortably negotiate that portion of the street.
 - d. Chicanes - are a set of two or three landscaped curb undulations that extend out into the street. Chicanes narrow the street encouraging drivers to drive more slowly.
 - e. Traffic Circles and Roundabouts - circular islands located in the middle of street intersections that force traffic to deflect to the right, around a traffic island, in order to perform any movement through the intersection tending to slow the traffic speeds.
 - f. Rumble Strips - changes in the elevation of the pavement surface and/or changes in pavement texturing which are much less pronounced than speed humps.

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- g.** Diverters - physical obstructions in intersections which force motorists to turn from the traveled way onto an adjacent intersecting street thereby reducing volume.

3 Driver Perception/Psychology:

- a.** Landscaping - the most effective way to change the perception of a given street environment.
- b.** Crosswalks - can be used to alter the perception of a street corridor and at the same time enhance the pedestrian environment.
Flashing Warning Beacons - can be used to alter driver psychology.
Real-time Speed Display - used to inform drivers of actual speed they are traveling.
- c.** Increased Enforcement - additional enforcement of regulations either by law enforcement personnel or citizen volunteer groups.
- d.** Pavement Markings - used to guide motorists, delineate on-street parking areas or create the impression of a narrowed roadway, all in an effort to slow traffic speeds.

PART IV - SPECIAL EVENTS SERVICES

The City's role in supporting special events encompasses a wide range of services. Depending on the size and impact of a given special event the City may be required to provide:

- Police Services (Crowd, Traffic and Access control).
- Transit Services (Enhanced frequency or capacity).
- Parks Services (Field maintenance, Grounds maintenance, Trash).
- Streets Services (Street Sweeping, Electronic signage, Barricades).
- Parking Services (Special use of parking, Parking enforcement).
- Building Services (Inspections and Code enforcement).
- Special Events and Facilities Services (Facility leases).

Some of these services can be provided without incremental cost or loss of revenues. However, most special events services do have an impact on departmental budgets in the form of overtime labor, equipment, materials, or foregone revenue. The purpose of this policy is to ensure departments are properly funded to provide the special event support they are tasked with providing.

A. Procedures for Amending Departmental Budgets

For budgeting purposes special events can be categorized into two groups:

- 1.** Those events that are managed under multi-year contracts with the City

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2. Those year to year or one-time events whose size and scope do not justify long term contracts.

B. Events Managed Under Multi-Year Contracts

For these events, Departments shall request budget adjustments during the first budget process after these agreements are signed. These budget adjustments will be based upon the level of services outlined in the special event contract and will remain in the budget only for the term of the contract.

C. Year to Year or One Time Events

For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the application. If through the approval process fees are waived these calculations will then serve as the justification for a one-time budget adjustment during the next budget process.

D. Funding Mechanisms for Special Event Budget Increases

The City uses a three tiered approach to fund special event services. Those three tiers are:

1. Special Event Fees
2. Economic Benefit Offset
3. Other General Fund Resources

E. Special Event Fees

Pre-approved fees will be set to recoup the incremental cost of providing the City services detailed in an event Master Festival or Special Event application. If an event requests and receives approval for a waiver of any or all fees, the City will first look to an Economic Benefit Offset to provide funding in lieu of the waived fees.

F. Economic Benefit Offset (EBO):

The economic benefit offset (EBO) of a given event can only be calculated for those events which are known to have a significant impact on sales tax collections and have at least one year of history to analyze. The EBO of an event is calculated using historic sales tax collection data to measure incremental sales tax growth attributable to that event. In the past Council has indicated a willingness to waive fees for up to half the incremental sales tax gained from major special events. The SEBC recommends that Council formally adopt this 50 percent waiver limit. If the Economic Benefit Offset is inadequate (on a fund specific basis) to offset waived fees, the City will then look to other General Fund sources to provide funding in lieu of waived fees.

G. Other General Fund Resources

When the economic benefit of a special event (on a fund specific basis) cannot be

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calculated or is inadequate to offset the amount of waived fees, the SEBC recommends the City identify other general fund sources to offset any waived fees. Staff will communicate available sources to Council or the City Manager when presenting Master Festival or Special Event applications that contain a fee waiver request.

PART V – GASB 54 FUND BALANCE PURPOSE

This Fund Balance Policy establishes procedures for reporting fund balance classifications and establishes a hierarchy of fund balance expenditures for governmental type funds. The policy also authorizes and directs the Finance Manager to prepare financial reports, which accurately categorize fund balance per Governmental Accounting Standards Board Statement No. 54: *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54).

I. FUND BALANCE COMPONENTS

Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. GASB 54 establishes the following five components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent.

A. Non-spendable Fund Balance

The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. The “not spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable.

B. Restricted Fund Balance

The restricted fund balance classification includes amounts that reflect constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through bonded debt reserve funds required pursuant to debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed Fund Balance

The committed fund balance classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. Those committed amounts cannot be used for any other purpose unless the government removes or changes the specific use by taking the same type of action (for example ordinance) it employed to previously commit those amounts. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in

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satisfying those contractual requirements. City Council action of passing an ordinance to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

D. Assigned Fund Balance

The assigned fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established by (a) the governing body itself or (b) a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

E. Unassigned Fund Balance

The unassigned fund balance classification includes amounts that do not fall into one of the above four categories. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the general fund. The general fund is the only fund that should report this category of fund balance.

II. HEIRARCHY OF SPENDING FUND BALANCE

The City's current fund balance practice provides that restricted fund balance be spent first when expenditure is incurred for which both restricted and unrestricted fund balance is available. Similarly, when expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance can be used; committed amounts are to be spent first, followed by assigned amounts and then unassigned amounts. GASB 54 mandates that this hierarchy of expending fund balance be reported in new categories, using new terminology, and be formally adopted by the City Council. It should be noted that the new categories only emphasize the extent which the City is bound to honor expenditure constraints and the purposes for which amounts can be spent. The total reported fund balance would remain unchanged.

III. COMPARISON OF PAST PRACTICE AND GASB 54 FUND BALANCE TYPES

A. General Fund

Past Practice Definition – The general fund is used to account for all financial resources not accounted for in another fund.

GASB 54 Definition – The general fund is used to account for all financial resources not accounted for in another fund.

B. Special Revenue Funds

Past Practice Definition – Special revenue funds account for proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

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GASB 54 Definition – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds of specific revenue sources” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

C. Capital Projects

Past Practice Definition – Capital project funds account for financial resources to be used for the acquisition or construction of major capital facilities.

GASB 54 Definition – Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital project funds exclude those types of capital related outflows financed by proprietary funds, or for assets that will be held in trust for individuals, private organizations, or other governments.

D. Debt Service

Past Practice Definition – Debt service funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

GASB 54 Definition – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

PART VI – Live Park City – Lite Deed Restriction Program

The City Council may appropriate funds dedicated to the purchase of deed restrictions for housing vitality and preservation within the City limits of Park City. The Live Park City housing program purchases deed restrictions that require owner occupancy or long-term rental of the property. The disbursement of funds will be administered by the City Manager and based on the recommendation of an Advisory Board created by City Council and following program criteria established by the Housing Department and adopted by City Council. The Advisory Board has the authority to award recommendations and to enter and negotiate individual deed restrictions, subject to approval by the City Manager provided the funds being provided is less than \$200,000. If the home funds in an application exceeds \$200,000, the authority to approve a deed restriction and delegate funds is subject to City Council approval.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Adopt Resolution 11-2022, a Resolution Amending the Fee Schedule
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Fee Schedule Resolution FY23](#)

[Exhibit A: FY23 Park City Fee Schedule Redlined Copy](#)



Resolution No. 11-2022

A RESOLUTION AMENDING THE FEE SCHEDULE

WHEREAS, it is necessary to update the fee resolution to reflect the changing costs of performing services; and

WHEREAS, a public hearing was held on June 23, 2022, to receive public comments on the user fee changes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah, as follows:

SECTION 1. FEE SCHEDULE AMENDMENTS. The Park City Fee Schedule is hereby re-adopted with changes as outlined in Exhibit A.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect on July 1, 2022.

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approve as to form:

City Attorney's Office

PARK CITY FEE SCHEDULE – Effective June 23, 2022

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$900.00 per application
Subdivision	\$290.00 per lot/parcel
Administrative lot line adjustment	\$300.00 per application
Extension of Approval	\$330.00 per application

Condominium

Condominium or timeshare conversion	\$450.00 per unit
Record of Survey	\$450.00 per unit
Amendment to Record of Survey	\$100.00 per unit affected
Extension of Approval	\$330.00 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,200.00
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,200 will apply toward the application fee.</i>	
Master Planned Development	\$560.00 per unit equivalent
Modification to an MPD	\$330.00 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,140.00 per application
Steep Slope Review	\$1,330.00 per application
Administrative Staff Review	\$330.00 per application
Extension or Modification	\$330.00 per application

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
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1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200.00 per application
New residential construction >=1000 sf	\$750.00 per application
Commercial review	\$200.00 per unit equivalent for the first 10 units \$15.00/ue after

Non-Historic District/Site

New Residential - SF/Duplex	\$200.00 per application
Multi-Family/Commercial	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after
Residential Additions	\$100.00 per application
Commercial Additions	\$100.00 per unit equivalent up to 10 units then \$15.00/ue after

1.1.7	<u>Historic Review *</u>	
	Historic Design Review (no increase in existing area)	\$210.00
	Historic Design Review (increase in existing area)	\$1,030.00
	Determination of Significance	\$350.00
	Certificate of Appropriateness for Demolition	\$300.00
1.1.8	<u>Land Management Code Review *</u>	\$2,000.00 per application
1.1.9	<u>General Plan Amendment *</u>	\$2,000.00 per application
1.1.10	<u>Sign Review</u>	
	Master Sign Plan Review	\$320.00
	Amendment to Master Sign Plan	\$120.00
	Individual sign permit	\$120.00 (\$118.80) plus 1% state tax
	Sign permit under master sign plan	\$130.00 (\$128.70) plus 1% state tax
	Temporary Sign Permit	\$60.00 (\$59.40) plus 1% state tax
1.1.11	<u>Annexation *</u>	\$5,850.00
	Annexation Fiscal Impact Analysis	\$1,550.00
	<i>plus actual cost of City approved consultant fee</i>	
	Modification to Annexation Agreement	\$4,150.00
1.1.12	<u>Appeals Fees *</u>	
	Appeals to Board of Adjustment	\$500.00
	Appeals to City Council	\$500.00
	Appeals to Historic Preservation Board	\$500.00
	Appeals to Planning Commission	\$500.00
1.1.13	TDR – Development Credit Determination	\$100.00
1.1.14	<u>Refund of Withdrawn Planning Applications</u>	
	In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.	
1.1.15	<u>Reactivation Fee</u>	
	For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of orig. application fee will be assessed	
1.1.16	<u>Attorney or Other Professional Services</u>	
	Reimbursement for actual expense incurred	
1.1.17	<u>Mailing Fee</u>	
	In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A \$1.00 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, <i>Notice Matrix</i> .	

* Projects under these classifications may be assessed the additional cost of the property posting and courtesy mailing as required by Land Management Code regulations at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule Impact fees are now located in the Park City Municipal Code, Title 11, Chapter 13.

1.2.2 Building Permit

Total Valuation

Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)

\$1.00 and up ~~1%~~1.05% of the total valuation of construction as herein above described with a minimum fee of ~~\$15.00~~\$50.00.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of \$500.00 for residential buildings; and \$2,000.00 for commercial buildings. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of \$54.26 per hour of total Community Development staff time. As used herein, identical plans means building plans submitted to Park City that: (1) are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and (2) describe a building that is: (A) located on land zoned the same as the land on which the building described in the previously approved plans is located; and (B) subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit

Plus 1% State Surcharge

See fee table below. Building Department enters the total valuation for materials and labor for each sub-permit into the Fee Table to determine the permit fee.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.5 Electrical Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
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\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.6 Plumbing Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
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\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.7 International Fire Code Fee Issuance Fee

\$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00 Liquefied
Petroleum Gases (heaters and devices) each additional unit	\$11.00 Liquefied
Petroleum Gases on an active construction site (125+ gal) Assembly	\$130.00 Places of \$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

Tents, air-supported structures and trailers \$.20 per square foot. Temporary structures built to permanent standards will be subject to fees set forth in Section 1.2.2. For plans already on file and approved, the fee will be reduced to \$.13 per square foot.

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
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\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
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\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.11 Flatwork Permit

Total valuation.

\$1.00 and up 1% of the total valuation of construction as herein above described with a minimum fee of \$15.00. Flatwork permits are subject to Plan Check fees as described above.

1.2.12 Other Inspections and Fees

Inspections outside normal business hours*	\$150.00 per hour (minimum charge 2 hours)
Re-inspection fee	\$150.00 per hour (minimum charge 1 hour)
Additional inspection services*	\$75.00 per hour (minimum charge 1 hour)
Starting work without a permit (first offense)	Double (x2) the building permit fee
Continuing work without a permit (second offense)	Quadruple (x4) the building permit fee
For use of outside consultants for plan reviews, inspections or both	Actual cost**

*Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of ~~\$75.00~~ \$90.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge ~~\$75.00~~ \$90.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

~~\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance~~
Application Fee is \$200.00. In addition, the applicant shall:

1. Prepare and submit, in accordance with the table below, an estimated cost for the total work to be performed. Any item of work not listed on the table below shall be included in the list of items at a price agreed to by the applicant and City Engineer's office. The applicant shall either:
 - Post an irrevocable letter of credit issued by a bank authorized to do Business in the State of Utah or an out-of-state bank, provided that a bank authorized to do Business in Utah confirms in writing that it will honor the letter of credit naming Park City Municipal Corporation as the payee of funds drawn against the letter of credit and Guaranteeing the availability or cash bond equal to the estimated total cost; or
 - Submit a cashier's check equal to the estimated total cost.

At a minimum, letter of credit or cashier's check shall be \$2,000. The letter of credit or bond shall remain in effect for a period of one (1) year from the date of the work is actually completed to guarantee the adequacy of repairs made to the streets.

Bonding Amounts for Work in the Right of Way

<u>Item</u>	<u>Measurement</u>	<u>Unit Costs</u>
<u>Removal of Gutter</u>	<u>LF</u>	<u>\$10.80</u>
<u>Replacement of Gutter</u>	<u>LF</u>	<u>\$78.00</u>
<u>Removal of Asphalt</u>	<u>SF</u>	<u>\$8.70</u>
<u>Replacement of Asphalt</u>	<u>SF</u>	<u>\$15.60</u>
<u>Removal of Cross Street Gutter</u>	<u>SF</u>	<u>\$13.50</u>
<u>Replacement of Cross Street Gutter</u>	<u>SF</u>	<u>\$86.40</u>
<u>Removal of Sidewalk</u>	<u>SF</u>	<u>\$7.80</u>
<u>Replacement of Sidewalk</u>	<u>SF</u>	<u>\$30.00</u>
<u>Excavation of Trench</u>	<u>CF</u>	<u>\$3.00</u>
<u>Excavation of Trench in Soils Dist</u>	<u>CF</u>	<u>\$8.80</u>
<u>Flow fill of Trenching</u>	<u>CF</u>	<u>\$8.80</u>

2. Applicant shall submit proof of insurance.

Starting work in the right of way without a permit (first offense) – Double (x2) the work in the right of way application fee

Continuing work without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.3.3. Fee for the Processing of Small Wireless Facility Applications

Fees shall be consistent with Utah Code Section 54-21-503:

- \$100 for collocation of a small wireless facility on an existing or replacement utility pole for each small facility on the same application.
- \$250 for each application to install, modify, or replace a utility pole associated with a small wireless facility.

For an activity that is not a permitted use described in Utah Code Section 54-21-204, an application may not exceed \$1,000 per application to (a) install, modify, or replace a utility pole; or (b) install, modify, or replace a new utility pole associated with a small wireless facility.

1.3.4 Road Closure Permit

Application fee is \$50.00

Closing the road without a permit (first offense) – Double (x2) the work in the right of way application fee

Closing the road without a permit (second offense) – Quadruple (x4) the work on the right of way application fee

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee \$100.00 per day
Re-inspection Fee \$75.00

1.4.2 Operating without a Type 2 CSL \$800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2020).

2.2.1.1 Single Family Residential

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$53.63 <u>\$55.24</u>	\$850.78 <u>\$876.30</u>
1 "	\$72.40 <u>\$74.57</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$85.86 <u>\$88.44</u>	\$1,391.13 <u>\$1,432.86</u>

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$69.51 <u>\$71.60</u>	\$850.78 <u>\$876.30</u>
1"	\$117.97 <u>\$121.51</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$252.00 <u>\$259.56</u>	\$1,391.13 <u>\$1,432.86</u>
2 "	\$525.52 <u>\$541.29</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$1,367.65 <u>\$1,408.68</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$2,482.88 <u>\$2,557.37</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$4,680.31 <u>\$4,820.72</u>	\$7,891.71 <u>\$8,128.46</u>
8"	\$8,059.91 <u>\$8,205.18</u>	\$11,852.83 <u>\$12,208.41</u>

2.2.1.3 Irrigation

Meter Size	FY 22 <u>23</u> Base Rate	FY 22 <u>23</u> Meter Price
3/4"	\$115.19 <u>\$122.21</u>	\$850.78 <u>\$876.30</u>
1"	\$194.93 <u>\$206.80</u>	\$977.82 <u>\$1,007.15</u>
1.5"	\$416.41 <u>\$441.77</u>	\$1,391.13 <u>\$1,432.86</u>
2"	\$868.38 <u>\$921.27</u>	\$2,460.63 <u>\$2,534.45</u>
3"	\$2,259.77 <u>\$2,397.40</u>	\$2,910.96 <u>\$2,998.29</u>
4"	\$4,102.91 <u>\$4,352.78</u>	\$5,072.44 <u>\$5,224.61</u>
6"	\$7,734.17 <u>\$8,205.18</u>	\$7,891.71 <u>\$8,128.46</u>

2.2.1.4 Construction Base Rate: ~~\$311.66~~ \$321.01

2.2.1.5 Necessitous Base Rate: ~~\$4.58~~ \$4.82

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6.68 <u>\$6.88</u>	\$10.71 <u>\$11.03</u>	\$11.27 <u>\$11.61</u>	\$14.60 <u>\$15.04</u>	\$17.41 <u>\$17.93</u>	\$30.43 <u>\$31.34</u>
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7.91 <u>\$8.15</u>	\$10.71 <u>\$11.03</u>	\$17.41 <u>\$17.93</u>	\$26.81 <u>\$27.61</u>
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000

4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$9.39 <u>\$9.67</u>	\$14.54 <u>\$14.98</u>
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$11.44 <u>\$11.78</u>	\$18.61 <u>\$19.15</u>
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$12.24~~ \$12.99 per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

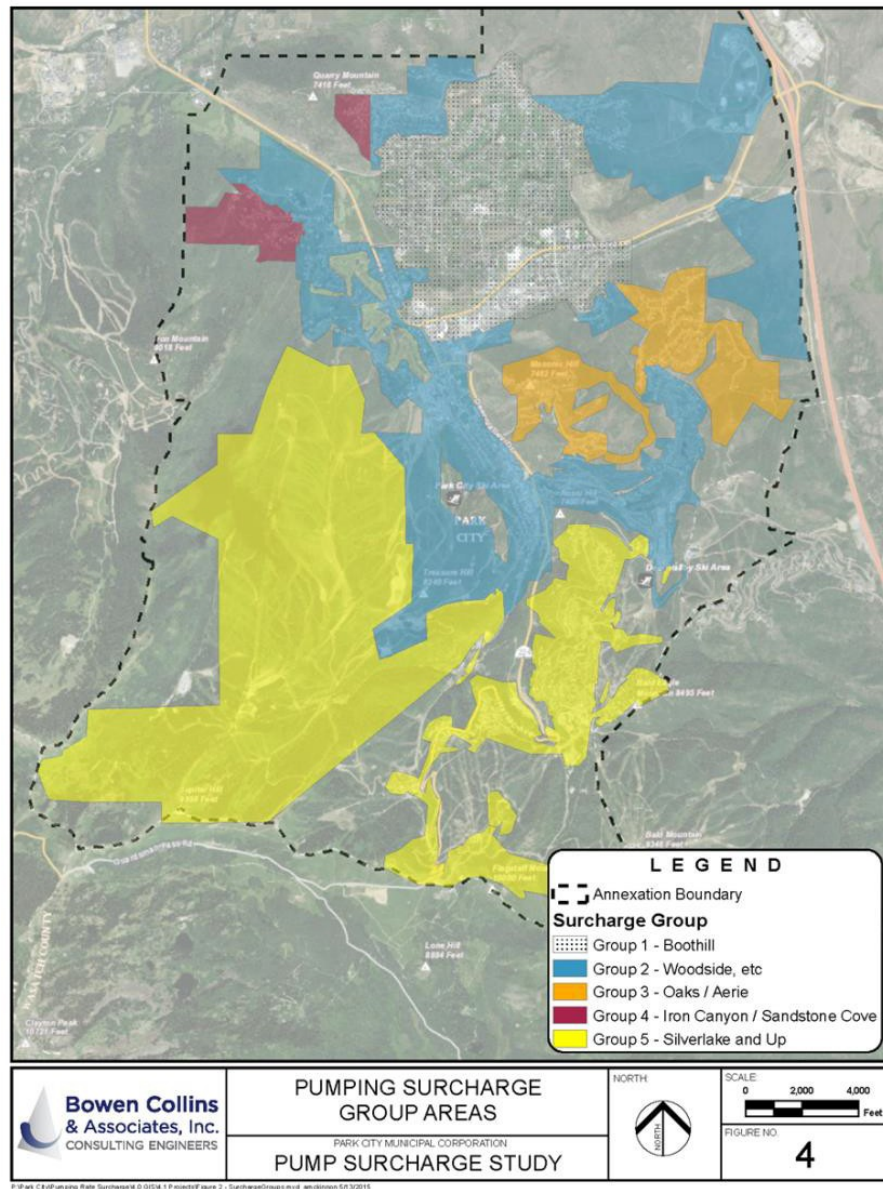
The City will honor the rates as they are set by a Council approved contract.

2.2.3 Energy Surcharge (For all water billed on or after July 1, ~~2020~~ 2023). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22,
		23,24,25,26,27,42,48,49,30,32
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,37,2,3,4,5,6,7,
		34,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	Pumping Surcharge	Energy Optimization Surcharge	Total Energy Surcharge
1	\$0.00	\$0.55	\$0.55 \$0.59
2	\$0.53	\$0.80	\$1.33 \$1.41
3	\$1.19	\$1.12	\$2.31 \$2.41
4	\$1.59	\$1.31	\$2.90 \$3.08
5	\$2.30	\$1.65	\$3.95 \$4.19

2.3 WATER VIOLATION PENALTIES

\$150.00	first violation
\$200.00	second violation
\$400.00	third violation
\$500.00	fourth violation
\$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	\$100.00
31-60 days	Two month's base rate as previously billed.
61-90 days or more	Three month's base rate as previously billed.

2.5 WATER METER TESTING FEE \$500.00 per test

2.6 WATER LABOR RATE \$50.00 per hour (rounded up to the nearest half-hour)

2.7 WATER PARTS & SUPPLIES RATE Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	\$1,950.00
¾ Inch Meter	\$500.00
Fire hydrant wrench deposit fee	\$50.00
Meter Radio	\$200.00

2.9 RENTER DEPOSIT \$50.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE \$75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON \$250.00

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU ~~\$6.66~~ \$6.86

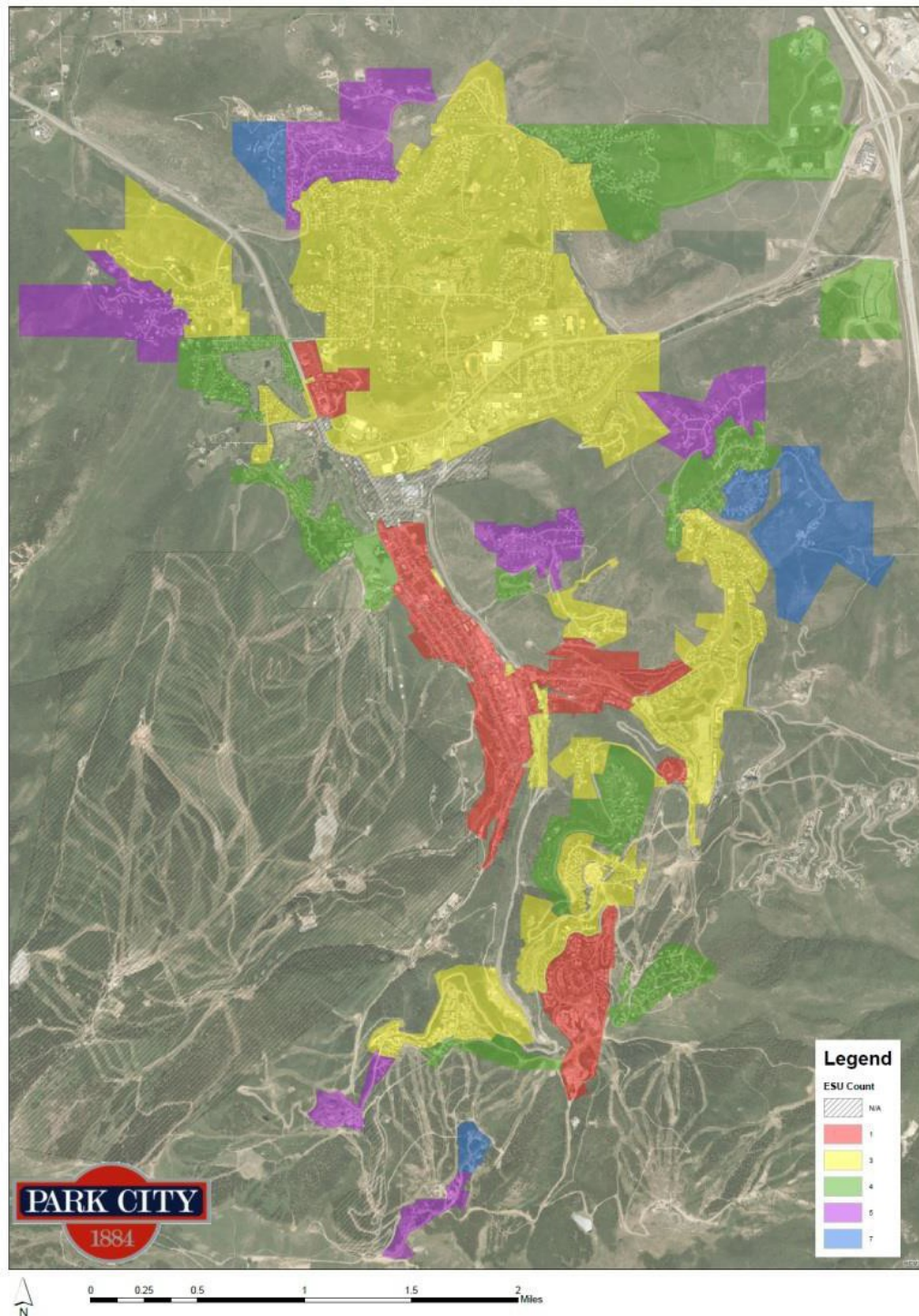
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2.

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based the following map. The assignment may be changed based on an evaluation of an individual property.

Park City Stormwater Utility Map



The default Residential ESU Map was updated to reflect the construction that has occurred in Park City Heights. A new average in the Phase I decreases the default ESU count of 4 to a default of 2. All other zones remain the same.

2.12.3 Multi-Family Residential Initial Assignment

A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

\$270.00 for initial 30 minutes and
\$133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a \$270 fee per application. If the meeting is longer than 30 minutes the applicant will be charged an additional \$133 per 30 minute increment thereafter.

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee			
Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure	
Ski Resort	\$0.26	Skier Day	\$0.01	Skier Day	-	\$22.00	\$149.00	License	
Lodging	\$19.25	Per Bedroom	\$9.49	Per Bedroom	-	\$17.00	\$149.00	License	
Restaurant	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Outdoor Dining	\$0.06	Per Sq. Ft.	\$0.03	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Retail	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	\$22.00	\$149.00	License	
Large Retail (>12,000 sq. ft.)	\$0.16	Per Sq. Ft.	\$0.07	Per Sq. Ft.	-	\$22.00	\$149.00	License	

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Ground Transportation Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License
Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$74.00	\$74.00	License

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/Inspections	Unit of Measure
Alcoholic Beverage/ Single Event Alcoholic Beverage	\$27.92	Per License	\$12.50	Per License	\$45.58	Per License	\$100.00	\$100.00	License
Type 1 CSL	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	-	-	\$149.00	License
Type 2 CSL	\$288.00	Per License	\$125.00	Per License	\$45.58	Per License	-	\$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	\$149.00	License
Outdoor Sales	*In addition to regularly issued business license							\$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							\$4.00	License
Outdoor Sales-Seasonal Plants								\$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

\$100.00 Cash deposit to be posted at time of installing each alarm system within the Park City limits.

\$ - 0 - First response within 6 months, no fee deducted from \$100.00 bond.

\$25.00 Second response to premise within 6 months, and for each subsequent response to said premise. [\$25 deducted from bond].

5.2 Direct Access Alarms

\$100.00 Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.

\$50.00 Per year, per alarm for subsequent years or parts thereof.

5.3 Vehicle Impound Fee

\$20.00 Per vehicle, per impound (also see Section 7.7).

5.3 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum) \$75.00

Holiday (per employee, per hour - four hour minimum) \$165.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: \$.10 per page*. Double-sided copies shall be charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2016 2022). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(2)(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (2)(a)(i) and (ii).

(b) An hourly charge under Subsection (2)(a) may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.

~~(c) Notwithstanding Subsections (2)(a) and (b), no charge may be made for the first quarterhour of staff time.~~

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the

individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

- \$10.00 per police report/traffic accident report
- \$20.00 per CD (compact disc) of Video or Photographs
- \$5.00 per printed color photograph
- \$15.00 per fingerprinting request

SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES

7.1 Fines for meter violations are as follows:

First violation per registered owner(s): No fine or late fees. Vehicle license plate and/or VIN numbers will be logged into the system and a courtesy card issued to welcome to Main Street and educate user on the meter system.

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;

~~\$41.00~~ \$58.00 after 30 days;

~~\$43.00~~ \$60.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;

~~\$84.00~~ \$85.00 after 30 days;

~~\$88.00~~ \$90.00 after 60 days

7.2 Fines for mobility disabled space violations are as

follows: Effective July 1, ~~2019~~ 2022

~~\$270.00~~ \$300.00 from the date of violation until fourteen (14) days following the violation,

escalating to:

~~\$297.00~~ \$325.00 after 14 days;

~~\$326.00~~ \$350.00 after 30 days;

~~\$344.00~~ \$375.00 after 60 days

7.3 Fines for special event parking violations. When enacted by the City Manager under Section 7.7, the fines for special event parking violations are as follows:

- A. Egregious violations (i.e., obstructing traffic on Main Street or along bus routes) or mobility disabled space violations. ~~\$150.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$165.00~~ \$215.00 after 14 days;
~~\$181.00~~ \$235.00 after 30 days;
~~\$189.00~~ \$250.00 after 60 days

- B. Fines for all other special event parking violations.

Effective ~~December 15, 2017~~ July 1, 2022

~~\$145.00~~ \$200.00 from the date of violation until fourteen (14) days following the violation

~~\$145.00~~ \$215.00 after 14 days;
~~\$145.00~~ \$235.00 after 30 days;
~~\$145.00~~ \$250.00 after 60 days

7.4 **FINES FOR TIME LIMIT PARKING VIOLATIONS** are as follows:

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$50.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$55.00 after 14 days;
~~\$41.00~~ \$58.00 after 30 days;
~~\$43.00~~ \$60.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$35.00~~ \$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$38.00~~ \$65.00 after 14 days;
~~\$41.00~~ \$70.00 after 30 days;
~~\$43.00~~ \$75.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, ~~2019~~ 2022

~~\$70.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$77.00~~ \$80.00 after 14 days;
~~\$84.00~~ \$85.00 after 30 days;
~~\$88.00~~ \$90.00 after 60 days

7.5 **Fines for all other parking violations** are as follows:

Effective July 1, ~~2019~~ 2022

~~\$40.00~~ \$60.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$44.00~~ \$65.00 after 14 days;
~~\$48.00~~ \$70.00 after 30 days;
~~\$50.00~~ \$75.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, ~~2019-2022~~

~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$72.00~~ \$80.00 after 14 days;

~~\$79.00~~ \$85.00 after 30 days;

~~\$82.00~~ \$90.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, ~~2019-2022~~

~~\$66.00~~ \$75.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$72.00~~ \$80.00 after 14 days;

~~\$79.00~~ \$85.00 after 30 days;

~~\$82.00~~ \$90.00 after 60 days

7.5 Parking Permits.

China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is ~~\$400.00~~ \$500.00 annually, ~~\$200.00~~ \$250.00 if purchased after April 1st of each calendar year. A replacement permit can be purchased for \$200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - \$200 per vehicle annually, \$100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

Old Town Employee Parking Permit - \$30 per month Old Town employees with a Main Street area business address may apply for a monthly paid permit for \$30 per month. This permit allows for parking all hours (except where signed otherwise) in the China Bridge parking structure. This permit is non-transferrable and not a shareable permit. Quantities are limited with a first-come first-served basis. The permit is NOT valid during major events. Alternative parking locations maybe provided. Payments for this permit are automatically charged to the account holder until it is cancelled by the account holder.

Residential Business Permit - \$25.00 per day – businesses operating and requiring parking in residential permit zones including nightly rentals, construction, landscaping, plumbing, etc. Replacement permit cost is \$20.00

7.6 Special Event Parking. The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$60.00 per day.

7.8 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park Police Department Towing Rate Schedule.

Vehicles relocated from/to City parking are subject to administrative/towing fees up to \$100.

7.9 Immobilization Fee ~~\$35.00~~ \$50.00

7.10 Fees for Special Use of Public Parking are as follows:

Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of ~~\$16.00~~ \$20.00 per space

Swede Alley: Daily rate of ~~\$12.00~~ \$15.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of ~~\$20.00~~ \$25.00 per space

- a. Up to two spaces for vehicle parking with approved and active building permit: ~~\$0.00~~ \$100.00
- b. Vehicle Permits: ~~\$20.00~~ \$75.00 per space per month
- c. Dumpster or Equipment Permit: ~~\$50.00~~ \$75.00 per space per month

Pay station removal for construction: \$1,000.00

Application Fee: ~~\$20.00~~ \$50.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events.

7.11 Garage and Surface Lot Parking Rates, Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.- 6:00 p.m. – FREE, no hourly max
6:00 p.m.-Midnight – \$3.00/hour, no hourly max
Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m. – 5:00p.m. – FREE, 4 hour max
5:00 p.m.-Midnight – ~~\$3.00~~ \$4.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – ~~\$1.00~~ \$2.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

AM-5:00 p.m. – FREE, 72 hour max
5:00 p.m.-Midnight – FREE, 72 hour max

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

~~6:00 a.m.-2:00 a.m. – FREE, 2 hour max~~ Resident Permit Required – shared 2 hour free parking zone- resident permit exempt from time limitation

East Heber, between Main Street and Swede Alley:

6:00 a.m.-2:00 a.m. – Load Zone, 2 hour max.

Gateway top level:

FREE for Main Street permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:

11:00 a.m.-6:00 p.m. – FREE-No hourly max
6:00 p.m.-Midnight \$1.00/hour, no hourly max
Hourly rate may be modified, and may not exceed \$3.00/hour
~~Lost ticket fee will equal the maximum daily fee~~

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00 p.m. – ~~\$1.50~~ \$2.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$1.50~~ \$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, ~~no hourly~~ 24 hour max

5:00 p.m.-Midnight – FREE, ~~no hourly~~ 24 hour max

7.12 Meter rates are as follows:

Effective ~~December 15, 2017~~ July 1, 2022:

Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – ~~\$4.00~~ \$5.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – ~~\$1.00~~ \$2.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$1.50/hour

5:00 p.m.-Midnight – ~~\$2.00~~ \$3.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

7.13 Meter payment by cell phone:

Users sign up for a free account. Meter rates in Section 7.12 apply; no less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the ~~Recreation Center~~ PC MARC and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

- Increases in program participation.
- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City ~~are entitled to~~ may receive a discount on user fees for the ~~Recreation Center~~ PC MARC and Golf Course.

8.3.2 Recreation Program Fees: The Recreation Department, the ~~Recreation Center~~ PC MARC and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the ~~Recreation Center~~ PC MARC: The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost revenue.

The ~~Recreation Center~~ PC MARC facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the ~~Regional Director~~ Recreation Director will have the authority to annually increase fees up to \$.50 or 10%, whichever

is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the ~~Regional Director~~ **Recreation Director** or the City Council.

8.3.5 Discounting Fees: The Recreation Director may, at their discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity, or facility for reasons of financial hardship. The Recreation Director may, at ~~his~~ **their** discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.3.7 Sliding Fee Scale: The purpose of this program is to provide both adult & youth residents of the Park City School District (PCSD) with the opportunity to apply for a reduced fee for certain recreation activities. The fee reduction is based on Summit County's Average Median Income (AMI) and the applicant's gross family income. The discounts range from 30 to 70% depending on Gross Family Income.

Sliding Fee Scale

	Family Size					
% of AMI	One	Two	Three	Four	Five	Six
Below 30% AMI Receive 70% discount	Less than \$24,000 <u>\$25,368</u> Gross Income	Less than \$27,000 <u>\$28,992</u> GI	Less than \$31,000 <u>\$32,616</u> GI	Less than \$34,000 <u>\$36,240</u> GI	Less than \$37,000 <u>\$39,139</u> GI	Less than \$40,000 <u>\$42,038</u> GI
31% to 50% AMI Receive 50% discount	\$24,001 <u>\$25,369</u> to \$40,000 <u>\$42,280</u>	\$27,001 <u>\$28,993</u> to \$46,000 <u>\$48,320</u>	\$31,001 <u>\$32,617</u> to \$51,200 <u>\$54,360</u>	\$34,001 <u>\$36,241</u> to \$57,000 <u>\$60,400</u>	\$37,001 <u>\$39,140</u> to \$61,500 <u>\$65,232</u>	\$40,001 <u>\$42,039</u> to \$66,000 <u>\$70,064</u>
51% to 70% AMI Receive 30% discount	\$40,001 <u>\$42,281</u> to \$55,900 <u>\$59,192</u>	\$46,001 <u>\$48,321</u> to \$63,800 <u>\$67,648</u>	\$51,201 <u>\$54,361</u> to \$71,700 <u>\$76,104</u>	\$57,001 <u>\$60,401</u> to \$79,700 <u>\$84,560</u>	\$61,501 <u>\$65,233</u> to \$86,100 <u>\$91,325</u>	\$66,001 <u>\$70,065</u> to \$92,500 <u>\$98,090</u>

8.4. **RECREATION CENTER PC MARC:**

8.4.1 ~~Recreation Center~~ **PC MARC** Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for use of the ~~Recreation Center~~ **PC MARC** programs and

activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes

Youth (3 to 17) 10 Punch
Adult 10 Punch
Senior & Military 10 Punch
Child Care 10 Punch (10 hrs.)

Resident

\$28.00
\$80.00
\$70.00
\$35.00

Visitor

\$40.00
\$100.00
\$80.00

Tennis Fees

Resident rate
Visitor rate

Hourly Court Fees

Indoor	Outdoor
\$32.00 <u>\$34.00</u>	\$12.00 <u>\$14.00</u>
\$44.00	\$16.00

Youth Clinics Pre-Registration

Red Ball: ~~\$12/day~~ \$14/day
Orange: ~~\$24/day~~ \$26/day
Green: ~~\$24/day~~ \$26/day
Yellow: ~~\$24/day~~ \$26/day
~~Peak: \$28/day~~

Youth Clinic Drop-In

Red: ~~\$15~~ \$17
Orange: ~~\$28~~ \$30
Green: ~~\$28~~ \$30
Yellow: ~~\$28~~ \$30
Peak: ~~\$32~~ \$34

Other Tennis Fees

Private Lesson 1 Hour	\$80.00
Private Lesson 1/2 hour	\$44.00
Semi Private Lesson 1 hour (Per person)	\$42.00
Group of 3 (Per person)	\$32.00
Group of 4 (Per person)	\$27.00
Clinic drop-in fee 1 hour	\$17.00
Clinic drop-in fee 1.5 hours	\$26.00
Ball Machine per hour	\$12.00
Tennis Courts Non-Athletic (Daily)	\$3,000.00

Pickleball Fees

Indoor Bubble Courts	\$16/hr <u>\$17/hr</u>
Outdoor Courts	\$12/hr <u>\$14/hr</u>
Per – hr. Clinic	\$12/hr <u>\$15/hr</u>
Monthly Clinic	\$45
Private Lesson 1 hour	\$45 <u>\$50</u>
Semi-Private Lesson 1 hour	\$30 <u>\$50/pp</u>
<u>Group of 3 (Per Person)</u>	<u>\$30/hr</u>
<u>Group of 4 (per person)</u>	<u>\$25/hr</u>

Daily Drop In	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3	\$6
Adult	\$9	\$15
Senior 65+ & Military	\$7 <u>\$8</u>	\$9

Insurance Drop In Class Fee \$7.00

Facility Passes: ~~There are two types of facility passes one which includes all amenities except tennis & pickleball and the other which includes all amenities except group fitness, pickleball and tennis. Program fees are additional and are not included in pass fees.~~

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$45 <u>\$50</u>	\$22 <u>\$25</u>	\$67 <u>\$75</u>
3 Month	\$125 <u>\$135</u>	\$60 <u>\$67</u>	\$185 <u>\$202</u>
6 Month	\$232 <u>\$245</u>	\$108 <u>\$121</u>	\$340 <u>\$366</u>
12 Month	\$433 <u>\$440</u>	\$192 <u>\$219</u>	\$625 <u>\$659</u>

Senior 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$40 <u>\$45</u>	\$22 <u>\$25</u>	\$62 <u>\$70</u>
3 Month	\$112 <u>\$121</u>	\$60 <u>\$67</u>	\$172 <u>\$188</u>
6 Month	\$205 <u>\$218</u>	\$108 <u>\$121</u>	\$313 <u>\$339</u>
12 Month	\$375 <u>\$393</u>	\$192 <u>\$219</u>	\$567 <u>\$612</u>

~~Couple Rate~~

Term	Facility Rate	Class Add On	Total
1 Month	\$82	\$38.00	\$120
3 Month	\$242	\$108.00	\$350
6 Month	\$393	\$182.00	\$575
12 Month	\$725	\$325.00	\$1,050

PC MARC Tennis Passes

Term	Single	Couple	Additional Family Member
1 Month	\$200.00	\$320.00	\$30.00
3 Month	\$475.00	\$760.00	\$60.00
6 Month	\$775.00	\$1,345.00	\$110.00
12 Month	\$1,210.00	\$2,150.00	\$225.00

<u>Term</u>	<u>Single</u>
<u>1 Month</u>	<u>\$220</u>
<u>3 Month</u>	<u>\$520</u>
<u>6 Month</u>	<u>\$850</u>
<u>12 Month</u>	<u>\$1,330</u>

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65	\$125	
Half Gym	\$35	\$75	
<u>Daily Full Gym</u>	<u>\$325</u>	<u>\$625</u>	\$1,400
Non Athletic			

Fitness Studios	\$65.00 (for profit)	\$125.00 (for profit)
	\$35.00 (non-profit)	\$75.00 (non-profit)

Other Fees

Visitor 10 Punch Card	\$100.00
Child Care Per Hr.	\$4.00
Non-Contact Personal Training	\$60 per day
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Birthday Party	\$150.00
Party Room per hour	\$50.00
Pool Per Hour	\$100 plus guards
Lap Pool Per Lane	\$25 per lane per hour

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18-hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, the recreation card (which must have a City resident designation) must be presented to the golf starter. Season passes are available only to those who possess a locals card. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

Resident Season Pass	\$1,110.00 <u>\$1,200.00</u>
Junior Pass	\$425.00

Jr./Sr. Punch Pass	\$350.00 <u>\$360.00</u>
Non-Resident Sr. Punch Pass	\$390.00 <u>\$400.00</u>
Corporate Pass	\$3,000.00
Resident 18 Hole	\$39.00 <u>\$40.00</u>
Resident 18 Hole with Cart	\$55.00 <u>\$56.00</u>
Utah Resident 18 Hole	\$48.00 <u>\$50.00</u>
Utah Resident 18 Hole with Cart	\$64.00 <u>\$66.00</u>
Non-Resident 18 Hole	\$55.00 <u>\$60.00</u>
Non-Resident 18 Hole with Cart	\$71.00 <u>\$76.00</u>
Resident 9 Hole	\$19.50 <u>\$20.00</u>
Resident 9 Hole with Cart	\$27.50 <u>\$28.00</u>
Utah Resident 9 Hole	\$24.00 <u>\$25.00</u>
Utah Resident 9 Hole with Cart	\$32.00 <u>\$33.00</u>
Non-Resident 9 Hole	\$27.50 <u>\$30.00</u>
Non-Resident 9 Hole with Cart	\$35.50 <u>\$38.00</u>
Resident Off-Season 18 Hole	\$28.00 <u>\$32.00</u>
Non-Resident Off-Season 18 Hole	\$32.00 <u>\$34.00</u>
Small Range Bucket	\$5.00
Large Range Bucket	\$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$50.00 <u>\$55.00</u>
Rental Clubs for 9 Holes (includes 3 golf balls)	\$25.00 <u>\$27.50</u>

Lodging/Advance booking 18 Hole with cart \$90.00

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees

Household	\$40.00 per year
Non-Resident Card Fees - Household (6 months)	\$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free
Interlibrary Loans	\$1.00 charge per item

8.7. CEMETERY FEES. ~~Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery property or may be buried in the Park City Cemetery. All cemetery plots will be sold on a first-come, first-served basis. The same criteria above are used for the rights to purchase a plaque space on the Memorial Walls in the Cemetery.~~

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Opening and closing adult grave	\$600.00	\$600.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$1,000	\$1,000
Removal of infant for interment outside cemetery	\$360.00	\$360.00
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00
Cremation Garden:		
Companion Premium Post	\$530.00	
Companion Peak Marker	\$980.00	
Companion Boulder	\$1,360.00	
Family Bench	\$1,045.00	
Individual Premium Post	\$300.00	
Individual Peak Marker	\$530.00	
Family Pedestal Foundation	\$300.00	
Opening and Closing	\$250.00	

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "Veterans Section" for Park City veterans, firemen and police officers will be provided free of charge ~~and fees will be waived for, as well as fees for~~ cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 60.00 <u>\$75</u>	\$90 <u>\$100</u>
Non-residents/commercial +\$100 refundable cleaning deposit	\$125.00 <u>+\$100</u>	\$200.00 +

9.6. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

- Group 1: Activities which are free and open to the public, or educational/informational.
Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

Location	Group 1	Group 2	Group 3	Group 4
Miners Hospital 1 st Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour

Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basement	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a \$25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a \$50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a \$75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:

****a** \$50.00 damage/cleaning deposit is required on all whole day rentals, refundable if the facility is left in satisfactory condition; full payment of all fees is due two weeks prior to the facility rental.

*****a** \$300.00 damage/cleaning deposit is required on all special events rentals, \$275 is refundable if the facility is left in satisfactory condition; full payment of all fees for special events is due 30 days prior to the date of the event.

9.7. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

- Group 1: Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.
- Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.
- Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees
- Non-Profits: Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.

Location	Room	Occ.	Group 1	Group 2	Group 3	Non-Cleaning Fine
Library 1 st Floor	Entry Hall	43	Unavailable	Unavailable	\$300/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Entry Hall Patio	90	Unavailable	Unavailable	\$400/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Free (Unavailable outside library hours)	\$20/hour, \$40 minimum
Library 2 nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	South Conference Room	12	Free	\$20/Hour	\$40 (unavailable outside Library hours)	\$20/hour, \$40 minimum
Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Community Room	85	Free	\$75/Hour	\$150/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40	\$20/hour, \$40 minimum

Santy Technology Fees:

Projection Fees: Users have two options for projection.

1 - Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental

date(s).

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

Lighting Fees: Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
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~~Youth = Ages 6-17; Adult = 18 and over~~
~~Youth Resident Rate Honored for all Seniors (65+) and Military~~

Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	\$6.00	\$10.00 <u>\$12.00</u>
Cheap Skate (includes skate rental)	\$6.00	\$10.00 <u>\$12.00</u>
Group Rates (20+) includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
School Rate – includes skate rental	\$6.00	\$10.00 <u>\$12.00</u>
Skate Rental	\$4.00	\$4.00
Drop-in Hockey – <u>Stick & Puck</u>	\$9.00	\$9.00
Drop-in Hockey – adult	\$10.00 <u>\$11.00</u>	\$10.00 <u>\$11.00</u>

Coached Drop-in Hockey	\$13.00	\$13.00
Freestyle	\$9.00	\$9.00
Drop-in Curling	\$25.00 <u>\$200.00/lane</u>	\$25.00 <u>\$200.00/lane</u>
Drop-in Broomball	\$25.00	\$25.00
Drop-in Skating Class	\$15.00	\$15.00
Off-Ice Programming: Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$11.50
Visiting Coach Fee	\$16.00	\$16.00
Curling Instructor Fee	\$50/per hour/per instructor	

10 Session Punch Cards

Punch cards may be available for some activities or products.

Annual Passes

Bronze (Public Skate): (Includes Skate Rental)	\$300
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Hourly Ice

Tax Exempt User Groups*/Employees	\$200 <u>\$205.00</u>
Local Rate (Summit or Wasatch County Resident)	\$225 <u>\$230.00</u>
Non-Resident, Not-for-Profit	\$250 <u>\$255.00</u>
Camp	\$300 <u>\$305.00</u>
For-profit	\$375 <u>\$395.00</u>

**User Groups are defined as local, organized programs who regularly rent ice from the arena and who provide a certificate of insurance listing PCMC as additionally insured and are a 501(c)3 organization. (minimum 50 hours per season).

Room Rental

Multi-purpose Rooms \$40/hr. (per room)
User Groups can use the Party Room for 24 hours at no cost, but rooms must be booked in advance.

Birthday Parties

Basic Birthday Party Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes

Equipment (per hour)

Broomball	\$50
Curling	\$50/hour/lane

Event Fees

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200
Bleachers	\$200/day
Catering Fee	\$150
Scheduling Impact Fee	\$150
<u>Overnight Rental Staffing:</u>	<u>\$100/hour per employee</u>

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.

Hockey Skate Sharpening	\$8.50
Figure Skate Sharpening	\$10.00
Custom Radius	\$30.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.50 (ea.)
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

<u>Locker Rental (Annual Fee)</u>	<u>First Floor</u>	<u>Second Floor</u>
Regular Locker	\$180	\$130
Large Locker	\$210	\$160

Gate Fees

The Park City Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$1,600
Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month

9.2. Recreation Program and Pass Fees: The Park City Ice Arena offers a variety of organized programs and activities passes. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs.

9.3. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

The City Manager will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.4. Discounting Fees: The Ice Arena Manager may discount fees when:

- a. Offering special promotions designed to increase use.
- b. Trying to fill non-prime time.
- c. Introducing new programs or activities.
- d. Playing conditions are below standard due to weather or facility disrepair.

- 9.5. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at their discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties. Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified activities based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

- 9.6 Establishing Fields User Fees: Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2% will be applied to credit card charges over \$5,000.

FULL COMPLEX RATES						
	FULL DAY VISITOR	FULL-DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC-Stadium-SB	\$500	\$200	\$100	\$50		
PCSC-Stadium SOG	\$500	\$200	\$100	\$50		
PCSC-multipurpose	\$375	\$200	\$100	\$50	\$1,600	\$1,000
PCSC-Sportexe	\$1,000	\$500	\$200	\$100		
PCHS-BB	\$375	\$100	\$75	\$50		
PCHS-SB	\$375	\$100	\$75	\$50		
PCHS-LL	\$375	\$100	\$75	\$50	\$800	\$575
North 40-North	\$375	\$250	\$100	\$50		
North 40-South	\$375	\$250	\$100	\$50	\$500	\$350
City Park	\$375	\$250	\$100	\$50	\$375	\$250
PCHS-Dozier	\$1,000	\$500	\$200	\$100	\$1,000	\$500
TMJHS	\$375	\$100	\$75	\$50	\$800	\$575
Stakeholder Fee						\$250-per team-per season youth

Non-exclusive Use of Outdoor Recreation Facilities

	Per-Day	Season
Resident	\$50	\$300
Non-Resident	\$75	\$500

Commercial \$65

Volleyball Court Fees (per court) \$30.00/hr. Res. \$50.00/hr. NonRes
 \$120.00/day Res \$200.00/day NonRes
 (2 courts) \$200.00/day Res \$300.00/day NonRes

<u>Field/Venue</u>	<u>Resident Fees</u>		<u>Visitor Fees</u>	
	<u>Hourly</u>	<u>Full Day</u>	<u>Hourly</u>	<u>Full Day</u>
<u>City Park Grass Field</u>	\$60	\$300	\$120	\$600
<u>City Park Softball Field</u>	\$60	\$300	\$120	\$600
<u>City Park Volleyball Court</u>	\$30	\$150	\$50	\$250
<u>North 40 Grass Field North</u>	\$60	\$300	\$120	\$600
<u>North 40 Grass Field South</u>	\$60	\$300	\$120	\$600
<u>North 40 Full Complex</u>		\$420		\$840
<u>PCHS Dozier Field</u>	\$100	\$500	\$200	\$1,000
<u>PCHS Baseball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Little League Field</u>	\$60	\$300	\$120	\$600
<u>PCHS Ball Fields Complex</u>		\$630		\$1,260
<u>TMMS Pony Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League South</u>	\$60	\$300	\$120	\$600
<u>TMMS Little League Admin</u>	\$60	\$300	\$120	\$600
<u>TMMS Grass Field</u>	\$60	\$300	\$120	\$600
<u>TMMS Full Complex</u>		\$630		\$1,260
<u>PCSC Stadium Grass Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Stadium Softball Field</u>	\$60	\$300	\$120	\$600
<u>PCSC Field D Multi-Purpose</u>	\$60	\$300	\$120	\$600
<u>PCSC Turf Field Multi-Purpose</u>	\$100	\$500	\$200	\$1,000
<u>PCSC Full Complex</u>		\$980		\$1,960
<u>Commercial Use of Outdoor Rec Facility (non-exclusive)</u>	\$60	\$300	\$80	\$500

Youth Stakeholder Fee	\$300.00 <u>275.00</u> /team per season— adult
Adult Stakeholder Fee	\$325/team per season
Tennis & Pickleball Courts	\$12.00/hr.
Additional Restroom Cleaning	\$30.00 \$40.00
Additional Field Prep (Softball/Baseball)	\$95.00 <u>\$100.00</u>
per field Special Field Prep (Low grass Cut)	\$1,000.00 per field
Field Set Up (Lacrosse, Soccer, Football)	\$383.00 per field
Field Lights - PCSC & City Park	\$20.00 per /hr.
Baseball Fence	\$45.00 per /field
Outfield Vinyl Fencing <u>per field per one</u> week of use	\$337.00 per /field

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and approved filming activity

10.1	<u>Fee for in lieu of providing public parking</u>	\$40,000.00 per stall
10.2	<u>Returned Check Charge:</u>	\$25.00
10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$80.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$108.00
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$859.00
	Street Banner Installation-every other Main	\$687.00
	Street Banner Installation-every 3rd	\$515.00
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$2,013.00
	(Includes state permit, barricades and signage, required during install)	
	Street Banner Removal- Kearns	\$1515.00
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$75.05
	Pavilion Cleaning	\$150.00
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$10.00
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00

Swede Alley Parking Space (per space, per day)	\$13.25
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10.9 Barricades (cost per barricade)

Crowd Control Barricades	\$5.90
Portable Electronic Sign/Message Board (per day)	\$151.20
Temporary Signs (each)	\$18.50
Street Barricades (per day)	\$1.40

10.10 Dumpsters

8 Yard (delivery + haul off fee)	\$210.00
30 yard (delivery + haul off fee)	\$210.00
Landfill fee for 30 yard dumpster (per ton)	\$35.00

10.~~12~~ 11 Streets Equipment and Materials Equipment (2

hour min. - billable rate is portal to portal,
cost includes operator, fuel, maintenance)

Large Loader (per hour, 1 staff)	\$103.20
Small Loader (per hour, 1 staff)	\$71.95
Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
Unimog with Snow Blower (per hour, 1 staff)	\$180.20
Unimog Snowplow (per hour, 1 staff)	\$88.35
Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05

10.~~13~~ 12 Materials

Salt (per ton)	\$45.00
Road base (per ton)	\$18.00
Sand (per ton)	\$16.00
Cold Patch (per ton)	\$90.70
Hot Mix (per ton)	\$66.95

10.~~14~~ 13 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor – restrooms, buildings and other (contract labor)	\$35.00

10.~~15~~ 14 Special Event Application Fee (Processing and Analysis)

Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00

Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

As according to section 4-8-9, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events Department prior to the application deadlines:

- (1) October 1st – Events occurring between January 1st and June 30th.
- (2) April 1st – Events occurring between July 1st and December 31st.

Fee reduction applications received outside of the normal application process may be considered for reductions but must demonstrate an immediate need for reduction and provide justification as to why the application was not filled within the specified deadline.

10.16 15 Public Parking Lot Use Rates for approved Events:

All lot fees are for approved permitted Special Events only. Regular parking rates apply at all other times.

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day
Swede Alley Surface Lot	\$ 50.00 per day
Swede Alley Wall Lot	\$ 50.00 per day
Flag Pole Lot	\$ 50.00 per day
Sandridge lot – Upper/Lower	\$ 50.00 per day/ per lot
Quinn's Sports Parking Lots 1, 2, 3	\$ 50.00 per day/ per lot
Mawhinney Parking Lot	\$ 50.00 per day
Library Parking Lot – Partial Use Only	\$ 50.00 per day

10.17 16 Trail Use Fees Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants

Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD
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If Council approves additional participation above a capped quota of participants, add \$2.00/participant in addition to fees provided below.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.~~18~~ 17 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card paymentsequal to or greater than \$5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

\$150.00 Mayoral filing fee*

\$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Ordinance 2022-20, an Ordinance Establishing Compensation for the Elected and Statutory Officers for FY 2023

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Council Compensation Staff Report](#)

[Exhibit A: Council Compensation Ordinance FY23](#)

City Council Staff Report

Subject: Council and Statutory Officer Compensation
Author: Jed Briggs and Kirsten Darrington
Department: Budget, Debt, and Grants
Date: June 23, 2022
Type of Item: Legislative



Recommendation

Staff recommends adopting ordinance 2022-20 establishing compensation for Elected and Statutory Officers for FY23 according to Exhibit A.

Background

Under code [10-3-818](#), elective and statutory officers of municipalities shall receive compensation for their services, set by adopting an ordinance after holding a public hearing. The City is obligated to advertise time and place of the public hearing at least seven days in advance by newspaper publication and posting on the Utah Public Notice website. A public hearing was advertised in the Park Record on June 8 and June 15, 2022, and posted on the Utah Public Notice website on May 18, 2022.

Analysis

For FY23, the Elected Official and Statutory Officer Compensation recommendation is mainly consistent with the Pay Plan recommendation presented to Council during the operating budget summary on May 26, 2022. Yet unlike the Pay Plan recommendation, we recommend that the Mayor and Council receive and across the board 10.33% increase to keep pace with regional inflation and the increasingly time-consuming duties of elected office. Conversely, Statutory Officer Compensation will continue to reflect best practices that determine actual pay (performance, experience, education, certification, etc., etc.)

Elected and Statutory Officer Compensation Rate Changes

Mayor	FY 2021-2022	FY 2022-2023
Wages	\$ 45,366.72	\$ 50,053.00
Health Benefits (or cash in lieu)	\$ 21,522.48	\$ 22,600.00
Car Allowance	\$ 3,000.00	\$ 3,000.00
Total	\$ 69,889.20	\$ 75,653.00
City Council	FY 2021-2022	FY 2022-2023
Wages	\$ 23,435.04	\$ 25,856.00
Health Benefits (or cash in lieu)	\$ 21,522.48	\$ 22,600.00
Total	\$ 44,957.52	\$ 48,456.00
Statutory Officers	FY 2021-2022 Range	FY 2022-2023 Range
City Manager	\$137,000 - \$174,991	\$158,250 – \$211,000
City Attourney	\$163,404 - \$192,355	\$176,493 – \$235,324
City Treasurer	\$64,000 - \$93,844	\$82,860 – \$110,480
City Engineer	\$124,086 - \$138,456	\$124,938 – \$166,585
City Recorder	\$79,039 - \$90,861	\$82,860 – \$110,480

Exhibits

A – FY23 Council Compensation Ordinance

Ordinance No. 2022-20

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL,
AND STATUTORY OFFICERS FOR FISCAL YEAR 2022 – 2023
IN PARK CITY, UTAH**

WHEREAS, the City Council has the power to establish compensation schedules pursuant to Utah Code Section 10-3-818; and

WHEREAS, the number of duties for the Mayor and City Council is significant and each elected officer is required to devote considerable time and expense to public service and community affairs; and

WHEREAS, a public hearing was duly advertised and held on June 16, 2022;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Park City, Utah that:

SECTION 1. REPEALER: All previous compensation ordinances regarding elected and statutory officers hereby are repealed.

SECTION 2. COMPENSATION FOR MAYOR, CITY COUNCIL, AND STATUTORY OFFICERS ADOPTED: The following salary levels are hereby adopted:

	<u>FY 2022-2023</u>
Mayor	
Wages	\$50,053.00 per year
Health Benefits (or cash in lieu)	\$22,600.00 per year
Car Allowance	\$3,000.00 per year
Total	\$75,653.00 per year
City Council	
Wages	\$25,856.00 per year
Health Benefits (or cash in lieu)	\$22,600.00 per year
Total	\$48,456.00 per year
City Manager	\$158,250 – \$211,000 per year
City Attorney	\$176,493 – \$235,324 per year
City Treasurer	\$82,860 – \$110,480 per year
City Engineer	\$124,938 – \$166,585 per year
City Recorder	\$82,860 – \$110,480 per year

SECTION 3. BENEFITS: The Mayor and each member of the City Council shall receive family medical insurance. This benefit may be received as cash in lieu of the insurance coverage in the amount of \$22,600. The Mayor shall also receive \$250 per

month in car allowance. In addition, the Mayor and Mayor Pro-Tem. shall receive \$100 per wedding performed. Statutory officers are eligible for all benefits available to regular Full-Time Equivalents unless otherwise determined by the Mayor and City Council.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective July 1, 2022.

PASSED AND ADOPTED this 23th day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Resolution

Agenda Section: NEW BUSINESS

Subject:

Consideration to Adopt Resolution 12-2022, a Resolution Adopting the Comprehensive Emergency Management Plan (CEMP) and 2022 Pre-Disaster Mitigation Plan

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[CEMP Staff Report](#)

[Exhibit A: CEMP](#)

[Exhibit B: 2022 Pre-Disaster Mitigation Plan for Summit Utah and Wasatch Counties with April 2022 Revisions](#)

[Exhibit C: CEMP and Pre-Disaster Mitigation Plan Resolution](#)

City Council Staff Communication



Subject: Comprehensive Emergency Management Plan and 2022 Pre-Disaster Mitigation Plan Adoption
Author: Mike McComb, Emergency Program Manager
Department: Executive
Date: June 23, 2022

Recommendation

Review the amended 2022 Comprehensive Emergency Management Plan (CEMP) and 2022 MAG Pre-Disaster Mitigation Plan, hold a public hearing, and adopt by resolution the CEMP and Pre-Disaster Mitigation Plan to continue compliance with existing Federal and State requirements and standards.

Executive Summary

- The City's CEMP requires formal annual adoption by Council to remain compliant with National Incident Management System (NIMS) requirements, and to be eligible for Emergency Management Program Grant (EMPG) funding and/or Public Assistance reimbursements through the Federal Emergency Management Agency (FEMA). Legislative amendments to Utah's Emergency Management Act additionally require each political subdivision to adopt an emergency operations plan.
- The original CEMP was adopted in August of 2007 and re-adopted annually since then. Following previous years' practices, Resolution 16-2021 requires all amendments to the CEMP to be ratified by the City Council within one year.
- In addition to minor updates and revisions, the Emergency Program Manager in conjunction with the Emergency Management Group, amended the CEMP with the significant addition of the updated 2022 Mountainlands Association of Governments' Pre-Disaster Mitigation Plan and amended Emergency Support Function #1 (Transportation) to reflect Park City Municipal's Transit organization.

The Problem and Opportunity

Without formal adoption of a CEMP and a separate Pre-Disaster Mitigation Plan, the City is ineligible for certain Federal grants and Federal disaster Public Assistance reimbursements following an emergency. Further, NIMS compliance has become a *de facto* requirement for other Federal assistance and grants. State assistance to municipalities through the Utah Division of Emergency Management (DEM) is also available with approved emergency management plans, required training, an assigned Emergency Manager, and CEMP adoption.

Background

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762), authorize non-disaster Federal preparedness grants to all 56 U.S. States and territories, administered by FEMA.
- Park City Municipal Corporation, through DEM, has successfully applied for and received annual non-disaster grant funding through FEMA's EMPG Program since 2008. This funding is provided at a 50-50 level, meaning for every Federal dollar received through DEM, the City funds an equal amount.

- PCMC received disaster funding in 2011 due to flooding in Summit and surrounding counties.
- Various provisions of the CEMP were enacted during the City's declaration of emergency in response to the COVID-19 pandemic.

Analysis

This year, in addition to some minor language and editing updates to the CEMP, major additions include formal adoption of the updated 2022 Pre-Disaster Mitigation Plan, as well as changes to Emergency Support Function #1 (Transportation) to reflect the City's Transit organizational structure.

Nature of the Change	Page(s) Affected
Adopts the 2022 MAG Pre-Disaster Mitigation Plan	Proposed resolution, 4, Adds Appendix W
Updates State legislation related to Emergency Management	Appendix B
Adds the Emergency Management Group and City Training Committee to entities directing staff preparedness drills and exercises	9
Updates the Transit Department organization in Emergency Support Function (ESF) #1 (Transportation) and supporting sections	24, Appendix L, Appendix Q
Adds Emergency Support Function (ESF) #19 (Public-Private Partnerships) and indicates the associated ESF documentation is in development	25

In addition to the basic plan, 23 appendices lay out the details of Mitigation, Preparedness, Response, and Recovery for Park City Municipal. The basic CEMP (Attachment A) is provided for review and adoption. The 2022 MAG Pre-Disaster Mitigation Plan is Exhibit B. The resolution to adopt the CEMP and Pre-Disaster Mitigation Plan is Exhibit C.

The various appendices of the CEMP exceed 2,000 pages, and are not included with this staff report, but are available for Council review. Some appendices are protected documents under Utah Code section 63-2-304 and section 62-2-106 due to personnel and security contents.

Department Review

Emergency Management, Legal, and Executive

Funding Source

Funding is provided through four general fund accounts and one capital improvement fund (CIP).

Exhibits

- A 2022 CEMP as amended
- B 2022 MAG Pre-Disaster Mitigation Plan
- C A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) AND 2022 PRE-DISASTER MITIGATION PLAN



PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

June 2022

Re-adopted 6/23/2022

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APPENDICES (provided under separate covers)

- Appendix A. Park City Municipal Code - Emergency Management & Responsibilities
- Appendix B. State of Utah Code Annotated 1953 - Title 53 – Emergency Management Act
- Appendix C. Hazard Identification and Vulnerability Analysis Worksheets and
Emergency/Disaster Action Plans (HIVA/EAP) (Protected*)
- Appendix D. Emergency Preparedness for City Facilities (Protected*)
- Appendix E. Training, Implementation and Exercise Plan
- Appendix F. Incident Command System (ICS)
- Appendix G. Mutual Aid Agreements
- Appendix H. Resource List and Contracts
- Appendix I. Employee Contact List (Protected*)
- Appendix J. Available FEMA Training Courses
- Appendix K. Emergency Operations Center (EOC) (Protected*)
- Appendix L. Emergency Support Functions (ESF) (Protected*)
- Appendix M. Community Preparedness Information and Plan
- Appendix N. Acronyms and Glossary
- Appendix O. Form and Log Templates
- Appendix P. Emergency Manager (EM) Notification Procedure
- Appendix Q. Standard Operating Procedures (SOP) in Support of ESF (Protected*)
- Appendix R. Continuity of Operations Plan (COOP) (Protected*)
- Appendix S. Distribution Management Plan (in development)
- Appendix T. Community Wildfire Preparedness Plan, 2021 Update
- Appendix U. Citywide Evacuation Standard Operation Procedures, including Department of
Homeland Security Crisis Event Response and Recovery Access (CERRA)
Framework
- Appendix V. National Disaster Recovery Framework, including Recovery Support Functions
- Appendix W. Pre-Disaster Mitigation Plan

* Some parts or all of these appendices are Private or Protected pursuant to UCA - 63-2-304 and UCA 62-2-106



Resolution No. 23-07

A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, natural and man-made disasters may occur in any part of Park City, and;

WHEREAS, Utah State Code Title 63, State Affairs in General, Chapter 5a, Disaster Response and Recovery outlines authority, and;

WHEREAS, Park City is responsible to respond to emergency incidents as well as disasters with local responders, i.e. Law Enforcement, Fire, Emergency Medical Services, Public Services, and other such departments and divisions that might be required, and;

WHEREAS, City departments may be called to respond to and/or assist in response and/or recovery from the effects of emergency incidents and disasters, and;

WHEREAS, Park City is committed to achieving a system that will provide a consistent approach for local, State and Federal governments to work effectively and efficiently together to prevent, prepare for, respond to, and recover from domestic emergency and disaster incidents, regardless of cause, size, or complexity, and;

WHEREAS, The Homeland Security Presidential Directive (HSPD-5) requires Federal departments and local jurisdictions to adopt the National Incident Management Systems (NIMS), and;

WHEREAS, in times of disaster, local and State agencies work closely with Federal agencies, and;

WHEREAS, NIMS provides a consistent nationwide template for all agencies to work together to prevent, prepare for, respond to, and recover from all hazards, and;

WHEREAS, as a condition for Federal preparedness assistance, beginning in Federal Fiscal Year 2005, local organizations are mandated by HSPD-5 to adopt NIMS as the model for incident management in times of disaster;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Park City, Utah as follows:

SECTION 1. ADOPTION. Park City Municipal Corporation hereby adopts the National Incident Management System (NIMS) to be used by all City departments in response to all

incidents and/or disasters within Park City.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect upon adoption.

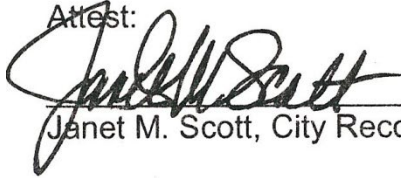
PASSED AND ADOPTED by the City Council this 9th day of August, 2007.

PARK CITY MUNICIPAL CORPORATION



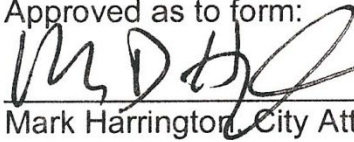
Mayor Dana Williams

Attest:



Janet M. Scott, City Recorder

Approved as to form:



Mark Harrington, City Attorney



**Park City Municipal Corporation
Comprehensive Emergency Management Plan**

Record of Changes

Pursuant to Resolution XX-2022, the City Manager may approve amendments to the Comprehensive Emergency Management Plan (CEMP), which shall remain in effect for up to one year or until permanently ratified by the City Council.

Nature of Changes	Date of Change	Pages Affected	City Manager's Signature
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PARK CITY MUNICIPAL CORPORATION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

PURPOSE

The purpose of the Park City Comprehensive Emergency Management Plan (CEMP) is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

This plan attempts to clearly define the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments, and resources.

This document is intended to serve as a living document with dynamic content, periodic reviews, edits, and updates to reflect changes in technologies, techniques, organizations, tactics, procedures, and other considerations.

CONCEPT & PRINCIPLES

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This plan utilizes the tenants of NIMS, including the Incident Command System (ICS), as the basis for operations and to the level the various tenants apply to local government. In adopting this CEMP, Park City Municipal Corporation also adopts NIMS and ICS as required in HSPD-5.

It is the responsibility of Park City Municipal Corporation to undertake comprehensive emergency management planning in order to protect life and property from the effect of an event prompted by natural or man-made occurrences. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capabilities to respond, assistance will be requested from Summit County, and then from the State of Utah. The Federal Government will provide assistance to the State when appropriate.

This plan is based on the concept that the emergency functions for City departments, functions or groups will generally parallel their normal day-to-day functions. To the extent possible, the same staff and material resources will be employed in both cases.

Routine City functions that do not contribute directly to the emergency response or operations may be suspended for the duration of the incident. The resources that would normally perform those functions may be redirected to accomplish emergency response tasks.

A CEMP contemplates all types of emergency situations. It is more than an operational plan and it accounts for activities before, during, and after emergency operations. While the City has a plan as outlined herein, we recognize that we may lack adequate resources to carry out all

phases of the plan, depending on the scope and scale of a specific incident. The following are the four phases of a CEMP:

Phases of Emergency Management

1. **Mitigation:** Mitigation activities are those intended to eliminate or reduce the probability of an occurrence. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevent the most damage, and are quantitatively proven to be the most cost-effective. City departments will enforce all public safety mandates including land use management and building codes; and recommend legislation required to improve the City's emergency readiness. These activities also include long-term efforts that reduce negative impacts of unavoidable hazards.
2. **Preparedness:** Preparedness activities develop the response capabilities required to respond to an emergency. Preparedness consists of almost any pre-disaster action to improve the safety or effectiveness of disaster response. Preparedness consists of those activities with potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Emergency/Disaster Action Plans spell out the scope of activities required for community response. Departments/agencies shall ensure that employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercises selected by the Emergency Program Manager (EPM), Emergency Management Group (EMG), and City Training Committee. Other government jurisdictions within and outside the City boundaries shall also participate in these exercises as appropriate. Exercise results shall be documented and used in a continuous planning effort to improve the City's emergency readiness posture. In addition to the ongoing training and education of City employees and elected officials in the CEMP, local citizens and businesses shall also be educated on their responsibilities in preparing for an emergency.
3. **Response:** Response is the provision of public safety and public works services during the incident or crisis. These activities help reduce casualties and damage and speeds recovery from the incident. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of Emergency Response Plans. Actions include emergency and short-term medical care, return of vital life-support systems to minimum operating conditions, mass communications, evacuations, and initial damage assessment. When any department or agency within the City receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be described in department/agency Emergency Response Plans and may involve activating the Emergency Operations Center (EOC) for coordination and support of the Incident Commander or Unified Command under the Incident Command System (ICS). Departments/agencies will strive to provide support to warning and emergency public information, save lives and property, supply basic human

needs, maintain, or restore essential services, and protect vital resources and the environment.

4. Recovery: Recovery is both a short-term and long-term process. Recovery involves detailed damage assessments, complete restoration of vital life-support systems, financial assistance, and long-term medical care. There are no definite points at which response ends and recovery begins. Generally, most recovery efforts will occur after the emergency response organization is deactivated and departments/agencies have returned to pre-disaster operations and have resumed routine daily functions. The recovery period is the opportune time to institute mitigation measures, particularly through examining lessons learned during the recent incident. Examples of recovery actions could include providing temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas. The City adopts the framework and basic guidelines detailed in the National Disaster Recovery Framework included in the appendices, as well as the Recovery Support Functions detailed therein.

OBJECTIVES CONTAINED WITHIN THE CEMP

1. Clearly define the roles and responsibilities of key members of City staff, City departments or functions and elected officials, in order to mitigate, prepare for, respond to, and recover from the effects of any major emergency or disaster.
2. Establish and define roles and responsibilities within NIMS and ICS, as required by law.
3. Ensure essential City services are maintained during an emergency or disaster.
4. Outline the cooperative efforts between the City, the County, other governmental subdivisions, and the State in response to an emergency or disaster.
5. Provide the necessary Mitigation, Preparedness, Response, Recovery, Mutual Aid, Action Plans, Hazard Identification, Risk Assessment, Emergency Support Functions, Resource Lists, Contact Lists and documents in appendices and compendiums to accomplish the activities laid out in this CEMP.

CHAPTER 1 – Authority

Emergency Authority

A compendium of existing local and State legislation pertaining to emergency management and authority is shown in Appendices A and B.

Mayor

Statutory Authority

The Mayor, as outlined in City Code 2-2-3, shall be the chief executive of the City. The Mayor shall be recognized as the head of the City government for all ceremonial and legal purposes and shall execute and authenticate legal instruments requiring signature as such official. Further, the Mayor has emergency powers as set out in UCA 53-2a-205 and 208. The Mayor heads the Multi-Agency Coordination Group/Emergency Policy Council.

Proclamation of Local Emergency

In the event of or threat of, a disaster, attack, internal disturbance, natural phenomenon, or technological hazard, the Mayor may proclaim a state of “Local Emergency” under UCA 53-2a-208.

Order Evacuations

Under UCA 53-2a-205, if necessary for the preservation of life, the Mayor may issue an order for the evacuation of all or part of the population from any stricken or threatened area within the City, recommending routes, modes of transportation, and destinations in relation to an evacuation (see City Evacuation Standard Operating Procedures, Appendix U).

Appointment of Special Police

Under City Code 2-4-12C, the Mayor may upon any emergency, riot, pestilence, invasion, or at any time as deemed necessary for the peace, good order, or health of the City, order the Chief of Police to appoint special policemen for a specified time.

City Council

Emergency Ordinances

Emergency ordinances, as outlined in City Code 2-3-7C, may be enacted by City Council for the preservation of public property, health, peace, or safety. Further, the City Council may authorize expenditures for an emergency in excess of the budget as outlined in UCA 10-6-129.

Emergency Interim Successors

The City Council and Mayor shall annually set out Emergency Interim Successors for Local Officers as set out in UCA 53-2a-807 (see also Continuity of Government Operations -

Succession of Command, and the Continuity of Operations Plan (COOP)/Continuity of Government Plan, Appendix R - PROTECTED).

City Manager

Statutory Authority

The City Manager is the Chief Administrative Officer of the City as defined in City Code 2-4-1 and will administer all affairs of the City as directed in City Code 2-4-3 A through M. In the absence of the Mayor, the City Manager may proclaim a state of “Local Emergency” as provided for in City Code and UCA 53-2a-203.

Administrative Authority

The City Manager or his/her designee or successor, as Chief Administrative Officer shall administer all emergency or disaster operations as outlined in the CEMP, including acting as EOC Operations Commander, Unified Commander (UC), Area Commander (AC) and/or Incident Commander (IC).

City Attorney

Statutory Authority

The City Attorney shall be the legal representative of the City and he or she shall advise the Mayor and Council and City officials in matters relating to their official powers and duties and perform such other duties as the Mayor and Council may prescribe by ordinance, resolution or otherwise as outlined in City Code 2-4-10.

Chief of Police/Deputy Fire Marshal

Statutory Authority

The Chief of Police shall direct the police department in the enforcement of all the laws of the City and all statutes of the State of Utah applicable to the City as outlined in City Code 2-4-12, 6-3-6 and 11-9-2, including urgent evacuation orders under UCA 53-2a-205. The Chief of Police shall also serve as the City’s Deputy Fire Marshal.

Emergency Manager

Statutory Authority

The Emergency Manager is appointed to act in accordance with the Emergency Management Act, UCA Section 53-2a-1402. Emergency successors for the emergency program manager are designated below and in the Continuity of Government Operations - Succession of Command, and the Continuity of Operations Plan (COOP)/Continuity of Government Plan, Appendix R – PROTECTED. The Emergency Manager shall (a) create a plan to coordinate emergency preparedness, response, mitigation, coordination, and other recovery activities; and (b) coordinate with other emergency managers and officials to ensure efficient, appropriate, and coordinated emergency preparedness, response, mitigation, and recovery.

Administrative Authority

The Emergency Program Manager (EPM), also known as the Emergency Manager (EM) is hereby appointed by the City Manager to act as the City's designated manager to be involved in all areas of emergency management for the City. His or her responsibilities include: maintenance of the CEMP with all of its appendices (which must be updated annually); establishing and maintaining the City's State and Federal NIMS compliance in the FEMA database; serving as Emergency Operations Center (EOC) Manager; establishing, maintaining, and participating in the training of all City staff in emergency preparedness and response; helping set City building preparedness and response to building specific emergencies; identifying and analyzing potential hazards to the community and the City's response; serving as liaison to the Summit County Emergency Manager and Region 2 of the Utah Division of Emergency Management; participating in individual incidents as a coordinator and review officer; and in conjunction with the Community Engagement Manager, setting up citizen and business emergency preparedness programs. The EPM works with a policy and review body called the Emergency Management Group (EMG). The City Manager may reassign the responsibilities of EPM at any time.

Community Engagement Manager

Administrative Authority

The Community Engagement Manager is hereby appointed by the City Manager to act as the City's designated Public Information Officer (PIO). The City Manager may reassign the responsibilities of the PIO at any time.

Chief Building Official/Chief Fire Code Official

Statutory Authority

The Chief Building Official shall be responsible for the enforcement of the building codes, and all other such codes as adopted by the City and as outlined in City Code 6-1-2, 6-3-6, 11-2-2, 11-2-3 and 11-9-1.

CHAPTER 2 – Organization

Departments within the City will have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures with assistance from the Emergency Manager and in accordance with the CEMP. Departments will prepare plans, forms, documents, and procedures to carry out their missions as outlined in the CEMP. Specific responsibilities for some departments may be outlined within the CEMP and/or its appendices.

Emergency Management Group (EMG)

An Emergency Management Group (EMG) has been established to assist in the preparation of the CEMP, make periodic reviews and amendments, provide assistance and direction to the Emergency Program Manager (EPM), and assist departments with their components and implementation of the CEMP. The EPM is Chair of this group, and the Police Chief is the Vice Chair.

The Emergency Management Group (EMG) members are:

1. City Manager – Operations Commander
2. Deputy City Manager - Internal Services
3. Deputy City Manager - External Services
4. Emergency Program Manager (EPM) - Chair
5. Community Engagement Manager (PIO)
6. Information Technology Director
7. Chief of Police – Vice Chair
8. City Attorney or Special Counsel
9. Public Works Director
10. Chief Building Official
11. City Engineer
12. Public Utilities Director

Outside Agencies and other members may be added as determined by the City Manager

The Committee will ensure that emergency policies, activities, and resources are coordinated among the City departments. On no less than an annual basis, the EPM will hold an EMG policy review meeting, make necessary CEMP amendments, and hold a training session for Committee members and elected City officials.

At least three times annually, the EPM will also facilitate emergency response drills or exercises to evaluate portions of this plan, its components, and individual departments' emergency management procedures.

Departmental Emergency Management

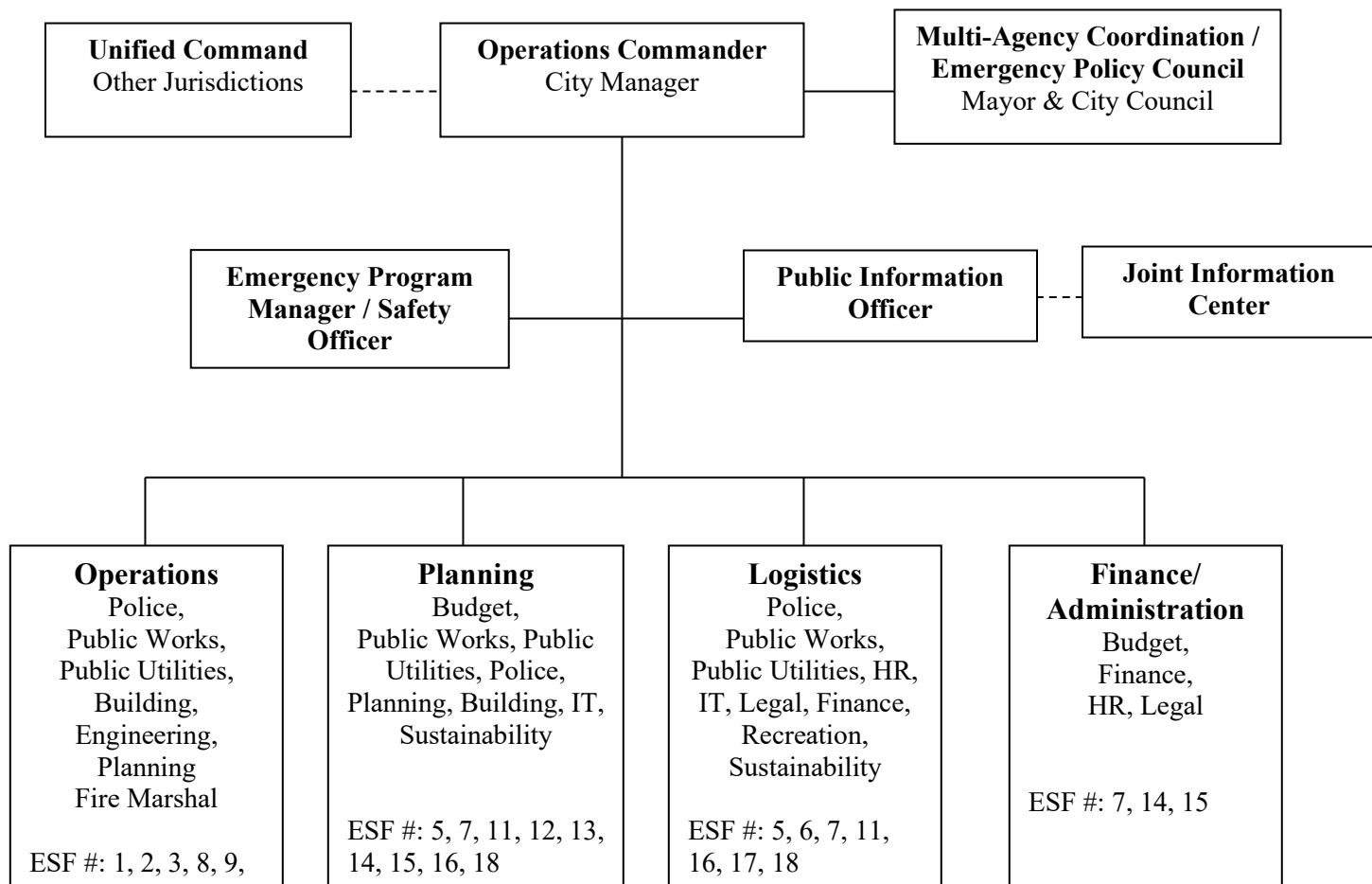
Under the direction of each City department manager or designee, each department will educate its employees on the CEMP and how it impacts their department, including individual and department roles and responsibilities, specific facility action plans, and conduct regular training to meet the requirements of the CEMP. Further, training in the ICS will be conducted at all levels, including the need to complete tasks while under the supervision of an Incident Commander who may not be a regular supervisor. An outline of FEMA training required for various line and supervisory levels of City staff are outlined in Appendix E and F.

Direction and Control

The final responsibility for all emergency management belongs to the City Manager, a member of the Emergency Management Group (EMG) and Operations Commander. The EMG is responsible for all policy level recommendations and changes. The City Council shall adopt by resolution the CEMP and compliance with NIMS, including all appendices and compendiums that encompass the total plan as periodically amended by the EMG. During response operations, elected officials will be available to interact with constituents and forward community concerns, provide emergency policy direction, enact emergency legislation, provide funding, and provide designated public information in conjunction with the Public Information Officer (PIO) and/or other duties as agreed upon with the Operations Commander

The EPM has responsibility for coordinating the entire emergency plan and response program and makes all routine decisions for this committee. During emergency operations, the EPM ensures that the policy and coordination of all groups are working in concerted, supportive effort to overcome the emergency.

CEMP Organizational Chart - ICS Model



Continuity of Government Operations

Succession of Command

1. The line of succession of the City Manager as the Operations Commander is to the Deputy City Managers, the Chief of Police, and then to the Emergency Manager. In the event the Emergency Manager assumes the Operations Commander position, he/she will be replaced by a trained Acting Emergency Manager.

The line of succession of the City Manager for his/her position as City Manager, i.e., appointment of an Acting City Manager, is to the Deputy City Managers, the City Attorney, and then the Chief of Police. An Acting City Manager may not serve as Emergency Manager or Acting Emergency Manager at the same time.

2. The line of succession for the Emergency Manager is a trained Acting Emergency Manager. A minimum of three (3) Acting Emergency Managers from department manager-level City staff members shall be trained and qualified to assume the role of Emergency Manager. The Acting Emergency Manager will fully assume duties as Emergency Manager and be relieved of their departmental duties in turn by their departmental next-in-command.

3. The line of succession of each City department is according to the operating procedures established by each department and should be no fewer than three staff members deep. This succession is further detailed in Appendix R, Continuity of Operations/Continuity of Government Plan.
4. The line of succession of the Mayor is to the Mayor Pro Tempore, to the Alternate Mayor Pro Tempore, and then to the most senior member of the City Council.
5. The line of succession of the City Council shall be governed by Park City Municipal Code 2-2-9. In the event a majority of Council members are unavailable or unable to fill vacancies by appointment, then emergency interim succession is pursuant to UCA 53-2a-807.

Preservation of Records

1. In order to develop after-action reports, all documents, messages, and logs will be maintained and submitted to the EPM immediately after deactivating emergency operations.
2. Documentation of emergency response actions is required for the following:
 - a. Accounting/reimbursement
 - b. Response action improvement
 - c. Possible legal action
 - d. Economic recovery

Administrative Items

Emergency Authority

1. A compendium of existing State legislation pertaining to emergency management is shown in Appendices A and B.

Mutual Aid/Automatic Aid

1. Should local government resources prove inadequate during an emergency operation, requests for assistance from other local jurisdictions and higher levels of government will be made according to existing or emergency negotiated mutual aid/automatic aid agreements and memorandums of understanding entered into by duly authorized officials and formalized in writing whenever possible. See Appendix G.

Consumer Protection

1. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

Accounting for Resources, Costs and Losses

In an emergency, proper accounting of costs and losses is required for insurance and/or Federal disaster assistance reimbursements. Care should be taken to record all direct and indirect costs. Park City will use accounting methods in accordance with Federal guidelines. The required documentation will be forwarded to appropriate State and Federal agencies.

Incident Command System (ICS)

The Incident Command System is one of the key organizational systems of the National Incident Command System (NIMS). The Incident Commander provides overall management at the incident site and develops a management structure based on the needs of the incident. All appropriate elected officials, department heads, managers, supervisors, and line personnel shall be trained in the ICS. See Appendices E and F.

Plan Development and Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Program Manager (EPM) and members of the Emergency Management Group (EMG) will brief appropriate public/private sector officials in emergency management operations of this plan in particular.

The plan shall be updated at least once every year. Training for all employees and elected officials shall be ongoing.

CHAPTER 3 – Procedures and Operations

Emergency Levels

During an emergency situation, a timely and well-documented system of assessing the damage experienced or expected is crucial for determining appropriate response actions, alleviating victim suffering and hardship, managing resources effectively, and planning future hazard mitigation activities.

When carrying out the Comprehensive Emergency Management Plan, the transition from normal operations to emergency operations must be orderly. To achieve unified response operations, it is important that all departments have a common definition and status of emergencies. These defined levels of an emergency provide a transition from normal operating posture to full alert and provide for coordination with other agencies. When responding to emergencies, the following apply:

Level III: NO OUTSIDE ASSISTANCE NECESSARY

An emergency that poses a minimal threat to life, property, or the environment and where ample local resources exist. The responding department(s) handles the incident with on-duty resources and notifies the City Manager or his/her designee via department notification protocols.

Level II: ENHANCED RESPONSE REQUIRED

An emergency of a greater hazard, which poses a threat to life, property, or the environment, and requires extensive ongoing coordination between more than one City department. Park City personnel handle the emergency with City resources, mutual aid, and resource sharing. Once a Level II emergency is in effect, any request for assistance or resources from the on-scene Incident Commander will take precedence over other daily activities. Incident Commanders responding to Level II emergencies will notify the City Manager or his designee via department notification protocols. If needed, request for EOC activation may be made by the responding Incident Commander, involved department managers, the City Manager, or the Emergency Program Manager.

Level I: MAJOR INCIDENT

An emergency involving a catastrophic incident. The incident may result from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may result in an immediate threat to persons, property, or the environment and requires extensive resources from the entire City, including government, private, and outside assistance. The Mayor or designee may issue a formal declaration of emergency.

During response operations, responders maintain the principle of centralized control and decentralized execution. All response actions are in harmony and orchestrated by legal authority from the Emergency Operations Center.

As City departments, agencies, and non-governmental organizations progress from normal operations to an emergency posture, they go through the response conditions outlined

below in accordance with the emergency level. For example, a locally-occurring Level II incident would initially require Response Condition II.

Response Conditions

Response Condition - III: NO OUTSIDE ASSISTANCE NECESSARY

1. Monitor the situation regularly.
2. Review applicable plans and Standard Operating Procedures.
3. Review the status of all equipment and supplies.
4. Notify the City Manager and key personnel.

Response Condition II: ENHANCED RESPONSE REQUIRED

1. The Emergency Operations Center may be activated as needed with partial staffing.
2. Notify City Manager and key personnel.
3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented.
4. Place personnel on standby status as needed.

Response Condition I: MAJOR INCIDENT

1. Place Emergency Operations Center on full staffing.
2. Bring equipment and supplies to full operational status.
3. Recall personnel as necessary.
4. Freeze supplies and resources and commit them to the emergency as needed.
5. Notify the County and the State

Incident Levels	Response Conditions		
	Response Condition III: NO OUTSIDE ASSISTANCE NECESSARY	Response Condition II: ENHANCED RESPONSE REQUIRED	Response Condition I: MAJOR INCIDENT
Level I: MAJOR INCIDENT A catastrophic incident resulting from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may constitute an immediate threat to persons, property, or the environment, and <u>requires the resources of the entire City, including government, private, and outside assistance.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel. <i>NOTE: May be appropriate if Level I incident occurs at a National level, or in a neighboring State or jurisdiction.</i>	1. The Emergency Operations Center may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed. <i>NOTE: May be appropriate if Level I incident occurs in nearby or neighboring jurisdiction, with potential for local impact.</i>	1. Place Emergency Operations Center on full staffing. 2. Bring equipment and supplies to full operational status. 3. Recall personnel as necessary. 4. Freeze supplies and resources and commit them to the emergency as needed. 5. Notify the County and the State
Level II: ENHANCED RESPONSE REQUIRED An emergency of a greater hazard, posing a threat to life, property, or the environment, and requires efforts and coordination between <u>more than one City department.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel. <i>NOTE: May be appropriate if Level II incident occurs in nearby or neighboring jurisdiction, with potential for local impact.</i>	1. The Emergency Operations Center may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed.	1. Place Emergency Operations Center on full staffing. 2. Bring equipment and supplies to full operational status. 3. Recall personnel as necessary. 4. Freeze supplies and resources and commit them to the emergency as needed. 5. Notify the County and the State <i>NOTE: May be appropriate if Level II incident expands.</i>
Level III: NO OUTSIDE ASSISTANCE NECESSARY A local emergency that poses a minimal threat to life, property, or the environment and where ample local resources exist to mitigate the effects. <u>Typically manageable by a single City department.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel.	1. The Emergency Operations Center (or Mobile Command Trailer) may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed. <i>NOTE: Upgrading response condition may be appropriate if incident expands, consider upgrading to Level II incident.</i>	Not Applicable

NOTE: The above procedures are provided as an initial response guide only and shall not constrain or limit appropriate emergency actions of any responding department or agency. It is entirely possible - even likely - to move between Response Conditions and Incident Levels as an incident progresses, is managed, and is mitigated.

Declaration of Emergency

Park City Municipal Corporation is the primary responder to a disaster in the City. As such, it rapidly mobilizes resources, assesses the situation, and plans a course of action. Once the situation exceeds the City's capability to respond, officials will first seek supplemental resources from Summit County and neighboring Counties, then the State of Utah, and finally the Federal government.

A local "emergency" may be declared by proclamation of the Mayor. In the absence of the Mayor, an interim successor, or City Manager may declare an emergency. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring the emergency will be filed with the City Recorder and will state four things:

- Nature of the emergency.
- Areas threatened.
- Various conditions which cause the emergency to be declared.
- Initial period of the emergency.

The declaration is kept on file with other supporting documentation to justify the disbursement of disaster assistance funds if available. See Appendix O for templates.

Emergency Operations Center (EOC)

The EOC serves as a centralized management center for emergency operations, communications, and coordination – and may be physical or virtual. Decisions are made by EOC managers based upon information provided by the Incident Commander (IC) and other personnel. Regardless of size or process, every facility should designate an area where decision-makers can gather during an emergency.

Each City facility must determine its requirements for a department EOC based upon the functions to be performed and the number of people involved. Ideally, the EOC is a dedicated area equipped with communications equipment, reference materials, activity logs and all the tools necessary to respond quickly and appropriately to an emergency.

EOC Resources:

- Communications equipment
- A physical copy of the emergency management plan and EOC procedures
- Blueprints, maps, status boards
- A list of EOC personnel and descriptions of their duties

- Technical information and data for advising responders
- Building security system information
- Information and data management capabilities
- Directories
- Backup power, communications, and lighting
- Emergency supplies

A Citywide EOC has been established within the Police Department, 2060 Park Avenue. Those participating in the EOC will be located in secure meeting space adjacent to Police Records/Reception (the Lloyd D. Evans, Sr. Meeting Room). The Emergency Policy Council (EPC) will be located in the secure Police Department Administrative Conference Room. The general operations of the EOC functions will be conducted within the confines of the space available at the time of activation of the EOC.

1. Secondary Emergency Operations Center. Should the primary EOC location become unavailable due to structural failure, road inaccessibility, etc., the EOC functions will be moved to the Public Works Facility or the Marsac Building, as available and appropriate. The EOC shall function at that location until such time as the primary EOC becomes operational or an alternate site is identified that can facilitate the EOC's operations to a higher degree.

2. Alternate Emergency Operations Center. In the event Park City Municipal Corporation facilities designated for use as EOC sites become unavailable or unusable, the EOC function may be moved to the Summit County EOC at the Summit County Health Department in Park City, the Summit County Search & Rescue Building in Kamas, or the Park City Mobile Command Trailer (MCT).

3. Authority to Activate EOC. Activation of the EOC is solely the responsibility of the City Manager, designee, or successor. The City Manager may consult with the Emergency Program Manager, Chief of Police, PIO, Public Works Director, and the Mayor in making the determination to activate the EOC; however, the final decision rests with the City Manager. In the absence of the City Manager or an immediate successor, in order to expedite the City's emergency response, the Emergency Program Manager may activate the EOC.

4. EOC Command Structure. While the EOC is functional, the City Manager will act as the Operations Commander, unless responsibility is delegated to a designee. The City Manager will interact with appropriate department managers and agencies when addressing the incident response, assessment, operations, and recovery phases. Each City Department or function involved in any phase of an incident will have a management representative located within the EOC operations area, or in a location directed by the City Manager. The EPM or designee shall manage the EOC. See Appendix K.

CHAPTER 4 – Incident Response and Management

Emergency Support Functions (ESF) Concept

In order to facilitate the delivery of emergency services during a disaster, Park City has adopted the Emergency Support Function (ESF) concept found in the National Response Framework (NRF), organized along departmental lines. The Emergency Support Function concept is based on the idea of designating specific emergency response tasks to the City departments and outside organizations best suited to complete the designated task. Each function has an assigned department or organization responsible for that function with other departments and organizations playing supporting roles.

ESF Overview

The tasks that may need to be performed in emergency situations have been categorized as Emergency Support Functions (ESFs) under the National Incident Management System (NIMS), and Park City's CEMP generally follows that categorization. The tasks have been grouped into 18 Emergency Support Functions. Each ESF is supported by Standard Operating Procedures (SOP) for that ESF. See ESF and SOP details in Appendices L and Q.

ESF 1 TRANSPORTATION Transit/Fleet/Public Works

Coordinate the use of transportation resources required to perform the emergency response, recovery, and assistance mission.

ESF 2 COMMUNICATIONS.....Summit County Sheriff's Office Dispatch / Information Technology / Public Information Officer

Coordinate and provide communication support, and, where necessary, establish temporary telecommunications support.

ESF 3 PUBLIC WORKS & ENGINEERING.....Public Works/Public Utilities/ Building/Planning/Engineering

Assist in lifesaving or life-protection activities following a disaster. This may include technical advice and evaluation, engineering services, construction management and inspection, emergency contracting, and emergency repairs.

ESF 4 FIREFIGHTING.....Park City Fire District (PCFD)

Manage and coordinate firefighting and emergency medical activity.

ESF 5 INFORMATION & PLANNING.....Sustainability

Collect, process, and organize information about a potential or actual disaster or emergency.

Disseminate accurate information to the public.

ESF 6 MASS CARE, EMERGENCY ASSISTANCE, TEMPORARY HOUSING & HUMAN SERVICES.....Red Cross/FEMA/ GRIL

Coordinate activities involved with emergency shelter, mass feeding, bulk distribution of relief supplies for victims of disaster, and disaster welfare information.

ESF 7 LOGISTICS.....Sustainability/Emergency Manager

Provide logistical and resource support. This includes provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

**ESF 8 PUBLIC HEALTH & MEDICAL SERVICESSummit County
Health/ PCFD**

Provide assistance in identifying and meeting the health and medical needs of disaster victims and emergency responders.

**ESF 9 URBAN SEARCH & RESCUE.....Park City Fire District (PCFD)/
Summit County Sheriff's Office/
Park City Police**

Provide support in locating, extricating, and treating victims if buildings are damaged or collapsed.

ESF 10 OIL & HAZARDOUS MATERIALS

RESPONSE.....PCFD/Summit County Health

Provide support in response to actual or potential discharge and/or release of hazardous materials.

ESF 11 FOOD &

**WATER.....Golf/Recreation/Ice/
Library (GRIL)**

Identify food and water needs. Identify sources of water; arrange for manpower and transportation to the disaster area and distribute as needed to responders and mass shelters.

ESF 12 UTILITIES.....Public Works/Public Utilities/Utility Companies

Assist in coordinating efforts to provide emergency power and fuel to support response operations as well as providing power and fuel to restore normal community functions.

ESF 13 LAW ENFORCEMENT.....Police

Provide sufficient resources to maintain civil order under emergency conditions.

ESF 14 LEGALCity Attorney's Office

Review local legal authorities and State statutes relating to emergency activities and advise City decision makers.

ESF 15 FINANCE MANAGEMENTFinance/Budget

Create a central management committee to oversee the emergency purchasing and reimbursement process. Maintain a disaster documentation system.

ESF 16 FACILITIES.....Building/Engineering/Building Maint/Planning

Coordinate the inspection and use of City owned/operated facilities to support disaster response and recovery operations.

ESF 17 VOLUNTEERS & DONATIONS.....GRIL/Finance & Budget

Coordinate the use of volunteers (Recreation Departments) and donated goods (Finance & Budget) in support of disaster recovery operations.

ESF 18 ANIMALS.....Summit County Animal Control

Provide for emergency evacuation, medical care, shelter, food, and water for domestic animals.

**ESF 19 PUBLIC-PRIVATE PARTNERSHIPS.....Park City Chamber
(IN DEVELOPMENT) of Commerce/
Visitors Bureau**

Departmental Roles and Responsibilities

General Responsibilities

1. General Preparedness Responsibilities

The following common responsibilities are assigned to each department listed in this plan. Further, each department shall create an internal emergency management organization and develop standard operating procedures (SOP) in accordance with the provisions of this plan. Preparation activities include:

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Working with other departments to enhance cooperation and coordination and eliminate redundancy. Departments having shared responsibilities should coordinate work to complement each other's efforts.
- Establishing education and training programs so that each division and employee will know exactly where, when, and how to respond.
- Developing site-specific plans for department facilities as necessary.
- Ensuring employee job descriptions reflect assigned emergency duties.
- Training staff and volunteers to perform emergency duties and tasks.
- Identifying, categorizing, and inventorying all available departmental resources, including fixed assets, personnel, and contracts.
- Developing procedures for mobilizing and employing additional resources.
- Ensuring communication capabilities.
- Preparing to provide internal logistical support to department operations during the initial emergency response phase.
- Prepare Standard Operating Procedures (SOP) in support of ESF responsibilities.

2. General Response Responsibilities

Common responsibilities assigned to each department listed in this plan include:

- Upon receipt of an alert or warning, initiate notification actions to alert employees, visitors, and volunteers of assigned response duties.
- As appropriate:
 - Suspend or curtail normal business activities
 - Recall essential off-duty employees
 - Release non-essential employees
 - Evacuate departmental facilities
- As requested, augment the City's effort to warn the public through use of vehicles equipped with public address systems, sirens, radio, uniformed, and credentialed employees going door-to-door, etc.
- Keep the Operations Commander informed of field activities and maintain a communications link to the Incident Commander and/or EOC.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information within the ICS or EOC.
- Report damages and status of critical facilities within the ICS or EOC.
- If appropriate or requested, send a representative to the EOC.
- Ensure staff members tasked to work with the EOC have the authority to commit resources and set policies.

- Coordinate with the EOC to establish protocols for interfacing with County, State, and Federal responders.
- Utilize only the Public Information Officer to release any information to the media.
- Submit reports to the EPM detailing departmental emergency expenditures and obligations.

Individual Responsibilities

1. Chief Administrative Officer/City Manager/Deputy City Manager (Executive)

- Provide overall administration, direction and control of the emergency, damage assessment, and response operation within Park City jurisdiction
- Serve as a member of the Emergency Management Group (EMG)
- Command the EOC
- Coordinate with the Mayor and Emergency Policy Council
- Provide risk management reporting and City insurance program
- Provide resources (supplies, equipment, and personnel) as requested

2. Emergency Program Manager (Executive)

- Assist the City Manager with the planning, management, and control of emergency operations
- Make the Emergency Operations Center available to Park City officials for conducting overall direction/coordination of response and recovery operations. Manage and coordinate the EOC and interdepartmental operations
- Maintain supplies and equipment for the Emergency Operations Center.
- Coordinate department provision of supplies, equipment, and personnel as requested
- Work with the PIO and volunteer agencies to inform citizens of the actions they should take for their protection
- Coordinate with other departments to ensure that special needs populations receive information regarding actions taken for them to protect their life and property
- Conduct after-action meetings and prepare after-action reports in conjunction with the Operations Commander and/or Incident Commander(s)
- Additional responsibilities prior to an emergency include:
 - Updating the Comprehensive Emergency Management Plan, and providing updated copies of the CEMP
 - Coordinating emergency management exercises involving the City and community
 - Participating in community preparedness training in conjunction with the PIO
 - Coordinating the Special Needs Registry and assisting in Special Needs community planning

3. Mayor and City Council

- Monitor situations within their constituencies and coordinate information with City Manager or designee
- Mayor submits formal local Declarations of Emergency
- Meet formally as a City Council/Policy Group/Multiagency Coordination Group as necessary
- Mayor or designee acts as official City spokesperson in concert with the PIO, as needed
- Provide emergency policy direction

- f. Issue emergency rules and proclamations that have the force of law during proclaimed emergency period
- g. Identify and allocate funds to meet disaster expenditure needs
- h. Extend or terminate Declarations of Emergency

4. Finance

- a. Perform functions in the EOC, or on-scene as assigned
- b. Assist IC and/or EOC initial situation/damage reports as per field units' observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Provide appraisers to assist with damage assessments
- e. Process emergency purchases/procurement
- f. Establish and maintain a system whereby incident costs are identified and accumulated for County, State and Federal reimbursement
- g. Ensure payroll system setup to pay employees and contractors
- h. Coordinate financial resources
- i. Maintain records of expenditures and use of resources.
- j. In conjunction with Budget and EOC assistance, manage any Donations Programs
- k. Under the direction of the City Manager, assist with the resolution of claims and accounting for resources expended during the emergency.

5. City Attorney

- a. Provide legal advice to staff and Council
- b. Be familiar with laws governing emergency powers and advise on all related issues
- c. Review and approve as to form all emergency documents signed by the Mayor or designee
- d. Perform functions in the EOC as needed or assigned
- e. Act as liaison between the Emergency Policy Council and the Operations Commander

6. City Recorder (Executive)

- a. Provide safekeeping of vital records during the emergency
- b. Co-sign all emergency documents signed by the Mayor or designee
- c. Assist in logging and documenting all actions during the emergency
- d. Provide administrative support to Operations Commander

7. Police

- a. Perform functions in the EOC and/or on-scene as assigned
- b. Provide the IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning
- e. Coordinate search and rescue and heavy rescue operations in conjunction with Park City Fire District (PCFD) and Summit County Sheriff's Office (SCSO) as needed
- f. Maintain law and order and provide public safety activities as required
- g. Provide security for key facilities
- h. Protect property in evacuated areas
- i. Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- j. Provide law enforcement and traffic control in support of emergency actions

- k. Organize auxiliary law enforcement personnel and commit available resources to maintain peace

8. Budget and Grants

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. In conjunction with Finance and EOC assistance manages any Donations Programs
- e. Provide planning, logistics and financial support to operations

9. Sustainability/Community Engagement

- a. Perform functions in the EOC, Joint Information Center (JIC), or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public
- c. Provide logistical and resource support as requested, which may include, the provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel
- d. Serve as the Public Information Officer (PIO) under a Joint Information System (JIS)
- e. Under the direction of the City Manager, collect, organize, prepare, and distribute public information materials about a potential or actual disaster or emergency.
- f. Participate with the EPM in disseminating and training in citizen and business preparedness plans
- g. In conjunction with the Mayor, act as the designated contact for the news media and public
- h. Ensure that special needs populations receive information regarding actions taken for them to protect their life and property

10. Public Works/Public Utilities/Transit/Fleet

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide the IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, etc.
- e. Provide heavy equipment to support rescue operations
- f. Provide technical information on damaged structures
- g. Provide traffic control signs and barricades
- h. Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles
- i. Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding)
- j. Coordinate emergency utility support requirements with public and private utilities
- k. Operate fleet repair facility
- l. Provide for availability of motor fuels, vehicles, and fuel driven equipment
- m. Provide for storage of equipment and vehicles in a safe place
- n. Provide comprehensive list of City vehicles and equipment to IC or EOC
- o. Provide for the removal of debris and maintenance of roadways
- p. Obtain additional equipment and transportation resources
- q. Establish contracts for outside services in compliance with FEMA schedules

- r. Coordinate transportation requirements for special needs agencies/individuals
- s. Provide buses for evacuations and temporary shelters
- t. Provide additional bus transportation resources
- u. Coordinate mobilization of emergency transportation services
- v. Use transportation communication links to provide damage assessment information
- w. Ensure that transportation assets meet the demands of emergency response personnel
- x. Maintain a resource list of all Park City fleet equipment and provide the EOC with updates of disaster damage to fleet
- y. Maintain fuel resources, controls and rations fuel as needed

11. Information Technology

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Maintain all communication and data systems
- e. Protect archives and necessary documents
- f. Provide supplies, equipment, and personnel as requested

12. Building/Fire Marshal/Engineering

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- e. Direct building inspectors and/or rapid assessment teams to assist with damage assessment and safety of City facilities
- f. Provide Fire Marshal services

13. Planning

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist in initial planning and ongoing planning during an emergency
- e. Organize staff to support damage assessment teams and participate in Citywide damage assessment and recovery with the Building Dept
- e. Provide documents and maps to assist in response and recovery
- f. Support building and engineering in their emergency functions.

14. Human Resources

- a. Perform functions in the EOC, or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Establish an employee call back system
- e. Establish a system to check on employee's families and communicate that information
- f. Assist with employee needs at work and with their families
- g. Track staff labor assignment requests and assist with obtaining outside labor/staff

15. GRIL [Golf, Recreation, Ice, and Library departments working jointly]

- a. Perform functions in the EOC or on-scene, as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with the assessment of human needs during and after a disaster
- e. Obtain and supply food and water to City and emergency staff
- f. Coordinate with the Red Cross and other agencies as necessary to provide emergency programs for basic human needs, to include reception centers, shelters, and mass feeding at City-designated shelters
- g. Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding)
- h. Work in close concert with Red Cross and others in activation and operation of short term, and longer-term shelters/disaster centers
- i. With assistance from the EOC, manage Volunteer Programs
- j. Provide facilities for emergency shelter, food, and water distribution points, childcare facilities as needed
- k. Provide receiving and distribution sites and assist with the delivery of goods

CHAPTER 5 – Damage Assessment and Recovery

Damage Assessment and Analysis Information

1. Accurate damage assessment information must be obtained by Park City at the earliest possible time in order to:
 - a. Evaluate the impact on the population and socioeconomic system of Park City and its ability to respond and recover.
 - b. Assist the Governor with determining local and State level of contribution to the recovery effort.
 - c. Allow the State Coordination Officer and the Federal Emergency Management Agency Regional Director to determine the kinds and quantities of disaster assistance to be provided by the State and Federal governments, if appropriate.
 - d. Document the need for supplementary Federal assistance under a Presidential ‘Emergency’ or ‘Major Disaster’ Declaration.
 - e. Notify insurers of damaged/destroyed property.

Damage Assessment and Reporting

1. Initial Damage Assessment. The nature and magnitude of a disaster will determine how quickly a complete Initial Damage Assessment can be conducted. Widespread debris, collapsed bridges, inundated roads, and unsafe buildings are a few of the problems that can delay the assessment. Immediately after a disaster, a preliminary assessment will provide the best information regarding the extent and magnitude of the damage. The Building, Planning, and Engineering, Police Departments will assist in this function, in addition to facility managers, Streets/Stormwater, Public Works, and Park City Fire District.

2. Damage Assessment Forms. During the response and recovery phases of a disaster, it is vital that the State Coordinating Officer and the Governor have accurate damage, cost, and socioeconomic impact information available in summary form. This will determine how best to

supplement the action taken by Park City and whether Federal assistance is required. See Appendix O.

3. City Manager. It is the responsibility of the City Manager or his/her designee to coordinate with City and County elected officials to determine a systematic, unified course of action. The following items should be covered:

- a. Outline the extent (geographic area) and magnitude (severity) of the damage.
- b. Assess the socioeconomic impact on the City.
- c. Discuss the need for requesting outside assistance, the nature of such assistance and implications of accepting aid.
- d. Specify the geographic areas and damage categories, which need to be examined in greater detail.
- e. Ascertain needed resources and request from or provide assistance to other jurisdictions as appropriate.

4. Department Managers. Department managers oversee the gathering of damage assessment information in accordance with the assigned departmental duties. To assure accurate and efficient collection of data, department heads must take the following actions:

- a. Designate assessment teams of two or three people with specific areas of expertise.
- b. Assign the team to a specific geographic area or category of damage.
- c. Brief team members to ensure uniformity and understanding of damage categories, community impact, costs, reporting, procedures, etc.
- d. Identify damage sites by map location and street address. Roads and bridges should be listed by pre-assigned Utah State Department of Transportation numbers. Maps and photo identifications of damage sites will aid in conducting future surveys and on-site assessments.
- e. Provide each team with supplies to effectively perform the assessments (maps, cameras, list of property owners and locations). Have teams take photographs of damage sites and attach brief descriptions detailing vital information and describing the damage.
- f. Establish a deadline for gathering information so it can be summarized and presented to the governing body.
- g. Gather and maintain supporting documentation (invoices, contracts, expenditure records) for costs incurred in emergency response and mitigation work. Copies of emergency expenditure records should be maintained and attached to each damage site file.

Incident Reporting

1. Description and Purpose. Situation Reports should be made to continually update disaster status information. The information provided in the initial and subsequent Situation Reports should outline a sequential record of actions taken from the point of first response through restoration activities. The degree of detail will vary with the type and severity of the events.

2. Content and Format. Situation Reports contain specific data and answer the following basic questions:

- a. Location and nature of damage, impact on community lifelines
- b. Description of the categories and degree of damage.
- c. Socioeconomic impact on the community.
- d. Response actions being taken by local government.
- e. Form of supplemental State and Federal assistance requested.
- f. Public assistance and individual assistance for the community.

Reports and Record Keeping

1. A number of prescribed documents, reports and records must be executed and maintained during disaster operations. These ensure prompt and coordinated State and Federal disaster response and maximize financial assistance.

2. Once an emergency is declared an ‘**Emergency**’ or ‘**Major Disaster**’ by the President of the United States, Federal disaster assistance programs may be made available to the State and its designated political subdivision. The Federal Emergency Management Agency is responsible for coordinating and administering all Federal disaster relief programs through the Region VIII office. Subsequent to a presidential declaration, the Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206.

3. An accurate record system maintained separately from normal day-to-day operations should be established immediately at the onset of the emergency. All recipients of State and Federal funds must maintain adequate disbursement and accounting records of costs incurred for approved disaster work.

4. One of the main responsibilities of Park City officials involved in disaster operations will be the preparation and maintenance of all required documents, reports, and records. The Governor’s Authorized Representative is responsible for the execution of all necessary documents on behalf of the State of Utah for State and Federal disaster assistance, including certifying any applications for public assistance. In addition, the Governor’s Authorized Representative will provide guidance and assistance to Park City officials involved in the preparation and maintenance of their required reports and records.

5. All contracts subject to FEMA Public Assistance (PA) must follow the **Procurement Guidance as found in Title 44 of the [Code of Federal Regulations Part 13.36](#)** and established Park City Purchasing Policies.

END

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2022

PRE-DISASTER MITIGATION PLAN

For Summit, Utah, and Wasatch Counties



M A G

Expert Resources. Enriching Lives.

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Executive Summary

Purpose

To fulfill federal, state, and local hazard mitigation planning responsibilities; to promote pre- and post- disaster mitigation measures, short/long range strategies that minimize suffering, loss of life, and damage to property resulting from hazardous or potentially hazardous conditions to which citizens and institutions within the state are exposed; and to eliminate or minimize conditions which would have an undesirable impact on our citizens, the economy, environment, and the well-being of the state of Utah. This plan is an aid in enhancing city and state officials, agencies, and the public's awareness of the threat that hazards have on property and life and what can be done to help prevent or reduce the vulnerability and risk of each Utah jurisdiction.

Scope

Utah Pre-Disaster Mitigation Planning phase is statewide. The State of Utah will work with all local jurisdictions by means of the seven regional Association of Governments. The Mountainland Association of Governments area, which covers the counties of Summit, Utah, and Wasatch, will have a plan completed by Jan 1, 2022 to give to the Utah Division of Emergency Management. Future monitoring, evaluating, updating and implementing will take place as new incidents occur and or every three to five years and will be included in the local mitigation plans as well. Natural hazards addressed are: Flooding, Wildland Fire, Landslide, Liquefaction, Earthquake, Drought, Severe Weather, Climate Change, Avalanche, and Infestation.

Participating towns, cities, counties, and others

Summit County: Coalville, Francis, Henefer, Kamas, Oakley, Park City, and South Summit School District.

Utah County: Alpine, American Fork, Cedar Fort, Cedar Hills, Eagle Mountain, Elk Ridge, Fairfield, Genola, Goshen, Highland, Lehi, Lindon, Mapleton, Nebo School District, Orem, Payson, Pleasant Grove, Provo, Salem, Santaquin, Saratoga Springs*, Spanish Fork, Springville, Vineyard, and Woodland Hills.

Wasatch County: Charleston, Daniel, Heber, Hideout, Independence, Interlaken, Midway, and Wallsburg.

* Saratoga Springs has separate Pre-Disaster Mitigation Plans

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Part 1 Introduction

The MAG region is vulnerable to natural, technological, and man-made hazards that have the possibility of causing serious threat to the health, welfare, and security of our citizens. The cost of response to and recovery from potential disasters can be lessened when attention is turned to mitigating their impacts and effects before they occur.

What is Hazard Mitigation?

Hazard mitigation is defined as any cost-effective action(s) that have the effect of reducing, limiting, or preventing vulnerability of people, property, and the environment to potentially damaging, harmful, or costly hazards. The National Institute of Building Services estimates that every \$1 spent on mitigation saves \$6 in recovery when the event occurs.

National Institute of BUILDING SCIENCES™		ADOPT CODE	ABOVE CODE	BUILDING RETROFIT	LIFELINE RETROFIT	FEDERAL GRANTS
Overall Benefit-Cost Ratio		11:1	4:1	4:1	4:1	6:1
Cost (\$ billion)		\$1/year	\$4/year	\$520	\$0.6	\$27
Benefit (\$ billion)		\$13/year	\$16/year	\$2200	\$2.5	\$160
	Riverine Flood	6:1	5:1	6:1	8:1	7:1
	Hurricane Surge	not applicable	7:1	not applicable	not applicable	not applicable
	Wind	10:1	5:1	6:1	7:1	5:1
	Earthquake	12:1	4:1	13:1	3:1	3:1
	Wildland-Urban Interface Fire	not applicable	4:1	2:1	not applicable	3:1

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Hazard mitigation measures, which eliminate or minimize risk to life and property, fall into three categories. **First**; those that keep the hazard away from people, property, and structures. **Second**; those that keep people, property, and structures away from the hazard. **Third**; those that do not address the hazard at all but rather reduce the impact of the hazard on the victims such as insurance or grants. This mitigation plan has strategies that fall into all three categories.

Hazard mitigation measures must be practical, cost effective, and environmentally and politically acceptable. Actions taken to limit the vulnerability of society to hazards must not in themselves be more costly than the value of anticipated damages.

The primary focus of hazard mitigation actions must be at the point at which capital investment decisions are made and based on vulnerability. Capital investments, whether for homes, roads, public utilities, pipelines, power plants, chemical plants or warehouses, or public works, determine to a large extent the nature and degree of hazard vulnerability of a community. Once a capital facility is in place, very few opportunities will present themselves over the useful life of the facility to correct any errors in location or construction with respect to hazard vulnerability. It is for these reasons that zoning ordinances, which restrict development in high vulnerability areas, and building codes, which ensure that new buildings are built to withstand the damaging forces of hazards, are the most useful mitigation approaches a city can implement.

Previously, mitigation measures have been the most neglected programs within emergency management. Since the priority to implement mitigation activities is generally low in comparison to the perceived threat, some important mitigation measures take time to implement. Mitigation success can be achieved, however, if accurate information is portrayed through complete hazard identification and impact studies, followed by effective mitigation management. Hazard mitigation is the key to eliminating long-term risk to people and property living in Utah from hazards and their effects. Preparedness for all hazards includes response and recovery plans, training, development, management of resources, and the need to mitigate each jurisdictional hazard.

The State Division of Emergency Management has identified hazards to be analyzed by each county. These hazards include avalanche, dam failure, debris flow, drought, earthquake, flood, flash flooding, infestation, landslide, problem soils, summer storm, tornado, urban and rural fires, and winter storm.

This regional/multi-jurisdictional plan evaluates the impacts, risks and vulnerabilities of natural hazards in a jurisdictional area affected by a disaster. The plan supports, provides assistance, identifies and describes mitigation projects for each annex. The suggestive actions and plan implementation for local and tribal governments could reduce the impact of future disasters. Only through the coordinated partnership with emergency managers,

political entities, public works officials, community planners and other dedicated individuals working to implement this program was it accomplished.

Authority

Federal: Public Law 93-288 as amended, established the basis for federal hazard mitigation activity in 1974. A section of this Act requires the identification, evaluation, and mitigation of hazards as a prerequisite for state receipt of future disaster assistance outlays. Since 1974, many additional programs, regulations, and laws have expanded on the original legislation to establish hazard mitigation as a priority at all levels of government. When PL 93-288 was amended by the Stafford Act, several additional provisions were also added that provide for the availability of significant mitigation measures in the aftermath of Presidential declared disasters. Civil Preparedness Guide 1-3, Chapter 6- Hazard Mitigation Assistance Programs places emphasis on hazard mitigation planning directed toward hazards with a high impact and threat potential.

President Clinton signed the Disaster Mitigation Act of 2000 into Law on October 30, 2000. Section 322, defines mitigation planning requirements for state, local, and tribal governments. Under Section 322 States are eligible for an increase in the Federal share of hazard mitigation (HMGP), if they submit for approval a mitigation plan, which is a summary of local and/or regional mitigation plans, that identifies natural hazards, risks, vulnerabilities, and describes actions to mitigate the hazards risks and vulnerabilities in that plan.

State: The Governor's Emergency Operation Directive, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, amendments to Public Law 93-288, as amended, Title 44, CFR, Federal Emergency Management Agency Regulations, as amended, State Emergency Management Act of 1981, Utah Code 53-2, 63-5, Disaster Response Recovery Act, 63-5A, Executive Order of the Governor, Executive Order 11, Emergency Interim Succession Act, 63-5B.

Local: Local governments play an essential role in implementing effective mitigation, both before and after disaster events. Each local government will review all damages, losses and related impacts to determine the need or requirement for mitigation action and planning whenever seriously affected by a disaster, or when applying for state or federal recovery assistance. In the counties and cities making up the MAG Region, the local executive responsible for carrying out plans and policies are the County

Commissioners/Council Members and City Mayors. Local Governments must be prepared to participate in the post disaster Hazard Mitigation Team process and the pre-mitigation planning as outlined in this document.

Association of Governments: The Association of Governments have been duly constituted under the authority of Title XI, Chapter 13, Utah Code Annotated, 1953, as amended (The Interlocal Cooperation Act) and pursuant to Section 3 of the Executive Order of the Governor of the State of Utah, dated May 27, 1970, with the authority to conduct planning studies and to provide services to its constituent jurisdictions.

Region Description

Geography

The area's geography is quite varied with desert to the far west and high mountains in the east. The bulk of the population is found in the fertile valleys lying between mountains and lakes. Agricultural land supports mainly fruit orchards, some cattle and sheep ranches, grain farms, dairies, hogs, chickens and smaller individual farms. Pine clad slopes and oak brush foothills characterize much of the undeveloped mountain landscape that exists in the area. Development encroachment of hillsides is of real concern to environmentalists, planners, wildlife managers and fire marshals. The preservation of open space within urban settings is crucial to quality of life and community well-being.

The cities of Provo and Orem have always been the urban core of Utah County, but this is changing. The two largest metropolitan areas in the state, Salt Lake City and Provo/Orem, converge at the Point of the Mountain, creating a natural center for high growth in both jobs and population. Since the year 2000, the West Area (including Lehi, Eagle Mountain, and Saratoga Springs) has been the epicenter of statewide population growth, adding more than 102,000 people. Future growth explodes in the West Area. Most of Provo and Orem are developed established areas that have increased in density since 2000, adding 32,000 new people. Another 96,000 people are forecasted to move to the area, with increased density and Vineyard building up and out.

Population

The Mountainland area comprises three counties located in north central Utah having an estimated combined population of over 712,000 residents

Mountainland Region Population by County and Multi-County District 2020-2050

	2020 Census	2030	2040	2050
MAG Total	712,471	960,578	1,197,730	1,429,516
Summit County	42,145	50,558	57,983	63,097
Utah County	636,235	861,852	1,080,082	1,297,515
Wasatch County	34,091	48,168	59,665	68,904

Sources: U.S. Bureau of the Census; Utah Population Estimates Committee

Percent Population by Race and Hispanic Origin Mountainland Counties, 2020 (most recent available)					
	White	Black	Amer. Indian Aleut, Eskimo	Asian or Pac. Isle	Hispanic
Summit	94.5	1.2	0.6	2.0	11.5
Utah	92.7	0.8	0.8	2.8	12.2
Wasatch	95.4	0.8	0.7	1.2	13.7

Source: US Census Bureau, Census 2020

Part 2 Planning Process

Process

Project Approval

The Pre-Disaster Mitigation Plan process was presented to the MAG Executive Council (with elected officials for every jurisdiction) in October 2018. The Executive Council unanimously approved the process, which designated MAG planner Shauna Mecham to prepare a multi-jurisdictional plan for adoption by each community. In 2019 the Executive Council was informed that FEMA had awarded MAG \$71,250 in federal monies with a \$23,750 local match to update the Hazard Mitigation Plan.

Kick-off Meetings

In late 2019/early 2020 meetings were scheduled in each county and municipalities were encouraged to send representatives to learn the mitigation process and renew their strategies. MAG also presented hazard maps at a January Wasatch County Health Department event. Over 50 people stopped to interact with the map or ask questions.

Wasatch County, November 14 2019	North Utah County, December 11, 2019	Central Utah County, December 11, 2019	South Utah County, December 18, 2019
<i>Special Speaker: Travis Wright of FFSL on Fire Mitigation</i>	<i>Special Speaker: Brad Bartholomew on BRIC grants</i>	<i>Special Speaker: Amy VanHorn and Dale Hamilton of the Bureau of Reclamation</i>	<i>Special Speaker: Ryan L. and Scott Elliott of the Bureau of Reclamation</i>
Lewis Hastings, WCHD	Scott DaBell, Lehi	Allison Jester, UC Sheriff's Office	Ryan Selee, Salem
Shane Owens, Midway	Mike Hadley, Eagle Mountain	Peter Quittner, Utah County EM	Jason Bond, Santaquin
Troy Morgan, WCFD	Jeff Weber, Eagle Mountain	Chris Blinzinger, Provo City	Erik Robinson, BoR
Ivan Spencer, Wasatch GIS	Kim Struthers, Lehi City	Heath Stevenson, Orem City EM	Jill Spencer, Payson
Jamie Baron, Heber City	Gary LeCheminant, Highland City	Taggart Bowen, Orem City	Travis Jockumsen, Payson

Jan McCosh, Hideout	Jennifer Hansen, FFSL	Don Overson, Vineyard	Scott Spencer, Payson
Ross Funk, Heber City	Julie Murphy, FFSL	Marty Beaumont, Pleasant Grove	
	Alan Jenkins, NUCWCD	Aaron Spencer, Pleasant Grove	
	Larry Mendenhall, NUCWCD	Adam Cowie, Lindon	
		John Little, Spanish Fork	
		Liz Hart, Vineyard	
		Caleb Christen, Springville	

MAG also presented to the Summit County Council of Governments in the same timeframe, attended by many of the mayors and commissioners in Summit County.

These meetings discussed hazard mitigation and the planning process, examples of successful FEMA mitigation grants, additional concerns that should be incorporated in the plan, and recent disasters. Partners were also invited to present on items of concern to the area. MAG used these meetings to focus on particular hazards or add hazards such as air quality and to build relationships with other agencies.

Shortly after these kick-off meetings COVID shut-downs drastically slowed the plan process. MAG took this time to review the previous plan, made additions, corrections, and update maps and projections.

Individual Meetings

For this plan update MAG made a special effort to have one-on-one contact with each jurisdiction to allow for better discussion of risk and explore mitigation strategies.

In the summer of 2021 MAG met with each jurisdiction and pertinent stakeholders to present their risk analysis, explore hazard maps, and brainstorm mitigation strategies. A complete list of contact information and dates contacted can be found in the Appendix.

Representatives from each community who participated in the hazard mitigation meetings

Summit County		
Position	Name	Meeting
Coalville Public Works	Kyle Clark	10/28/2021
Coalville Wastewater Treatment	Sam Adams	10/28/2021
Francis Planner	Katie Henneuse	6/14/2021

Francis/Kamas	Scott Kettle	6/14/2021
Henefer Mayor	Kay Richins	8/11/2021
Oakley	Amy Rydalch	8/16/2021
South Summit School District	Kip Bigelow	7/19/2021
South Summit School District	Kathy Carr	7/19/2021
Summit County Planner	Ray Milliner	8/18/2021
Park City Emergency Manager	Mike McComb	3/09/2022
Park City Fire District	Mike Owens	3/09/2022
Park City Chief Building Official	Dave Thacker	3/09/2022
Utah County		
Position	Name	Meeting
Alpine	Shane Sorensen	6/17/2021
American Fork Engineer	Scott Sensanbaugher	6/14/2021
American Fork Public Works/Engineer	Ben Hunter	6/14/2021
Cedar Fort Mayor	David Gustin	12/17/2020
Cedar Hills City Manager	Chandler Goodwin	6/14/2021
Cedar Hills/AF Fire	Aaron Brems	6/14/2021
Central Utah Water Conservancy District	Mike Whimpey	12/8/2021
CUWCD	Blake Buehler	12/8/2021
CUWCD	Chris Elison	12/8/2021
CUWCD	Cort Lambson	12/8/2021
CUWCD	KC Shaw	12/8/2021
Eagle Mountain	Greg Stone	6/22/2021
Eagle Mountain Fire Chief	Embret Fossum	6/22/2021
Eagle Mountain Primary	Jeff Weber	6/22/2021
Elk Ridge City Manager	Royce	7/8/2021
Fairfield Mayor	Brad Gurney	12/17/2020
Genola Town Clerk	Lucinda Daily	7/29/2021
Goshen Mayor	Steven Staheli	6/9/2021
Health Dept Emergency Response Coordinator	Ryan Strabel	6/30/2021
Highland Finance Director	Tyler Bahr	6/17/2021
Highland Planning	Nathan Crane	6/17/2021

Lehi Emergency Management Committee director	Scott DaBell	7/7/2021
Lehi Emergency Management Committee director	Scott Sampson	7/7/2021
Lehi Engineering	Ross Spencer	7/7/2021
Lehi Planning	Kim Struthers	7/7/2021
Lehi Planning	Mike West	7/7/2021
Lindon Administration	Adam Cowie	6/15/2021
Lindon Emergency Manager	Kelly Johnson	6/15/2021
Mapleton Planner	Brian Tucker	6/30/2021
Mapleton Public Works	Steven Lord	6/30/2021
Nebo Risk Management	Kathy Carling	7/20/2021
Orem Emergency Manager	Heath Stevenson	6/22/2021
Orem Engineer	Sam Kelly	6/22/2021
Payson Planner	Jill Spencer	6/14/2021
Payson Public Works/Engineer	Travis Jockumsen	6/14/2021
Payson Facilities Manager	Steve Spencer	6/14/2021
Payson City Fire Chief	Scott Spencer	6/14/2021
Pleasant Grove Engineering	Aaron Wilson	6/15/2021
Provo	Melissa McNalley	6/10/2021
Provo Airport	Donavon Cheff	6/11/2021
Provo EM	Chris Blinzinger	6/10/2021
Provo Planner	Robert Mills	6/10/2021
Provo Stormwater Engineer	Jared Penrod	6/10/2021
Santaquin	Jason Bond	7/26/2021
Santaquin EM	Chris Lindquist	7/26/2021
Santaquin Engineer	Jason Lidet	7/26/2021
Santaquin Engineer	Norm Beagley	7/26/2021
Santaquin Fire Chief	Ryan Lind	7/26/2021
Spanish Fork	Travis Warren	6/9/2021
Spanish Fork Economic Development	Dave Anderson	6/9/2021
Spanish Fork Emergency Manager	Trevor Sperry	6/9/2021
Spanish Fork Public Works	Marlo	6/9/2021
Springville Engineer	Jeff Anderson	6/30/2021

Utah Co. Emergency Manager	Peter Quittner	6/30/2021
Utah County	Emily, Lindsey, James	6/30/2021
Utah County Emergency Management	Allison Jester/Janeen Olson	6/30/2021
Utah County Fire Warden FFSL	Josh Berg	6/30/2021
Vineyard	George Reid	6/7/2021
Vineyard Engineer	Nassim	6/7/2021
Vineyard Planner	Briam Perez	6/7/2021
Woodland Hills	Corbett Stephens	7/8/2021
WUI Coordinator	Dax Reid	6/30/2021
Wasatch County		
Position	Name	Meeting
Charleston Mayor	Brenda Kozlowski	8/25/2021
Daniel	Eric Bunker	7/7/2021
Heber City EM	Lt. Jeremy Nelson	6/15/2021
Heber City Planner	Jamie Baron	6/15/2021
Hideout	Lynnette Shindurling	8/4/2021
Independence	Lauren Boldger	8/25/2021
Interlaken Clerk	Bart Smith	8/27/2021
Interlaken Mayor	Greg Harrigan	8/27/2021
Midway	Michael Henke	7/7/2021
Wallsburg Mayor	Celeni Richins	8/23/2021
Wasatch Co GIS	Ivan Spencer	6/15/2021
Wasatch County Emergency Manager	Jeremy Hales	6/15/2021

Notice given to partner organizations

All school districts, water districts, public lands agencies, and surrounding MPOs and emergency responders were invited to attend the kick-off and Draft Plan Presentation meetings. Central Utah Water Conservancy District, South Summit School District, and Nebo School District were active participants.

See the Appendix for a complete list of those offered the opportunity to attend and comment.

Other Presentations:

MAG's Technical Advisory Committee, July 26 202: Twenty+ engineers and planners in Utah County

Utah County Emergency Manager's Committee, October 26 2021: Roughly 15 Emergency Managers and Fire Chiefs from cities, universities, and utility companies in Utah County

Central Utah Water Conservancy District Participation

The Central Utah Water Conservancy District (CUWCD or District) was formally established pursuant to the provisions of the Water Conservancy Act in 1964. The District presently serves all or part of the following eight counties in the State of Utah: Duchesne, Juab, Salt Lake, Sanpete, Summit, Uintah, Utah, and Wasatch Counties. Consistent with its mission and values, the District acts as a provider of wholesale water to various water conservancy districts, metropolitan water districts, municipalities, individuals, and corporations within the boundaries of the District. The District has had two previous FEMA approved hazard mitigation plans and will be updating its plans during 2022. The future development of the CUWCD water system will mainly be with a strong emphasis on water conservation, planning of needed additional regional water supply facilities, and incorporation of natural hazard mitigation. The District will also continue in its current efforts to address and incorporate natural hazard mitigation (i.e., seismic upgrades/standards, lightning protection, backup power, wildfire – both direct and indirect effects, etc.) into future design and construction projects whether they are for new facilities or for capital replacement projects. The included projects will help fulfill said efforts.

Because CUWCD has some sensitive information, they looked at their assets and facilities independently to create and prioritize mitigation strategies. Their methodology is included in the Methods sections of this plan.

Public Input

Website

In October 2019 MAG updated hazard mitigation page on its website, Mountainland.org/hazards, with information on the plan and the planning process and contact information so interested parties could email comments on the draft plan from the web site. MAG also emailed all the contacts from the 2017 plan and began updating contact information. As the plan came together in 2021 MAG posted Story Maps and, in October

2021, the Draft Plan on its website. In December 2021 the Draft Pre-Disaster Mitigation Plan was featured on the main page with a comment box.



Open Houses

Normally, the Plan would have been presented at open Houses were held in conjunction with a Transportation Open House. MAG was able to present at a Wasatch County Preparedness Fair on 11 Nov, 2019 where they interacted with 50+ members of the public as well as several Wasatch County Fire Personnel. COVID restrictions on group gatherings made traditional meetings impossible for most of 2020 and 2021. MAG chose to focus on small meetings with cities and asked cities to promote the draft plan through their social media platforms, MAG lacking social media itself. As open houses begin again MAG will seek opportunities to share the final plan with the public.

Draft Plan Presentations



MAG shared the draft plan in a series of lunch meetings similar to the kick-off meetings, but with an emphasis on inviting elected officials such as city councilors. FEMA's Mitigation Specialist, Brandon Webb, also presented on BRIC grants and successful mitigation efforts. These meetings served to connect communities internally, to nearby communities, and state resources.

Draft Pre-Disaster Mitigation Plan Presentation Attendees	
Wasatch County	October 13
Heber City Planner	Jamie Baron
Heber City Planning Director	Tony Kohler

Wasatch County	Lewis Hastings
Independence	Lauren Boldger
Daniel Councilmember	Mary Duggin
FEMA	Daniel Webb
Midway Councilmember	Luke Robinson
Wasatch County Councilmember	Kendall Crittenden
CUWCD	Roger Pearson
Midway Councilmember	Steve Dougherty
Heber City Administrator	Matt Brower
Heber City Mayor	Keleen Potter
Summit County	October 28
Emergency Manager	Kathryn McMullin
Summit Co Public Works	Derrick Radke
Summit Co Manager's Office	Janna Young
Summit Co	Glenn Wright
Summit Co Environmental Health	Spencer Smith
Coalville Public Works	Kyle Clark
Coalville Wastewater Treatment	Sam Adams
Oakley City	Kelly Kimber
Francis/Kamas	Scott Kettle
Francis Planner	Katie Henneuse
Park City Fire District	Ashley Lewis
North Summit Fire District	Ian Nelson
FFSL /County Fire Warden	Bryce Boyer
S Summit School District	Kip Bigelow
S Summit School District	Kathy Carr
North Utah County	October 20
Alpine	Shane Sorensen
Lehi Planning	Kim Struthers
Lehi Emergency Management	Scott DaBell

Lehi Emergency Management	Scott Sampson
Lehi Planning	Mike West
Lehi Environmental Sustainability	Todd Munger
Lehi City Council	Paige Albrecht
American Fork Engineer	Scott Sensanbaugher
Eagle Mountain Primary	Jeff Weber
Eagle Mountain	Greg Stone
Eagle Mountain Fire Chief	Embret Fossum
Eagle Mountain Engineer	Chris Trusty
Highland Mayor	Rod Mann
South Utah County	October 21
Salem	Greg Gurney
Payson Planner	Jill Spencer
Payson Public Works/Engineering	Travis Jockumsen
Santaquin Community Development	Jason Bond
Santaquin Emergency Manager	Chris Lindquist
Santaquin Engineer	Norm Beagley
Santaquin	Jon Lundell
Genola Town Clerk	Lucinda Daily
WUI Coordinator	Dax Reid
Central Utah County	October 25
Orem Emergency Manager	Heath Stevenson
Provo EM	Chris Blinzinger
Provo Stormwater Engineer	Jared Penrod
Provo	D Cheff
Provo Planner	Robert Mills
Lindon Administration	Adam Cowie
Lindon Emergency Manager	Kelly Johnson
Vineyard	George Reid
Vineyard Engineer	Nassim

Spanish Fork Economic Development	Dave Anderson
Spanish Fork	Travis Warren
Mapleton Planner	Brian Tucker
PG Engineering	Marty Beaumont
PG Engineering	Aaron Wilson

Identifying Hazards

MAG identified several hazards addressed in the Hazard Mitigation Plan. The hazards were identified through a process that included researching past disasters, Geographic Information System (GIS) data, and the Utah State Hazard Mitigation Plan.

The original hazard mitigation plan identified several potential hazards for the region. The list was reviewed by staff and at the kick-off meetings. MAG used GIS to overlay current development with hazard data. This data was used to identify which hazards had the greatest risk for each city. These hazards were then presented in greater detail in the following county portions of this plan.

Updating the 2017 Plan

The primary task for MAG staff was to update the existing Pre-Disaster Hazard Mitigation Plan. The updates are scattered throughout this plan and target in several key areas.

Online Resources – MAG created a simplified, interactive, online version of the plan for city staff, elected officials, and interested public. It will be easier to navigate than a lengthy .pdf and should make using the plan easier.

Background Information - The Mountainland Region has grown and changed since the last plan and regional information has been updated to reflect it.

Hazard Data – All mapping and profiling data for each hazard and was updated using the latest and best available sources.

Future Development – As MAG experiences incredible growth, emphasis was placed on examining the locations of development pressure within communities and discussing appropriate mitigation measures through zoning, building codes, and land preservation.

Mitigation Strategies – Individual meetings with each community served to brainstorm locally-relevant mitigation strategies and support strategies mentioned in other community plans.

Other plans and reports – The plan contains and/or references other mitigation plans, neighboring organizations’ reports and state data to provide the most robust picture and technical information available.

While much of the plan may seem to look similar to the 2017 plan, each portion has been reviewed and updated to reflect the most current information possible.

Incorporating Existing Plans

Existing Plans, Studies, Reports and
Technical Information Reviewed

How Incorporated

Utah State Hazard Mitigation Plan	Comparing MAG counties to the state as a whole, describing the impact of some hazards not prevalent in MAG counties, county-level earthquake and drought losses.
National Integrated Drought Information System https://www.drought.gov/historical-information	Historic drought information by county, used to calculate probability.
The Utah Roadmap: Positive Solutions for Air Quality and Climate Change	Air Quality information and mitigation strategies for Air Quality and Climate Change
HAZUS Provo Segment 7.2 ShakeMap Scenario (2009)	County-wide earthquake losses estimate
U of U Seismograph Catalog https://quake.utah.edu/earthquake-information-products/earthquake-catalogs	Locations and magnitude of past earthquakes
FEMA National Flood Insurance Program	Floodplain maps of 100-yr, 500-yr, and levee-protected areas used in risk analysis, also example code requirements for city NFIP participation
Community Improvement Projects (see city websites)	Identify desired projects relating to mitigation in various communities

Governor's Office of Planning and Budget (2020 estimates)	Demographic information for Utah counties and cities.
Landslide Maps of Utah (2010) Elliott A. and Harty K. Utah Department of Natural Resources.	Identify location and extent of historic landslides and classify landslide types (comes with GIS files)
DAMVIEW Dam Safety Database Information Viewer (2019). Utah Division of Water Rights. www.waterrights.utah.gov	Identify and map low, moderate, and high-risk dams. Information includes ownership, Emergency Action Plan, and first downstream town.
The Wasatch Fault (1996) Utah Geological Survey Public Information Series 40	Basic understanding of Wasatch Fault, including diagrams specific to the Wasatch Fault which were replicated in this Plan with permission.
Utah Lake Basin Water; Planning for the Future (2014) Utah Division of Water Resources.	Water conservation plans by jurisdiction
West Wide Wildfire Risk Assessment (2008) Council of Western State Foresters	Used in Fire Risk Assessment, clipped to MAG boundaries and risk adjusted for local highs and lows. Data has since been updated.
National Oceanic and Atmospheric Administration (NOAA) Storm Events Database	Locating weather and other disaster events; date, location, severity, and \$ losses.
The landslide handbook—A guide to understanding landslides (2008) Highland, L.M., and Bobrowsky, Peter, Reston, Virginia, U.S. Geological Survey Circular 1325, 129 p.	Wonderfully explained basics of landslides and how to mitigate. Great graphics.
FEMA NFIP Inundation Maps	Used to visualize and analyze 100 yr. and 500 yr. flood risk. Many maps had been updated since 2017, with some communities seeing significant changes in the number of homes in the floodplain.

Utah AGRC	Locations of critical buildings and infrastructure i.e., schools, fire stations, hospitals, etc.
UDOT Open Data Portal	GIS data for roads, bridges, and culverts used to estimate losses.

Part 3 Risk Assessment

Profiling Hazard Events

Visit the County Sections, Parts 5-7, for hazard analysis specific to each county. This section includes general descriptions, definitions, and mitigation strategies for hazards identified by MAG.

The following table identifies the recurrence and frequency of hazards in the State of Utah. Hazard profiles for each of the counties are in each specific county annex.

Hazard Recurrence and Frequency, adapted from Utah 2019 State Hazard Mitigation Plan

Hazard	Number of Events	Years in Record	Recurrence Interval (years)	Hazard Frequency and Probability/Year
Droughts (<-2 PDSI)	17	123	7.2	14%
Earthquakes (≥ 5.0)	60	168	2.8	36%
Landslides *	unknown	unknown	unknown	unknown
Flood (injuries)	23	18	0.8	127%
Tornadoes (all)	134	150	1.1	89%
Avalanches (fatalities)	116	60	0.52	193%
Wildfires (>100,00 total acres burned in a year)	8	15	1.9	53%
Lightning (fatalities)	67	69	1	97%

PDSI, Drought Years as indicated by NOAA, <http://www.ncdc.noaa.gov/temp-and-precip/timeseries/?parameter=pdsi&month=10&year=2010&filter=1&state=42&div=0>

Magnitude 5.0 or larger Data from UGS and University of Utah Seismography Station.

* Landslide recurrence intervals cannot be predicted because landslides often have recurrent movement with the same landslides moving each year depending on climate.

Tornado and Avalanche data courtesy of the NOAA.

<http://www.wrh.noaa.gov/slc/climate/tornado.php>

http://www.wrh.noaa.gov/slc/projects/disasters/avalanche_deaths.php

Lightning data courtesy of NOAA, http://www.lightningsafety.noaa.gov/stats/59-12_State_Ltg_Fatality_Map-rates.pdf

Earthquakes

An earthquake is the sudden release of tension built up over years as tectonic plates shift all across the earth's surface. Plates tend to rupture along weak zones referred to as faults. When plates rupture, they produce seismic waves that are transmitted through the rock outward producing ground shaking. Earthquakes are unique multi-hazard events, with the potential to cause huge amounts of damage and loss. Secondary effects of a sudden release of seismic energy (earthquake) include: ground shaking, surface fault rupture, liquefaction, tectonic subsidence, slope failure, and various types of flooding.

The Intermountain Seismic Belt (ISB), which Mountainland is part of, is a zone of pronounced earthquake activity up to 120 miles wide extending in a north south direction 800 miles from Montana to northern Arizona. The Utah portion of the ISB trends from the Tremonton Cache Valley area south through the center of the state, along the Wasatch Front, and the southwest through Richfield and Cedar City concluding in St. George. "The zone generally coincides with the boundary between the Basin and Range physiographic province to the west and the Middle Rocky Mountains and Colorado Plateau physiographic provinces to the east" (*Homebuyers Guide to Earthquake Hazards in Utah*, Eldredge 1996).

Ground Shaking

Ground shaking causes the most impact during an earthquake because it affects large areas and is the origin of many secondary effects associated with earthquakes. Ground shaking, which generally lasts 10 to 30 seconds in large earthquakes, is caused by the passage of seismic waves generated by earthquakes. Ground shaking is measured using Peak Ground Acceleration (PGA). The PGA measures the rate in change of motion relative to the established rate of acceleration due to gravity.

Liquefaction

While living directly on a fault line is far from ideal, structures farther away can experience equal or greater damage depending on the underlying soil. Deep sediments, such as those surrounding Utah Lake, increase the frequency of seismic waves, which are more damaging to short, stiff structures like the common home. Loose soils are also more susceptible to liquefaction, when loose soils with a high water table behave like a fluid during episodes of shaking. Liquefaction is possible in earthquakes magnitude 5.0 and higher. Local geologic conditions, such as depth of sediment and sediment make up, affect earthquake waves.

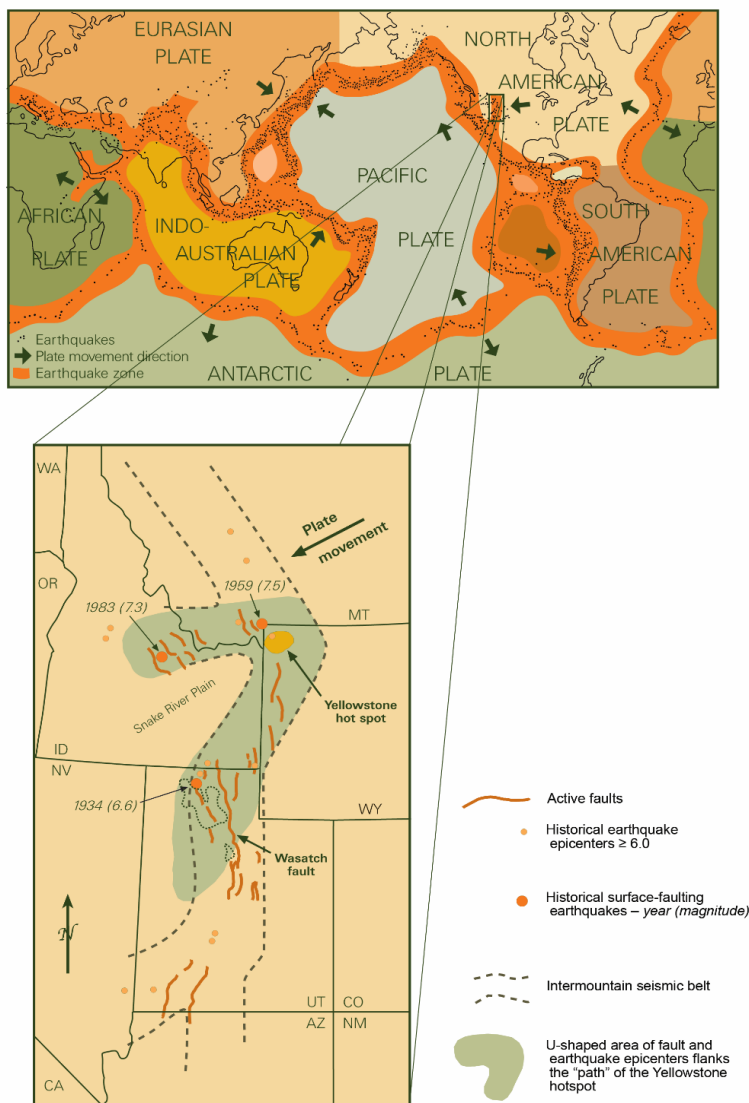


Figure Utah Geological Survey

Surface Fault Rupture

During a large earthquake fault movement may propagate along a fault plane to the surface, resulting in surface rupture along the fault plane. The Wasatch fault is a normal (mountain building) fault with regards to movement, meaning the footwall of the fault is pushed upward and the hanging wall slips downward. Thus, faulting is on a vertical plane, which results in the formation of large fault scarps. Surface fault rupture along the Wasatch fault is expected for earthquakes with magnitudes of 6.5 or larger. The largest probable earthquake that could strike the Mountainland region is an earthquake with an estimated magnitude between 7.0 and 7.5; an earthquake of this magnitude, based on current research, would create "surface fault rupture with a displacement of between 16 to 20 feet in height with break segments 12 to 44 miles long" (*Homebuyers Guide to Earthquake Hazards in Utah*, Eldredge 1996). In historic time surface fault rupture has only occurred once in Utah; the 1934 Hansel Valley earthquake with a magnitude 6.6 produced 1.6 feet of vertical offset.

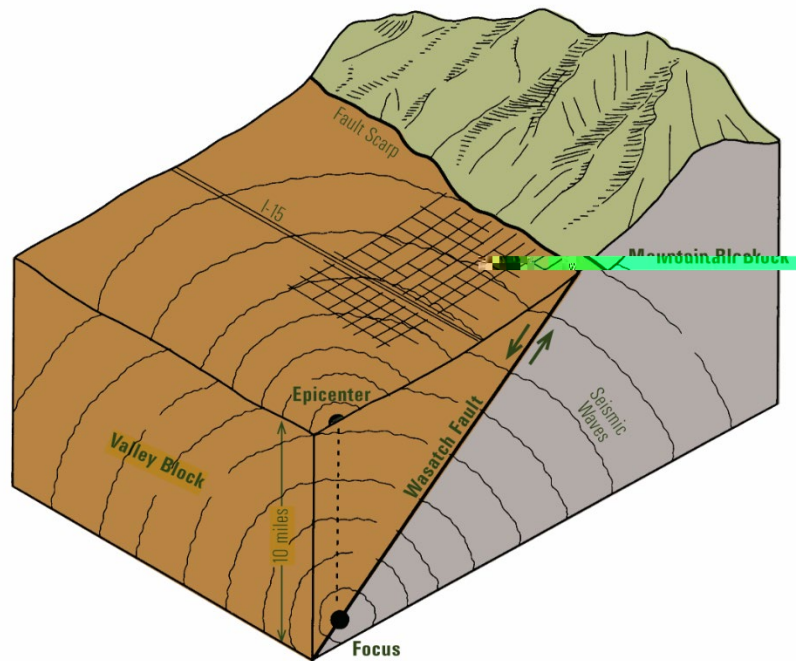


Figure Utah Geological Survey

Surface fault rupture presents several hazards. Anything built on top of the fault or crossing the fault has a high potential to be destroyed in the event of displacement. Foundations will be cracked, buildings torn apart, damage to roads, utility lines, pipelines, or any other utility line crossing the fault. It is almost impossible to design anything within reasonable cost parameters to withstand an estimated displacement of 16 to 20 feet.

Secondary Earthquake Threats

The major secondary effects of earthquakes include liquefaction, avalanches, rock fall, slope failure, and various types of flooding. Since other sections address mass movement and flooding, they will not be discussed in depth here. It is important to keep in mind, however, the impact these secondary hazards could have on the response to an earthquake.

Various Flooding Issues Specific to Earthquakes

Earthquakes could cause flooding due to the tilting of the valley floor, dam failure and seiches in lakes and reservoirs. Flooding can also result from the disruption of rivers and streams. Water tanks,

pipelines, and aqueducts may be ruptured, or canals and streams altered by ground shaking, surface faulting, ground tilting, and landslide.

Seiches

Standing bodies of water are susceptible to earthquake ground motion. Water in lakes and reservoirs may be set in motion and slosh from one end to the other, much like in a bathtub. This motion is called a seiche (pronounced “saysh”). A seiche may lead to dam failure or damage along shorelines.

Modified Mercalli Intensity Scale

Intensity	Effects	Geologic Effects
I	Barely felt by sensitive few.	
II	Felt by few indoors.	
III	Felt by several indoors. Hanging objects may sway.	
IV	Felt by many indoors and few outdoors. Dishes, windows, etc. rattle	Rock falls may be triggered
V	Felt by almost everyone. Some plaster walls crack. Small, unstable objects are displaced. Hanging objects swing greatly.	Liquefaction may be triggered.
VI	Felt by all. Some heavy furniture moved. Damage light.	Strong shaking.
VII	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.	Very strong shaking. Seiche waves may be produced; small slumps and slides along sand and gravel banks.
VIII	Slight damage in specially designed structures; considerable in ordinary substantial buildings with partial collapse; great in poorly built structures.	Severe shaking. Surface rupturing fractures. Spring or well water may change flow rate, etc.

*Adapted from [The Severity of an Earthquake](#), a U. S. Geological Survey General Interest Publication.

Probability of Future Damaging Earthquakes

Severe earthquakes, by their nature, are rare disasters. Tectonic plates move fractions of an inch per year, slowly building up tension until they “break”. In the case of devastating earthquakes, the process can take decades to centuries. The graphic below depicts how often and how long ago significant earthquakes have occurred along the Wasatch Front. According to the USGS, there is a 57% probability of a magnitude 6.0 or above earthquake occurring along the Wasatch Front in the next 50 years.

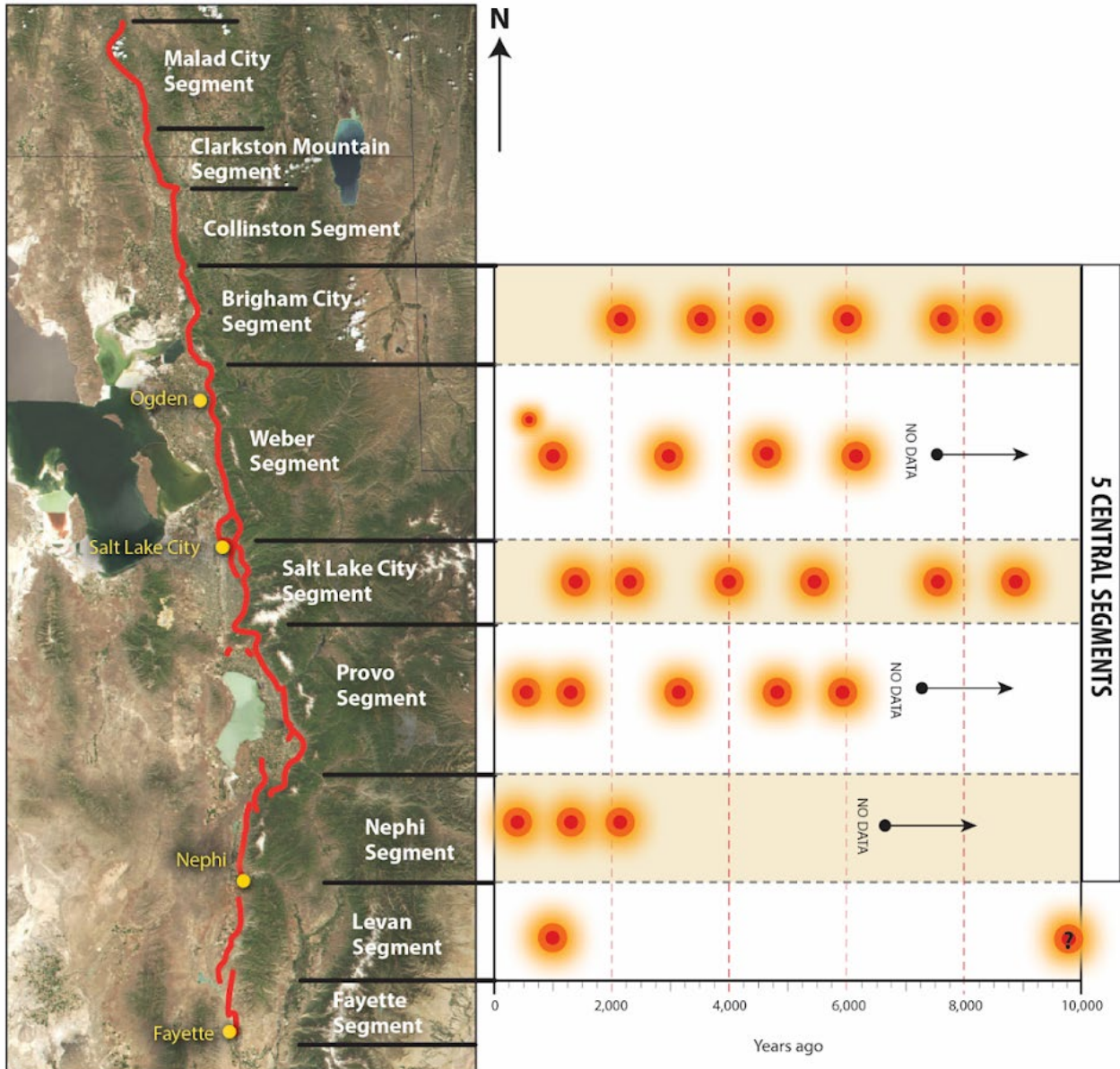


Figure 3 Utah Geological Survey

Potential Mitigation Strategies

Part 3 Risk Assessments

The following mitigation strategies are provided so that communities may be aware of measures that could be used to limit the exposure to earthquake related damage.

Objectives	Strategies
Local Planning and Regulations Adopt & Enforce Building Codes Incorporate Earthquake Mitigation into Local Planning Map and Assess Community Vulnerability to Seismic Hazards Conduct Inspections of Building Safety	• Create a seismic safety committee to recommend changes in standards • Adopt International Building Code (IBC) • Offer financial incentives to home and business owners who retrofit • Inventory vulnerable public and commercial buildings • Use GIS to map shaking and secondary hazards • Incorporate seismic strengthening into Capital Improvement Plan • Require the hazardous materials be located outside areas of seismic hazards
Structure and Infrastructure Projects Protect Critical Facilities and Infrastructure Implement Structural Mitigation Techniques	• Use flexible piping to extend water, sewer, or natural gas service • Retrofit critical public facilities • Brace generators, elevators, and other equipment • Install shutoff valves where water mains cross fault lines • Install window film to prevent injuries from shattered glass
Education and Awareness Increase Earthquake Risk Awareness Conduct Outreach to Builders, Architects, Engineers and inspectors Provide Information on Structural and Non-Structural Retrofitting	• Encourage homeowners to install latches on cabinets and drawers • Offer GIS mapping online for residents and design professionals • Conduct information sessions on seismic code • Train building staff on form ATC-20 (Applied Technology Council) • Develop outreach to encourage homeowners to secure tall furniture • Establish a library of technical documents on structural mitigation options.

Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Flooding

Humans have always sought out water for survival; drinking, agriculture, travel and energy. Some features like basins, plains, and alluvial fans appear ideal for homes built on flat ground or a gentle slope. Periodic flooding in riverine areas carries nutrients to soil ideal for agricultural production. The problem arises when builders expect the water that has shaped the very land they sit on to stop routine flooding and stay predictably within its bounds. The attraction to water plus effects of urbanization contribute to floods being the most common hazard in the United States.



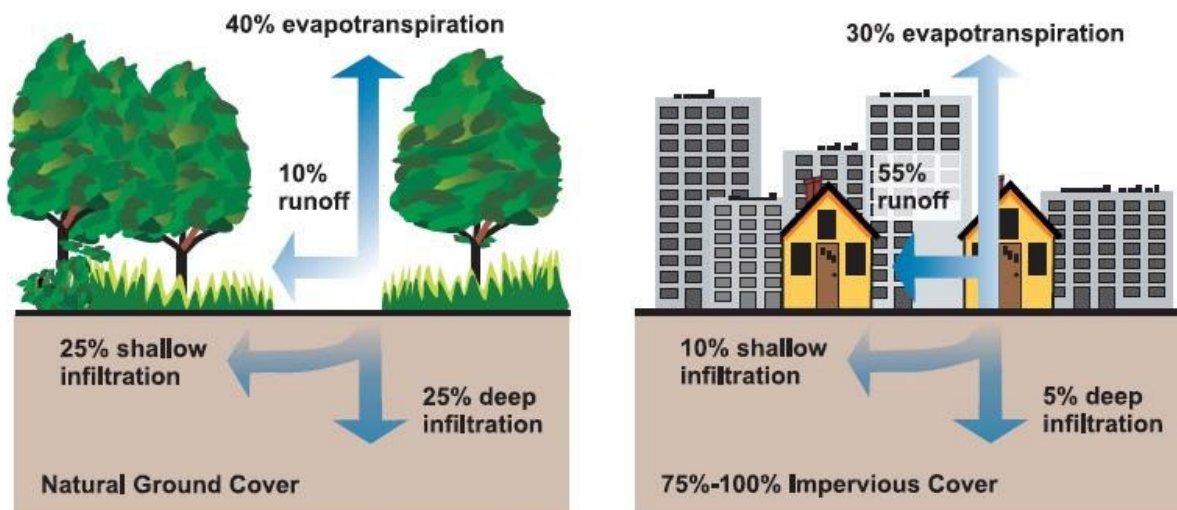
Sandbagging in Provo during the 1983 floods

Flooding is a temporary overflow of water onto lands not normally inundated by water producing measurable property damage or forcing evacuation of people and vital resources. Floods frequently cause loss of life; property damage and destruction; damage and disruption of communications, transportation, electric service, and community services; crop and livestock damage and loss, and interruption of business. Floods also increase the likelihood of hazards such as transportation accidents, contamination of water supplies, and health risk increase after a flooding event.

Several factors determine the severity of floods including rainfall intensity and duration, and rapid snow melt. A large amount of rainfall over a short time span can result in flash flood conditions. Small amounts of rain can also result in flooding at locations where the soil has been previously saturated or if rain concentrates in an area having impermeable surfaces such as large parking lots, paved roadways, or post burned areas with hydrophobic soils. Topography and ground cover are also contributing factors for floods. Water runoff is greater in areas with steep slopes and little or no vegetative ground cover.

Frequency of inundation depends on the climate, soil, and channel slope. In regions where substantial precipitation occurs during a particular season or in regions where annual flooding is due to spring melting of winter snowpack, areas at risk may be inundated nearly every year.

The Mountainland region can experience both rapid snow melt in the Spring and severe summer storms. As Summit, Utah, and Wasatch counties grow they must take into account the effects of urbanization on the ability of soil to absorb rainfall. The diagram below demonstrates how a built-up environment alters water dynamics.



Effects of Urbanization (EPA)

Conditions which may exacerbate floods:

- | | |
|---------------------------|-----------------|
| Impermeable surfaces | Debris |
| Steeply sloped watersheds | Contamination |
| Constrictions | Soil saturation |
| Obstructions | Velocity |

Explanation of Common Flood Terms

FIRM: Flood Insurance Rate Map

100-year flood: Applies to an area that has a 1 percent chance, on average, of flooding in any given year. However, a 100-year flood could occur two years in a row, or once every 10 years. The 100 year-flood is also referred to as the base flood.

Base Flood Elevation (BFE): As shown on the FIRM, is the elevation of the water surface resulting from a flood that has a 1% chance of occurring in any given year. The BFE is the height of the base flood,

usually in feet, in relation to the National Geodetic Vertical Datum (NGVD) or 1929, the North American Vertical Datum (NAVD) of 1988, or other datum referenced in the FIS report.

National Flood Insurance

Program (NFIP): The NFIP is a federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management

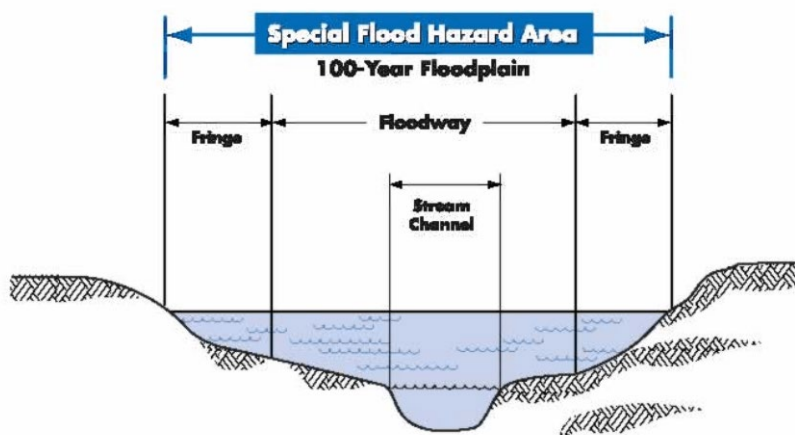
regulations that reduce future flood damages. Participation in the NFIP is based on an agreement between communities and the Federal Government. If a community adopts and enforces a floodplain management ordinance to reduce future flood risk to new construction in floodplains, the Federal Government will make flood insurance available within the community as a financial protection against flood losses. This insurance is designed to provide an insurance alternative to disaster assistance to reduce the escalating costs of repairing damage to buildings and their contents caused by floods.

Special Flood Hazard Area (SFHA): Is the shaded area on a FIRM that identifies an area that has a 1% chance of being flooded in any given year (100-year floodplain).

Floodway: Is the stream channel and that portion of the adjacent floodplain that must remain open to permit passage of the base flood without raising that water surface elevation by more than one foot.

Potential Mitigation Strategies

The following mitigation strategies are provided so that communities may be aware of measures that could be used to limit the exposure to flood related damage.



Objective**Strategies**mountainland.org/hazards

Local Planning and Regulations Improve Compliance with NFIP Incorporate Flood Mitigation into Local Planning Limit or Restrict Development in Floodplain Areas Adopt and Enforce Building Codes Improve Storm Water Management	• Complete and maintain FEMA elevation certificates for buildings • Use "green infrastructure" program to link, manage, & expand greenways • Mitigate hazards during infrastructure planning • Develop stream buffer ordinance or limit impervious surfaces • Prohibit or limit floodplain development • Require the hazardous materials be located outside areas flood areas • Complete a storm water drainage study for known problem areas
Structure and Infrastructure Projects Preserve Floodplains as Open Space Conduct Regular Maintenance for Drainage Systems and Flood Control Protect and Restore Natural Flood Mitigation Measures Protect Critical Facilities	• Allow developers to increase density in another area to keep flood area vacant • Routinely clean and repair storm water drains • Detect and prevent illegal discharges into storm water and sewer systems • Retain thick vegetation on public lands flanking rivers • Protect and enhance landforms that serve as natural barriers • Require critical facilities to be built above 500-year flood elevation
Education and Awareness Educate Property Owners	• Provide accurate floodplain maps

*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Dam Failure

Dams are frequently built for recreation, flood control, fire protection, irrigation and water storage. Most dams are small earthen works on private property, causing limited damage if they fail. Summit, Utah, and Wasatch counties have hundreds of dams, but only 48 are likely to put life at risk should they fail. The most hazardous of these are the Deer Creek and Jordanelle Dams, which could engulf entire communities in Wasatch and Utah counties.

Dam failures are defined as the failure of a man-made water impoundment structure, which sometimes results in catastrophic down grade flooding. The diagram below depicts common features of dams.

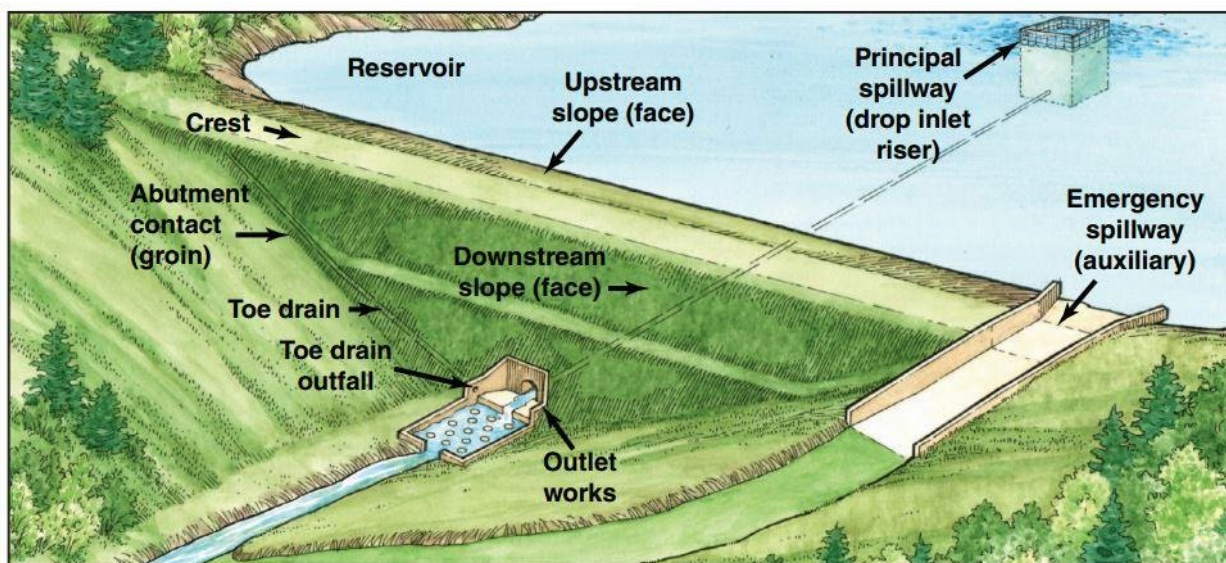


Figure 6 Dam Features. Created by the Forest Service and FEMA

Dam failure can have many causes, as seen below. Overtopping, or when water comes over the top of the dam after a significant rain event or because of a low area in the crest of a dam, can quickly erode the crest, slope, and toe of the dam quickly leading to failure. Overtopping is specifically mentioned as a possibility if the Jordanelle dam fails due to piping, then raises the water level in the Deer Creek dam until it experiences overtopping. Earthquakes can instigate many of the problems a dam normally faces, such as mass movement (a slump or landslide), cracking, and/or liquefaction leading to stability failure.

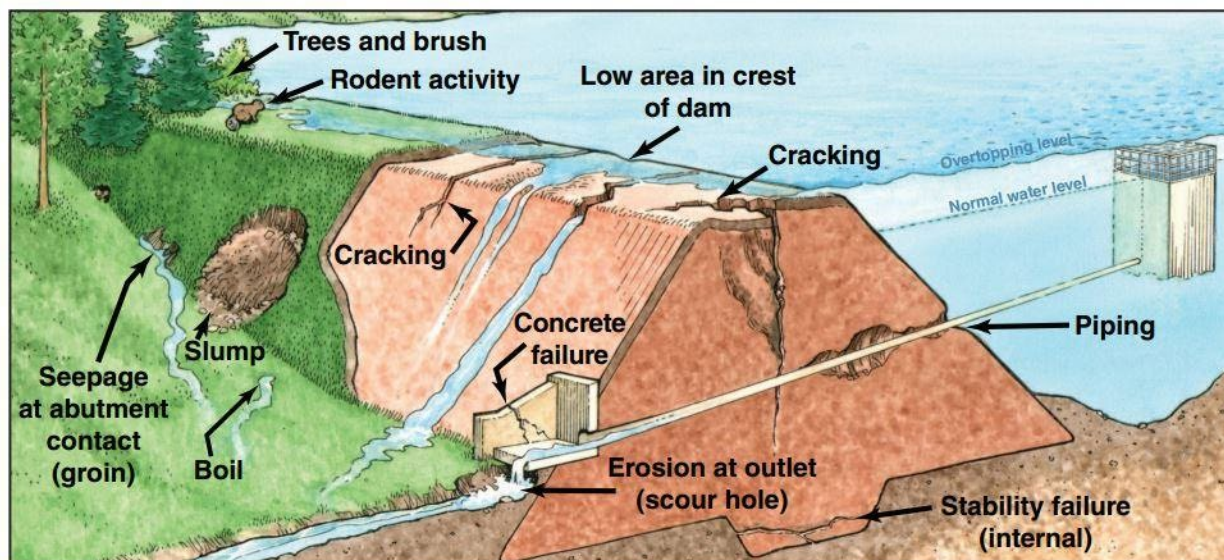


Figure 7 Possible dam problems. Graphic created by the Forest Service & FEMA.

According to the Bureau of Reclamation, the Jordanelle Dam is built to withstand a 7.5 magnitude earthquake on the Wasatch Fault 19 miles to the west or a 6.5 magnitude earthquake directly beneath the dam. Deer Creek dam also experienced extensive renovations from 2003-2008, and is now much less likely to suffer serious adverse effects in the event of an earthquake. The Utah State Engineer has been charged with regulating non-federal dams in the State since 1919. The Engineer ensures that all non-federal dams are inspected routinely and that the results of those inspections are available to the public. With the passing of the Federal Dam Safety Act in the 1970's, Utah created a Dam Safety Section responsible for all non-federal dams.

The State Dam Safety Section has developed a hazard rating system for all non-federal dams in Utah. Downstream uses, the size, height, volume, and incremental risk/damage assessments of dams are all variables used to assign dam hazard ratings in the Dam Safety classification system. Using the hazard ratings systems developed by the Dam Safety Section, dams are placed into one of three classifications: high, moderate, and low. Dams receiving a low rating would have insignificant property loss due to dam failure. Moderate hazard dams would cause significant property loss in the event of a breach. High hazard dams would cause a possible loss of life in the event of a rupture. The frequency of dam inspection is designated based on hazard rating with the Division of Water Rights inspecting high-hazard dams annually, moderate hazard dams biannually and low-hazard dams every five years. There are more than 150 dams in the Mountainland Region of which 48 have received a high hazard rating by Dam Safety.

According to the Dam Safety Program, During the last several decades, there has been a better understanding of how dams function, and new minimum standards have been established. In order to provide for public safety, the Legislature has provided grant funding since 1992 in various amounts to the Board of Water Resources to appropriate for dam safety projects. From 1997 to 2007, approximately \$4.3 million was appropriated per year. In 2008, the amount was reduced to approximately \$700,000. From 2009 to present, funding has been \$3.8 million per year for high hazard dam rehabilitations. These projects become necessary due to infrastructure aging, hazard creep and standards modernization. (Regular maintenance and other work may not be eligible for grant funding.)

Historically, the cost of each dam safety project has averaged about \$2-3 million. (Cost varies depending on the size of the dam and the extent of the deficiencies.) **At the current level of funding, the state can fund, on average, only one or two dam safety projects each year.** With each passing year, inflation chips away at the dollar's buying power, and the ability to complete projects continues to diminish.

In order for the remaining high hazard dams to be brought up to minimum safety standards, an estimated \$250 million is needed. **At the current funding rate, this is estimated to take about 66 years.** If funding were increased by \$6.2 million to a total of \$10 million per year, the dams could be upgraded in approximately 25 years.

The Board of Water Resources will continue to work with the Dam Safety program to determine which dams are the highest priority and to address these projects as funds allow, but the current level of funding is insufficient to address all the minimum standard issues. As a result, dam safety projects are being delayed due to a lack of funds. Additional funding would accelerate urgent dam safety upgrades.

The following information regarding a failure of both Jordanelle and Deer Creek Dams and resulting loss was prepared by the United States Department of the Interior Bureau of Reclamation entitled “Dam Failure and Maximum Operational Release, Inundation Study: Deer Creek Dam” completed, February 2002. The Bureau of Reclamation is in the process of reviewing their policies for sharing this information with the public and MAG hopes to use more recent maps in the next plan update.

Introduction and Purpose

On February 27, 1995, the Commissioner of the Bureau of Reclamation (Reclamation) issued a policy statement regarding establishing an Emergency Management Program at Reclamation dams. This policy stated that Reclamation would offer technical support and assistance to communities and jurisdictions downstream of Reclamation dams to ensure that adequate dam-specific emergency operation plans are in place. Directives for the emergency management program state that Emergency Actions Plans (EAP) shall be developed and are to contain descriptions of potentially affected areas in the flood plain with inundation maps wherever appropriate. Studies are designed to assess the worst-case scenario, when a reservoir at full capacity suddenly experiences an instantaneous failure. More often than not, dam owners have enough forewarning of a problem to remedy it or at least give warning. The dam failure study below was prepared to meet the goals and objectives of the Commissioner’s directives.

The purpose of the study was to identify potential flood hazard areas resulting from the unlikely events of “sunny day” failure of Deer Creek Dam (referring to an event that occurs when severe weather, earthquakes, or other extreme events are not present), the maximum operational release of Deer Creek Dam and the “sunny day” failure of Jordanelle Dam resulting in the failure of Deer Creek Dam due to overtopping.

These studies are standard practice within Reclamation and therefore do not reflect in any way upon the integrity of either Jordanelle or Deer Creek Dams.

Previous Studies

The Denver Office completed a previous Flood Inundation Study in June of 1990. It addressed two conditions, 1) a PMF (Probable Maximum Flood) causing the failure of Deer Creek Dam; and 2) a PMF (Probable Maximum Flood) causing the failure of Jordanelle Dam, which then results in the failure of Deer Creek Dam. Both scenarios were accomplished using the National Weather Service (NWS) DAMBRK model. Cross sections and some dam breach parameters were obtained from these studies for use in this report.

Description of Jordanelle Dam

Jordanelle Dam and reservoir is located on the Provo River in Wasatch County in north central Utah about 5 miles north of Heber City, Utah. The reservoir has a storage capacity of 311,000 acre-feet at active conservation, and a total reservoir storage capacity of 361,500 acre-feet.

The primary purpose of the reservoir is to provide Municipal and Industrial water for use in Salt Lake City and northern Utah County. Additional project purposes include flood control, recreation, Heber Valley irrigation water, and fish and wildlife enhancement.

Description of Deer Creek Dam

Deer Creek Dam and reservoir are located on the Provo River about 16 miles northeast of Provo, Utah and about 10 miles southwest of Heber City, Utah. Deer Creek Dam consists of a zoned earth fill structure, spillway and outlet works. The reservoir has a storage capacity of 152,570 acre-feet at the top of the gates, which is elevation 5,417 feet. The reservoir is part of a collection system, which stores and releases water from the Duchesne River, Weber River, and also the Provo River drainage. The primary recipients of the water are cities and farms along the Wasatch Front. It also provides year-round power generation and is used heavily for recreational purposes.

Study Results

The results indicate that flooding resulting from the sunny day failures of either Jordanelle or Deer Creek Dams will inundate the residential areas along the Provo Canyon corridor and in Orem and Provo, which could result in the loss of life. In addition, parts of Springville located within the flood plain south of Provo, Utah as well as major highways and road crossings would be heavily impacted by the floodwaters.

The routings of the floods were terminated at approximately 10 hours for the sunny day failure of Jordanelle and Deer Creek Dams. About 10 hours after flooding begins, most of the floodwaters are safely contained by Utah Lake. The results of the flood routing are listed in the attached tables.

Sunny day failure of Jordanelle Dam resulting in the failure of Deer Creek Dam due to overtopping, identifies results obtained from the sunny day failure of Jordanelle Dam modeled as a piping failure. The table includes the maximum water surface, peak flows, and flood arrival times from the beginning of the failure of Jordanelle Dam to the flood arrival at Provo City.

Sunny day failure of Jordanelle Dam

River Miles Downstream of Deer Creek Dam	Maximum Water Surface Elev (Feet)	Depth Above Streambed (Feet)	Arrival Time of Leading Edge (Hrs)	Arrival Time of Peak Flow (Hrs)	Maximum Flow (CFS)	Location
0.0	5439	165	River Miles Downstream of Deer Creek Dam	2.5	3,573,000	Deer Creek Dam
10.0	4926	104	2.0	2.9	3,124,000	Mouth of Provo Canyon
14.5	N/A	N/A	2.5	3.0	3,085,000	Provo City

*Arrival times are from the beginning of Jordanelle Dam failure

*Mile 0.0 is at the downstream toe of Deer Creek Dam

Sunny day failure of failure of Deer Creek Dam identifies results obtained from the sunny day failure of Deer Creek Dam modeled as a piping failure. The table includes the maximum water surface, peak flows, and flood arrival times from the beginning of the failure of Deer Creek Dam to the flood arrival at Provo City.

Sunny day failure of Deer Creek Dam

River Miles Downstream of Deer Creek Dam	Maximum Water Surface Elev (Feet)	Depth Above Streambed (Feet)	Arrival Time of Leading Edge (Hrs)	Arrival Time of Peak Flow (Hrs)	Maximum Flow (CFS)	Location
0.0	5381	107	0.1	0.7	1,550,000	Deer Creek Dam
10.0	4915	93	0.8	1.1	1,397,000	Mouth of Provo Canyon
14.5	N/A	N/A	0.9	1.2	1,386,000	Provo City

*Arrival times are from the beginning of Deer Creek Dam failure

*Mile 0.0 is at the downstream toe of Deer Creek Dam

Maximum operational release of Deer Creek Dam identifies the results of the maximum operational release from Deer Creek Dam to the mouth of Provo Canyon, based on the maximum release of 13,500 cfs. The table includes the maximum water surface, depth above streambed, and peak flows obtained at the cross sections modeled.

Maximum operational releases of Deer Creek Dam (Releases are based on continuous flow of 13,500 cfs)

River Miles Downstream of Deer Creek Dam	Maximum Water Surface (Elev)	Depth Above Streambed (Feet)	Maximum Flow (CFS)
0.0	5289	15	13,500
10.0	4836	14	13,500

*Mile 0.0 is at the downstream toe of Deer Creek Dam

Inundation Maps

Inundation maps produced from this study are shown on U.S. Geological Survey Quadrangle maps (Scale 1:24,000). They combine flood inundation boundaries from both the National Weather Service's (NWS) DAMBRK one dimensional model, which was used to route flows between Deer Creek Dam and the mouth of Provo Canyon, and MIKE 21, the two-dimensional model which terminates at Utah Lake. The flood inundation boundaries shown on the maps for each scenario were taken from the 1993 study and are located in the county annexes.

Mitigation

Local Planning and Regulations Include Dam Failure scenarios into Local Planning Map and Assess Community Vulnerability to Dam Failure Include Dam Owners in Planning Process	• Designate multiple escape routes for inundation zone • Require the hazardous materials be located outside inundation zone • Use GIS to map inundation zones for high-risk dams (if not previously done) • Incorporate seismic strengthening into Capital Improvement Plan • Use dam's Emergency Response Plan in city emergency response plan • Invite dam owners to attend planning workshops when applicable
Structure and Infrastructure Projects Conduct seismic retrofiting Partner with dam owners for upgrades	• Incentivize dam owners to retrofit high-risk dams • Designate a dam liaison from the public works department to talk to owners

Education and Awareness	
Educate the Public on their Risk	• Make maps and reports readily available
Review Inspection Results Regularly	• Designate employee to review inspection results on a yearly basis

*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Wildland Fire

Identifying Hazards

A wildfire is an uncontrolled fire spreading through vegetative fuel often exposing or consuming structures. Wildfires often begin unnoticed and spread quickly and are usually sighted by dense smoke. Wildfires are placed into two classifications Wildland and Wildland-Urban Interface. Wildland fires are those occurring in an area where development is essentially nonexistent, except for roads, railroads, or power lines. Wildland-Urban Interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. As the populations of the MAG region grow, residents build farther into wildland areas. This can pose problems for local fire departments as they endeavor to extend their services to new homes.



When discussing wildland fire, it is important to remember that fires are part of a natural process and are needed to maintain a healthy ecosystem. If fires are suppressed for longer than the ecosystem is accustomed to and debris collects in the understory, any wildland fire that occurs will have more fuel to burn and be more difficult to control. Land Management agencies across the state try to keep the fuel low load through controlled burns, manual removal, and other practices. Three basic elements are needed for a fire to occur (1) a heat source (2) oxygen and (3) fuel. Fuel and oxygen are readily available in the MAG region. Major ignition sources for wildfire are lightning and human causes such as arson, prescribed burns, recreational activities, burning debris, sparks from equipment, and carelessness with fireworks. About half of all wildfires started in Utah can be attributed to human activities, with the other half caused by lightning. Once a wildfire has started, vegetation, topography and weather are all conditions having an effect on wildfire behavior.

Potential Mitigation Strategies

The following mitigation strategies have been provided so that communities may be aware of measures that could be used to limit the exposure to Wildland Fire related damage.

Objective	Strategies
Local Planning and Regulations Map and Assess Vulnerability to Fire Reduce Risk through Land Use Planning Develop a Wildland-Urban Interface Code	• Use GIS mapping to analyze planning decisions, zoning, development, etc. • Designate high-risk areas and specify conditions for use and development • Involve Fire Protection agencies in determining standards for development • Address access, signage, fire hydrants, water availability, vegetation, etc.
Structure and Infrastructure Projects Create Defensible Space Around Structures Conduct Maintenance	• Create defensible space around power lines, oil and gas lines, etc. by removing vegetation and flammable materials • Replace flammable vegetation with less flammable species • Arson prevention cleanup in areas of abandoned structures, trash, etc.
Natural Systems Protection Implement a Fuels Management Program	• Perform maintenance including fuel management: pruning, selective logging, etc. • Sponsor local "slash and clean-up" days to reduce fuel loads along the WUI
Education and Awareness Participate in Firewise Program Increase Wildfire Risk Awareness Educate Property Owners about Wildfire Mitigation Techniques	• Consult Firewise guidance in encouraging best practices for the community • Organize local fire department tour to show officials vulnerable areas • Install fire mitigation systems such as interior and exterior sprinklers • Remove dead or dry leaves and other combustibles near/on homes

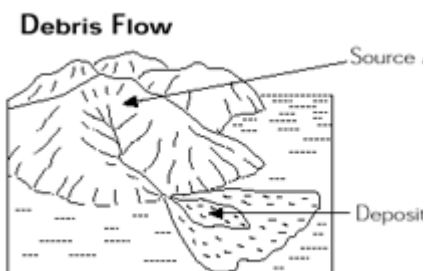
*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Landslides

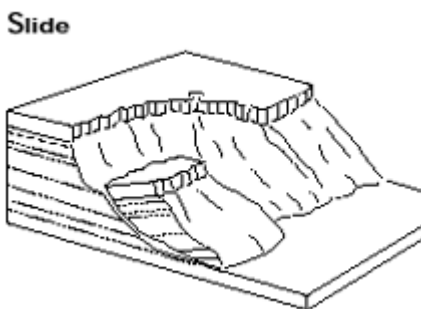
Many hazards are characteristically intertwined. Lightning may start a Wildfire or excessive rain could lead to a dam failure. Landslides are no exception. Landslides, often referred to as mass movement, occur any time the driving forces of gravity outweigh the resisting forces (friction, cohesion, strength of material) of a slope. This can be accelerated by a fire, which destroys the vegetation keeping soil in place, or a flood that lubricates soil particles and decreases the friction holding them in place. Earthquakes can also instigate movement of an unstable slope. Any area with a slope could be a site of mass movement. Mountain slopes with the spectacular views sought by many homeowners are especially susceptible to landslide activity. Though there have been fewer catastrophic landslide disasters than flood or fire, there are numerous events where a few homes are damaged or made to undertake extensive mitigation measures because the land under their foundation is slowly creeping out of place.

Mass movement can occur at a snail's pace or faster than a flood. The speed depends on the composition of the mass being moved and the cause of the movement. There are several types of mass movement, the most relevant of which are explained below.

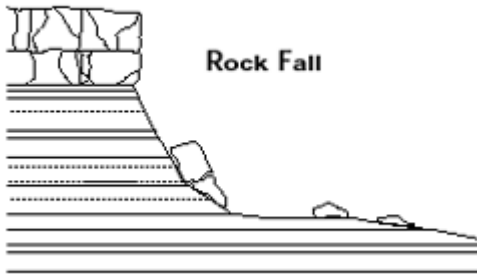
Three Common Types of Landslides in Utah



Debris flows consist of sediment-water mixtures that flow down a streambed or hillside, commonly depositing sediment at canyon mouths in fan-like deposits known as alluvial fans. These often occur during episodes of heavy rain, especially if a slope has experienced de-vegetation from fire or construction. Debris flows can start with just a few cubic feet of material and gain huge quantities as they quickly flow downhill.



Slides are down slope movements of soil or rock on slopes. They can occur so slowly that the only evidence is gradual cracking of a home's walls and foundations or fast enough to kill. There are several activities that increase the likelihood of this type of mass movement occurring, such as cutting into the toe of a slope, overwatering, adding weight (such as a house) to the top of a slope, and removing vegetation (especially trees).



Rock falls consist of rock(s) falling from a cliff or cut slope and are very common in the canyon country of southern Utah. Rock falls, by definition, involve material travelling through the air and happen very quickly. Earthquakes are often a trigger, as is repeated freezing and thawing which expands cracks within the rock.

Potential Mitigation Strategies

The following mitigation strategies are provided so that communities may be aware of methods that could be used to limit the exposure to landslide/Problem Soils related damage.

Objective	Strategies
Local Planning and Regulations Manage Development in Landslide Hazard Areas Open Space Warn inhabitants after triggering events Map and Assess Community Vulnerability to Landslides	• Locate utilities outside landslide areas • Limit new development in steep slope/high-risk areas • Leave open space or setbacks on and near at-risk slopes • Monitor at-risk slopes after fire, intense rainfall, or other events • Assess vegetation in wildfire-prone areas to prevent landslides after fires • Inventory infrastructure in areas vulnerable to landslides
Structure and Infrastructure Projects Prevent Impacts to Roadways Install drain fields Remove Existing Buildings and Infrastructure from Hazard Areas	• Apply soil stabilization measures on steep, publicly-owned slopes • Install drains on slopes with naturally poor drainage • Acquire at-risk buildings and infrastructure • Enforce permanent restrictions on development
Education and Awareness Educate Public on Hazardous areas Real Estate disclosure Educate the public on correct watering practices and slope vegetation	• Make public hazard maps • Ensure that homebuyers know risk before purchasing homes on slopes • Disperse guidelines for correct watering practices to those in vulnerable areas • Recommend services and plants to those living on or near steep slopes

*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Part 4 Regional Hazards

Introduction

Many hazards are difficult to map at a county level due to their unpredictability or widespread effects. Severe weather, infestations, algal blooms, and drought have been recognized as regional hazards for this plan. Identifying one portion of the region being more prone to these hazards than another is impractical due to the lack of specific spatial data and their widespread nature. Each jurisdiction has the opportunity to address these hazards on an individual mitigation level.

Air Quality

Description

Poor air quality is caused by harmful emissions from vehicles, homes, industry, and wildfire that have serious health, climate, and environmental consequences.

Although air quality is gradually improving, air pollution reduces the lifespan of the average Utahn by 2 years. Vehicle emissions account for half of air pollution. The Wasatch Front's geography makes inversions especially severe while the entire West suffers during wildfire season.

Probability: High in Utah County, low in Summit and Wasatch Counties

Severity: Critical, causes hospital visits and premature deaths.

Vulnerability

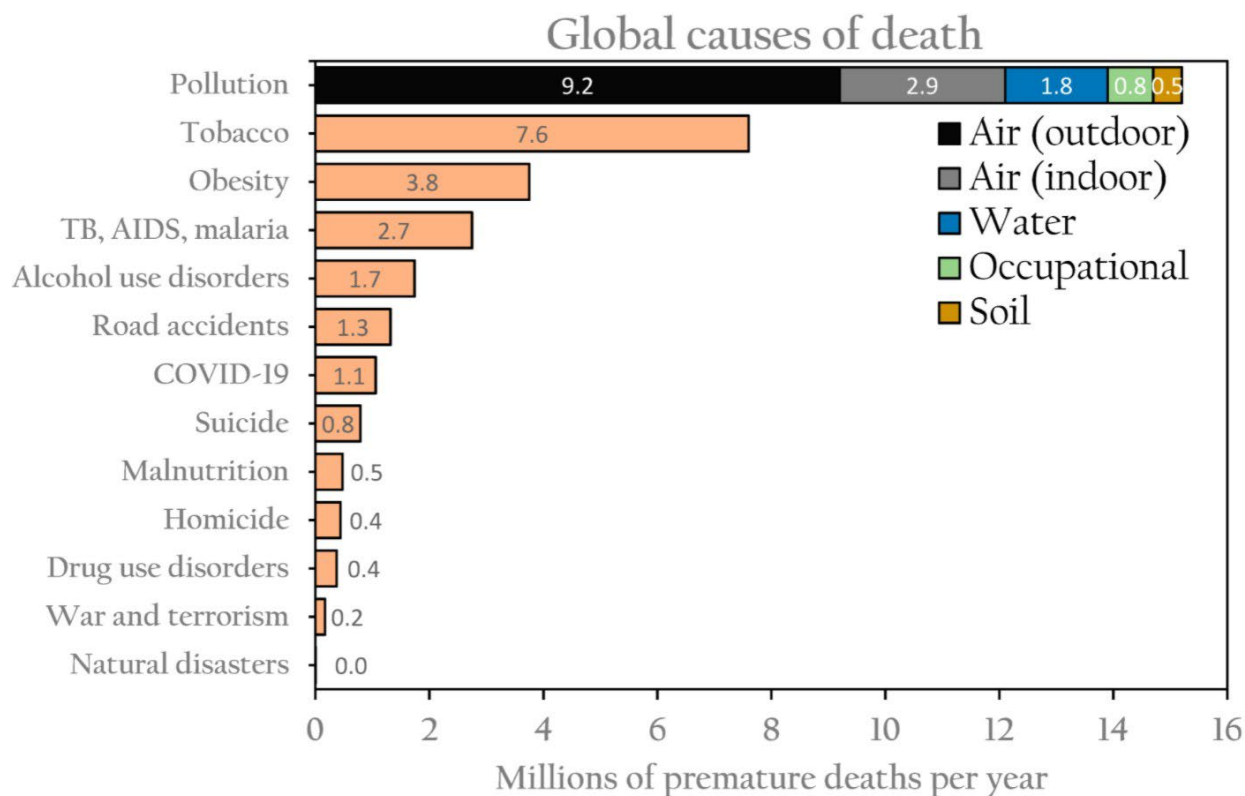
Children, the elderly, those with health conditions, and fetuses are at greater risk for hospitalization on bad air days. Utah County's pollution is bad enough that it must submit plans to the EPA to improve its air, but Wasatch County is also concerned about the pollution and has had monitors in place since 2016.

Mitigation Strategies

- Adopt emissions reduction goals

- Promote teleworking
- Support research
- Accelerate Quality Growth efforts (i.e., denser, more walkable places)
- Encourage Electric Vehicles and infrastructure
- Consider market-based approaches
- Reduce auto-dependency

Experts estimated that air pollution in Utah causes 2480 to 8000 premature deaths annually (90% confidence interval) and decreases the median life expectancy by 1.1 to 3.6 years. Economic costs of air pollution in Utah totaled **\$0.75 to \$3.3 billion annually**, up to 1.7% of the state's gross domestic product. Worldwide, outdoor air pollution accounts for far more deaths and natural disasters.



- (Errigo et al, Human Health and Economic Costs of Air Pollution in Utah: An Expert Assessment. *Atmosphere*. 2020; 11(11):1238. <https://doi.org/10.3390/atmos11111238>)

Algal Blooms

Algal blooms occur when naturally occurring cyanobacteria in the water multiply very quickly in warm conditions, producing cyanotoxins that can pose serious health risks.

Probability: High, especially in Utah Lake

Severity: Critical, can cause injuries or deaths

While blooms can happen naturally in pristine mountain lakes and impaired urban waterways, certain conditions (i.e., usually warmer waters and high concentrations of phosphorus and nitrogen) can increase the likelihood of blooms. As global temperatures increase, scientists have noticed blooms at an increasing frequency. Nitrogen and phosphorus are common pollutants that can come from sewage treatment plants, erosion and urban and agricultural runoff.

Vulnerability

Lake-adjacent cities and businesses that depend on water recreation are adversely affected by algal blooms, as is the perception of water safety at large. Children and pets are more likely to ingest water.

Mitigation Strategies

Proper land management and the investment in new technologies to treat wastewater can reduce the likelihood of blooms.

- Reduce the amount of fertilizer use on lawns
- Use phosphorus-free fertilizer and detergent when possible
- Fix leaking septic systems
- Keep yard debris such as leaves or grass clippings from washing into storm drains
- Pick up pet waste

Climate Change

The global climate is changing at a greater rate than any time in at least the last 650,000 years. Increasing evidence shows that humans are the primary influence behind this rate of change. However, the current and future implications for Utah are nuanced.

Profile

Frequency	Permanent
Severity	Depends on the hazard
Location	Region/World Wide
Seasonal Pattern	Effects depend on each hazard

Duration	Ongoing
Speed of Onset	Slow
Probability of Future Occurrences	Certain

Assessing Vulnerability

In Utah the effects of climate change are more of an exacerbation of existing hazards rather than additional hazards such as coastal flooding. It is likely that agriculture and winter recreation will be more impacted by possibly diminished snowpack and longer/more severe droughts. Climate change could have cascading effects on multiple hazards. For example, a deeper drought and stronger summer lightning storms could cause more wildfires that denude hillsides. More energy in a warmer atmosphere could produce heavier rainstorms that lead to more flooding and debris flow on the de-vegetated hills than would have occurred if the climate was not warming.

Development Trends

Since climate change is global and generally exacerbates existing hazards, the development trends for wildfire, flood, and landslide are applicable here. In general, more energy-efficient development, both in terms of structures and location, will affect emissions that cause climate change.

Potential Mitigation Strategies

Many of the strategies for drought, fire, flood, etc. will also work to mitigate the effects of climate change. Indeed, the past shows we have had larger fires, deeper droughts, and stronger winter storms before regular records were kept.

As for mitigating climate change itself, most strategies are the same as those for improving air quality, namely decreasing auto-dependence with more active transportation, transit, and infill development rather than sprawl, updating building codes for more energy-efficient homes, and diversifying energy sources for more renewable energy.

Severe Weather

Utah, Summit, and Wasatch counties have an ideal site and situation for a variety of severe weather events. Utah's distance from the moderating effects of oceans results in hot summers and cold winters, unlike coastal areas that enjoy less extreme temperatures. In addition, the mountains create opportunity for precipitation which can be severe. The benefit of the mountains (other than providing necessary water) is that they prevent more severe tornadoes by breaking up the bodies of warm, moist air and cool, dry air necessary for formation. Numerous opportunities for recreation in the Wasatch and Uintah mountains place a greater number of people at risk during severe weather events, whether it be summer hikers struck by lightning or skiers caught in a snow storm.

"Severe weather" includes the following events grouped for convenience.

Hazard	National Weather Service Guidelines for Event Type
Winter Weather, Blizzard, Snow Storm	A winter storm which produces the following conditions for 3 hours or longer: (1) sustained winds or frequent gusts 30 knots (35 mph) or greater, and (2) falling and/or blowing snow reducing visibility frequently to less than 1/4 mile, on a widespread or localized basis. -OR- A winter precipitation event that causes a death, injury, or a significant impact to commerce or transportation but does not meet locally/regionally defined warning criteria. A Winter Weather event could result from one or more winter precipitation types (snow, or blowing/drifting snow, or freezing rain/drizzle), on a widespread or localized basis
Cold, Wind Chill, Extreme Cold	Period of low temperatures or wind chill temperatures reaching or exceedingly locally/regionally defined advisory (typical value is –18°F or colder) conditions, on a widespread or localized basis. There can be situations where advisory criteria are not met, but the combination of seasonably cold temperatures and low wind chill values (roughly 15°F below normal) must result in a fatality. Normally, cold/wind chill conditions should cause human and/or economic impact.
Dense Fog	Water droplets suspended in the air at the Earth's surface, over a widespread or localized area, reducing visibility to values equal to or below locally/regionally established values for dense fog (usually 1/4 mile or less) and impacting transportation or commerce. No direct fatalities.

Hail	Hail 3/4 of an inch or larger in diameter will be entered. Hail accumulations of smaller size which cause property and/or crop damage, or casualties, should be entered.
Heavy Rain	Unusually large amounts of rain which do not cause a flash flood or flood, but cause damage, e.g., roof collapse or other human/economic impact.
High Wind, Thunderstorm Wind, Strong Wind	Sustained non-convective winds of 35 knots (40 mph) or greater lasting for 1 hour or longer or winds (sustained or gusts) of 50 knots (58 mph) for any duration (or otherwise locally/regionally defined), on a widespread or localized basis. In some mountainous areas, the above numerical values are 43 knots (50 mph) and 65 knots (75 mph), respectively. -OR- Non-convective winds gusting less than 50 knots (58 mph), or sustained winds less than 35 knots (40 mph), resulting in a fatality, injury, or damage. -OR- Winds, arising from convection (occurring within 30 minutes of lightning being observed or detected), with speeds of at least 50 knots (58 mph), or winds of any speed (non-severe thunderstorm winds below 50 knots) producing a fatality, injury, or damage.
Lightning	A sudden electrical discharge from a thunderstorm, resulting in a fatality, injury, and/or damage.
Tornado, Funnel Cloud	A rotating, visible, extension of a cloud pendant from a convective cloud with circulation not reaching the ground. The funnel cloud should be large, noteworthy, or create strong public interest to be entered. -OR- A violently rotating column of air, extending to or from a cumuliform cloud or underneath a cumuliform cloud, to the ground, and often (but not always) visible as a condensation funnel. Literally, in order for a vortex to be classified as a tornado, it must be in contact with the ground and extend to/from the cloud base, and there should be some semblance of ground-based visual effects such as dust/dirt rotational markings/swirls, or structural or vegetative damage or disturbance.

Lightning

During the development of a thunderstorm, the rapidly rising air within the cloud, combined with the movement of the precipitation within the cloud, causes electrical

charges to build. Generally, positive charges build up near the top of the cloud, while negative charges build up near the bottom. Normally, the earth's surface has a slight negative charge. However, as the negative charges build up near the base of the cloud, the ground beneath the cloud and the area surrounding the cloud becomes positively charged. As the cloud moves, these induced positive charges on the ground follow the cloud like a shadow. Lightening is a giant spark of electricity that occurs between the positive and negative charges within the atmosphere or between the atmosphere and the ground. In the initial stages of development, air acts as an insulator between the positive and negative charges. When the potential between the positive and negative charges becomes too great, there is a discharge of electricity that we know as lightning.

Heavy Snowstorms

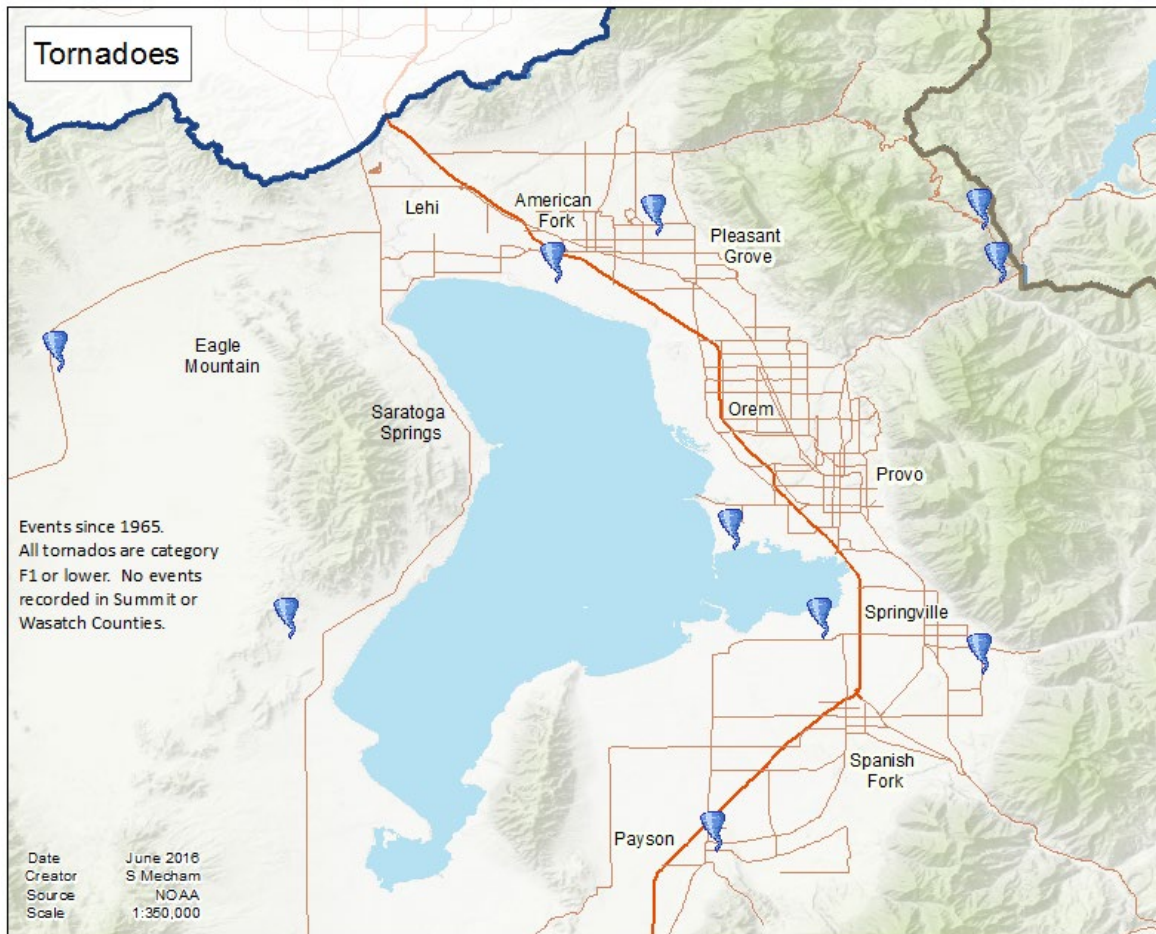
A severe winter storm deposits four or more inches of snow during a 12-hour period or six inches of snow during a 24-hour period. According to the official definition given by the U.S. Weather Service, the winds must exceed 35 miles per hour and the temperature must drop to twenty degrees Fahrenheit (20° F) or lower. All winter storms make driving extremely dangerous.

Hail Storms

Hailstones are large pieces of ice that fall from powerful thunderstorms. Hail forms when strong updrafts within the convection cell of a cumulonimbus cloud carry water droplets upward causing them to freeze. Once the droplet freezes, it collides with other liquid droplets that freeze on contact. These rise and fall cycles continue until the hailstone becomes too heavy and falls from the cloud.

Tornados

A tornado is a violently rotating column of air extending from a thunderstorm to the ground. Tornadoes often occur at the edge of an updraft or within the air coming down from a thunderstorm. Due to the Mountainland region's topography, it has only experienced tornadoes category F1 and lower. The most destructive tornado in the state of Utah occurred in 1999, striking downtown Salt Lake City and resulting in 1 death, dozens of injuries and \$170 million in damage. Even so, that tornado was only an F2 and dissipated upon reaching the foothills.



Avalanches

Avalanches are a rapid down-slope movement of snow, ice, and debris. Snow avalanches are a significant mountain hazard in Utah, and nationally account for more deaths each year than earthquakes. Avalanches are the result of snow accumulation on a steep slope and can be triggered by ground shaking, sound, or a person. Avalanches consist of a starting zone, a track, and a run-out zone. The starting zone is where the ice or snow breaks loose and starts to slide. The Track is the grade or channel down which an avalanche travel. The run-out zone is where an avalanche stops and deposits the snow.

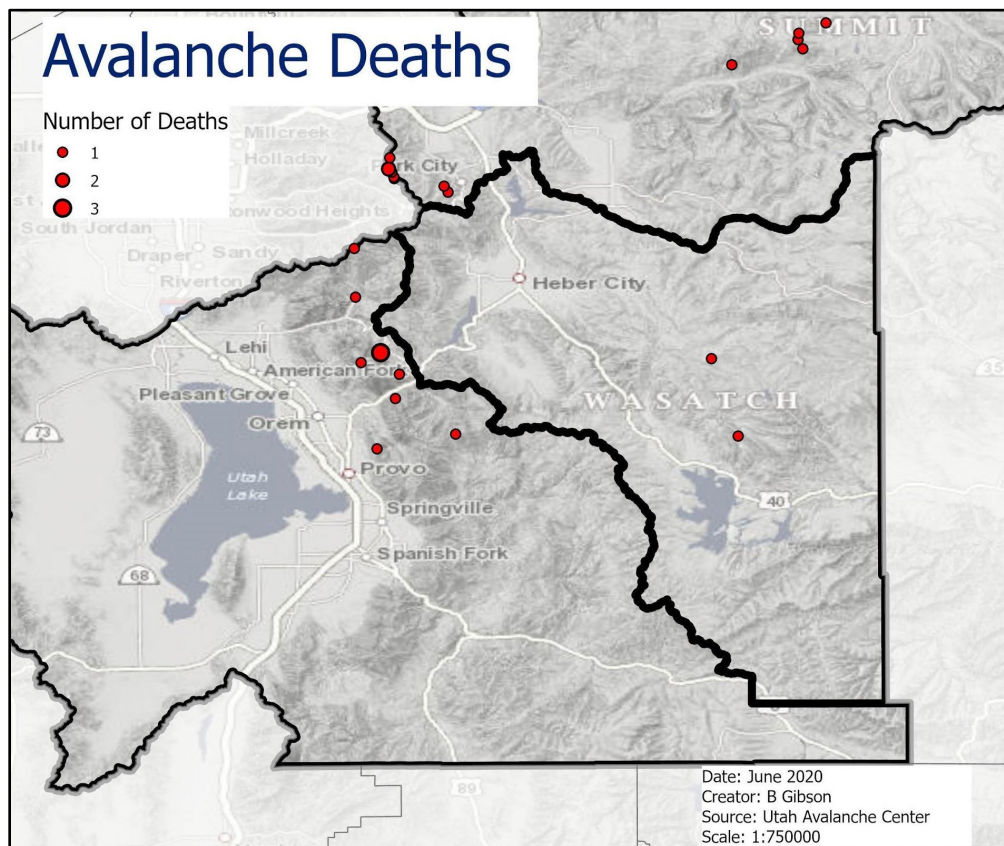
The two main factors affecting avalanche activity include weather and terrain, large frequent storms combined with steep slopes result in avalanche danger. Additional factors that contribute to slope stability are the amount of snow, rate of accumulation, moisture content, snow crystal types and the wind speed and direction. In Utah, the months of January through April have the highest avalanche risk.

Topography plays a vital role in avalanche dynamics. Slope angles between 30 to 45 degrees are optimum for avalanches with 38 degrees being the bulls-eye. Slopes with an angle above 45 degrees continually slough, thereby preventing large accumulation. The risk of avalanches decreases on slope angles below 30 degrees.

Types of Avalanches Common in Utah:

Dry or slab avalanches occur when a cohesive slab of snow fractures as a unit and slides on top of weaker snow, breaking apart as it slides. Slab avalanches occur when additional weight is added quickly to the snow pack, overloading a buried weaker layer. Dry snow avalanches usually travel between 60-80 miles per hour, reaching this speed within 5 seconds of the fracture, resulting in the deadliest form of snow avalanche.

Wet avalanches occur when percolating water dissolves the bonds between the snow grains in a pre-existing snow pack, decreasing the strength of the buried weak layer. Strong sun or warm temperatures can melt the snow and create wet avalanches. Wet avalanches usually travel about 20 miles per hour.



Potential Mitigation Strategies

The following mitigation strategies are provided so that communities may be aware of methods that could be used to limit the exposure to Severe Weather/Avalanche related damage.

Objective	Strategies
Local Planning and Regulations	
Adopt and Enforce Building Codes	• Enforce building codes for roof snow loads
Adopt Zoning Codes in Avalanche Areas	• Limit development in avalanche risk areas
Create Early Warning Systems	• Make National Weather Service warnings easily accessible to residents
Structure and Infrastructure Projects	
Protect Power Lines	• Install redundancies and loop-feeds, design lines to fail in small sections
Protect Critical Facilities and Equipment	• Install lightning protection on critical infrastructure and surge protection
Reduce Impacts to Roadways	• Use snow fences or rows of vegetation to limit blowing and drifting snow
	• Install sheds over roads below avalanche terrain
Education and Awareness	
Conduct Winter Weather Risk Awareness	• Distribute family and traveler emergency preparedness information
Assist Vulnerable Populations	• Encourage homeowners to install CO monitors and alarms
	• Identify and organize outreach to vulnerable populations
Educate Property Owners about Freezing Pipes	• Educate homeowners on locating water pipes inside insulated areas
	• Inform homeowners on allowing a faucet drip during extreme cold

*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Assessing Vulnerability

Severe weather can be a regular part of living in the Mountainland Region. Fortunately, the intensity of severe weather in the region has been limited to moderate levels. Some vulnerability assessment is made in the County Profiles based on previous losses.

Development Trends

In some instances, growth in certain areas such as mountainsides and canyons can decrease accessibility and increase other risks such as avalanche. Communities should develop education requirements as part of the development process. Other hazards such as lightning and hail are relatively independent of small-scale geography and are not exacerbated by development. Climate change could increase the amount of energy in the air, resulting in more powerful summer storms and their related hazards. Climate change could increase the amount of energy in the air, resulting in more powerful summer storms and their related hazards.

Profile

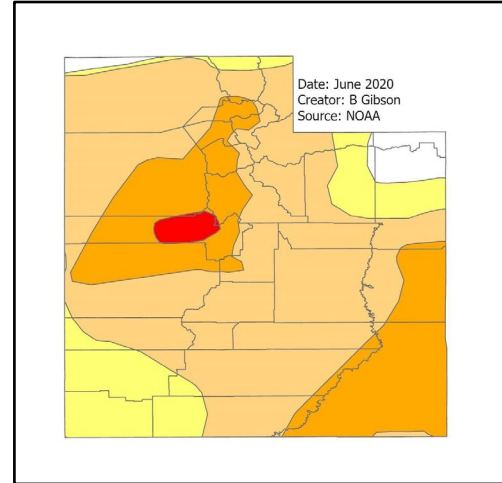
Frequency	Frequent. Multiple events happen each year.
Severity	Moderate
Location	Region wide with some locations more frequent due to geography.
Seasonal Pattern	All year depending upon the type of event.
Duration	Seconds to Days
Speed of Onset	Immediate
Probability of Future Occurrences	Extremely likely. All counties average multiple damaging severe weather events every year.

History

Due to the large number of incidents that have been recorded the history table was omitted from this section and a summary is in each County Profile.

Drought

Drought is a normal recurrent feature of climate, although many people in Utah erroneously consider it a rare and random event. It occurs in virtually all climatic zones, but has greater effects in semi-arid zones (such as Utah) where consistently lower levels of precipitation decrease the margin of tolerance for lengthy events. Droughts are slow-onset hazards, which result from long periods of below normal precipitation. Drought is a temporary aberration and differs from aridity since the latter is restricted to low rainfall regions and is a permanent feature of climate.



A common measure of drought is the Palmer Drought Severity Index (PDSI), which quantifies the existence of a drought through measures of soil moisture. A caveat of the PDSI is that it does not account for human access to water, such as reservoir levels. The PDSI may show no drought while human and agricultural sources are still recovering from multiple years of water storage depletion.

Palmer Drought Severity Index PDSI	Description	Possible Impacts
-1.0 to -1.9	Abnormally Dry	Short-term dryness slowing planting, growth of crops/pastures
-2.0 to -2.9	Moderate Drought	Some damage to crops/pastures Streams, reservoirs, or wells low Voluntary water-use restrictions requested
-3.0 to -3.9	Severe Drought	Crop/pasture losses likely Water shortages common Water restrictions imposed
-4.0 to -4.9	Extreme Drought	Major crop/pasture losses Widespread water shortages or restrictions
-5.0 or less	Exceptional Drought	Shortages of water in reservoirs, streams, and wells creating water emergencies Exceptional and Widespread crop/pasture losses

*Adapted from U.S. Drought Monitor

Profile

Frequency	Frequent
Severity	Severe primarily to agriculture
Location	Region wide
Seasonal Pattern	Summer
Duration*	Average: 11 years, longest in record: 44 years
Speed of Onset	Incremental with impact increasing.
Probability of Future Occurrences*	Moderate: 10% (PDSI -2.0 or lower) Severe: 4% (PDSI -3.0 or lower)
*Estimates according to NIDIS data based on tree-ring data from year 0 to 2017	

Assessing Vulnerability

Drought is a condition that affects every corner of the Mountainland Region. In the developed world, droughts no longer threaten the availability of drinking water and do not put lives at risk. The same cannot be said for one's livelihood. As most of the agriculture in the region is irrigated, low water levels can have the greatest effect on rural communities where farming is still prominent. As growth occurs, water will continue to be converted to non-agricultural uses and therefore increasing the remaining farmers' vulnerability to drought. Each of the three counties has rural communities that could be affected. Droughts also stress wildlife and heighten the risk of wildfire.

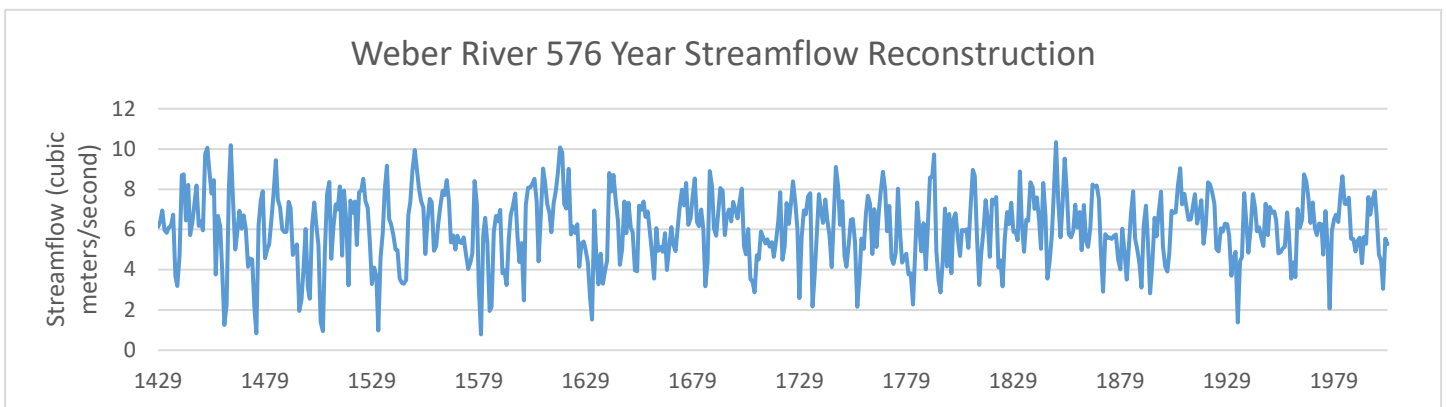
Development Trends

As the state and region continue to be among the fastest growing in the U.S., drought will become a more pronounced threat. Existing water development projects such as reservoirs have been able to minimize the effects of drought on people and agriculture to this point. Both future and current water users will need to develop more sustainable practices to ensure that droughts will continue to have only moderate effects on the region. Climate change will certainly have an effect on the region, but what that effect is remains to be seen. Current projections suggest that additional heat will result in a milder

winter with less snow and more rainfall in the spring. Since the region depends on snowmelt as a sort of “time release” source the lack thereof necessitates other methods of storing water in addition to greater efficiencies.

History

Tree ring data can also be used to extend the drought record far beyond the instrumental record. Correlating tree ring widths from hundreds of trees across the region provides a much broader sample of precipitation variability going back hundreds of years. In fact, tree ring data suggests that the instrumental record has actually been relatively drought-free compared to the entire record. For example, the following reconstruction of the Weber River (which correlates well with all three counties) shows the 20th century having the fewest severely dry years of the entire record. The National Integrated Drought Information System was used to calculate probability for MAG’s counties.



Matthew F. Bekker, R. Justin DeRose, Brendan M. Buckley, Roger K. Kjelgren, and Nathan S. Gill. 2014. A 576-Year Weber River Streamflow Reconstruction from Tree Rings for Water Resource Risk Assessment in the Wasatch Front, Utah. *Journal of the American Water Resources Association*. Doi: 10.1111/jawr.12191 <https://www.ncdc.noaa.gov/paleo/study/16416>. Accessed 11 July 2016

Mitigation

Installing secondary meters saves water. Data shows significant savings of 20-30%. Over the last few years, legislation has been passed to require meters on new secondary connections, and \$2 million annually has been appropriated in matching grant funds to offset the cost of installation in first- and second-class counties.

Potential Mitigation Strategies

The following mitigation strategies are provided so that communities may be aware of measures that could be used to limit the exposure to drought related damage.

Objective	Strategies
Local Planning and Regulations	
Monitor Water Supply Plan for Drought	• Regularly check for leaks to minimize water supply losses • Develop agreements for secondary water sources • Develop an ordinance to restrict public water use for non-essential items
Require Water Conservation During Drought Conditions	• Adopt ordinances to prioritize water use, especially for emergencies
Identify Secondary Effects of Drought	• Identify potential for wildfire due to drought
Prevent Overgrazing	• Establish grazing policy or permitting to prevent overgrazing
Structure and Infrastructure Projects	
Retrofit Water Supply Systems	• Upgrade water delivery systems to eliminate breaks and leaks
Natural Systems Protection	
Enhance Landscaping and Design Measures	• Incorporate drought tolerant or xeriscape practices into landscape ordinances • Use permeable surfaces to reduce runoff and promote groundwater recharge
Protect Water Sources	• Legislate to protect stream flows and aquifers
Education and Awareness	
Educate Residents on Water Saving Techniques	• Install low-flow showerheads and toilets • Encourage installation of graywater systems in homes for water reuse
Educate Farmers on Soil and Water Conservation Practices	• Rotate crops by growing on the same fields every season to reduce soil erosion • Use zero and reduced tillage to minimize soil disturbance • Encourage agricultural interests to purchase insurance to cover drought loss
Purchase Crop Insurance	

*Adapted from FEMA's "Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (2013)

Pests

Utah, “The Beehive State”, has an agricultural industry valued at over a billion dollars. Insects such as the honeybee are generally a vital and positive part of the ecological system that makes agriculture possible. However, there are instances when an insect population much larger than average (such as Grasshopper/Cricket Infestations) or insects from outside the region (such as the invasive Emerald Ash Borer) destabilize the ecosystems where they occur. The Utah Department of Agriculture and Food monitors numerous pests, conducts pest control, and educates the public on identification and mitigation. Other insects are vectors, or travelling hosts, for diseases that can be contracted by humans. Mosquitos and ticks are the most common carriers of disease.



Profile

Frequency	Frequent
Severity	Severe primarily to agriculture.
Location	Region Wide - especially agricultural areas and around lakes and reservoirs.
Seasonal Pattern	Spring and Summer
Duration	Days to Years
Speed of Onset	Incremental.
Probability of Future Occurrences	Very High – Crop/Forest damage due to infestations is reported every year. Vector borne illnesses are reported almost every year.

Development Trends

Regarding infestations of crop and range land, as land use shifts from agriculture to housing there will be less impact from infestations on the agricultural sector simply because there will be less agriculture. On the other hand, individual homeowners are less reliable when it comes to eliminating pests than large agricultural areas owned by informed persons that depend on pest removal for their livelihood. As development occurs there is more opportunity for weeds to take hold at the edges of disturbed land.

Numbers of invasive species may also increase as Utah markets increase participation in global markets.

Agricultural Pest Risks

Below is a short list of pests having high potential damage according to the Utah Department of Agriculture and Food (UDAF). For more information on pest control, behavior, statistics, and experts see UDAF's website at www.ag.utah.gov

Summary of Invasive and Native Pest Risks in the State of Utah

Asian Defoliators	Significant potential threat to Utah's forests and related industries
Emerald Ash Borer	Threaten to kill all ornamental and native ash trees in Utah
European Corn Borer	Potential to devastate Utah's \$25 million corn harvest
Gypsy Moth	Potential to disrupt Utah's \$2 million honey industry; health risks to humans and livestock
Honey Bee Pests and Diseases	Potential to destroy Utah's watersheds, coniferous forests, and residential landscapes
Japanese Beetle	Potential to damage Utah's \$128 million nursery and floriculture industry, and \$34 million fruit industry
Mormon Cricket & Grasshopper	Potential to significantly reduce Utah's \$509 million small grain and field crop industry
Orchard Pests	Fruit industry pest, potential to devastate Utah's \$34 million fruit industry
Red Imported Fire Ant	Economic damage caused in the US exceeds \$5 billion and is a public health risk

*Adapted from Utah Department of Agriculture and Food's 2015 Insect Report

Mormon Crickets and Grasshoppers merit a special mention in terms of their history in Utah. This devastating insect plagued the early pioneers. Today, 150 years later, the Mormon cricket still economically devastates some parts of Utah.

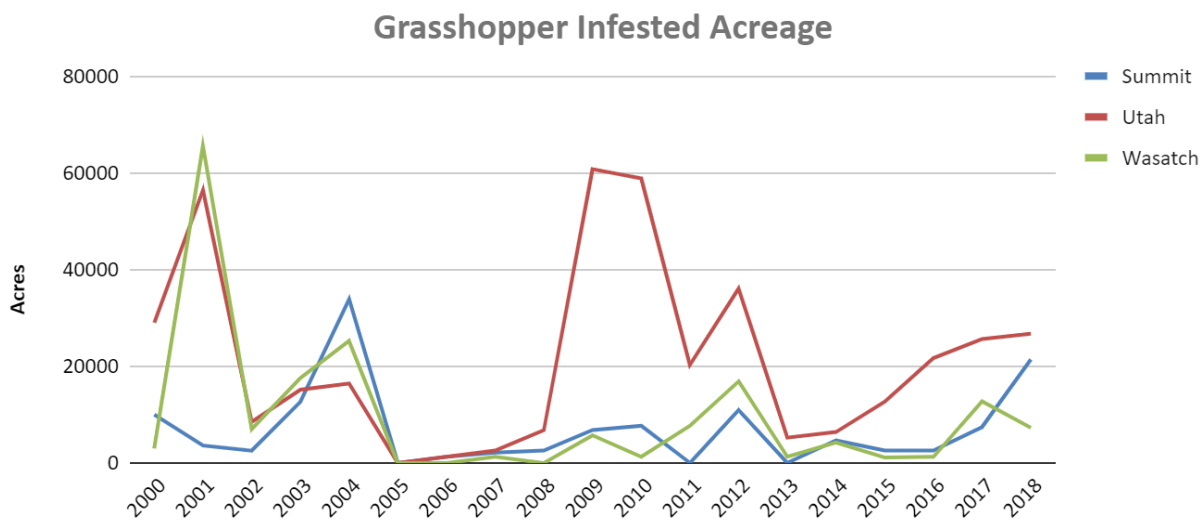


Figure 8. Utah Mormon Cricket and Grasshopper Report 2018, UDAF



In June of 2003, Utah Governor Mike Leavitt declared a State of Emergency in 18 of Utah's 29 counties, where crickets and grasshoppers had eaten 1.5 million acres. Problems associated with cricket infestations usually deal with crop loss as well as loss of rangeland for cattle and sheep. Consumption of residential landscaping is also a problem and more homes are built in western Utah County, which is in the path of crickets.

The crickets usually travel from west to east, starting in Nevada. In some instances, the cricket mass is so large and dense that cars and trucks lose traction on roads. Vehicles sliding off of roads can cause property damage and personal injury.

Health Risks

Biting insects have long been carriers of disease. Mosquitos carrying malaria and ticks with Lyme's disease have plagued countries for centuries. Even though Utah's cold winters effectively kill large numbers of infected vectors, there are still occurrences of West Nile Virus and Rocky Mountain Spotted Fever from time to time. It is inevitable that other vector borne illnesses will develop or be introduced in the future.

West Nile Virus (WNV) is transmitted to humans through mosquito bites.

Mosquitoes become infected when they feed on infected birds that have high levels of WNV in their blood. Infected mosquitoes can then transmit WNV when they feed on humans or other animals. WNV is not transmitted from person to person and there is no evidence that handling live or dead infected birds can infect a person. Most WNV infected humans have no symptoms. A small proportion develops mild symptoms and less than 1% of infected people develop more severe illness that includes meningitis (inflammation of one of the membranes covering the brain and spinal cord) or encephalitis. Of the few people that develop encephalitis, a small proportion die but, overall, this is estimated to occur in less than 1 out of 1000 infections. Fortunately, the incidence of WNV in human and animal populations has been very low in Summit, Utah, and Wasatch counties for the past several years.

West Nile Virus Positive Samples in Summit, Utah, & Wasatch Counties

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Human	0	0	1	0	0	0	1	7	1	0
Horse	0	0	0	0	0	0	0	7	0	0
Mosquito Pools	0	0	2	2	5	0	0	11	0	4

*Adapted from the Utah Department of Health West Nile Virus Reports

Rocky Mountain Spotted Fever (RMSF) is contracted by exposure to ticks infected with *Rickettsia rickettsii*. According to the CDC, there is a higher rate of exposure in the Southern Atlantic states and generally less than 20 cases per million persons occur in Utah. Individuals may experience a rash, fever, nausea, muscle pain, lack of appetite and conjunctival injection (red eyes). Antibiotics have proven to be an effective treatment when RMSF is identified early (especially in the first 5 days). RMSF has a mortality rate of 30% in untreated patients.

Mitigation

For diseases transmitted by mosquitoes and ticks, the best prevention is to use insect repellents with DEET or Permethrin and cover exposed skin. Those going into wooded areas should try to find and remove ticks as soon as possible, both on the body and on clothes, gear, and pets. Standing water serving as breeding grounds for mosquitos should be eliminated or water changed regularly. Early identification and treatment are always important when infection is possible.

Mitigation strategies for pests range from poisoned bait and tilling to expose buried eggs to aerial spraying. The most effective method depends on each species' behaviors and physiology, but certain methods like aerial insecticides can have adverse effects on non-target species such as bees. Local Extension Offices of the Utah Department of Agriculture and Food provide species specific strategies.

Radon Gas

According to the EPA, Radon is a colorless, odorless gas emitted in the natural breakdown of uranium in soil, rock, and water. It is the second leading cause of lung cancer behind smoking, responsible for about 21,000 lung cancer deaths yearly. Radon gas has been detected in every state in the U.S., with 30% of homes tested in Utah exceeding the EPA recommended action level of 4 pCi/L (picoCuries of radon per liter of air). The following table from the EPA's Health Risks of Radon compares the risk of dying from radon exposure to other events.

Radon Risk If You Have Never Smoked

Radon Level	If 1,000 people who never smoked were exposed to this level over a lifetime*...	The risk of cancer from radon exposure compares to**...	WHAT TO DO:
20 pCi/L	About 36 people could get lung cancer	35 times the risk of drowning	Fix your home
10 pCi/L	About 18 people could get lung cancer	20 times the risk of dying in a home fire	Fix your home

8 pCi/L	About 15 people could get lung cancer	4 times the risk of dying in a fall	Fix your home
4 pCi/L	About 7 people could get lung cancer	The risk of dying in a car crash	Fix your home
2 pCi/L	About 4 people could get lung cancer	The risk of dying from poison	Consider fixing between 2 and 4 pCi/L
1.3 pCi/L	About 2 people could get lung cancer	(Average indoor radon level)	(Reducing radon levels below 2 pCi/L is difficult.)
0.4 pCi/L		(Average outdoor radon level)	

Note: If you are a former smoker, your risk may be higher.

* Lifetime risk of lung cancer deaths from EPA Assessment of Risks from Radon in Homes (EPA 402-R-03-003).

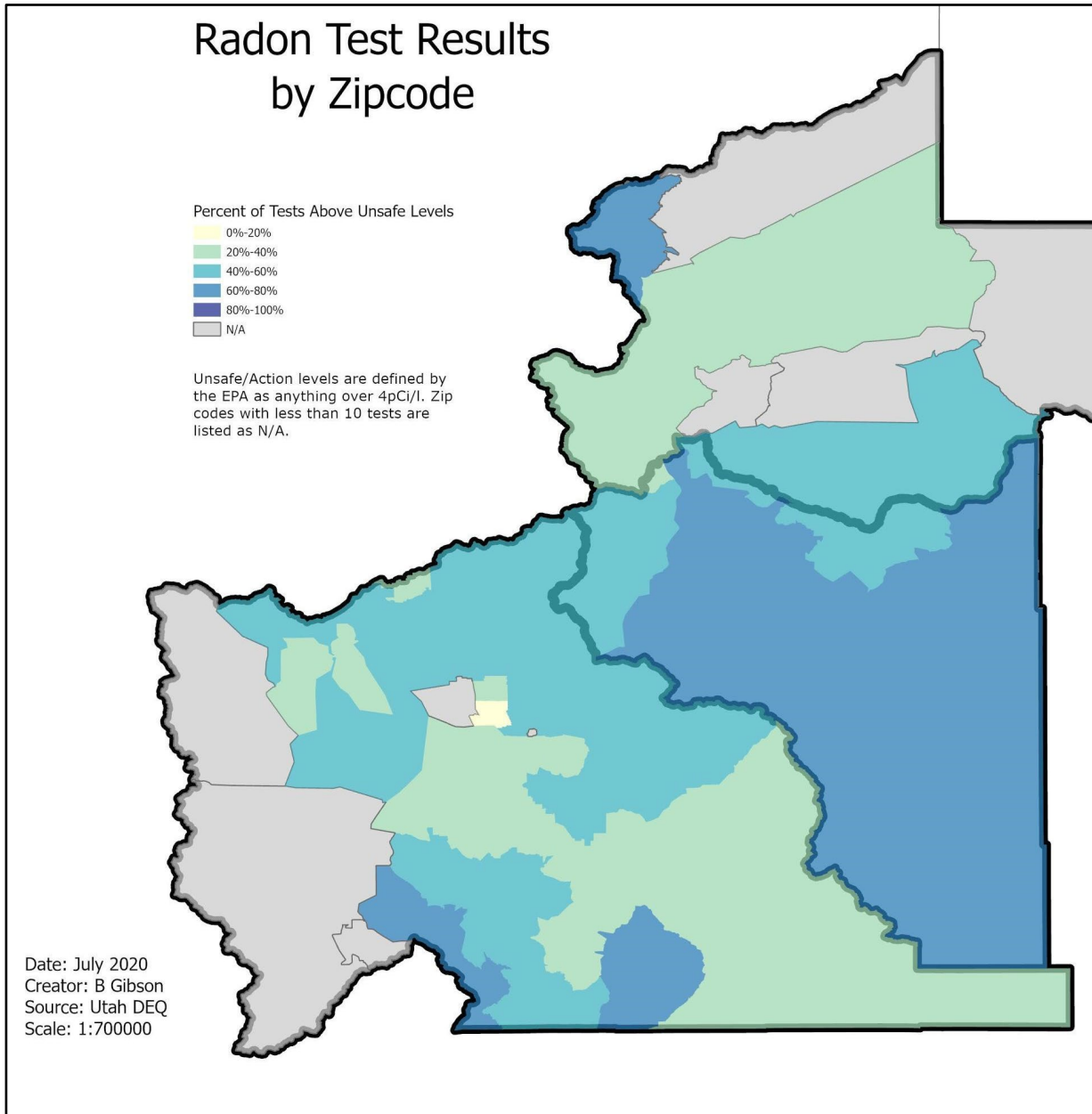
** Comparison data calculated using the Centers for Disease Control and Prevention's 1999-2001 National Center for Injury Prevention and Control Reports.

Profile

Frequency	Permanent
Severity	Moderate to human health
Location	Region Wide
Seasonal Pattern	Ongoing, but more problematic in the winter
Duration	Ongoing
Speed of Onset	Permanent
Probability of Future Occurrences	Certain

Assessing Vulnerability

The level of Radon Gas in a home is as much a factor of home construction as it is geographic location. Radon travels from the soil into a home with lower pressure through openings in the foundation, be they cracks or the gaps around pipes. This occurs in old and new homes, though newer homes with moisture-control generally have fewer crevices in the foundation or basement walls. According to a survey in 2011 of 497 individuals, though 58% had heard of Radon Gas, only 12.5% had their homes tested. There are public education efforts underway to remedy the problem.



Development Trends

As more homes are built, more people could be exposed to Radon Gas. There is some lobbying in Utah Congress for more funds to be allocated to awareness campaigns and for higher construction standards.

Potential Mitigation Strategies

There are several mitigation strategies for reducing Radon Gas levels within a building.

Objective	Strategies
Local Planning and Regulations Require Developers to Offer Radon Reductions Systems to Homebuyers Require Radon Tests in State-Owned Buildings	• Choose developers who offer Radon-reducing construction • Require developers to discuss Radon mitigation options with buyers • Regularly test schools and other public facilities • Install mitigation measures when necessary
Structure and Infrastructure Projects Install Soil Suction Systems Fortify Foundations Ventilate home	• Use suction to remove radon from beneath the foundation to outdoor air • Seal cracks and openings in any wall or floor below grade • Open doors and windows to temporarily lower levels of Radon
Education and Awareness Encourage Home Testing Educate Public on Radon Risks	• Provide low-cost Radon test kits • Provide and distribute the EPA's "A Citizen's Guide to Radon"

Part 5 Summit County Profiles and Mitigation

Background

Area: 1,849 square miles

County seat: Coalville

Origin of county name: the county includes high mountain summits that form the divides of the Weber, Bear, and Green River drainage areas

Points of interest: Park City area ski resorts, Park City Historic District, Rockport State Park, Echo Reservoir, High Uintas Wilderness, Outlet Malls, Utah Olympic Park, Jordanelle State Park, Uinta-Wasatch-Cache National Forest, Utah Film Studios, City & County Fairgrounds

Economy: Educational services, accommodation & food services, professional, scientific, & technical fields tourism, year-round outdoor recreation, special events, farming, real estate, livestock.

History: Summit County was created in 1854 from Green River and Great Salt Lake counties. The Uinta Mountains dominate the eastern portion of the county, and the western section is a high back valley of the Wasatch Mountains.

The first settlers in to the area were fur trappers and traders in the 1820s and 1830s. Until the arrival of the Mormons in 1847, Summit County was hunting grounds for Northern Shoshone Indians. In 1846 Lansford W. Hastings, a California promoter, announced a new cutoff on the California Trail that would eliminate several hundred miles and many days of travel. The cutoff turned southwest from Fort Bridger, Wyoming, and entered Utah and the northeastern corner of Summit County through Echo Canyon. It followed the Weber River to Salt Lake Valley, went around the south shore of the Great Salt Lake, and then west into Nevada. The first group to take this new cutoff was the Donner-Reed party in 1846. Blazing a road through the Wasatch Mountains cost them many days, and when they reached the Sierra they ran into early snow, with well-known tragic results. Many lost their lives. A year later, the pioneering Mormons adopted part of the Hastings Cutoff, but when they reached the Weber River, they turned southwest to Emigration Canyon. This became the main trail for the immigration of the Mormons to Utah. In 1869 the Union Pacific Railroad, builder of the eastern portion of the transcontinental railroad, followed the Hastings Cutoff, and

today part of Interstate 80 follows the Hastings and Mormon trails and the Union Pacific route through northern Summit County.

The first settlers in Summit County arrived at Parley's Park in 1850. Wanship was settled in 1854, followed by Coalville, Hoytsville, and Henefer in 1859. When coal was discovered near Coalville, the Mormons established a mission there. During the 1860s, wagons hauled tons of coal from Coalville to the Salt Lake Valley settlements. In 1873 the Utah Eastern Railroad built a line from Echo Junction to Coalville to haul coal. This line eventually became part of the Union Pacific Railroad.

The discovery of silver, lead, and zinc in the Wasatch Mountains in the 1870s soon overshadowed the settlement and economic activities of the rest of the county. Park City, a mining town founded in 1872, continued to expand into the twentieth century. Many individuals made fortunes from the Park City mines. Mansions on South Temple in Salt Lake City reflect some of this wealth. Mining continued until the 1950s, at which time it no longer was profitable. For several decades Park City was on the verge of becoming a ghost town, but the area's rugged terrain and deep snow led to its rebirth as a winter sports center. Currently, skiing is a major economic activity in western Summit County, while the rest of the county is still noted for its farming and ranching. Other recreational opportunities including boating, fishing, and tourism, add to the county's diversified economy.

(Source: Utah Historical Encyclopedia, Craig Fuller, author)

Population

The following table shows current and projected population data:

Mountainland AOG Small Area Population and Employment Projections

	Population				*Employment			
	2020	2030	2040	2050	2020	2030	2040	2050
Summit County	42,829	50,558	57,983	63,097	39,605	46,410	52,538	58,535
Coalville	1,593	1,750	1,925	2,150	598	680	770	909
Francis	1,614	2,100	2,700	3,400	185	249	330	439
Henefer	1,060	1,200	1,325	1,425	117	137	156	177
Kamas	2,274	2,800	3,400	4,200	974	1,241	1,551	2,026
Oakley	1,834	2,150	2,500	2,900	354	429	514	630
Park City	8,517	8,758	8,893	8,961	21,441	23,696	25,255	27,158
Summit County	25,936	31,800	37,239	40,061	15,937	19,978	23,962	27,195

Select Area

Summit County

Demographics Summit County

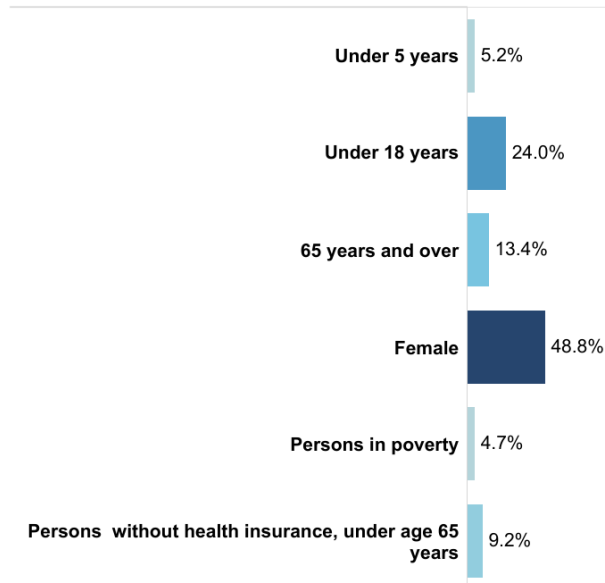
Roughly one-quarter of Summit County residents are children under the age of 18, while 12% of the population is over the age of 65. The average travel time to work is 25 minutes with many commuting to Salt Lake County for jobs.



2019 Race and Ethnicity

White, not Hispanic/Latino	84.0%
Hispanic/Latino***	11.5%
Asian	1.9%
Two or More Races	1.7%
Black/African American	1.2%
American Indian/Alaska Native	0.6%
Native Hawaiian/Other Pacific Islander	0.1%

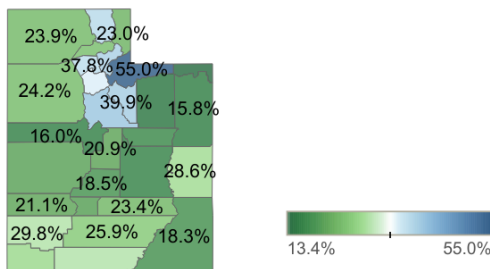
Population Shares, 2015-2019



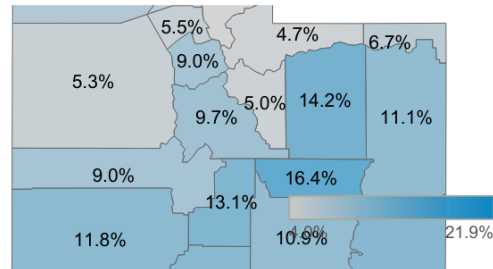
Other Facts

Households, 2015-2019	14,220
Housing units, July 1, 2019	28,656
Median value of owner-occupied housing units, 2015-2019	641,900
Persons per household, 2015-2019	3
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	25
Veterans, 2015-2019	1,386
Veteran-owned firms, 2012	335
Women-owned firms, 2012	1,936

Bachelor's Degree or Higher, 2015-2019*



Persons Below Poverty, 2019



Updated 7/13/2021 8:10:38 PM

* Population 25 years and older. ** Population 5 years and older. *** Hispanics/Latinos may be of any race; also included in applicable race category. **** Civilian Population 16 years and older.

Source: U.S. Census Bureau. For more information: <http://www.census.gov>

Economy

Prominent industries within Summit County, Utah are educational services, accommodation & food services, recreation and professional, scientific, & technical fields. In 2022, the median property list price in Summit County, UT was \$1.6 million, while the median per capita income is \$57,308. Summit County is seeing a boom in residential and commercial development while tourism in the area continues to grow. They built and maintain numerous venues during the 2002 Winter Olympics which remain active and have plans to develop additional venues as an active bidder for future Olympics. Tourism, special events and the transport of goods via Summit County transportation corridors have a significant impact on the economy of the entire state of Utah.

Hazards Compared

Hazard Matrix					
Probability	Highly Likely		Winter Weather, High Wind	Drought	Wildfire
	Likely		Lightning, Hail, Avalanche		
	Possible		Landslide, Flood		Earthquake
	Unlikely				Dam Failure
<u>Potential Severity</u>		Negligible	Limited	Critical	Catastrophic

Probability and Losses based on previous events

Hazard	Years in Record	Yearly Probability	Deaths Annualized	Injuries Annualized	\$ Losses Annualized	Source
Avalanche Fatalities	23	204%	2.16	1	\$2,800	NOAA
Drought, Moderate	2018	9%	0	0	NA	National Integrated Drought Information System, USDA
Earthquake		1%	NA	NA	\$1,500,000	HAZUS Salt Lake City 7.0 Magnitude Scenario
Floods	23	39%			\$224,000	NOAA, HAZUS 2019 State Hazard Mitigation Plan
Hail	60	17%	0	0	\$0	NOAA
Landslides/ Debris Flow	56	4%	0	0	\$411,000	SHELDUS
Lightning	25	16%	0.16	0.35	\$0	NOAA
Wildfires	6	250%			\$734,000	Utah Division of Forestry Fire and State Lands and BLM with cost of fighting fire
Wind	60	50%	0	0.1	\$7,400	NOAA (High Wind, Strong Wind and Thunderstorm Wind)
Winter Weather	19	242%	0.48	2.64	\$64,224	NOAA (Blizzards/Heavy Snow/Winter Storm/Winter Weather)
Tornadoes	71	0%				NOAA
Volcanoes	5,000,000	0%	0	0	\$0	

*Probability: Number of Events/Years in Record

Potential Magnitude

Catastrophic: More than 50% of community affected

Critical: 25 to 50%

Limited: 10 to 25%

Negligible: Less than 10%

Probability Calculated using # of event/years in record

Highly likely: Near 100% probability in next year

Likely: 10 -100% probability in next year, or at least one chance in next 10 years.

Possible: 1-10% probability in next year, or at least one chance in next 100 years.

Unlikely: Less than 1% probability in next 100 years

Standards we modified to fit our region

Severity per incident

Catastrophic: Many lives, a great deal of property

Critical: Multiple lives lost and/or multiple properties affected

Limited: Some property loss, less than 3 lives lost

Negligible: Some property, no life lost

Frequency of incidents

Often: Incident occurs frequently

Regularly: with a constant or definite pattern

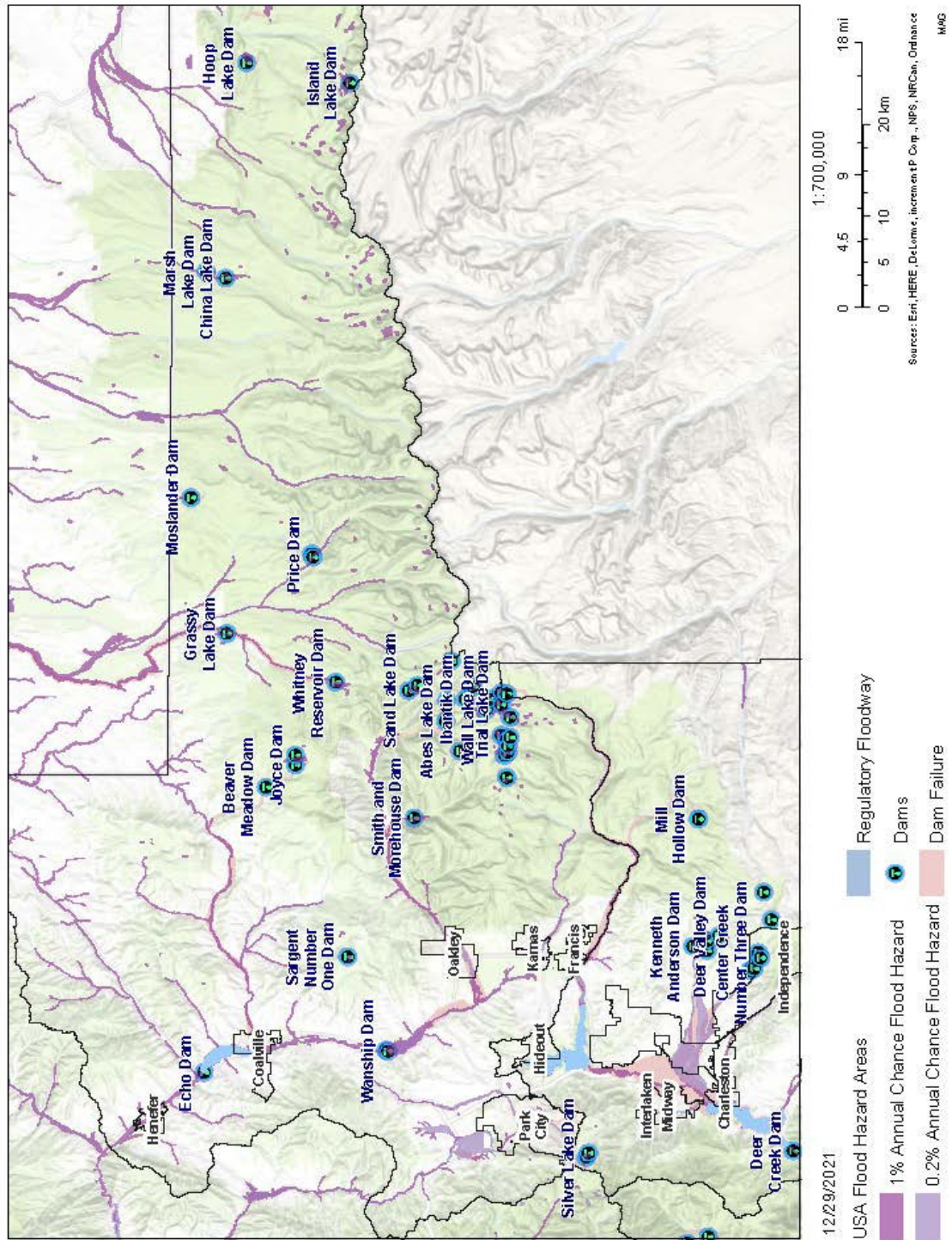
Occasionally: at infrequent or irregular intervals; now and then

Rarely: not often; seldom

Never: no documented incidents in the past; on no occasion;

Flooding

Flood Hazards in Summit County



Overview

Although Utah is considered a dry desert state, flooding does occur. Most floods have occurred either from snow melt or severe thunderstorms. Often, flooding is increased by soils that are more impervious due to either wildfire or drying out. Minor floods occur on a regular basis in Summit County. Some of the communities within the county are built around or near a stream or river such as the Provo or Weber. Each of these communities share a similar susceptibility to flooding.

Profile

Frequency	Regularly - Minor flooding happens within Summit County on a fairly regular basis.
Severity	Limited
Location	Primarily along streams, rivers and bodies of water.
Seasonal Pattern	Spring time due to snow melt. Isolated events throughout the year due to severe weather (microburst).
Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	Sudden to 12 hours
Probability of Significant Future Occurrences	Possible - for delineated floodplains there is a 1% chance of flooding in any given year.

Development Trends

As development occurs on the mountainous terrain and along the shores of reservoirs, or along river and stream corridors, more homes will be in danger of floods.

The following table identifies the communities in Summit County with their NFIP Status.

Jurisdiction	Floodplain	Current Effective Map Date	Floodplain Admin
Coalville	Participating in NFIP. Coalville has ordinances for Flood Damage and Prevention, Provisions for Flood Hazard	March 2021	Paul Taylor, City Engineer

	Reduction in pertaining to water infrastructure, as well as a Sensitive Lands Ordinance prohibiting building within 100' of a floodplain.		
Francis	Participating in the NFIP, adopted and incorporated most recent FIRMs	March 2021	Katie Henneuse, City Planner
Kamas	Adopted March 2021 FIRMs, more homes now in the mapped floodplain. Has a Flood Damage and Prevention Ordinance.	March 2021	Amanda Huffmyer, City Planner
Oakley	Participating in NFIP. Chapter 8 of city code deals addresses Flood Control.	March 2021	Planner Stephanie Woolstenhulme
Park City	Participating in the NFIP, has Flood Damage Prevention and Sensitive Lands ordinances.	March 2021	Engineer John Robertson
Summit County	Participating in NFIP	March 2021	Engineer Michael Kendell

Assessing Vulnerability: Addressing Repetitive Loss Properties

There are no repetitive loss properties in Summit County (FEMA, 2021).

History

Flooding

Location/Extent	Date	Fatalities	Damages	Source
Summit	7/29/1969	0	\$1,250	SHELDUS
Summit County	4/30/1983	0	\$4,761,905	FEMA Disaster Declaration
Summit County	6/7/1986	0	\$50,000	SHELDUS
Summit and Wasatch Counties: Heavy rains combined with snowmelt to bring the Emigration Creek above its banks and flood 5 homes along the bank. Damage amounts estimates from newspaper clippings.	4/15/2006	0	\$50,000	NOAA
Peoa: Abnormally warm temperatures in early June, combined with a deep late season snowpack, led to excessive snowmelt across northern Utah. This	6/6/2010	0	\$5,000,000	NOAA

caused flooding on both Little Cottonwood Creek and the Weber River near Oakley.				
Peoa	6/24/2011	0	\$20,000	NOAA
Coalville Much of the precipitation remained as rain in Coalville, and two straight days of rain proved to be too much for one of the open culverts in the town. When that drainage system failed to handle the volume of water, four homes were flooded along 150 South in Coalville, with two of those homes experiencing extensive flooding. One of the significantly damaged homes was flooded with a couple feet of water, and the other had 6 inches of water.	2/9/2014	0	\$40,000	NOAA

Summit County has received a total of \$85,392.68 in FEMA Flood claims since 1978

Summit County and its cities in the NFIP program have 0 repetitive loss facilities

Dams

Summit County has 7 dams of import ranging from earthen to concrete construction. Each has an Emergency Action Plan in place. No movement or failures have been recorded.

Name	Miles to 1 st Downstream Town	First Downstream Town
Boyer Lake	12	Coalville
Fish Lake	21	Oakley
Smith and Morehouse	14	Oakley
Whitney	38	Evanston
Trial Lake	21	Samak
Rockport	3	Peoa
Jordanelle	4	Heber

Mitigation

Strategies include:

Incorporate flood mitigation into local planning by developing a floodplain management plan, mitigating hazards during planning, establishing a “green infrastructure” program to link greenways, and obtaining easements for water retention and drainage.

Continue to support partnerships to support floodplain management such as the regional watershed council, and citizen committees to discuss issues and recommend projects.

Conduct planning, training, and exercises with Fire Districts, the HazMat Response Team and the Public Works Department. Emergency Support Function Standard Operating Procedures should be continually reviewed, trained and exercised based on the municipality Comprehensive Emergency Management Plan.

Limit or restrict development in floodplain areas by providing incentives to develop elsewhere, protecting buffers around water resources, limiting impervious surfaced within developed parcels, or prohibiting development in the floodplain.

Enforce building codes and development standards such as the International Building Code and increasing “freeboard” requirements aka the number feet above base flood elevation that new building must have.

Improve stormwater management planning by completing stormwater drainage studies and master plans which are regularly reviewed and updated. Regulated development in upland areas to reduce runoff and encouraging low impact development techniques.

Adopt policies to reduce issues related to flooding caused by runoff such as more trees, on-site retention for stormwater and firefighting, and encouraging porous pavement and vegetation in parking areas.

Use natural systems such as preserving wetlands and riverbanks, restoring vegetation, acquire open space in targeted areas, and offer density bonuses to developers for leaving flood-prone areas vacant.

Protect and enhance infrastructure and critical facilities by floodproofing water treatment facilities, stabilizing shoulders and embankments, installing backup generators, expanding culverts, and require new critical facilities be built outside the floodplain. Frequently check all critical drainage channels and debris basins, clearing inlets and outlets on primary culverts and cleaning debris basins. Specifically, regularly clearing Silver (aka Poison) & McLeod Creeks will minimize the possibility of flooding caused by runoff. The management of stream flows and continual improvement of flood control mechanisms/channels should be supported regionally.

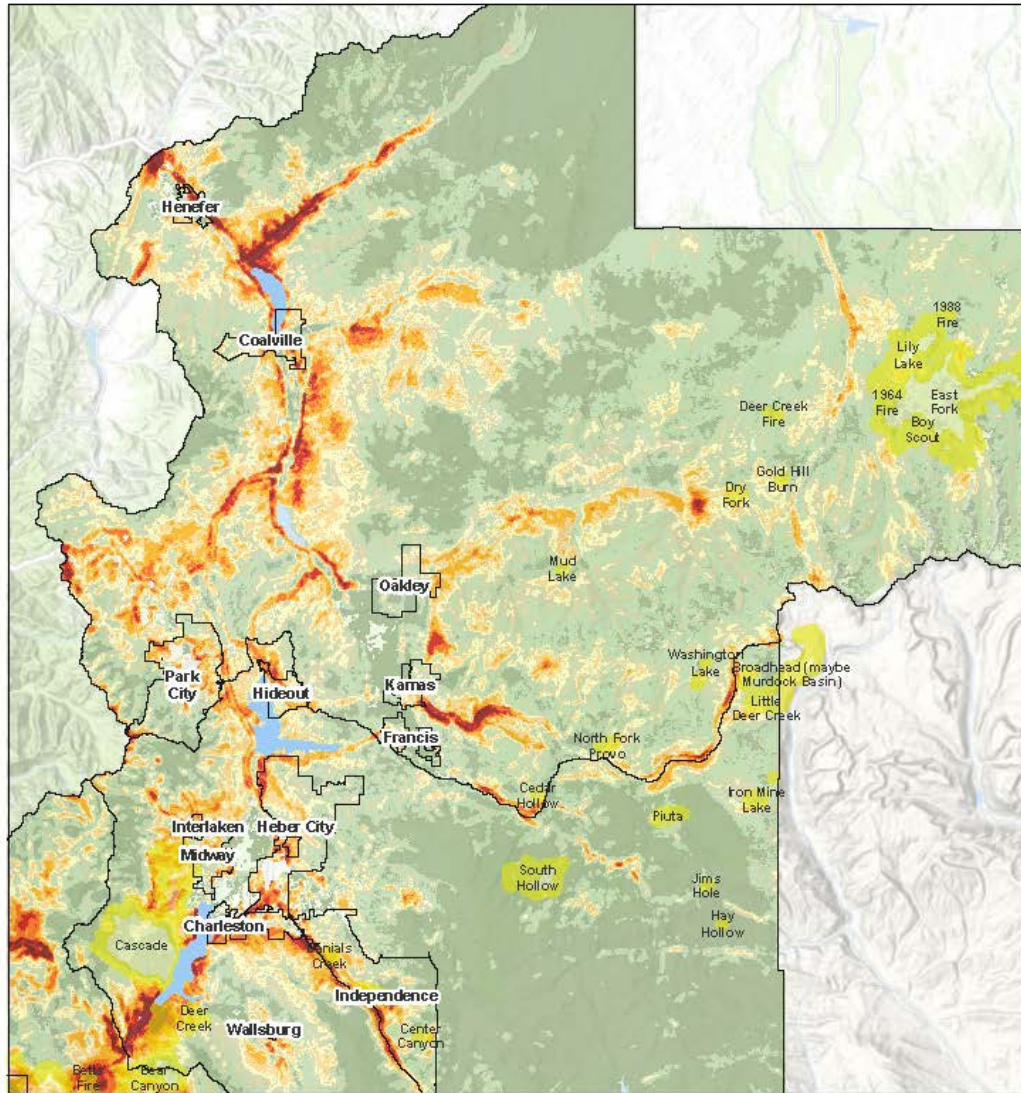
Build response capability by maintaining a minimum of 1,000 sandbags with additional 3,000 bags available for filling. Coordinate, plan and exercise with the Public Works Department.

Train and Exercise alongside critical infrastructure in the area including water, power and natural gas to ensure coordinated response efforts and minimize response time to protect assets.

Maintain and expand emergency mass notification system capabilities and encourage community participation, enrollment and regular tests of the system.

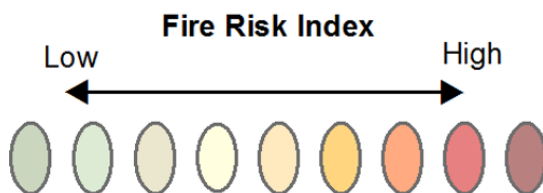
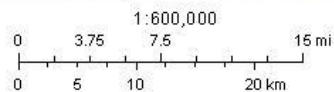
Wildland Fire

Fire Hazards in Summit County



12/29/2021

 Pre-2015 Wildland Fires



Sources: Esri, HERE, DeLorme, Incent P. Corp., NPS, NRCAn, Ordnance Survey, © OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user

MAG

Overview

Fire is a natural part of every ecosystem, but decades of wildland fire suppression during a historically cooler time period resulted in a buildup of fuels (vegetation) and development in wildfire-prone areas. With the 2010's megadrought, increased outdoor recreation, development pressure particularly along the Wasatch back (Wasatch and Summit counties), and climate change, the likelihood of damaging fire is increasing.

Though we have more assets in high-risk areas, the technology for early warning and fire-hardened homes has also advanced. This combined with better planning and enforcement can improve protection of assets already in place.

Wildfire is the most frequently occurring natural hazard within the Summit County area. It can also pose the most imminent danger to current and future residents. . Every community within Summit County is located within the Wildland Urban Interface and must consider all the risks associated with this hazard.

Development Trends

As development occurs on the bench areas of Summit County more homes will be in danger of wildfire. Communities, developers and homeowners need to be aware of the danger. Summit County encourages every community within the county to become a Firewise Community with all the home hardening, construction and maintenance that program recommends. Significant county support is extended to every community interested in this program.

Profile

Frequency	Often - Multiple wildland fires occur in Summit County eachyear.
Severity	Catastrophic – If a wildfire were to occur within one of the many communities located in the Wildland Urban Interface of Summit County, the damage to homes and loss of life, in addition to long lasting economic impacts, could be catastrophic.
Location	Hillsides and mountainous areas including highly populated residential areas.
Seasonal Pattern	Year-round risk is now anticipated in Summit County based on moisture levels.

Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	1 to 48 hours
Probability of Significant Future Occurrences	Highly Likely

History

Following are a few of the most significant since 2016. More than half of fires are human caused and even relatively small fires, if near critical facilities, can be quite costly. Fortunately, no lives have been lost and few structures destroyed in the past decade.

Incident Name	Start Date	Total Spent Fighting Fire	Acres	Fire Cause	Specific Cause
Slate	August 24, 2018	\$1,099,629	666	Natural	Lightning
Monvisto	June 21, 2018	\$1,015,773	64	Human	Uncontrolled/ Unattended
Box Canyon	July 28, 2016	\$796,704	1,200	Human	null
Tervels	September 3, 2018	\$583,872	586	Human	Arson
State Line	August 20, 2019	\$250,150	14	Unknown	Other Small Equipment
Fire Canyon	October 17, 2020	\$208,701	1,671	Human	Other
Tollgate Canyon	July 30, 2018	\$207,036	286	Human	Other Small Equipment
Echo Road Shed	August 28, 2016	\$111,487	309	Undetermined	Fire Arms Use
Echo 80	August 29, 2019	\$69,261	46	Unknown	Lightning
Fire Canyon	June 14, 2018	\$23,780	83	Natural	Lightning

Communities At Risk

The following list consists of communities throughout Summit and Wasatch Counties that have been determined by the Utah Department of Natural Resources

to be at risk from wildland fire. The “Overall Score” represents the sum of multiple risk factors analyzed for each community. Examples of some risk factors are fire occurrence, fuels hazards, values at risk and protection capabilities. The Overall Score can range from 0 (No risk) to 12 (Extreme risk). In 2019, Summit County created a County-wide Community Wildfire Preparedness Plan. Bolded communities have also created an individual CWPP for their community.

Community Name	Overall Score	Community Name	Overall Score
Bear River Lodge Christmas Meadow	11	River Song Ranch	9
Big Canyon Ranch	11	Silver Springs	9
Jeromy Ranches/Red Hawk	11	Stage Coach	9
Kamas East	11	Stillman Ranch	9
Manorlands/Unitalands	11	Summit Park	9
Pine Meadows/Forest Meadows	11	Upton	9
Pine Mountain	11	Weber Wild	9
Promontory	11	Alpine Acres	8
The Pines	11	Black Hawk	8
Two Bear	11	Freeman Ranch	8
1000 Peaks Ranch	10	Grass Creek	8
Aerie	10	Mountain Valley Ranches	8
Bridge Hollow	10	Park City	8
Deer Valley	10	Silver Creek	8
Garff Ranches	10	Sun Peak	8
Gorgoza Park	10	The Canyons	8
Hidden Cove	10	Weber Meadowview	8
Hidden Lake	10	Wild Willow	8
Holiday Park	10	Woodland	8
Maple Ridge Ranches	10	Beaver Springs	7
Marion Ranches	10	Canyon Rim	7
Mill Hollow Scout Camp	10	Deer Mountain	7
North Bench Farms	10	Glennedale	7
Rockport Ranches	10	Highland Estates	7
Samak	10	Aspen Mountain	6
Silver Summit	10	Francis	6
Solamere	10	Henefer	6
South Fork	10	Hoytsville	6

South Ridge	10	Kamas	6
Bear Hollow	9	Oakley	6
Cherry Canyon Ranches	9	Wanship	6
Colonies at White Pine	9	Coalville	5
Echo Creek Ranches	9	Marion	5
Little Dipper	9	Peoa	5
Meadow Haven	9	Snyderville	5
Monvisto	9		
Pinebrook	9		
Pineway	9		
Ranch Place	9		
*Bolded Communities have a Community Wildfire Protection Plan (CWPP) Developed with FFSL.			

Mitigation

Prioritize and conduct defensible space work on publicly owned properties encouraging stakeholder coordination on fuels reduction projects.

Continue to enforce and strengthen Wildland Urban Interface codes to reduce risks to homes and businesses in the community.

Annually review and update community Firewise certifications.

Maintain Cooperative Agreements with Forestry, Fire & State Lands, Department of Natural Resources, Bureau of Land Management and other response stakeholders.

Conduct and expand community outreach and education including home hardening, emergency water supplies, and defensible perimeters.

Enact open flames and fireworks bans under dangerous fire conditions.

Train and Exercise alongside critical infrastructure in the area including water, power and natural gas to ensure coordinated response efforts and minimize response time to protect assets.

Conduct evacuation planning, training and exercises which involve response partners, community members and state and federal partners.

Increase wildfire response capabilities including proper facilities, equipment, training and gear for response agencies throughout the region.

Continue to develop mass care and sheltering capabilities for the residents within the region which includes the ability to house, feed, and provide basic necessities. These facilities should ideally be able to store logistical supplies, provide an information center and gathering space for the community regarding the response, obtain needed medical and mental health support and provide recovery information and support resources.

Build the capability to provide mass care and sheltering for area tourists and travelers within the region without personal resources to support themselves. This should include the ability to house, feed, and provide basic necessities. These facilities should ideally be able to store logistical supplies, provide an information center and gathering space for the community regarding the response, obtain needed medical and mental health support and provide recovery information and support resources.

Establish an adequate location for outside Task Forces and Response Teams to setup facilities, maintain their equipment and house logistical supplies. It should provide the capability for air assets to land and provide support. Additionally, it should have the capability to decontaminate responders dealing with HazMat response throughout the area and it should consider K-9 Team needs and housing.

Build and maintain a centrally located physical Emergency Operation Center and Joint Information Center which has the capability to provide space for State EOC representatives, Elected Officials, Media and coordinating response agencies. This space should have the capability to provide space to address the physical and mental health of the responders providing support.

Maintain and expand emergency mass notification system capabilities and encourage community participation, enrollment and regular tests of the system.

Landslide

Overview

Landslides are common natural hazards in Utah that often occur when the pull of gravity becomes greater than the cohesion of soil. Land movement can occur without warning and can result in destructive, costly outcomes. Various types of landslides in Utah are debris flows, slides, and rockfalls.

Steep slopes, mountainous terrain, rock types, and narrow, debris-choked canyons all contribute to our region's susceptibility to landslide hazards. Wildfire can remove stabilizing vegetation and increase landslide risk..

Development Trends

Park City, the economic center of Summit County, boasts the largest ski areas in the United States with five-star lodges and numerous condos tucked into the hillside. The popularity of the area within Summit County has led to dramatically increased development.

Profile

Frequency	Occasionally - Minimal Movement could possibly occur based on terrain, but has not been experienced in recent years.
Severity	Limited;
Location	Along mountains and hillsides.
Seasonal Pattern	Spring when ground saturation is at its peak.
Duration	Minutes to years.
Speed of Onset	Seconds to days.
Probability of Significant Future Occurrences	Possible – Due to mountainous terrain within the county, however no recent major events have occurred.

History

Location	Date	Damages	Source
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Summit County	1/1/1983	\$8,603,666.52	SHELDUS database
Summit County	1/1/1984	\$1,471,256.97	SHELDUS database

Note that only events of great magnitude are recorded in National databases.

Mitigation Strategies

The management of stream flows and continual improvement of flood control mechanisms/channels should be supported regionally.

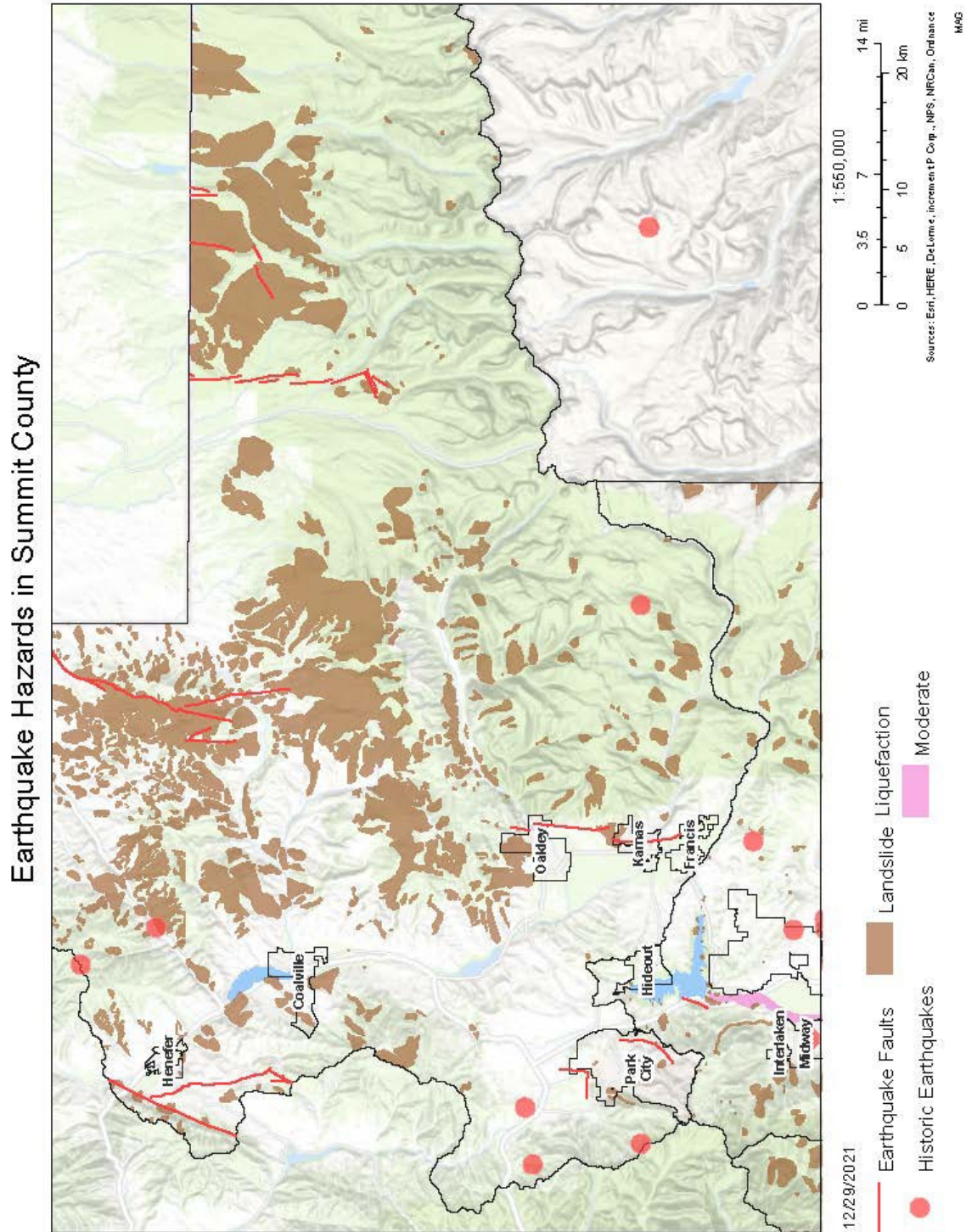
Review and update the Summit County Emergency Operation Plan annually and ensure all emergency contacts are current.

Continued coordination and planning with Utah Department of Transportation, NOAA and other impacted agencies and stakeholders to monitor active burn scars.

Train and Exercise alongside critical infrastructure in the area including water, power, and natural gas to ensure coordinated response efforts and minimize response time to protect assets.

Maintain and expand emergency mass notification system capabilities and encourage community participation, enrollment and regular tests of the system.

Earthquake



Overview

Earthquakes occur when tectonic plates suddenly release tension built up over decades of strain. The Wasatch Fault has a strong earthquake about every 300 years and we are "due" for another. While some scenic homes are built directly on a fault, the way a building is constructed and the stability of soils underneath are a large factor in its resilience. Pre-1990's brick homes are usually unreinforced and very brittle, posing a great risk to occupants during a quake.

As development occurs in Summit County, more buildings and people will be in danger from earthquakes. However, newer buildings are built to higher standards, which decreases the risk of damage compared to older structures. .

Considerable secondary impacts will be the greatest hazard to Summit County if the Wasatch Fault ruptures. Every community lifeline could potentially be impacted including:

- Food, water & shelter (Supply Chain Disruptions)
- Health & Medical (Hospital Staff could experience shortages and capabilities could be overwhelmed.)
- Energy (Power and Gas disruptions due to infrastructure damage)
- Communications (Shared infrastructure with surrounding counties)
- Transportation (Road damage and loss of capabilities)
- Safety & Security (Staffing shortages and capabilities could be overwhelmed)
- Hazardous Materials Response (I-80, US-40, the railways and pipelines which transmit materials through Summit County could potentially experience significant hazmat spills with even a minimal amount of shaking.)

Currently, a large percentage (estimated as high as 45%) of city and county staff reside outside of the county and commute to work. Based on this information, all essential services will be functioning on minimal staffing and response capabilities will be quickly overwhelmed.

Additionally, significant strain could be placed on existing infrastructure with the arrival of disaster refugees from the Salt Lake Valley. Examples of this would be:

- Medical Needs
- Public Safety
- Waste Management
- Feeding & Sheltering

During peak visitation times, the population of Summit County is significantly increased anywhere from 30,000 to over 100,000 visitors daily. If a major earthquake were to occur during a peak time, Summit County will have a large amount of people stranded and

without resources to immediately return home. In this scenario, Summit County could be responsible to provide all necessities for this population, which would significantly overwhelm county resources.

With all of these secondary impacts considered, the costs of response and recovery for a large earthquake adjacent to Summit County could be incalculable and devastating.

Development Trends

Due to Summit County being adjacent to the Wasatch Fault zone risk of specific structural damage as a result of earthquake is thought to be lower than that of Utah or Wasatch counties. Though a great deal of development is occurring, it is doing so with the newest building standards.

Profile

Frequency	Rarely: Events above 3.0 on the Richter scale are rare. Minor events (below 3.0) occur every month.
Severity	Catastrophic
Location	Some faults throughout the county.
Seasonal Pattern	None
Duration	1 to 6 minutes excluding aftershocks.
Speed of Onset	Seconds
Yearly probability of Significant Future Occurrences	Possible - 43% probability, or about a 1-in-2 chance, of having one or more earthquakes of magnitude 6.75 or greater and a 57% probability, or greater than a 1-in-2 chance, of having one or more earthquakes of magnitude 6.0, in a 50 year time period.
Potential Losses	The State HAZUS Salt Lake 7.0 scenario estimates annualized losses for Summit County.

History

There have been few events of note in recorded history within Summit County, but a 2020 event in Magna, Salt Lake County, gave the state a glimpse of what could happen. The State

of Utah has also put a few earthquake scenarios through its HAZUS software, yielding loss estimates and maps of potential damages on the Wasatch Front.

Magna Earthquake: Days after the US shutdown to slow the COVID 19 pandemic, a 5.7 earthquake struck Magna township in Salt Lake County. The most noticeable damages occurred in multi-story building such as the brick façade of a large commercial building, but several mobile homes were condemned and the Utah Department of Public Safety estimates \$70-100 million in public structure and infrastructure damage. Fortunately, no one was injured or killed and the public facilities were insured.

Mitigation

Continue to enforce building codes for new construction based on slope and soil composition.

Expand the capability for alternative power sources at City Halls, Public Works, Water Treatment Plants, Police/EOC, Shelter Locations and other critical infrastructure locations by installing generators and considering other alternatives.

Continue public outreach and education emphasizing staff, household, and family preparedness.

Conduct evacuation planning, training and exercises which involve response partners, community members and state and federal partners.

Continue to support and expand interlocal agreements with surrounding area response agencies and healthcare providers to provide staffing and resource support to regional responders.

Continue to develop and support Medical Reserve Corp capabilities throughout the region.

Consider supply chain redundancies from distributors east of the Wasatch Fault. Ensure prioritization of county contracts in the event of a widespread emergency. Consider establishing first-refusal clauses in established contracts for high demand resources.

Continue to develop mass care and sheltering capabilities for the residents within the region which includes the ability to house, feed, and provide basic necessities. These facilities should ideally be able to store logistical supplies, provide an information center and gathering space for the community regarding the response, obtain needed medical and mental health support and provide recovery information and support resources.

Build the capability to provide mass care and sheltering for area tourists and travelers within the region without personal resources to support themselves. This should include the ability to house, feed, and provide basic necessities. These facilities should ideally be able to store logistical supplies, provide an information center and gathering space for the community regarding the response, obtain needed medical and mental health support and provide recovery information and support resources.

Establish an adequate location for outside Task Forces and Response Teams to setup facilities, maintain their equipment and house logistical supplies. It should provide the capability for air assets to land and provide support. Additionally, it should have the capability to decontaminate responders dealing with HazMat response throughout the area and it should consider K-9 Team needs and housing.

Build and maintain a centrally located physical Emergency Operation Center and Joint Information Center which has the capability to provide space for State EOC representatives, Elected Officials, Media and coordinating response agencies. This space should have the capability to provide space to address the physical and mental health of the responders providing support.

Train and Exercise alongside critical infrastructure in the area including water, power and natural gas to ensure coordinated response efforts and minimize response time to protect assets.

Continue to develop and expand communications redundancies throughout the area with stakeholders and partner agencies.

Maintain and expand emergency mass notification system capabilities and encourage community participation, enrollment and regular tests of the system.

Severe Weather

Overview

All of Summit County may be subject to heavy snow, combined snow and heavy winds, or ice storms. Winter storms vary in size and strength and can be accompanied by strong winds that can create blizzard and dangerous wind chills. There are three categories of winter storms. A **blizzard** is the most dangerous of all winter storms. It combines low temperatures, heavy snowfall, and winds of at least 35 miles per hour, reducing visibility to only a few yards. A **heavy snow storm** is one which drops 4 or more inches of snow in a 12-hour period. An **ice storm** occurs when moisture falls and freezes immediately upon impact. Avalanches, typically a voluntary risk, have caused the most deaths in Summit County, particularly around areas like Park City during recreational activities. These numbers will only increase as development in tourism-centered areas grows.

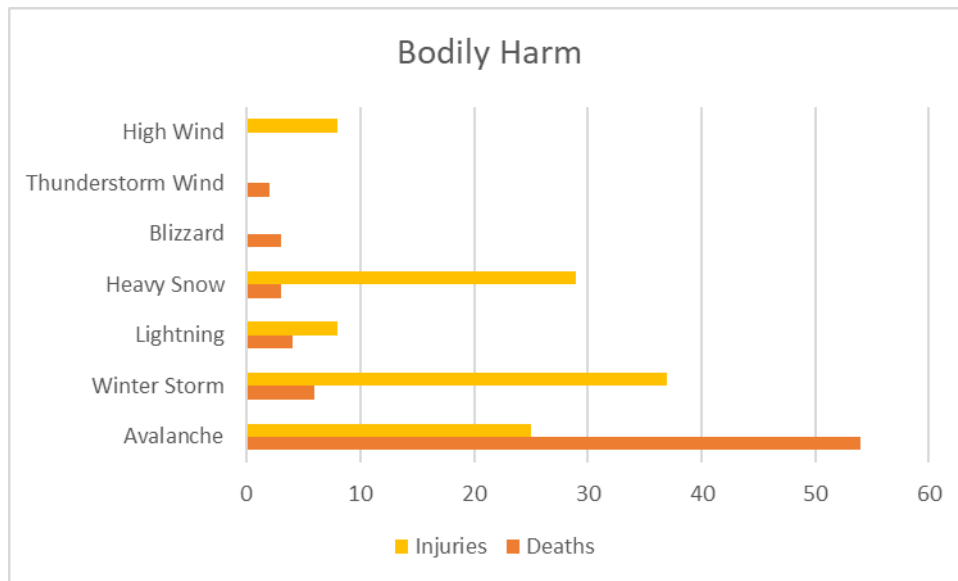
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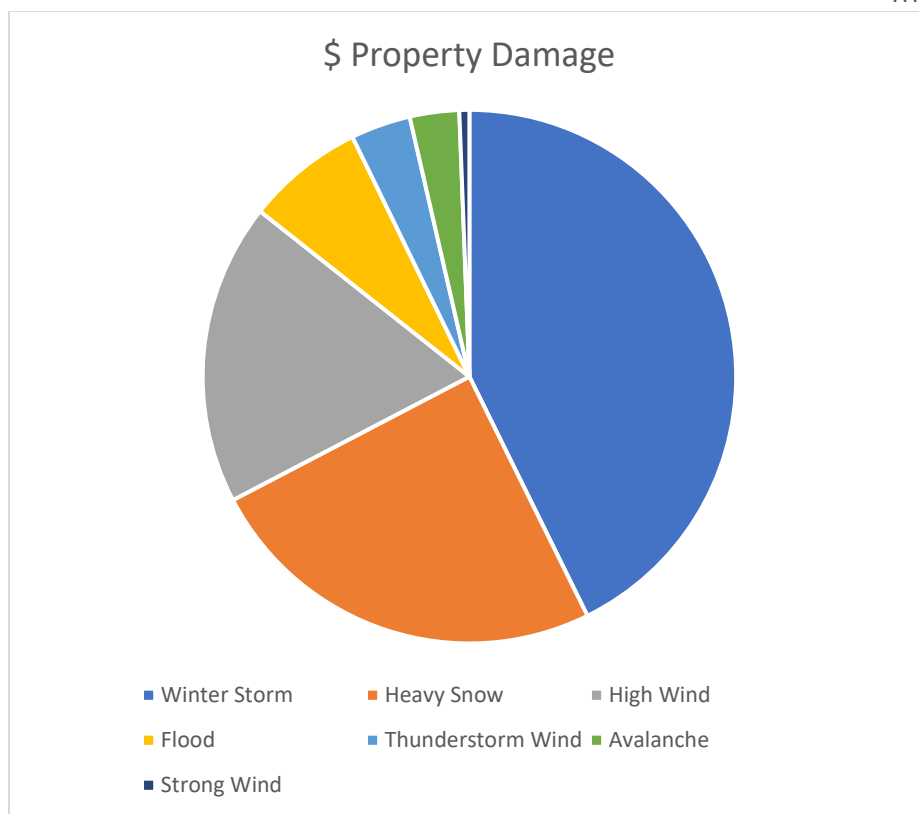
Frequency	Often - Multiple storms happen each year.
Severity	Limited – Summit County is acclimated to frequent snowfall events and prepared to respond accordingly.
Location	Region wide
Seasonal Pattern	All year depending upon the type of event.
Duration	Seconds to Days
Speed of Onset	Immediate
Probability of Future Occurrences	Highly Likely - Winter Storms and wind events have the highest probability of occurrence of all-weather hazards facing Summit County.

History

NOAA Storm Event Database 1950-2021

Row Labels	Deaths	Injuries	\$ Property Damage	\$ Crop Damage
Avalanche	54	25	70000	0
Blizzard	3	0	0	0
Cold/wind Chill	0	0	0	0
Flood	0	0	167000	0
Hail	0	0	0	200
Heavy Snow	3	29	577000	8600
High Wind	0	8	428600	0
Lightning	4	8	0	0
Strong Wind	0	0	14200	0
Thunderstorm				
Wind	2	0	85000	0
Winter Storm	6	37	1000000	20000
Winter Weather	0	0	0	0
Grand Total	72	107	2341800	28800





Mitigation

Develop and refine processes to declare Snow Emergencies based on metrics provided by the weather service and other coordinating agencies and alerting to different levels of risk.

Enforcement of parking regulations during snow events throughout the region.

Build the capability to activate a staffed telephone community support line during weather events if needed.

Continue to enforce building codes related to roof snow loads, carbon monoxide detectors and wind speeds including the ability to withstand microbursts. These codes should specifically address outside venues, tents and special events planning.

Coordinate response efforts between critical infrastructure in the region and support their efforts to install redundancies.

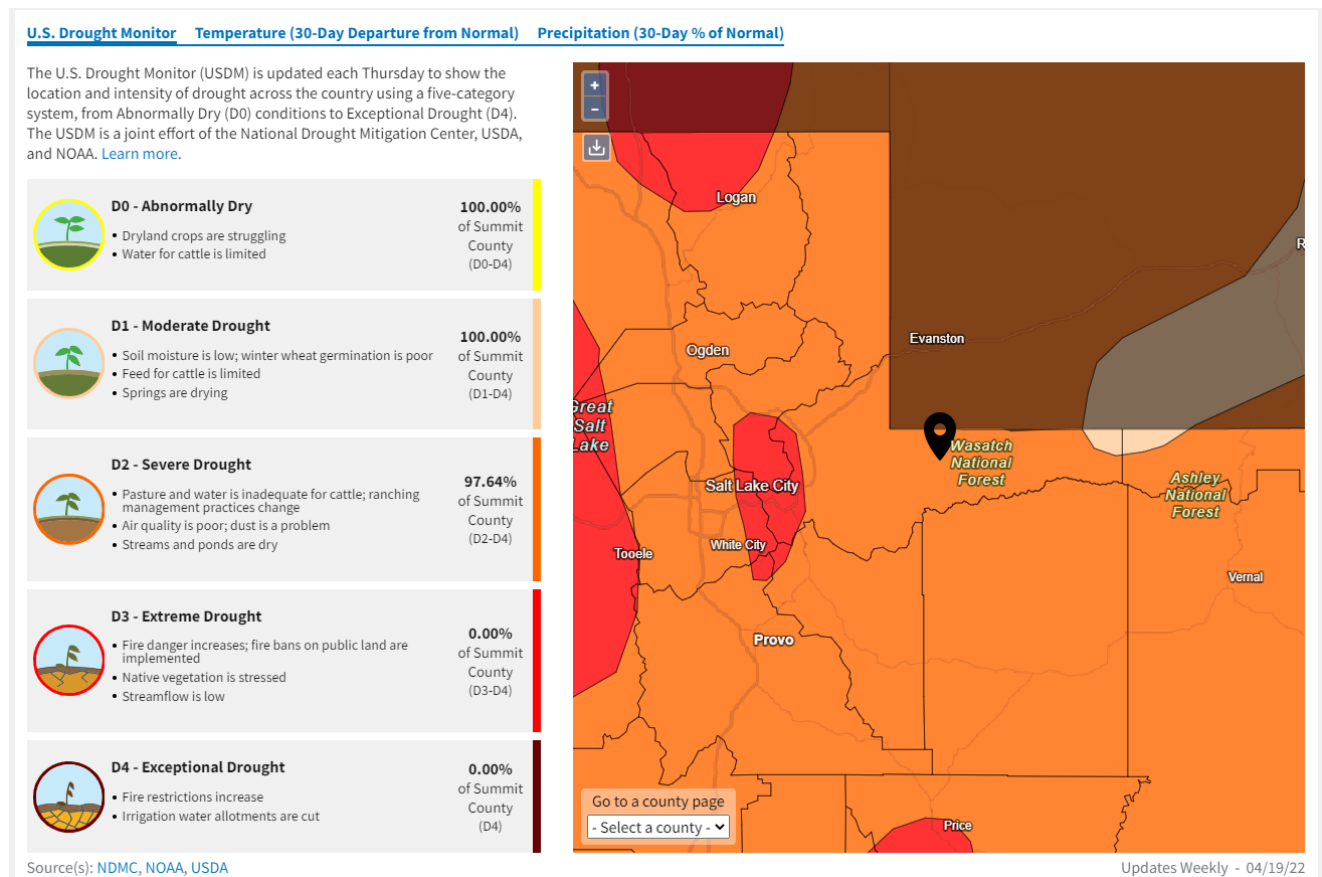
Continue education and outreach efforts for residents in regards to protecting water pipes during cold weather, proper shelter protocols and travelling safely.

Maintain and expand emergency mass notification system capabilities and encourage community participation, enrollment, and regular tests of the system.

Drought

Overview

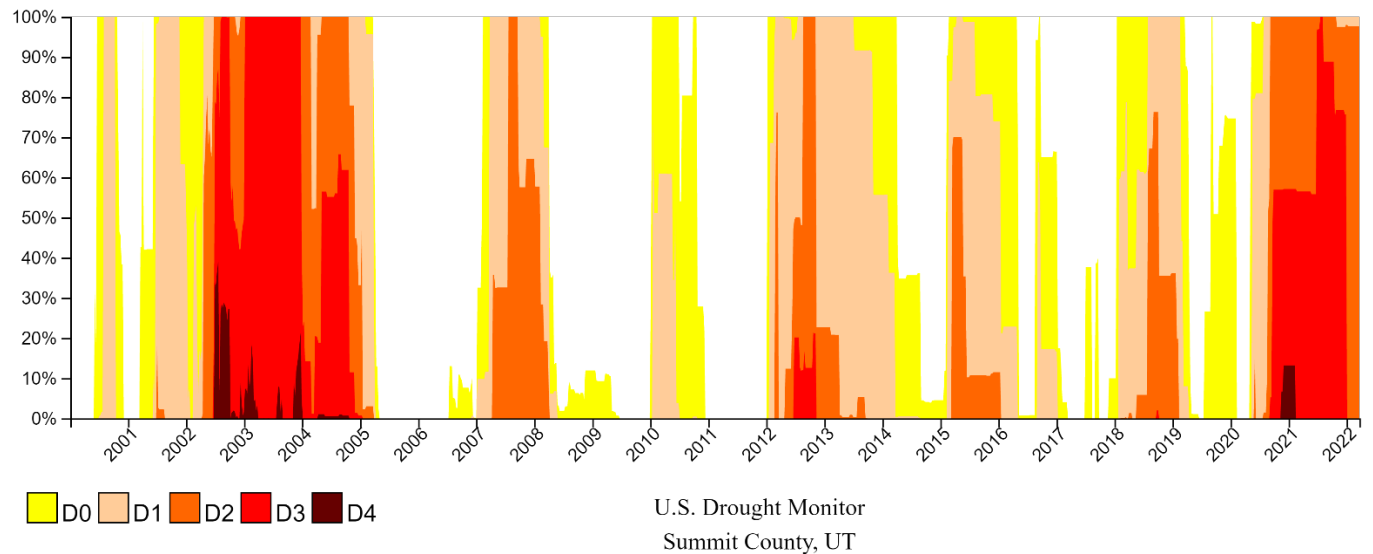
Currently, 97.64% of Summit County is in a Severe Drought. The effects of this drought event is that pasture and water is inadequate for cattle and will require changes in ranching management practices. Air quality is poor, dust is a problem and streams and ponds are dry. As of April, 2022 50 percent of streamflow sites are below normal in Utah and 100 percent of Utah is below normal precipitation probability this month. The National Weather Service Climate Prediction Center's outlook currently predicts that drought in Summit County will persist for the foreseeable future.



Profile

Frequency	Regularly
Severity	Critical
Location	Region wide
Seasonal Pattern	All year
Duration	Ongoing
Speed of Onset	Immediate
Probability of Future Occurrences	Highly Likely

The following graphics indicate that, since 2000, Summit County has experienced varying levels of drought from D2 - Severe Drought through D4 - Exceptional Drought.



Mitigation

Continue to actively monitor local and regional drought conditions and proactively advise stakeholders.

Review and update Emergency Operation Plans annually and ensure all emergency contacts are current.

Regularly conduct briefings, training, and exercises to ensure critical infrastructure operators are aware of all preparedness, response, and recovery procedures.

Proactively identify critical customers (e.g., hospitals), obtain their contact information, map their locations, and develop a plan to restore those customers first, in case of water service disruptions.

Proactively monitor water supply and ground water levels for sustainable withdrawal rates and determine redundancy capabilities while the drought persists.

Review, update and maintain water conservation and drought management plans annually.

Develop an emergency drinking water supply plan and establish response partner collaboration opportunities to discuss procedures, which may include bulk water hauling, mobile treatment units or temporary supply lines, as well as storage and distribution.

Actively conduct education and outreach to residents within the region regarding drought tolerant practices, gardening, and landscaping.

Community Risks and Strategies

Overview

Listed below are the damage assessments for each of the participating jurisdictions followed by an update of the community's mitigation strategies from the 2017 plan, after which are the strategies, the community wishes to pursue in the course of this plan. Damage assessments were calculated using the methodologies mentioned in the Methods section. Strategies were developed by each community with assistance from MAG as requested. The subsequent county and city strategies reflect the advancement of local and regional goals and continue the community's vision for the security and prosperity of the region. These goals include:

- Reducing the impact of natural hazards on life, property, and preserving the environment
- Minimizing damage to infrastructure and services and protecting their ability to respond
- Preventing potential hazards from affecting area or mitigating its effects
- Increasing public awareness, capabilities and experience
- Ensuring the safety of citizens and visitors
- Enabling cooperation between citizens and emergency and public services
- Maintaining cooperation with, and adherence to, FEMA guidelines
- Developing zoning and other plans that decrease development in hazardous areas
-

The guiding factor in prioritizing mitigation strategies for local communities was the principle that mitigation should provide the ***greatest amount of good to the greatest number of people, after considering resources, staffing, and other constraints***. Probability of occurrence, past events, and damage estimates compiled during the risk assessment in this plan were heavily considered. Overall, each community individually considered their own capabilities, staffing, and resources as they prioritized their own mitigation strategies.

Summit County

Hazard	# Buildings	\$ Buildings (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1,254	427,897	2.66	16.50	0.00
Fire Risk High	2,212	1,202,856	40.00	25.95	27.48
Fire Risk Moderate	9,545	5,831,456	73.29	47.99	10.58
Flood 1% Yearly Probability	1,591	478,128	21.86	5.51	15.07
Landslide	940	335,659	14.03	12.46	2.15
Liquefaction Moderate to High	0	0	0.00	0.00	0.00

Statement of Vulnerabilities: Summit County is very concerned with protecting its critical lands, such as waterways, riparian areas, ridgelines, steep slopes, and groundwater sources. There are also issues with mine tailings and soil contamination in and near Park City. Development pressure in the Snyderville basin incentivized to not build on critical lands. If a sewer line were installed in the North-South Summit Corridor development would skyrocket, but there are no plans to do so. As any development occurs it is important to keep people out of high-fire risk areas or have appropriate mitigation measures for buildings in fire-prone land.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Assess County Courthouse for possible retrofits in addition to those include in the 1990's remodel	Earthquake	Mod	1-2 yrs.	2k	Local gov	Local gov
Prohibit building on slopes >30% and require soils studies for proposed buildings in landslide-prone areas	Landslide	Mod	Ongoing	Minimal	Local gov, Developers	Local gov, Developers

Bolster regulations for building near avalanche paths	Avalanche	Mod	1 yr.	Staff time	Local gov	Local gov
Require 5,000 gallons of water storage for homes in East Summit along with defensible space	Fire	High	Ongoing	Minimal	Local gov, homeowner	Local gov, homeowner
Discourage building in areas with dense vegetation and require city council approval for proposed sites	Fire	High	Ongoing	Staff time	Local gov	Local gov
Begin a 5-year review of buildings required to have defensible space	Fire	High	1 yr.	Staff time	Local gov	Local gov
Fire Department reviews all applications for building in fire risk areas	Fire	High	Ongoing	Staff time	Local gov	Local gov
Update landscape ordinance to be more waterwise by reducing turf and encouraging grey water/rainfall storage	Drought	Mod	1 yr.	Staff time	Local gov	Local gov
Work with HOAs to install and maintain firewise and waterwise landscaping	Fire, Drought	Mod	Ongoing	Staff time	Local gov	Local gov, HOA
East Summit Sewer Advisory Committee must approve water and sewer plans for new development	Drought	Mod	Ongoing	Staff time	Local gov	Local gov
Follow FEMA requirements for building in the floodplain, such as foundation vents, elevating above base flood level, and prohibiting basements	Flood	Mod	Ongoing	Staff time	Local gov	Local gov
Use Critical Lands Overlay to protect waterways, riparian areas, steep slopes,	All	High	Ongoing	Staff time	Local gov	Local gov

ridgelines, etc. and work with builders to develop elsewhere						
Participate in chipping program through the State Fire Program for single family residences	Fire	Mod	Ongoing	75k	Local gov, State Fire Program	Summit County
Promote Firewise Community Certification to all communities within the wildland-urban interface	Fire	High	Ongoing	Staff time	Local gov	Local governments, Summit Co support
Host biannual meetings for the Wildfire Summit group, focused on HOAs and what they need to accomplish goals described in their CWPPs.	Fire	High	Ongoing	Staff time	Summit County, HOAs	Summit County, HOAs
Share funding information for fuel mitigation efforts through Wildfire Summit Group	Fire	Mod	Ongoing	Staff time	Summit County	Summit County
Meet with HOAs individually to provide guidance and information regarding wildfire	Fire	Mod	Ongoing	Staff time	Summit County	Summit County, HOAs
Perform home inspections to help homeowners "harden" their homes in the event of a wildfire	Fire	Mod	Ongoing	Staff time	Summit County, individuals	Summit County, individuals
Get estimates for flood mitigation for the Courthouse, located in the SFHA, which has records stored in the basement.	Flood	Mod	1-2 yrs.	TBD	Summit County	Summit County

Install generators in the Public Works and Health Dept/Library buildings	All	High	2-3 yrs.	~35k/generator	Summit County, Grants	Summit County
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2017 Update

Protecting Current Residents and Structures

Hazard	Action	Priority	Timeline	Cost	Funding	Responsible Party	Completed? If not, why?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	USDI – Bureau of Reclamation, Local Government UDEM, FEMA, UDHS, MAG	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government, MAG, UDEM, FEMA	Not necessary. Only pre-2000 building was retrofitted in late 1990's
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, Utah Div. of FFSL, County Fire Districts	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	1 year	TBD	Local Cash, Grants	Local Government, UGS, UDEM, MAG, FEMA	Yes
All-Hazards Planning	CEMPC – (Community Emergency Management Planning Committee)	High	Ongoing	Minimal	Local Cash, Grants	Local Government UDEM, FEMA	Yes
HazMat Planning	LEPC	High	Ongoing	Minimal	Local Cash, Grants	Local Government UDEM, FEMA	Yes
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	USDI – Bureau of Reclamation, Local Government UDEM, FEMA, UDHS, MAG	Yes

Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, MAG, UDEM, FEMA	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government, Utah Div. of FFSL, County Fire Districts	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, UDEM, MAG, FEMA	No, efforts fell through
All-Hazards Planning	CEMPC (Community Emergency Management Planning Committee)	High	Ongoing	Minimal	Local Cash, Grants	Local Government UDEM, FEMA	Yes
HazMat Planning	LEP (Local Emergency Planning Committee)	High	Ongoing	Minimal	Local Cash, Grants	Local Government UDEM, FEMA	Yes

Coalville

Hazard	# Buildings	\$ Buildings (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	103	15,426	0.37	0.00	0.00
Fire Risk High	67	20,207	0.51	0.39	0.00
Fire Risk Moderate	83	18,761	1.74	0.88	0.00
Flood 1% Yearly Probability	76	12,849	0.71	0.39	0.00
Landslide	1	4	0.00	0.89	0.00
Liquefaction Moderate to High	0	0	0.00	0.00	0.00

Statement of Vulnerabilities: Coalville recently annexed land on the West side of town in a fire-prone area. Making sure that there are appropriate evacuation routes and buildings are well-constructed is very important. In the 1984 floods the efforts of citizens with sandbags were able to channel floodwaters down Main Street. Coalville will sure new development doesn't exacerbate potential flooding.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
New subdivisions must have retention ponds, multiple evacuation routes, and provisions for Active Transportation.	Flood, Fire	High	Ongoing	Staff time	Local gov	Local gov
Consider more fire-resistant building codes in the WUI	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Add a water treatment facility	Drought	High	2 yrs.	5 million	USDA grant, Local gov	Local gov
Install xeriscaping examples at public buildings	Drought	Mod	2-3 yrs.	Minimal	Local gov	Local gov
Continue to look into Electric Vehicle charging stations like the ones at the Courthouse	Climate Change	Mod	2-4 yrs.	2k/station	Local gov, State Grants	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding/ Dam Failure	Bridge/Culvert Expansion along Chalk Creek	High	4 years	\$800,000	Grants and Local Cash	Local Government	No
Wildfire	Fire Restriction ordinance	High	6 months	No cost	N/A	Local Government	Yes
Landslide	Incorporate Landslide maps into Hazards Lands Map	High	1 year	Minimal	Local Cash	Local Government	Yes
Earthquake	Conduct seismic retrofitting assessments for critical public facilities most at risk to earthquakes. (Public works building and city building)	Medium	2 years	Minimal	Local Cash	Local Government	No, lack of resources
Wildfire	Review and update Sensitive Land Ordinance so that it specifically addresses and incorporates FIREWISE landscaping requirements and allows for creating	Medium	2 years	Minimal	Local Cash, Grants	Local Government	Partially, could do more.

	defensible zones around power lines, oil and gas lines and other infrastructure systems.						
Wildfire	When updating the General Plan and future land use map include considerations for wildfire hazards within land use, public safety, and other elements of the General Plan.	Medium	2 years	Minimal	Local Cash	Local Government	Partly, could do more in W annexation
Landslide	Incorporate, within development ordinances and reviews, setback requirements on parcels near high-risk areas for landslides.	Medium	2 years	Minimal	Local Cash	Local Government, USGS, UGS	Yes
Landslide	Enforces existing restrictions and/or limit activity that would strip slopes of essential topsoil and vegetation.	Medium	2 years	Minimal	Local Cash	Local Government, USGS, UGS	Ongoing
Flooding	Evaluate and incorporate drainage capacities with detention and retention basins, keeping ditches clear by requiring debris removal, plan for necessary bridge and culvert modification.	High	2 years	\$50,000	Local Cash	Local Government	Yes
Flooding	Better understand the capacity of the city storm water system by updating the city's Stormwater Master Plan.	High	2 years	\$70,000	Local Cash/Grants	Local Government	Yes

Central Utah Water Conservancy District

Due to the sensitive nature and complexity of CUWCD assets, they performed an independent risk analysis to create and prioritize the following mitigation strategies. Contact Blake Buehler of CUWCD for more information.

Vulnerabilities: The future development of the CUWCD water system will mainly be with a strong emphasis on water conservation, planning of needed additional regional water supply facilities, and incorporation of natural hazard mitigation. The District will also continue in its current efforts to address and incorporate natural hazard mitigation (i.e., seismic upgrades/standards, lightning protection, backup power, wildfire – both direct and indirect effects, etc.) into future design and construction projects whether they are for new facilities or for capital replacement projects. The following proposal is to help fulfill said efforts.

Package Priority	Mitigation Package: Facilities	County	B/C Ratio	Mitigation Description	Outside Contractor	In-House	CUWCD O&M	CUWCD CRP	CUWCD CIP	FEMA Grant	Implementation Timeline	Package Subtotal
Low	General Pipeline #1 - Stockpile Materials	Summit, Utah, & Wasatch	-	Material Stockpiling		X	X	X			6-10 Years	\$755,950
Low	General Pipeline #2 - Training	Summit, Utah, & Wasatch	-	Training	X	X	X				6-10 Years	\$19,538

Francis

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1	\$51	0.21	0.00	0.00
Fire Risk High	2	\$514	0.06	0.00	0.00
Fire Risk Moderate	206	\$63,268	0.46	0.00	0.00
Flood 1% Yearly Probability	11	\$2,082	0.19	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Francis is experiencing some development pressure on the fire and flood-prone hillside. It's greatest current need, however, is a new water tank.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
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Any proposed subdivisions in the Wildland Urban Interface must have defensible space and fire-resistant materials	Fire	High	Ongoing	Staff time	Developers	Local gov, Developers
Construct a new water tank and well	Drought, Fire, All	High	by 2022	3 million	Impact & Annexation fees	Local gov
Participate in the County Chipping Program	Fire	High	Ongoing	5k	Local gov, volunteer hour match, State fire program	Local gov
Inventory community center for seismic soundness	Earthquake	Mod	2-3 yrs.	1k	Local gov	Local gov
Follow Water Restriction Plan during drought years	Drought	High	Ongoing	Staff time	Local gov	Local gov

Update of 2017 Strategies							
Hazard	Action	Priority	Timeline	Cost	Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, limited staff
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Flooding/ Dam Failure	Canal safety program.	High	3 years	TBD	Local Cash, Grants	Local Government	No, limited staff and funding

Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Somewhat, limited staff
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	No, limited staff
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, coordination efforts fell through

Henefer

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	19	\$5,542	2.26	0.57	1.09
Fire Risk Moderate	41	\$9,694	0.31	0.50	0.05
Flood 1% Yearly Probability	17	\$3,742	0.13	0.51	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Henefer is in the middle of a moratorium on new connections to the city water system due to the lack of water metering and secondary water system. Out most pressing concern is installing a secondary water system, reliably monitoring and metering the current system, and developing water resources for future needs. Henefer lies atop a high-pressure gas line that serves Salt Lake City. We work with Dominion Energy, who employs several of our citizens, to accurately map those lines, respond quickly to accidents, and share evacuation routes should a line be damaged. There is development pressure in the recently-annexed south part of town, which only has one narrow road leading in and out. If development is to occur here, we will need a bridge to bring a road over the Weber River and onto the frontage road.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Trim trees and clear ditches	Flood, Fire	Mod	Ongoing	5-10k	Local gov	Local gov
Add a second collection box for main water line in Franklin's Canyon, correct leaks, meter culinary water, and install automatic monitoring system on tanks.	Drought, Flood	High	1 yr.	184k	CDBG grant, Local gov	Local gov
Install secondary water system	Drought, Flood	High	1 yr.	3 mil	Utah State, Water Smart program, Board of Water Resources	Local gov, Utah State
Consider retrofitting city hall when it is remodeled include a community meeting room and other city amenities	Earthquake	High	1-2 yrs.	TBD	Local gov, grants	Local gov
Consider a sensitive lands ordinance to prohibit new buildings in the 100 yr. floodplain	Flood	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Coordinate with UDOT and Union Pacific on plans for rerouting traffic should a flood or earthquake damage I-84 at the narrows/Morgan County line	Flood, Earthquake, Gas incident	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Run test wells to find best location for additional water sources	Drought, Flood	High	1-2 yrs.	25k/well	Local gov	Local gov
Educate residents on low-cost retrofit options	Earthquake	Mod	1 yr.	Staff time	Local gov	Local gov

Build bridge over Weber River to provide a second route out of South Henefer, where there is development pressure	Earthquake, Fire, Flood	Mod	4 yrs.	TBD	Local gov, grants	Local gov
Visit yearly with North Summit Fire Marshal	Fire	Mod	Ongoing	Staff time	Local gov	Local gov
Promote Summit County's early warning system	All	Mod	Ongoing	Staff time	Local gov	Local gov
Conduct monthly ham radio tests among citizens	All	Mod	Ongoing	Minimal	Local gov	Local gov

2017 Strategy Update

Protecting Current Residents and Structures (Henefer)

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Flooding	Timely notification system, organized equipment and aid	Med	1 year	Minimal	Local Cash	Local Government	Yes, Summit Co notification and Henefer HAM radios
Drought	Monitor Spring flows, reservoir storage and usage	Moderate	Ongoing	Minimal	Local Cash, private owners	Local Government, private owners	In progress
Earthquake	Inspect structures and utilities. Facilitate repairs and clean up	High	4 years	High	Local Cash, Grants, Insurance	Local Government, FEMA, Insurance	No, fire station is new enough and city center will be renovated soon
Hazardous Materials spill	Notification system for citizens and education	Moderate	1 year	Minimal	Local Government	Local Government	Yes
Infectious Disease	Notification system	Moderate	1 year	Minimal	Local Government	Local Government	Yes

Wildfire	Provide water for fire suppression	Moderate	Ongoing	Moderate	Local Government	Local Government	In Progress
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Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
All Hazards	Timely notification system, organized equipment and aid	Med	1 year	Minimal	Local Cash	Local Government	Yes
Wildfire	Provide water for fire suppression	Moderate		Moderate	Local Government	Local Government	In Progress

Kamas

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	27	\$9,861	0.01	0.00	0.00
Fire Risk Moderate	250	\$47,563	0.37	0.00	0.00
Flood 1% Yearly Probability	3	\$1,227	0.00	0.00	0.00
Landslide	3	\$1,136	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: A faultline runs through Kamas and several older buildings, including City Hall and schools, would be at risk if an earthquake occurred. Making these buildings safer is a top priority. Also, with updated floodplain maps several homes are now within the 100-yr floodplain, which runs along Beaver Creek through the center of town.

There is gradual development throughout the town and within or close to the wildfire interface zone.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Require geotechnical report for proposed development on problem soils or slopes	Landslide	Mod	Ongoing	Minimal	Developer, Local gov	Developers, Local gov
Examine City Hall for seismic soundness	Earthquake	Mod	2-3 yrs.	1k	Local gov	Local gov
Follow Water Restriction Plan during drought years	Drought	High	Ongoing	Staff time	Local gov	Local gov
Any proposed subdivisions in the Wildland Urban Interface must have defensible space and fire-resistant materials	Fire	High	Ongoing	Staff time	Developers	Local gov, Developers

2017 Strategies Update

Protecting Current Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, limited resources
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes

Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	No, not a lot of fire-prone area
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, coordination efforts fell through

Oakley

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	129	\$30,304	0.56	0.49	0.00
Fire Risk High	7	\$817	0.00	0.00	0.00
Fire Risk Moderate	69	\$18,182	0.64	0.02	0.00
Flood 1% Yearly Probability	153	\$36,984	0.76	0.60	0.00
Landslide	13	\$20,339	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Oakley's greatest concerns are with water; having enough culinary water to support existing and future residents and caring for the homes already in the 100 yr. floodplain. Oakley is drilling a new culinary well and provides incentives to reduce watering areas. New subdivisions are encouraged to provide and maintain private secondary water systems. Regarding floods, no structures area allowed within 100' of the river and any proposals for building within the flood plain must conform to FEMA standards i.e., building above base-flood elevation. Mild development is occurring South of Maple Ridge toward the city center and few homes are planned in the wildland urban interface.

Mitigation Strategy	Action	Priority	Timeline	Cost	Funding	Responsibility
Any new development with more than ~8 lots requires dual access and Fire Marshal approval	Fire	Mod	Ongoing	Staff time	Local gov	Local gov
Prohibit building within 100' of river, any proposed buildings within 100 yr. floodplain must meet FEMA standards	Flood	High	Ongoing	None	Local gov	Local gov
Drill a new culinary well	Drought	High	1 yr.	\$1.5 million	USDA grant, ARPA grant, Local gov	Local gov
Replace turf at recreation complex with xeriscaping where possible, swap fields for courts	Drought	High	2-3 yrs.	\$1 million	RAP, Local gov	Local gov
Drill "wet well"/use irrigation water for recreation complex instead of using culinary water	Drought	High	2-3 yrs.	\$250k	Local gov	Local gov
Provide incentives to reduce watering area	Drought	Mod	Ongoing	Minimal	Local gov	Local gov
Provide density bonuses for developers that preserve riparian areas	Flood	High	Ongoing	Staff time	Local gov	Local gov

Increase water rates for higher tiers	Drought	High	1 yr.	Staff time	Local gov	Local gov
Encourage development to install secondary water systems that are privately maintained	Drought	High	Ongoing	Staff time	Local gov	Local gov
Prohibit building on slopes >30%, require Geotech studies for other at-risk sites	Earth movement	Mod	Ongoing	Staff time	Local gov	Local gov
Perform engineering study of City Hall to determine cost and benefits of retrofits	Earthquake	Mod	2-3 yrs.	TBD	Local gov	Local gov
Improve 3 bridges determined to be deficient by the State	All	Mod	2-3 yrs.	\$50k	ARPA, Local gov	Local gov
Educate homeowners with shallow pipes on how to protect them from damage in the winter	Winter Weather	Mod	Ongoing	Minimal	Local gov	Local gov
Complete a Capital Improvements Plan for utilities and infrastructure	All	High	1-2 yrs.	\$50k	Local gov	Local gov
Educate homeowners on disaster preparedness through website, social media, and water bill	All	Mod	Ongoing	Staff time	Local gov	Local gov

2017 Strategy Update

Protecting Current Residents and Structures (Oakley)

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
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Flooding/ Dam Failure	Promote NFIP participation	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for Seismic standards	High	3 years	TBD	Local Cash, Grants	Local Government FEMA, USGS	No, only City Hall is post-2000 construction
Wildfire	Educate homeowners on FIREWISE practices	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing

Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances	High	3 years	TBD	Local Cash, Grants	Local Government, FEMA, USGS	Yes
Earthquake	Promote earthquake awareness	High	Ongoing	Minimal	Local Cash	Local Government	No, new staff not familiar with educational programs.

Park City

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Flood 1% Yearly Probability	866	\$316,526	0.87	1.25	0.00
Dam Failure	275	\$52,716	1.65	0.24	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Landslide	192	\$173,412	0.46	0.00	0.00

Fire Risk Moderate	1,649	\$1,371,572	1.49	2.87	0.00
Fire Risk High	236	\$227,312	0.37	1.00	0.00
Earthquake (Pre-1990 Buildings)	NA	\$7,084,012	NA	NA	NA

Statement of Vulnerabilities: Park City is entirely contained within the Wildland Urban Interface and enjoys a robust tourist population year-round. Their economy is almost entirely tourism and service based and, as such, any disruption to that economy would be classified as a major incident and would have long lasting impacts.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party
Patrol storm water facilities during runoff season, clear blockages	Flood	High	Ongoing	150k/year	Local Gov	Streets Dept and Code Enforcement
Implement and maintain community wildfire preparedness plan	Fire	High	Ongoing	Staff time	Local gov	Local gov
Collaborate with Western Summit County Fuels committee (private landowners, HOA, other agencies)	Fire	High	Ongoing	Staff time	Local gov, Summit County	Park City, Summit County, HOAs
Wildfire fuels clearing	Fire	High	2-3 years/ ongoing	1 million	BRIC grants	Local Gov, HOA, Fuels Committee members
Enforcing new WUI and land management code	Fire	High	Ongoing	Staff time	Local gov	Local gov
Expand WUI code for existing homes including open space component	Fire	High	1 year	Staff time	Local gov	Local gov
Update forestry plan	Wildfire	High	1 year	50k	Park City	Park City, FFSL
Maintain cooperative agreement with FFSL; Park City pays for prevention, protection, initial response, recovery, and outreach (with Park City Fire District) with FFSL to cover the rest if a large fire occurs	Wildfire	High	Ongoing	100k	Local gov, FFSL	Local gov, FFSL

Maintaining Firewise certification	Wildfire	High	Ongoing	Staff time	Local gov	Local gov
Notify homeowners of leaks and use Waterwise program for resident outreach	Drought	High	Ongoing	Staff time	Local gov	Local gov
Irrigation restrictions from Weber Water Conservancy District	Drought	High	Ongoing	Staff time	Weber Water	Weber Water
Maintain emergency supplies/warehouse for supplies during an event	Earthquake	Moderate	3+ years	3 million	Local gov, grants	Local gov
Continued outreach, share evacuation routes through city Open Houses and annual mailer	All	Moderate	Ongoing	Minimal, staff time	Local gov	Local gov
Full-scale exercise	All	High	1 year	Staff time	Local gov	Local gov
Consider incentives for reducing grass	Drought	High	1-2 years/ongoing	TBD	Local gov	Local gov
Alternative traffic routes for closed roads	Winter Weather	Moderate	2-3 years	TBD	Local gov	Local gov
Sustainability Department, reducing single-occupant vehicle travel, improving transit and active transportation	Climate Change	Moderate	Ongoing	Staff time	Local gov	Local gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding	New Storm Water Utility	High	3-5 years	3 million	Local Cash	Local Government	Partly, clearing blockages and removing brush. Ongoing patrols during runoff season.
Flooding	Update FIRM	Med	Ongoing, see City Engineer	Minimal	Local Cash, FEMA	Local Government, State, FEMA	Yes, 2019/20
Fire	Create Community Wildfire Protection Plan with PCFD	High	Completed 2014, now implementing	2-50 thousand	Local Cash, Grants	Local Government, Fire Department	Yes, 2021

Earthquake	Upgrade City Buildings	Medium	Ongoing	Significant	Local Cash, Grants	Local Government	City Hall, Library EQ retrofits completed.
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk	Medium	1 year	Minimal	Local Cash, Grants	Local Government	Yes, 2020

South Summit School District

Vulnerabilities: South Summit's schools are located on or near the East Kamas Fault and a recent roofing project found deficient grout in the original building. All were built pre-seismic code and should be retrofitted to some degree until the school district can pass a bond to rebuilt them. The location for a new school serving the Promontory community might contain mine tailings from old Park City metal works. The EPA has yet to determine whether or not they are present, but if they are significant work will have to be done to remediate the soil.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Conduct a seismic study of schools in Kamas, which are close to the East Kamas Fault Line, to determine necessary retrofits and/or rebuilds	Earthquake	High	4 yrs.	65k	South Summit School District, grants	South Summit School District
Irrigate sports fields with a new retaining pond and pumps utilizing South Summit's shared in the ditch company instead of culinary water	Drought	Mod	3-4 yrs.	1 million	South Summit School District, grants	South Summit School District
Replace baseball field with artificial turf	Drought	Mod	3-4 yrs.	1 million	South Summit School District, grants	South Summit School District
Work with the EPA to study possible mine tailings on the site of the future	Soil Contamination	High	4 yrs.	TBD	EPA, South Summit School	EPA, South Summit School District, Summit County

Elementary school near the Promontory community and remediate if necessary					District, Summit County	
Tree trimming	Winter weather, Fire	Mod	Ongoing	2k/yr.	South Summit School District	South Summit School District
Determine need for backup generators at schools designated as evacuation centers	All	Mod	1-2 yrs.	TBD	South Summit School District	South Summit School District
Wildlife awareness education and considerations for building in migration corridors	Wildlife	Mod	Ongoing	Staff time	South Summit School District	South Summit School District

Contacts and Participation

See Part III: Process for a complete accounting of participation

Position	Name	Phone	Email	Small Meetings 2021	Group Meeting October 28
Emergency Manager	Kathryn McMullin	801-718-4628	kmcmullin@summitcounty.org		Yes
Summit County Planner	Ray Milliner	435-336-3118	rmilliner@summitcounty.org	18 August	
Summit Co Fire Marshal	Mike Owens	435-940-2520	mowens@pcfd.org		
Summit Co Public Works	Derrick Radke	435-336-3970	dradke@summitcounty.org		Yes
Summit Co Manager's Office	Janna Young				Yes
Summit County	Glenn Wright				Yes
Summit Co Environmental Health	Spencer Smith				Yes
Henefer Planner	Robert Richins	435-336-5365	henefertown@allwest.net		
Henefer Mayor	Kay Richins	801.599.8003	henefermayor@gmail.com	Aug 11	
Park City Emergency Manager	Kathryn McMullin	435-615-5185	kmcmullin@summitcounty.org		
Park City Planner					
Coalville Mayor	Trevor Johnson	435-336-5981	mayor@coalvillecity.org		
Coalville	Niki Sargent	435.659.6941	niki.sargent@coalvillecity.org		

Coalville Public Works	Zane Deweese	435-336-5980	zane.deweese@coalvillecity.org		
Coalville Public Works	Kyle Clark			Oct 28	Yes
Coalville Wastewater Treatment	Sam Adams			Oct 28	Yes
Oakley		435-783-5734	oakley@oakleycity.com		
Oakley Planner	Stephanie		stephanie@oakleycity.com		
Oakley	Amy Rydalch		amy@oakleycity.com	Aug 16?	
Oakley City	Kelly Kimber		kelly@oakleycity.com		Yes
Francis/Kamas	Scott Kettle	435-654-2226	skettle@horrocks.com	June 14	Yes
		cell: 801-360-9735			
Francis Public Works		435-783-6236	lthomas@francisutah.org	June 14	
Francis Planner	Katie Henneuse	435-783-6236	khenneuse@francisutah.org	June 14	Yes
WUI Coordinator	Travis Wright	385-505-4030	tdwright@utah.gov		
Park City Fire District	Ashley Lewis				Yes
North Summit Fire District	Ian Nelson				Yes
FFSL /County Fire Warden	Bryce Boyer				Yes
N Summit School District	Kristy		kbraithwaite@nsummit.org		
S Summit School District	Kip Bigelow		kbigelow@ssummit.org	19 July	Yes
S Summit School District	Kathy Carr		kathy.carr@ssummit.org	19 July	Yes
S Summit School District Superintendent	Greg Maughan		greg.maughan@ssummit.org		

Part 6 Utah County Profiles and Mitigation

Background

Area: 2,014 square miles; *county seat*: Provo; *origin of county name*: after the Ute Indians

The most striking geographical features of Utah County are the Wasatch Mountains along the eastern boundary, and Utah Lake, the state's largest fresh-water lake. The high mountains, rising over 11,000 feet, receive heavy snowfall which feeds the numerous rivers and creeks that flow into the lake. Though large in surface area, Utah Lake is very shallow--18 feet at its deepest point.

Before the valley was settled by Mormon pioneers in the 1840s and 1850s it was the home of the Ute Indians. They lived along the eastern shore of the lake and used fish from the lake as their main food source. The Spanish Catholic priests Dominguez and Escalante, who observed them in 1776, described these Indians as peaceful and kind. Dominguez and Escalante were trying to find a route between Santa Fe, New Mexico, and what is now southern California. When they came down Spanish Fork Canyon in the summer of 1776, they were the first non-Indians to enter Utah Valley.

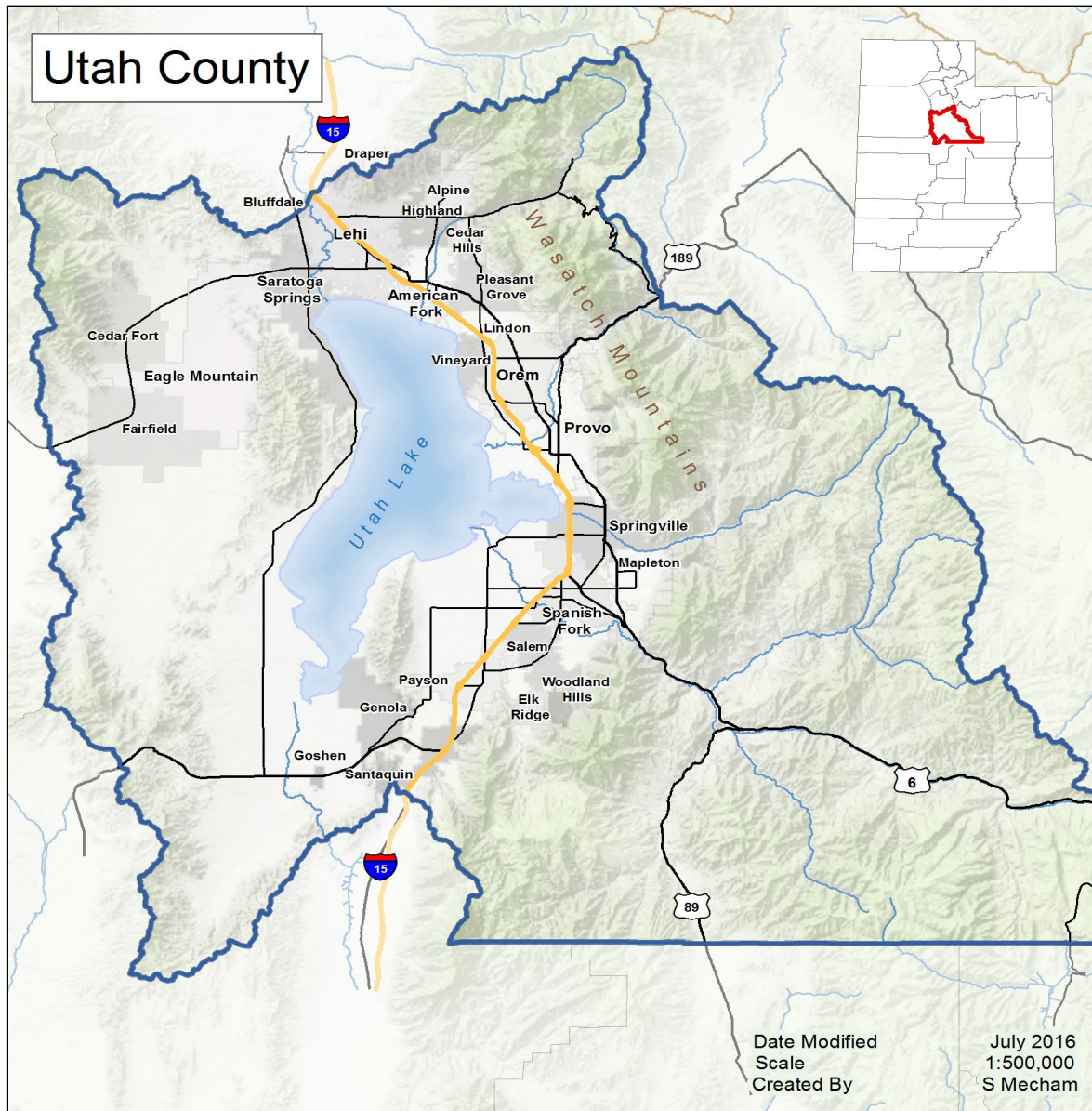
Mormon pioneers began settling Utah Valley in 1849. Like the Indians before them, they chose to settle on the fertile, well-watered strip of land between the mountains and Utah Lake. More than a dozen towns were established between Lehi on the north and Santaquin on the south. Provo, named for the French fur trapper Etienne Provost, has always been the largest town and the county seat.

In March 1849 thirty-three families, composed of about 150 people, were called to go to Utah Valley and establish communities in Lehi, Alpine, American Fork, Pleasant Grove, Springville, Spanish Fork, Salem, and Payson.

Mining was also an important industry in Utah County. In the late 1800s and early 1900s there were many successful mines in American Fork Canyon and in the Tintic mining district centered near Eureka, Juab County but included part of western Utah County. Many of the fine homes and business buildings in Provo were constructed with mining money.

Today, Utah County is known as the home of Brigham Young University. BYU was established in 1875 as a small high-school level "academy," but it has grown to become a major university with over 36,000 students in 2021. The Utah Valley University in Orem has

grown rapidly to over 41,000 students as well. Other major Utah County employers include Vivint, Doterra and Young Living Essential Oils. Each of the major communities in the county have high schools and libraries. A culturally active area, the county has its own symphony--the Utah Valley Symphony, and one of the state's finest art museums: the Springville Art Museum. Provo's Fourth of July Celebration is the largest in the state and most other communities have their own celebrations.



Population

Demographics Utah County

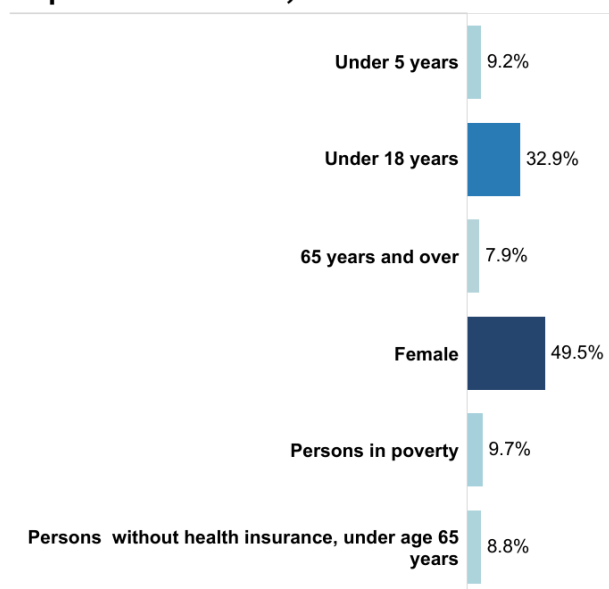
In Utah County, more than a third of residents are children under the age of 18, with less than 8% of the population over the age of 64. The average travel time to work is 22 minutes due in large part to those commuting to Salt Lake County for jobs.



2019 Race and Ethnicity

White, not Hispanic/Latino	81.7%
Hispanic/Latino***	12.2%
Two or More Races	2.8%
Asian	1.9%
Native Hawaiian/Other Pacific Islander	0.9%
American Indian/Alaska Native	0.8%
Black/African American	0.8%

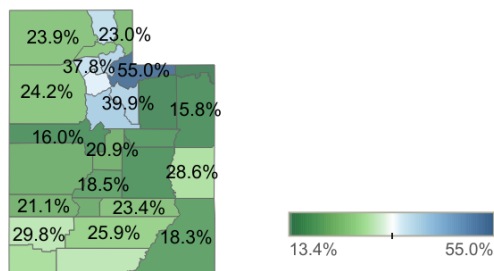
Population Shares, 2015-2019



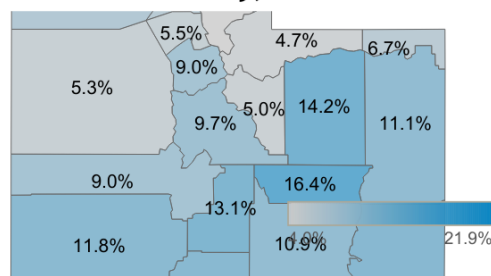
Other Facts

Households, 2015-2019	165,991
Housing units, July 1, 2019	186,554
Median value of owner-occupied housing units, 2015-2019	305,500
Persons per household, 2015-2019	4
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	22
Veterans, 2015-2019	14,296
Veteran-owned firms, 2012	3,003
Women-owned firms, 2012	13,891

Bachelor's Degree or Higher, 2015-2019*



Persons Below Poverty, 2019



Updated 7/13/2021 8:10:38 PM

* Population 25 years and older. ** Population 5 years and older. *** Hispanics/Latinos may be of any race; also included in applicable race category. **** Civilian Population 16 years and older.

Source: U.S. Census Bureau. For more information: <http://www.census.gov>

Hazards Compared

Hazard Matrix

Probability	Highly Likely	Hail	Fire, Winter Weather, Wind, Avalanche		
	Likely	Lightning, Tornado	Flood, Drought	Landslide/ Debris Flow	
	Possible				
	Unlikely				Earthquake, Dam Failure
		Negligible	Limited	Critical	Catastrophic
		Severity			

Standards from FEMA IS 235: Emergency Planning Course

Potential Magnitude

Catastrophic: More than 50% of community affected

Critical: 25 to 50%

Limited: 10 to 25%

Negligible: Less than 10%

Probability Calculated using # of event/years in record

Highly likely: Near 100% probability in next year

Likely: 10 -100% probability in next year, or at least one chance in next 10 years.

Possible: 1-10% probability in next year, or at least one chance in next 100 years.

Unlikely: Less than 1% probability in next 100 years

Standards we modified to fit our region

Severity per incident

Catastrophic: Many lives, a great deal of property

Critical: Multiple lives lost and/or multiple properties affected

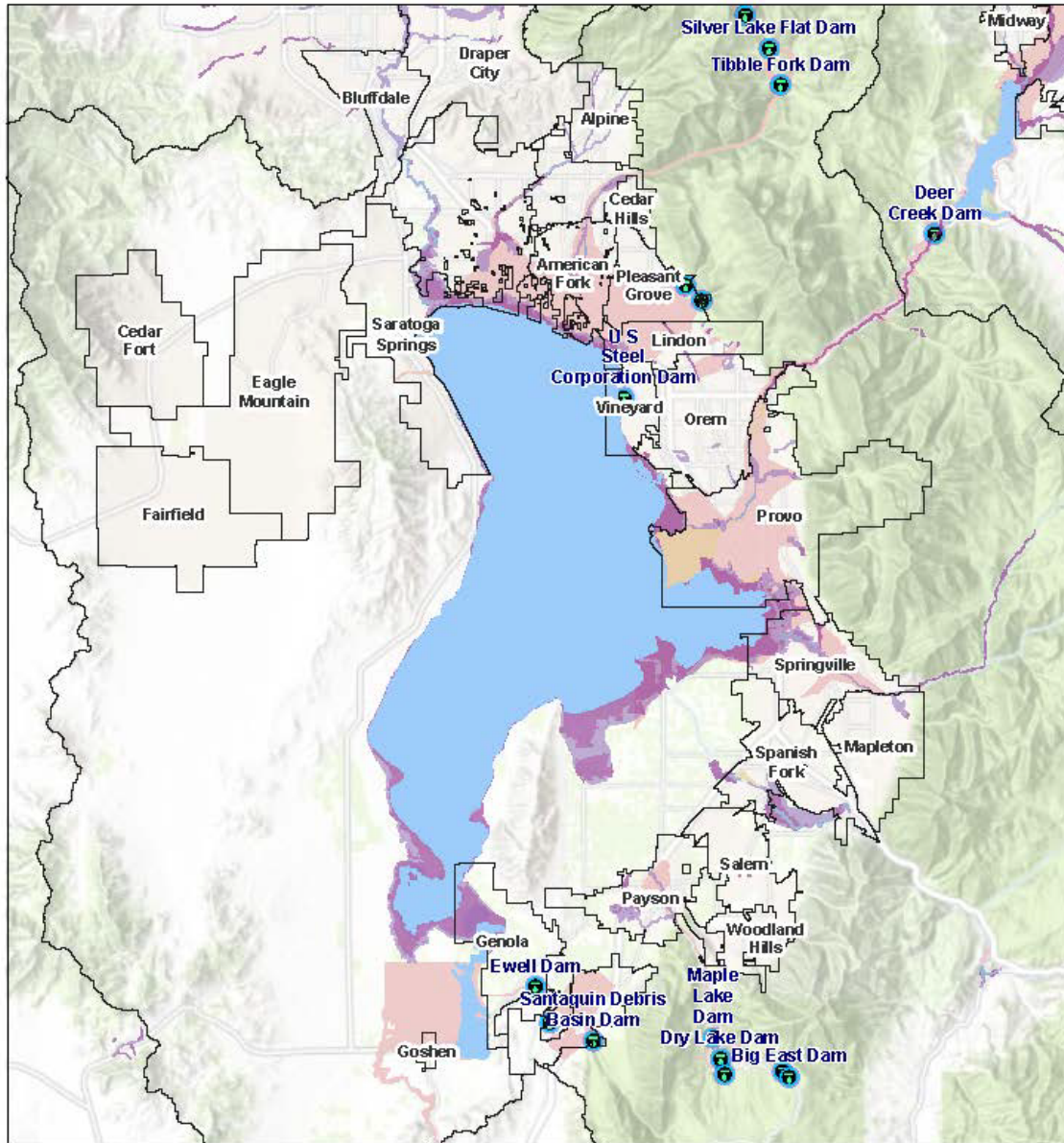
Limited: Some property loss, less than 3 lives lost

Negligible: Some property, no life lost

Hazard	Years in Record	Yearly Probability	Deaths Annualized	Injuries Annualized	\$ Losses Annualized	Source
Air Quality Unhealthy for all	12	75%	n/a	n/a	n/a	DEQ Monitoring Archive, days in exceedance of PM2.5 standard
Avalanche	25	128%	1.3	0.6	\$2,800	NOAA
Debris Flow	16	44%	0	0	\$23,000	NOAA
Drought, Moderate	2018	10%	0	0	n/a	National Integrated Drought Information System
Earthquake		1%	2.4	32	\$24,000,000	HAZUS Salt Lake City 7.0 & Provo Scenarios
Floods & Flash Floods	23	139%	0	0	\$283,000	NOAA, HAZUS, State Hazard Mitigation Plan
Hail	71	58%	2.7	32.7	\$17,208	NOAA/SHELDUS
Landslides	51	25%	0	0	NA	SHELDUS, skewed by Thistle slide
Lightning	25	32%	0.04	0.16	\$6,660	NOAA
Tornadoes	71	10%	0	0	\$2,582	NOAA
Volcanoes	5,000,000	0%				
Wildfires	6	1,167%			\$8,742,000	Utah FFSL and BLM with cost of fighting fire
Wind	71	97%	0.4	0.7	\$844,000	NOAA (High Wind, Strong Wind and Thunderstorm Wind)
Winter Weather	25	160%	0.56	2.36	\$65,636	NOAA (Blizzards/Heavy Snow/Winter Storm/Winter Weather)

Flooding

Flood Hazards in Utah County



12/27/2021

USA Flood Hazard Areas

1% Annual Chance Flood Hazard

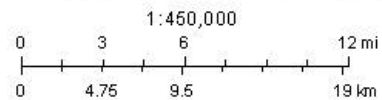
0.2% Annual Chance Flood Hazard

Regulatory Floodway

Area with Reduced Risk Due to Levee

Dams

Dam Failure



Sources: Esri, HERE, DeLorme, increment P Corp., NPS, NRCAn, Ordnance Survey, © OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasys, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user

MAG

Overview

Although Utah is considered a dry state, flooding does occur. Most floods occur either from snow melt or severe thunderstorms. Oftentimes flooding is increased by soils that are more impervious due to either wildfire or drying out. Floods occur on a regular basis in Utah County.

Profile

Frequency	Some flooding happens within Utah County on almost a yearly basis.
Severity	Moderate
Location	Primarily along streams, rivers and along the shores of Utah Lake
Seasonal Pattern	Spring time due to snow melt. Isolated events throughout the year due to severe weather (microburst).
Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	1 to 12 hours
Probability of Future Occurrences	Moderate - for delineated floodplains there is a 1% chance of flooding in any given year.

Development Trends

As development occurs on the bench areas of Utah Valley, along the shore of Utah Lake, or along river and stream corridors, more homes will be in danger of floods. Communities need to make developers and homeowners aware of the danger as well as contribute to mitigation actions. Cities should review every development that it is in compliance with NFIP guidelines.

The following table identifies the communities in Utah County with their NFIP Status.

Communities Participating in NFIP

Jurisdiction	Floodplain	Map Date	Floodplain Admin
Alpine	Alpine participates in the NFIP. Though a few homes are located in the floodplain, it is very narrow and no new buildings are expected. Alpine has a Floodplain Damage Prevention Ordinance and well-organized Floodplain Permit. Alpine spent \$400k in 2013 to construct a wall which effectively protected its repetitive loss property from a debris flow that year.	June 2020	Jed Muhlestein, City Engineer
American Fork	Participating in NFIP. City code 15.16 Addresses Floodplain Management, including floodplain administrator, building & subdivision requirements, etc.	June 2020	Rebecca Andrus, City Engineer
Cedar Fort	No Special Flood Hazard Area		Mayor Gustin
Cedar Hills	Not participating in NFIP. Cedar Hills does have a very small portion of 0.2% annual chance floodplain in the northernmost part of town, but none of it is developable; either on a golf course or in the Pleasant Grove Ditch. Code 11.7.10 addresses zoning for environmental hazards, including floods.	June 2020	Chandler Goodwin, City Manager
Eagle Mountain	No Special Flood Hazard Area		Ifo Pili, City Administrator
Elk Ridge	No Special Flood Hazard Area		Royce Swensen, City Recorder
Fairfield	No Special Flood Hazard Area		n/a
Genola	Participating in NFIP. Genola adopted a Flood Damage Prevention Ordinance in 2020. Floodplain is directly on or close enough to White Lake that development is not likely.	June 2020	Lucinda Thomas, City Clerk
Goshen	Not participating in NFIP. Goshen doesn't currently have any floodplain in city boundaries.		Mayor Staheli
Highland	Participating, incorporated 2021 NFIP updates, has projects for both rivers in city. Highland has a Flood Damage Prevention Ordinance as well as Provisions for Flood Damage Prevention.		Nathan Crane, City Administrator
Lehi	Participating in NFIP, has code sections for Flood Damage Prevention and Provisions for Flood Hazard Reduction as well as additional requirements for the Utah Lake Shoreline and Jordan River Protection zones.	June 2020	Ross Dinsdale
Lindon	Participating in NFIP, has code for Flood Damage Prevention, Storm Drainage and Flood plans, and Methods of Reducing Flood Losses.	June 2020	Michael Florence, Planning Director

Mapleton	Participating in NFIP. Mapleton has a Flood Damage Prevention Ordinance and has several small projects and development standards designed to capture the first inch of water as it cannot discharge water to Springville.	June 2020	Cory Branch, City Administrator
Midway City	Participating in NFIP, has a Flood Damage Prevention Ordinance as well as Midway City Floodplain Overlay zones and a Sensitive Lands Overlay Zone that provides additional protection for streambeds and other flood-prone areas (Chapter 16.14) Any residential construction within 50 feet of a delineated flood zone shall have the lowest floor elevated 18 inches above the base flood elevation as shown on the FIRM and no construction is allowed within 50 feet of a floodplain in large-scale subdivisions.	2012	Michael Henke, City Planning Administrator
Orem	Participating in NFIP. City code sections 7, 10, and 17 address development standards in the floodplain, a Flood Damage Prevention Ordinance, and Supplementary Design Standards for high-risk areas.	June 2020	Planning Manager Jason Bench
Payson	Participating in NFIP, has a Flood Damage Prevention and Sensitive Lands Ordinance with additional requirements for lands near streambeds.	June 2020	City Engineer Travis Jockumsen
Pleasant Grove	Participating in NFIP, has Flood Damage Prevention and Sensitive Lands ordinances.	June 2020	Engineer Marty Beaumont
Provo	Participating in NFIP and CRS, adopted 2020 FIRMs, study of Provo River levees and Utah Lake underway. The General Plan has a Flood Hazard & Control and Environmental Hazards section, as well as sections of code for Floodplain Management and Development Standards.	June 2020	Robert Mills
Salem	Participating in NFIP and has adopted most recent FIRMs. Has a Flood Damage Prevention section of code, but there is more flooding risk at the base of canyons and from canals than in the 100-yr floodplain. Development code reads, "All subdivision proposals shall be consistent with the need to minimize flood damage. The subdivision layout shall make adequate provision for natural drainage channels and floodways. All water, sewer, and other utility systems and facilities located in designated flood areas shall be designed and constructed to minimize flood damage, including the infiltration of flood water into the system, or the discharge of the system into the flood waters. Base flood data shall be provided by the developer as part of the preliminary plat."	June 2020	Ryan Steeley
Santaquin	Participating in NFIP, has a section of code for development in Floodplain Areas	June 2020	Community Development

			Director Jason Bond
Saratoga Springs	Participating in the NFIP, though there are no Special Flood Hazard Areas. The City recently completed a storm drainage study of the entire geographic area of the City. This study indicates areas more susceptible to flood damage and makes recommendations concerning the correct locations of detention ponds, storm channels and culvert facilities. The city will be installing these improvements over the next 10 years, as needed, to accommodate growth in existing and future neighborhoods. The City has also had the practice of trying to raise awareness of issues like flooding so that you can take whatever steps you need to ensure maximum protection. The City has already made or required developers to make improvements to install storm drain ponds, underground drain systems, and open storm channels leading to Utah Lake. The City also has several regional park facilities planned of over twenty (20) acres in size that will collect storm water during large storms. These facilities are all designed to divert and collect water away from residential areas. The City also requires Floodplain Development Permits (FDPs) any time that fill or structural improvements are proposed in the regulatory floodplain. The regulatory floodplain is that area shown on the approved FEMA Flood Insurance Rate Maps (FIRMs). These maps are available on the city website (see quick links) or at FEMA's Website. More complete and detailed information on floodplain management regulations and procedures can be found in Section 18.02 of the City Code." 4.4.3 Goals to reduce/avoid long-term vulnerabilities to the identified hazards (Requirement §201.6(c)(3)(i)) Mitigation of vulnerabilities in the long-term will be done in the following four ways: a) Mitigation options for currently known hazards are listed in Table 4.1 provides a summary of currently identified hazard mitigation actions over the next ten years (2017 to 2026). This is the same table as in the MAG plan (since the City provided this table to MAG). b) Mitigation measures may be incorporated into capital improvement plans. Hazard mitigation is achieved over the long term by incorporation of hazard mitigation into capital improvement projects, as previously described in Section 4.3. c) Mitigation measures will be accomplished by participating in other mitigation regional actions in the MAG plan (not relisted here).	No Special Flood Hazard Area	City Engineer Jeremy Lapin

	d) Mitigation measures will be accomplished by incorporating mitigation actions in the State of Utah Plan, as described in Attachment E (not relisted here). As recommended by FEMA (in comments dated August 17, 2017) future plan updates may incorporate master planning updates and other updated plans, such as transportation corridor and storm water plans. Future plan updates to the City's Plan (done every five years) may also incorporate future MAG and State of Utah Plan updates, as appropriate.		
Spanish Fork	Participating in NFIP, Section 8.32 of City Code deals with Flood Control.	June 2020	Surveyor Travis Warren
Springville	Participating in NFIP, has a Flood Damage Prevention Ordinance and Floodplain Overlay Zone, and has projects underway to move homes out of the 100 yr. floodplain.	June 2020	Engineer Jeff Anderson
Utah County	Utah County participates in the NFIP and uses the latest FIRMs. It is involved in multiple flood mitigation studies and projects and has Flood Protection and Critical Environmental Zone ordinances.	June 2020	Zoning Director Bryce Armstrong
Vineyard	Participating in NFIP, section 15 of the zoning code is a Flood Damage Prevention ordinance. There are no structures in the floodplain.	June 2020	Building Official George Reid
Woodland Hills	Participating in NFIP, City Code chapter 10 is the Flood Damage Prevention Ordinance and chapter 9 is a Flood Hazard and Natural Hazard Study requirement for new development in hazard-prone areas.	June 2020	Public Works Director Corbett Stephens

The primary goal for non-participating communities is to become a participating member of the NFIP.

Assessing Vulnerability: Addressing Repetitive Loss Properties

There are 2 repetitive loss facilities, one each in Alpine and Provo. Alpine has done extensive work around their facility.

History

Following are the narratives from a few of the more damaging floods/flash floods in Utah County. Flooding following fire is a common theme.

Santaquin, 9/12/2002

\$3,200,000

Heavy rains over several days caused flash flooding and mudslides below a burn area in Santaquin. The rain also caused a canal to overflow its banks in the same area, making conditions even worse. An estimated 3 million dollars damage was done to city about 40 homes and several vehicles as mudslides up to 7 feet deep moved down the hillside. No injuries were reported.

Utah County, 9/7/2013

\$2,943,600

Heavy rain caused flash flooding across much of urban Utah County, with multiple locations recording 0.6-0.8 inches of rain in only 15 minutes. The most significant damage from flooding was reported in Provo, Orem, Payson, and Santaquin. Street flooding was widespread and some roads incurred major damage, with the worst damage occurring at 900 North and Grand Avenue in Provo, where water undercut and washed out a large portion of the asphalt road. Debris from the storm was scattered across most local roadways, taking several days to clean up, and even closed some roads for a period of time. Flowing water caused also caused significant damage to large concrete stairs at Lions Park in Provo. At University Mall in Orem, water quickly filled the parking lot, submerging many cars in more than a foot of water.

Residential areas also received significant flood damage. In Provo, at least 25 homes had major damage, with more than 50 receiving minor damage. In Orem, approximately 30 homes received flood damage. In Santaquin, about 30 homes had flooding a foot deep or more, while about 30 other homes had flooding with less than a foot of water. Water wasn't the only problem in Santaquin, as the storm drainage system became overwhelmed, and raw sewage flowed into many homes.

Finally, the flooding also impacted Timpanogos Cave National Monument, where heavy rain and associated debris stranded 150 hikers for several hours, before rangers were able to clear a path and rescue them. The Monument was closed for two full days while debris was cleaned up from both the hiking trails and nearby State Route 92.

Bald Mountain and Pole Creek, 10/7/2018

The Bald Mountain and Pole Creek Fires started on August 24, 2018 and September 6, 2018, about 15 miles south of Provo, Utah in the Uinta-Wasatch-Cache National Forest. The relative risk of both fires was determined to be low and they were monitored until September 10 when weather changes brought strong winds and a series of Red Flag Warnings. The two fires soon merged and burned together until they were fully contained on October 7, 2018. The Bald Mountain Fire caused mandatory evacuations of Elk Ridge

and Woodland Hills. The Pole Creek Fire triggered mandatory evacuations for the Covered Bridge and Birds Eye communities, along with Diamond Fork and Right Fork Hobbie Creek Canyon. The two fires combined resulted in a total of 120,851 acres burned.

As a result of the burn severity, the potential for flash flooding and debris flow was high in some areas; threatening critical infrastructure, watershed, and the safety of residents. Utah County utilized the Emergency Watershed Protection Program to fund mitigation projects in multiple locations across the County. The project was broken up into 7 separate Damage Survey Reports and 6 different project areas including Utah County, Payson, Salem, Elk Ridge, Spanish Fork, and Woodland Hills. Major areas of concern included Diamond Fork, Lake Fork, Bennie Creek, Nebo Creek, Santaquin Canyon, and drainages near Spring Creek. The following projects were included in the application, sponsored by Utah County:

DSR 1 – Santaquin City/Utah County

1. Summit Creek - stream rehabilitation and debris removal
2. Santaquin Eastside Park - debris removal and installation of various types of silt fence
3. Crooked Canyon/Picayune Canyon – drainage and channel rehabilitation, earthen berm and rock riprap as well as installation of various types of silt fence
4. Santaquin Debris Basin - sediment removal

DSR 2 – Payson City/Utah County

1. Peteetneet Creek – stream rehab items including rock riprap, gabion baskets, earthen berm, culvert rehabilitation, channel cleaning and debris removal, and various types of silt fence
2. Payson Debris Basin – sediment removal

DSR 3 – Elkridge City

1. Loafer Canyon – earthen berm construction, installation of various types of silt fence, channel cleaning and debris removal

DSR 5 – Spanish Fork City

1. Crab Creek Spring – collection protection including installation of various types of silt fence and stream rehab including re-channelization, rock riprap, earthen berm, and culvert rehabilitation

DSR 6 – Woodland Hills City

1. Drainage rehabilitation including various types of silt fence installation, debris removal, rock riprap, channel cleaning and debris removal, and earthen berm

DSR 7 – Utah County

1. Nebo Creek - stream rehab items including rock riprap, gabion baskets, earthen berm, culvert rehabilitation, channel cleaning and debris removal, and various types of silt fence
2. Nebo Bridge – inlet and outlet protection control utilizing various types of silt fence and rock riprap, removal of debris
3. Eagles Landing - drainage and channel rehabilitation, earthen berm and rock riprap as well as installation of various types of silt fence
4. Diamond Fork - drainage and channel rehabilitation, earthen berm and rock riprap as well as installation of various types of silt fence
5. Thistle Debris Basin – sediment removal

Utah County is currently working toward additional mitigation projects through the Watershed Operations Program by conducting environmental studies to determine more permanent and long-term solutions to reduce flooding and debris flows affecting various communities.

Utah County and its cities have received a total of \$671,397.02 in NFIP claims since 1978.

Dam Failure

Although there are no recorded dam failures in Utah County, there are several high-risk dams. Each has its own emergency action plan and is regularly inspected. See waterrights.utah.gov DamView for more information or the Regional Hazards section of this plan for an assessment of Deer Creek and Jordanelle dams.

Name	Miles to first downstream town	First downstream town	County
Battle Creek	0.2	Pleasant Grove	Utah
Big East	10	Payson	Utah
Box Lake	11	Payson	Utah
Dry Creek	3	Lehi	Utah
Grove Creek	0.1	Pleasant Grove	Utah
Highland Northwest Irrigation	0	Highland City	Utah
Highland Pressure Pond	0	Highland City	Utah
Hobble Creek Debris Basin	2	Springville	Utah

Israel Canyon	0	Saratoga Springs	Utah
Lehi Sandpit	0	Lehi	Utah
Lindon Dry Canyon Debris Basin	1	Orem	Utah
Lindon Irrigation Project I	0.1	Lindon City	Utah
Lindon Irrigation Project II	0.1	Lindon City	Utah
Maple Lake	8	Payson	Utah
Rock Canyon Debris Basin	0.1	Provo	Utah
Santaquin Debris	1	Santaquin	Utah
Santaquin Pressure Irrigation Reservoir	0	Santaquin	Utah
Saratoga Springs Secondary Water Pond	0	Saratoga Springs	Utah
Silver Lake Flat	12	American Fork	Utah
Slate Canyon Debris Basin I	0.1	Provo	Utah
Slate Canyon Debris Basin II	0.1	Provo	Utah
Spanish Fork Pressure Irrigation Pond	1	Spanish Fork	Utah
Tibble Fork	1	American Fork	Utah
Winward	8	Payson	Utah

Mitigation

Strategies include:

Incorporate flood mitigation into local planning by developing a floodplain management plan, mitigating hazards during planning, establishing a “green infrastructure” program to link greenways, and obtaining easements for water retention and drainage

Form partnerships to support floodplain management such as a regional watershed council or citizen committee to discuss issues and recommend projects.

Limit or restrict development in floodplain areas by providing incentives to develop elsewhere, protecting buffers around water resources, limiting impervious surfaced within developed parcels, or prohibiting development in the floodplain.

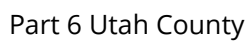
Adopt and enforce building codes and development standards such as the International Building Code and increasing “freeboard” requirements aka the number feet above base flood elevation that new building must have.

Improve stormwater management planning by completing stormwater drainage studies and master plans, regulating development in upland areas to reduce runoff, and encouraging low impact development techniques.

Adopt policies to reduce runoff such as more trees, on-site retention for stormwater and firefighting, and encouraging porous pavement and vegetation in parking areas.

Use natural systems such as preserving wetlands and riverbanks, restoring vegetation, acquire open space in targeted areas, and offer density bonuses to developers for leaving flood-prone areas vacant.

Protect and enhance infrastructure and critical facilities by elevating roads and bridges, floodproofing water treatment facilities, stabilizing shoulders and embankments, installing backup generators, expanding culverts, and require new critical facilities be built outside the floodplain.



Overview

Fire is a natural part of every ecosystem, but decades of wildland fire suppression during a historically cooler time period resulted in a buildup of fuels (vegetation) and development in wildfire-prone areas. With the 2010's megadrought, increased outdoor recreation, development pressure, and climate change the likelihood of damaging fire is increasing.

Though we have more assets in high-risk areas, the technology for early warning and fire-hardened homes has also advanced. This combined with better planning and enforcement can improve protection of assets already in place.

Wildfires occur on a regular basis in Utah County. Most fires occur in the late summer to early fall. Although many fires occur from natural causes such as lightning, humans cause over half of all fires. Sparks from trains traveling on the railroad cause many small fires in south Utah County. People riding ATV's, using fireworks and campfires also start a number of fires in the area. Burn scars near populated areas are particularly difficult to manage, contributing to landslides and floods during rain events.

Profile

Frequency	Multiple wildland fires occur in Utah County Every year.
Severity	Moderate/Limited
Location	Hillsides and mountainous areas, vegetated areas near rivers, open grass and rangelands.
Seasonal Pattern	Summer and fall depending on weather conditions.
Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	1 to 48 hours
Probability of Future Occurrences	Highly Likely 70 fires required management in the past 6 years alone

Development Trends

As development occurs on the bench areas of Utah Valley more homes will be in danger of wildfire. Utah County has one of the greatest percentages of developable lands in the

wildland-urban interface in the state. Communities need to make developers and homeowners aware of the danger. Cities should also require firebreaks and access roads along urban/wildland interfaces. Although development brings homes closer to areas of potential wildfire, it also brings water and access for firefighters closer to the urban fringe. FIREWISE community development principles, such as not storing firewood near homes, installing fire resistant roofing and cleaning debris from rain gutters will reduce potential losses.

History

Following are a few of the most significant since 2016. More than half of fires are human caused and even relatively small fires, if near critical facilities, can be quite costly. Fortunately, no lives have been lost and few structures destroyed in the past decade.

Incident Name	Start Date	\$ Spent Fighting Fire	Acres	Fire Cause	Specific Cause
Coal Hollow	August 4, 2018	\$14,832,358	24,571	Natural	Lightning
Bald Mountain	August 24, 2018	\$9,397,458	18,603	Natural	null
Bennion Creek	June 4, 2021	\$6,175,979	8,298	Natural	Lightning
William	September 6, 2020	\$5,733,509	5,832	Human	Fireworks (Consumer or Personal Use)
Range	October 17, 2020	\$2,728,834	3,379	Human	Fire Arms Use
Tank Hollow	August 11, 2017	\$1,235,985	1,200	Natural	Lightning
Knolls	June 28, 2020	\$1,081,424	12,584	Human	null
Ether Hollow	September 7, 2020	\$1,051,368	848	Human	Fire Arms Use
Round Peak	July 15, 2019	\$1,026,916	236	Human	Campfire
Pole Canyon	July 15, 2020	\$767,634	487	Human	Other, Unknown
Battle Creek 2	September 12, 2020	\$745,886	188	Human	Default
Goose Point	August 21, 2019	\$696,485	8,908	Unknown	Other Small Equipment
Goshen	September 13, 2020	\$691,557	372	Human	null

Battle Creek	August 16, 2020	\$621,704	40	Human	Default
Alaska	July 30, 2019	\$584,122	489	Unknown	Default

The Coal Hollow in 2018 began with a lightning strike in southeast Utah County and quickly grew to thousands of acres in hot, dry conditions. The fire prompted evacuations in Utah, Sanpete, and Carbon counties and required hundreds of firefighters to contain. It threatened hundreds of homes, rail lines, and I-6, a major trucking route. The fire also contributed to unhealthy air quality in adjacent counties, stifling summertime recreational activity. The fire was eventually suppressed as winds died down, consuming a total of 25,000 acres and costing over \$14 million to fight, not to mention lost productivity due to the closure of I-6 and evacuations. About a year after the fire, the Utah National Guard flew over the burn scar with the director of the Department of Air Quality, Congressmen Curtis and Ellertson, Utah National Guard Generals, Engineers and others.

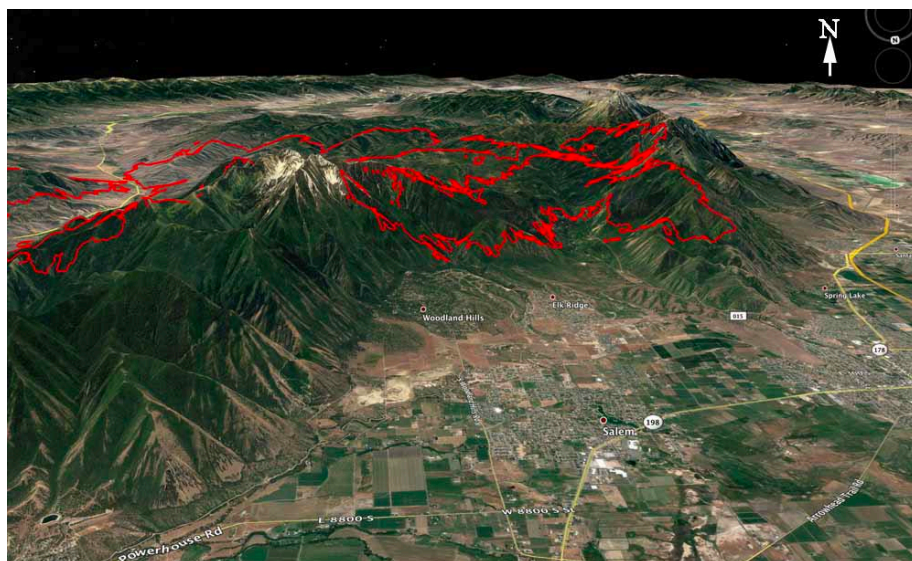
Worries about secondary hazards (flood, debris flow, and mudslides) had the National Guard and residents staging equipment such as jersey barriers and sandbags along high-risk areas. A mudslide did close Diamond Fork Road temporarily.

(Deseret News, Daily Herald, and Utah National Guard)

"The Bald Mountain and Pole Creek Fires started last year on August 24 and September 6 respectively about 15 miles south of Provo, Utah in the Uinta-Wasatch-Cache National Forest. Both fires were initially managed in a less than full suppression mode — allowed to spread within lines drawn on a map. Rainfall amounts ranging from 1.3" to 2.3" on August 25 put a damper on the fire activity, but within days the Energy Release Component had returned to the 90+ percentile range. Meanwhile the area had been classified as in Severe Drought by the Drought Monitor.

"The weather changed on September 10, bringing strong winds and a series of Red Flag Warnings causing the two fires to burn together. The final size was 120,851 acres.

"The Bald Mountain Fire caused mandatory evacuation of two cities: Elk Ridge and Woodland Hills. The Pole Creek Fire triggered mandatory evacuations for the Covered Bridge Community of the Spanish Fork Canyon along with the Diamond Fork Canyon and the Right Fork Hobbie Creek Canyon areas." -Wildfire Today



Communities At Risk

The following list consists of communities throughout Utah that have been determined by wildland fire officials to be at risk from wildland fire. The “Overall Score” represents the sum of multiple risk factors analyzed for each community. Examples of some risk factors are fire history, local vegetation, and firefighting capabilities. The Overall Score can range from 0 (No risk) to 12 (Extreme risk). This score allows Utah’s fire prevention program officials to assess relative risk and create opportunities for communications with those communities on the list. Bolded communities are those with a Community Wildfire Preparedness Plan.

Community Name	Overall Score	Community Name	Overall Score
Payson Canyon	10	Soldiers Summit Development	8
Cedar Fort	9	Spanish Fork Canyon	8
Dream Mine	9	Springdell	8
Elk Ridge	9	Tibble Fork	8
Silver Lake	9	Alpine Cove	7
Vivian Park	9	Elberta	7
Woodland Hills	9	Fairfield	7
Alpine	8	Genola	7
Cedar Hills	8	Goshen	7
Covered Bridge	8	Lindon	7
Diamond Fork Canyon	8	Mapleton	7
Eagle Mountain	8	Payson	7
Highland	8	Pleasant Grove	7
Hobble Creek	8	Salem	7

Lehi	8	Santaquin	7
Loafer Canyon	8	Spanish Fork City	7
Orem	8	Spring Lake	7
Provo	8	Sundance	7
Sheep Creek	8	Vineyard	7
Soldiers Summit Development	8	American Fork Canyon	6
		Saratoga Springs	6
		Springville	6
		Wanrhodes Basin	6
*Bolded Communities have developed a Community Wildfire Preparedness Plan with FFSL			

Mitigation

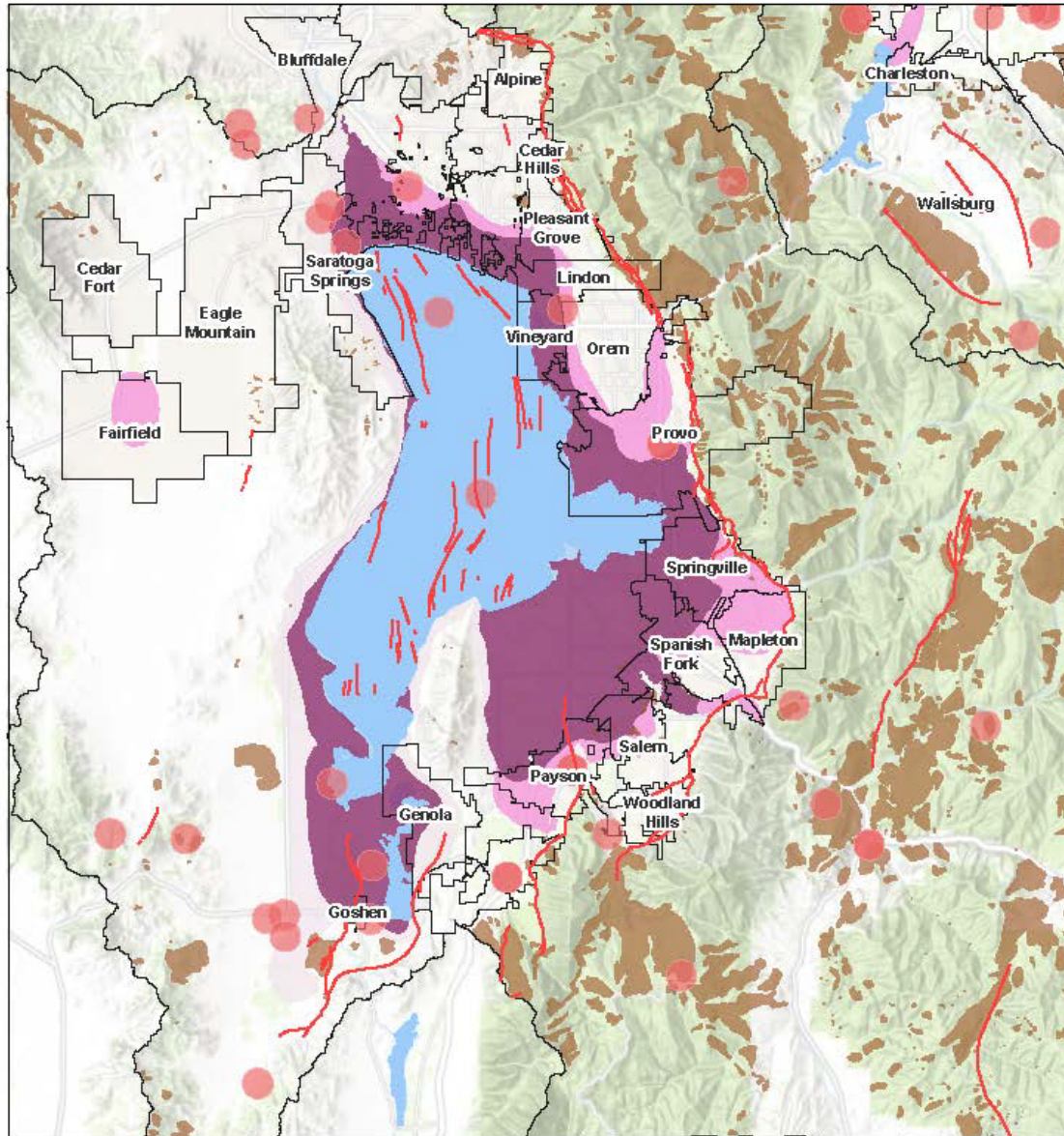
The FFSL has helped communities develop Community Fire Plans. According to the FFSL, the purpose of community fire planning is to:

- Empower communities to organize, plan, and take action on issues impacting community safety
- Enhance levels of fire resistance and protection to the community
- Identify the risks of wildland/urban interface fires in the area
- Identify strategies to reduce the risks to homes and businesses in the community during a wildfire

Other strategies include limiting development in the Wildland Urban Interface, fuel management, prescribed burns, hardening buildings against fire with appropriate shingles, vent covers to prevent embers entering home, maintaining an emergency water supply and appropriate water pressures, using appropriate plantings around homes, and much more. See wildfirerisk.org or FEMA's [Strategies handbook](#) for a more complete list.

Landslide

Earthquake Hazards in Utah County



12/27/2021

- Earthquake Faults
- Historic Earthquakes
- Landslide
- Moderate
- High
- Water
- Liquefaction
- Low

1:600,000
0 3.25 6.5 13 mi
0 5 10 20 km

Sources: Esri, HERE, DeLorme, increment P Corp., NPS, NRCAn, Ordnance Survey, © OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasys, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user

MAG

Overview

Landslides are common natural hazards in Utah that occur when the pull of gravity becomes greater than the cohesion of soil. Land movement can occur without warning and can result in destructive, costly outcomes. Various types of landslides in Utah are debris flows, slides, and rockfalls.

Steep slopes, mountainous terrain, rock types, and narrow, debris-choked canyons all contribute to our region's susceptibility to landslide hazards. Wildfire can remove stabilizing vegetation and increase landslide risk. Many hillslopes are prone to mass movement, particularly where development has taken place on existing landslides or where grading has modified a slope and reduced its stability. Therefore, historical landslides, prehistoric landslides, and steep slopes prone to mass movement must be thoroughly investigated prior to development activities, along with regional groundwater and landscape and other irrigation activities. Excessive irrigation can easily cause a neighbor near or on a slope to lose their home from a landslide by elevating the groundwater table.

The foothills and alluvial fans on the bench areas of Utah County are quickly developing. Landslides and debris flow often occur after a wildfire event. The following table illustrates the vulnerability assessment for landslides in Utah County.

Profile

Frequency	Movement occurs nearly every year.
Severity	Critical, several structures have been condemned and major transportation routes temporarily closed
Location	Along most benches and hillsides, especially near burn scars.
Seasonal Pattern	Spring when ground saturation is at its peak.
Duration	Minutes to years.
Speed of Onset	Seconds to days.
Probability of Future Occurrences	Moderate: 25%

Development Trends

Development along the foothills and bench areas is very desirable and as more development occurs, more homes will be at risk for landslide damage. As more of the county land is developed, marginal areas with problematic soils will be developed. Increased analysis and geotechnical reports should become an integral part of the development and building process. Careful consideration should be given to ensure cutting and filling for any project is minimized.

History

Landslide/Debris Flow

Location	Date	Damages	Source	Details
Utah	12/27/1964	\$500	SHELDUS	
Utah	1/1/1983	\$200,000,000	SHELDUS	Record precipitation triggered many landslides, including Thistle
Utah	1/1/1983	\$8,603,666.52	SHELDUS	
Utah	1/1/1984	\$1,471,256.97	SHELDUS	
Santaquin	9/12/2002	\$500,000	Utah Geologic Survey	The Mollie fire in 2001 and days of light rain created the conditions for the debris flow by exposing bare soil and saturating ground.
Provo	9/10/2003	\$0	SHELDUS	Debris-Flow, Fire related. Damages prevented by diversion works.
Spring Lake, Santaquin	7/26/2004	\$500,000	SHELDUS, the Geological Society of America	Debris-Flow, Fire related
Sage Vista Lane, Cedar Hills	4/28/2005	\$1,000,000	FEMA Disaster Declaration & Utah Geological Survey	Above-average precipitation reactivated historic landslides, exacerbated by development at the base of the hill.

Provo	5/12/2005	One guest house damaged	SHELDUS, Utah Geological Survey	A 13-ton rock rolled down Y mountain over a mile after a spring storm, coming to a stop in a guest house.
Sherwood Hills, Provo	6/28/2005	Multiple homes condemned	SHELDUS	High groundwater tables after a wet winter triggered slow slide
Utah County	9/7/2013	\$200,000	NOAA	Summer storms combined with fire scars resulted in several landslides this year.
Utah County	8/22/2013	\$15,000	NOAA	
Utah County	7/16/2013	\$10,000	NOAA	
Utah County, Tank Hollow & Birdseye	9/8/2019	\$149,000	NOAA	Heavy rain over the Tank Hollow & Pole Creek Fire burn scars produced a debris flow across U.S. Highway 6 at milepost 202.

Case Studies

Thistle Slide

In 1983 the town of Thistle, Utah, known to many highway travelers as the small community where both the Spanish Fork River and nearby U.S. highways branch, was eliminated by the costliest landslide on record in the United States.

Thistle was located at the triple junction of transportation systems leading south to Sanpete County, east to the coal counties of Carbon and Emery and points beyond, and northwest to the Wasatch Front and Salt Lake City. Two major highways converged at Thistle (U.S. Highways 89 and 6). Until the landslide, two rail lines also converged at Thistle--the main line of the Denver and Rio Grande Western Railroad (D&RGW) joining Denver and Salt Lake City, and a branch line to Marysvale.

Storms heralding the 1982 to 1986 wet cycle kicked off the wettest month ever recorded at the Salt Lake City International Airport in September 1982, and saturated the ground before the winter snows. The winter was neither exceptionally wet nor cold. However, snows and cold nights continued late into April and May 1983, and resulted in an unusually late and sudden snowmelt when temperatures did warm up. May snowpacks of northern Utah averaged two to three times their normal. Utah's landslide problems correlate with precipitation and snowmelt. Two large landslides in the early spring alerted geologic experts to the situation. The National Weather Service briefed local and national officials

about the unusual conditions. Yet even with the geologic and climatic indicators, the events of April, May, and June caught the state by surprise.

Starting in January, the D&RGW watched the Thistle area as well as several other landslide-prone areas near Soldier Summit. Their geotechnical experts visited the area on April 12. Days later, when the Thistle landslide began to move visibly, no one recognized it as a major hazard. The railroad tracks went out of alignment on Wednesday, 13 April. The highway became bumpy, fractured, and became impassable on Friday, 15 April. The streambed and deposits on the canyon floor rose approximately one foot an hour as a huge tongue of earth piled up against the bedrock buttress of Billies Mountain, filled the canyon, and dammed the river. The waters of the Spanish Fork River rapidly created Thistle Lake upstream of the landslide dam.

The railroad company and the Utah Department of Transportation (UDOT) initially tried to keep the railroad tracks, highway, and river open. Sunday, 17 April the landslide defeated efforts to cut down through the rising toe of the landslide and allow passage of the river water. Efforts to siphon waters rising behind the landslide dam also failed. Rising lake waters drowned the community of Thistle. That very day, the president of the D&RGW announced at Thistle that the railroad would tunnel a new railroad course through Billies Mountain. To be successful, the tunnel had to be above Thistle Lake's eventual highest water line. Railroad experts in consultation with the state decided to form the landslide into a dam and to construct an overflow spillway tunnel to control the uppermost rise of the lake. Having calculated how fast an overflow tunnel could be constructed, and how fast the lake would rise, they began drilling. The state took charge of public safety priorities. Armies of workers and heavy equipment shaped the landslide dam while it moved by transferring 500,000 cubic yards of earth from the middle area of the landslide onto its toe. This also provided a platform from which to construct the tunnels. The state constructed a third tunnel to drain the impounded water. UDOT decided to relocate the highway over Billies Mountain. The Army Corps of Engineers constructed a pumping system to keep Thistle Lake from rising to dangerously high levels.

The impounded water rose at approximately the rate predicted and the D&RGW contractors completed the overflow tunnel system with two days to spare. Trains passed through the new tunnel on 4 July, eighty-one days after the initiation of the project and eleven days before the contracted completion date. The new tunnel provided a permanent bypass for the Spanish Fork River around the landslide. The relocated highway encountered difficult geotechnical problems. The highway opened at the end of the year but was often closed due to major rockfalls and slope stability problems.

The town of Thistle was destroyed. The Marysvale branch line of the railroad was never reopened, leaving a large area of central Utah without rail service. Thistle resulted in Utah's first presidential disaster declaration and became the costliest landslide the United States

had experienced. The Utah Business and Economic and Research Bureau reported the following dramatic impacts of the landslide. The D&RGW and Utah Railway embargoed all shipments that normally went through Thistle. The rerouting surcharge of \$10 per ton virtually stopped coal shipments. Two trucking companies laid off workers, cancelled contracts, and even suspended operations. Most of the area's coal mines laid off miners, cancelled contracts, and experienced shut downs. Some miners' commutes suddenly exceeded 100 miles. Some coal haulage commutes trebled. Due to market conditions and the Thistle landslide, coal production dropped nearly 30 percent in 1983. Uranium producers paid substantially more for supplies in an already soft market. At least one oil company became non-competitive due to increased travel costs. Tourism in the area, particularly in-state tourism, sagged in response to negative publicity and difficult access. To the south, the blockage of route 89 and the Marysville line hurt coal companies, turkey and feed operations, and gypsum, cement, and clay shipments.

The Thistle landslide caused total estimated capital losses of \$48 million and revenue losses of \$87 million, plus associated losses in tax revenues. Direct costs of Thistle tally over \$200 million, including relocating the railroad at a cost of \$45 million, relocating the highway at a cost of \$75 million, and lost revenue to the railroad of \$1 million per day (which totaled \$80 million, including \$19 million in charges that the D&RGW paid the Union Pacific to use their rail lines).

See: O.B. Sumsion, Thistle . . . Focus on Disaster (1983).

Buckley Draw- Springville Fire

The Springville fire started on June 30, 2002 at 7:19 p.m. The fire burned a total of 2,207 acres above dozens of homes. The immediate post fire impacts for Provo City were: loose surface rock, silty and sandy soils, and blackened steep (40% grade) hillsides. Steep terrain and impervious soils cause rapid run off with rocks. Post fire conditions increased sediment expectations to 13 tons per acre. Brian McInerney of the NWS stated our risk level was the highest in the state.

Recommendations for mitigation offered to Provo City included the Uinta National Forest rehabilitating the burn area with vegetation (seed and mulch) and installing wire fences in the upper channel. The Natural Resource Conservation Service (NRCS) and the Emergency Watershed Program (EWP) implemented temporary measures to reduce the transport of sediment. Additionally, a Rain Activated Weather Station (RAWS) unit was relocated to the Buckley Draw area (elevation of 9,143 feet) to monitor site conditions on Sunday, July 13, 2002.

Provo City held public meetings on Sunday, July 13, and Monday, July 14, 2002 to present information and resources for the residents. National Flood Insurance Program (NFIP) information distributed. Sandbags and sand drops were scheduled and delivered.

On July 15, 2002, information was distributed to the neighborhood regarding the increase in risk of post fire debris flow, with information about the NFIP program. Communication links to relay current hazard information to the residents were established. The evacuation plan was updated.

On July 16, 2002 a helicopter overview of the burn area was taken. Provo Public Safety responders had a Post Fire Debris Flow Risks in Utah class on July 31, 2002. NRCS and the EWP engineered a trench to redirect potential debris flow. Provo City obtained the necessary property agreements. Two debris flow events just to the north and just to the south of Provo in September, 2002 provided motivation to secure agreements and build the trench.

A SNOTEL was installed above the Little Rock Canyon drainage to monitor soil moisture and snow pack conditions on 22 October, 2002.

At the April 29, 2003 neighborhood meeting, the debris flow in Santaquin was contrasted with the conditions at the Buckley Draw. Plans for trench construction were discussed. A flag notification system and evacuation plan for the residents for the risk level was proposed and accepted. A web link with updated hazard information, a phone 'hot line' with an updated message, and a notification procedure alerting the Neighborhood Chair of any changes in the hazard level were implemented. A practice evacuation drill was held on Saturday, May 10, 2003.

The 1500 feet long trench was essentially complete on July 28, 2003. Weather conditions continued to be monitored on a daily basis.

At approximately 3:00 a.m. on September 10, 2003, four separate debris flows were triggered. The second largest flow came down the newly finished trench. There was little or no warning. This flow would have been life threatening and would have caused significant property damage without the debris trench in place. The spreader fences in the debris field distributed the runoff materials and completely contained this debris flow.

Mitigation

In Utah County, most recent mass movement is the result of rain on burn scars, and the strategies to for fire will also apply to this secondary hazard.

Nearly all recent landslides have occurred as reactivations of pre-existing landslides. Some strategies include:

Prohibit building on steep slopes, require thorough investigations and geotechnical studies for buildings in areas prone to landslides, and prevent over-irrigating. The use of very-low water xeriscape landscaping and/or smart irrigation controllers that adjust the amount of water applied to landscapes based on weather, plant/turf, and soil data, can significantly reduce the amount of excess water that percolates through the soil as groundwater and save money.

- Creating a plan to implement reinforcement measures in high-risk areas.
- Defining steep slope/high-risk areas in land use and comprehensive plans and creating guidelines or restricting new development in those areas.
- Creating or increasing setback limits on parcels near high-risk areas.
- Locating utilities outside of landslide areas to decrease the risk of service disruption.
- Restricting or limiting industrial activity that would strip slopes of essential top soil.
- Incorporating economic development activity restrictions in high-risk areas.

See FEMA's [Strategies handbook](#) for a more complete list.

Earthquake

Overview

Earthquakes occur when tectonic plates suddenly release tension built up over decades of strain. The Wasatch Fault has a strong earthquake about every 300 years and we are "due" for another. While some scenic homes are built directly on a fault, the way a building is constructed and the stability of soils underneath are a large factor in its resilience. Pre-1990's brick homes are usually unreinforced and very brittle, posing a great risk to occupants during a quake.

Liquefaction occurs when loose soils such as those at the mouth of a canyon or near a lake begin to act like a liquid when subject to prolonged shaking.

Utah County is particularly susceptible to earthquakes and their secondary hazards due to its situation between (or in many cases, on top of) the fault line and Utah Lake's unstable soils. While Summit and Wasatch counties may see some damage due to shaking and certainly a few landslides, Utah County is certain to have mass movement along the bench and liquefaction in the numerous homes (and utilities) built near the lake in addition to the normal collapse of chimneys and broken glass from an earthquake magnitude 5.0 and above. Fires are also common following earthquakes in urbanized areas as gas lines break, electrical shorts occur, and response capabilities of firefighters are overwhelmed by the number of incidents and possibly damaged streets and water lines.

Profile

Frequency	Low: Events above 3.0 on the Richter scale are rare. Minor events (below 3.0) occur every month, but generally aren't felt.
Severity	High (up to 7.0)
Location	Multiple faults throughout the county with the primary Wasatch Fault along the mountain benches.
Seasonal Pattern	None
Duration	1 to 6 minutes excluding aftershocks.
Speed of Onset	Seconds
Probability of Future Occurrences	93% probability that an earthquake Magnitude 5 or higher will occur somewhere along the Wasatch Front in the next 50 years

Losses	2.4 deaths annualized; 32 injuries annualized	\$24,000,000 losses annualized
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Development Trends

Although Utah County faces rapid development, new buildings are designed to withstand earthquakes much better than pre-1990s structures. Many of the older multi-story unreinforced masonry structures, where immediate deaths often occur, are city buildings and schools that are being rebuilt to seismic standards.

Envision Utah recently looked at different growth scenarios and what percentage of Utah County would be affected by a seismic event. Their analysis found that focusing development west of the lake will result in greater losses than working toward infill development.

As people move to Utah from areas without disasters, they will need to be educated on the simple things that homeowners can do to reduce the impacts of an earthquake in their homes, such as securing heavy furniture and having flexible piping.

History

There have been few events of note in recorded history within Utah County, but a 2020 event in Magna, Salt Lake County, gave the state a glimpse of what could happen. The State of Utah has also put a few earthquake scenarios through its HAZUS software, yielding loss estimates and maps of potential damages on the Wasatch Front.

Magna Earthquake: Days after the US shutdown to slow the COVID 19 pandemic, a 5.7 earthquake struck Magna township in Salt Lake County. The most noticeable damages occurred in multi-story building such as the brick façade of a large commercial building, but several mobile homes were condemned and the Utah Department of Public Safety estimates \$70-100 million in public structure and infrastructure damage. Fortunately, no one was injured or killed and the public facilities were insured.

Earthquakes

Location	Magnitude	Date
Santaquin/Goshen	VI-VII	2-Oct-00
Elberta, Utah County	3.8	4/6/1980
Elberta, Utah County	5	5/24/1980
Lindon, Utah County	4.7	2/20/1981

		5/6/1994
Diamond Fork Campground, Utah County	3.2	
Payson Lakes Campground, Utah County	3.3	7/6/1995
Near Strawberry Reservoir, Utah County	3	1/5/1998
Goshen, Utah County	3	1/23/2010
Rocky Ridge, Juab/Utah County	3.2	7/5/2011
Rocky Ridge, Juab/Utah County	3.6	7/22/2011
Thistle, Utah County	3.7	2/4/2012
Bluffdale	3.2	11/25/2016
Bluffdale	3.7	2/15/2019

*United States Geological Survey: earthquake.usgs.gov/earthquakes/search

Mitigation

Strategies include restricting building on known fault lines or steep slopes, requiring geotechnical studies for buildings on problem soils, retrofitting critical infrastructure, educating homeowners on retrofitting options and securing items to the wall, requiring large/reinforced foundations or piers in liquefaction areas, and many more. See **Utah Earthquake Safety** or FEMA's **Strategies Handbook** for more details.

Severe Weather

Overview

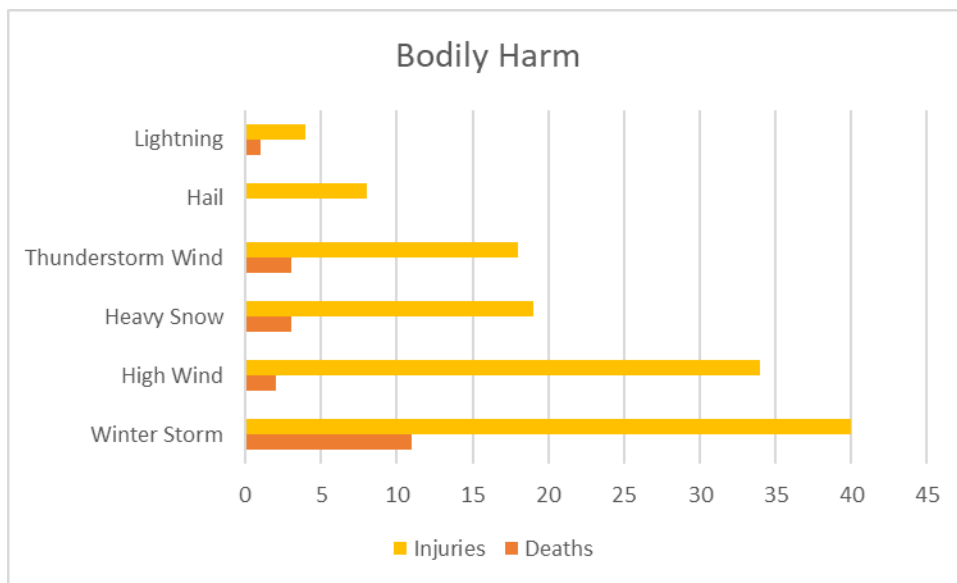
Utah County's mountainous terrain makes it particularly susceptible to Severe Weather, especially Winter Weather. Add to the topography those who seek snowy slopes for recreation and disaster can ensue, as seen in the table below. Avalanches, typically a voluntary risk, have caused the most deaths in Utah County. Winter weather has caused the most injuries. Wind is responsible for the most monetary damages of any type of severe weather. These numbers will only increase as the population grows, though crop damages should decrease as agricultural land is converted to urban.

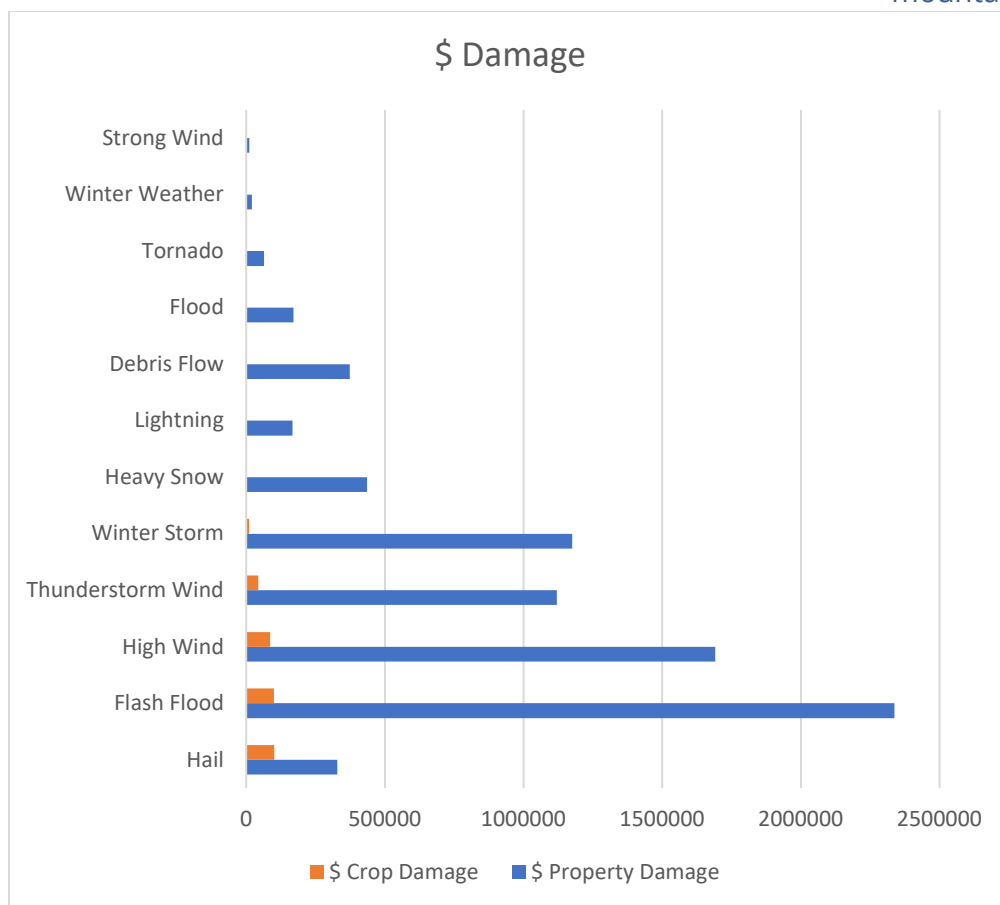
Profile

Frequency	Frequent Multiple events happen each year.
Severity	Moderate
Location	Region wide with some locations more frequent due to geography.
Seasonal Pattern	All year depending upon the type of event.
Duration	Seconds to Days
Speed of Onset	Immediate
Probability of Future Occurrences	Highly probable. Winter Weather and Hail have the highest probability of occurrence of all-weather hazards facing Utah County.

History

Row Labels	Deaths	Injuries	\$ Property Damage	\$ Crop Damage
Blizzard	0	0	0	0
Cold/wind Chill	0	0	0	0
Debris Flow	0	0	374000	0
Flash Flood	0	0	2338000	100000
Flood	0	0	170000	0
Hail	0	8	329000	101200
Heavy Snow	3	19	435500	400
High Wind	2	34	1691100	85800
Ice Storm	0	0	0	0
Lake-effect Snow	0	0	0	0
Lightning	1	4	166500	0
Strong Wind	0	0	11000	0
Thunderstorm				
Wind	3	18	1119600	44000
Tornado	0	0	64530	0
Winter Storm	11	40	1175000	10000
Winter Weather	0	0	20000	0
Grand Total	20	123	7894230	341400





Mitigation

For buildings: Adopt and enforce building codes related to roof snow loads and wind speeds. Require CO monitors.

For Infrastructure: Install redundancies in power lines, lightning protection and surge protection on critical infrastructure, and snow sheds over roadways.

For everyone: Educate homeowners on protecting water pipes during cold weather and travelling safely. Encourage participation in emergency alerts.

See FEMA's [Strategies handbook](#) for a more complete list.

Community Damage Assessment and Mitigation

Overview

Each jurisdiction represented by this plan has participated in the creation of its contents and given local input into their individual mitigation goals and priorities. Listed below are the damage assessments for each of the participating jurisdictions followed by an update of the community's mitigation strategies from the 2017 plan, after which are the strategies, the community wishes to pursue in the course of this plan. Damage assessments were calculated using the methodologies mentioned in the Methods section. Strategies were developed by each community. The subsequent county and city strategies reflect the advancement of local and regional goals and continue the community's vision for the security and prosperity of the region. These goals include:

- Reducing the impact of natural hazards on life, property, and preserving the environment
- Minimizing damage to infrastructure and services and protecting their ability to respond
- Preventing potential hazards from affecting area or mitigating its effects
- Increasing public awareness, capabilities and experience
- Ensuring the safety of citizens and visitors
- Enabling cooperation between citizens and emergency and public services
- Maintaining cooperation with, and adherence to, FEMA guidelines
- Developing zoning and other plans that decrease development in hazardous areas

The guiding factor in prioritizing mitigation strategies for local communities was the principle that mitigation should provide the ***greatest amount of good to the greatest number of people, after considering resources, staffing, and other constraints***. Probability of occurrence, past events, and damage estimates compiled during the risk assessment in this plan were heavily considered. Overall, each community individually considered their own capabilities, staffing, and resources as they prioritized their own mitigation strategies.

Utah County

Loss Estimates

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	42,431	\$12,287,233	123.53	154.17	72.92
Fire Risk High	27,140	\$9,154,898	90.42	335.63	70.75
Fire Risk Moderate	18,775	\$5,605,592	75.31	285.05	78.31
Flood 1% Yearly Probability	910	\$229,828	5.72	30.92	1.73
Landslide	1,377	\$473,143	36.29	59.68	9.07
Liquefaction Moderate to High	70,362	\$20,556,665	272.45	409.51	180.53
Earthquake (Pre-1990 buildings)	2,459	\$597,467			

Utah County spends a great deal of time and money on wildland fire mitigation. It protects critical infrastructure such as waterways (Provo Canyon), airports, and evacuation routes. Wildfire has threatened water resources recently and triggered debris flows on de-vegetated slopes. We are also aware of the need to protect our resources from terrorism and have plans for doing so. The County Health Department is crucial for educating residents about preparing for natural disasters and improving the health of citizens at large so they are individually more resilient. We know that a large earthquake is likely in the next few decades and are building to code, gradually retrofitting and constantly educating to mitigate its damage. Utah County is one of the fastest-growing counties in the nation and we reduce the risk of fire to new buildings and infrastructure in an ever-expanding area with codes and guidelines for fire-hardened homes, seismic soundness, and adequate evacuation routes.

Hazard	Action	Priority	Timeline	Cost	Funding	Responsibility
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Participation in FFSL's Cooperative Wildfire System program, including brush removal, education, and a host of other prevention measures	Fire	High	Ongoing	55k/yr	Utah County, cities/towns	Utah County and participating cities
Replace roofs and targeted chipping program in Sundance	Fire	High	1-3 yrs	30k for chipping	Utah County, homeowners	Utah County
Perscribed burns in Hobble Creek	Fire	High	Ongoing	TBD	Utah County	Utah County
Install/improve the exit out the east end of Springdell in cooperation with UDOT on the Upper Dell dirt road across USFS property in both directions i.e. up Provo Canyon to the east or west to Squaw Peak Road) or the Lower Dell road that would exit onto Provo Canyon Road.	Fire	Mod	2-4 yrs	TBD	Utah County, UDOT	Utah County, UDOT, Springdell residents
Create and improve dipping sites near Covered Bridge	Fire	High	1-3 yrs	TBD	Utah County, DNR	Utah County, DNR
Educate on water conservation and good watering practices	Drought	Mod	Ongoing	TBD	Utah County	Utah County, Utah State
Evacuation planning, especially for inhabited canyons	Fire, All	Mod	Ongoing	Minimal	Utah County	Utah County, community
Construct an additional detention basin at the southeast end of Mapleton	Flood, debris flow	High	1-2 yrs	300k	Utah County, Grants, Mapleton	Utah County

Avalanche controls, including snow sheds and fences, in Provo Canyon	Avalanche, winter weather	High	Ongoing	TBD	UDOT, Utah State	UDOT
Purchase more chipping machines	Fire	Mod	1-2 yrs	\$65k each	Utah County	Utah County
Retrofit Historic Courthouse	Earthquake	Mod	5-10 yrs	10 million	Utah County, BRIC, other grants	Utah County
Update community wildfire protection plan	Fire	Mod	1 yr	Staff time	Utah County	Utah County
Participate in updating FIRMs for Utah Lake	Flood	Mod	1-3 yrs	Staff time	FEMA	FEMA

2017 Strategies Update							
Hazard	Action	Priority	Timeline	Cost	Funding Sources	Estimated Cost	Completed?
Wildfire	Fuel Mitigation plan with AF canyon	High	1 year	Minimal	Local Cash	Local Government	Yes
Flooding/ Drought	Highline Canal Retrofit	High	3 years	TBD	Local Cash, Water Conservancy District	Local Government, Water Conservancy District	In Progress
Flooding	Canal assessment with Provo City	High	2 years	TBD	Local Cash	Local government, Provo City	In progress
Terrorism	Natural Resource Protection	High	Ongoing	TBD	Local Cash, grants	Local government	Yes

All Hazards	Implement Early Notification System	High	1 year	TBD	Local Cash	Local Government	Yes
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Alpine

Loss Estimates

Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	789	\$429,868	0.00	0.08	0.00
Fire Risk Moderate	552	\$241,710	0.09	0.55	0.00
Flood 1% Yearly Probability	8	\$4,805	0.00	0.02	0.00
Landslide	5	\$2,433	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	829	\$201,953			

Statement of Vulnerabilities: Alpine's chief concern is the increased probability of post-fire debris flows on de-vegetated hills along its east side. There is very little land left to develop and no new buildings planned in high-risk fire areas with the hillside ordinance.

Action	Hazard	Priority	Timeline	Cost	Potential Funding	Responsible Party
Require geotechnical reports for any proposed development on problem soils or steep slopes	Landslide	Mod	Ongoing	Minimal	Developer	Local gov, Developer

Restructure water rates	Drought	High	1 yr.	Staff time	Local gov	Local gov
Educate residents on disaster preparedness and promote the Great Utah Shake Out	Earthquake, All	Mod	Ongoing	Staff time	Local gov	Local gov
Maintain foothill trails as access roads for vegetation maintenance and fire response	Fire	High	Ongoing	10k	Local gov	Local gov
Improve drought restrictions plan	Drought	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Educate homeowners on firewise practices, especially defensible space	Fire	Mod	Ongoing	Staff time	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Not necessary, none built before 2000
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes, ongoing
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	Ongoing	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes

Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	Ongoing	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Drought	Identify drought assessment criteria. Notify residents of drought conditions.	Medium	2 years	TBD	Local Cash	Local Government	Yes

American Fork

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	5,777	\$1,711,775	18.75	9.52	6.99
Fire Risk High	418	\$277,078	3.61	0.58	0.39
Fire Risk Moderate	707	\$299,228	2.20	1.43	1.94
Flood 1% Yearly Probability	19	\$2,923	0.39	0.01	0.00
Landslide	180	\$55,588	0.49	0.00	0.00
Liquefaction Moderate to High	2,973	\$1,091,471	17.28	8.59	6.39
Earthquake (Pre-1990 buildings)	4,584	\$1,213,659			

Statement of Vulnerabilities: The main vulnerability identified by American Fork is the cross-section of the American Fork River. Through the core of American Fork, the river goes through a series of culverts, many of which may be sized too small. This poses a flooding risk to many surrounding homes and businesses. This is something that we as a city are studying with the Army Corps of Engineers.

Action	Hazard	Priority	Timeline	Cost	Potential Funding	Responsibility
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Install secondary water metering	Drought	High	2 yrs.	9 million	Bureau of Reclamation, Local Cash	Local Gov
Improve outflow and grades for the debris basin	Flood	High	1-2 yrs.	250k	Debris Basin board (American Fork, Highland, and Cedar Hills)	Debris Basin board (American Fork, Highland, and Cedar Hills)
Repair and expand culverts on American Fork River	Flood	High	Ongoing	TBD	Local gov	Local gov
Adopt 2021 NFIP maps and update ordinances	Flood	Mod	1 yr.	Staff time	Local gov	Local Gov
Inventory historic City Hall for possibility of earthquake retrofits	Earthquake	Mod	2-5 yrs.	TBD	Local gov	Local gov
Complete an environmental assessment for the watershed and a plan to better assess the vulnerabilities and determine a procedure to mitigate flooding issues.	Flood	High	2-3 yrs.	400k	Local gov, NRCS	Local gov, NRCS

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flood	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, most buildings are new. City Hall should be checked.

Landslide, Drought	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes
Flood	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Somewhat
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, coordination efforts fell through

Cedar Fort

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	45	\$9,671	0.85	0.00	0.00
Fire Risk Moderate	83	\$14,398	0.23	0.00	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	90	\$11,672			

Statement of Vulnerabilities: Past fires near Cedar Fort have presented a significant risk and future fire could reach the town itself, affecting community assets like the fire station and school building. Increased efforts to clear brush on the hillsides have

proven difficult. The only real development pressure comes from land on the east side that property owners request be annexed into Eagle Mountain.

Action	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsibility
Participate in Utah County Chipping program to reduce fuels	Fire	High	Ongoing	Volunteer hours	Local gov, Utah County	Local gov
Educate firewise principles such as defensible space during the 24th of July celebration and in the water bill.	Fire	Mod	Ongoing	Staff time	Local gov	Local gov
Encourage participation in CERT.	All	Mod	Once every 4 years	Minimal	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Earthquake	Provide CERT classes	High	1 year	Minimal	Local Cash	Fire Department, Local Government	No
Wildfire	Fuel Thinning	High	2 years	Minimal	BLM, DNR, SITLA	BLM, DNR, SITLA	Yes, as needed
Wildfire	Education (Pamphlets at 24 July Celebration, notices in Water Bill)	High	Yearly	Minimal	Local Cash, Forest Service	Local Government, Forest Service	Yes, with Fire Department

Cedar Hills

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.22	0.13	0.00
Fire Risk High	1,156	\$363,034	0.18	3.34	0.00
Fire Risk Moderate	164	\$51,781	0.00	0.08	0.00
Flood 1% Yearly Probability	0	\$0	0.14	0.00	0.00
Landslide	100	\$29,644	0.00	0.77	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	208	\$59,572	NA	NA	NA

Statement of Vulnerabilities: Cedar Hills City lies on the Wasatch Front and within close proximity to the Wasatch fault line. The fault line runs north-south along the foothill interface. While no homes or development are immediately on the fault line, major culinary and irrigation water transmission lines do cross a known fault zone. Due to the potential hazard, the city has installed earthquake valving at the upper supply tanks and modified piping to include an upgraded supply line with locked joint pipe. Regarding wildland fire, many homes are in the Wildland Urban Interface. Cedar Hills is improving the access road that serves as a fire break and improving the codes for any development in the WUI.

Action	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsibility
Install secondary water metering	Drought	High	2 yrs.	2.5 million	Bureau of Reclamation, Local Cash	Local Gov
Improve Wildland Urban Interface development standards with defensible space, roofing materials, etc.	Fire	High	1yr	Staff time	Local Gov	Local Gov

Encourage xeriscaping and Central Utah Water Conservancy District's localscapes	Drought/Fire	High	1 yr.	Staff time	Local Gov	Local Gov
Improve maintenance roads and Bonneville shoreline trail used as a firebreak and access points for fire response vehicles	Fire	High	Ongoing	5k	Local Gov/American Fork Fire Dept	Local Gov
Clear ditches and remove dead vegetation	Flood, Fire	Mod	Ongoing	15k	Local Gov	Local Gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding	Storm Water/ Ditch System Cleaning	Medium	2 years	TBD	Local Cash	Local Government	Yes, ongoing
Earthquake	Participate in Great Shakeout	High	1 Year	N/A	Local Cash	Local Government	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk	Medium	1 year	Minimal	Local Cash, Grants	Local Government	No, in progress
Landslide	Update landslide mapping with UGS and USGS.	Medium	2 years	TBD	Local Cash, Grant	Local Government, USGS, UGS	No, coordination efforts fell through
Drought	Identify drought assessment criteria. Notify residents of drought conditions.	Medium	2 years	TBD	Local Cash	Local Government	Yes

Central Utah Water Conservancy District

Due to the sensitive nature and complexity of CUWCD assets, they performed an independent risk analysis to create and prioritize the following mitigation strategies. Contact Blake Buehler of CUWCD for more information.

Vulnerabilities: The future development of the CUWCD water system will mainly be with a strong emphasis on water conservation, planning of needed additional regional water supply facilities, and incorporation of natural hazard mitigation. The District will also continue in its current efforts to address and incorporate natural hazard mitigation (i.e., seismic upgrades/standards, lightning protection, backup power, wildfire – both direct and indirect effects, etc.) into future design and

construction projects whether they are for new facilities or for capital replacement projects. The following proposal is to help fulfill said efforts.

Priority	Mitigation Package: Facilities	BCR	Mitigation Description	Outside Contractor	In- House	CUWCD O&M	CUWCD CRP	CUWCD CIP	FEMA Grant	Timeline	Package Subtotal
1	Alpine Aqueduct Reach 1 Resiliency Project (Earthquake & Landslide): <i>Alpine Reach 1</i>	-	New Construction	X			X		X	1-3 Years	\$39.4 million
2	DACRWTP Pkg #1 (Tornado): <i>LOX & Vaporizers, Ozone Transformers, Substation</i>	>100	Nonstructural Retrofit	X			X		X	1-3 Years	\$248,649
3	DACRWTP Pkg #2 (Lightning): <i>Operations Bldg., Filter Bldg., FW & WWW Bldg., Rec Bldg., Pump Bldg.</i>	>100	Nonstructural Retrofit	X			X		X	1-3 Years	\$159,564
4	DACRWTP Proj #3 (Earthquake): <i>15 MG Reservoir</i>	14.8	Structural Retrofit	X			X		X	1-3 Years	\$3,304,211
5	Olmsted Proj #2 (Avalanche): <i>Olmsted Diversion</i>	>100	Structural Retrofit	X			X		X	1-3 Years	\$231,088

6	CWP Pkg #1 (Earthquake): <i>Geneva Wells & Pony Express PS</i>	22.9	Nonstructural Retrofit	X	X	X	X		X	3-5 Years	\$2,210
7	Alpine Pkg #1 (Earthquake): <i>Alpine Reach 3, North Branch Pipeline</i>	3.3	Nonstructural Retrofit	X	X	X	X		X	3-5 Years	\$21,329
9	CWP Pkg #2 (Lightning): <i>Geneva Wells</i>	>100	Nonstructural Retrofit	X			X	X	X	3-5 Years	\$359,974
10	CWP Pkg #3 (Lightning): <i>Pony Express PS</i>	37.9	Nonstructural Retrofit	X			X	X	X	3-5 Years	\$716,408
14	Olmsted Pkg #6 (Earthquake & Landslide): <i>Olmsted Diversion, Olmsted Bifurcation Reservoir</i>	-	Geological Investigation	X			X			6-10 Years	\$80,212
15	Diamond Fork Pkg #1 (Landslide): <i>Spanish Fork & Sixth Water Flow Control Structures, Sixth Water Aqueduct, Diamond Fork Pipeline</i>	-	Geological Investigation	X			X			6-10 Years	\$505,952

17	General Pipeline #1 - Stockpile Materials	-	Material Stockpiling		X	X	X			6-10 Years	\$755,950
18	General Pipeline #2 - Training	-	Training	X	X	X				6-10 Years	\$19,538

Eagle Mountain

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	3,679	\$919,235	4.10	7.22	0.00
Fire Risk Moderate	1,774	\$388,039	2.54	9.57	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.69	0.00
Earthquake (Pre-1990 buildings)	94	\$54,568	na	na	na

Statement of Vulnerabilities: Eagle Mountain's primary concern is wildland fire and the large-scale evacuations it might trigger. The Kiowa Valley subdivision is particularly at risk due to single-lane roads leaving the subdivision and main thoroughfares (SR73, Pioneer Crossing, and Porter's Crossing) would be overwhelmed. More people recreating in the hills also increases fire likelihood. Eagle Mountain works with the Kern River Pipeline and others to maintain firebreak trails. Eagle Mountain is attracting a great deal of development throughout. Because most development is recent, buildings and infrastructure are largely up to seismic and fire code, but new residents require education on water conservation, firewise practices, and

evacuation plans. The city would like to attract businesses and a hospital, in particular, to become less dependent on other commercial areas of the county.

Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Install backup generator at well house	All	High	2-3 yrs.	300k	Local gov	Local gov
Upgrade backup generator at City Hall	All	High	2 yrs.	200k	Local gov, grants	Local gov
Educate homeowners in WUI about firewise principles and notify at-risk residents	Fire	High	Ongoing	Minimal	Local gov	Local gov
Educate homeowners on good watering practices, how to reduce water use, and encourage xeriscaping	Drought	Mod	Ongoing	Staff time	Local gov	Local gov
Educate on earthquake preparedness, including Be Ready, CERT, yearly Shakeout drill, and monthly emergency meetings	Earthquake, All	Moderate	Ongoing	Staff time	Local gov	Local gov
Require multiple ways in/out of all new subdivisions	Fire, all	High	Ongoing	Minimal	Developer	Developer, Local gov
Maintain fire access roads that serve as Bike and OHV trails	Fire	Mod	Ongoing	Minimal	Local gov, OHV and Mountain Biking groups	Local gov, OHV and Mountain Biking groups
Maintain Kern River Pipeline firebreak and tree trimming	Fire, flood	Mod	Ongoing	None	Kern River Pipeline Co	Kern River Pipeline Co

Achieve Firewise Community Status	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Encourage hospital to be built in city limits	All	Mod	5-10 yrs.	Unknown	Intermountain Healthcare, MountainStar Healthcare	Private Healthcare organization, Local gov encouragement
Update Emergency Operations Plan with a focus on evacuation routes and inform citizens	Fire, Earthquake	High	1 yr.	Staff time	Local gov	Local gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding	Join NFIP community/participation.	Medium	1 year	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	No, no special flood hazard area
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, all built after 1990
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes, ongoing for drought
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, through CERT

							teams, Shakeout, Be Ready program, and monthly training meetings
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Efforts fell through

Elk Ridge

Loss Estimates						
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles	
Dam Failure	0	\$0	0.00	0.00	0.00	
Fire Risk High	582	\$175,465	1.64	0.00	0.00	
Fire Risk Moderate	167	\$46,436	0.17	0.14	0.00	
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00	
Landslide	0	\$0	0.00	0.00	0.00	
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00	
Earthquake (Pre-1990 buildings)	199	\$44,625	na	na	na	

Statement of Vulnerabilities: Though a second evacuation road has been constructed since 2016, infrastructure is insufficient to handle a major disaster. As growth occurs developers will be required to install proper infrastructure, which should improve the overall situation. Loafer Canyon is a particular concern with its older roads and continual maintenance of debris basins.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Encourage water conservation through education & tiered water rates	Drought	Mod	Ongoing	Minimal	Local gov	Local gov
Complete seismic evaluation of City Hall and Pump Houses, get estimates for retrofiting	Earthquake	Mod	1-2 yrs.	TBD	Local gov	Local gov
Conduct yearly disaster drills	All	Mod	Ongoing	Staff time	Local gov	Local gov, Fire Dept
Construct new Canyon View Road to provide another evacuation route	All	High	1-2 yrs.	TBD	Developers, Local gov	Developers, Local gov
Chipping program in Wildland Urban Interface	Fire	High	Ongoing	Volunteer-hour match	Local gov, citizens, Utah County	Local gov, Utah County
New Firetruck	Fire	Mod	2-3 yrs.	1 million	Local gov	Local gov
Well-maintained trail on S side serving as firebreak road to be installed as development occurs	Fire, Debris Flow	Mod	5-10 yrs.	TBD	Developers, Local gov	Developers, Local gov
Fire Chief must sign off on all plans in WUI, including requirements for fire hydrant proximity, defensible space, and building materials	Fire	High	Ongoing	Staff time	Local gov	Local gov

Geotechnical study required for all new development in hazard areas	All	High	Ongoing	Staff time	Developers	Developers, Local gov
Bury power lines, especially those that may cause fires	All	Mod	Ongoing	\$700k/mile	Local gov, developers	Local gov

2017 Goals Strategies Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation. Promote educating our current residents on flooding risks. upgrade infrastructure	High	Ongoing	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No SFHA
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, not enough staff time
Wildfire	Educate homeowners on FIREWISE practices. seek assistance for upgraded fire suppressing equipment	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA	Yes - education Upgraded equipment still needed
Landslide	Create infrastructure that will eliminate/prevent future erosion of the dugway.	Extremely high	1 year	TBD	Local Cash, Grants	Local Government, UGS, FEMA	Yes, ongoing
Flooding/ Dam Failure	Update Flood mapping and provide to future residents and promote NFIP participation. Promote educating our current residents on flooding risks. upgrade infrastructure	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No SFHA
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, ongoing

Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
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Fairfield

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	2	\$728	0.69	0.00	0.00
Fire Risk Moderate	10	\$1,217	1.28	0.00	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	55	\$11,249	3.25	0.00	0.00
Earthquake (Pre-1990 buildings)	36	\$5,607	na	na	na

Statement of Vulnerabilities: Fairfield has only moderate liquefaction and fire risk and only a small handful of new buildings each year. The Utah County fire marshal approves any permits for new construction. There are no city buildings and neighbors look out for each other. The biggest problem is probably winter weather. The only real development pressure comes from land on the east side that property owners request be annexed into Eagle Mountain.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
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Encourage residents to participate in Utah County's Emergency Notification System	All	Mod	Ongoing	Minimal	Local gov, Utah County	Local gov, Residents
Make sure neighbors know who has backup generators and trucks sufficient for snow removal	Winter weather, all	Mod	Ongoing	None	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No critical buildings
All Hazards	Add texting to Emergency Notification System	Med	1 year	Minimal	Local Cash	Local Government	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes

Genola

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1	\$118	0.19	0.00	0.00
Fire Risk High	31	\$6,571	0.74	0.05	0.06
Fire Risk Moderate	39	\$7,973	0.41	0.00	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	408	\$92,407	7.11	0.00	0.00
Earthquake (Pre-1990 buildings)	214	\$32,681	na	na	na

Statement of Vulnerabilities: Genola needs a second source of water to provide redundancy for drought and fire. Fires burn Goshen Hill on the East side of town almost every year, resulting in lower fuel loads and less intense fires. Since the town uses septic and propane, development pressure is limited.

Mitigation Strategies	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Fire Marshal must approve new development, including 1 hr. fire resistant construction, appropriate landscaping & defensible space, sprinklers, and 2 ingress/egress routes	Fire	High	Ongoing	Staff time	Local gov	Local Fire Dept
New buildings must submit a geotechnical/soil feasibility study to the County to account for liquefaction and problem soils	Liquefaction	Mod	Ongoing	Staff time	Local gov, Developers	Local gov, Developers
Build a second well and water tank on north end of town	Drought, Fire	High	2 yrs.	1 million	Local gov	Local gov
Educate homeowners in debris flow areas about risk during permitting process	Debris flow	Mod	Ongoing	Staff time	Local gov	Local gov
Bring gas lines to town so propane isn't the only source of heating	All	Mod	5-10 yrs.	TBD	Local gov, gas company, grants	Local gov
Work with Utah County to manage vegetation in high fire risk areas	Fire	Mod	Ongoing	5k	Utah County, local gov	Utah County, local gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
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Earthquake	Upgrade City Office Building	High	4 years	TBD	Local Cash, Grants	Local Government	Yes
Landslide	Educate homes in Landslide/ Debris Flow areas on risk	Med	Ongoing	Minimal	Local Cash	Local Government	Yes, ongoing
Flood	Adopt new FEMA flood plains, participate in NFIP	Med	3 years	Minimal	Local Cash, FEMA	Local Government, FEMA	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk	Medium	3 years	Minimal	Local Cash, Grants	Local Government	No, not many houses in fire risk
Flood	Adopt new FEMA flood plains, participate in NFIP	Med	3 years	Minimal	Local Cash, FEMA	Local Government, FEMA	Yes

Goshen

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	63	\$9,070	0.28	0.00	0.00
Fire Risk High	26	\$3,816	0.02	0.04	0.00
Fire Risk Moderate	206	\$28,384	0.07	0.11	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	253	\$33,989	1.19	0.00	0.00
Earthquake (Pre-1990 buildings)	241	\$28,614	na	na	na

Statement of Vulnerabilities: Though the Fire Department was built post-1990 and the church was retrofitted in about 2010, many older homes are in the liquefaction area. We only build 2-3 homes a year, so we don't have development pressure on those problem soils. Reliance on septic tanks keep lot sizes large and limits potential growth.

Mitigation Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Support Fix-the-Bricks	Earthquake	Moderate		0	FEMA	Utah County
Collect spring water and measure output	Drought	High	1 year	350k	CDBG	Local Gov
Bring natural gas to city	All	High	2 years	11 mil	State	State/Dominion Energy
New Water Tank and replace most distribution lines	Drought	High	2 years	4 million	USDA	USDA/Local Gov
Display hazard maps in city hall	All	Moderate	1 year	0	NA	MAG/Local Gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	3 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No Special Flood Hazard Area
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	Minimal	Local Cash, Grants	Local Government	Not necessary, no critical facilities build pre-1990
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	No, very little fire risk in or immediately near Goshen.
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No SFHA
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes

Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	2 years	Minimal	Local Cash, Grants	Local Government	No, very little fire risk in or immediately near Goshen.
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Highland

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	215	\$97,681	0.99	0.42	0.00
Fire Risk High	2,028	\$804,729	3.16	3.95	0.00
Fire Risk Moderate	1,361	\$483,444	1.48	1.19	0.00
Flood 1% Yearly Probability	32	\$14,448	0.37	0.43	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	1,012	\$266,520	na	na	na

Statement of Vulnerabilities: Highland is particularly concerned about flooding and debris flow following fires. With more land developed, there are more impervious surfaces and increased runoff. This will continue with development pressure on Highland's agricultural and open space. The American Fork River and debris basin also need attention to mitigate flooding and fire.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
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Complete installation of secondary water meters	Drought	High	4-5 yrs.	Several million	Local gov, grants	Local gov
Upgrade debris basin structure	Flood	Mod	1-2 yrs.	200k	Highland, American Fork & Alpine	Highland, American Fork & Alpine
Educate residents on disaster preparedness, in particular earthquakes and winter weather	All	Mod	Ongoing	Staff time	Local gov	Local gov
Cut native grasses in fire hazard areas of City owned property by July of each year.	Fire	Mod	Ongoing	10k	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing
Wildfire	Create maintenance plan to cut native grasses in fire hazard areas of City owned property by July of each year.	High	1 year	Minimal	Local Cash	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	Ongoing	Minimal	Local Cash, Grants	Local Government, UGS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, most development is post-1990 and relatively safe.
Drought	Educate Residents on water conservation practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes

Extreme Temperatures	Educate property owners about freezing pipes.	Med	Ongoing	Minimal	Local Cash	Local Government	Yes
Severe Winter Weather	Educate residents on winter weather preparedness.	Med	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Multiple Hazards	Update Emergency Operations Plan	High	2 years	Minimal	Local Cash, Grants	Local Government, Public Safety District	Yes
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	3 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Flooding/ Dam Failure	Maintain drainage ways.	Med	Ongoing	TBD	Local Cash	Local Government	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	TBD	Local Cash, Grants	Local Government, UGS, USGS	No, coordination efforts fell through
Landslide	Review Development standards for issues with hillside development.	Med	2 years	Minimal	Local Cash	Local Government	No, deemed unnecessary

Lehi

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	3,778	\$934,606	5.94	12.15	6.09
Fire Risk High	6,245	\$2,357,674	11.83	11.36	9.70
Fire Risk Moderate	3,830	\$1,189,356	3.61	8.20	1.75
Flood 1% Yearly Probability	157	\$35,459	1.01	1.39	0.71
Landslide	0	\$0	0.00	0.06	0.08
Liquefaction Moderate to High	8,795	\$2,177,717	11.70	35.31	7.28
Earthquake (Pre-1990 buildings)	2,867	\$1,730,698	na	na	na

Statement of Vulnerabilities: Lehi faces development pressure along the northern the Wildland Urban Interface and near Jordan River. Flood Insurance Rate Maps around Utah Lake and Dry Creek are being updated, which will clarify where development can and shouldn't occur. Drought has strained Lehi's water resources, necessitating restrictions.

Mitigation Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Winter preparedness bulletins	Winter weather	Mod	Ongoing	Minimal	Local gov	Local gov
Repair and replace water distribution systems to control leakage and pressure problems, especially downtown	Drought	High	Ongoing	Moderate	Local gov	Local gov, Public Works Water
Reduce water consumption, offer rebate programs for fixtures and equipment	Drought	Mod	Ongoing	Minimal	CUWCD, Local Gov	CUWCD, Local gov
Install secondary meters on 1/4 acre or greater properties	Drought	High	1-3 yrs.	2k/installation	Local gov, Water Division grants	Local gov
Clear ditches and remove dead vegetation	Flood, Fire	Mod	Ongoing	Minimal	Local gov	Local gov
Require developers to provide site-specific environmental information to identify possible on and off-site methods for mitigating impacts	Liquefaction, Flood, Fire	High	Ongoing	Minimal	Developers	Developers, Local gov
Work with FEMA and the Army Corps of Engineers to update FIRMs on Utah Lake and study choke points on Dry Creek	Flood	High	1-2	Staff time	FEMA	FEMA, Army Corps of Engineers

Consider a Critical Lands Overlay in the Wildland Urban Interface and some waterways	Fire, Flood	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Encourage maintenance of existing vegetation and retain natural drainage, i.e., debris flow basins	Debris flow	Mod	Ongoing	Minimal	Local gov	Local gov
Bury power lines to prevent damage	Severe weather	High	Ongoing	Staff time	Developers, Local gov	Developers, Local gov
Provide inspections and maintenance operations to prune trees throughout the city to prevent damage to homes, power, and other cables	Severe weather, Earthquake, Fire	Mod	Ongoing	Minimal	Local gov	Local gov, Public Works
Improve outflow of Dry Creek and rehab Dry Creek dam	Flood, Fire	High	2 yrs.	Complete in 2022	NRCS, BRIC, Local gov	NRCS, Local gov
Expand pipes under Lehi Elementary	Flood	Mod	TBD	Staff time	Local gov	Local gov
Build a new city hall and library to seismic standards	Earthquake	Mod	5-10 yrs.	TBD	Local gov	Local gov
Develop trails along Traverse Mountain to connect to Draper, providing fire access and limiting development in WUI	Fire	Mod	2-3 yrs.	Public works	Local gov	Local gov
Consider a "Flip the Strip" program to reduce water use in parking strips	Drought	Mod	2-3 yrs.	TBD	Local gov, CUWCD	Local gov
Participate in the Utah Shakeout, provide community preparedness classes and maintain a Community Emergency Response Team	Earthquake, all	Mod	Ongoing	Minimal	Local gov	Local gov

2017 Strategies Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Result
Winter Weather	Winter preparedness bulletins	Med	Ongoing	Minimal	Local Government	Fire Department, Local Government	Yes
Drought	Repair water distribution systems to control leakage and pressure problems	High	Ongoing	Mod	Local Government	Local Government	Yes
Drought	Reduce water consumption, offer rebate programs for fixtures and equipment	Med	Ongoing	Minimal	Local Government, Water Conservation Program	Water Conservation Program	Yes, rebates through CUWCD
Drought	Retrofit showers and toilets, increase meter efficiency and maintenance, promote leak detection and repair programs	Med	4 years	Mod	Local Government	Local Government	Yes, ongoing
Earthquake	Seismic Building Retrofitting Program	High	4 years	TBD	FEMA's Project Impact	FEMA, Local Government	No, too difficult for city to administer
Flood	Manage activities affecting water and the land to prevent degradation and minimize risks to life and property	Med	Ongoing	Minimal	Local Government	Local Government	Yes, upgrading and maintaining ditches
Flood	Requiring developers to provide site-specific environmental information to identify possible on and off-site methods for mitigating impacts	High	Ongoing	Minimal	Developers	Developers	Yes
Flood	Implement strategies for flood mitigation outlined in the City's Critical Areas Regulations	Med	Ongoing	TBD	Local Government	Local Government	Yes, flood ordinances were updated

Landslide	Control development in sensitive areas through Hillside and Grading ordinance	High	Ongoing	Minimal	Local Government	Local Government	Yes
Landslide	Encourage maintenance of existing vegetation and retain natural drainage	Med	Ongoing	Minimal	Local Government	Local Government	Yes
Snow Storms	Bury power lines to prevent damage	High	4 years	Moderate	Local Government	Local Government	Yes
Winter Weather & Fire	Provide inspections and maintenance operations to prune trees throughout the city to prevent damage to homes, power, TV and telephone lines	Med	Ongoing	TBD	Local Government	Local Government	Yes

Lindon

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1,512	\$676,801	12.08	8.38	4.39
Fire Risk High	290	\$206,955	0.81	5.28	2.26
Fire Risk Moderate	399	\$145,370	1.10	2.54	0.12
Flood 1% Yearly Probability	27	\$7,215	0.00	2.45	0.00
Landslide	8	\$5,684	0.00	0.48	0.00
Liquefaction Moderate to High	869	\$534,599	14.00	10.02	5.60
Earthquake (Pre-1990 buildings)	1,196	\$568,465	na	na	na

Statement of Vulnerabilities: Lindon's chief concerns are wildland fire in the foothills and having adequate water infrastructure that could survive and earthquake. Lindon works with Utah County to educate residents, manage fuels, and maintain firebreak trails. There are a few homes that would benefit from seismic retrofits as well as the Canberra water tank. Development pressure is mostly toward the lake and every new building must mitigation for liquefaction.

Mitigation Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Adopt new 2021 NFIP maps and update city code	Flood	Mod	1 yr.	Staff time	Local gov	Local Gov
Educate pre-1980 URM's of low-cost retrofits, like strapping water tanks, flexible pipes, etc.	Earthquake	Mod	Ongoing	Staff time	Local gov	Local Gov
Support bringing the Fix-the-Bricks program to Utah County	Earthquake	Mod	1-2 yrs.	Staff time	Local gov	Local Gov
Install secondary water meters on 2400 unmetered connections	Drought	Mod	5-10 yrs.	4 million	Local gov	Local gov
Update stormwater management plan with PG to address PG discharge	Flood	Mod	1-2 yrs.	Staff time	Local gov	Lindon, Pleasant Grove cities
Educate homeowners in WUI about firewise principles	Fire	High	Ongoing	Staff time	Local gov	Local gov
Improve fire breaks adjacent for Forest Service land	Fire	Mod	Ongoing	7.5k	Local gov	Local gov
Maintain ponds for Pleasant Grove to use in fire emergencies	Fire	Mod	Ongoing	10k	Local gov	Local gov
Construct more debris flow basins	Flood	Low	20 yrs.	TBD	Local gov	Local gov
Study Canberra water tank for seismic soundness	Earthquake	Mod	5-10 yrs.	TBD	Local gov	Local gov
Install generators for booster station & wells	All, earthquake	High	2 yrs.	430k	BRIC grant, local gov	Local gov

Construct additional well	Drought	Mod	2 yrs.	1.5 million	Local gov	Local gov
Provide dumpsters for spring and fall yard waste	Fire	Mod	Ongoing	500k	Local gov	Local gov
Encourage teleworking on poor air quality days	Air quality, Climate change	Mod	Ongoing	Staff time	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation. Ditch improvements. Annual dam inspections (Dry Canyon, Squaw Hollow)	High	Ongoing	Moderate	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Follow and apply current building codes adopted by City.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Wildfire	Educate homeowners on FIREWISE practices. Fire suppression required in homes on steep slopes.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Debris Flow	Construct / Install debris flow basins in inventoried hazard areas.	Medium	5 years	High	Local Cash, Grants	Local Government, UGS	Yes
Flooding/ Dam Failure	Restrict development in hazard areas, maintain storm drainage facilities, update ordinances.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation. Avoid hazard areas (faults), Canberra tank fault study.	High	3 years	Moderate	Local Cash, Grants	Local Government, UGS, USGS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	2 years	Minimal	Local Cash, Grants	Local Government	Yes
Debris Flow	Maintain debris flow basins. Monitor wildfire and landslide areas.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes

Mapleton

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	5	\$1,546	0.00	0.02	0.00
Fire Risk High	12	\$4,766	0.81	8.30	0.00
Fire Risk Moderate	247	\$243,027	0.79	9.48	0.00
Flood 1% Yearly Probability	6	\$765	0.00	0.01	0.00
Landslide	0	\$0	0.00	0.04	0.00
Liquefaction Moderate to High	2,901	\$1,101,786	5.37	9.20	0.46
Earthquake (Pre-1990 buildings)	1,063	\$424,672	na	na	na

Statement of Vulnerabilities: Mapleton lacks a stormwater outfall and cannot obtain a discharge permit for Hobble Creek due to Springville's high water table. The city relies on detention ponds and stormwater storage vaults, but high water accumulation events could result in flooding. The city is implementing innovating design and technology to better capture rain on-site, such as bioswales, rain gardens, and improved storage vaults. Maple Mountain has a high likelihood of catching fire, which could move into the WUI and cause secondary hazards such as flooding and mudslides.

Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Educate residents on good watering practices and how to conserve during a drought	Drought	High	Ongoing	Minimal	Local gov	Local gov
Educate residents on wildfire mitigation, such as defensible space and roof materials	Fire	High	Ongoing	Minimal	Local gov	Local gov

Participate in the yearly Shakeout drill	Earthquake	Mod	Ongoing	Minimal	Local gov	Local gov
Create a mountain biking trail along the fire break road to improve maintenance and access	Fire, Mudslide	Mod	2-3 yrs.	Included in new development	Developers	Local gov, Developers
Exchange density in other areas for development on hillside	Fire, Mudslide	High	Ongoing	0	Local gov	Local gov
Strengthen city code to require more fire-mitigating principles in WUI	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Require development in the floodplain elevate homes	Flood	High	Ongoing	Minimal	Developers	Local gov, Developers
Create localscapes/xeriscape demonstration garden	Drought	Low	2-4 yrs.	TBD	Local gov	Local gov
Support bringing the Fix-the-Bricks program to Utah County	Earthquake	Mod	2-5 yrs.	Unknown	BRIC grants	Utah State or Utah County

2017 Strategies Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Yes
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes

Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, Ether Hollow

Nebo School District

Vulnerabilities: Nebo has a handful of older elementary schools that could be retrofitted or rebuilt to current seismic code. Nebo has already bonded to rebuild some of the larger schools. It is important that schools are prepared to serve as evacuation centers. Also, Turf fields are increasingly expensive and the quality of artificial grass makes a transition attractive. A great deal of development is occurring in Nebo School District and new schools are being built to accommodate it.

Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Look for opportunities to retrofit or rebuild schools built before seismic code, including Spanish Fork and Payson Jr High, Santaquin, Goshen, Sage Creek, Cherry Creek, and Park Elementaries.	Earthquake	High	Ongoing	TBD	Nebo School District, BRIC grants	Nebo School District
Replace grass on sports fields with artificial turf in all 5 high schools	Drought	High	2 yrs.	1 mil/field	Nebo School District	Nebo School District
Replace or build Spanish Fork, Payson, and Springville high schools up to current building code	Earthquake	High	2024, 2025, and 2026	Tens of millions	Nebo School District	Nebo School District

Ensure high schools have the capability to serve as evacuation centers, including emergency power and water	All	High	Ongoing	A few thousand	Nebo	Nebo School District
Salem City has two canals that run through our city limits. We are concerned about breaches and the issues associated with that. We are also aware of the area and the risk of earthquakes, as we are on a major fault line. To the east of our city is the mountain range, knowing issues with fires and mudslides.	Flood	Mod	1-2 yrs.	Staff time	Local gov	Local gov

Orem

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1,492	\$404,918	2.43	4.42	0.00
Fire Risk High	597	\$291,838	4.35	12.34	4.34
Fire Risk Moderate	254	\$74,252	0.27	0.05	2.10
Flood 1% Yearly Probability	11	\$2,781	1.12	0.72	0.00
Landslide	21	\$8,331	0.09	3.16	0.00
Liquefaction Moderate to High	3,019	\$1,046,381	17.25	11.47	17.97
Earthquake (Pre-1990 buildings)	15,720	\$3,947,009	na	na	na

Statement of Vulnerabilities: Orem's most pressing hazard is the potential for wildland fire along the east bench with associated secondary hazards such as mudslides. Though the gun range fire in 2020 cost 4 million, it could have done much more damage had circumstances been different. An earthquake would cause widespread damage to Orem. Orem is considering rebuilding the City Center, which does not meet current seismic requirements, in addition to ongoing citizen education and yearly drills. There are also critical facilities on the East Bench fault lines that would be disrupted in an earthquake, such as the Salt Lake Aqueduct and Central Utah Water lines. Orem is working with Central Utah to relocate their pipes to a safer location.

Mitigation Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Relocating CUWCD's 10' water pipes on the east bench to avoid fault lines	Earthquake	Mod		millions	CUWCD	CUWCD
Retrofit wastewater facilities on Carterville and Geneva to meet current building code	Flood	Mod	2-5 yrs.	4 million	Local gov	Local gov
Require geotechnical studies for new construction in the foothills and in the Southwest annexation area	Landslide, Liquefaction	Mod	Ongoing	Minimal	Developer	Developer
Citywide yearly emergency drill, CERT team, staff participation in Shakeout drill	Earthquake	High	Ongoing	Minimal	Local gov	Local gov
Rebuild City Center to withstand major earthquake	Earthquake	Mod	5-10 yrs.	23 million	Local Gov, grants	Local Gov
Encourage Fix-the-Bricks program serving Utah County	Earthquake	Mod	1-2 yrs.	TBD	BRIC grants	Utah State or Utah County
Firewise Education	Fire	High	Ongoing	Minimal	Local gov	Local gov/Fire Dept
Maintain fire break and remove vegetation along the east bench with a focus near the gun range	Fire	High	Ongoing	2-3k	Local gov	Local gov

Participate in County-led chipping program	Fire	Mod	1-2 yrs.	TBD	Local gov, Utah County	Local gov, Utah County
Exemplify good water use on city facilities during drought, i.e., xeriscaping, focus on trees and shrubs, watering turf grass at night	Drought	Mod	Ongoing	Minimal	Local gov	Local gov
Install water re-use facility for Sleepy Ridge golf course and Lakeside Sports Park	Drought	High	3 yrs.	5 million	Local gov	Local gov

2017 Strategy Update

Hazard	Action	Priorty	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Flooding/Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes, ongoing
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Yes
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing
Landslide	Public education on correct watering practices and retaining measures in susceptible areas.	Med	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes, in Hillside Ordinance
Flooding/Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances	High	2 years	TBD	Local Cash, Grants	Local Government	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, Ongoing

Wildfire	Promote FIREWISE landscaping to resident's living in vulnerable areas of the city	High	1 year	Minima l	Local Cash, Grants	Local Government	Yes, Ongoing
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minima l	Local Cash, Grants	Local Government, UGS, USGS	No, efforts fell through

Payson

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1,057	\$178,637	1.65	0.61	0.00
Fire Risk High	1,199	\$275,117	2.68	2.47	0.95
Fire Risk Moderate	1,339	\$246,738	1.94	1.43	2.23
Flood 1% Yearly Probability	330	\$83,145	0.79	0.02	0.48
Landslide	0	\$0	0.00	0.09	0.00
Liquefaction Moderate to High	2,487	\$560,660	15.44	7.54	8.51
Earthquake (Pre-1990 buildings)	2,694	\$562,128	na	na	na

Statement of Vulnerabilities: Payson City currently has two areas of the City that have been designated as flood plains by FEMA. When a new home or structure is requested to be constructed in one of the flood plain areas, we require that the applicant meet certain requirements to be able to construct a building in the flood plain. Homes and structures were built before today's current standards existed and Payson City does all that it can in a large rainfall event to protect these structures from getting flooded. Payson City also has a few subdivisions that have only one evacuation route and due to the hillside development, that they were constructed on this is a concern that we deal with if there ever is a need to evacuate. We also have one development that has an earthquake fault line running through it, with one existing home sitting directly on the fault

line. This has been addressed with the home owner but is a concern in a large earthquake. Also concerning is a high-pressure gas line that crosses the fault.

Mitigation Action	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Continue monthly preparedness meetings	All	Mod	Ongoing	Minimal	Local gov	Local gov
Promote the Utah Shakeout and share family preparedness booklet	Earthquake, All	Mod	Ongoing	1k	Local gov	Local gov
Support Fix-the-Bricks expanding to Utah County	Earthquake	Mod	4 yrs.	TBD	Grants	TBD
Upgrade Water Treatment Plant and oxidation ditch	Drought, all	High	by 2024	23 million	Local gov	Local gov
Hire more personnel for Fire Marshal	Fire, all	High	1-2 yrs.	80k	Local gov	Local gov
Protect water sources with regular channel cleaning, silt fence	Fire, Flood	High	Ongoing	10-15k	EWP/NRCS	NRCS, Local gov
Complete design phase for upsizing culverts in Dry Creek	Flood	Mod	2 yrs. design, 4 yrs. to construct	TBD	NRCS, Local gov	NRCS, Local gov
Culvert cleaning in high snowpack years	Flood	Mod	Ongoing	Volunteer hours	Local gov, Volunteers	Local gov
Tiered water rate program	Drought	High	1-2 yrs.	Staff time	Local gov	Local gov
Install pressure irrigation pond	Drought, Flood	Mod	5-10 yrs.	TBD	Local gov, grants	Local gov
Install water tank	Drought, Fire	Mod	3 yrs.	500k	Local gov	Local gov
Drill a new well	Drought	High	1 yr.	1.5 million	Local gov	Local gov
Install water metering	Drought	High	1 yr.	5.3 million	Local gov	Local gov

Any development in Wildland Urban Interface must have defensible space, clustered homes, etc.	Fire	High	Ongoing	Staff time	Local gov	Local gov
Highline Canal Retrofit	Earthquake	High	5-10 yrs.	150 million	Pipeline Company	Pipeline Company
Participate in County Chipping Program	Fire	High	Ongoing	30k	Local gov, Volunteers, State Fire program, Utah County	Local gov, Utah County
Participate in Utah County Emergency Notification System	All	Mod	Ongoing	6k	Local gov	Local gov, Utah County

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes

Pleasant Grove

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles

Dam Failure	5,915	\$1,504,596	6.36	0.70	2.59
Fire Risk High	637	\$170,120	0.19	2.54	0.01
Fire Risk Moderate	1,185	\$389,306	0.49	0.31	0.03
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	24	\$7,557	0.00	1.00	0.00
Liquefaction Moderate to High	3,437	\$1,026,021	6.04	0.92	2.86
Earthquake (Pre-1990 buildings)	3,902	\$904,610	na	na	na

Statement of Vulnerabilities: Pleasant Grove's main concerns are fire and drought. An uptick of recreational activity in the foothills makes fires more likely and an increasing population requires new sources/better use of water. Pleasant Grove has a varied stock of homes and some older properties could use earthquake retrofitting. There is development pressure in formerly agricultural land toward the lake. Slope requirements prohibit much more development in the foothills.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Adopt new 2021 NFIP maps and update city code	Flood	Mod	1 yr.	Staff time	Local gov	Local Gov
Support bringing the Fix-the-Bricks program to Utah County	Earthquake	Mod	2 yrs.	Staff time	Local gov	Local gov
Install generator for well pump	All, earthquake	Mod	2-3 yrs.	300k	Local gov	Local gov
Require metering on all new development	Drought	Mod	Ongoing	None	Local gov, developers	Local gov, developers
Install water meter on all buildings	Drought	Mod	5-10 yrs.	millions	Local gov	Local gov
Update Stormwater Master Plan with Lindon	Flood	Mod	1 yr.	Staff time	Local gov	Lindon, Pleasant Grove cities

Implement chipping program	Fire	Mod	1-2 yrs.	8k	Local gov, Utah County	Pleasant Grove
Maintain fire access roads	Fire	Mod	Ongoing	10k	Local gov	PG Fire department, hillside property owners
Include firewise principles in WUI code	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Construct new well	Drought	High	2 yrs.	4.5 million	Local gov	Local gov
Provide dumpsters for spring and fall yard waste	Fire	Mod	Ongoing	30k	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Earthquake	Study on vulnerabilities of Critical Facilities	High	3 years	\$20,000	FEMA, Local Government	Local Government	No, mostly newer critical buildings
Fire	Install emergency generator to pump water for fire prevention.	High	5 years	1 million	FEMA, Local Government	Local Government	Not yet, limited resources
Dam Failure	Upgrade Battle Creek and Grove Creek dams to conform to seismic standards	High	2 years	TBD	North Utah County Water Conservancy District	North Utah County Water Conservancy District	Upgraded Battle Creek, Grove Creek yet to come.
Drought	Public education on correct watering practices	High	Ongoing	Minimal	Local Government	Local Government	Yes
Earthquake	Promote earthquake awareness and preparation	High	Ongoing	Minimal	Local Government	Local Government	Yes
Landslide	Require geotechnical reports for proposed structures in landslide-prone areas, conform to Hillside ordinance	High	3 years	Minimal	Local Government	Local Government	Yes
Flooding	Update storm water master plans to reduce flooding in developing areas	High	3 years	Minimal	Local Government	Local Government	No, limited resources

Provo

Hazard	Loss Estimates				
	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	16,883	\$5,531,865	36.42	41.71	32.05
Fire Risk High	652	\$364,479	0.94	29.04	0.20
Fire Risk Moderate	227	\$76,906	0.60	4.20	0.69
Flood 1% Yearly Probability	48	\$23,058	0.47	9.80	0.25
Landslide	290	\$108,752	0.00	4.46	0.00
Liquefaction Moderate to High	19,338	\$6,140,581	40.33	48.54	49.49
Earthquake (Pre-1990 buildings)	15,358	\$4,386,424	na	na	na

Statement of Vulnerabilities: Regarding drought, Provo's water distribution division utilizes dozens of local springs to supplement wells, such as Provo Canyon springs supplying water to the treatment facility. Some of the old lines lie below the Provo River Bed and current policy does not allow construction on the river to move and replace those lines for access. Provo needs enhanced water storage capacity for long-term droughts. Provo's position between Utah Lake and the Wasatch Mountain range creates a challenge for large-scale evacuations, as does Provo River, the Union Pacific Rail Line, and Interstate 15. West of I-15, residents have limited routes for evacuation. There are 2 exits with underpasses and 3 other underpasses to the east side, all of which would bottleneck during a large evacuation. The Wasatch Fault is located on Provo's east bench. There are slow moving landslides occurring in neighborhoods that impact residents and infrastructure. These slides are being monitored by the Utah Geological Survey and there are considerations for planning. Provo Airport is a Part 139 FAA Certified airport. It is growing and will increase traffic and the need for emergency response. Vegetation between the airport and Utah Lake is difficult to manage.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Adopt a Conservation and Resilience section of the general plan that addresses emissions, wildland preservation and resiliency to disasters.	All, Climate Change	Mod	1 yr.		Local gov	Local gov
Complete design for and construct/rehab levees around the Provo River and Provo Airport	Flood	High	2-5 yrs.	50 million	Local Gov, BRIC and other grants	Local Gov, FEMA
Implement <i>Ready Set Go</i> program, including education on defensible space and a chipping program	Fire	High	Ongoing	50k	Local Gov	Local Gov
WUI Program? See Chris email	Fire					
Encourage a statewide Fix-the-Bricks program	Earthquake	High	1-2 yrs.	minimal	FEMA, Utah State	FEMA, Utah State Gov
Continue with Aquifer Storage and Recovery, including a water treatment plant and infiltration in Rock Canyon	Drought	High	1-2 yrs.	80 million	Local Gov, WIFIA, ARAP, BRIC, Water Smart program, Water Resources Board and Drinking Water Board State revolving loans	Local Gov
Deepen wells	Drought	High	1-2 yrs.	300k	Local Gov	Local Gov
Tree Trimming	Severe weather,	High	Ongoing	??	Provo Power	Provo Power

	wind, earthquake					
Provo Delta Restoration Project	Flood	Mod	3 yrs.	51 million	State of Utah, Western Area Power Administration, Central Utah Water Conservancy District, and federal appropriations.	CUWCD, US Dept of Interior, Utah Reclamation, Mitigation, and conservation commission, June Sucker Recovery Program
Hillside Management in Carterville, Grandview, and Slate Canyon areas	Fire	Mod	1yr	??	Local Gov	Local Gov
Participate in the Provo River Levee Analysis and Mapping Process (LAMP) to identify potential improvements to levee system	Flood	High	1 yr.	Staff time	Local Gov, Grants	Local Gov
Replace vulnerable areas of large diameter pipe	Flood/Dam Failure	High	Ongoing	CIP	Local Cash	Local Gov
Replace city buildings to meet seismic code	Earthquake	High	1 yr.	69 million	Local Cash, Grants	Local gov

2017 Strategies Update

Hazard	Action	Priority	Timeline	Cost	Potential Funds	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes/recertify every 5 years

Flooding/ Dam Failure	Review existing ordinances related to flood plain hazards to identify needed revisions, if any.	High	1 – 2 years	Minimal	Local Cash, Grants	Local Government	Yes
Flooding/ Dam Failure	Participate in the Provo River Levee Analysis and Mapping Process (LAMP) to identify potential improvements to levee system.	High	3 years	TBD	Local Cash, Grants	Local Government, FEMA, Others?	Ongoing, almost complete
Flooding/ Dam Failure	Replace vulnerable areas of large diameter pipe.	High	5 years	CIP	Local Cash	Local Government	Ongoing
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Yes
Wildfire	Educate homeowners on Ready Set Go practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Ongoing
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes, through new Hillside Ordinance
Landslide	Review existing ordinances related to slide area hazards to identify needed revisions, if any.	High	1 2 years	Minimal	Local Cash, Grants	Local Government	Yes, through new Hillside Ordinance
Flooding/ Dam Failure	Participate in the Provo River Levee Analysis and Mapping Process (LAMP) to identify potential improvements to levee system.	High	3 years	TBD	Local Cash, Grants	Local Government, FEMA	Yes
Flooding/ Dam Failure	Replace vulnerable areas of large diameter pipe.	High	5 years	Identified in CIP	Local	Local Government	Yes/Ongoing
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, with CERT, Shakeout drill
Wildfire	Incorporate Ready Set Go landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Wildfire	Restrict use of fireworks at highly vulnerable areas.	High	1 year	Minimal	Local Cash	Local Government	Yes
Landslide	Review existing ordinances related to slide area hazards to identify needed revisions, if any.	High	1-2 years	Minimal	Local Cash, Grants	Local Government	Yes, with new Hillside Ordinance

Drought	Promote water saving programs.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
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Salem

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	188	\$41,205	0.04	1.02	0.00
Fire Risk Moderate	990	\$255,991	0.58	0.78	0.00
Flood 1% Yearly Probability	17	\$3,452	0.02	0.00	0.00
Landslide	27	\$7,392	0.00	0.00	0.00
Liquefaction Moderate to High	639	\$167,356	2.61	2.06	0.00
Earthquake (Pre-1990 buildings)	886	\$188,562	na	na	na

Statement of Vulnerabilities: Salem City has two canals that run through our city limits. We are concerned about breaches and the issues associated with that, especially post-earthquake flooding. We are keenly aware of the fire risk with resulting debris flow damage since the Bald Mountain fire. Many people are moving to and building in Salem. New homes are expected on the East side of town and we need codes that address hazards in the area and for developers to participate in mitigation projects such as water retention basins.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
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Pipe Salem Canal and build trail on top	Flood	High	1-3 yrs.	60 million	CUWCD, Local Gov, MAG, Salem Canal Irrigation Company, Division of Water Resources	CUWCD, Salem City, Salem Canal Company
Build detention basin coming out of Loafer Canyon	Flood, Debris Flow	High	3-4 yrs.	500k land, TBD construction	Salem, Elk Ridge, Woodland Hills, NRCS	Salem, Elk Ridge, Woodland Hills
Update codes and ordinances to guide development in hazard-prone areas	All	High	1-2 yrs.	Staff time	Local gov	Local gov
Build water retention basin at the base of Maple Canyon	Flood, Debris Flow	Mod	3-4 yrs.	TBD	Local gov, Developers	Local gov, Developers
Hire code enforcement officer	All	Mod	1 yr.	50k/yr.	Local gov	Local gov
Participate in Great Utah Shakeout and educate citizens on earthquake safety	Earthquake	Mod	Ongoing	Staff time	Local gov	Local gov
Green Waste dumpsters for Spring-Fall	Fire	Mod	Ongoing	5k	Local gov	Local gov
Incentives for water-use reduction such as Flip-the-Strip, Localscapes, Smart Meters, etc.	Drought	Mod	Ongoing	Unknown	CUWCD	CUWCD, Local gov
Build independent Public Safety Building	Earthquake, All	High	3-4 yrs.	TBD	Local gov	Local gov
Construct new water tanks as development occurs	Drought, Fire	Mod	5-10 yrs.	TBD	Local gov, Developers	Local gov, Developers

Pipe Highline Canal	Flood, Drought	Mod	10-15 yrs.	TBD	Local gov, Highline Canal Company, grants	Local gov, Highline Canal Company
Require any new water retention basins to be entirely xeriscaped	Drought, Flood	Mod	Ongoing	Minimal	Developers	Developers
Educate citizens on emergency preparedness through City Calendar printed and shared with all homes	All	Mod	Ongoing	A few thousand	Local gov	Local gov

2017 Strategy Update							
Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Flooding/ Canal Breach	Coordinate efforts with Salem Canal, Strawberry Highline Canal and bureau of reclamation	High	Ongoing	TBD	State and Federal	BOR, Salem Canal Highline Canal, local government	Ongoing
Earthquake	Inventory current critical facilities for seismic standards.	High	Ongoing	TBD	Local Cash, Grants	Local Government	In Progress, getting cost estimate for separate Public Safety building
Wildfire	Educate homeowners on FIREWISE practices.	Med	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, Ongoing
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	Ongoing	TBD	Local Cash, Grants	Local Government, UGS	Yes, Ongoing
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes

Flooding/Canal Breach	Coordinate efforts with Salem Canal, Strawberry Highline Canal and bureau of reclamation	High	Ongoing	TBD	State and Federal	BOR, Salem Canal Highline Canal, local government	Ongoing
Earthquake	Promote earthquake awareness and preparation.	High	Ongoing	TBD	Local Cash, Grants	Local Government	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	Med	Ongoing	Minimal	Local Cash, Grants	Local Government	In progress
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	Med	Ongoing	TBD	Local Cash, Grants	Local Government, UGS	In progress

Santaquin

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	1,718	\$321,873	4.85	0.76	0.88
Fire Risk High	930	\$208,811	1.85	4.62	1.16
Fire Risk Moderate	1,243	\$257,246	2.27	2.25	1.08
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	57	\$10,546	0.00	0.08	0.00
Liquefaction Moderate to High	0	\$0	0.20	0.00	0.00
Earthquake (Pre-1990 buildings)	848	\$143,262	na	na	na

Statement of Vulnerabilities: Santaquin faces several vulnerabilities due to local geology, proximity to wildlands, and past development policies. These vulnerabilities include homes which have been built along the eastern border of the town (US Forest Service boundary) which are at risk for wildfires, landslides, and debris flow impacts. These same homes are also built

in close proximity to a fault line. Santaquin has adopted hillside development standards to address future development in these areas. There is also a large quantity of hazardous materials that pass through Santaquin on the railroad and State Routes.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Work with Utah County and NRCS to rebuild Santaquin Debris Flow Basin	Flood	High	4 yrs.	20 million	NRCS, Utah County, Santaquin	NRCS, Utah County, Santaquin
Complete final design of 6 debris basins on the east bench currently threatening homes and a charter school	Debris flow, flood	Mod	3-5 yrs.	9.1 million	NRCS	NRCS, Santaquin responsible for land acquisition
Install backup generators for Public Safety/Admin building	All	High	2 yrs.	250k/generator	BRIC grants, Local gov	Local gov
Build new City Hall with Emergency Ops Center	All	High	2-4 yrs.	6 million	Local gov	Local gov
Perform seismic study of pre-1990 water tanks and drinking-water wells	Earthquake	Mod	2-4 yrs.	\$25k	Local gov, BRIC grants	Local gov
Retrofit historic 1900s museum	Earthquake	Low	TBD	6 million	Local gov	Local gov
Conduct yearly chipping program	Fire	Mod	Ongoing	\$15k	Utah County, Local gov, Forest Service	Utah County, Local gov, Forest Service
Review and adopt new IBC code for the WUI, including specification of WUI zones	Fire	High	1 yr.	Staff time	Local gov	Local gov
Fire Marshal must approve new development, including 1 hr. fire resistant construction, appropriate	Fire	High	Ongoing	Staff time	Local gov	Local Fire Dept

landscaping & defensible space, sprinklers, and 2 ingress/egress routes						
Allow and encourage xeriscaping	Drought	Mod	Ongoing	Staff time	Local gov	Local gov
Drill another drinking well	Drought	Mod	20 yrs.	\$1.5 million	Local gov	Local gov
Construct a second fire station with a ladder truck	Fire	Mod	5-10 yrs.	\$8 million	Local gov	Local gov
Educate homeowners on wildfire risk and home hardening by sharing literature	Fire	Mod	Ongoing	Minimal	Local gov	Local Fire Dept
Participate in the Shakeout Drill	Earthquake	Mod	Ongoing	Minimal	Local gov	Local gov
Continue to work with Summit Creek Management Group to construct runoff capture and recharge areas	Flood	High	Ongoing	\$15k/yr.	Local gov & Developers	Local gov & Developers

2017 Strategies Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	No Special Flood Hazard Area
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	No, few critical facilities build pre-2000
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes, Ongoing

Flooding/ Dam Failure	Continue to work with Summit Creek Management Group to construct runoff capture and recharge areas	High	Ongoing	\$1,500,000	Local, Private, Grants	Private Irrigation Company	Yes, Ongoing
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No Special Flood Hazard Area
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, Ongoing
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes, with Hillside Ordinance
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, with NRCS

Saratoga Springs

HAS THEIR OWN PLAN, INDEPENDENTLY CREATED AND ADOPTED

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	237	\$47,094	0.12	1.19	0.00
Fire Risk High	4,797	\$1,259,118	3.81	13.19	0.00
Fire Risk Moderate	937	\$235,667	2.28	6.90	0.00
Flood 1% Yearly Probability	10	\$1,195	0.05	1.06	0.00
Landslide	7	\$1,521	0.00	0.03	0.00
Liquefaction Moderate to High	6,283	\$1,633,749	19.98	7.81	0.00

Earthquake (Pre-1990 buildings)	127	\$103,907	na	na	na
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Statement of Vulnerabilities: Saratoga Springs' highest priority hazards are 1) Wildfire 2) Debris Flow and 3) Severe Storms. The recent Dump Fire and subsequent evacuations underscored the importance of fuel reduction and fire breaks to avoid large-scale evacuations on the few routes in and out of the city. There are several master-planned developments in progress throughout the city. These new developments will follow the most recent code and zoning requirements, making them relatively safe. The city works extensively to ensure adequate drainage and retention basins in new development.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Conduct fuel reduction projects on undeveloped lands adjacent to City boundaries, where such lands pose a wildfire hazard to the city. This will be done cooperatively with the BLM, DNR, and private land owners.	Fire	Mod	1-2 yrs.	100,000	BRIC, HMGP, FMA, DNR	Local gov
Construct fire breaks along or near certain boundaries of the city. This may be done in cooperation with trail development projects,	Fire	High	4 yrs.	300000		
Reduce fuels on undeveloped lands that are in close proximity to City owned infrastructure, such as wells and pump stations.	Fire	High	4 yrs.	100000	BRIC, HMGP, DNR	Local gov
Conduct public education programs, in cooperation with other agencies, such as BLM and DNR to promote fire safe practices on public lands.	Fire	Mod	Ongoing	TBD		
Perform a detailed hazard assessment of other potential debris flow areas	Debris Flow	High	1 yr.	100,000		

Implement other debris flow hazard mitigation projects, if warranted by the hazard assessment	Debris Flow	Mod	4 yrs.	1000000		
Consider further zoning restrictions as an alternative to debris flow mitigation projects	Debris Flow	Mod	2 yrs.	Minimal	Local gov	Local gov
Consider purchasing and installing additional emergency generators. These generators would serve critical facilities.	All, Flood	Mod	1-2 yrs.	400,000	PDN, HMGP	Local gov
Consider the installation of gravel drains at buried vaults, use of flexible piping (such as HDPE piping), SCDA upgrades, and earthquake-triggered shut-off valves around certain infrastructure	Earthquake, Flood	Mod	4 yrs.	Minimal	TBD	Local gov
Coordination of Water Savings Projects Occurs with Local and Regional Water Management Entities, including CUWCD and Local Canal Companies	Drought	Mod	Ongoing	Minimal	Local gov, CUWCD	Local gov
Installations of berms around low lying sewer lift stations or well pump houses	Flood	Mod	4 yrs.	500,000	BRIC, HMGP	Local gov
Construction of additional drainage culverts under transportation infrastructure	Flood	Mod	TBD	TBD	Local gov, UDOT	Local gov
As new culinary water storage tanks, pump stations, and well houses are built, the designs may integrate further seismic, fire, and flood protection into the buildings and equipment. • As new sources are developed, more stringent source protection plans can be integrated to protect against specific hazards identified in the multi-hazard mitigation plan for the specific source locations.	All, Flood	High	4 yrs.	TBD	Local gov, developers	Local gov

• As new transmission lines are designed and constructed (in high hazard areas) mitigation measures may be incorporated into the design. An example would be transmission lines that will be servicing areas (that have been identify as high risk for wildfire) could have additional fire protection and flow capacity, and fire hydrants placed more frequently than in low hazard areas.						
System improvements near undeveloped areas of the town and near areas identified as high risk for wildfire can have fire protection uses designed into the system, such as the utilization of green strips and defensible space. • Open channel ditches can be sized for flood control in high hazard flood areas.	Fire	Mod	4 yrs.	TBD	Local gov	Local gov
Sewer Systems: As lift stations, pump stations, and wastewater treatment plants are improved, additional seismic, fire, and flood protections may be integrated to help protect against unforeseen natural disasters. • As waste water systems are inspected and repairs are made in high-risk areas, such as areas identified to have the potential for liquefaction, seismic protection factors may be incorporated as identified by the plan.	All, liquefaction	Mod	5 yrs.	TBD	Local gov	Local gov
Storm Drains: Culverts in areas that are identified as debris flow basins can be sized appropriately to pass debris without clogging, or have protections	Debris flow, flood	Mod	6 yrs.	TBD	Local gov	Local gov

placed on them to prevent damage from debris flow. • Open channel storm drain channels can be sized to help channel flood flows in areas identified as high hazard for floods.						
Transportation: Culverts in areas that are identified as debris flow basins can be sized appropriately to pass debris without clogging, or have protections placed on them to prevent damage from debris flow. • Roads in areas identified as high hazard for wildfire can be designed and laid out as fire breaks.	Debris flow, flood, fire	Mod	7 yrs.	TBD	Local gov	Local gov
Berm construction at Lift Stations	Flood	Mod	4 yrs.	500,000	BRIC, HMGP	Saratoga Springs
Design and construction of seismic retrofit measures for existing facilities	Earthquake	Mod	2 yrs.	100,000	PDN, HMGP	Saratoga Springs
Retrofit design and construction of vulnerable below grade utilities	Earthquake, all	Mod	4 yrs.	1.5 mil	BRIC, HMGP	Saratoga Springs
Cooperation with other entities to construct canal lining or piping projects	Drought	Mod	4 yrs.	TBD	WS	Saratoga Springs

2017 Strategy Update

Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding	Promote NFIP participation	High	Ongoing	Minimal	Local cash, grants	Local Gov, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local cash, grants	Local gov	No, mostly new buildings

Wildfire	Educate homeowners on FIREWISE practices	High	Ongoing	Minimal	Local cash, grants	Local gov	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 yr.	TBD	Local cash, grants	Local gov, UGS	Yes
Flooding	Update Flood and Inundation mapping and incorporate into general plans and ordinances	High	2 yrs.	TBD	Local cash, grants	Local gov, FEMA, UDHS	Partial: 1.5 of 3 detention basins built
Earthquake	Promote earthquake awareness and preparation	High	1 yr.	Minimal	Local cash, grants	Local gov, UGS, USGS	Partial: Info on website and social media, starting CERT
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk	High	1 yr.	Minimal	Local cash, grants	Local gov	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 yrs.	Minimal	Local cash, grants	Local government, UGS, USGS	Partial: Some hillside stabilized through construction efforts

Spanish Fork

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	503	\$200,435	2.31	6.84	4.39
Fire Risk Moderate	1,304	\$348,125	2.81	4.18	1.79
Flood 1% Yearly Probability	3	\$380	0.00	0.09	0.01
Landslide	16	\$3,669	0.00	0.33	0.00
Liquefaction Moderate to High	5,757	\$1,490,565	25.55	26.03	9.25
Earthquake (Pre-1990 buildings)	3,585	\$874,641	na	na	na

Statement of Vulnerabilities: We focus on homes surrounding Spanish Fork River. There is pressure to develop in the 100 yr. floodplain where agricultural land is abundant. Our main waterline runs below the Crab Creek Slide, which will eventually move onto the line itself. Many older homes are located in high-liquefaction areas.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Chipping Program	Fire	Moderate	3 years	10k	Local Gov, County	Local Gov, County
Identify properties for LeRay McAllister Critical Land Preservation	Flood	Moderate	Ongoing	Staff time	LeRay McAllister Critical Land Conservation Fund	Local Gov
Support Fix-the-Bricks	Earthquake	Moderate		0	FEMA	Utah County
Replace Library	Earthquake	High	1 yr.	TBD, several million	Local Gov	Local Gov
New Fire & EMS Station	All	High	2 yr.	Multiple millions	Tax raise	Local Gov
Stabilize at-risk sections of the riverbank	Flood	Mod	5 yrs.	250k	NRCS Grant, Local Gov	Utah County/Local Gov
Water metering and online portal to view water use	Drought	Mod	Ongoing	Millions	Local Gov	Local Gov
Free Smart Controllers for private landscaping	Drought	Mod	Ongoing	60/unit	Local Gov, CUWCD	Local Gov, CUWCD
Extensive river clearing in high-snowpack years	Flood	High	Ongoing	10-15k	Local Gov	Local Gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Flooding	Remove debris from riverine areas	High	Ongoing	Minimal	Local Government	Local Government	Yes
Fire	Yearly Inspections from Fire Marshal, FIREWISE education	High	Yearly	Minimal	Local Government	Local Government	Yes
HAZMAT	Fire dept. HAZMAT certified	High	1 Year	Minimal	Local Government	Local Government	Yes
Landslide	Public education on correct watering practices and retaining measures	Med	Ongoing	Minimal	Local Government	Local Government	Yes
Earthquake	Promote earthquake awareness and preparation through CERT, ShakeOut	Med	Ongoing	Minimal	Local Government	Local Government	Yes, ongoing
Landslide	Public education on correct watering practices and retaining measures	Med	Ongoing	Minimal	Local Government	Local Government	Yes
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	Med	2 years	Minimal	Local Government	Local Government	Yes

Springville

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	3,506	\$801,793	7.65	10.36	4.58
Fire Risk High	260	\$90,150	0.72	4.26	2.25
Fire Risk Moderate	656	\$192,114	0.95	4.77	2.85
Flood 1% Yearly Probability	147	\$33,075	0.00	5.93	0.05
Landslide	120	\$25,047	0.17	0.58	0.00
Liquefaction Moderate to High	5,757	\$1,490,565	21.27	39.84	24.15
Earthquake (Pre-1990 buildings)	4,045	\$1,013,790	na	na	na

With the promulgation of new FIRMs, 200+ homes now sit in the 100 yr. floodplain due to potential for flooding caused by 2 Union Pacific Railroad bridges. We are pursuing various grants to build levees and dikes to protect those homes. The entire west side of our town (west of 400 west) is designated as a high liquefaction potential area. This is a high growth area and all new buildings are required to submit a geotechnical study and mitigate individual properties with large-spread footings, elevating buildings, and prohibiting basements where necessary.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Protect 200+ homes in the newly-designated floodplain by building levees and dikes in the Spring Creek Area	Flood	High	4-5 yrs.	24 million	NRCS and BRIC grants, Local gov	Local Gov
Participate in the Utah Lake FIRM update	Flood	Mod	2-3 yrs.	Staff time	Local gov, FEMA	Local gov
Require development west of the freeway to elevate homes out of the floodplain and submit geotechnical studies	Flood, Liquefaction	High	Ongoing	Minimal	Developers	Local gov, Developers
Rebuild Springville High School to seismic standards	Earthquake	High	5 yrs.	30 million	Nebo School District bonding	Local gov
Train new Emergency Coordinator	All	High	1 yr.	Staff time	Local gov	Local gov
Outfit more staff with short-wave radios	Earthquake	Mod	1-2 yrs.	??	Grants	Local gov
Educate developers and remodelers on low-cost seismic retrofits	Earthquake	Mod	1 yr.	Staff time	Local gov	Local gov
Educate residents on good watering practices and how to conserve during a drought	Drought	High	Ongoing	Minimal	Local gov	Local gov

Educate residents on wildfire mitigation, such as defensible space and proper roof materials	Fire	High	Ongoing	Minimal	Local gov	Local gov
Participate in the yearly Shakeout drill	Earthquake	Mod	Ongoing	Minimal	Local gov	Local gov
Retrofit 60" water pipe coming from Strawberry Reservoir	Earthquake	Mod	??	??	CUWCD, BRIC	CUWCD
Support bringing the Fix-the-Bricks program to Utah County	Earthquake	Mod	2-5 yrs.	Unknown	BRIC grants	Utah State or Utah County
Add joints to 24" penstock that brings water from Hobble Creek where it crosses the fault	Earthquake	Mod	5-10 yrs.	TBD	CUWCD	CUWCD

2017 Strategies Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes, ongoing
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Yes
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes, ongoing
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	2 years	TBD	Local Cash, Grants	Local Government, UGS	Yes, ongoing

Flooding/ Dam Failure	Update NFIP 100-Year Flood Plain and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, Shakeout
Wildfire	Recommend FIREWISE landscaping practices to developments or homes within areas at risk. Educate new home owners of these practices.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes

Vineyard

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.29	2.89	0.00
Fire Risk High	303	\$110,191	1.45	3.06	2.02
Fire Risk Moderate	184	\$49,068	0.83	2.46	1.10
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	2,418	\$789,322	4.67	9.18	9.98
Earthquake (Pre-1990 buildings)	125	\$123,886	na	na	na

Statement of Vulnerabilities: Although 90%+ of buildings were constructed after 2000, liquefaction would affect most of the town, potentially destabilizing the four sections of road that traverse the railroad and making evacuation difficult for residents on the developing west side of town. Critical infrastructure is built on piers that extend down to the bedrock, but homes depend on each builder's geotechnical survey. Previously fire-prone areas have been developed and no homes are located in the floodplain. Vineyard is home to many young families, first-time home buyers, and out-of-state landlords who are less familiar with the area or involved with town issues. Awareness and education, especially of evacuation plans, will need to be continuous.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Install grinders in 3 sewer lift stations	Flood	High	3-5 yrs.	150k	NFIP, Local Gov	Local Gov
Develop evacuation plan and share with the public	All	High	1 yr.	Staff time	Local Gov	Local Gov
Bolster fund for replacement and updates of infrastructure via utility bill and impact fees	All	High	1 yr.	Staff time	Local Gov	Local Gov
Seismically retrofit Vineyard Connector bridge	Earthquake	Mod	2-5 yrs.	200k	UDOT, Local Gov, BRIC grant	UDOT, Local Gov
Require geotechnical studies for large buildings and frontrunner station	Earthquake	High	Ongoing	\$2,000/lot	Developers, Local Gov	Developers, Local Gov
Construct a 6-million-gallon water tank with pump station and future expansion	Drought	High	2 yrs.	5 million	Local Gov	Local Gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Earthquake	Build overpasses to be usable after earthquake. Overpasses	High	5-10 years	\$10 million	Local Government, FEMA grants, MAG	Local Government, MAG	Partly, new Center St

	are the main access across railroad.						overpass is earthquake safe
Earthquake	Develop evacuation plan	High	1-3 years	\$50,000	Local Government	Local Government	Yes
All Hazards	Share disaster planning via city Social Media platforms	Med	Ongoing	Minimal	Local Government	Local Government	No, messaging for liquefaction is unusual
All Hazards	Maintain fund for timely replacement and updates of infrastructure via utility bill	High	Ongoing	\$4/household per month	Utility fees	Individual/ Local Government	No, but should happen next year
All Hazards	Interactive parcel map including hazard information	Med	1 year	Minimal	Local Government	Local Government	No, doesn't make sense for liquefaction, geotechnical study already required
Earthquake	Build overpasses to be usable after earthquake. Overpasses are the main access across railroad.	High	5-10 years	\$10 million	Local Government, FEMA grants, MAG	Local Government, MAG	Partly
Liquefaction	Geotechnical study in town center area for potential tall buildings and frontrunner station	High	1-3 years	\$200,000	Local Government, FEMA grants, developers	Local Government	Ongoing, city center buildings are new or not yet built
Earthquake/ Liquefaction	All building permits require geotechnical study including site visit to be in accordance with earthquake standards	High	Ongoing	\$2,000 per lot	Builder/ Individual	Builder/ Individual	Yes
Earthquake	Develop evacuation plan	High	1-3 years	\$50,000	Local Government	Local Government	Yes
All Hazards	Share disaster planning via city Social Media platforms	Med	Ongoing	Minimal	Local Government	Local Government	No

All Hazards	Maintain fund for timely replacement and updates of infrastructure via utility bill	High	Ongoing	\$4/household per month	Utility fees	Individual/ Local Government	No, should happen within a year
All Hazards	Interactive parcel map including hazard information	Med	1 year	Minimal	Local Government	Local Government	Not practical

Woodland Hills

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	398	\$147,917	0.00	0.00	0.00
Fire Risk Moderate	11	\$5,431	0.00	0.00	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	3	\$869	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	81	\$21,256	na	na	na

Statement of Vulnerabilities: Woodland Hills' chief concern is managing wildfire and having enough funding to upkeep current infrastructure. There are many homes in the WUI and limited roads for getting in and out of town. Evacuations in a recent nearby fire brought this reality to a point. Woodland Hills works with Utah County and others to educate homeowners, manage fuels, and plan response. If the city had more money, it would bury powerlines, bring water lines up code, and purchase a firetruck. Lack of local sales tax and a desire to keep property taxes low means there is a limited budget devoted to maintenance. There is some development pressure in the hills and more in the canyon above Woodland Hills. Large lot requirements and wastewater requirements limit how much can be built.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding	Responsibility
Chipping program in Wildland Urban Interface	Fire	High	Ongoing	50k/volunteer labor	Local gov, citizens, Utah County	Local gov, Utah County
New Firetruck	Fire	Mod	2-3 yrs.	500k	Local gov	Local gov
Fire Chief must sign off on all plans in WUI, including requirements for fire hydrant proximity, defensible space, and building materials	Fire	High	Ongoing	Staff time	Local gov	Local gov
Construct avalanche basin above main water tank to reroute and protect tank and downhill homes	Avalanche	Mod	3-5 yrs.	3 million	Local gov, BRIC and other grants	Local gov
Geotechnical study required for all new development in hazard areas	All	High	Ongoing	Staff time	Developers	Developers, Local gov
Replace 30% of water lines, bringing up to current seismic standards	Fire, Flood, Drought	High	5 yrs.	3.2 million	Local bond	Local gov
Participate in Utah Shakeout	Earthquake	Mod	Yearly	Minimal	Local gov	Local gov
Week-long Fire Expo to educate residents on fire safety	Fire	High	Yearly	Minimal	Local gov	Local gov, Utah County
Create dipping ponds for helicopters to use in fire suppression	Fire	Mod	2-3 yrs.	TBD	Local gov, Utah County, grants	Local gov, Utah County
Bury power lines, especially those that may cause fires	All	Mod	Ongoing	\$700k/mile	Local gov, developers	Local gov
Create Watershed Operations Program	Flood, Drought, Fire	Mod	2-5 yrs.	TBD	Local gov	Local gov

2017 Strategy Update

Hazard	Action	Priority	Timeline	Cost	Potential Funding	Responsibility	Completed?
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Partly, water lines being replaced.
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Somewhat
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, coordination efforts fell through

Contacts

See Part III: Process for a complete accounting of participation

Position	Name	Phone	Email	Small Meeting	Group Meeting
Alpine	Shane Sorensen	801-420-2962	ssorensen@alpinecity.org	6/17/2021	Yes
American Fork Engineer	Scott Sensanbaugher	801-763-3060	ssensanbaugher@afcity.net	6/14/2021	Yes
American Fork Public Works/Engineer	Ben Hunter	801.854.5930	bhunter@afcity.net	6/14/2021	
Cedar Hills City Council	Mike Geddes		mgeddes@cedarhills.org		
Cedar Hills City Manager	Chandler Goodwin		cgoodwin@cedarhills.org	6/14/2021	
Cedar Hills Emergency Manager	Laurie Petersen	801-785-9668 x104	lpetersen@cedarhills.org		
Cedar Hills/AF Fire	Aaron Brems	801-763-3045	abrems@americanfork.gov	6/14/2021	
Eagle Mountain	Greg Stone		gstone@emcity.org	6/22/2021	Yes
Eagle Mountain Engineer	Chris Trusty		ctrusty@emcity.org		Yes
Eagle Mountain Fire Chief	Embret Fossum		efossum@UFA-SLCO.org	6/22/2021	

Part 6 Utah County Damage Assessment and Mitigation

Eagle Mountain Planning	Tayler Jensen	(801) 789-6615	tjensen@emcity.org		
Eagle Mountain Primary	Jeff Weber		jweber@emcity.org	6/22/2021	Yes
Elk Ridge City Manager	Royce		royce@elkridgecity.org	7/8/2021	
Elk Ridge Fire Chief Primary	Seth Waite		firechief@elkridgecity.org		
Elk Ridge Public Works Director	David Gene	801.423.2300	davidj@elkridgecity.org		
Fairfield	Chianne Barnson	435-231-4027	chybarnson_fairfieldtown@yahoo.com		
Fairfield Mayor	Brad Gurney	801-874-8386	mayor@fairfieldtown.org	12/17/2020	
Genola	Chris Steele	801-754-5300	gcpw@rburst.com		
Genola Planning & Zoning			genolapz@gmail.com		
Genola Town Clerk	Lucinda Daily	801.754.5300	Genolaclerk@gmail.com	7/29/2021	Yes
Goshen	Steven Staheli		goshentown@gmail.com	6/9/2021	
Highland Finance Director	Tyler Bahr			6/17/2021	
Highland Mayor	Rod Mann				Yes
Highland Planning	Nathan Crane	801-756-5751x3	ncrane@highlandcity.org	6/17/2021	
Highland Planning	Joann		joann@highlandcity.org		
Highland Planning	Erin Wells	801-772-4566	erin@highlandcity.org		
Lehi City Council	Paige Albrecht				Yes
Lehi Emergency Management	Scott DaBell		sdabell@lehi-ut.gov	7/7/2021	Yes

Committee director					
Lehi Emergency Management Committee director	Scott Sampson	385-201-2268	ssampson@lehi-ut.gov	7/7/2021	Yes
Lehi Engineering	Ross Dinsdale		rdinsdale@lehi-ut.gov	7/7/2021	
Lehi Environmental Sustainability	Todd Munger		tmunger@lehi-ut.gov		Yes
Lehi Planning	Kim Struthers	385-201-2521	kstruthers@lehi-ut.gov	7/7/2021	Yes
Lehi Planning	Mike West			7/7/2021	Yes
Lehi Planning				7/26/2021	
Lindon Administration (secondary)	Adam Cowie	801-785-5043	acowie@lindoncity.org	6/15/2021	Yes
Lindon Emergency Manager (primary)	Kelly Johnson		kjohnson@lindoncity.org	6/15/2021	Yes
Mapleton Planner	Brian Tucker	801-806-9108	btucker@mapleton.org	6/30/2021	Yes
Mapleton Public Works	Steven Lord	(801) 489-6253	slord@mapleton.org	6/30/2021	
Mapleton Ready	Derek Haynie	(801) 491-1111	derek@mapletonready.org		
Mayor Cedar Fort	David Gustin	801.768.2147	mayor@cedarfort.town	12/17/2020	
Orem Emergency Manager	Heath Stevenson	801-229-7146	hmstevenson@orem.org	6/22/2021	Yes
Orem Engineer	Sam Kelly	801-229-7328	srkelly@orem.org	6/22/2021	
Payson Planner	Jill Spencer	801-465-5233	jills@payson.org	6/14/2021	Yes
Payson Public Works/Engineer	Travis Jockumsen		travisj@payson.org	6/14/2021	Yes

Payson Facilities Manager	Steve Spencer	801.404.6473		6/14/2021	
Payson City Fire Chief	Scott Spencer	801-465-5252	scottss@payson.org	6/14/2021	
Pleasant Grove Community Development	Daniel Cardenas		dcardenas@pgcity.org		
Pleasant Grove Engineering	Marty Beaumont	801-785-2941	mbeaumont@pgcity.org		Yes
Pleasant Grove Engineering	Aaron Wilson		awilson@pgcity.org	6/15/2021	Yes
Pleasant Grove Fire Chief	Andrew Engermann		aEngemann@pgcity.org		
Provo	Melissa McNalley		MMcNalley@provo.utah.gov	6/10/2021	
Provo Airport	Donavon Cheff				Yes
Provo EM	Chris Blinzinger	801-404-6368	cblinzinger@provo.org	6/10/2021	Yes
Provo Planner	Robert Mills	801-852-6407	rmills@provo.org	6/10/2021	Yes
Provo Stormwater Engineer	Jared Penrod		jpenrod@provo.org	6/10/2021	Yes
Salem	Bruce Ward		brucew@salemcity.org		
Salem	Greg Gurney		ggurney@salemcity.org		Yes
Santaquin	Jason Bond	801-754-1011 ex 223	jbond@santaquin.org	7/26/2021	Yes
Santaquin	Jon Lundell				Yes
Santaquin EM	Chris Lindquist	(801)754-1940	clindquist@santaquin.org	7/26/2021	Yes
Santaquin Engineer	Jason Lidet			7/26/2021	

Santaquin Engineer	Norm Beagley			7/26/2021	Yes
Santaquin Fire Chief	Ryan Lind	(801)754-1940		7/26/2021	
Saratoga Fire	Spencer Kyle	801-766-9793	skyle@saratogaspringscity.com		
Saratoga Planning	David Stroud	801.766.9793x4	dstroud@saratogaspringscity.com		
Saratoga Springs Engineer		801-766-9793x5			
Spanish Fork	Jered Johnson	801-804-4575	jjohnson@spanishfork.org		
Spanish Fork	Travis Warren			6/9/2021	Yes
Spanish Fork Economic Development	Dave Anderson	801-804-4586	danderson@spanishfork.org	6/9/2021	Yes
Spanish Fork Emergency Manager	Trevor Sperry	801.804.4768	tsperry@spanishfork.org	6/9/2021	
Spanish Fork Floodplain Engineer	John Little		jlittle@spanishfork.org		
Spanish Fork Public Works	Chris Thompson	801-804-4556	cthompson@spanishfork.org		
Spanish Fork Public Works	Marlo		msmith@spanishfork.org	6/9/2021	
Springville EM	JoAnna Larsen	801-635-5776	em@springville.org		Yes
Springville emergency prep mtgs			EM@springville.org		

Springville Engineer	Jeff Anderson	801-491-2719	janderson@springville.org	6/30/2021	
Springville Head Building Official-secondary	Jason Van Ausdal	801-491-7832	jvanausdal@springville.org		
Springville Planner	Laura Thompson		lthompson@springville.org		
Vineyard	George Reid		Georger@vineyardutah.org	6/7/2021	Yes
Vineyard Engineer	Nassim			6/7/2021	Yes
Vineyard Planner	Morgan Brimm	385-248-7029	morganb@vineyardutah.org		
Vineyard Planner	Briam Perez	385-329-1730	briamp@vineyardutah.org	6/7/2021	
Vineyard Public Works	McDermott, Kinsli	801-226-1929	kinslim@vineyardutah.org		
Woodland Hills	Corbett Stephens	801-857-0788	works@woodlandhills-ut.gov	7/8/2021	
Woodland Hills	Jodie Stones	801-423-1962	recorder@woodlandhills-ut.gov		
Woodland Hills	Greg Northup		fire@woodlandhills-ut.gov		
Others					
WUI Coordinator	Dax Reid	801-678-1655	daxreid@utah.gov	6/30/2021	Yes
Utah County Fire Warden FFSL	Josh Berg	385-254-8010	jberg@utah.gov	6/30/2021	
County Commissioner	Bill Lee		WilliamL@utahcounty.gov		
	Thomas SAKIEVICH		Thomas@utahcounty.gov		
			AmeliaP@utahcounty.gov		
Health Dept Emergency	Ryan Strabel	801.851.7525	ryanst@utahcounty.gov	6/30/2021	

Response Coordinator					
BOR	Dale		dthamilton@usbr.gov		
Central Utah Water Conservancy District	Mike Whimpey		mwhimpey@cuwcd.com		
CUWCD	Blake Buehler	801.226.7133	blake@cuwcd.com	12/8/2021	
CUWCD	Chris Elison			12/8/2021	
CUWCD	Cort Lambson			12/8/2021	
CUWCD	KC Shaw			12/8/2021	
Alpine School District	Frank Pulley		frankpulleyjr@alpinedistrict.org		
Alpine School District	Kimberly Bird		kbird@alpinedistrict.org		
Alpine School District	Mike Browning		mbrowning@alpinedistrict.org		
Nebo Risk Management	Kathy Carling	801-354-7474	kathy.carling@nebo.edu	7/20/2021	
Utah Co. Emergency Manager	Peter Quittner	801-404-6050	peterq@utahcounty.gov	6/30/2021	
Utah County Emergency management	Allison Jester/Janeen Olson		AllisonJ@utahcounty.gov	6/30/2021	
Provo Airport	Heather	8018526715	hrollins@provo.org		

Utah County Emergency Management			ryanst@utahcounty.gov		
Utah County Temporary employees	Emily, Lindsey, James			6/30/2021	
Provo School District Facilities Director	Mark Wheeler	801-374-4923			
MAG's TAC				Presented 7/26/2021	
Utah County Emergency Manager Monthly Meeting				Presented 10/26/2021	

Part 7 Wasatch County Profiles and Mitigation

Background

Area: 1,191 square miles; *county seat:* Heber City; *origin of county name:* from the Wasatch Mountains

Heber Valley, one of several back valleys in the Wasatch Mountains, is often called Utah's Switzerland because of the rugged beauty of Mount Timpanogos located to the west, its climate, and a large population of Swiss that settled in Midway. The county's highest peaks top 10,000 feet, and over half of the land is 7,500 feet above sea level. The climate zone, classified as undifferentiated highlands, offers cool summers and very cold winters. The average annual precipitation is about sixteen inches.

The county is divided into two watersheds--the Colorado and the Great Basin drainage systems. Because of its annual precipitation and its location between the Uinta and Wasatch mountains, Heber Valley has sufficient water. Flowing from the east are Daniels, Lake, and Center creeks. From the north and northeast is the Provo River. From the west Snake Creek drains a central portion of the Wasatch Mountains. Two additional sources of water are man-made: the Ontario Drain Tunnel west of Keetley drains many of the Park City mines, and the Weber/Provo diversion canal diverts water from the Weber across the Kamas prairie in Summit County to the Provo River in Wasatch County.

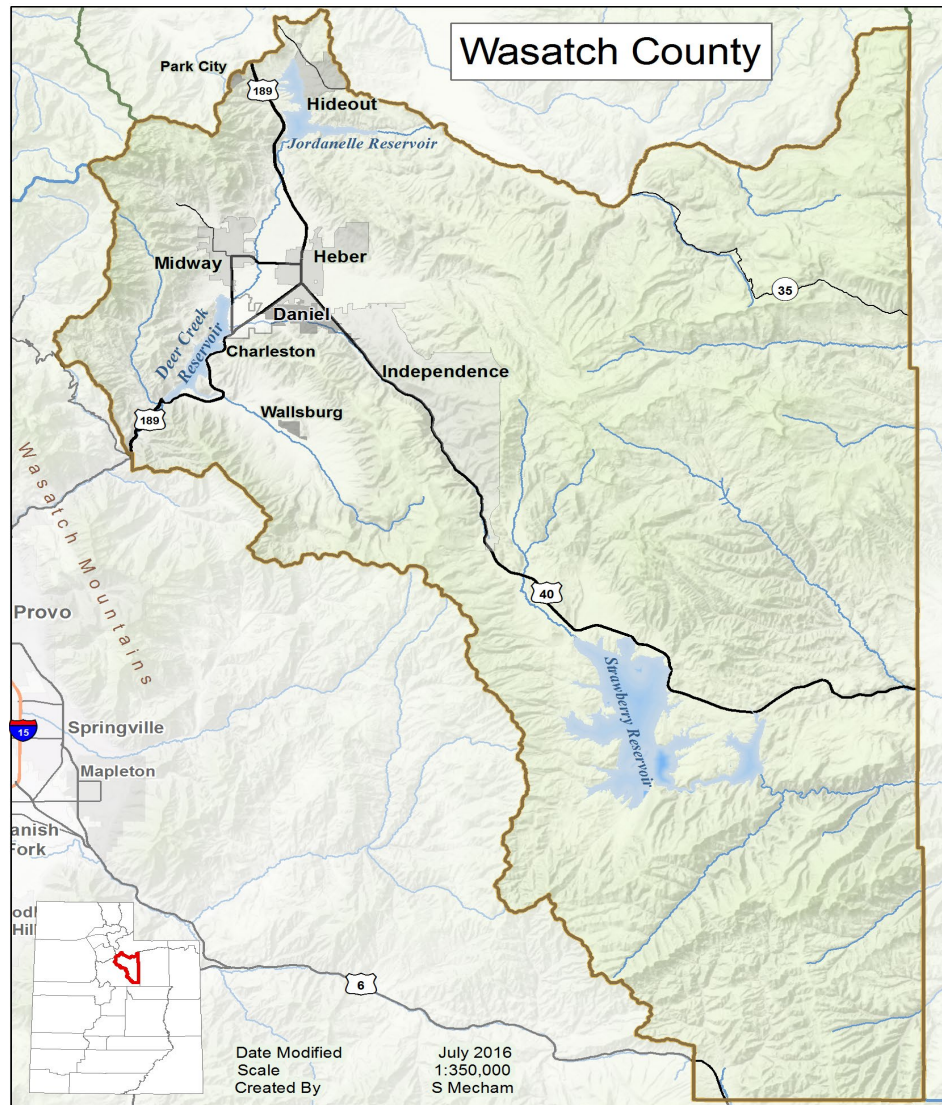
Prior to the 1850s, Heber Valley was an important summer hunting ground for the Timpanogos Utes living around Utah Lake. The first white men to visit the county were members of the Dominguez-Escalante expedition in 1776. They skirted Heber Valley, traveling down Diamond Fork to Spanish Fork Canyon and then into Utah Valley. Fifty years later fur trappers entered the county. In 1824 and 1825 Etienne Provost from Taos, New Mexico, trapped beaver in the Uinta and Wasatch mountains. About the same time, William Henry Ashley and members of his fur company from St. Louis also hunted and trapped for beaver in the county.

The first settlers came into Wasatch County from Utah Valley in the spring of 1859 and located a short distance north of present Heber City at the London or John McDonald

Spring. That same year, Midway and Charleston were also settled. In 1862 the territorial legislature created Wasatch County, which then included all of the Uinta Basin. Wasatch in Ute means "mountain pass" or "low pass over high range." Heber City, named for Mormon Apostle Heber C. Kimball, was selected as the county seat.

The county produces hay, dairy products, sheep and cattle. During the early 1900s, after the Denver and Rio Grande Railroad completed a line into the county from Provo, Heber City became an important shipping terminal for wool and sheep. In 1922 the Union Pacific Railroad constructed a spur from Park City to the mines west of Keetley. Lead, zinc, and silver ore were shipped from these mines on this railroad spur. Today neither railroad line is in full operation, and other economic activities are more important to the county than transportation and mining.

Strawberry Reservoir (completed in the 1910s), Deer Creek Reservoir (completed in the 1940s), and Jordanelle Reservoir (completed in the 1990s), together with sparkling streams and beautiful mountain scenery, have made Wasatch a popular recreation area. (Source: Utah Historical Encyclopedia. Craig Fuller, Author)



Economy

Wasatch County, though still largely rural in nature, has seen its economy grow, particularly as a destination for recreation. Heber City and Midway, the two largest cities in the county, have both seen a number of new developments add vitality and tax base to their communities.

Population

The following table shows historic and future projections for population:

	2020 Census	2030	2040	2050
MAG Total	712,471	960,578	1,197,730	1,429,516
Summit County	42,145	50,558	57,983	63,097
Utah County	636,235	861,852	1,080,082	1,297,515
Wasatch County	34,091	48,168	59,665	68,904

Select Area

Wasatch County

Demographics Wasatch County

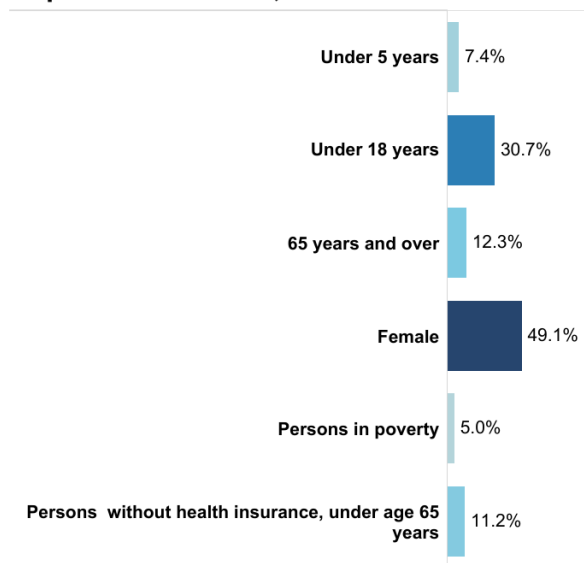
2019 Race and Ethnicity

In Wasatch County, about a third of residents are children under the age of 18, with 10% of the population over the age of 64. The average travel time to work is 24 minutes as many residents commuting to surrounding counties for jobs.



White, not Hispanic/Latino	83.2%
Hispanic/Latino***	13.7%
Two or More Races	1.7%
Asian	1.0%
Black/African American	0.8%
American Indian/Alaska Native	0.7%
Native Hawaiian/Other Pacific Islander	0.2%

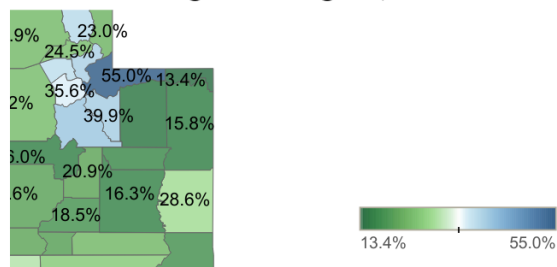
Population Shares, 2015-2019



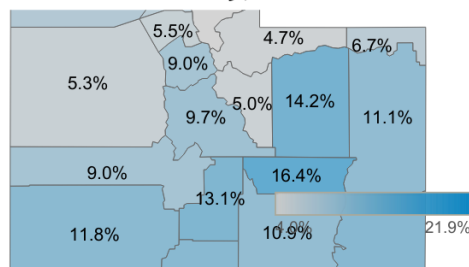
Other Facts

Households, 2015-2019	9,879
Housing units, July 1, 2019	14,322
Median value of owner-occupied housing units, 2015-2019	419,900
Persons per household, 2015-2019	3
Mean travel time to work (minutes), workers age 16 years+, 2015-2019	24
Veterans, 2015-2019	1,019
Veteran-owned firms, 2012	233
Women-owned firms, 2012	940

Bachelor's Degree or Higher, 2015-2019*



Persons Below Poverty, 2019



Updated 7/13/2021 8:10:38 PM

* Population 25 years and older. ** Population 5 years and older. *** Hispanics/Latinos may be of any race; also included in applicable race category. **** Civilian Population 16 years and older.

Source: U.S. Census Bureau. For more information: <http://www.census.gov>

Hazards Compared

Hazard Matrix

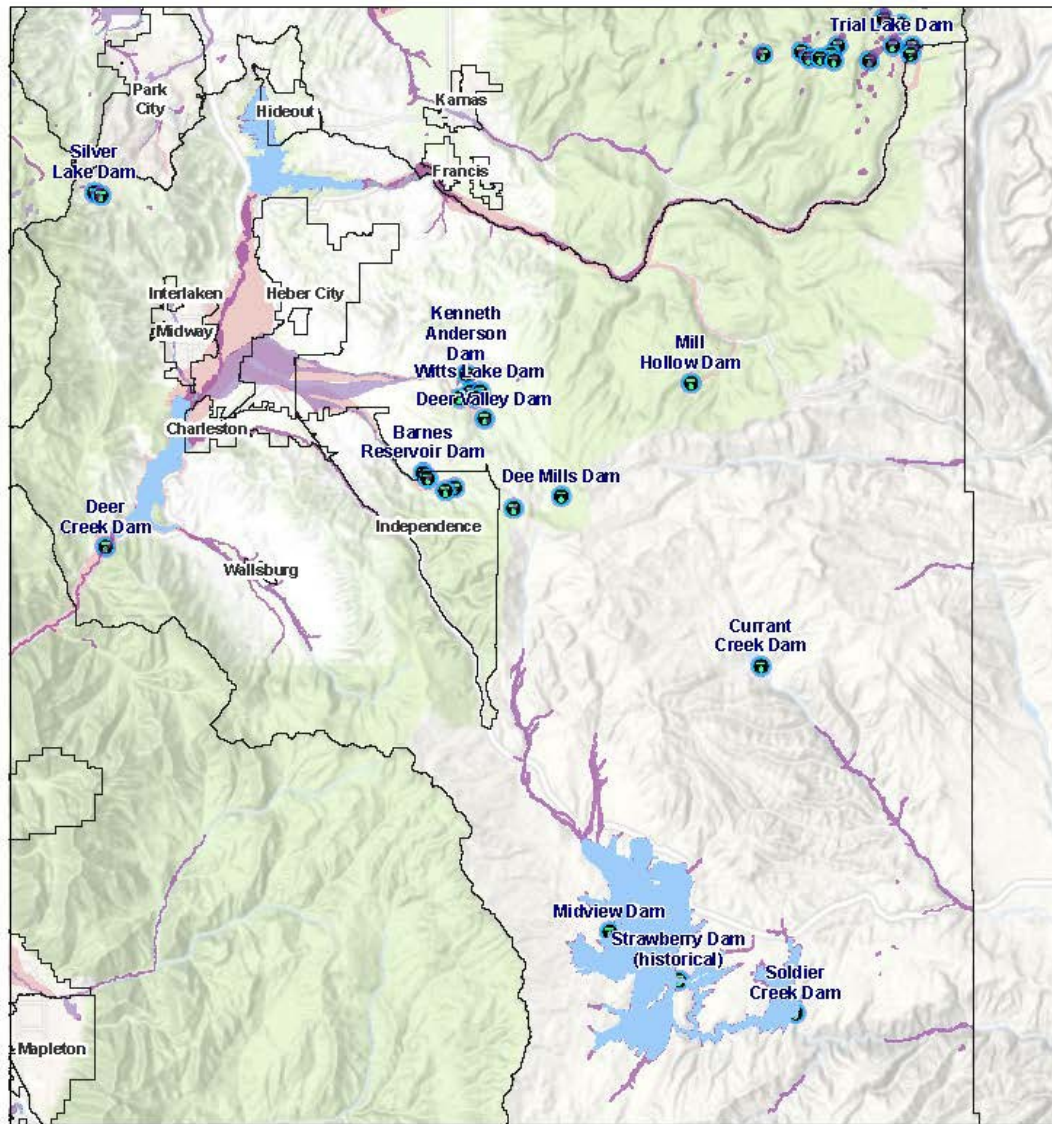
Probability	Highly Likely	Hail	Winter Weather, Avalanche		
	Likely		Drought, Lightning, Wind		
	Possible		Flood, Landslide		
	Unlikely		Tornado	Earthquake, Dam Failure	
		Negligible	Limited	Critical	Catastrophic
		Severity			

Hazard	Years in Record	Yearly Probability	Deaths Annualized	Injuries Annualized	\$ Losses Annualized	Source
Avalanche	23	161	1.8	0.7	\$2,800	NOAA
Drought, Moderate	2018	10	NA	NA	NA	National Integrated Drought Information System
Earthquake	50	1	NA	NA	\$548,000	HAZUS Salt Lake City 7.0 Scenario
Floods	24	25	0	0	\$2,080	NOAA/SHELDUS
Hail	24	38	0	0	\$274	NOAA/SHELDUS
Landslides	51	6	0	0	\$735,211	SHELDUS
Lightning	24	13	0.04	0	\$600	NOAA
Wildfires	6	300			\$1,163,000	FFSL and BLM with cost of fighting fire
Wind	24	83	0	0.1	\$9,200	NOAA (High Wind, Strong Wind and Thunderstorm Wind)

Winter Weather	24	158	0.44	2.16	\$41,654	NOAA (Blizzards/ Heavy Snow/Winter Storm/Winter Weather)
Tornadoes	70	1	0	0	\$0	NOAA
Air Quality is unhealthy	4	25				PurpleAir monitor, unhealthy for sensitive groups
*Probability: Total events/Years in record						

Flooding/Dam Failure

Flood Hazards in Wasatch County



12/29/2021

USA Flood Hazard Areas

- 1% Annual Chance Flood Hazard
- 0.2% Annual Chance Flood Hazard
- Regulatory Floodway
- Dams
- Dam Failure

1:450,000
0 3 6 12 mi
0 4.75 9.5 19 km

Sources: Esri, HERE, DeLorme, increment P Corp., NPS, NRCAn, Ordnance Survey, © OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasys/Esri, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user

MAG

Overview

Although Utah is considered a dry desert state, flooding does occur. Most floods have occurred either from snow melt or severe thunderstorms. Oftentimes flooding is increased by soils that are more impervious due to either wildfire or drying out. Floods occur on a regular basis in Wasatch County.

Profile

Frequency	Some flooding happens within Wasatch County on a regular basis.
Severity	Moderate
Location	Primarily along streams, rivers and along the shores of Deer Creek and Jordanelle Reservoirs.
Seasonal Pattern	Spring time due to snow melt. Isolated events throughout the year due to severe weather (microburst).
Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	Sudden to 12 hours
Probability of Future Occurrences	High - for delineated floodplains there is a 1% chance of flooding in any given year.

Development Trends

As development occurs on the bench areas of Heber Valley, along the shore of Deer Creek and Jordanelle Reservoirs, or along river and stream corridors more homes will be in danger of floods. Communities need to make developers and homeowners aware of the danger as well as contribute to mitigation actions. Cities should review every development to ensure that it is in compliance with NFIP guidelines.

The following table identifies the communities in Wasatch County with their NFIP Status.

Jurisdiction	Floodplain	Map Date	Floodplain Admin

Charleston	Participating in NFIP See https://charlestantown.utah.gov/charleston-land-use-ordinances/ for flood-related ordinances	2012	Mayor Kozlowski
Hideout	Not participating in NFIP, doesn't have any 100-yr floodplain within city limits. Town Code does require building outside of 100-yr floodplains and floodways, open space requirements, and grading/drainage plans. See https://hideoututah.gov/wp-content/uploads/2018/07/Title-11-Zoning-Regulations.pdf for more information		Mayor Rubin and Jan McCosh, Town Administrator
Midway City	Participating in NFIP, has a Flood Damage Prevention Ordinance as well as Midway City Floodplain Overlay zones and a Sensitive Lands Overlay Zone that provides additional protection for streambeds and other flood-prone areas (Chapter 16.14) Any residential construction within 50 feet of a delineated flood zone shall have the lowest floor elevated 18 inches above the base flood elevation as shown on the FIRM and no construction is allowed within 50 feet of a floodplain in large-scale subdivisions.	2012	Michael Henke, City Planning Administrator
Independence	Not participating in NFIP. Independence has 1 building in the 100-yr floodplain.		n/a
Interlaken Town	No Special Flood Hazard Area		n/a
Wallsburg	NOT participating in NFIP, has 4+ buildings in the floodplain as of 2012. City code acknowledges FEMA's Flood Insurance Study for Wallsburg and prohibits building in the floodway. Wallsburg also has a Floodway Corridor map and requires a permit for building on Sensitive Lands, within 20 feet of a riparian area, or on any land with historic flooding. See https://wallsburg.org/wp-content/uploads/2017/10/Wallsburg-Code-Chap5.pdf for specifics.	2012	n/a
Heber City	Participating in NFIP, has a Flood Damage Prevention Ordinance as well as a Sensitive Lands Ordinance 17.34.010 Sensitive Lands	2012	Russel Funk, City Engineer

	Development Prohibited. New subdivisions and new development shall avoid the following areas: Natural slopes over thirty percent (30%) grade; each lot must have a contiguous building area that is a minimum of five thousand (5,000) square feet at or below thirty percent (30%) natural grade; Avalanche tracks; Fault lines, scarps, landslides, rock-fall and mudflow areas; and Stream beds, canals, ditches, flood channels, areas of springs, seeps and surface water. Development Discouraged. The following hazard areas should be avoided by new subdivisions and new development and developer shall provide mitigation for such hazards when they apply. The city may require a notice of such hazard and required mitigation to future property owners in a development agreement, subdivision plat or other device. Alluvial-fan-flood debris flow, collapsible soils, and shrink-swell soils. Mitigation techniques shall follow the advisement of a qualified Geotechnical Engineer. Shallow ground-water. Mitigation techniques should include the installation of a foundation drain and sump pump, prohibition of basements, or the advisement of a qualified Geotechnical Engineer. 100-year flood zones. Mitigation techniques shall follow the procedures of Chapter 18.109 Flood Damage Prevention Ordinance. Culinary Water Source Protection. Mitigation techniques shall follow the advisement of the source delineation report, current engineering practice, and/or applicable state statutes.		
Daniel	Participating in NFIP and has a Flood Damage Prevention Ordinance specifying the duties of the floodplain administrator, permit procedures, general standards, subdivision standards, etc. See http://danielutah.org/code-and-ordinances/	2012	Ryan Taylor, Town Engineer
Wasatch County	Participating in NFIP, has a Flood Damage Prevention section in its code covering Administration responsibilities, permits, standards for buildings and subdivisions, variances, flood prevention, etc.	2012	Doug Smith

Assessing Vulnerability: Addressing Repetitive Loss Properties

There are no repetitive loss properties in Wasatch County (FEMA, 2021).

History

Significant Flooding Events

<i>Location/Extent</i>	<i>Date</i>	<i>Fatalities</i>	<i>Damages</i>	<i>Source</i>	<i>Details</i>
Strawberry, upper Price, upper San Rafael, Ogden, Weber, Provo, and Jordan Rivers; Blacksmith Fork, and Spanish Fork; upper Muddy and Chalk Creeks.	04/28/1952 - 06/11/1952	2	\$8.4 million	National Water Summary 1988-89- - Hydrologic Events and Floods and Droughts: U.S. Geological Survey Water-Supply Paper	Melting of snowpack having maximum-of-record water content for Apr. 1. Disaster declared.
Heber City	Feb-62	0	Thousands	Wasatch Emergency Manager & Wasatch Newspaper	Warm weather and rain cause snowmelt, flooding on Heber Main St
Northern Utah, Deer Creek Dam	01/29/1963 - 02/02/1963	1		Richardson, Peck and Green, "Heavy Precipitation Storm in Northern Utah January 29 to February 2, 1963" U.S. Weather Bureau	Record-breaking precipitation and runoff, damage in Heber valley and Daniels Canyon, RR tracks washed out S of Midway. Little Deer Creek Dam failed due to extensive foundation seepage.

Lower Duchesne and Jordan Rivers and tributaries (including Spanish Fork) ...Great Salt Lake and tributaries between Ogden and Salt Lake City.	04/10/1983 - 06/25/1983	0	\$621 million	National Water Summary 1988-89- - Hydrologic Events and Floods and Droughts: U.S. Geological Survey Water-Supply Paper	Rapid melting of snowpack having maximum-of-record water content for June 1. Disaster declared by President.
Beaver River; Red Butte Creek; Spanish Fork; Jordan River.	04/17/1984 - 06/20/1984	1	\$41 million	National Water Summary 1988-89- - Hydrologic Events and Floods and Droughts: U.S. Geological Survey Water-Supply Paper	Runoff from greater than average snowpack for Apr. 1 and spring precipitation.
Wasatch County	2/12/1986	0.9	\$74,866	Spatial Hazard Event and Losses Database	Heavy rains and snow (SHELDUS divides the damages and fatalities by the number of counties involved, hence the 0.9 deaths)
Wasatch County	8/1/2005		\$1,993,482.00		FEMA Disaster Declaration 1598
Wallsburg	8/22/2018	0	0	NOAA	Heavy rain caused a large debris flow over the Dollar Ridge Fire burn scar. The nearby Strawberry River saw a peak flow of 2000 cfs.

*FEMA has paid Heber, Midway, and Wasatch County a total of \$39,288.90 for 9 Flood Insurance claims since 1978

Dams

Although Wasatch County has had only one lethal dam failure event in 1963, it does have some high-risk

dams. Each has its own Emergency Action Plan and is inspected regularly. See waterrights.utah.gov DamView for more information.

Name	Miles to first downstream town	Town name
Center Creek No 1	8	Center Creek
Center Creek No 2	11	Center Creek
Center Creek No 3	5	Center Creek
Deer Valley	10	Heber City
Dutch Canyon Dam	0	Midway
Jones	9	Heber City
Lindsay Lower	8	Heber City
Mill Hollow	15	Woodland
Wasatch County Lake Creek Debris Basin	4	Heber City
Witt Lake	8	Heber City

Mitigation

Strategies include:

Incorporate flood mitigation into local planning by developing a floodplain management plan, mitigating hazards during planning, establishing a “green infrastructure” program to link greenways, and obtaining easements for water retention and drainage

Form partnerships to support floodplain management such as a regional watershed council or citizen committee to discuss issues and recommend projects.

Limit or restrict development in floodplain areas by providing incentives to develop elsewhere, protecting buffers around water resources, limiting impervious surfaced within developed parcels, or prohibiting development in the floodplain.

Adopt and enforce building codes and development standards such as the International Building Code and increasing “freeboard” requirements aka the number feet above base flood elevation that new building must have.

Improve stormwater management planning by completing stormwater drainage studies and master plans, regulating development in upland areas to reduce runoff, and encouraging low impact development techniques.

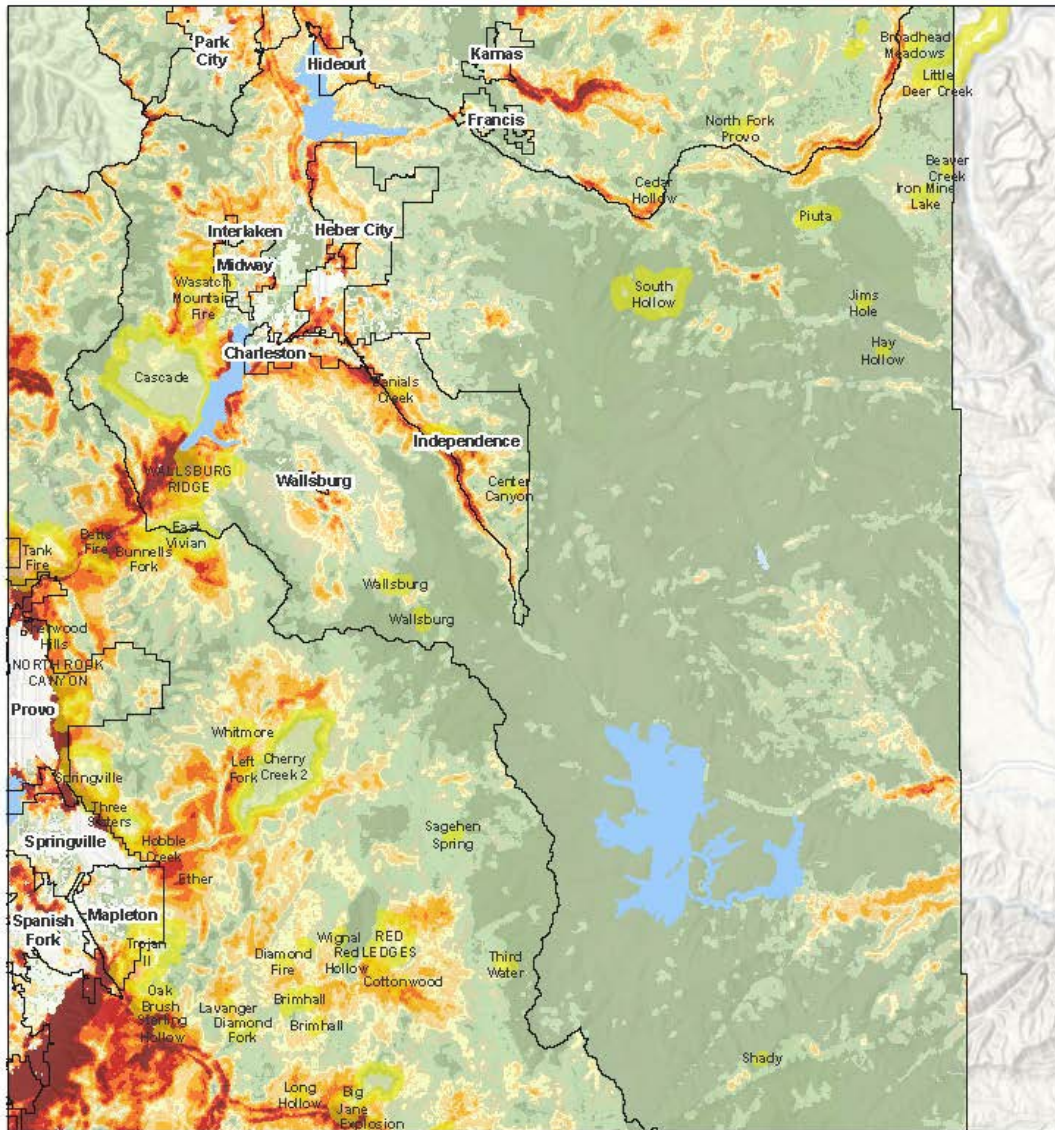
Adopt policies to reduce runoff such as more trees, on-site retention for stormwater and firefighting, and encouraging porous pavement and vegetation in parking areas.

Use natural systems such as preserving wetlands and riverbanks, restoring vegetation, acquire open space in targeted areas, and offer density bonuses to developers for leaving flood-prone areas vacant.

Protect and enhance infrastructure and critical facilities by elevating roads and bridges, floodproofing water treatment facilities, stabilizing shoulders and embankments, installing backup generators, expanding culverts, and require new critical facilities be built outside the floodplain.

Wildland Fire

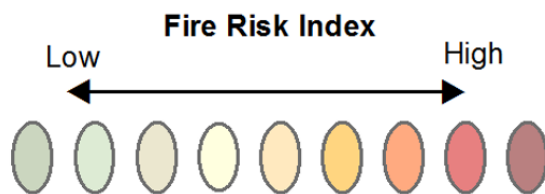
Fire Hazards in Wasatch County



12/29/2021

Pre-2015 Wildland Fires

1:500,000
0 3.25 6.5 13 mi
0 5 10 20 km



Sources: Esri, HERE, DeLorme, increment P Corp., NPS, NRCAn, Ordnance Survey, OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodataspyseisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user

MAG

Overview

Fire is a natural part of every ecosystem, but decades of wildland fire suppression during a historically cooler time period resulted in a buildup of fuels (vegetation) and development in wildfire-prone areas. With the 2010's megadrought, increased outdoor recreation, development pressure particularly along the Wasatch back (Wasatch and Summit counties), and climate change, the likelihood of damaging fire is increasing.

Though we have more assets in high-risk areas, the technology for early warning and fire-hardened homes has also advanced. This combined with better planning and enforcement can improve protection of assets already in place.

Profile

Frequency	Multiple wildland fires occur in Wasatch County Every year.
Severity	Moderate
Location	Hillsides and mountainous areas, open grass and rangelands.
Seasonal Pattern	Summer and fall depending on weather conditions.
Duration	A few hours to a few weeks depending upon conditions
Speed of Onset	1 to 48 hours
Yearly Probability of Future Occurrences (# past events/years in record)	High Major Fires: 17% (300 acres and larger) Large Fires: 33% (50 acres and larger)

Development Trends

As development occurs on the bench areas of Wasatch County more homes will be in danger of wildfire. Communities need to make developers and homeowners aware of the danger. Cities should also require firebreaks and access roads along urban/wildland interfaces. Although development brings homes closer to areas of potential wildfire, it also brings water and access for firefighters closer to the urban fringe. Firewise community development principles, such as not storing firewood near homes, installing fire resistant roofing and cleaning debris from rain gutters will reduce potential losses.

History

Following are a few of the most significant since 2016. More than half of fires are human caused and even relatively small fires, if near critical facilities, can be quite costly. Fortunately, no lives have been lost and few structures destroyed in the past decade.

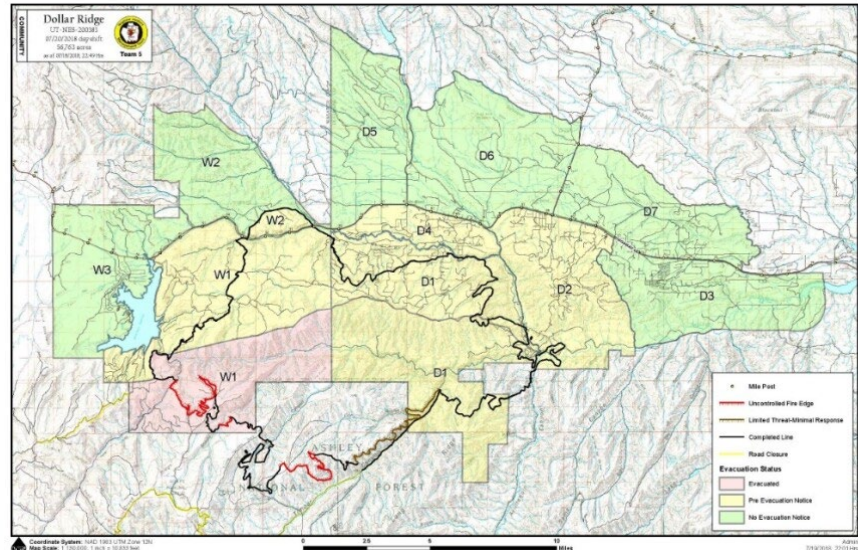
Incident Name	Start Date	\$ Fighting Fire	Acres	Fire Cause	Specific Cause
Upper Provo	July 31, 2020	\$2,798,447	480	Human	Default
Willow Creek	June 6, 2018	\$816,531	1,301	Natural	Lightning
Big Hollow	July 16, 2020	\$611,385	438	Human	Fire Arms Use
Saddle	May 12, 2020	\$535,651	683	Human	null
Red Ledge	July 9, 2016	\$412,331	290	Natural	Lightning
Deer Creek	July 11, 2018	\$338,426	380	Human	Exhaust/ Carbon Particle
Twin Peak	August 26, 2016	\$302,382	40	Natural	Lightning
Badger	June 29, 2016	\$238,731	43	Natural	Lightning
Beaver Canyon	June 24, 2017	\$206,679	43	Human	No Permit
Dry Hollow	October 5, 2020	\$181,644	19	Human	Default
Soldier Hollow	June 23, 2017	\$144,541	28	Undetermined	Other Small Equipment
Big Hollow	July 5, 2019	\$135,448	77	Human	Fire Arms Use
Deer Creek	September 14, 2019	\$121,032	57	Human	Uncontrolled/ Unattended

The Dollar Ridge Fire

On July 1, 2018 the Dollar Ridge Fire began just east of Strawberry Reservoir, eventually destroying 74 homes, 131 camp trailers and 81 utility trailers, 25 vehicles and 158 sheds or

agricultural buildings. Evacuation orders were in place for multiple days. Over 800 firefighters were involved in the operation, as were 2 Utah National Guard Black Hawk helicopters. The cost of fighting the wildfire was 18+ million dollars.

All told, the fire burned approximately 70,000 acres within the Strawberry River watershed downstream of Soldier Creek Dam. The twenty-mile reach of Strawberry River was severely impacted by erosion, mud and debris flows, and flooding as a result of the fire, diminishing



water quality and fish populations downstream. Several severe flash flood events along the Strawberry River damaged the Timber Canyon and Strawberry River roads and rerouted the river channel into and across the roadways in several places. Projects to remediate water quality in the area are 20+ million dollars, partly paid for by FEMA and NRCS. (Utah DWR Regional Advisory Council Meetings July/August 2021)

Communities At Risk

The following list consists of communities throughout Utah that have been determined by wildland fire officials to be at risk from wildland fire. The “Overall Score” represents the sum of multiple risk factors analyzed for each community. Examples of some risk factors are fire history, local vegetation, and firefighting capabilities. The Overall Score can range from 0 (No risk) to 12 (Extreme risk). This score allows Utah’s fire prevention program officials to assess relative risk and create opportunities for communications with those communities on the list. Bolded communities are those with a Community Wildfire Preparedness Plan.

Community Name	Overall Score	Community Name	Overall Score
Brighton Estates	11	Currant Creek	9
Cloud Rim	11	Jordanelle State Park Communities	9
Diamond Bar X	11	Pine Hollow	9

Heber Valley Camp	11	Wolf Creek Ranches	9
K&J Subdivision	11	40 Dam Acres	8
Oak Haven	11	Bench Creek Ranches	8
Soapstone	11	Camp Piuta	8
Soldier Hollow	11	Daniels Summit	8
Soldier Summit	11	Hideout	8
Timberlakes	11	Independence	8
Tuhaye Subdivision	11	Soldier Creek	8
Big Hollow	10	Square Mtn Estates	8
Big Pole Estates	10	Wallsburg	8
Deer Crest	10	Bryants Fork	7
Greenerhills	10	Canyon Meadows	7
Interlaken	10	Strawberry Valley	7
Lake Creek Farms	10	Heber City	6
Storm Haven	10	Midway	6
Swiss Mountain	10	Charleston	4
Alpine Meadows	9		

*Bolded Communities have developed a Community Wildfire Preparedness Plan with FFSL

Mitigation

Strategies include limiting development in the Wildland Urban Interface, fuel management, prescribed burns, hardening buildings against fire with appropriate shingles, vent covers to prevent embers entering home, maintaining an emergency water supply and appropriate water pressures, using appropriate plantings around homes, and much more. See wildfirerisk.org or FEMA's [Strategies handbook](#) for a more complete list.

The FFSL has also helped communities develop Community Fire Plans. According to the FFSL, the purpose of community fire planning is to:

- Empower communities to organize, plan, and take action on issues impacting

community safety

- Enhance levels of fire resistance and protection to the community
- Identify the risks of wildland/urban interface fires in the area
- Identify strategies to reduce the risks to homes and businesses in the community during a wildfire

Landslide

Overview

Landslides are common natural hazards in Utah that often occur when the pull of gravity becomes greater than the cohesion of soil. Land movement can occur without warning and can result in destructive, costly outcomes. Various types of landslides in Utah are debris flows, slides, and rockfalls.

Steep slopes, mountainous terrain, rock types, and narrow, debris-choked canyons all contribute to our region's susceptibility to landslide hazards. Wildfire can remove stabilizing vegetation and increase landslide risk. Many hillslopes are prone to mass movement, particularly where development has taken place on existing landslides or where grading has modified a slope and reduced its stability. Therefore, historical landslides, prehistoric landslides, and steep slopes prone to mass movement must be thoroughly investigated prior to development activities, along with regional groundwater and landscape and other irrigation activities. Excessive irrigation can easily cause a neighbor near or on a slope to lose their home from a landslide by elevating the groundwater table.

Profile

Frequency	Movement occurs nearly every year.
Severity	Moderate: several structures have been condemned.
Location	Along most benches and hillsides.
Seasonal Pattern	Spring when ground saturation is at its peak.
Duration	Minutes to years.
Speed of Onset	Seconds to days.
Probability of	Specific data is unavailable. However, terrain and topography make

Future Occurrences	the probability of future occurrences relatively high.
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Development Trends

As development continues on the foothills of the Heber Valley, more houses may be in danger of landslides. Increased analysis and geotechnical reports should become an integral part of the development and building process. An emphasis should also be put on ensuring proper drainage is developed. Reseeding wildfire areas, cuts and fills must also be a priority.

Part of Wasatch County's success comes from the tourism sector, especially Wasatch Mountain State Park and surrounding resorts. Multi-million-dollar homes are also located on slopes with picturesque views, with more on the way.

The Utah Interagency Technical Team (IAT) has worked with Wasatch County since 1999 due to extensive landslide complexes identified by the Utah Geological Survey in the Timber Lakes area and also in several mountain communities on the west side of the Heber Valley. In one such area of Timber Lakes, more than 200 homes are in a Landslide Study Area of the UGS. Thus, the UGS has completed "Landslide Investigation of Timber Lakes Estates, Wasatch County, Utah: Landslide Inventory and Preliminary Geotechnical-Engineering Slope Stability Analysis." These reports can be obtained from the UGS.

History

Landslide/Debris Flow

Location	Date	Damages	Source
Wasatch	12/27/1964	\$500	SHELDUS database
Wasatch	1/1/1983	\$8,603,666.52	SHELDUS database
Wasatch	1/1/1984	\$1,471,256.97	SHELDUS database

**Spatial Hazard Event and Losses Database*

Note that only damaging events of a large magnitude are recorded by most databases

Mitigation

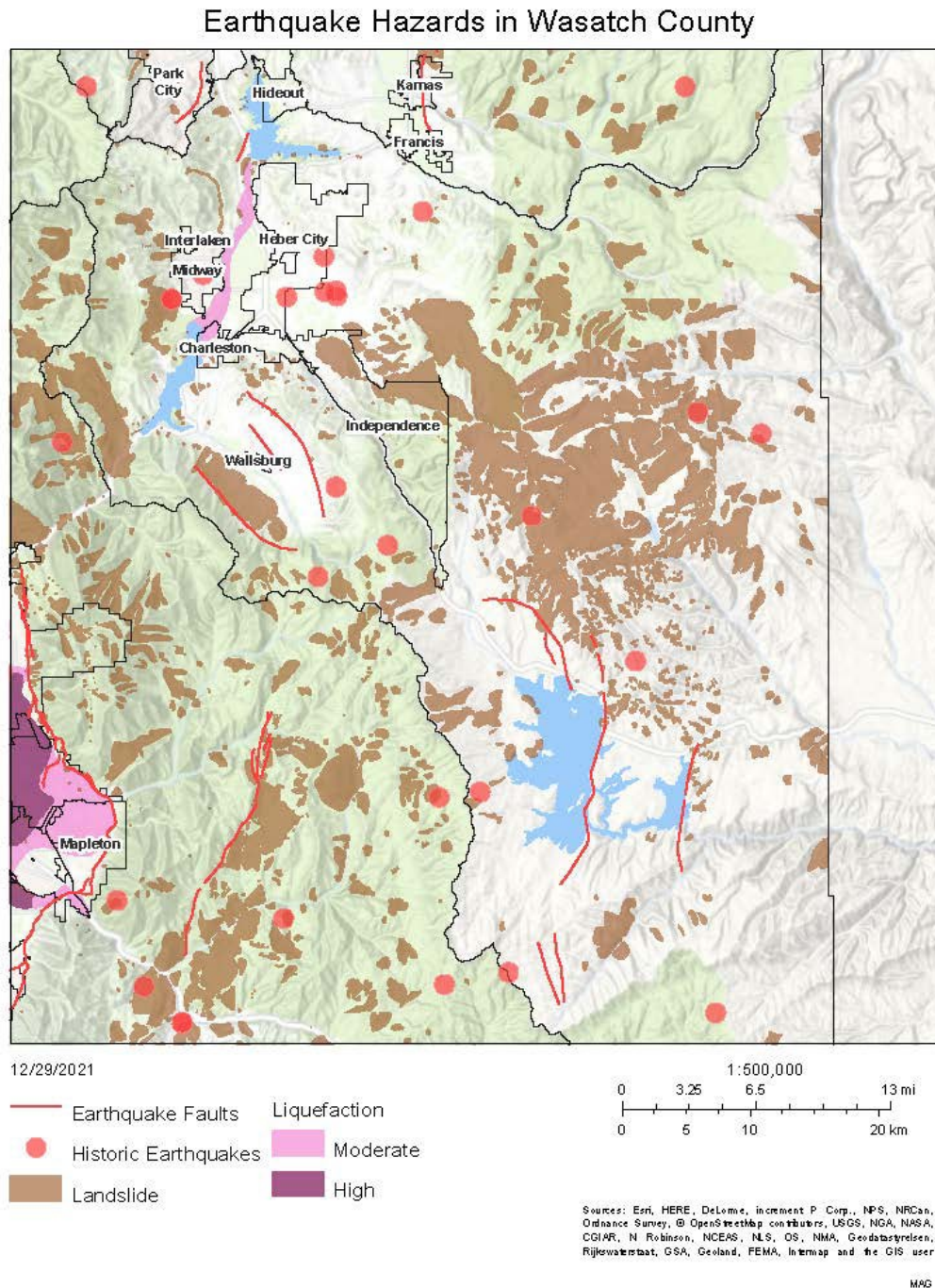
Nearly all recent landslides have occurred as reactivations of pre-existing landslides. Some strategies include:

Prohibit building on steep slopes, require thorough investigations and geotechnical studies for buildings in areas prone to landslides, and prevent over-irrigating. The use of very-low water xeriscape landscaping and/or smart irrigation controllers that adjust the amount of water applied to landscapes based on weather, plant/turf, and soil data, can significantly reduce the amount of excess water that percolates through the soil as groundwater and save money.

- Creating a plan to implement reinforcement measures in high-risk areas.
- Defining steep slope/high-risk areas in land use and comprehensive plans and creating guidelines or restricting new development in those areas.
- Creating or increasing setback limits on parcels near high-risk areas.
- Locating utilities outside of landslide areas to decrease the risk of service disruption.
- Restricting or limiting industrial activity that would strip slopes of essential top soil.
- Incorporating economic development activity restrictions in high-risk areas.

See FEMA's [Strategies handbook](#) for a more complete list.

Earthquake and Landslide



Overview

Earthquakes occur when tectonic plates suddenly release tension built up over decades of strain. The Wasatch Fault has a strong earthquake about every 300 years and we are "due"

for another. While some scenic homes are built directly on a fault, the way a building is constructed and the stability of soils underneath are a large factor in its resilience. Pre-1990's brick homes are usually unreinforced and very brittle, posing a great risk to occupants during a quake.

Development Trends

Due to Wasatch County's populated areas being mostly outside of the Wasatch Fault zone the severity of a potential earthquake is thought to be lower. Recent development trends have been to build on steeper slopes and benches which can lessen the potential for liquefaction but increase susceptibility to earthquake triggered landslides. Ultimately, new construction in the area equals more structures that are susceptible to earthquakes. Each construction project should be thoroughly reviewed for resistance to ground shaking and other earthquake related hazards.

Profile

Frequency	Low -Events above 3.0 on the Richter scale are rare. Minor events (below 3.0) occur every month, but generally aren't felt.
Severity	High (up to 5.0)
Location	Multiple faults throughout the county particularly around Wallsburg.
Seasonal Pattern	None
Duration	1 to 6 minutes excluding aftershocks.
Speed of Onset	Seconds
Probability of Future Occurrences	93% probability that an earthquake Magnitude 5 or higher will occur somewhere along the Wasatch Front in the next 50 years, though effects would be diminished in Wasatch County.
Losses	\$538,000 annualized

Development Trends

As development occurs in Wasatch County, more buildings and people will be in danger from earthquakes. However, newer buildings will be built to better standards, which will

actually rate of damage. It is interesting to note that when most residential structures are engineered, out of the three categories of design criteria; seismic zone, wind shear and snow load; the design criteria for wind shear over-rules the other criteria.

History

There have been few events of note in recorded history within Wasatch County, but a 2020 event in Magna, Salt Lake County, gave the state a glimpse of what could happen. The State of Utah has also put a few earthquake scenarios through its HAZUS software, yielding loss estimates and maps of potential damages on the Wasatch Front.

Magna Earthquake: Days after the US shutdown to slow the COVID 19 pandemic, a 5.7 earthquake struck Magna township in Salt Lake County. The most noticeable damages occurred in multi-story building such as the brick façade of a large commercial building, but several mobile homes were condemned and the Utah Department of Public Safety estimates \$70-100 million in public structure and infrastructure damage. Fortunately, no one was injured or killed and the public facilities were insured.

Recorded Earthquakes magnitude 3.0 or greater since 1950: Wasatch County

Earthquakes

Location	Magnitude	Date
12 miles northeast of Strawberry Reservoir	3.9	8/17/1963
Near Heber	3.8	10/1/1972
Near Heber	3.2	10/2/1972
Near Heber	3	12/24/1972
Deer Creek Reservoir	3.4	8/5/1973
South of Heber	3.4	8/19/1973
W of Hanna, Wasatch County	3.2	4/9/1988
SE of Wallsburg, Wasatch County	3.2	7/19/1999
E of Heber, Wasatch County	3	12/10/2000

Near Currant Creek Peak, Wasatch County	3	11/17/2003
Near Strawberry Reservoir, Wasatch County	3.5	6/11/2006
5km S of Francis, Wasatch County	3.2	3/14/2014
15 km E of Independence	3.7	6/9/2021

**United States Geologic Survey Earthquake Archives*

Mitigation

Strategies include restricting building on known fault lines or steep slopes, requiring geotechnical studies for buildings on problem soils, retrofitting critical infrastructure, educating homeowners on retrofitting options and securing items to the wall, requiring large/reinforced foundations or piers in liquefaction areas, and many more. See **Utah Earthquake Safety** or FEMA's **Strategies Handbook** for more details.

Severe Weather

Overview

Wasatch County's mountainous terrain makes it particularly susceptible to Winter Weather. Add to the topography those who seek snowy slopes for recreation and disaster can ensue, as seen in the table below. Avalanches, typically a voluntary risk, have caused the most deaths in Wasatch County. Winter Weather has caused the most injuries and property damage while Wind is responsible for the most crop damages of any type of severe weather. Wasatch County government actively emphasizes household accountability and preparation as individuals from less rural settings move into the area.

Development Trends

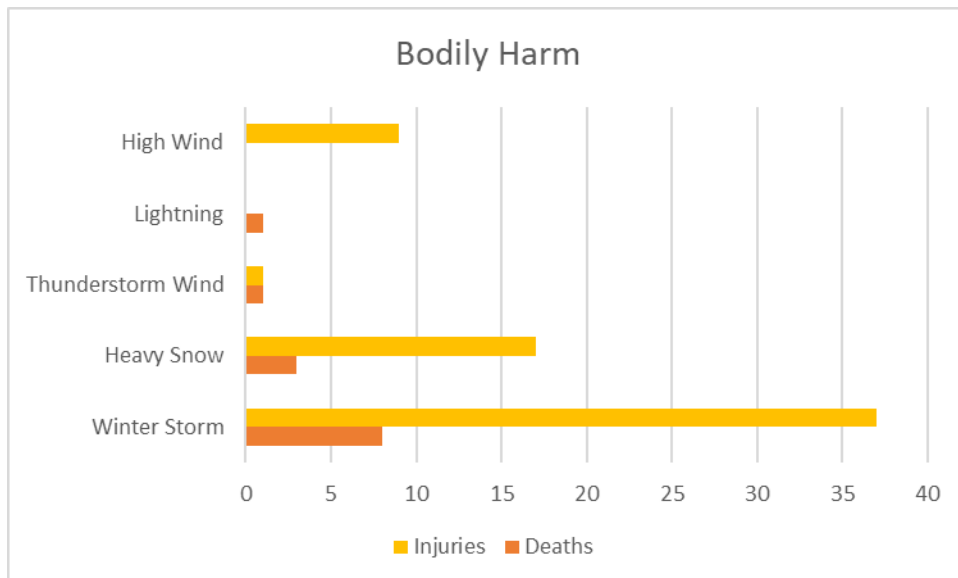
Rapid growth, particularly in the recreation sector, likely means more people will put themselves at risk for avalanches and it will take time for those migrating from less snowy areas to get used to travelling in the winter conditions.

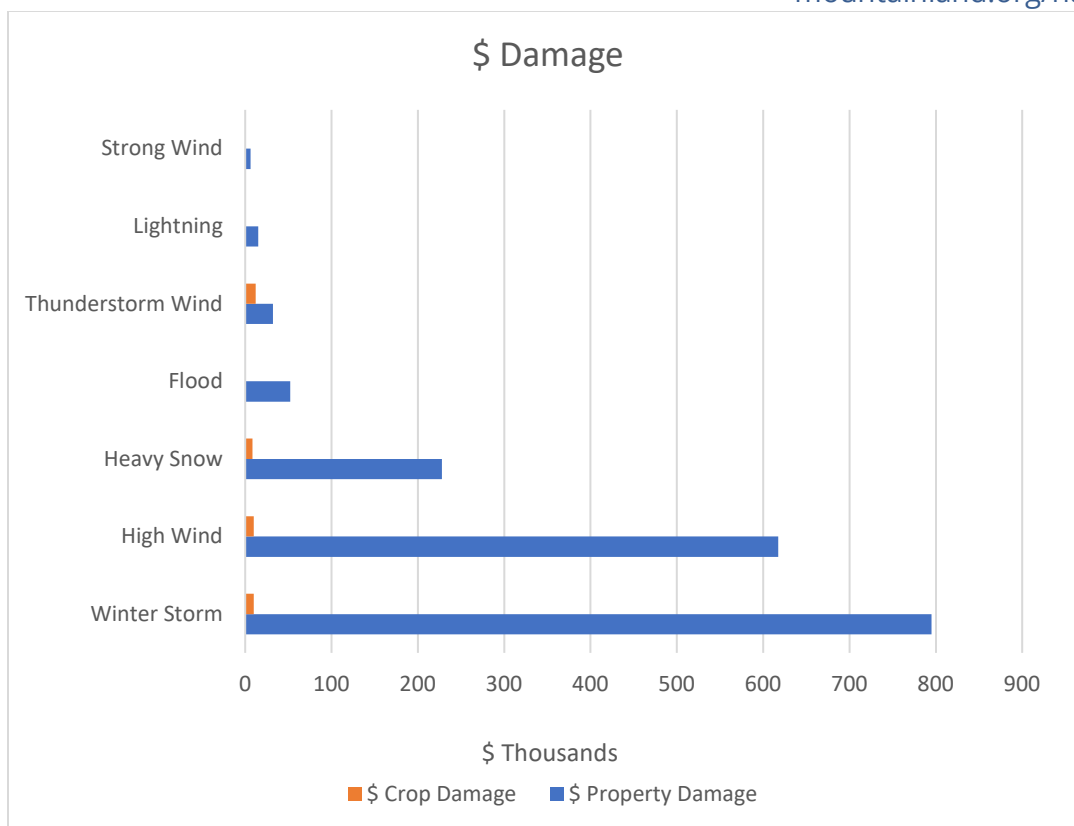
Profile

Frequency	Frequent Multiple events happen each year.
Severity	Moderate
Location	Region wide with some locations more frequent due to geography.
Seasonal Pattern	All year depending upon the type of event.
Duration	Seconds to Days
Speed of Onset	Immediate
Probability of Future Occurrences	Highly probable. Winter Weather and Avalanche have the highest probability of occurrence of all-weather hazards facing Utah County.

History

Row Labels	Deaths	Injuries	\$ Property Damage	\$ Crop Damage
Blizzard	0	0	0	0
Cold/wind Chill	0	0	0	0
Flash Flood	0	0	0	0
Flood	0	0	52000	0
Hail	0	0	0	0
Heavy Snow	3	17	227750	8600
High Wind	0	9	617600	10000
Lightning	1	0	15000	0
Strong Wind	0	0	6200	0
Thunderstorm				
Wind	1	1	32000	12000
Winter Storm	8	37	795000	10000
Winter Weather	0	0	0	0
Grand Total	13	64	1745550	40600





Mitigation

For buildings: Adopt and enforce building codes related to roof snow loads and wind speeds. Require CO monitors.

For Infrastructure: Install redundancies in power lines, lightning protection and surge protection on critical infrastructure, and snow sheds over roadways.

For everyone: Educate homeowners on protecting water pipes during cold weather and travelling safely. Encourage participation in emergency alerts.

See FEMA's [Strategies handbook](#) for a more complete list.

Damage Assessment and Mitigation

Overview

Listed below are the damage assessments for each of the participating jurisdictions followed by an update of the community's mitigation strategies from the 2017 plan, after which are the strategies, the community wishes to pursue in the course of this plan. Damage assessments were calculated using the methodologies mentioned in the Methods section. Strategies were developed by each community with assistance from MAG as requested. The subsequent county and city strategies reflect the advancement of local and regional goals and continue the community's vision for the security and prosperity of the region. These goals include:

- Reducing the impact of natural hazards on life, property, and preserving the environment
- Minimizing damage to infrastructure and services and protecting their ability to respond
- Preventing potential hazards from affecting area or mitigating its effects
- Increasing public awareness, capabilities and experience
- Ensuring the safety of citizens and visitors
- Enabling cooperation between citizens and emergency and public services
- Maintaining cooperation with, and adherence to, FEMA guidelines
- Developing zoning and other plans that decrease development in hazardous areas

The guiding factor in prioritizing mitigation strategies for local communities was the principle that mitigation should provide the ***greatest amount of good to the greatest number of people, after considering resources, staffing, and other constraints***. Probability of occurrence, past events, and damage estimates compiled during the risk assessment in this plan were heavily considered. Overall, each community individually considered their own capabilities, staffing, and resources as they prioritized their own mitigation strategies.

Wasatch County

Hazard	Loss Estimates				
	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	3,457	\$1,010,273	10.11	1.83	12.91
Fire Risk High	1,885	\$889,640	16.93	14.65	6.04
Fire Risk Moderate	3,779	\$1,589,447	45.44	30.36	4.94
Flood 1% Yearly Probability	123	\$33,693	4.67	2.87	1.43
Landslide	1,165	\$376,379	1.83	12.28	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	2,036	\$506,405	na	na	na

Vulnerabilities: Wasatch County faces significant wildfire risk, especially with mountainous terrain that makes firefighting difficult. The secondary effects of fire, such as debris flows, clog channels and have the potential to cause flooding. The Dollar Ridge fire in 2018 required extensive and expensive work on Strawberry Reservoir.

The county is also concerned about hazardous materials being trucked through population centers.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party
Adopt 2021 NFIP maps and update ordinances	Flood	High	1 yr.	Staff time	Local Gov	Local Gov
Lake Creek evacuation road/fire break at Timber Lakes	Fire, All	High	3 yrs.	1 million	Local Gov	Local Gov
Dollar Ridge Emergency Watershed Protection - Strawberry Reservoir erosion mitigation, bank armoring, debris removal	Flood, Fire	High	1 yr.	6 million	Wasatch and Duchesne	Wasatch and Duchesne counties

					counties, NRCT grant	
Reduce auto dependency by providing Transit and Paratransit	Climate Change, Air Quality	Mod	Ongoing		Local Gov, State grants	Local gov
Chipping and tree trimming program focusing on NE county	Fire	Mod	Ongoing	300k	BRIC, Local Gov	State Wildland Urban Interface Coordinator, Local Gov
Educate homeowners on proper burn techniques and when burning is permitted	Fire	Mod	Ongoing	Staff time	BRIC, Local Gov	State Wildland Urban Interface Coordinator, Local Gov
Disaster education through social media	Drought, all	Mod	Ongoing	Staff time	Local Gov	Local Gov
Flood controls for Lake Creek and Center Creek flood channels	Flood	Mod	5-10 yrs.	44 million	Heber, Wasatch, Independence, Grants	Heber, Wasatch, and Independence
Monitor air quality and discuss in County Air Quality Committee	Climate Change, Air Quality	Mod	Ongoing	\$200/monitor	Wasatch County Health Department, cities and towns, MAG	Local gov

2017 Update

Protecting Current Residents and Structures (Wasatch County)

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Reinforce stream and canal banks & remove debris to prevent flooding	High	2 years	TBD	Local Cash, Grants	Local Government	Yes, and Ongoing
Earthquake, Flood, Fire, Severe Weather	Education	Med	Ongoing	Minimal	Local Cash	Local Government	Yes, and ongoing
Flood	Encourage NFIP Participation	High	Ongoing	Minimal	Local Cash	Local Government	Yes, and ongoing

Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk	Medium	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Floods	Prohibit building in the floodplain or manipulating floodplain without consent	High	Ongoing	Minimal	Local Cash	Local Government	Yes

Central Utah Water Conservancy District

Due to the sensitive nature and complexity of CUWCD assets, they performed an independent risk analysis to create and prioritize the following mitigation strategies. Contact Blake Buehler of CUWCD for more information.

Vulnerabilities: The future development of the CUWCD water system will mainly be with a strong emphasis on water conservation, planning of needed additional regional water supply facilities, and incorporation of natural hazard mitigation. The District will also continue in its current efforts to address and incorporate natural hazard mitigation (i.e., seismic upgrades/standards, lightning protection, backup power, wildfire – both direct and indirect effects, etc.) into future design and construction projects whether they are for new facilities or for capital replacement projects. The following proposal is to help fulfill said efforts.

Priority (out of 18)	Mitigation Package: Facilities	BCR	Mitigation Description	Outside Contractor	In- House	CUWCD O&M	CUWCD CRP	CUWCD CIP	FEMA Grant	Timeline	Cost
8	Strawberry Pkg #2 (Lightning): <i>Current Creek Dam</i>	9.1	Nonstructural Retrofit	X			X			6-10 Years	\$49,311
11	Strawberry Pkg #4 (Lightning): <i>Vat Diversion</i>	10.2	Nonstructural Retrofit	X			X		X	6-10 Years	\$43,613
12	WCWEP Proj #1 (Earthquake): <i>Office Bldg. & Maintenance Bldg.</i>	0.01	Structural & Nonstructural Retrofit	X			X			6-10 Years	\$228,774
13	Strawberry Pkg #5 (Earthquake): <i>Currant Tunnel, Vat Diversion</i>	0.003	Nonstructural Retrofit	X	X	X				6-10 Years	\$12,328
16	Strawberry Pkg #6 (Landslide): <i>Currant, Stillwater, & Vat Tunnels</i>	-	Geological Investigation	X			X			6-10 Years	\$262,187
17	General Pipeline #1 - Stockpile Materials	-	Material Stockpiling		X	X	X			6-10 Years	\$755,950

18	General Pipeline #2 - Training	-	Training	X	X	X				6-10 Years	\$19,538
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Charleston

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	142	\$54,666	2.37	0.00	0.00
Fire Risk High	7	\$3,221	0.16	0.00	0.00
Fire Risk Moderate	58	\$15,830	1.17	0.00	0.00
Flood 1% Yearly Probability	27	\$6,923	0.49	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	157	\$58,373	na	na	na

Statement of Vulnerabilities: Charleston is concerned about fire in the south part of town and hopes to direct development along the I-89 corridor rather than in those hazard-prone areas.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party
Work with Wasatch County to adopt enhanced fire ordinances, especially during the fire season	Fire	High	Yearly	Staff time	Local gov	Local gov, Wasatch County

Adopt Flood Insurance Rate Maps as FEMA updates them and incorporate into codes and ordinances	Flood	High	As updated	Staff time	Local gov	Local gov, FEMA
Work with Gravel quarry to divert floods from quarry and property through yearly culvert cleaning	Flood	High	Ongoing	None	Gravel Quarry	Local gov, Gravel Quarry
Encourage development along the I-89 corridor rather than in fire-prone southern Charleston	Fire	High	Ongoing	Staff time	Local gov	Local gov
Remove vegetation around Daniel's Creek Bridge	Flood	Mod	Ongoing	2-5k	Local gov	Local gov
Consider a Wildland Urban Interface code	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Look into backup generator for City Hall	All	Mod	1-2 yrs.	TBD	Local gov, Grants	Local gov
Post fire and flood maps in Town Hall	Fire, Flood	Mod	1 yr.	Staff time	Local gov	Local gov, MAG
Trim trees along major roads	Fire	Mod	Ongoing	2-5k	Local gov	Local gov

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Remove vegetation around Daniels Creek Bridge	High	2 years	TBD	Local Cash, UTA	Local Government, UTA	Yes, ongoing
Flooding/ Dam Failure	Work with Gravel quarry to divert floods from quarry and property	High	2 years	TBD	Local Cash, Gravel Quarry	Local Government, Gravel Quarry, Daniel Creek Tributary	Yes, ongoing

Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding/ Dam Failure	Remove vegetation around Daniels Creek Bridge	High	2 years	TBD	Local Cash, UTA	Local Government, UTA	Yes
Flooding/ Dam Failure	Work with Gravel quarry to divert floods from quarry and property	High	2 years	TBD	Local Cash, Gravel Quarry	Local Government, Gravel Quarry, Daniel Creek Tributary	Yes

Daniel

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	49	\$8,930	0.37	0.00	0.00
Fire Risk Moderate	67	\$17,433	0.49	0.00	0.00
Flood 1% Yearly Probability	17	\$5,262	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	287	\$74,764	na	na	na

Statement of Vulnerabilities: The recent Storms Haven annexation has brought 50+ residents into city boundaries. That subdivision has no fire protection and needs a new water tank and expanded culverts. The city works closely with Wasatch County and Central Utah Water Conservancy District to plan for fire protection and improved water systems. There is also development pressure in the 100 yr. floodplain, particularly from out-of-town buyers who don't realize they cannot build in the floodplain.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding Source	Responsible Party
Work with CUWCD to expand water tank for annexed Stormhaven	Fire, Drought	High	2-5 yrs.	3.5 million	CUWCD, Local gov, grants	CUWCD, Local gov
Expand culverts and implement erosion control along Daniel Creek in the Stormhaven section	Flood	High	1-3 yrs.	TBD	Local cash, grants	Local gov
Rebuild bridge at Big Hollow Road	Flood	High	4 yrs.	50k	Local cash, grants	Wasatch County, Local gov
Create early-warning system for Daniel residents independent of County system	All	High	1-2 yrs.	Staff time	Local gov	Local gov
New development must elevate structures above base flood level	Flood	High	Ongoing	0	Developers	Developers, Local gov
Utah County Fire Chief must sign off that any development in Wildland Urban Interface meets requirements such as defensible space, distance to fire hydrants, interior fire suppression, etc.	Fire	High	Ongoing	Staff time	Developers, Local gov	Developers, Local gov, Wasatch County
Examine existing water tank for seismic soundness, build new tank	Earthquake, Fire, Drought	High	2-5 yrs.	TBD	Local gov	Local gov
Build wellhouse to move instrumentation inside	All	Mod	2-5 yrs.	500k	Local gov, grants	Local gov

5 acre/lot minimum in town, 160 acres/lot on hillside due to lack of wastewater system	Fire	Mod	Ongoing	0	Local gov	Local gov
Install sewer system that ties into Twin Creeks line 2 miles away	All	Mod	5-10 yrs.	\$5 million	Local gov, bonds, grants	Local gov
New development is required to turn water shares over to city	Drought	Mod	Ongoing	0	Developers, Local gov	Developers, Local gov
Ensure that realtors have informed buyers when they purchase land in the 100 yr. floodplain	Flood	Mod	Ongoing	0	Local gov	Local gov
Maintain open space and farming areas, allow urban farming	Climate Change, Air Quality	Mod	Ongoing	Depends on parcel cost	Local gov, Farming grants	Local gov

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party
Fire/Landslide	Work with CUWCD to expand water tank, plant vegetation to prevent erosion on nearby slopes	High	2 years	TBD	Local Cash	Local Government, CUWCD
Flooding/ Dam Failure	Expand culverts and implement erosion control along Daniel Creek	High	2 years	TBD	Local Cash, Grants	Local Government
Severe Weather, Landslides	Move instrumentation inside and underground	Med	4 years	TBD	Local Cash	Local Government
Flooding	Rebuild bridge at Big Hollow Rd	High	4 years	\$33,000	Local Cash	Local Government

Flooding	Maintain/Reinforce Canals	High	Ongoing	TBD	Local Cash	Local Government
Severe Weather, Landslides	Move instrumentation inside and underground	Med	4 years	TBD	Local Cash	Local Government
Flooding/ Dam Failure	Expand culverts and implement erosion control along Daniel Creek	High	2 years	TBD	Local Cash, Grants	Local Government
Fire/Landslide	Work with CUWCD to expand water tank, plant vegetation to prevent erosion on nearby slopes	High	2 years	TBD	Local Cash	Local Government, CUWCD

Heber City

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	2,240	\$581,598	3.04	3.45	0.56
Fire Risk High	502	\$158,801	1.73	0.36	0.09
Fire Risk Moderate	789	\$274,785	1.17	1.41	1.59
Flood 1% Yearly Probability	5	\$960	0.07	0.23	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	1,615	\$380,464	na	na	na

Statement of Vulnerabilities: Heber city is concerned about future annexations in fire and landslide-prone areas.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party
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No-burn days during fire and inversion seasons	Climate Change, Air Quality	High	Ongoing	Staff time	Local gov	Local gov
Adopt 2021 NFIP maps and update ordinances	Flood	High	1 yr.	Staff time	Local Gov	Local Gov
Adopt sensitive lands overlay	Landslide, Fire, Flood	High	1 yr.	Staff time	Local Gov	Local Gov
Sensitive Lands ordinance	All	High	1 yr.	Minimal	Local Gov	Local Gov
Re-route truck traffic away from Main St	Hazardous Materials spill	High	5-10 yrs.	TBD, EIS underway	UDOT, Local Gov	UDOT, Local Gov
Lawn requirements, allow more xeriscaping	Drought, all	Mod	2018	Staff time	Local Gov	Local Gov
Tree trimming	Flood, Fire	Mod	Ongoing		Local Gov	Public Works
Flood controls for Lake Creek and Center Creek flood channels	Flood	Mod	5-10 yrs.	43 million	Heber, Wasatch, Independence, Grants	Heber, Wasatch, and Independence
Education, including Ready program event on Main St, Red Ledges outreach	All	Mod	Ongoing	Minimal	Local Gov	Local Gov
Education through social media	Drought, all	Mod	Ongoing	Staff time	Local Gov	Local Gov

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party	Completed?
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Flooding/ Dam Failure	Improve and construct drainage and flood control infrastructure.	High	Ongoing	TBD	Local Cash, Grants	CUP, Local Government	Yes
Earthquake	Inventory and upgrade public buildings and critical facilities for seismic standards.	High	3 years	TBD	Grants	FEMA	No - cost prohibitive

Wildfire	Educate homeowners on FIREWISE practices.	Medium	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Medium	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes
All	Promote the Community Emergency Response Team (CERT)	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Flooding/ Dam Failure	Improve and construct drainage and flood control infrastructure.	Medium	Ongoing	TBD	Local Cash, Grants	CUP, Local Government	Yes, ongoing
Earthquake	Promote earthquake awareness and preparation.	Medium	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	Medium	1 year	Minimal	Local Cash, Grants	Local Government	Yes
Landslide	Adopt ordinances that avoid development of areas prone to landslides.	Medium	Ongoing	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes, hillside ordinance
All	Promote Community Emergency Response Team (CERT)	High	Ongoing	Minimal	Local Cash, Grants	Local Government	Yes

Hideout

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	47	\$31,752	1.10	1.61	0.00
Fire Risk Moderate	141	\$74,516	1.54	0.93	0.00

Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Hideout's largest risk is wildfire and we do not currently have mitigating zoning or building codes in place. We need to adopt better requirements to prevent the spread of wildland fire and educate existing residents on firewise practices.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party
Educate homeowners on firewise practices such as having defensible space	Fire	High	Ongoing	Staff time	Local gov, Wasatch County	Local gov, Wasatch County
Update code to protect against wildfire in new development, including multiple evacuation routes, defensible space, fire-resistant building materials, etc.	Fire	High	1-2 yrs.	Staff time	Local gov	Local gov
Participate in an emergency notification system such as Summit County's Code Red Alerts	All	High	1-2 yrs.	TBD	Local gov	Local gov, Summit County
Require geotechnical studies for new construction	Landslide	Mod	Ongoing	Staff time	Local gov, Developers	Local gov, Developers
Assess town and HOA landscaping requirements to permit more xeriscaping without allowing noxious weeds	Drought, Noxious weeds	Mod	1-2 yrs.	Staff time	Local gov	Local gov
Study water and sewer systems for deficiencies and determine if/where backup generators are needed	Flood, all	Mod	1-2 yrs.	5-10k	Local gov	Local gov
Work with Summit County to determine if there are slopes where a wildfire might trigger debris flows	Debris Flow	Mod	2-3 yrs.	TBD	Local gov,	
Completing an inventory of locations where critical facilities, other buildings, and infrastructure are	Landslide/ Earthquake	Moderate	1-2 yrs.	5-10k	Local gov	Local gov

vulnerable to landslides and determine any action required.						
Consider ways to reduce air pollution such as EV charging stations in new developments and prohibiting wood burning on poor air quality days.	Climate Change	Mod	1-2 yrs.	Staff time	Local gov	Local gov

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?
Seismic	Inventory current critical facilities for seismic standards.	High	2 years	TBD	Local Cash, Grants	Local Government	Not necessary. Almost everything built after 2000
Wildfire	Educate homeowners on FIREWISE practices.	Medium	Ongoing	Minimal	Local Cash, Grants	Local Government	No, lack of staff to initiate
Landslide	Completing an inventory of locations where critical facilities, other buildings, and infrastructure are vulnerable to landslides and determine any action required.	Med	2 years	TBD	Local Cash, Grants	Local Government, UGS	Partly complete, will finish with Infrastructure committee and TO engineering
Earthquake	Evaluate necessity to implement additional building codes for Promote earthquake awareness and preparation.	High	2 years	Minimal	Local Cash, Grants	Fire Department, UGS, USGS	Not necessary, most of town and all critical facilities built after 2000
Wildfire	Implement Wildfire Urban Construction ordinance.	High	1 year	Minimal	Local Cash, Grants	Local Government	Not yet, lack of staff

Landslide	Determine if current vulnerable areas dictate a need to implement additional town ordinances or building codes based on planned buildings or facilities.	Med	3 years	Minimal	Local Cash, Grants	Local Government	Not yet, working on firewise ordinances
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Independence

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	17	\$2,608	0.20	0.00	0.00
Fire Risk High	0	\$0	1.70	0.00	0.00
Fire Risk Moderate	9	\$1,659	1.80	0.00	0.00
Flood 1% Yearly Probability	1	\$80	0.10	0.00	0.00
Landslide	18	\$11,075	0.60	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Independence would like to pave the main road leading to the National Forest and keep it open year-round for fire management and recreation. Preserving open space and limiting development in the wildland-urban interface are very important for mitigating fires and keeping the natural beauty and recreation opportunities that make Independence an attractive place to live. Clustering development along main roads is part of this effort.

Independence does not currently have a water system, sewer system, or critical facilities. It will be important to plan for these as development occurs to ensure sufficient quality water.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party
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Rewrite codes and ordinances to include sensitive lands, hillsides, ridgelines, and wildland-urban interfaces	All	High	2-3 yrs.	Staff time	Local gov	Local gov
Work with Wasatch County to adopt enhanced fire ordinances, especially during the fire season	Fire	High	Yearly	Staff time	Local gov	Local gov, Wasatch County
Adopt Flood Insurance Rate Maps as FEMA updates them and incorporate into codes and ordinances	Flood	High	As updated	Staff time	Local gov	Local gov, FEMA
Flood controls for Lake Creek and Center Creek flood channels	Flood	Mod	5-10 yrs.	45 million	Heber, Wasatch, Independence, Grants	Heber, Wasatch, and Independence
Pave main road to national forest and open year-round	Fire, All	Mod	2-3 yrs.	TBD	Local gov	Local gov
Trim trees along major roads	Fire	Mod	Ongoing	10k/yr.	Local gov	Local gov
Cluster development to preserve open space	Fire	Mod	Ongoing	Staff time	Local gov	Local gov
Plan for city-owned water and sewer system as development occurs or work with adjacent special service districts to do so	Drought	Mod	Ongoing	Staff time	Local gov	Local gov
Work with youth groups on fire mitigation activities	Fire	Mod	Ongoing	Staff time	Local gov	Local gov
Educate residents on low-cost retrofit options when they come in for remodeling permits	Earthquake	Mod	Ongoing	Staff time	Local gov	Local gov

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party	Completed?
Fire	Partner with youth organizations to establish zones for fire safety	High	1 year	Minimal	Local Government	Local Government	Yes
Fire	Tree trimming/clearing project	High	1 year	Minimal	Local Government	Local Government	Yes, ongoing

Protecting Future Residents and Structures

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	
Flooding	Encourage NFIP participation, follow FEMA recommended floodplain ordinance	High	1 year	Minimal	Local Government	Local Government	Yes
Fire	Adopt Wildland Fire Urban Interface Code	Med	1 year	Minimal	Local Government	Local Government	No - in progress

Interlaken

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	13	\$6,038	0.00	0.00	0.00

Fire Risk Moderate	99	\$22,124	0.00	0.00	0.00
Flood 1% Yearly Probability	0	\$0	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00

Statement of Vulnerabilities: Interlaken has had several close calls with fire in the past decade. There is currently only 1 road in and out of town, but developers will be required to build 3-4 more routes with subdivisions in the near future. Interlaken would also like a robust emergency notification system including a siren. The town's topography amplifies sound and past fires have started close enough to town that quick notification is essential.

Interlaken has ongoing vegetation removal, firewise code, and other requirements that should mitigate fire.

Mitigation Strategy	Hazard	Priority	Timeline	Cost	Funding source	Responsible Party
Remove green waste	Fire	High	Biannual	6k and ~200 volunteer hours	Wasatch County, Local gov	Wasatch County, Local gov
No open fires at any time, sprinklers required in new construction and remodels	Fire	High	Ongoing	0	Interlaken	Interlaken
Maintain calling tree as well as participate in Wasatch County's emergency notification system	All	High	Ongoing	0	Interlaken	Interlaken
Require sufficient roads for evacuation with new development	Fire, All	High	2-4 yrs.	0	Developers	Developers
Sensitive lands overlay requires Geotech survey for >25% slope	Landslide	Mod	Ongoing	0	Interlaken, Developer	Interlaken, Developer
1/2-acre lot minimum with 30' setback puts fewer homes in WUI	Fire	Mod	Ongoing	0	Interlaken	Interlaken

Require annexed land to come with water rights sufficient for development	Drought	Mod	Ongoing	0	Interlaken	Interlaken
New construction must submit landscaping without large turf areas	Drought	Mod	Ongoing	0	Interlaken	Interlaken
Maintain firewise community status	Fire	Mod	Ongoing	Staff Time	Interlaken	Interlaken
Purchase a siren loud enough for entire town to hear	All	Mod	1-2 yrs.	5k	Local gov, Grants	Local gov
Assign block captains and town officials to manage traffic in the event of an evacuation	Earthquake	Mod	Ongoing	0	Local gov	Local gov
Update 2002 Emergency Response Plan	All	Mod	1-2 yrs.	TBD	Interlaken	Interlaken

2017 Update

Action	Hazard	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party	Completed?
Develop an emergency response plan for wildfires	Wildfire	High	1 year	Minimal	Local Cash	Local Government, residents	No, but did become a Firewise community
Incorporate FIREWISE landscaping recommendations into local ordinances in applicable areas	Wildfire	Medium	1 year	Minimal	Local Cash	Local Government	Yes
Require slope stability analyses for susceptible areas in local land use codes	Landslide	Medium	1 year	Minimal	Local Cash	Local Government	Yes

Midway

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles

Dam Failure	362	\$120,354	1.29	0.46	0.00
Fire Risk High	238	\$71,769	0.27	0.09	0.00
Fire Risk Moderate	1,075	\$307,450	0.98	0.47	0.00
Flood 1% Yearly Probability	10	\$885,791	0.08	0.12	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	720	\$167,393	na	na	na

Statement of Vulnerabilities: Wildland Fire is Midway's biggest vulnerability. Though Midway has few homes in high-risk areas, cabins in Wasatch County land nearby are cause for concern. Midway monitors water tanks on County land for use in fire suppression. There are 300-400 homes on the west side that need a second access route.

There is canyon flooding not identified in the NFIP. Midway is working to upgrade roads and culverts to mitigate impacts.

Midway has several older buildings that could be destroyed in an earthquake, including the Town Hall and Community Center.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Funding Source	Responsible Party
Promote NFIP participation	Flood	High	Ongoing	minimal	Local gov	Local gov
Enforce floodplain ordinance that requires a 50' setback from new development	Flood	High	Ongoing	Staff time	Local gov	Local gov
Complete Seismic evaluation of the Town Hall, Community Center, and generators	Earthquake	High	1-2 yrs.	TBD	Midway City	Midway City
Fire district must approve site plans, requiring defensible space, appropriate plantings and construction materials in new development	Fire	High	Ongoing	Staff time	Midway city	Midway City

Install secondary water meters on springs and wells to monitor input and new development	Drought	High	1-2 yrs./ongoing	Unknown	Midway Irrigation company (private company), developers	Irrigation company, developers
Create and maintain backcountry trails that can serve as fire access roads in Wasatch Mountain State Park and new hillside development	Fire	Mod	5	TBD	Wasatch Mountain State Park, Wasatch County, Midway, Developers, grants	Wasatch Mountain State Park, Wasatch County, Midway, Developers, grants
Participate in Shakeout and yearly County Disaster Drills	Earthquake, all	Mod	Yearly	Minimal	Midway City	Midway City, Wasatch County
Carbon date well water to find regeneration rate	Drought	Mod	1 yr.	133,000	Midway City	Midway City
Require that new subdivisions give secondary water rights to Midway City	Drought	Mod	Ongoing	0	Midway City	Midway City
Educate residents on localscapes	Drought, Fire, Climate Change	Mod	Ongoing	Staff time	Midway City	Midway City

2017 Update

Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding Sources	Responsible Party	Completed?	If not, why not?
Flooding/ Dam Failure	Promote NFIP participation.	High	1 year	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	No	Lack of information
Earthquake	Inventory current critical facilities, esp. City Hall, for seismic standards.	High	2 years	TBD	Local Cash, Grants	Local Government	No	Talked about, in progress

Wildfire	Educate homeowners on FIREWISE practices by passing out information on 24 July.	High	Ongoing	Minimal	Local Cash, Grants	Local Government	No	Lack of information
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Low	Ongoing	TBD	Local Cash, Grants	Local Government, UGS	No	Limited staff
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	No	Maps updated, need to be incorporated
Earthquake	Promote earthquake awareness and preparation by providing information at 24 July activities.	Med	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No	Need more information

Wallsburg

Loss Estimates					
Hazard	# Buildings	Building value (thousands)	Major Road Miles	Transmission Miles	Railroad Miles
Dam Failure	0	\$0	0.00	0.00	0.00
Fire Risk High	42	\$6,276	0.25	0.00	0.00
Fire Risk Moderate	31	\$3,590	0.51	0.00	0.00
Flood 1% Yearly Probability	4	\$701	0.00	0.00	0.00
Landslide	0	\$0	0.00	0.00	0.00
Liquefaction Moderate to High	0	\$0	0.00	0.00	0.00
Earthquake (Pre-1990 buildings)	96	\$11,519	na	na	na

Vulnerabilities: Wallsburg's most pressing concern is constructing a new water tank to with necessary connections to serve current and future residents. The old tank leaks and will not be sufficient for coming development. We have a water management plan underway that will identify infrastructure needs for culinary water and stormwater management.

The second biggest concern is having a safe, well-functioning Town Hall. The current building isn't up to seismic safety standards, is oversized, lacks a backup generator, and isn't energy efficient. A well-constructed, right-sized building will enable ongoing town functioning and serve as an evacuation site in the event of a disaster.

The few structures located in the 100 yr. floodplain are aware of their risk and have insurance when applicable. Wallsburg also has a park on a section of floodplain, protecting it from future development.

Because Wallsburg is surrounded by well-kept fields, Wildland Fire is not as great a priority as it is in the rest of the county. We will look into adopting some for fire-resistant homes.

Mitigation Strategy	Hazard	Priority	Timeline	Estimated Cost	Funding	Responsibly
Install a new water tank and connecting pipes for current and future residents	Drought	High	1-3 yrs.	2-3 million	ARPA, CDBG, Rural Water Users grants or loans with Local match	Local gov
Complete water management plan	Flood, Drought	High	1 yr.	30k	Local gov	Local gov
Get an engineer's estimate on the cost to retrofit Town Hall for seismic safety and/or remodel entirely for improved emergency efficiency and improved functionality	Earthquake, All	Mod	3-5 yrs.	TBD	Local gov	Local gov
Consider adopting codes and ordinances similar to Wasatch County for improved fire resiliency i.e., no shingle roofs, defensible space, etc.	Fire	Mod	1-2 yrs.	Staff time	Local gov	Local gov

Prohibit building on slopes >30% and require additional mitigation for proposed buildings on steep slopes		Landslide	Mod	Ongoing	Staff time	Local gov	Local gov
Provide dumpsters for bulk waste		Fire	Mod	Ongoing	10k	Local gov	Local gov
2017 Update							
Hazard	Action	Priority	Timeline	Estimated Cost	Potential Funding	Responsible Party	
Flooding/ Dam Failure	Promote NFIP participation.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Inventory current critical facilities for seismic standards.	High	3 years	TBD	Local Cash, Grants	Local Government	Partly, as part of Town Hall reroofing project
Wildfire	Educate homeowners on FIREWISE practices.	High	Ongoing	Minimal	Local Cash, Grants	Local Government, County Fire	Yes
Landslide	Public education on and correct watering practices and retaining measures in susceptible areas.	Med	1 year	TBD	Local Cash, Grants	Local Government, UGS	Yes
Flooding/ Dam Failure	Update Flood and Inundation mapping and incorporate them into general plans and ordinances.	High	2 years	TBD	Local Cash, Grants	Local Government, FEMA, UDHS	Yes
Earthquake	Promote earthquake awareness and preparation.	High	1 year	Minimal	Local Cash, Grants	Local Government, UGS, USGS	Yes
Wildfire	Incorporate FIREWISE landscaping requirements into local ordinances within areas at risk.	High	1 year	Minimal	Local Cash, Grants	Local Government	No, fire not a high priority

Landslide	Coordinate and update landslide mapping within the area with UGS and USGS.	High	3 years	Minimal	Local Cash, Grants	Local Government, UGS, USGS	No, efforts fell through
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Contacts and Participation

See Part III: Process for a complete accounting of participation

Position	Name	Phone	Email
Emergency Manager	Kathryn McMullin	801-718-4628	kmcmullin@summitcounty.org
Summit County Planner	Ray Milliner	435-336-3118	rmilliner@summitcounty.org
Summit Co Fire Marshal	Mike Owens	435-940-2520	mowens@pcfd.org
Summit Co Public Works	Derrick Radke	435-336-3970	dradke@summitcounty.org
Henefer Planner	Robert Richins	435-336-5365	henefertown@allwest.net
Henefer Mayor	Kay Richins	801.599.8003	henefermayor@gmail.com
Park City Emergency Manager	Mike McComb	435-615-5185	mike.mccomb@parkcity.org
Coalville Mayor	Trevor Johnson	435-336-5981	mayor@coalvillecity.org
Coalville	Niki Sargent	435.659.6941	niki.sargent@coalvillecity.org
Coalville Public Works	Zane Deweese	435-336-5980	zane.deweese@coalvillecity.org

Coalville Public Works	Kyle Clark		
Coalville Wastewater Treatment	Sam Adams		
Oakley		435-783-5734	oakley@oakleycity.com
Oakley Planner	Stephanie		stephanie@oakleycity.com
Oakley	Amy Rydalch		amy@oakleycity.com
Oakley City	Kelly Kimber		kelly@oakleycity.com
Francis/Kamas	Scott Kettle	435-654-2226	skettle@horrocks.com
		cell: 801-360-9735	
Francis Public Works		435-783-6236	lthomas@francisutah.org
Francis Planner	Katie Henneuse	435-783-6236	khenneuse@francisutah.org
WUI Coordinator	Travis Wright	385-505-4030	tdwright@utah.gov
Park City Fire District	Ashley Lewis		
North Summit Fire District	Ian Nelson		
FFSL /County Fire Warden	Bryce Boyer		
N Summit School District	Kristy		kbraithwaite@nsummit.org
S Summit School District	Kip Bigelow		kbigelow@ssummit.org

S Summit School District	Kathy Carr		kathy.carr@ssummit.org
S Summit School District Superintendent	Greg Maughan		greg.maughan@ssummit.org

Part 8 Adoption and Maintenance

Plan Adoption

Example Resolution

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE MOUNTAINLAND ASSOCIATION OF GOVERNMENTS PRE-DISASTER HAZARD MITIGATION PLAN AS REQUIRED BY THE FEDERAL DISASTER MITIGATION AND COST REDUCTION ACT OF 2000.

WHEREAS, President William J. Clinton signed H.R. 707, the *Disaster Mitigation and Cost Reduction Act of 2000*, into law on October 30, 2000.

WHEREAS, the Disaster Mitigation Act of 2000 requires all jurisdictions to be covered by a Pre-Disaster Hazard Mitigation Plan to be eligible for Federal Emergency Management Agency pre-disaster funds,

WHEREAS, Mountainland Association of Governments (MAG) has been contracted by the State of Utah to prepare a Pre-Disaster Mitigation Plan covering all of the jurisdictions in the MAG Area, and

WHEREAS, the MAG Executive Council approved MAG Staff to write the plan on October 25, 2018, and

WHEREAS, _____ City is within the MAG Area, and

WHEREAS, the _____ City Council is concerned about mitigating potential losses from natural disasters before they occur, and

WHEREAS, the plan identifies potential hazards, potential losses and potential mitigation measures to limit losses, and

WHEREAS, the _____ City Council has determined that it would be in the best interest of the community as a whole to adopt the Pre-Disaster Hazard Mitigation Plan as it pertains to the City, therefore

BE IT RESOLVED BY THE _____ CITY COUNCIL THAT:

The attached "Mountainland Association of Governments Pre-Disaster Mitigation Plan" be adopted to meet the requirements of the Disaster Mitigation and Cost Reduction Act of 2000.

This Resolution shall be effective on the date it is adopted.

DATED this _____ day of _____, 2022.

Community Adoption Status

Community	No Action	Completed / Not yet adopted	Completed and adopted
Alpine			
American Fork			
Cedar Fort			
Cedar Hills			
Charleston			
Coalville			
Daniels			
Eagle Mountain			
Elk Ridge			
Fairfield			
Francis			
Genola			
Goshen			
Heber			
Henefer			
Hideout			
Highland			
Independence			
Interlaken			
Kamas			
Lehi			
Lindon			

Mapleton			
Midway			
Oakley			
Orem			
Park City			
Payson			
Pleasant Grove			
Provo			
Salem			
Santaquin			
Saratoga Springs			
Spanish Fork			
Springville			
Summit County			
Utah County			
Vineyard			
Wallsburg			
Wasatch County			
Woodland Hills			

Plan Maintenance

Monitoring, Evaluating and Updating the Plan

MAG will keep the plan available on its website and feature the Risk maps and a place to comment on the Pre-Disaster Mitigation landing page. MAG will also feature hazard maps at its annual Open House, where each city presents its long-range plan.

Biennial Reporting

Every 2 years MAG will contact each jurisdiction to see how the mitigation strategies are progressing and if the plan needs to be modified. The results will be shared with the Executive Council. Look forward to learning about our progress in 2024 and 2026.

Revisions and Updates

Periodic revisions and updates of the Plan are required to ensure that the goals and objectives for the MAG Region are kept current. More importantly, revisions may be necessary to ensure the Plan is in full compliance with Federal regulations and State statutes. This portion of the Plan outlines the procedures for completing such revisions and updates.

Five (5) Year Plan Review

Every 5 years MAG will conduct a comprehensive update of the Plan, accounting for development, changes in vulnerability, and new mitigation capabilities. Typically, the same process that was used to create the original plan will be used to prepare the update.

Plan Amendments

An amendment can be initiated by the Executive Council, either at its own initiative or upon the recommendation of the Executive Director, Community Development Director, Mayor of an affected community or the State Department of Emergency Services and Homeland Security. New requirements, information, needs, or errors in the original plan could trigger an amendment. All entities affected by an amendment (city, school district, water district, etc.) will be informed of the amendment and given an opportunity to comment. The proposed amendment will also be posted on MAG's website for public comment.

In determining whether to recommend approval or denial of a Plan amendment request, the Executive Council should consider the following:

- There are errors or omissions made in the identification of issues or needs during the preparation of the Plan; and/or
- New issues or needs have been identified which were not adequately addressed in the Plan; and/or
- There has been a change in information, data or assumptions from those on which the Plan was based.
- The nature or magnitude of risks has changed.

- There are implementation problems, such as technical, political, legal or coordination issues with other agencies.

Upon receiving the recommendation of the Executive Director or his/her designee, the Executive Council will hold a public hearing. The Executive Council will review the recommendation (including the factors listed above) and any oral or written comments received at the public hearing. Following that review, the Executive Council will take one of the following actions:

1. Adopt the proposed amendment as presented.
2. Adopt the proposed amendment with modifications.
3. Refer the amendment request back to the Executive Director for further consideration.
4. Defer the amendment request for further consideration and/or hearing.
5. Reject the amendment request.

Implementation through Existing Programs

Process

Incorporating the risk analysis and strategies from this plan into General, Capital Improvement, Water Management Plans, etc. will strengthen all plans. It is the responsibility of elected representatives to make those changes at the recommendation of their staff, but MAG will provide resources and be available to collaborate with those groups.

Administrative

Project administration is purely a function of project size and complexity, for given jurisdictions within the planning area. Jurisdictions have self-funded or received state and federal funding for numerous projects in the past. The larger the project the more

administration resources are needed. Local jurisdictions with current staff could administer small projects or request county or state assistance. Larger projects would most likely still be managed “in-house” but would require additional staff be hired and may request state technical assistance.

Funding Sources

Although all mitigation techniques will likely save money by avoiding losses, many projects are costly to implement. The MAG jurisdictions will continue to seek outside funding assistance for mitigation projects in both the pre- and post-disaster environment. This portion of the Plan identifies the primary Federal and State grant programs for MAG jurisdictions to consider, and also briefly discusses local and non-governmental funding sources.

Federal

The following federal grant programs have been identified as funding sources which specifically target hazard mitigation projects:

Title: Building Resilient Infrastructure and Communities

Agency: FEMA

Building Resilient Infrastructure and Communities (BRIC) will support states, local communities, tribes and territories as they undertake hazard mitigation projects, reducing the risks they face from disasters and natural hazards. The BRIC program guiding principles are supporting communities through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.

75% Federal share with 25% local match; 90% Federal 10% local match for "small and impoverished communities"

Title: High Hazard Potential Dam Grant (HHPD)

Agency: FEMA

Part 8 Adoption and Maintenance

The High Hazard Potential Dam Grant (HHPD) awards provide technical, planning, design and construction assistance in the form of grants for rehabilitation of eligible high hazard potential dams. A state or territory with an enacted dam safety program, the State Administrative Agency, or an equivalent state agency, is eligible for the grant.

Title: Flood Mitigation Assistance Program

Agency: Federal Emergency Management Agency

FEMA's Flood Mitigation Assistance program (FMA) provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). FMA was created as part of the National Flood Insurance Reform Act of 1994 (42 USC 4101) with the goal of reducing or eliminating claims under the NFIP.

FMA is a pre-disaster grant program, and is available to states on an annual basis. This funding is available for mitigation planning and implementation of mitigation measures only, and is based upon a 75% Federal share/25% non-Federal share. States administer the FMA program and are responsible for selecting projects for funding from the applications submitted by all communities within the state. The state then forwards selected applications to FEMA for an eligibility determination. Although individuals cannot apply directly for FMA funds, their local government may submit an application on their behalf.

Title: Hazard Mitigation Grant Program

Agency: Federal Emergency Management Agency

The Hazard Mitigation Grant Program (HMGP) was created in November 1988 through Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The HMGP assists states and local communities in implementing long-term mitigation measures following a Presidential disaster declaration.

To meet these objectives, FEMA can fund up to 75% of the eligible costs of each project. The state or local cost-share match does not need to be cash; in-kind services or materials

may also be used. With the passage of the Hazard Mitigation and Relocation Assistance Act of 1993, federal funding under the HMGP is now based on 15% of the federal funds spent on the Public and Individual Assistance programs (minus administrative expenses) for each disaster.

The HMGP can be used to fund projects to protect either public or private property, so long as the projects in question fit within the state and local governments overall mitigation strategy for the disaster area, and comply with program guidelines. Examples of projects that may be funded include the acquisition or relocation of structures from hazard-prone areas, the retrofitting of existing structures to protect them from future damages; and the development of state or local standards designed to protect buildings from future damages.

Eligibility for funding under the HMGP is limited to state and local governments, certain private nonprofit organizations or institutions that serve a public function, Indian tribes and authorized tribal organizations. These organizations must apply for HMPG project funding on behalf of their citizens. In turn, applicants must work through their state, since the state is responsible for setting priorities for funding and administering the program.

Title: Public Assistance (Infrastructure) Program, Section 406

Agency: Federal Emergency Management Agency

FEMA's Public Assistance Program, through Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides funding to local governments following a Presidential Disaster Declaration for mitigation measures in conjunction with the repair of damaged public facilities and infrastructure. The mitigation measures must be related to eligible disaster related damages and must directly reduce the potential for future, similar disaster damages to the eligible facility. These opportunities usually present themselves during the repair/replacement efforts.

Proposed projects must be approved by FEMA prior to funding. They will be evaluated for cost effectiveness, technical feasibility and compliance with statutory, regulatory and executive order requirements. In addition, the evaluation must ensure that the mitigation measures do not negatively impact a facility's operation or risk from another hazard.

Public facilities are operated by state and local governments, Indian tribes or authorized tribal organizations and include:

- Roads, bridges & culverts
- Draining & irrigation channels
- Schools, city halls & other buildings
- Water, power & sanitary systems
- Airports & parks

Private nonprofit organizations are groups that own or operate facilities that provide services otherwise performed by a government agency and include, but are not limited to the following:

- Universities and other schools
- Hospitals & clinics
- Volunteer fire & ambulance
- Power cooperatives & other utilities
- Custodial care & retirement facilities
- Museums & community centers

Title: Natural Resource Conservation Grants

Agency: US Department of Agriculture

The USDA administers Natural Resource Conservation grants and provides crop insurance. The Federal crop insurance program is designed to provide a robust and reliable farm safety net, regardless of the size and scope of natural disasters. USDA's Risk Management Agency (RMA) works closely with Approved Insurance Providers (AIPs), who sell and service the policies that producers purchase, to ensure efficient loss adjustment and prompt claims payments, even in times of major disasters.

Title: SBA Disaster Assistance Program

Agency: US Small Business Administration

The SBA Disaster Assistance Program provides low-interest loans to businesses following a Presidential disaster declaration. The loans target businesses to repair or replace

uninsured disaster damages to property owned by the business, including real estate, machinery and equipment, inventory and supplies. Businesses of any size are eligible, along with non-profit organizations.

SBA loans can be utilized by their recipients to incorporate mitigation techniques into the repair and restoration of their business.

STATE PROGRAMS

Title: Emergency Management Performance Grants

Agency: Utah Department of Emergency Management

The EMPG program provides federal grants to states to assist state, local, territorial and tribal governments in preparing for all hazards. This grant is available to all counties, cities, tribes, and public institutions of higher learning that have an emergency management program and a paid part-time or full-time emergency manager. The grant provides financial assistance and technical expertise. EMPG provides funds to supplement pre-established local emergency management programs in building capabilities to implement the [National Preparedness System](#) and support the National Preparedness Goal.

Title: Community Impact Board

Agency: Utah Department of Workforce Services

Utah's Community Development Office builds local capacity to help communities become self-reliant, self-determined and prepared for the future. Programs managed by the office work closely together to provide funding for infrastructure alongside tools and resources to help communities with coordination, training, research and analysis, planning and technical assistance.

The Office provides Community Impact Board grants and Community Development Block Grants.

Title: Historic Building Certification

Agency: Utah State Historic Preservation Office

The Certified Local Government (CLG) program is designed to promote historic preservation at the local level. This is a federal program through the National Park Service and administered by the Utah State Historic Preservation Office (SHPO). Qualified local

governments become "certified" and thereby qualify to receive matching grants from the SHPO

Title: Board of Water Resources

Agency: Utah Division of Natural Resources

The [Board of Water Resources](#) appropriates funds to improve safety and water efficiency, develop new water projects, and refurbish aging infrastructure. Private or public water service providers can apply. Low-interest rates and repayment terms tailored to the project area's affordability guidelines are available for qualifying projects. To be eligible for funding, a project cannot be routine operation and maintenance, cannot be sponsored by a developer or an individual/family and cannot be for a domestic water system where less than half of the residents live in the service area year-round. All other water projects will be considered for funding.

LOCAL

Local governments depend upon local property taxes as their primary source of revenue. These taxes are typically used to finance services that must be available and delivered on a routine and regular basis to the general public. If local budgets allow, these funds are used to match Federal or State grant programs when required for large-scale projects.

Title: Community Development Block Grants

Agency: US Department of Housing and Urban Development

The community Development Block Grant (CDBG) program provides grants to local governments for community and economic development projects that primarily benefit low- and moderate-income people. The CDBG program also provides grants for post-disaster hazard mitigation and recovery following a Presidential disaster declaration. Funds can be used for activities such as acquisition, rehabilitation or reconstruction of damaged properties and facilities and for the redevelopment of disaster areas.

Title: Various

Agency: County Fire Departments

County fire departments are involved in outreach and education, enforcing fire-related laws, approving plans, and conducting mitigation efforts such as controlled burns and fuel thinning.

See your county's fire department for program information and how to match funding for projects.

Title: Transportation Improvement Program

Agency: Mountainland Association of Governments

MAG plans for and funds transportation-related projects that could include evacuation routes, seismic upgrades for structures, and fire break trails.

MAG also facilitates other projects that require coordination across boundaries and provides land-use planning and other assistance for smaller localities.

NON-GOVERNMENTAL

Another potential source of revenue for implementing local mitigation projects are monetary contributions from non-governmental organizations, such as private sector companies, churches, charities, community relief funds, the Red Cross, hospitals, Land Trusts and other non-profit organizations.

Continued Public Involvement

Throughout the planning process, public involvement has been and will be critical to the development of the Plan and its updates. On a yearly basis the plan will be profiled at MAG's Annual Open Houses, which are held in the fall of every year. There are typically 400 to 500 local citizens who attend the Open Houses. The plan will also be available on the MAG website to provide additional opportunities for public participation and comment.

Mountainland Association of Governments staff has been designated by its Executive Council as the lead agency in preparing and submitting the Mountainland Pre-Disaster Hazard Mitigation Plan, which includes coverage for all incorporated cities and counties within the three-county region, i.e., Summit, Utah and Wasatch Counties. The strategy of the Association of Governments in preparing the plan is to use available resources and manpower in the most efficient and cost-effective manner to allow our cities and counties

continued access to data, technical planning assistance and FEMA eligibility. In addition, the AOG will reach out to non-profits, public agencies, special needs organizations, groups and individuals in allowing them input and access to the plan. With limited resources, however, it becomes difficult to both identify and to individually contact the broad range of potential clients that may stand to benefit from the plan. This being the case, we have established the following course of action:

STEP 1. The AOG will publicly advertise all hearings, requests for input and meetings directly related to the Pre-Disaster Hazard Mitigation Plan process. Executive Council meetings where plan items are discussed and where actions are taken will not receive special notifications as they are already advertised according to set standards. All interested parties are welcome and invited to attend such meetings and hearings as they are public and open to all. Advertisement will be done according to the pattern set in previous years, i.e., the AOG will advertise each hearing and request for input at least seven days (7) in advance of the activity and will publish notices of the event in the Provo Herald, the Wasatch Wave and the Summit County Bee. The notices will advertise both the hearing and the means of providing input outside the hearing if an interested person is unable to attend.

STEP 2. The AOG has offered additional help to participating jurisdictions depending on their desires, whether it be hosting a booth at a local event, presenting to City Council, or preparing educational materials.

STEP 3. Comments, both oral and written, will be solicited and accepted from any interested party. Comments, as far as possible, will be included in the final draft of the Hazard Mitigation Plan; however, the AOG reserves the right to limit comments that are excessively long due to the size of the Plan.

STEP 4. Specific to risk assessment and hazard mitigation, needs analysis, and capital investment strategies, the AOG will make initial contact and solicitation for input from each incorporated jurisdiction within the region. All input is voluntary. Staff time and resources do not allow personal contact with other agencies or groups; however, comments and strategies are welcomed as input to the planning process from any party via regular mail, FAX, e-mail, phone call, etc. In addition, every public jurisdiction advertises and conducts public hearings on their planning, budget, etc. where most of these mitigation projects are initiated. Input can be received from these prime sources by the region as well.

STEP 5. The final draft of the Hazard Mitigation Plan will be presented to the Mountainland Executive Council at its regularly scheduled monthly meeting for adoption and approval. Executive Council policies on adoption or approval of items will be in force and adhered to. This document is intended to be flexible and in constant change so comments can be taken at any time of the year for consideration and inclusion in the next update. Additionally, after FEMA approval of the Plan, the Plan will be promulgated for each local jurisdiction for adoption by resolution.

STEP 6. The following policies will guide AOG staff in making access and input to the Hazard Mitigation Plan as open and convenient as possible:

A. Participation: All citizens of the region are encouraged to participate in the planning process, especially those who may reside within identified hazard areas. The AOG will take whatever actions possible to accommodate special needs of individuals including the impaired, non-English speaking, persons of limited mobility, etc.

B. Access to Meetings: Adequate and timely notification to all area residents will be given as outlined above to all hearings, forums, and public meetings.

C. Access to Information: Citizens, public jurisdictions, agencies and other interested parties will have the opportunity to receive information and submit comments on any aspect of the Hazard Mitigation Plan, and/or any other documents prepared for distribution by the Association of Governments that may be adopted as part of the plan by reference. The AOG may charge a nominal fee for printing of documents that are longer than three pages.

D. Technical Assistance: Residents as well as local jurisdictions may request assistance in accessing the program and interpretation of mitigation projects. AOG staff will assist to the extent practical, however, limited staff time and resources may prohibit staff from giving all the assistance requested. The AOG will be the sole determiner of the amount of assistance given all requests.

E. Public Hearings: The AOG will plan and hold public hearings at the request of participating organizations according to the following priorities: 1- Hearings will be conveniently timed for people who might benefit most from Mitigation programs, 2- Hearings will be accessible to people with disabilities (accommodations must be requested in advance according to previously established policy), and 3- Hearings will be adequately publicized. Hearings may be held for a number of purposes or functions including to: a- identify and profile hazards, b-develop mitigation strategies, and c-review plan goals, performance, and future plans.

Part 9 Resources and Capabilities

Capabilities

What follows is a description of the organizational, technical and political capacity of the Mountainland Region to implement hazard mitigation strategies and goals. The best plan will do nothing to improve hazard mitigation efforts in the region without sufficient implementation capacity and capability; particularly local level capacity (town, city and county government). The purpose of this section is to analyze gaps and potential capability weaknesses for local level jurisdictions in the region.

Local Organizational and Technical Capability

Not all communities in the MAG region have full time professional staff. In many cases a limited tax base means that hiring full time professional staff in the smaller cities and towns is financially unobtainable. Often these smaller communities rely on local volunteers or elected and appointed officials to perform many of the tasks normally handled by professional staff. It's not uncommon to have a volunteer city council person or planning commissioner assigned the task of emergency management, grant writing or long-range planning. Professional staff at MAG (and each of the three counties to some degree) help provide some technical and planning assistance to these smaller communities. This regional assistance is often limited by staffing capacity and funding. As funding allows, some communities are able to contract for professional services from private consultants.

Each jurisdiction's technical and staffing capabilities are described in their **Community Capabilities Assessment** in the **Appendix**.

State and Regional Hazard Mitigation Resources MAG District	
Agency/Group	Description
Utah Division of Emergency Management	Training, technical assistance and funding.

Utah League of Cities and Towns	Training, technical assistance and planning assistance
Utah Geologic Survey	Technical assistance, plan review
Mountainland Association of Governments	Technical assistance, plan review, GIS and Community Development Block Grants.
Local Health Departments	Emergency preparedness and response. Homeland security planning.
Local Chapters of the American Red Cross	Training, emergency preparedness and response.
Utah Association of Conservation Districts	Technical assistance and planning assistance.

Policy and Program Capability

All thirty-six jurisdictions in the MAG Region have an adopted General Plan. Most Plans have a Flood Damage Prevention Ordinance.

The state of Utah maintains a philosophy of local responsibility for hazard mitigation. State agencies still provide an integrated network of support, services, and resources for hazard mitigation activities. As demonstrated during past disasters, these agencies are well organized in their delivery and coordination of services. The following is a review of State departments with disaster responsibilities describing their existing and planned mitigation programs.

An evaluation of the laws, regulations, authorities, policies, and programs used in Utah to mitigate hazards demonstrate that they work exceptionally well, as evidenced by the massive amount of mitigation accomplished in Utah, the few numbers of disasters, and the limited nature of those emergencies that do occur. According to the Utah SHMT, the only changes that could be considered by the Legislature might be ones that parallel the Federal Disaster Mitigation Act of 2000, which would integrate pre-disaster mitigation considerations into the code of various state agencies.

Resources

FEMA

On April 1, 1979, President Carter established the Federal Emergency Management Agency (FEMA) with the dual functions of civil defense and emergency management. The agency's authorities were further defined and expanded by a series of legislative actions. Today, FEMA is called upon to help its partners understand and reduce their disaster risk, to lead the coordination of federal response efforts to stabilize communities after a disaster, and to provide support for individuals and communities to build back and become more resilient than before.

The agency leads the nation by building collaborative partnerships, delivering federal assistance, and providing resources to help individuals and communities review, build, and continuously improve their own capabilities.

Utah Division of Emergency Management

For Associated state laws see “Authority” in this plan’s Introduction.

Capabilities of DESHS Hazard Mitigation Program

Prepare, implement, and maintain programs and plans to provide for preventions and minimization of injury and damage caused by disasters.

Identify areas particularly vulnerable to disasters.

Coordinate hazard mitigation and other preventive and preparedness measures designed to eliminate or reduce disasters.

Assist local officials in designing local emergency actions plans.

Coordinate federal, state, and local emergency activities.

Coordinate emergency operations plans with emergency plans of the federal government.

Through the State Hazard Mitigation Program, the following occurs:

- Provides a state coordinator for hazard mitigation, the State Hazard Mitigation Officer.
- Provides a central location of the coordination of state hazard mitigation activities.
- Provides coordination for the Federal Pre-Disaster Mitigation Program.
- Provide for coordination of Project Impact.

- Provide coordination for Comprehensive Multi-hazard Mitigation Plan development, implementation, and monitoring.
- Provide for interagency coordination
- Provide development of procedures for grant administration and project evaluation.
- Provide State Hazard Mitigation Team assistance to local governments.
- Provide for development of specific hazard mitigation plans, such as drought and wildfire.
- Provide for local hazard and risk analysis.
- Provide for development of SHMT mitigation recommendations following disasters.

Utah Department of Agriculture

The Utah Department of Agriculture administers programs serving the state's large agricultural sector. The department's response role during and after a disaster period has been to coordinate damage reports for funding needs and provide loan and recovery program information and assistance to disaster victims. This service is provided for flood, drought, insect infestation, fire, livestock disease, and frost.

Assistance During Drought Disasters:

A damage reporting network coordinated through the existing County Emergency Board was established during the drought disaster of 1996. Each county agent assembled damage reports in his area and transmitted them through a computer network based at Utah State University. The individual damage reports from each county were recapped in the Department of Agriculture and formed the basis of documentation for an appeal to the legislature for additional funds to mitigate the damage.

Loans Handbook

The department has prepared a handbook listing the types of loans available for flood damage to agriculture, the funding requirements, and application procedures. This includes loans from both state and federal sources. There are three loan programs operated by the agriculture department, all of which can be used for flood damage: 1) Rural Rehabilitation Loan Program (federally funded and operated by the state); 2) Agriculture Resource Development Loan Program (state funded); and 3) Emergency Loan Program (state funded).

Soil Conservation Program

The Department of Agriculture also administers the ongoing Soil Conservation Program. In each of the state's thirty-nine soil conservation districts, three unpaid, elected supervisors offer technical assistance and consultation on watershed protection. The state offers limited technical and planning assistance through a staff member. The program works cooperatively with the federal Soil Conservation Service which provides most of the technical assistance. The ongoing program is not regulatory, but is directed at improved water use and soil conservation.

Disaster Easements:

Because of the similarity between past events the department is now working on a permanent hazard mitigation concept known as "Disaster Easements", which may have widespread agreements with irrigation companies, water districts, or water users associations for the purpose of routing flood water through town.

Monitoring Ground Water Quality:

The Department also monitors groundwater quality of private individuals' wells and springs throughout the State.

Non-Point Source Pollution:

The Department's Non-Point Source Pollution Program focuses on flood prevention through reduction of erosion, vegetating streams, and restoring "natural stream structure". The Department also monitors drought conditions, which are a precursor to wildfire.

Department of Community and Economic Development

Community Impact Board

The Utah Permanent Community Impact Fund Board provides loans and/or grants to state agencies and sub-divisions of the state, which may be socially or economically impacted by mineral resource development of federal lands.

Permanent Community Impact Fund:

The Permanent Community Impact Fund provides loans and/or grants to state agencies and subdivisions of the state, which are or may be socially or economically impacted, directly or indirectly, by mineral resource development on federal lands.

Under the Federal Mineral Lease Act of 1920, leaseholders on public land make royalty payments to the federal government for the development and production of non-

metalliferous minerals. In Utah, the primary source of these royalties is the commercial production of fossil fuels on federal land held by the U.S. Forest Service and the Bureau of Land Management. Since the enactment of the Minerals Lease Act of 1920, a portion of these royalty payments, called mineral lease payments, have been returned to the state in an effort to help mitigate the local impact of energy and mineral developments on federal lands.

Funding Options:

The Board has the option of funding projects with loans and/or grants. The Board's preferred financing mechanism is an interest-bearing loan.

Loan Requirements:

In providing financial assistance in the form of a loan, the Board may purchase an applicant's bonds only if the bonds are accompanied by legal opinion of recognized municipal bond counsel to the effect that the bonds are legal and binding under applicable Utah Law.

The Board may purchase either a taxable or tax-exempt bond. The board may purchase taxable bonds if it determines, after evaluating all relevant circumstances, including the applicant's ability to pay, that the purchase of the taxable bonds is in the best interest of the state and the applicant.

Grants

Grants may be provided only when the other financing mechanisms cannot be utilized, where no reasonable method of repayment can be identified, or in emergency situations regarding public health and/or safety.

Community Development Block Grant:

The Community Development Block Grant, or CDBG program, provides funding from the federal government's Department of Housing and Urban Development or HUD, to small cities and counties in the State of Utah.

Utah Division of State History

The Utah State Historical Society, Utah's Division of State History, was founded in 1897 on the 50th anniversary of the first settlement in the Salt Lake Valley by the Mormon Pioneers. The Society became a state agency in 1917, now housed in the historic Rio Grande Depot since 1980. The Division stimulates archaeological research, study; oversees the protection and orderly development of sites; collects and preserves specimens; administers site

surveys; keeps excavation records; encourages and supports the preservation of historic and pre-historic sites and publishes antiquities records. The Division also issues archaeological permits and consults with agencies and individuals doing archaeological work.

Preserving and Sharing Utah's Past

The mission of the State Division of History is "preserving and sharing Utah's past for the present and the future."

State Historical Preservation Officer (SHPO)

The SHPO administers the Section 106 process (national Historic Preservation Act) in Utah. The SHPO also serves on the Utah State Hazard Mitigation Team, providing guidance on historical and cultural preservation regulations.

Historic properties include districts, buildings, structures, objects, landscapes, archeological sites, and traditional cultural properties that are included in, or eligible for inclusion in, the National Register of Historic Places. These properties are not just "old buildings" or "well-known historic sites, but places important in local, state, or national history. Facilities as diverse as bridges and water treatment plants may be considered historic.

Utah Geological Survey (UGS)

The Utah Geologic and Mineral Survey is the principal state agency concerned with geologic hazards. Through years of study, the UGS has developed considerable information on Utah's geologic hazards. When geologic events occur or threaten to occur, the UGS is consulted by other state agencies, local governments, and private organizations for assistance in defining the threat from natural hazards. The UGS works in partnership with other agencies, such as DESHS, in relating the threats from natural hazard to the communities at risk.

Functions:

The functions of the UGS include the following:

- Evaluation of individual geological hazards;

- Participation on local government and state agency technical teams;

- Prediction of the performance on individual slides once they began to move;

- Coordination and awareness of research efforts undertaken by other agencies;

- Provide information on status of individual geologic hazards;

Reconnaissance reports on status of hazards statewide;
Advise Division of Water Rights on geologic hazards associated with dam sites; and
Provide geologic information for use during planning of remedial actions.

Laws/authorities/policies of the Utah Geological Survey for conducting mitigation

Utah Code Annotated Chapter 73 Geological and Mineral Survey Section 68-73-6 Objectives of Survey

(e) Determine and investigate areas of geologic and topographic hazards that could affect the safety of, or cause economic loss to, the citizens of this state; (f) assist local and state government agencies in their planning, zoning, and building regulations functions by publishing maps, delineating appropriately wide special earthquake risk areas, and, at the request of state agencies, review the siting of critical facilities:

Utah State Office of Education (USOE) Rule R277-455 Standards and Procedures for building plan review

R277-455-4 Criteria for Approval

To receive approval of a proposed building site, the local school district must certify that:

Staff of the Utah Geologic Survey have reviewed and recommended approval of the geologic hazards report provided by the school district's geotechnical consultant.

Division of Water Resources

Mitigation Functions

The Division's role of planning, funding and constructing water projects serves as both active and passive hazard mitigation against drought and flood situations throughout the state. The various State water plans contain brief summaries of flood threat and risk for each drainage.

The Division is one of seven agencies in the State Department of Natural Resources. The eight-member Water Resources Board, appointed by the governor, administers three state water conservation and development funds. They are:

Revolving Construction fund – This fund started in 1947 with 1 million legislative appropriations to help construct irrigation projects, wells and rural culinary water systems. Additional appropriations have been added to this fund.

Conservation and Development Fund – This fund was created in 1978 with the sale of 25 million in general obligations bonds. Money was added to this fund with bond sales in

1980 and 1983. The C & D Fund generally helps sponsor and finance larger multi-purpose dams and water systems.

Cities Water Loan Fund – Established with an initial legislative appropriation of 2 million dollars in 1974, and with continued appropriations, this fund provides financing to help construct new culinary water projects for cities, towns, improvement districts, and special service districts.

Construction Funds: In addition to overseeing these three construction funds, the Division also manages the State funds appropriated each year for renovation and reconstruction of unsafe dams. As the funding arm of the state for water resource projects the Division works closely with Water Rights, the Regulatory arm of the state charged with jurisdiction over all private and state-owned dams.

Water Resource Planning: The Division is also charged with the general water resource planning for the state. The State Water Plan is a process that is coordinated to evaluate existing water resources in the state, determine water-related issues that should be confronted and recommend how and by whom issues can be resolved. The plan identifies programs and practices of state and federal agencies, water user groups and environmental interests and describes the state's current, future, and long-term water related needs. The plan is continually updated using current hydrologic databases, river basin simulations, water supply and demand models and water related land use inventories. Revisions reflect the latest water conservation and development options concerning water rights, water transfers, population, zoning, and many other complex issues for the next 50 years in the state's major river basins.

Utah Division of Forestry, Fire, and State Lands

The Division of Forestry, Fire & State Lands utilizes the principles of stewardship and ecosystem management to assist non-federal landowners in management of their natural resources. The agency provides wildland fire protection for non-federal landowners commensurate with risk; and optimizes the benefits from ecosystem based, multiple-use management of resources held in the public trust. Wildfires are managed from six area offices 1) Bear River Office, 2) Northeast Area, 3) Wasatch Front Area, 4) Central Area, 5) Southwest Area, and 5) Southeast Area.

The Division operates under the authority of the Utah Code Annotated 65-A-3-1 through 10.

The Flame-n-Go's (pronounced Flamingoes): In 1978 the Division of Forestry, Fire, and State Lands and the Utah State Prison signed a cooperative agreement establishing Utah's first

volunteer, inmate wildland fire hand-crew. The inmates named themselves the “Flame-N-Go’s” and designed a logo that has become well known in the wildland fire fighting community.

All Flame-N-Go’s are carefully screened for the program. They must complete rigorous training and sign a yearly contract committing themselves to preserving Utah’s natural resources and building responsible lives.

The Flame-N-Go’s are divided into three crews, each of which can respond to fires anywhere in the United States. A twenty-man type II handline crew is the backbone of the group, responding to each assignment with all tools and equipment needed to do battle on the fireline. An Engine Strike Team, (five fire engines, outfitted with men and equipment) is ready to respond when needed as an Engine Strike Team or a Type II Handline Crew. The Hotshot crew is trained to tackle the most dangerous fires in the most rugged terrain. All crews during peak fire season are on 24-hour call to respond within an hour’s notice. These crews respond to an average of 50 fires per year and typically spend 45,000 hours fighting fires each season. At least one Division of Forestry, Fire, and State Lands supervisor and two Department of Corrections staff accompany each crew.

Each year, Flame-N-Go’s are put through at least 80 hours of extensive training including classroom work and practical field exercises. Safety, individual, and team skills, and professionalism are stressed.

National Fire Plan: The Division administers the State responsibilities of the National fire Plan, a current emphasis of the U.S. Congress, which also addresses hazard and risk analysis and hazard mitigation.

Living With Fire Committee: The Division works in partnership with the U.S. Forest Service, Bureau of Land Management, and various other entities tasked with suppressing wildland fires on the “Living with Fire” program promoting wildland fire mitigation.

Utah Division of State Parks and Recreation

The goal of the Division of Parks and Recreation is to enhance the quality of life for residents and visitors of our state through parks, people, and programs. They are responsible for protecting, preserving, and managing many of Utah’s natural and heritage resources.

Hazard and Risk Analyses: The Division develops hazard and risk analyses for the State Parks as part of the park resource management plans. The Utah Division of Emergency Management produced one analysis for Snow Canyon State Park in Washington County.

Non-Motorized Trail Program: The Recreational Trails Act of 1991 charged Utah State Parks and Recreation with coordinating the development of a statewide network of non-motorized trails. The Non-Motorized Trail program makes state and federal funds available on a 50/50 matching basis to any federal, state, or local government agency, or special improvement district for the planning, acquisition, and development of recreational trails.

Grants from State Parks Boards: The council advises the Division of Parks and Recreation on non-motorized trail matters, reviews requests for matching grant fiscal assistance, rates and ranks proposed trail projects and along with State Park's staff provides recommendations for funding to the State Parks Board.

Riverway Enhancement Program: In 1986, the Utah Legislature passed a bill which established the Riverway Enhancement Program. The program makes state funds available on a 50/50 matching basis to state agencies, counties, cities, towns, and/or special improvement districts for property acquisition and/or development for recreation, flood control, conservation, and wildlife management, along rivers and streams that are impacted by high density populations or are prone to flooding. Public outdoor recreation should be the primary focus of the project.

Utah Division of Water Rights

The Division of Water Rights is the state agency that regulates appropriation and distribution of water in the State of Utah. It is an office of public record. The Utah State Engineer's Office was created in 1897. The State Engineer's Office is the chief water rights administrative officer. A complete "water code" was enacted in 1903 and was revised and reenacted in 1919. This law, with succeeding complete reenactments of State statutes, and as amended, is presently in force mostly as *Utah Code, Title 73*. In 1963, the name was changed from State Engineer's office to the Division of Water Rights.

All water in Utah is public property. A water right is a right to the use of water based upon 1) quantity, 2) source, 3) priority date, 4) nature of use, 5) point of diversion, and 6) physically putting water to beneficial use.

Regulate Dams: The State engineer has the authority to regulate dams for the purpose of protecting public safety. Dams are classified according to hazard, size, and use. The dam inventory gives the identification, location, construction parameters, and the operation and maintenance history of the dams in Utah.

Stream Alterations Program: The Utah state Engineer's Office administers a Stream alterations program with the purpose of regulation activities affecting the bed or banks of natural streams. The State Engineer's working definition of a natural stream is any natural

waterway in the state, which has flows of sufficient duration to develop a characteristic ecosystem distinguishing it from the surrounding environments. Any individual planning an activity that will affect a natural stream must first obtain a Stream Alterations Permit from this office.

Most proposals reviewed by the State, are covered by General Permit 40, which authorizes the state to have its Stream Alteration Permit fulfill the requirements of Section 404 of the Clean Water Act for most activities. General permit 40 does not apply in some instances and a U.S. Army Corps of Engineers Individual Permit is required. Projects requiring this additional permit include those involving wetlands, threatened or endangered species, properties listed on the National Historic Register, stream relocation, or the pushing of streambed material against a stream bank.

Dam Safety Program: The Dam Safety Section of the Division of Water Rights was established under Chapters 73-5a 101 thru 73-5a 702 including chapters 73-2-22 for Flood Control and the Chapter 63-30-10 Waiver of Immunity of the Utah Code and Rules R655-10 thru R655-12-6A. The program basically has jurisdiction over all private and state-owned dams in the state during design, construction, operation, and decommissioning. This involved periodic inspections according to hazard classifications, inventory maintenance, design, and construction approval and systematic upgrade of all the high hazard structures to current dam safety Minimum Standards and creation of Emergency Action Plans for High Hazard dams. Since 1991, detailed dam reviews have been undertaken by the staff and by private consulting firms. Since 1995, the State Legislature has provided 3-4 million dollars per year to finance 50 % of the instrumentation, investigations, and design and 80 to 90 % of the construction costs of retrofitting and upgrading deficient dams, starting with the worst dams in the most hazardous locations.

The impetus for this dam safety program has been in reaction to dam failures, both in Utah and in other states, including the Teton Dam in Idaho and the Trial Lake Dam in Summit County and the Quail Creek Dam near St. George Utah. Since the establishment of our Minimum Standards program, we have fostered the repair of dozens of dams and have not had a catastrophic failure since.

Future recommendations include continuation of the funding for dam upgrades for all the high hazard dams, and then the moderate hazard dams, continued annual inspections for maintenance items and dangerous deficiencies, upgrading EAP, and hazard assessment to reflect downstream development. Inclusion of the scanned design drawings and inundation maps from the EAP studies is being considered for our web page for public information and emergency access. Possible expansion of the program to cover canals and dikes has been considered.

Utah Division of Wildlife Resources

It is the mission of the Utah Division of Wildlife Resources to serve people of Utah as trustee and guardian of the State's wildlife. Regulates hunting, fishing and trapping, and promotes recreational, educational, scientific and aesthetic enjoyment of wildlife.

Wildlife Habitats and Hazards: Wildlife species and/or their habitats are frequently exposed to hazards. These may be either natural or human influenced (i.e., drought, flood, fire, wind, snow, wetland drainage, water diversions, hazardous material spills, improper/illegal chemical use, earthquake, and other land or water construction/development). Impact resulting either directly or indirectly, from individuals or an accumulation of several hazards, may cause but not be limited to: decreased water supply, stream/lake channel/basin morphology change, riparian/upland vegetation loss or degradation, and impairment of water quality. These in turn have a varying influence, in the extreme causing death or at a minimum temporary stress, on wildlife populations and their habitats. Hazards mentioned may affect a fairly large geographic area or be very localized in nature.

While the Division of Wildlife Resources (DNR) is charged with the management of wildlife, they do not have regulatory authority over water appropriations, water quality, development, or land management; except as allowed or occurring on properties they own. Therefore, when hazards occur, outside DWR property, DWR is limited to be a participating influence only through comments to the other regulatory agencies or individuals.

DWR management of wildlife is carried out largely through regulation of taking control, disturbance and/or possession of wildlife, and introduction or movement of species. However, there are numerous non-regulatory means (i.e., conservation agreements, memorandum of understanding, contract, lease agreements, cooperative agreements, and technical assistance) by which DWR interacts with other agencies, groups and individuals, to have an influence on wildlife and/or their habitat.

Hazard Areas of Commentary Interaction

While not being able to control/regulate many of the elements necessary for the benefit of wildlife; DWR provides technical comments for the maintenance, protection, and enhancement of wildlife and/or habitats for various value reasons. It is too extensive list all the areas of comment; however, the following are examples of fairly frequent concern:

- Stream Channel Alteration Permit Applications
- Water Rights Filings
- Energy and Mineral Exploration and Extraction Applications
- Federal Agency land management plans

- Wastewater Discharge Permit Applications
- Hydroelectric plant licensing or regimenting
- Urban and rural development project planning
- Utility transmission line style and locations
- Wetland alteration
- Federal land management planning
- Highway constructions

The Utah Division of Drinking Water

The Division of Drinking Water's Mission Statement is to "protect the public against waterborne health risks through assistance, education, and oversight". The Division acts as the administrative arm of the Utah Drinking Water Board. It implements the rules, which they adopt. As such, it is engaged in a variety of activities related to the design and operation of Utah's public drinking water system. The Utah Drinking Water Board is an 11-person board appointed by the Governor. It is empowered by Title 19, Chapter 4 of the Utah Code to adopt rules governing the design, operations, and maintenance of Utah's "public drinking water system".

Safe Drinking Water Act: There is a Federal Safe Drinking Water Act which applies to all public drinking water systems in the country. The U.S. Environmental Protection Agency (EPA) has given Utah "primacy" for enforcing the federal act within its boundaries. To qualify for this Utah's laws and rules governing public drinking water systems must be at least as strict as the federal law.

Sanitary Surveys: The Division performs sanitary surveys on the water systems, which is a compliance action that identifies system deficiencies.

Emergency Response Plans: The Division of Drinking Water requires water utilities to prepare emergency response plans under the State Safe Drinking Water Act, Utah Code Section 19-4. The Division operates according to DDW Rules: R309 gives them authority to administer actions: R309-301 through R309-104 and R309-113, R309-150, R309-301, and R309-211.

Utah Division of Solid and Hazardous Waste

The Tier II Chemical Inventory report, required by the Federal Emergency Planning and community Right-to-Know Act, requires facilities to submit lists of hazardous chemicals

present on site. These reports are computerized and the information is provided to local emergency planning committees, the general public, and others for contingency planning purposes. To implement the Federal law, the State operates under Utah State Code, Section 63-5-5. The Division of Solid and Hazardous Waste requires that hazardous waste treatment storage and disposal facilities prepare an emergency response plan as required by regulations authorized by the State Solid and Hazardous Waste Act, Utah Code Section 19-6.

Other Agency programs are regulatory in nature requiring proper use or disposal of hazardous substances or pollutants. For example, the Division of Solid and Hazardous Waste regulates the disposal of hazardous waste, the Division of Radiation Control regulates the proper usage and disposal of radioactive materials. As such there is a threat mitigation nature to these programs.

Utah Division of Water Quality

The Utah Division of Water Quality protects, maintains, and enhances the quality of Utah's surface and underground water for appropriate beneficial uses; the Division of Water Quality regulates discharge of pollutants into surface water, and protects the public health through eliminating and preventing water related health hazards which can occur as a result of improper disposal of human, animal, or industrial wastes while giving reasonable consideration to the economic impact.

Water Quality Fund and Wastewater Treatment Project Fund: The Division Manages the Water Quality Revolving Fund that can be used by local governments for water quality projects and a Wastewater Treatment Project Fund.

Abating Watershed Pollution: Federal and State regulations charge the Division with "preventing, controlling, and abating" watershed pollution. Other state and local agencies have similar responsibilities. The Watershed Approach forms partnerships with these groups to pool resources and increase the effectiveness of existing programs. For each watershed management unit, a watershed plan will be prepared. The watershed plan addresses management actions at several spatial scales ranging from those that encompass a watershed management unit to specific sites that are tailored to specific environmental conditions. Ground water hydrologic basins and eco-region areas encompassed within the units will also be delineated.

State Revolving Fund Program: In 1987, Congress replaced the Construction Grants Program with the State Revolving Fund Program. Rather than provide direct grants to communities, the federal government provides each state with a series of grants, then each state contributes a 20 percent state match. Grants from the federal government are combined with state funds in the Water Quality Project Assistance Program (WQPAP) and

are used to capitalize a perpetual source of funds to finance water quality construction control activities at below market interest rates. Projects eligible for WQPAP financing include such traditional activities as construction of wastewater treatment plants and sewers. The program also will finance non-traditional water quality-related activities such as agricultural runoff control, landfill closures, contaminated industrial property (Brownfield) remediation, stream bank restoration, and wellhead protection.

Part 10 Methods

Hazard Profile Methodology

Each hazard profile relied on the following criteria to create meaningful comparisons between hazards.

Standards from FEMA IS 235: Emergency Planning Course

Potential magnitude (Percentage of the community that can be affected):

Catastrophic: More than 50%

Critical: 25 to 50%

Limited: 10 to 25%

Negligible: Less than 10%

Frequency of Occurrence

Highly likely: Near 100% probability in next year

Likely: 10 -100% probability in next year, or at least one chance in next 10 years.

Possible: 1 - 10% probability in next year, or at least one chance in next 100 years.

Unlikely: Less than 1% probability in next 100 years

Standards we modified to fit our region

Severity (our definition) per incident

Catastrophic: Many lives, a great deal of property

Critical: Multiple lives lost, but mostly property loss.

Limited: Some property loss, less than 3 lives lost.

Negligible: Some property, no life lost.

Mitigation Prioritization

The guiding factor in prioritizing mitigation strategies for local communities was the principle that mitigation should provide the ***greatest amount of good to the greatest number of people, after considering resources, staffing, and other constraints.*** Probability

of occurrence, past events, and damage estimates compiled during the risk assessment in this plan were heavily considered. Overall, each community individually considered their own capabilities, staffing, and resources as they prioritized their own mitigation strategies.

Hazard Selection and Analysis

Identified Hazards

Numerous hazards face the Mountainland region; everything from grasshopper infestation to solar flares. In the interest of creating a plan that is a resource instead of a burden, MAG selected natural hazards whose impact is significant according to the history of the region. Hazards were identified through input from city officials, researching past disasters and Geographic Information System (GIS) data. The table below indicates several hazards, their main source of information, and why each was selected or not selected for this Hazard Mitigation Plan.

Hazard	Map Availability	Reasons Selected	Sources
Flood	Yes	• Most Frequent Hazard • Historically Highest Cost • Readily available data • Successful Mitigation	FEMA Floodplain maps & HAZUS software
Wildland Fire	Yes	• Historic Data • Current Development Patterns Increase likelihood • Potential Loss of Life • 90% Human Caused	West Wide Wildfire Assessment, US Forest Service, Bureau of Land Management, Utah Division of Forestry, Fire & State Lands
Earthquake	Yes	• High Potential Impacts • Public Awareness • Need for Preparation • Possible High Cost	United States Geological Survey (USGS), University of Utah, HAZUS Provo-Orem Scenario
Drought	Daily maps available, but scale and variability are inappropriate for county-level maps.	• High Potential • Public Awareness • Historic Data • Current Condition • Growing Population Increases demands • Successful mitigation through planning	US Drought Monitor, Utah Division of Water Resources, National Integrated Drought Information System

Mass Movement (Landslide & Debris Flow)	Yes	• Review of Past Disasters • High Cost of Homes in Areas at Risk • Often Triggered by Other Hazards	Utah Geological Survey
Avalanche	Coordinates Available	• Public Awareness • Relatively High Death Count in Every County	National Oceanographic and Atmospheric Administration (NOAA), Utah Avalanche Center
Severe Weather	Scale and variability are inappropriate for county-level maps.	• High Frequency • Public Awareness • Successful Mitigation • Historic Data	National Oceanographic and Atmospheric Administration (NOAA)
Dam Failure	Yes	• High Potential Impacts • Public Awareness • Need for Preparation • Possible High Cost	Utah Division of Water Rights, Army Corps of Engineers
Infestation	Yes	• Historic Data • Public Awareness • State Database	Utah Extension Office, US Department of Agriculture
Radon Gas	Yes, but varies greatly	• Public Awareness • Second Leading Cause of Cancer	Utah Department of Air Quality
Air Quality and Climate Change	Yet, but not appropriate at a city level	• High profile • Air Quality affects all residents	Kem C Gardner Policy Institute
Tornado	Coordinates available	• Historic Data • Because there is nothing above an F1 (up to 112 mph winds), only cursory information provided • Weather events often unsuitable for mapping due to large geographic extent	National Oceanographic and Atmospheric Administration (NOAA)
Volcano	Yes	NOT SELECTED FOR ANALYSIS • No eruptions in Mountainland counties in written history • Little mitigation possible for Super volcano eruptions such as Yellowstone	United States Geological Survey (USGS)
Terrorism	No	NOT SELECTED FOR ANALYSIS • Not suitable for this Plan, which will be public knowledge • Cities, Police Departments, and Emergency Managers have independent plans with specific objectives	Utah Department of Public Safety

Infectious Disease	No	NOT SELECTED FOR ANALYSIS • Not a Natural (non-human cause) Hazard • City Emergency Managers have independent plans	Center for Disease Control (CDC)
Hazardous Material Spill	No	NOT SELECTED FOR ANALYSIS • Not a Natural (non-human cause) Hazard • City Emergency Managers have independent plans	City and County Emergency Managers
Solar Flare	No	NOT SELECTED FOR ANALYSIS • Little prevention/ pre-disaster mitigation possible other than education • More appropriate for Disaster Response	National Oceanographic and Atmospheric Administration (NOAA) Space Weather Prediction Center

Links to GIS Data used in this Plan

Data Type	Original Layer	SOURCE	LINK	DATE ACCESSED/ CREATED
<i>Natural Hazards</i>				
Wildfire Area	BLM Utah Fire Perimeter (Polygons)	BLM, 2018	https://www.blm.gov/basic/programs-gis-utah-data-management-fire	12/1/2019
Wildfire Locations	Wildfire History 1980-2016 (Points)	Federal Wildland Fire Occurrence Data, USGS	https://wildfire.cr.usgs.gov/firehistory/data.html	12/1/2019
Wildfire Potential	Wildfire Potential	USFS, 2018	https://www.fs.usda.gov/rds/archive/catalog/RDS-2015-0046-2	7/7/1905
Liquefaction Potential	Utah State University 1994 Study	Liquefaction Potential Map for Central Utah Complete Technical Report, UGS, 1994	https://digitallibrary.utah.gov/awweb/main.jsp?flag=collection&smd=1&cl=all_lib&lb_document_id=37305&tm=1558538200102	12/1/2019
Dams	Dams	Utah Division of Water Resources, 2017	https://drive.google.com/drive/folders/0ByStJvZ7c7mNmZwYjN4ZFZpaFE	12/1/2019
Earthquake Epicenter	Earthquake Locations 1850-2018	University of Utah	http://quake.utah.edu/regional-info/earthquake-catalogs	12/31/2019
Dam Inundation	Dams	Utah Division of Water Rights	https://opendata.gis.utah.gov/datasets/utahDNR::daminundation	
Faults	Quaternary Faults	UGS, 2019	https://gis.utah.gov/data/geoscience/quaternary-faults/	3/2/2020

Landslide Susceptibility	Landslide Susceptibility	UGS, 2007	https://geology.utah.gov/hazards/info/maps/#tab-id-6	3/2/2020
Jordanelle Dam Failure	US Geological Survey 1991	UGS, 1991		
<i>Facilities and Infrastructure</i>				
Airports	Airports	Utah AGRC, 2018	https://gis.utah.gov/data/transportation/air/	12/14/2018
Bridges	UDOT Structures	UDOT, 2018	https://data-uplan.opendata.arcgis.com/datasets/f128fb58ce9f4e68bb06b27d46572109_0	12/14/2018
Culverts	UDOT Structures	UDOT, 2018	https://data-uplan.opendata.arcgis.com/datasets/f128fb58ce9f4e68bb06b27d46572109_0	12/14/2018
Electrical Transmission Lines	Electrical Transmission Lines	HIFLD, 2018	https://hifld-geoplatform.opendata.arcgis.com/datasets/electric-power-transmission-lines	5/2/2018
EMS Facilities	EMS	Utah AGRC, 2013	https://gis.utah.gov/data/health/health-care-facilities/	12/14/2018
Emergency Operations Center (EOC)	Local Emergency Operations Centers	HIFLD, 2018	https://hifld-geoplatform.opendata.arcgis.com/datasets/local-emergency-operations-centers-eoc	5/16/2019
Emergency Site	National Shelter System Facilities	HIFLD, 2018	https://hifld-geoplatform.opendata.arcgis.com/datasets/national-shelter-system-facilities	5/16/2019
Fire Stations	Fire Stations	Utah AGRC, 2013	https://gis.utah.gov/data/society/public-safety/	12/14/2018
Health Care Facilities	Health Care Facilities	Utah AGRC, 2017	https://gis.utah.gov/data/health/health-care-facilities/	12/14/2018
Interstate	Roads	Utah AGRC, 2019	https://gis.utah.gov/data/transportation/roads-system/	5/3/2019
Law Enforcement Station	Law Enforcement	Utah AGRC, 2013	https://gis.utah.gov/data/society/public-safety/	12/14/2018
Major Local Road	Roads	Utah AGRC, 2019	https://gis.utah.gov/data/transportation/roads-system/	5/3/2019
Railroad	Railroads	Utah AGRC, 2017	https://gis.utah.gov/data/transportation/railroads/	5/17/2019

Schools	Schools	Utah AGRC, 2017	https://gis.utah.gov/data/society/schools-libraries/	12/14/2018
Underpass	UDOT Structures	UDOT, 2018	https://data-uplan.opendata.arcgis.com/datasets/f128fb58ce9f4e68bb06b27d46572109_0	12/14/2018

MAG collected data and compiled research on nine hazards: dam failure, earthquake, infestation, flooding, landslide, severe weather, drought, and wildfire. Research materials came from a variety of agencies including DES, AGRC, USGS, USACE, UGS, UFFSL, county GIS, city GIS, County Assessors, and County Emergency Managers. Historical data used to define historic disasters was researched through local newspapers, interviewing staff, local knowledge derived through committee meetings, historic state publications, Utah Museum of Natural History, and recent and historic scientific documents and studies.

Vulnerability Methodology

Geographic Information Systems (GIS) were used as the basic analysis tool to complete the hazard analysis for this plan. The goal of the vulnerability study is to estimate the number of structures and infrastructure vulnerable to each hazard and assign a dollar value to this built environment. For most hazards a comparison was made between digital hazard data and the Regional Inventory.

Regional Inventory

In order to determine the possible extent of damage caused by potential events, a regional inventory was developed. This regional inventory is a compilation of residential, commercial, and critical facilities, their locations and their values. In addition, future development was identified and included in the analysis using general plans and demographic projections.

Residential and Commercial Buildings- Parcel, assessor, and building permit data from each of the three counties were analyzed and added to determine current numbers, locations, and values of housing units.

Critical Facilities* – GIS data, local knowledge and parcel data were used to identify Critical Facilities within the region. Critical Facilities for the purpose of this plan are defined as Schools, Fire, Police, Hospitals, and Emergency Operation Centers.

*It was determined by the planning committee that critical infrastructure facilities such as water, sewer and power structures be left out of this plan in order to minimize their vulnerability to outside threats (terrorism). Most of the jurisdictions have been advised by security experts to limit the public exposure of these facilities. Since MAG often shares data, it did not offer to do any analysis that would require housing sensitive data on its servers.

All the analysis takes place within the spatial context of a GIS. With the information available in spatial form, it is a simple task to overlay the natural hazards with the regional inventory to extract the desired information. However, some of the hazards identified are not isolated to specific locations within the region or spatial data is unavailable and are therefore discussed at a regional level.

In terms of hazard mapping presentation in this document, simple, letter size maps were created for each city to provide a graphical illustration of location. Larger maps can be plotted out upon request. A web-based data manipulation and maps application was also created as a planning tool, to allow interested persons within Utah, Wasatch and Summit Counties in Utah select a certain jurisdiction and view the various hazards on maps as well as the assessment data. The application has been available on the Mountainland AOG Website since the creation of the data.

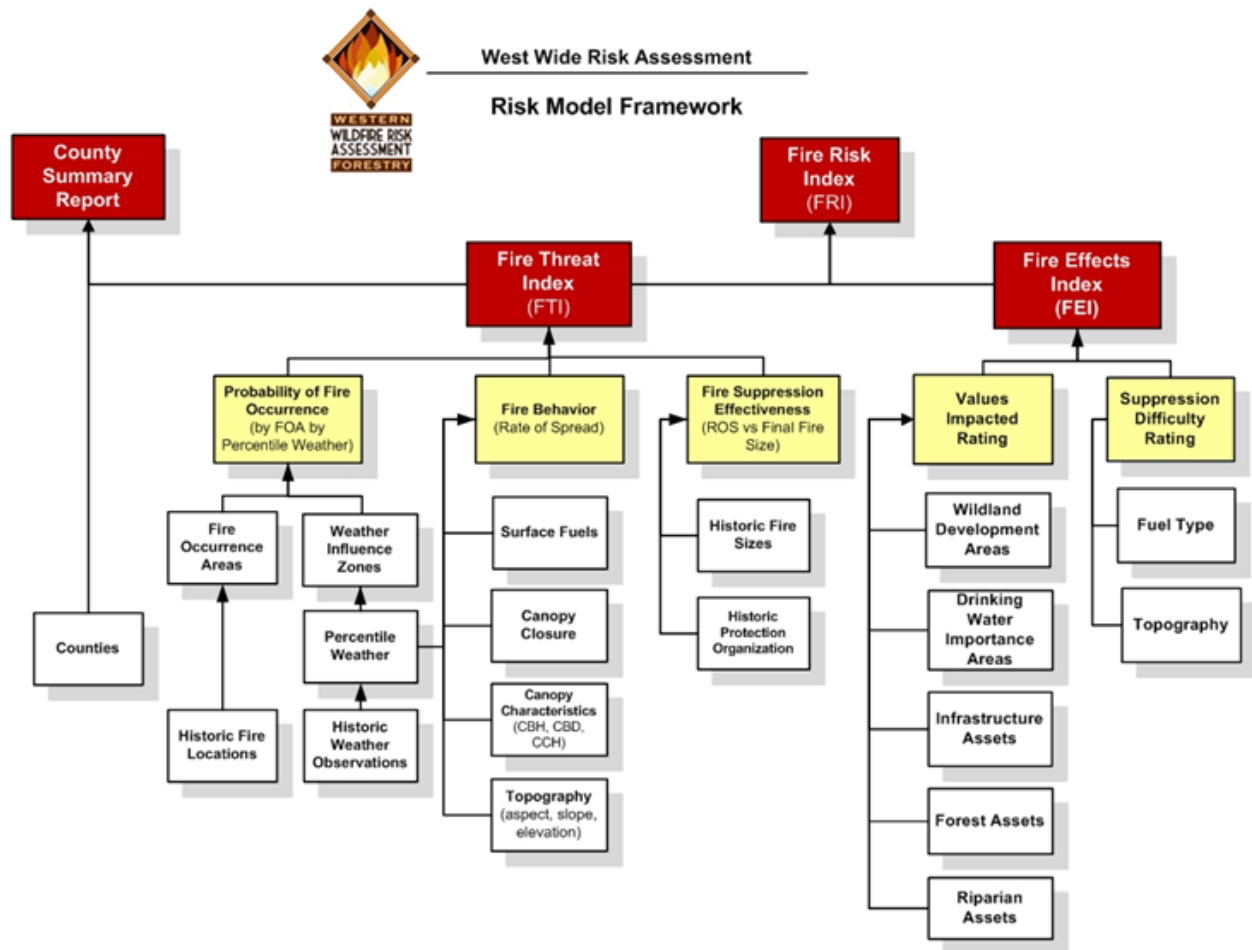
This information should not take the place of accurate field verified mapping from which ordinances need to be based off of. Owners of critical facilities should, and in most cases do, have detailed pre-hazard mitigation plans for their specific facilities.

Processing Hazard Layers

Fire

The Bureau of Land Management and Forest Service provided locations, both area and point, of historic fires from 1918-2014. All variations of the data since the 2014 analysis have used the 2014 baseline conditions (vegetation, elevation, etc.). The Fire Threat Index was created by an in-depth assessment by the Council of Western State Foresters and the Western Forestry Leadership Coalition. It is derived from the Fire Threat Index (likelihood of an acre burning) and the Fire Effects Index (potential losses). The online map shows the fine Fire Risk Index, combining both Fire Effects (potential losses) and Fire Threat (likelihood of an acre burning). When determining the buildings at risk, however, only the Fire Threat Index was used in

order to focus on the assets the city is responsible for and not those of the Forest Service, BLM, gas company, etc.



The categories for the Fire Indices are relative to the risk and effects in each county. Being an index, the final numbers do not represent a concrete value but are rather used to categorize the land into percentages of risk, as seen in the table following.

Fire Index Breakdown

	Category	% Range	Cat. %
	1	0 - 32.9%	32.9%
	2	33.0 - 63.5%	30.5%
	3	63.5% - 70.0%	6.5%
	4	70.0 - 77.5%	7.5%

Lowest 70%

	5	77.5 - 85.5%	8.0%	Highest 30% used to determine at risk buildings
	6	85.5 - 92.5%	7.0%	
	7	92.5 - 96.5%	4.0%	
	8	96.5 - 98.5%	2.0%	
	9	98.5 - 100.0%	1.5%	

The findings of any calculation using the Fire Risk Index at a home-by-home scale are not to be used in creating a plan for that individual home. The Fire Indices have a 30-meter resolution best suited for local plans, not household ones.

These are the steps we took to manipulate the data to our needs.

Using the Fire Threat Index and Fire Risk Index

- 1) Import Utah-specific symbology from WWA, and apply it to classified values.
- 2) Using the Reclassify Raster tool, change the index values to values 1-9
- 3) Use the Raster to Polygon tool in order to overlay the data on the regional inventory to produce loss estimates
- 4) For better map display, use a low-pass filter to eliminate salt-and-pepper

Flood

MAG used FEMA's FIRMS, many of which have been updated since the 2017 plan, to determine areas at risk. As with other hazards, MAG intersected the 1% annual chance floodplain shapefiles downloaded from FEMA with building values to create a risk estimate.

Dams

The U.S. Army Corps of Engineers provided dam information for all Federal dams in Summit, Utah and Wasatch counties. Utah Division of Water Rights includes a Dam Inventory consisting of dam points, hazard level, first downstream town, and notes from the latest inspections. Utah Division of Water Rights also has shapefiles of some dam inundation extents. Both were used wherever possible. Jordanelle and Deer Creek dam failure extents come from a 1994 study by the Bureau of Reclamation. There exist 2012 maps showing extent and depth, but these are carefully kept by the Bureau of Reclamation for safety purposes. The BoR is reviewing its sharing policies and MAG hopes to use more recent data in the next plan update.

The primary purpose of the inundation maps is for warning and evacuation in the event of a dam failure or a large reservoir release. Values chosen to approximate physical characteristics such as dam failure breach parameters, channel roughness coefficients, etc., are based on assumptions and are used to produce best estimates of the downstream inundation. Thus, actual inundation, were it to occur, could be greater or less than that indicated on the inundation maps.

Deer Creek/Jordanelle Dam Study

For this study, the results of the one-dimensional National Weather Service (NWS) DAMBRK model performed by the Denver Office was used to obtain the dam break flows from both Jordanelle Dam to Deer Creek Dam and from Deer Creek Dam to the mouth of Provo Canyon. However, the terrain beyond the mouth of Provo canyon is an alluvial fan, which unlike the narrow, confined canyon, is a broad, flat plain. A two-dimensional model is more appropriate for this type of terrain. It provides a more accurate depiction of the topography and allows for the water to spread and follow multiple drainage paths. The modeling tools used for the Orem/Provo areas utilized the Danish Hydraulic Institute's MIKE 21 two-dimensional hydrodynamic flow model. MIKE 21 is a 2-D finite difference model that simulates unsteady 2-D flows in (vertically homogeneous) fluids using the Saint Venant equations. ARCINFO GIS software is used as both a pre and post processor for the MIKE 21 model. Data used for the Deer Creek Dam models came from 7.5 minute, 10-meter resolution, digital elevation models (DEM) prepared by Land Info Inc., of Aurora, Colorado. The 10-meter data was then resampled at 30-meter cell size for use in the MIKE 21 models. The 10-meter elevation data appeared to be satisfactory for this study however for a more detailed study of the metropolitan area a better resolution of elevation data is recommended.

Landslides

All counties include a simple landslide-susceptibility map consisting of all slopes 30% and over. Additional datasets from the Utah Geological Survey show areas of past landslides, debris flow, and alluvial-fan deposition in the Holocene epoch (everything since Earth's last "ice age"). As with other hazard methodologies, the simple and effective spatial methodology was to overlay these data sets with the regional inventory within GIS to produce loss estimates.

Earthquake

Building construction seems to be the biggest factor in whether or not a building is destroyed during an earthquake. Since builders were not aware of earthquakes along the Wasatch Front until the 1970s and appropriate codes were not fully implemented until about 1990, we determined \$ building losses by calculating the building values (improvement values) for all buildings constructed before 1990. HAZUS model runs from the state aggregate at county, not city, level.

Building Analysis Methodology

Each county provided parcel data with building and tax information. Parcels were determined to be either Residential, Commercial, Industrial, Educational, Public, Religious, or Null (parcels without buildings). Next, a manual sampling comparing satellite data was performed to find areas of misclassification. Not every parcel was checked because going through tens of thousands of parcels was not feasible for this project.

After checking for accuracy, the parcel polygons were converted to points. I then looked at the parcel points (heretofore called building points) with the hazard layers and moved building points on the edges of any hazard to the buildings which they represented while editing any points I found to be in error (i.e.: an agricultural building misclassified as residential). At this point I was confident that most building points were classified correctly and located with their respective hazard areas.

Identifying Buildings at Risk

To determine the number of buildings at risk, MAG selected all buildings within a city's boundary then intersected those with each hazard. MAG ran a report for each city's hazard with the improvement value of the parcel, aka the building value without the land, and the acreage, meaning the acreage of the parcel on which the at-risk building sets. Some hazards were straightforward, but others required a categorical intersection with the building points.

Central Utah Water Conservancy District

Potential Losses Methodology

The potential losses to CUWCD and its customers from a natural hazard event were determined for each of the critical facilities/assets using predicted damage states. The two components used to account for the potential loss at each facility were: 1) estimated physical damage to CUWCD assets, 2) estimated loss of water service function.

The baseline damage state for each facility/asset was determined from the identified risks/hazards in the 'Potential Economic Loss Hazards Events (2021)' table. The table below provides a summary of the general damage state definitions and associated expected damage and range of estimated physical loss values.

General Damage State Definitions

Damage State	Expected Damage	Estimated Loss
None	No damage	0%
Light	Architectural damage, light and easily repairable; minimal disruption of use; meets Immediate Occupancy performance criteria	5%
Light-Moderate	Limited damage with some localized structural damage potentially leading to short-term business/operational interruption	15%
Moderate	Substantial structural damage, but with minimal potential for localized collapse; structure likely to be closed/inoperable until critical repairs are completed; meets Life Safety performance criteria	30%
Moderate-Severe	Severe structural damage, possibly including partial collapse and critical economic loss; structure likely to be closed/inoperable for an extended period	50%
Severe	Severe structural damage leading to partial or total structural collapse and major economic loss; repair may not be feasible or economically reasonable	70%
Complete	Catastrophic damage and complete loss or failure	100%

Avoided loss-of-function impacts (i.e., economic impacts of loss of water service) were determined in accordance with the FEMA BCA standard utility loss of service values and Sections 6.3 and 6.4.2 of FEMA's *What is a Benefit? (2001)* document. The economic impacts of loss of water service are estimated based on three levels of loss of service: 1) complete loss of potable water service, 2) potable water service that is 'unsafe for drinking', and 3) complete loss of secondary water service.

Part 11 Appendix

Contacts and Participation

Position	Name	Phone	Email	Small Meeting	Group Meeting
Summit County Emergency Manager	Kathryn McMullin	801-718-4628	kmcmullin@summitcounty.org		Yes
Summit County Planner	Ray Milliner	435-336-3118	rmilliner@summitcounty.org	18 August	
Park City Fire District Marshal	Mike Owens	435-940-2520	mowens@pcfd.org	March 9 2022	
Summit Co Public Works	Derrick Radke	435-336-3970	dradke@summitcounty.org		Yes
Summit Co Manager's Office	Janna Young				Yes
Summit Co	Glenn Wright				Yes
Summit Co Environmental Health	Spencer Smith				Yes
Henefer Planner	Robert Richins	435-336-5365	henefertown@allwest.net		
Henefer Mayor	Kay Richins	801.599.8003	henefermayor@gmail.com	Aug 11	
Park City Emergency Manager	Mike McComb	(435) 615-5185	mike.mccomb@parkcity.org	March 9 2022	
Coalville Mayor	Trevor Johnson	435-336-5981	mayor@coalvillecity.org		
Coalville	Niki Sargent	435.659.6941	niki.sargent@coalvillecity.org		
Coalville Public Works	Zane Deweese	435-336-5980	zane.deweese@coalvillecity.org		
Coalville Public Works	Kyle Clark			Oct 28	Yes
Coalville Wastewater Treatment	Sam Adams			Oct 28	Yes
Oakley		435-783-5734	oakley@oakleycity.com		
Oakley Planner	Stephanie		stephanie@oakleycity.com		
Oakley	Amy Rydalch		amy@oakleycity.com	Aug 16?	
Oakley City	Kelly Kimber		kelly@oakleycity.com		Yes
Francis/Kamas	Scott Kettle	435-654-2226	skettle@horrocks.com	June 14	Yes

		cell: 801-360-9735			
Francis Public Works		435-783-6236	lthomas@francisutah.org	June 14	
Francis Planner	Katie Henneuse	435-783-6236	khenneuse@francisutah.org	June 14	Yes
WUI Coordinator	Travis Wright	385-505-4030	tdwright@utah.gov		
Park City Fire District	Ashley Lewis	(435) 940-2503	alewis@pcfd.org		Yes
North Summit Fire District	Ian Nelson				Yes
FFSL /County Fire Warden	Bryce Boyer				Yes
N Summit School District	Kristy		kbraithwaite@nsummit.org		
S Summit School District	Kip Bigelow		kbigelow@ssummit.org	19 July	Yes
S Summit School District	Kathy Carr		kathy.carr@ssummit.org	19 July	Yes
S Summit School District Superintendent	Greg Maughan		greg.maughan@ssummit.org		

Utah County Contacts for Hazard Mitigation Plan					
Position	Name	Phone	Email	Small Meeting	Group Meeting
Northern					
Mayor Cedar Fort	David Gustin	801.768.2147	mayor@cedarfort.town	12/17/2020	
Alpine	Shane Sorensen	801-420-2962	ssorensen@alpinecity.org	6/17/2021	Yes
Saratoga Fire	Spencer Kyle	801-766-9793	skyle@saratogaspringscity.com		
Saratoga Planning	David Stroud	801.766.9793x4	dstroud@saratogaspringscity.com		
Saratoga Springs Engineer		801-766-9793x5			
Lehi Engineering	Ross		rdinsdale@lehi-ut.gov	7/7/2021	

Lehi Planning	Kim Struthers	385-201-2521	kstruthers@lehi-ut.gov	7/7/2021	Yes
Lehi Emergency Management Committee director	Scott DaBell		sdabell@lehi-ut.gov	7/7/2021	Yes
Lehi Emergency Management Committee director	Scott Sampson	385-201-2268	ssampson@lehi-ut.gov	7/7/2021	Yes
Lehi Planning	Mike West			7/7/2021	Yes
Lehi Environmental Sustainability	Todd Munger		tmunger@lehi-ut.gov		Yes
Lehi Planning				7/26/2021	
Lehi City Council	Paige Albrecht				Yes
Cedar Hills Emergency Manager	Laurie Petersen	801-785-9668 x104	lpetersen@cedarhills.org		
Cedar Hills City Manager	Chandler Goodwin		cgoodwin@cedarhills.org	6/14/2021	
Cedar Hills/AF Fire	Aaron Brems	801-763-3045	abrems@americanfork.gov	6/14/2021	
Cedar Hills City Council	Mike Geddes		mgeddes@cedarhills.org		
American Fork Public Works/Engineer	Ben Hunter	801.854.5930	bhunter@afcity.net	6/14/2021	
American Fork Engineer	Scott Sensanbaugher	801-763-3060	ssensanbaugher@afcity.net	6/14/2021	Yes
Fairfield	Chianne Barnson	435-231-4027	chybarnson_fairfieldtown@yahoo.com		
Fairfield Mayor	Brad Gurney	801-874-8386	mayor@fairfieldtown.org	12/17/2020	

Eagle Mountain Primary	Jeff Weber		jWeber@emcity.org	6/22/2021	Yes
Eagle Mountain	Greg Stone		gstone@emcity.org	6/22/2021	Yes
Eagle Mountain Fire Chief	Embret Fossum		efossum@UFA-SLCO.org	6/22/2021	
Eagle Mountain Engineer	Chris Trusty		ctrusty@emcity.org		Yes
Eagle Mountain Planning	Tayler Jensen	(801) 789-6615	tjensen@emcity.org		
Highland Planning	Nathan Crane	801-756-5751x3	ncrane@highlandcity.org	6/17/2021	
Highland Planning	Joann		joann@highlandcity.org		
Highland Planning	Erin Wells	801-772-4566	erin@highlandcity.org		
Highland Finance Director	Tyler Bahr			6/17/2021	
Highland Mayor	Rod Mann				Yes
Central					
Orem Engineer	Sam Kelly	801-229-7328	srkelly@orem.org	6/22/2021	
Orem Emergency Manager	Heath Stevenson	801-229-7146	hmstevenson@orem.org	6/22/2021	Yes
Provo EM	Chris Blinzinger	801-404-6368	cblinzinger@provo.org	6/10/2021	Yes
Provo Stormwater Engineer	Jared Penrod		jpenrod@provo.org	6/10/2021	Yes
Provo Airport	Donavon Cheff				Yes
Provo	Melissa McNalley		MMcNalley@provo.utah.gov	6/10/2021	
Provo Planner	Robert Mills	801-852-6407	rmills@provo.org	6/10/2021	Yes
Lindon Administration (secondary)	Adam Cowie	801-785-5043	acowie@lindoncity.org	6/15/2021	Yes

Lindon Emergency Manager (primary)	Kelly Johnson		kjohnson@lindoncity.org	6/15/2021	Yes
Vineyard	George Reid		Georger@vineyardutah.org	6/7/2021	Yes
Vineyard Public Works	McDermott, Kinsli	801-226-1929	kinslim@vineyardutah.org		
Vineyard Planner	Morgan Brimm	385-248-7029	morganb@vineyardutah.org		
Vineyard Planner	Briam Perez	385-329-1730	briamp@vineyardutah.org	6/7/2021	
Vineyard Engineer	Nassim			6/7/2021	Yes
Spanish Fork Economic Development	Dave Anderson	801-804-4586	danderson@spanishfork.org	6/9/2021	Yes
Spanish Fork Public Works	Chris Thompson	801-804-4556	cthompson@spanishfork.org		
Spanish Fork Public Works	Marlo		msmith@spanishfork.org	6/9/2021	
Spanish Fork Emergency Manager	Trevor Sperry	801.804.4768	tsperry@spanishfork.org	6/9/2021	
Spanish Fork	Jered Johnson	801-804-4575	jjohnson@spanishfork.org		
Spanish Fork Floodplain Engineer	John Little		jlittle@spanishfork.org		
Spanish Fork	Travis Warren			6/9/2021	Yes
Mapleton Planner	Brian Tucker	801-806-9108	btucker@mapleton.org	6/30/2021	Yes
Mapleton Ready	Derek Haynie	(801) 491-1111	derek@mapletonready.org		
Mapleton Public Works	Steven Lord	(801) 489-6253	slord@mapleton.org	6/30/2021	
Springville Engineer	Jeff Anderson	801-491-2719	janderson@springville.org	6/30/2021	

Springville emergency prep mtgs			EM@springville.org		
Springville Planner	Laura Thompson		lthompson@springville.org		
Springville Head Building Official-secondary	Jason Van Ausdal	801-491-7832	jvanausdal@springville.org		
Springville EM	JoAnna Larsen	801-635-5776	em@springville.org		Yes
Pleasant Grove Community Development	Daniel Cardenas		dcardenas@pgcity.org		
PG Engineering	Marty Beaumont	801-785-2941	mbeaumont@pgcity.org		Yes
PG Fire Chief	Andrew Engermann		aEngemann@pgcity.org		
PG Engineering	Aaron Wilson		awilson@pgcity.org	6/15/2021	Yes
Southern					
Goshen	Steven Staheli		goshentown@gmail.com	6/9/2021	
Salem	Bruce Ward		brucew@salemcity.org		
Salem	Greg Gurney		ggurney@salemcity.org		Yes
Payson City Fire Chief	Scott Spencer	801-465-5252	scotts@payson.org	6/14/2021	
Payson Facilities Manager	Steve Spencer	801.404.6473		6/14/2021	
Payson Planner	Jill Spencer	801-465-5233	jills@payson.org	6/14/2021	Yes
Payson Public Works/Engineer	Travis Jockumsen		travisj@payson.org	6/14/2021	Yes

Santaquin	Jason Bond	801-754-1011 ex 223	jbond@santaquin.org	7/26/2021	Yes
Santaquin EM	Chris Lindquist	(801)754-1940	clindquist@santaquin.org	7/26/2021	Yes
Santaquin Fire Chief	Ryan Lind	(801)754-1940		7/26/2021	
Santaquin Engineer	Jason Lidet			7/26/2021	
Santaquin Engineer	Norm Beagley			7/26/2021	Yes
Santaquin	Jon Lundell				Yes
Genola	Chris Steele	801-754-5300	gcpw@rburst.com		
Genola Planning & Zoning			genolapz@gmail.com		
Genola Town Clerk	Lucinda Daily	801.754.5300	Genolaclerk@gmail.com	7/29/2021	Yes
Elk Ridge Public Works Director	David Gene	801.423.2300	davidj@elkridgecity.org		
Elk Ridge Fire Chief Primary	Seth Waite		firechief@elkridgecity.org		
Elk Ridge City Manager	Royce		royce@elkridgecity.org	7/8/2021	
Woodland Hills	Corbett Stephens	801-857-0788	works@woodlandhills-ut.gov	7/8/2021	
Woodland Hills	Jodie Stones	801-423-1962	recorder@woodlandhills-ut.gov		
	Greg Northup		fire@woodlandhills-ut.gov		
Others					
WUI Coordinator	Dax Reid	801-678-1655	daxreid@utah.gov	6/30/2021	Yes
Utah County Fire Warden FFSL	Josh Berg	385-254-8010	jberg@utah.gov	6/30/2021	
County Commissioner	Bill Lee		WilliamL@utahcounty.gov		

	Thomas SAKIEVICH		Thomas@utahcounty.gov		
			AmeliaP@utahcounty.gov		
Health Dept Emergency Response Coordinator	Ryan Strabel	801.851.7525	ryanst@utahcounty.gov	6/30/2021	
BOR	Dale		dthamilton@usbr.gov		
CUWCD	Mike Whimpey		mwhimpey@cuwcd.com		
Alpine School District	Frank Pulley		frankpulleyjr@alpinedistrict.org		
	Kimberly Bird		kbird@alpinedistrict.org		
	Mike Browning		mbrowning@alpinedistrict.org		
Nebo Risk Management	Kathy Carling	801-354-7474	kathy.carling@nebo.edu	7/20/2021	
Utah Co. Emergency Manager	Peter Quittner	801-404-6050	peterq@utahcounty.gov	6/30/2021	
Utah County Emergency management	Allison Jester/Janeen Olson		AllisonJ@utahcounty.gov	6/30/2021	
Provo Airport	Heather	8018526715	hrollins@provo.org		
Utah County Emergency Management			ryanst@utahcounty.gov		
Utah County Temporary employees	Emily, Lindsey, James			6/30/2021	

Provo School District Facilities Director	Mark Wheeler	801-374-4923			
MAG's TAC				Presented 7/26/2021	
Utah County Emergency Manager Monthly Meeting				Presented 10/26/2021	
Central Utah Water Conservancy District	Mike Whimpey		mwhimpey@cuwcd.com		
CUWCD	Blake Buehler	801.226.7133	blake@cuwcd.com	12/8/2021	
CUWCD	Chris Elison			12/8/2021	
CUWCD	Cort Lambson			12/8/2021	
CUWCD	KC Shaw			12/8/2021	

Wasatch Contacts for Hazard Mitigation Plan						
Position	Name	Phone	Email		1st Small Mtgs	Draft Presentation Oct 13
Central Utah Water Conservancy District	Derek Burton		derek@cuwcd.com	5 May email		13 Oct
Central Utah Water GIS	David Pritchett		dave@cuwcd.com	5 May email		

Charleston Mayor	Brenda Kozlowski		mayorkozlowski@gmail.com	5 May email	8/25/2021	
CUWCD	Roger Pearson					13 Oct
Daniel	Eric Bunker	435-647-6086	ericbunker@danielutah.org	5 May email	7/7/2021	
Daniel Councilmember	Mary Duggin					13 Oct
FEMA	Daniel Webb					13 Oct
Heber City	Brad Mumford		bmumford@heberut.gov	5 May email		
Heber City Administrator	Matt Brower					13 Oct
Heber City EM	Lt. Jeremy Nelson	435-657-7915	jnelson@heberut.gov	5 May email	6/15/2021	
Heber City Mayor	Keleen Potter					13 Oct
Heber City Planner	Jamie Baron	435-657-7914	jbaron@heberut.gov	5 May email	6/15/2021	13 Oct
Heber City Planning Director	Tony Kohler	435-657-7900	tkohler@heberut.gov	5 May email		13 Oct
Hideout	Jamie?		jmccosh@hideoututah.gov	5 May email		
Hideout	Lynnette Shindurling	435-659-4739	alutes@hideoututah.gov	12 May email	8/4/2021	
Independence	Jodi Hoffman		jhoffman@xmission.com	5 May email		
Independence	Lauren Boldger		independenceut@gmail.com	5 May email	8/25/2021	13 Oct
Interlaken Clerk	Bart Smith	206-851-2053	interlakenclerk@gmail.com	5 May email	8/27/2021	

Interlaken Engineer			APays@TO-Engineers.com	5 May email		
Interlaken Mayor	Greg Harrigan	435-714-0909	interlaken.mayor@gmail.com	5 May email	8/27/2021	
Midway	Michael Henke	435-654-3223 x4	mhenke@midwaycityut.org	5 May email	7/7/2021	
Midway Councilmember	Luke Robinson					13 Oct
Midway Councilmember	Steve Dougherty					13 Oct
Wallsburg	Rylee Allen		rylee_b@hotmail.com	5 May email		
Wallsburg	Celeni Richins	435-654-8608	celenirichins@gmail.com	5 May email	8/23/2021	
Wasatch Co GIS	Ivan Spencer	435-657-3194	ispencer@wasatch.utah.gov	5 May email	6/15/2021	
Wasatch County	Lewis Hastings	435-657-3262	lhastings@wasatch.utah.gov	5 May email		13 Oct
Wasatch County Councilmember	Kendall Crittenden					13 Oct
Wasatch County Emergency Manager	Jeremy Hales	(435) 657-3544	EM@wasatch.utah.gov	5 May email	6/15/2021	
Wasatch County School District	Shawn Kelly	435.654.0280	shawn.kelly@wasatch.edu	July 13 call		
Wasatch County Sheriff's Office	Jeremy Hales	435-657-1098	jhales@wasatch.utah.gov	5 May email		
WUI Coordinator	Travis Wright	385-505-4030	tdwright@utah.gov	5 May email		

Other Contacts	Name	Cell	Email	Emailed all in Nov '19	Type of Involvement
State Mitigation Specialist	Eric Martineau	801-946-4022	emartineau@utah.gov		
Central Utah Water Conservancy District	Mike Whimpey		mwhimpey@cuwcd.com	Sep 27 email	Hosted Central Utah County Mitigation meeting
Wasatch County Fire District		435-940-9636	admin@wasatchcountyfiredistrict.com		
North Utah County Water Conservancy District	John Jacobs	801-756-7039	john.nucwcd@gmail.com		
Weber Basin Water Conservancy District	Sherrie Mobley	801-771-1677	smobley@weberbasin.com		
Kamas Valley Conservation District	Wendell Stenbridge	435-783-2595			
FFSL- Wasatch & Summit	Ken Ludwig		kenludwig@utah.gov		
Roads	Richard Nielsen	801-851-8601	richardjn@utahcounty.gov		
Utah Floodplains Manager (previous)	Kathy Holder	801-538-3332	kcholder@utah.gov		
Utah Floodplains Manager (current)	Angelia Crowther		acrowther@utah.gov		Provided NFIP and other floodplain information
Alpine School District Risk Manager	Kim Walker	801-610-8085	kwalker@alpinedistrict.org		
Nebo School District Risk Manager	Kathy Carling	801.354.7433	kathy.carling@nebo.edu		
Provo School District Facilities Director	Mark Wheeler	801-374-4923	markwh@provo.edu	5 May email	

Park City Fire District	Ashley Lewis				Attended Summit County Draft Presentation Meeting
Wasatch School District	Jill	435-654-0280			
Duchesne County Emergency Manager	Mike Lefler	435-738-1184	mlefler@duchesne.utah.gov		
Tooele County Emergency Management	Bucky Whitehouse	435-833-8100	bwhitehouse@tciem.org		
Salt Lake County Emergency Services		385-468-7092	emergencyserv@slco.org		
Morgan County Emergency Services	Ian Nelson	801-845-4048	lnelson@morgan-county.net		
Juab Planning & Zoning		435-623-3400	glenng@co.juab.ut.us		
Uinta Wyoming Emergency Management	Kim West	307-783-0327			
Sweetwater Wyoming Emergency Management	Judy Roderick	307-922-5370	roderickj@sweet.wy.us		
Sanpete/ Central Utah Public Health Emergency Response	Zacharia Kearney		ZKearney@utah.gov		
Provo Airport		8018526715		4 June phone message	Joined Provo's small group meeting
Rocky Mountain Power Electric Safety			publicsafety@rockymountainpower.net	4 June email	Spoke at Utah County Emergency Manager's Meeting

RMP Tree Pruning			vegetationmgmtpacor@pacificorp.com	4 June email	
UTA Emergency Manager		8017433882	Sheldon Shaw	4 June phone message	
Chief Mecham	801-743-7103				
Captain Keith Bevan	801-743-7143				
Structural Engineers Association of Utah			Dallin.Pedersen@bhbengineers.com		Presented at Springville Contractor meeting on Seismically Sound Buildings
Structural Engineers Association of Utah			Chris.Hofheins@bhbengineers.com		Presented at Springville Contractor meeting on Seismically Sound Buildings
FEMA Mitigation Specialist-Field Integration Team	(303) 513-4415 (cell)		brandon.webb2@fema.dhs.gov		Spoke at Draft Luncheons
UVU Risk Management					Attended Utah County Emergency Manager's Meeting
BYU Risk Management					Attended Utah County Emergency Manager's Meeting

Code Examples

Air Quality

8.06.010 Purpose And Scope for Heber City

1. PURPOSE: In order to protect Heber City's citizens and their health, safety and welfare, this ordinance incorporates the Envision 2050 General Plan ideas on "Clean Air: Options for Residential and Business Land Uses" (pg. 32). It incorporates air quality solutions in the "Utah Roadmap: Positive Solutions on Climate and Air Quality" and "Utah Climate and Clean Air Compact" developed and adopted in 2020 for Utah. Heber City is known nationally and internationally for its incomparable mountain views with beautiful open space and agricultural vistas, its pristine environmental quality, and its clean air. Yet Heber City faces unique geographic features that lead to inversions, degraded air quality, other environmental concerns, as well as growth pressures. This ordinance will maintain the citizens' commitment to protecting the health of their families, school children, and protecting the quality of our natural environment. The Heber City Council will adopt an air quality slogan as desired. Initially the city slogan is: "I Care About Heber Air."
2. SCOPE: The City Manager and other administrators are responsible for establishing programs to implement this policy at their respective departments and locations. The City will establish an Energy Management Steering Committee to ensure best practices are evaluated and implemented for all City owned and operated facilities. Such Committee can develop annual Energy Management Plans for city departments and help administer this ordinance.

8.06.030 Anti-Idling

1. City anti-idling signage shall include the current city slogan. When businesses with drive-thru's or other idling/pick-up/delivery areas renew their annual business license such business will receive the initial set of anti-idling signage and install it in areas to be approved by the Planning Office, unless the private property owner:
 1. Has a private business posts a sign provided by or acceptable to the city informing its customers and the public of the city's time limit for idling vehicle engines.
 2. Or already has anti-idling signage previously installed with current city slogan.
- B. Drivers while operating a vehicle within city limits should not idle vehicles, except for the following kinds of idling:
1. Idling while stopped:
 - a. For an official traffic control device; b. For an official traffic control signal; c. At the direction of a police officer;

2. Idling as needed to operate heaters or air conditioners where the temperature is below thirty-two degrees Fahrenheit (32°F) or above ninety degrees Fahrenheit (90°F), as measured at the Heber City Airport or determined by the National Weather Service, for the health or safety of a driver or passenger, including service animals.
3. Idling for the minimum amount of time required for the operation of defrosters or other equipment to clear the windshield and windows to provide unobstructed views and ensure visibility while driving.
4. Idling as needed for emergency vehicles to operate equipment.
5. Idling as needed to ascertain that a vehicle is in safe operating condition and equipped as required by all provisions of law, and that all equipment is in good working order, either as part of the daily vehicle inspection, or as otherwise needed.
6. Idling as needed for testing, servicing, repairing, installation, maintenance, or diagnostic purposes.
7. Idling for the period recommended by the manufacturer to warm up or cool down a turbocharged heavy-duty vehicle.
8. Idling as needed to operate auxiliary equipment for which the vehicle was primarily designed or equipped, other than transporting goods, such as: operating a transportation refrigeration unit (TRU), lift, crane, pump, drill, hoist, ready mixed equipment, except a heater or air conditioner.
9. Idling as needed to operate a lift or other piece of equipment designed to ensure safe loading and unloading of goods or people.
10. Idling to recharge a battery or other energy storage unit of a hybrid electric vehicle.
11. Idling as needed for vehicles that house K-9 or other service animals.
12. Idling by on duty police officers as necessary for the performance of their official duties.

8.06.040 Open Wood Burning Stoves And Fireplaces

No open wood burning stoves or open wood burning fireplaces are allowed within new development. EPA certified wood burning stoves/devices, and wood burning,

natural gas, or propane fire pits & devices are allowed within residential, commercial, mixed-use, or industrial development.

8.06.050 Air Quality Monitoring

A. City or its designees will install and maintain IOT air monitors. City website will provide links to IOT air quality monitoring websites. Actual locations will be determined with collaboration between the Wasatch County Health Department and City.

8.06.060 Electric Vehicle Charging Stations

A. In annexation agreements, Master Development agreements, or zone changes the City Council may negotiate for EV-Ready Outlets or Level 1 chargers to be included in garages for condominiums, townhouses, duplexes, and single-family homes to allow for charging of hybrid and electric vehicles.

B. In annexation agreements, Master Development agreements, or zone changes the City Council may negotiate for Level 2 charging stations within mixed use or residential parking garages at a potential rate of 1 for every 8 units.

C. In annexation agreements, Master Development agreements, or zone changes the City Council may negotiate for two or more Level 2 charging stations for every 100 stalls. For park & ride or central transportation areas, the City may negotiate for Level 3 charging stations.

D. Minimum Parking Requirements. An electric vehicle charging station space may be included in the calculation for minimum required parking spaces that are required pursuant to other provisions of the code.

E. Location and Design Criteria.

Where provided, parking for electric vehicle charging purposes is required to include the following:

Clearance. Charging station equipment mounted on pedestals, light posts, bollards, or other devices shall be a minimum of twenty-four inches clear from the face of curb.

Charging Station Equipment. Charging station outlets and connector devices shall be no less than thirty-six inches or no higher than forty-eight inches from the top of surface where mounted, and shall contain a retraction device and/or a place to hang permanent cords and connectors sufficiently above the ground or paved surface.

Charging Station Equipment Protection. When the electric vehicle charging station space is perpendicular or at an angle to curb face and charging equipment, adequate equipment protection, such as wheel stops or concrete-filled steel bollards, shall be used.

Location. Placement of a single electric vehicle charging station is preferred at the beginning or end stall on a block face.

Signage. Each charging station space shall be posted with signage indicating the space is only for electric vehicle charging purposes. Days and hours of operations shall be included if time limits or tow away provisions are to be enforced. Signage shall include: A phone number or other contact information shall be provided on the charging station equipment for reporting when the equipment is not functioning, or other problems are encountered.

F. Location and Design Criteria.

Maintenance. Charging station equipment shall be maintained in all respects, including the functioning of the charging equipment. Damaged or unusable EV Chargers should be repaired as soon as possible.

Electricity Charges. When payment is required charging station owners should ensure that such payments can be made using an established national network with NFC (near-field communication technology) payments. For DC charging, in addition, the EVSE should provide a card reader to accept credit card payments. Actual EV charges should be comparable to average regional EV charges.

Accessibility. Where charging station equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements for sidewalks, trails, other parking stalls. In new development, the EV charging parking stalls will be next to handicapped parking stalls.

Lighting. Where charging station equipment is installed, adequate site lighting is required for use of charging station during nighttime hours per dark sky compliance standards.

8.06.070 Radon Air

The City encourages property owners to complete radon testing in all commercial, industrial, mixed-use, and residential development. The City also encourages radon mitigation design in all developments. The City and the Wasatch County Health

Department can provide radon mitigation design, radon risk maps and health facts, availability on radon test kits, and radon engineering guidelines to building permit applicants.

8.06.080 Fugitive Dust

City will require dust control measures for any development or other activity which includes the sifting of dirt or rocks, or any other nuisance or pollution dust-generating activities by requiring the use of daily watering using water trucks, tarping, fencing, etc. See City Code 8.04.030.17 & 17.38.080.I.

8.06.090 Other Air Quality Initiatives

- A. The City can encourage new HOA CC&R's to use electric based landscaping and snow removal equipment instead of combustion-based engine equipment.
- B. City can show business locations of Tier 3 (or higher) gasoline businesses on city website.
- C. The City can promote the County Air Quality Website on city website and promote other information regarding air quality; such as smog ratings of vehicles, a city air quality toolbox, etc.
- D. The City can identify and negotiate Park & ride lots for future mass transit & other transportation needs in future annexations or Master Development Agreements, etc.
- E. The City can conduct emissions inventories to identify point sources of city vehicle, industry, and other area sources. The City can ensure City vehicles use Tier 3 or higher gasolines and create a Zero Emission Vehicle Program, thus lowering pollution emissions.
- F. The City can set city goals to reduce city-generated CO2 emissions according to 2030 and 2050 goals in The Utah Roadmap standards, pg. 10.
- G. The City can conduct energy audits for city buildings and set goals on how to make city buildings achieve 'net zero' ratings. The City can promote energy efficiency within development and redevelopments.
- H. The City can allow solar farming on city buildings or city property or join interlocal or public/private partnerships for solar farming. The City can promote geothermal and solar options for city and citizen use.
- I. The City can recognize business and private buildings within Heber City that meet or use energy efficient requirements, such as energy star, LEED requirements, etc.

The City can specifically negotiate for 'net zero' and/or LEED standards buildings in new development.

J. The City can encourage the use of evergreen trees and plants on private property because such trees and plants provide the highest filtration of particulates.

Flood Damage Prevention

FLOOD DAMAGE PREVENTION

Sections:

[9.20.010 Findings of fact.](#)

[9.20.020 Purpose.](#)

[9.20.030 Methods for reducing flood losses.](#)

[9.20.040 Definitions.](#)

[9.20.050 General provisions.](#)

[9.20.060 Designation of the Public Works Director.](#)

[9.20.070 Duties and responsibilities of the Public Works Director.](#)

[9.20.080 Permit procedures.](#)

[9.20.090 Appeal procedure.](#)

[9.20.100 Variance procedure.](#)

[9.20.110 General standards.](#)

[9.20.120 Specific standards.](#)

[9.20.130 Floodways.](#)

[9.20.140 Violation – Penalty.](#)

9.20.010 Findings of fact.

(A) The flood hazard areas of Syracuse City are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.

(B) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are

inadequately elevated, floodproofed or otherwise protected from flood damage. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-010.]

9.20.020 Purpose.

It is the purpose of this chapter to promote the public health, safety, and general welfare of the residents of Syracuse, Utah, and to minimize public and private losses due to flood conditions in specific areas by provisions designed:

- (A) To protect human life and health;
- (B) To minimize expenditure of public money for costly flood control projects;
- (C) To minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (D) To minimize prolonged business interruptions;
- (E) To minimize damage to the public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, and streets and bridges located in special flood hazard areas;
- (F) To help maintain a stable tax base by providing for the second use and development of special flood hazard areas so as to minimize future flood blight areas;
- (G) To ensure that potential buyers are notified that property is in a special flood hazard area; and
- (H) To ensure that those who occupy a special flood hazard area assume responsibility for their actions. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-020.]

9.20.030 Methods for reducing flood losses.

In order to accomplish its purposes, this chapter includes methods and provisions for:

- (A) Restricting or prohibiting uses which are dangerous to health, safety, and property due to water or erosion hazards, or which result in excessive increases in erosion or flood heights or velocities;
- (B) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (C) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of channel flood waters;
- (D) Controlling filling, grading, dredging, and other development which may increase flood damage; and

(E) Preventing or regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards to other lands. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-030.]

9.20.040 Definitions.

Unless specifically defined below, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Alluvial fan flooding” means flooding occurring on the surface of an alluvial fan or similar landform which originates at the apex and is characterized by high velocity flows; active processes of erosion, sediment transport, and deposition; and unpredictable flow paths.

“Apex” means a point on an alluvial fan or similar land form below which the flow path of the major stream that formed the fan becomes unpredictable and alluvial fan flooding can occur.

“Appurtenant structure” means a structure which is located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Appurtenant structures should constitute a minimal investment, may not be used for human habitation, and be designed to have minimal flood damage potential. Examples of appurtenant structures are detached garages, carports, storage sheds, pole barns and hay sheds.

“Area of shallow flooding” means a designated AH, AO, or VO zone with a one percent or greater annual chance of flooding to an average depth of one to three feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in any given year.

“Base flood elevation” means the computed elevation to which floodwater is anticipated to rise during the base flood. Base flood elevations (BFEs) are shown on flood insurance rate maps (FIRMs) and on the flood profiles.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Breakaway wall” means a wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

“Critical feature” means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

“Development” means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the special flood hazard area.

“Elevated building” means:

(1) A nonbasement building which is:

(a) Built, in the case of a building in Zones A1 – 30, AE, A, A99, AO, AH, B, C, X, and D, to have the top of the elevated floor, or in the case of a building in Zones V1 – 30, VE, or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (posts and piers), or shear walls parallel to the floor of the water; and

(b) Adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood.

(2) In the case of Zones A1 – 30, AE, A, A99, AO, AH, B, C, X, and D, “elevated building” also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of flood waters.

“Existing construction” means, for the purposes of determining rates, structures for which the “start of construction” commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. “Existing construction” may also be referred to as “existing structures.”

“Existing manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the ordinance codified in this chapter.

“Expansion to existing manufactured home park or subdivision” means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

“Flood” or “flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters;
- (2) The unusual and rapid accumulation or runoff of surface waters from any source; or
- (3) Mudslides (i.e., mudflows) which are proximately caused by flooding as defined in subsection (2) of this definition and are akin to a river of liquid and flowing mud on the surfaces of normally dry land areas, as when earth is carried by a current of water and deposited along the path of the current.

“Flood elevation study” means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

“Flood insurance rate map (FIRM)” means the official map on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the City.

“Flood insurance study” means the official report provided by the Federal Emergency Management Agency that includes flood profiles, the flood boundary floodway map, and the water surface elevation of the base flood.

“Flood protection system” means those physical structural works for which funds have been authorized, appropriated, and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the area within a community subject to a “special flood hazard” and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

“Floodplain” or “floodprone area” means any land area susceptible to being inundated by water from any source (see definition of “flooding”).

“Floodplain management” means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.

“Floodplain management regulations” means any state law or City ordinance, including Syracuse City zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances such as this floodplain ordinance, etc., which provide standards for the purpose of flood damage prevention and reduction.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

“Functionally dependent use” means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.

“Highest adjacent grade” means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

“Historic structure” means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (3) Individually listed on the state register as promulgated by the Utah Division of State History; or
- (4) Individually listed on a local inventory or historic places in communities with historic preservation programs that have been certified either: (a) by an approved state program as determined by the Secretary of the Interior; or (b) directly by the Secretary of the Interior in states without approved programs.

“Hydrodynamic loads” means forces imposed on structures by flood waters due to the impact of moving water on the upstream side of the structure, drag along its sides, and eddies or negative pressures on its downstream side.

“Hydrostatic loads” means loads or pressures resulting from the static mass of water at any point of floodwater contact with a structure. They are equal in all directions and always act perpendicular to the surface on which they are applied.

“Levee” means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control, or divert the flow of water so as to provide protection from temporary flooding.

“Levee system” means a flood protection system which consists of a levee, or levees, and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

“Lowest floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building’s lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirements of Section 60.3 of the National Flood Insurance Program Regulations.

“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”

“Manufactured home park or subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Mean sea level” means, for purposes of the National Flood Insurance Program, the North American Vertical Datum (NAVD) of 1988 or other datum, to which base flood elevations shown on a community’s flood insurance rate map are referenced.

“New construction” means, for purposes of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of the City’s initial FIRM, or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of the ordinance codified in this chapter, and includes any subsequent improvements to such structures.

“New manufactured home park or subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of the ordinance codified in this chapter.

“Recreational vehicle” means a vehicle which is: (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projections; (3) designed to be self-propelled or permanently towable by a light duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

“Regulatory floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

“Special flood hazard area” means the land in the floodplain subject to a one percent or greater chance of flooding in any given year.

“Start of construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The “actual start” means the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading or filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the “actual start of construction” means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, including gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

“Substantial damage” means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

“Substantial improvement” means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage,” regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local Code Enforcement Official and which are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of a “historic structure”; provided, that the alteration will not preclude the structure’s continued designation as a “historic structure.”

“Variance” means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter in accordance with Section 60.6 of the National Flood Insurance Program Regulations.

“Violation” means failure to comply with any of the terms and conditions of this chapter.

“Water surface elevation” means the height, in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-040.]

9.20.050 General provisions.

(A) Lands to Which This Chapter Applies. This chapter shall apply to all special flood hazard areas within the jurisdiction of Syracuse City.

(B) Basis for Establishing the Special Flood Hazard Areas. The special flood hazard areas identified by the Federal Emergency Management Agency in a scientific and engineering report entitled “The Flood Insurance Study for the City of Syracuse,” dated June 18, 2007, with an accompanying flood insurance rate map (FIRM), is hereby adopted by reference and declared to be a part of this chapter. The flood insurance study and FIRM are available for inspection at the City offices located at 1979 West 1900 South, Syracuse, Utah, 84075.

(C) Compliance. No structure or land shall hereafter be constructed, located, extended, converted, or altered unless the modification fully complies with the terms of this chapter and other applicable regulations.

(D) Abrogation and Greater Restrictions. This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter and another ordinance, easement, covenant, or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(E) Interpretation. In the interpretation and application of this chapter, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the governing body; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

(F) Warning and Disclaimer of Liability. The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This chapter does not imply that land outside the special flood hazard areas or uses permitted within such areas will be free

from flooding or flood damages. This chapter shall not create liability on the part of Syracuse City or any officer or employee thereof, or the Federal Emergency Management Agency for any flood damages that result in reliance on this chapter or any administrative decision lawfully made thereunder. [Ord. 21-30 § 1 (Exh. A); Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-050.]

9.20.060 Designation of the Public Works Director.

The Public Works Director or his or her designee (hereinafter referred to as the “Public Works Director”) is hereby appointed to administer and implement the provisions of this chapter and relevant provisions of [44](#) C.F.R. (National Flood Insurance Program Regulations) pertaining to floodplain management, and performing all other duties as provided herein. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-060.]

9.20.070 Duties and responsibilities of the Public Works Director.

Duties of the Public Works Director shall include, but are not limited to, the following:

(A) Permit Review.

(1) Review and approve or deny all applications for floodplain development permits required by this chapter.

(2) Review all development permits to determine that the permit requirements of this chapter have been satisfied.

(3) Review all development permits to determine that all necessary permits have been obtained from those federal, state, or local governmental agencies from which prior approval is required (including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, [33](#) U.S.C. [1334](#)).

(4) Review all development permits to determine whether proposed building sites, including the placement of manufactured homes, will be reasonably safe from flooding.

(5) Review all development permits to determine if the proposed development is located in the floodway. Except as provided in SCC [9.20.130](#), no development shall be permitted within a floodway.

(B) Use of Other Base Flood Data. When base flood elevation data has not been provided in accordance with SCC [9.20.050](#)(B), Basis for Establishing the Special Flood Hazard Areas, the Public Works Director shall obtain, review, and reasonably utilize any base flood elevation data available from a federal, state, or other source as criteria for requiring that new construction, substantial improvements, or other development is administered in accordance with SCC [9.20.120](#), Specific standards.

(C) Information to Be Obtained and Maintained.

(1) Obtain and record the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures, and whether or not the structure contains a basement; provided, that in any V1 – 30, VE, and V Zones, the actual elevation to be obtained and recorded is that of the bottom of the lowest structural member of the floor (excluding piling and columns) of all new or substantially improved structures, and whether or not the structure contains a basement.

(2) For all new or substantially improved floodproofed structures:

(a) Verify and record the actual elevation (in relation to mean sea level) to which the structure has been floodproofed.

(b) Maintain the floodproofing certifications required in SCC [9.20.080](#).

(3) Maintain for public inspection all records pertaining to the provisions of this chapter.

(D) Alteration of Watercourses.

(1) Notify adjacent communities, the Utah State Division of Water Rights, and the Utah State Division of Water Resources prior to any alteration or relocation of a watercourse, and submit copies of such notification to the Federal Emergency Management Agency.

(2) Assure that the flood carrying capacity within the altered or relocated portion of any watercourse is maintained.

(E) Interpretation of FIRM Boundaries. Make interpretations where needed, as to the exact location of the boundaries of the special flood hazard areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in SCC [9.20.090](#).

(F) Construction When No Regulatory Floodway Has Been Designated. When a regulatory floodway has not been designated, the Public Works Director must require that no new construction, substantial improvements, or other development (including fill) shall be permitted within Zones A1 – 30 and AE on the community's FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.

(G) Application for Conditional FIRM Revision. The Public Works Director shall review applications for conditional FIRM revisions in accordance with SCC [9.20.130](#), Floodways. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-070.]

9.20.080 Permit procedures.

A floodplain development permit ("permit") shall be obtained before construction or development begins within any special flood hazard area established in SCC [9.20.050\(B\)](#). Application for a permit shall be made on forms furnished by the City and may include, but not be limited to, plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. The Public Works Director may require certification of any of these requirements by a professional engineer, architect, or surveyor as he or she deems necessary.

(A) Specific Requirements. The applicant must provide the following information:

- (1) The elevation in relation to the mean sea level of the lowest floor (including the basement) of all new and substantially improved structures;
- (2) The elevation in relation to the mean sea level to which any nonresidential structure shall be floodproofed;
- (3) Certification by a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of this chapter; and
- (4) A description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.

(B) Approval or Denial. Approval or denial of a permit by the Public Works Director shall be based on the provisions and intent of this chapter and the following relevant factors:

- (1) The danger to life and property due to flooding or erosion damage;
- (2) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- (3) The danger that materials may be swept onto other lands to the injury of others;
- (4) The compatibility of the proposed use with existing and anticipated development;
- (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;
- (6) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical and water systems;
- (7) The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site;
- (8) The necessity to the facility of a waterfront location, where applicable;

(9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;

(10) The relationship of the proposed use to the comprehensive plan and floodplain management plan for that area; and

(11) The importance of the services provided by the proposed facility to the community. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-080.]

9.20.090 Appeal procedure.

(A) Any person adversely affected by a final decision of the Public Works Director made in the administration or interpretation of this chapter may, within the time provided herein, appeal that decision to the City Council by alleging that there is error in any such final order requirement, decision, or determination made by the Public Works Director in the administration or interpretation of this chapter. Appeals filed hereunder shall be in writing and shall be filed with the City Recorder within 30 days of the decision which is appealed. The appeal shall include any required City appeal forms and shall set forth, at a minimum: the name, address and telephone number of the appellant; the decision being appealed; the grounds for appeal; and a description of the alleged error in the decision or determination of the Public Works Director. Only decisions of the Public Works Director applying this chapter may be appealed to the City Council as provided herein. Appeals may not be used to waive or modify the terms or requirements of this chapter.

(B) After the appeal application is deemed complete, the City Recorder shall schedule the matter to be heard by the City Council. Prior to the appeal hearing, the City Recorder shall transmit all papers constituting the record of the decision or action being appealed to the City Council and the appellant. The City Council shall review the record of the decision or action of the Public Works Director and provide the appellant an opportunity to be heard regarding the appeal. In reviewing the appeal, the City Council shall consider and review all relevant technical evaluations and the specific factors set forth in SCC [9.20.080\(B\)](#). The City Council shall decide the matter in accordance with the standard of review set forth in subsection (C) of this section.

(C) The City Council may affirm or reverse the decision of the Public Works Director, in whole or in part, or may remand the administrative decision to the Public Works Director. The City Council is also authorized to impose additional conditions as part of its determination of the appeal as necessary to conform with the purposes and intent of this chapter. The City Council shall review the administrative decision of the Public Works Director for correctness in determining whether there is substantial evidence in the record to support the order, decision, or determination. The appellant shall have the burden of proving that an error has been made. The City Council shall issue a written decision.

(D) A record of all appeals shall be maintained by the City in accordance with the Utah Government Records Access and Management Act, Section [63G-2-101](#), et seq., Utah Code Annotated 1953, as amended. [Ord. 21-30 § 1 (Exh. A); Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-090.]

9.20.100 Variance procedure.

(A) The Syracuse City Council is hereby designated to hear and decide requests for variances from the requirements of this chapter.

(B) The applicant shall have the right to a hearing before the Syracuse City Council on the question of whether or not the request for the variance fulfills the variance requirements of this chapter. The City Council shall render a decision denying the variance, granting the variance, or granting the variance with conditions.

(C) Those aggrieved by the decision of the Syracuse City Council may appeal such decision to the court of competent jurisdiction.

(D) The City shall maintain a record of all variance actions, including justification for their issuance, and report such variances issued in its annual or biennial report submitted to the Public Works Director. The Public Works Director shall report any variances to the Federal Emergency Management Agency upon request.

(E) In passing upon applications for a variance, the City Council shall consider all technical evaluations, those specific factors established in SCC [9.20.080](#)(B), the intent and purpose of this chapter, and the following conditions:

(1) Due to the dangers caused by flooding to human life and property and the costs and hardship caused thereby, only under limited circumstances may variances be granted in Syracuse City. Variances shall only be issued upon:

(a) A showing of good and sufficient cause;

(b) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(c) A determination that the granting of a variance will not result in increased flood heights, additional threats to human life and public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

(2) Variances may be issued for the repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure. Variances may be issued for the

reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this chapter.

(3) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(4) Variances shall only be issued when a determination has been made that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(5) Variances issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use may only be granted provided the structure or other development is protected by methods that minimize flood damage during the base flood and create no additional threats to public safety.

(6) Any applicant to whom a variance is granted shall be given written notice that the issuance of a variance to construct a structure below the base flood level will result in increased risk to life and property and an increase in premium rates for flood insurance, which may be substantial and will be commensurate with the risk of construction below the base flood level. Insurance rates may amount up to as high as \$25.00 for \$100.00 of insurance coverage. This notice shall be maintained with a record of all variance actions as required in subsection (D) of this section.

(7) All variances shall include a condition that the applicant sign an assumption of risk and waiver of liability agreement, in a form acceptable to the City, absolving Syracuse City of any and all liability in the event flood damage occurs to that portion of a structure for which the variance is granted. This agreement shall be recorded in the office of the Davis County recorder, shall run with the land, and shall be binding upon all future owners thereof.

(F) The Syracuse City Council may attach such conditions to the granting of variances as it deems necessary and which fulfill the criteria of the variance provisions of this chapter. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-100.]

9.20.110 General standards.

In all special flood hazard areas the following standards are required:

(A) Construction Materials and Methods.

(1) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(2) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

(3) All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

(B) Anchoring. All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure and capable of resisting the hydrostatic and hydrodynamic loads, including the effects of buoyancy.

(C) Utilities.

(1) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.

(2) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.

(3) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(D) Subdivision Proposals.

(1) All subdivision proposals (including proposals for manufactured home parks and subdivisions) shall be consistent with the need to minimize flood damage in accordance with the purposes and intent of this chapter.

(2) All subdivision proposals (including proposals for manufactured home parks and subdivisions) shall meet the permit requirements of SCC [9.20.080](#) and all applicable provisions of this section and SCC [9.20.120](#).

(3) All subdivision proposals (including proposals for manufactured home parks and subdivisions) shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize or eliminate flood damage.

(4) All subdivision proposals (including proposals for manufactured home parks and subdivisions) shall have adequate drainage provided to reduce exposure to flood hazards.

(5) Base flood elevation data shall be provided for subdivision proposals and other proposed development (including proposals for manufactured home parks and subdivisions) which contain at least 50 lots or five acres (whichever is less), if not otherwise provided by SCC [9.20.050](#)(B), Basis for Establishing the Special Flood Hazard Areas, or

SCC [9.20.070](#)(B), Use of Other Base Flood Data. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-110.]

9.20.120 Specific standards.

In all special flood hazard areas where base flood elevation data has been provided as set forth in SCC [9.20.050](#)(B), Basis for Establishing Special Flood Hazard Areas, or SCC [9.20.070](#)(B), Use of Other Base Flood Data, the following provisions are required:

(A) Residential Construction.

(1) New construction and substantial improvement of any residential structure shall have the lowest floor (including basement) elevated to or above the base flood elevation, with certification provided to the Administrator by a registered professional engineer, architect, or land surveyor.

(2) Require within any AO Zone on the City's FIRM that all new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the City's FIRM (at least two feet if no depth number is specified).

(3) Require adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures within Zones AH and AO.

(B) Nonresidential Construction.

(1) New construction and substantial improvement of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to or above the level of the base flood elevation; or, together with attendant utility and sanitary facilities, shall:

(a) Be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water;

(b) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and

(c) Be certified by a registered professional engineer or land surveyor that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this subsection. Such certifications shall be provided to the Public Works Director and include the specific elevation (in relation to mean sea level) to which such structures are floodproofed.

(2) Require within any AO Zone on the City's FIRM that all new construction and substantial improvements of nonresidential structures: (a) have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in

feet on the City's FIRM (at least two feet if no depth number is specified) or (b) together with attendant utility and sanitary facilities, be completely floodproofed to that level to meet the floodproofing standard specified in subsection (B)(1)(a) and (b) of this section.

(3) Require adequate drainage paths around structures on slopes, to guide flood waters around and away from proposed structures within Zones AH and AO.

(C) Openings in Enclosures Below the Lowest Floor. For all new construction and substantial improvements, fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access, or storage in an area other than a basement, and which are subject to flooding, shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or must meet or exceed the following minimum criteria:

(1) A minimum of two openings having a total net area of not less than one square inch for every foot of enclosed area subject to flooding shall be provided;

(2) The bottom of all openings shall be no higher than one foot above grade; and

(3) Openings may be equipped with screens, louvers, valves, or other coverings or devices; provided, that they permit the automatic entry and exit of floodwaters.

(D) Manufactured Homes.

(1) All manufactured homes to be placed within Zone A must be elevated and anchored to resist flotation, collapse or lateral movement and capable of resisting the hydrostatic and hydrodynamic loads. Methods of anchoring may include, but are not limited to, use of over the top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces. Specific requirements may be:

(a) Over the top ties be provided at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations, with manufactured homes less than 50 feet long requiring one additional tie per side;

(b) Frame ties be provided at each corner of the home with five additional ties per side at intermediate points, with manufactured homes less than 50 feet long requiring four additional ties per side;

(c) All components of the anchoring system be capable of carrying a force of 4,800 pounds; and

(d) Any additions to the manufactured home be similarly anchored.

(2) All manufactured homes or those to be substantially improved which are proposed to be located on sites (a) outside of a manufactured home park or subdivision, (b) in a new

manufactured home park or subdivision, (c) in an expansion to an existing manufactured home park or subdivision, or (d) in an existing manufactured home park or subdivision on which a manufactured home has incurred “substantial damage” as the result of a flood, shall meet the following requirements:

(a) Within Zones A1 – 30, AH, and AE, such manufactured homes must be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement;

(b) Within Zones A1 – 30, AH and AE, such manufactured homes to be placed or substantially improved on sites in existing manufactured home parks or subdivisions that are not subject to the provisions in subsection (D)(2)(a) of this section must be elevated so that either:

(i) The lowest floor of the manufactured home is at or above the base flood elevation; or

(ii) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and is securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

(E) Recreational Vehicles.

(1) Recreational vehicles placed on sites within Zones A1 – 30, AH, and AE must either: (a) be on the site for fewer than 180 consecutive days, (b) be fully licensed and ready for highway use, or (c) meet the permit requirements of SCC [9.20.080](#) and the elevation and anchoring requirements for resisting wind forces of subsection (D)(2)(a) of this section.

(2) A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-120.]

9.20.130 Floodways.

Located within special flood hazard areas established in SCC [9.20.050](#)(B) are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, encroachments, including fill, new construction, substantial improvements and other development are prohibited unless the following requirements are met:

(A) Certification by a registered professional engineer or land surveyor is provided demonstrating through hydrologic and hydraulic analyses, performed in accordance with standard engineering practice, that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

(B) All fill, new construction, and substantial improvements, or other development shall comply with all applicable flood hazard reduction provisions of SCC [9.20.110](#) and [9.20.120](#).

(C) The Public Works Director may permit encroachments within the adopted regulatory floodway that would result in an increase in base flood elevations, provided the Public Works Director has applied for and been granted a conditional FIRM and floodway revision through FEMA, under the provisions of [44](#) CFR Chapter 1, Section [65.12](#), of the National Flood Insurance Regulations. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-130.]

9.20.140 Violation – Penalty.

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating or causing or permitting the violation of any of the provisions of this chapter shall be guilty of a Class B misdemeanor, and upon conviction thereof shall be punishable by a fine, or by imprisonment in the Davis County jail, or by both as provided by law. Such person, firm, or corporation shall be deemed to be guilty of a separate offense for each day during which any portion of any violation of this chapter is committed, continued, or permitted by such person, firm, or corporation, and shall be punishable as herein provided. [Ord. 07-17 § 1 (Exh. A); Code 1971 § 9-4-140.]

Capabilities Assessments

Location	Do you have any maps, documents, or plans related to hazards?	Describe building, zoning, ordinances, or other tools to address natural hazards and/or regulate construction in hazard-prone areas	Does your community have the following administrative and technical capabilities?	Which education or outreach programs exist that could be used to implement mitigation activities and communicate hazard-related information?	Should any of these capabilities be expanded or improved to reduce risk?
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	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Alpine	Flood maps, Lone Peak Emergency Response doc, CIP and stormwater plans, geologic maps showing potential areas or debris flow, landslide and rockfall areas; and fault maps.	Hillside Protection and Wildland Urban Interface ordinances, floodplain ordinance, current building codes. Require studies to verify if potential hazards are really there and to what extent for new developments. If hazards are present, our code requires mitigation measures to be designed and installed. We also require acknowledgement by homeowners, prior to obtaining a building permit, that they are building in an area with potential hazards, especially in areas where development occurred prior to the city having a sensitive lands ordinance.	Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Contract with Lone Peak, Emergency Manger works with Fire Chief	Ongoing public education or information program	I think our staffing is adequate.
American Fork City	Yes. We have the FIRM maps and we keep them updated.	Sensitive Lands Ordinance, Stormwater Management and Discharge Control Ordinance, floodplain management ordinances	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance	Ongoing public education or information program	We always could use more resources, but we are routinely

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
			programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Public Information Officer		adding new staff and capabilities.
Cedar Fort	no	zoning ordinances limiting construction on steep slopes and in mountain foothills	Community Planner, Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Civil Engineer, Planning Commission		sure
Cedar Hills	Maps locating natural fault lines and flood hazard areas	Hillside development is regulated to require geotechnical studies, slope stability studies, and zoning ordinances dictate slopes for cut and fill areas.	Community Planner, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Civil Engineer, Planning Commission	Ongoing public education or information program	I operate as the Emergency Manager, but need to coordinate with American Fork Fire and Rescue on EM efforts in the Cedar Hills community.
Central Utah Water Conservancy District	Yes; available upon request	We work with cities and counties to address water quality and infrastructure concerns within hazard-prone areas	Emergency Manager, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Civil Engineer, GIS Coordinator, Communications (SCADA), operations and maintenance staff	Ongoing public education or information program, Public-private partnership initiatives	
Charleston	Flood maps adopted, CIP, wildland protection	Hillside ordinance, follow FEMA floodplain regulations	Emergency Manager, Warning systems/services, Maintenance programs to reduce risk, Chief Building Official, Civil Engineer,		Yes, as Charleston grows

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
			Planning Commission, Wasatch county - warning systems & emergency management		
Coalville	Culinary Water Master Plan, general plan: Parks, Open Space and Environment section	Building codes related to fire and steep slopes, open space preservation goals especially in hazardous areas, flood hazard reduction code, sensitive lands ordinance preventing building within 100' of floodplain.	Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Floodplain Administrator, Civil Engineer, Planning Commission	Ongoing public education or information program	
Daniel	Yes, fire, FIRM, geological (faults, landslide, slope)	160 acres/lot in fire-prone areas, 100 yr. floodplain new development must elevate structures, Wasatch County Fire must sign off on all homes in WUI	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Warning systems, Emergency Manager with County	County-wide CERT, educational flyers with water bill, website has newsletter	Emergency notification text system for Daniel, not just through the County
Eagle Mountain	Hazard Maps through GIS department available on website, part of emergency operations plan, Stormwater management plan	Multiple ingress/egress in subdivisions, roofing materials, some defensible space, Geotech reports for development on hillsides	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Volunteer preparedness committee	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Community Wildfire Protection Plan	No
Elk Ridge	Work with County and MAG	WUI ordinance	Community Planner, Warning systems/services, Hazard Data	Citizen or non-profit organizations focused on	No

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
			and Information, Maintenance programs to reduce risk, Civil Engineer, Planning Commission, County Emergency Manager, hire building official, County GIS	environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program	
Fairfield	no	zoning ordinances limiting construction on steep slopes and foothills	Community Planner, Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Civil Engineer, Planning Commission		
Francis City	In our General Plan, we have an earthquake map, fire risk index, past fires map and flood map.	Our city code address building in flood hazards and other sensitive lands.	Community Planner, Civil Engineer, Planning Commission	Ongoing public education or information program	Not right now. Potentially as the city grows.
Genola	NFIP maps	Geotechnical and soils studies for new development, Critical lands overlay, JUB does hydraulic analysis for culinary water	Emergency Manager, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, Planning Commission, MAG helps with General Plan, JUB & Franson does engineering, part of regional fire dept, agreement with Santaquin for police	Ongoing public education or information program, Natural disaster or safety related school programs	No
Goshen	No		Warning systems/services, Maintenance programs to reduce risk, Planning Commission, Fire Chief, Hazard date from MAG		No

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Heber City	Wasatch County Personal Emergency Preparedness Pamphlet	Hillside overlay, sensitive lands, floodplain (buildings must be above base flood level), wildfire ordinance	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator through the county, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Firewise Communities certification, Public-private partnership initiatives	In-house GIS, more staff for wildfire maintenance monitoring
Henefer	Gas line mapping and evacuation plan, lots of local knowledge on Dominion Energy, Capital Improvements Plan	Multiple ingress/egress, State building codes, no new buildings in the floodplain, newly subdivided land must have grinders on sewer system Plan	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Councilmember is EM, Summit warning system and HAM radios, some hazard data for gas lines	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, May be a firewise community	Need to bolster emergency preparedness
Hideout	No	Geotechnical studies in proposed annexation area, NFIP requirements, State building codes	Community Planner, Chief Building Official, Civil Engineer, GIS Coordinator, Planning Commission		Need to be part of Summit County's emergency alert system, getting a Public Works director, update code for fire mitigation
Highland	FIRM, general plan includes	Building regulations, some environmentally sensitive lands,	Community Planner, Warning systems/services, Hazard Data	Ongoing public education or information program,	

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
	environmentally sensitive lands, Emergency Operations Plan (Long Peak), Stormwater management, dam safety plan (debris basin), CWPP (Lone Peak)	FIRMS, natural drainage requirements	and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Work with Lone Peak for emergency operations, esp. fire	Natural disaster or safety related school programs	
Independence	Wildland Urban Interface map, flood maps	WUI ordinance, revamping code in 1-3 yrs.	Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Planning Commission, Town administrator, clerk and mayor, County Sheriff and Fire	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc.	As development occurs
Interlaken	Slope study map that highlights sensitive slope areas, Emergency Response Plan from 2002	Fire standards for new construction remodels, Geotech studies required for slopes	Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Civil Engineer, Planning Commission, Interlocal agreement with Wasatch County Fire, contract with TO engineering	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Firewise Communities certification	Improve warning system with siren
Kamas	Yes, in our General Plan we have a fire risk and historic fire map. Also, a potential landslide map.	We have a sensitive land overlay zone.	Community Planner, Civil Engineer, Planning Commission		Not at this time
Lehi City	Flood Map, General plan environmentally sensitive areas. Debris Management Plan,	Ordinances, International Building Code, Urban wild land interface. Overlay zones	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance	Citizen or non-profit organizations focused on environmental protection, emergency prep, access	Mutual aid agreements to be renewed,

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
			programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, Public-private partnership initiatives	Additional Staff, Maintenance,
Lindon City	Yes. Environmental features map for sensitive areas (3 identified) with fault lines, conserved wetlands, flood zones, and streams. Ordinances, listed below. EOP describing potential hazards that could affect Lindon City with Appendices including FEMA HAZUS models, Utah quaternary fault and fold map (USGS), moderate and high hazard dams with quaternary fault overlay, Tier II Hazardous Materials, emergency declaration and evacuation orders, and zoning maps. Adopted the FEMA	Established Sensitive Area Districts Ordinance; Flood hazard area standards (raising lowest floor level above flood plain); steep slope ordinance regulates building and grading on steep slope areas; seismic & wind load building code standards for structures.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Board of Adjustments Commission, Historic Preservation Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, CERT, Block Captain System	I think we're doing well in terms of personnel. Perhaps we could look at additional wildland fire hazard risk reduction strategies.

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
	FIRM maps as part of our ordinances;				
Mapleton City	No	Flood plain ordinance	Community Planner, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program	
Midway	We have a chapter in our General Plan devoted to sensitive land and protection of those areas. Included in the chapter are several sensitive land maps that include slope, wetlands, FEMA flood zones, ridgelines, etc. The Midway Land Use ordinance also protects sensitive land.	The Midway Land Use ordinance also protects sensitive land including slopes, wetlands, FEMA flood zones, etc.	Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Chief Building Official, Floodplain Administrator, Civil Engineer, Planning Commission		This will need to be assessed.
Nebo School District	Emergency Plans, Sheltering Plans, Evacuation Plan	Schools have higher standard for building	Emergency Manager, Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, State Risk of Utah insures buildings, School Board	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Natural disaster or safety related school programs	No

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Oakley	Sensitive lands, water usage, and geological maps available on website and in plan.	Sensitive lands, State building codes, fire marshal approve site plans in sensitive areas, engineering review	Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program	A specific emergency manager
Orem	Emergency Management Plan, City Communication Plan, Fire Risk Maps, Flood Maps from Dam Break, MAG maps	Hillside ordinance	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk. Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, Firewise Communities certification, Public-private partnership initiatives	No
Park City Municipal Corporation	Yes - Comprehensive Emergency Management Plan (CEMP), Community Wildfire Protection Plan, multiple GIS products, NFIP flood zone maps	Adopting a wildland-urban interface code in order to create home hardening/fire resistant communities.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, Firewise Communities certification, Public-private partnership initiatives	

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Payson	FEMA maps on Payson website, GIS person can find maps on county GIS system	Wildland Urban Interface area, geotechnical reports required for development, city informs developers of mapped hazards, floodplain maps, international building codes, a sensitive lands ordinances and hillside development to interact with the native landscape and help buffer between the two as well as flood plain requirements.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Education upon request for schools, clubs, church, etc.	All could be expanded, especially hiring a Fire Marshal
Pleasant Grove	NO	WE HAVE A HILLSIDE ORDINANCE ADDRESSING SENSITIVE LANDS PRONE TO GEOLOGICAL HAZARDS.	Emergency Manager, Community Planner, Maintenance programs to reduce risk, Civil Engineer, Planning Commission		WORKING ON GETTING A MUTUAL AID AGREEMENT
Provo City	FEMA FIRMS; Slide-prone areas & known fault zones shown on our GIS	Ordinances/guidelines for flood zones, fault zones, debris-prone areas along frontal canyons, and sensitive lands.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Ongoing public education or information program, Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Public-private partnership initiatives	Yes - plan to create levee/river maintenance plan this year
Salem	Watershed operations plan, Emergency Operations Plan in progress	Slope and floodplain ordinances, but all should be updated and improved	Emergency Manager, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program,	Code enforcement officer

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
				Natural disaster or safety related school programs	
Santaquin City	Yes. Plans from EWP NRCS work performed. Also, Supplemental Environmental Assessment Plans for east bench of Santaquin and in the lower area of Santaquin Canyon.	Hillside overlay zones, wetland area restrictions, etc.	Emergency Manager, Community Planner, Hazard Data and Information, Mutual Aid Agreements, Chief Building Official, Civil Engineer, GIS Coordinator, Planning Commission	Ongoing public education or information program	Yes.
Saratoga Springs	yes, GIS	Flood and Grading Ordinances	Hazard Data and Information, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission		Yes, the Emergency Manager needs to be a full-time position
South Summit school district	Emergency Response Plan	Follow ordinances in each jurisdiction, also State Board of Education standards.	Warning systems/services, Maintenance programs to reduce risk, Chief Building Official, School Board, mutual aid with YMCA and others, i.e., for evacuation center	Ongoing public education or information program, Natural disaster or safety related school programs	Better define emergency manager's responsibilities
Spanish Fork	Yes	Flood and Fire zoning, current building codes for seismic, etc.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs	

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Springville City	NFIP Maps are being updated and final maps will be adopted in June 2020. 280 structures are entering the floodplain with this update. We have fault lines, high liquefaction areas, high potential for debris and landslides and the FEMA flood plain on layers on our City GIS Map.	Hill Side Overlay prevents development on slopes greater than 25%. Floodplain development ordinance.	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs	
Summit County	Engineering dept posts hazard maps (such as floodplain maps) online as does GIS dept. Summit County Emergency Management Plan, Summit County Community Wildland Preparedness Plan 2019, UFFSL UWRAP Wildland Fire Reports - https://wildfirerisk.utah.gov	Follow the IBC, Critical lands regulations, wildland urban interface requirements, Fire dept. and sewer advisory committees must approve site plans. Fire sprinkler & building material requirements Summit County Development Codes: https://www.summitcounty.org/828/Development-Codes	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, Firewise Communities certification, Public-private partnership initiatives	Strengthen WUI Codes, increase Community Involvement. Everything is dependent on resources.
Utah County	EWP, CWPP, EOP (not yet promulgated), Watershed	Require defensible space, etc. for new construction,	Emergency Manager, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual	Citizen or non-profit organizations focused on environmental protection, emergency prep, access	No

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
	Operations, various evacuation plans.		Aid Agreements, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	and functional needs populations, etc., Ongoing public education or information program, Firewise Communities certification	
Vineyard	Draft evacuation plan (Chris)	Comply with state building code, 90+% of building less than 10 yrs. old	Emergency Manager, Community Planner, Warning systems/services, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission, Mutual aid w/Orem, County warning system	Ongoing public education or information program, Jr. Building Inspectors program	Amplification of Emergency Manager position & GIS, strengthen maintenance and prevention program
Wallsburg	CIP	Can't build on slopes >30%, slope management. Follow Wasatch County's requirements for slope.	Floodplain Administrator, Civil Engineer, Planning Commission, Wasatch Co: Emergency Manager, GIS Coordinator, Warning System MAG: Community Planner		Educate planning commission on building requirements
Wasatch County	CWPP (community wildland protection program), Emergency Action Plan,	Hillside ordinance, floodplain,	Emergency Manager, Community Planner, Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Floodplain Administrator, Civil Engineer, GIS Coordinator, Planning Commission	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Firewise Communities certification, Public-private partnership initiatives	

	Maps and Plans	Codes and Ordinances	Admin and Technical	Education and Outreach	Ways to Improve
Woodland Hills	Yes, Geostrategy hazard maps used in all new construction	WUI, require geotechnical studies, required fire permits, fire hydrant ordinance for new construction	Warning systems/services, Hazard Data and Information, Maintenance programs to reduce risk, Mutual Aid Agreements, Chief Building Official, Civil Engineer, Planning Commission, LEI engineering contracted for planning & engineering, County EM & GIS	Citizen or non-profit organizations focused on environmental protection, emergency prep, access and functional needs populations, etc., Ongoing public education or information program, Natural disaster or safety related school programs, Firewise Communities certification	Yes, fire dept needs more \$



Resolution No. 12-2022

**A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP) AND 2022 PRE-DISASTER
MITIGATION PLAN**

WHEREAS, the purpose of the CEMP is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system, to return the community to its normal state of affairs; and

WHEREAS, this plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources; and

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, Tribal and local organizations a condition for Federal preparedness assistance beginning in Federal FY 2005; and

WHEREAS, Utah Code Annotated 53-2a-1403 requires political subdivisions to adopt an emergency operations plan; and

WHEREAS, certain State and Federal disaster reimbursements require local jurisdictions to adopt a CEMP and train in NIMS and Incident Command Systems (ICS); and

WHEREAS, certain Federal grant programs require an adopted CEMP; and

WHEREAS, the City Manager and the Emergency Management Group (EMG) have reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMG and recommend adoption by the City Council; and

WHEREAS Park City Municipal Corporation recognizes the threat that natural hazards pose to people and property within Park City; and

WHEREAS Park City Municipal Corporation has participated in the creation of a multi-hazard mitigation plan, hereby known as the 2022 Mountainlands Association of Governments (MAG) Pre-Disaster Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the 2022 MAG Pre-Disaster Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Park City from the impacts of future hazards and disasters; and

WHEREAS adoption by Park City Municipal Corporation demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2022 MAG Pre-Disaster Mitigation Plan; and

WHEREAS, the City Council deems it in the best interest of Park City Municipal Corporation to formally adopt them;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah as follows:

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June 23, 2022 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

Park City Municipal Corporation adopts the 2022 MAG Pre-Disaster Mitigation Plan.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 23rd day of June, 2022

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Human Resources

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Adopt Resolution 13-2022, a Resolution Adopting the Revised Personnel Policies and Procedures Manual, Effective July 1, 2022, for Park City Municipal Corporation

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY 2023 Policy Recommendations Staff Report](#)

[Exhibit A: Parental Leave Policy](#)

[Exhibit B: Education Assistance Policy](#)

[Exhibit C: Bilingual Policy](#)

[Exhibit D: Referral Bonus Policy](#)

[Exhibit E: P&P Manual - Redline](#)

[Exhibit F: 13-2022 Policy and Procedure Resolution](#)

City Council Staff Report



Subject: Final FY23 Policy Changes
Authors: Sarah Mangano
Department: Human Resources
Date: June 23, 2022
Type of Item: Administrative

Summary Recommendation:

Consider adopting the attached FY23 Policy Changes that enhance Park City Municipal's desirability as a competitive and attractive regional employer.

Executive Summary:

The City Manager is recommending five important policy changes for FY23 to enhance our organizational offerings and to promote our Employee Value Proposition. The changes aim to improve our ability to recruit, retain, and develop professional employees to meet the City's complex initiatives and challenges. Changes are summarized below.

Background:

The PCMC Employee Handbook and Administrative Policies are updated yearly to comply with legal changes and meet the organization's evolving needs. A more comprehensive review is needed moving forward to ensure consistency and reduce redundancy in the Handbook and the Policies. Ultimately, we plan to consolidate the policies, removing defunct policies while modifying the language in the final document to reflect the overall values of PCMC and their relationship to our employees.

The document renovation will take additional time to integrate and review. In the meantime, the attached changes are necessary to approve at this time to improve recruitment and retention efforts and to maintain PCMC's competitive stance in the talent marketplace.

The attached policies are: 1) parental leave, 2) education reimbursement, 3) bi-lingual stipend, and 4) employee referral. The fifth policy modifies an old policy regarding probationary status. This practice is referred to throughout the Employee Handbook and the recommended modifications are attached.

Analysis:

Each policy selected is designed to enhance the overall recruitment of staff and will eventually play a larger role in the Employee Value Proposition.

Parental Leave

This policy helps parents welcome a new family member – whether through birth, adoption, surrogacy or foster care. This policy is also inclusive of the diverse types of families that are reflected in our community.

- Change from “mother” to “primary care giver”/
- Increase to 360 paid leave hours from 160 hours, for the primary care giver, including pregnancy care, adoption and surrogacy services.
- Sick leave may also be available with HR and Manager approval.
- Increase to 160 paid leave hours from 80 hours, for the non-primary care giver to provide care and assistance to the primary care giver and/or for the birth or adoption of a child.
- Limited to full-time regular employees.

Education Assistance

This policy supports employees who desire to further their skill set and education. Ultimately, this serves PCMC with a more qualified work force that also allows for cross-training.

- Reimbursement for degree or credit based programs at the collegiate or graduate level.
- Increased reimbursement to \$10,000 per calendar year from \$5,250. Above \$5,250 is considered taxable.
- Licensing fees (CPA, PE, SHRM, etc.) are reimbursed up to \$3,000 per calendar year.
- Termination within 1 year of reimbursement will require employee to repay assistance.
- Full time employee in good standing with 1 year minimum of service – service requirement can be waived with City Manager approval.

Bi-Lingual Stipend

This new policy supports residents and employees using their primary language to assist municipal functions. English and Spanish are considered threshold languages in Summit County and Park City – the primary language of five percent or more of residents and/or employees. Additionally, American Sign Language practitioners are also included in this policy.

- Employee able to offer translation services during work hours.
- Employee able to offer translation services during City/County/Public meets.
- Language skills will be authenticated by a third party.
- Full-time stipend is \$40/per pay period (\$1,040/yr.)
- Part-time stipend is \$20/per pay period (\$520/yr.)
- Stipend is not subject to retirement calculations.

Employee Referral

This policy supports recruitment efforts by engaging our existing team members to help fill vacation positions with qualified employees. Employee referrals are consistently shown to have longer tenure, contribute to results faster and cost less to on-board and recruit.

- \$1,000 per eligible hire

- \$500 after 30 days of employment
 - \$500 after 6 months of service and/or end of season
- Carveouts for ineligible referrals including rehires, seasonal hires and HR personnel.

Probation

This policy aims to maintain at-will employment status at the beginning of an employee's tenure with the City while still building on our Employee Value Proposition. The Probation policy maintains at-will status during the first six months of employment for a full-time new hire and one year for a full-time new hire in the police department. Currently, employees on probationary status have had the lump sum merit prorated to discount their time on probation and are disallowed vacation time during the first six months. Vacation time is earned during this time but not granted to employees until they are past their probationary period. Additionally, it requires transfers and newly promoted employees to restart another six-month probation period. In practice, vacation is frequently granted to new hires based on pre-planned vacation plans at time of hire and based upon experience. We recommend the removal of all language referencing the reinstatement of probation upon promotions and removal of proration of lump merit. We also recommend removal of the vacation block out. In an effort to be consistent with the Employee Value Proposition, the removal of this language will increase mutual confidence between employer and employee.

Exhibits:

Exhibit A: Parental Leave Policy

Exhibit B: Education Assistance Policy

Exhibit C: Bilingual Policy

Exhibit D: Referral Bonus Policy

Exhibit E: P&P Manual – redlined for probation policy

Exhibit F: 13-2022 Policy and Procedure Resolution



PARENTAL LEAVE POLICY

Purpose:

Parental Leave allows new parents to take paid time off due to the arrival of a new family member.

Leave Provisions:

While we realize that both parents are responsible for their children regardless of work or other obligations, for purposes of this policy, only one parent can be deemed the “primary caregiver”. The term “primary caregiver” is defined as follows: (i) is the primary caregiver in their family and (ii) has the primary (typical sole) responsibility for the care and welfare of the child(ren) during normal working hours.

Primary Caregiver:

Paid leave up to 360 hours, or 9 weeks, will be granted to full-time regular employees, who are the primary caregivers, for pre-partum and post-partum care and recovery. This includes pre-birth doctor’s visits and sick leave due to pregnancy care, time off for adoption, and surrogacy appointments. Once Primary Care Giver leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act [4.19 Family Medical Leave](#). Employees may supplement unpaid time with a vacation payout. See section [4.22 Vacation Pay](#) of the employee handbook. Primary Care Giver Leave hours will count towards the 12 weeks of leave allowed by the Family Medical Leave Act.

See section [4.19 Family Medical Leave](#) of the employee handbook. Once Primary Care Giver Leave hours are exhausted, a primary caregiver may be eligible for sick leave coverage with approval from the employee’s manager and Human Resources.

Regardless of employee status, nursing mothers are entitled to reasonable unpaid breaks during work time to express milk for their infants for one year after the child is born. A place, other than a bathroom, that which is shielded from view and free from intrusion from co-workers and the public, will be provided.

Parental Leave to Provide Care/Assistance to Primary Caregiver or Child:

Paid Leave of 160 hours will be granted to all full-time regular employees, excluding those who take Primary Care Giver Leave, to provide care and assistance for the birth or adoption of a child or the primary care giver. Once Parental Leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA) [4.19 Family Medical Leave](#). Paid Parental Leave hours will be counted towards the 12 weeks of leave allowed by the Family Medical Leave Act. See section [4.19 Family Medical Leave](#). Once parental leave hours are exhausted, Parental Leave is not considered Sick Leave Family coverage unless specifically designated by a physician. Only full-time regular employees are eligible for Parental Leave.

Coordination with Family Medical Leave Policy

Pregnancy and Parental Leave are counted toward the 12 weeks of eligibility for Family Medical Leave. See section [4.19 Family Medical Leave](#) of the employee handbook.



X

City Manager

X

HR Manager



EDUCATIONAL ASSISTANCE AND ENRICHMENT POLICY

Purpose:

Tuition reimbursement allows Park City Municipal to invest in and support employees with increased educational opportunities and future career growth. Eligible employees are encouraged to develop professionally in accordance with the IREACH Park City values. The following policy establishes reimbursement for qualified educational expenses and successful completion of undergraduate, graduate, and post-graduate courses in colleges or universities or professional certifications and training. The course study must relate to Park City's values and benefit the employee and Park City.

General Eligibility Guidelines for Tuition Reimbursement

- Full Time Regular Employee for a duration of six months.
- Meets all performance expectations of their position.
- Must not have any formal disciplinary actions within the previous 6 months.
- Must apply for and receive approval before enrolling in courses or any other professional certifications. Approval process may take 30 days.
- Must have an individual development plan in place, reviewed and agreed to by the immediate supervisor with recognition that the educational investment is part of the employee's development for the current position or a position which they would transfer to within Park City Municipal.
- Employees are not permitted to complete coursework during work hours without obtaining prior approval from their manager; approval may not exceed 2 hours per week.
- Any exceptions to this policy must be approved by the City Manager.

Reimbursement Provisions

Degree Program or "Credit" Based Programs

Undergraduate level or Graduate Level Courses

- Must provide a clear alignment between the employee's educational pursuits and the needs of Park City. An education and career plan must be outlined and substantiated in the individual development plan.
- The program will pay up to 100 percent of tuition including all mandatory fees, and textbooks up to \$10,000 per calendar year per employee. Reimbursement exceeding IRS limits (\$5,250) is taxable income.
- Reimbursement will only be paid for a passing grade of B or higher or a Pass in a Pass/Fail course.

Examples of Degree Program Applicability:

Library Science, Recreation Management, Criminal Justice, Engineering, Public Administration

**Degree Selection and approval is not required to be a continuance of the employee's current position; however, it should be a field of study that is applicable to a position for which the organization recruits. For example, an employee in the Police Department could pursue a Library Science degree because Park City has a Library.*

Professional Certifications/Training Programs (Completion/Pass) Based Program

Certification courses may enhance an individual's contribution and impact in their current position and is outlined and substantiated in the individual development plan.

- The program will pay up to 100 percent of the required tuition and fees or necessary expenses to prepare for professional examinations (such as CPA, SHRM, PE). Reimbursable expenses include tuition for industry accredited study program, exam fees, books. This includes CLEP exams for high school students.



- License fees (PE, SHRM, CPA) are not reimbursable until the employee acquires a "PASS".
- \$3,000 per calendar year maximum.

Examples of Professional Certifications:

Accredited educational institutions or professional society programs, licensing, etc. Diversity and Inclusion, Project Management, Team Leadership, and Professional Specialization Programs are examples of such programs but not limited to the above.

Reimbursement

- All reimbursement requests must be received within 60 days of the course end date.
- All requests must include proper documentation as listed on the reimbursement request form.
- Reimbursement will be issued through Payroll, please allow a minimum of 30 days for reimbursement process.
- Employee is to disclose all other financial aid/grant/scholarships utilized in the payment of education. Employee is only eligible for up to the amount they spend out of pocket or financed. The employee may not profit from the education assistance program; rather the City will attempt to offset student debt.

Termination of Employment

- Termination due to reduction in force or job eliminations will be reimbursed at the full amount of the current approved education reimbursement application at the date of separation.
- Voluntary resignations within 1 year of the last tuition reimbursement will require the employee to repay the city the total amount of all reimbursements from the most recent year. Any reimbursement not paid after resignation will be cancelled because the employee is no longer eligible.
- Employees have 30 days to repay any outstanding monies after resignation; after 30 days, the balance will be referred to collections.

Budget

- Tuition reimbursement will be paid from the Human Resources Department budget.
- Employees are not guaranteed the full \$10,000 per year; employees are encouraged to apply to the program as early as possible to receive reimbursements within the calendar year.

Ineligibility

- A temporary employee.
- A seasonal employee/intern.
- A part time employee.
- Employees currently on leave due to illness, injury, leave of absence, or family medical leave of absence (FMLA), if the absence or leave began PRIOR to the application submission for Tuition Reimbursement.

Approval/Denial

- The HR Generalist will review completed applications and notify employee of a decision within 30 days. Should employee receive a denial for course work they may appeal to the HR Director. Any requests in excess of \$10,000 will be denied under this policy.



The policy as outlined above is approved. All policies are considered a “working” document and subject to periodical review by the Human Resources Director and/or City Manager and therefore may be updated, cancelled, or altered as needed. Please refer to the latest version of each policy for the most updated information.

X

City Manager

X

HR Manager



Bilingual Stipend Policy

PURPOSE

To provide services for residents and employees in their primary language, including sign language. In Park City and Summit County, English and Spanish are the primary languages of many residents and employees. Additional languages will be considered as needed.

SCOPE

This policy applies to all employees, including seasonal and part-time employees, who are in positions with a demonstrated public need for bilingual skills. Bilingual skills are defined as the ability to translate to and from English or the use of sign language. The Human Resources Department in coordination with Department Directors will determine which positions are eligible for the bilingual stipend.

POLICY GUIDELINES

Employees requesting the Bilingual Stipend must meet the following criteria:

- Employee must be available to offer translation services during regularly scheduled work hours.
- A list of certified bilingual employees, maintained by the Human Resources Department, will be available to staff, the Mayor, and City Council.
- Employee must pass a proficiency test certifying the employee's ability to speak and write English and Spanish or use sign language.
- Pay will be a fixed amount of \$40 per pay period and will not be considered as part of an employee's salary for retirement calculation purposes. Part time employees will be paid \$20 per pay period.
- The Bilingual Stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

PROVISIONS

- Eligibility will be reviewed on an annual basis by the Department Manager during the employee Performance Review to verify whether the employee receiving the bilingual stipend is performing duties that require utilization of a non-English language.
- If an employee refuses to perform assigned bilingual duties, then the manager may immediately revoke the employee's stipend.
- Employees with skills in languages other than Spanish and sign language may qualify for the bilingual stipend under certain circumstances, including demonstrated need for the language skill.

TESTING

- Employees must receive written approval from Department Manager before they are eligible to request a proficiency test.
- Human Resources will utilize a Third-Party testing service to conduct bilingual proficiency examinations and will coordinate with the employee on scheduling.
- Employees who fail the proficiency test may retake the exam after three (3) months with approval from Department manager.



BUDGET

The funding for the bilingual stipend will be paid from the Department budget. The funding for the bilingual testing will be paid from the Human Resources budget.

ADMINISTRATION

Human Resources will be responsible for administering the Bilingual Stipend Policy, including review of applications, scheduling of proficiency tests, and certifications. A current list of employees and their bilingual certification will be made available within Human Resources. The Executive office will oversee any requests for a translator to be present in public meetings. Requests will be made through www.ParkCity.org website on City Council page.

Please refer to the latest version of each policy for the most updated information.

X

City Manager

X

Human Resources Manager



REFERRAL BONUS PROGRAM

PURPOSE

Referral bonuses can have a positive impact on hiring success in a highly competitive employment market; attracting top talent in a resort community through an employee's network is both cost effective and improves the quality of potential applicants. Research has also shown, and our experience supports, that new hires who come into PCMC through employee referrals are quick to contribute, tend to stay longer, and cost less to onboard and recruit.

SCOPE

A cash bonus, via payroll in the amount of **\$1,000**, will be awarded for every eligible candidate hired through the Referral Bonus Program, as outlined below.

The bonus is payable upon the following schedule:

1. \$500 is paid after the referred candidate is HIRED and **completes 30 days** of employment.
2. \$500 is paid after the referred candidate is HIRED and **completes 6 months of service** or at the end of a work season (i.e., winter transit driver), whichever comes first.

POLICY GUIDELINES

Eligibility

- All current employees in good standing, including part-time, full-time, or seasonal. may earn a referral bonus.
- The referral must represent the candidate's first contact with Park City Municipal.
- The referring employee must submit the referral form to Human Resources to be eligible for a referral bonus.
- Referrals must be hired within 180 days (six months) of the original referral date.
- All candidates will be evaluated based on merit; submitting a referral does not guarantee the candidate an employment offer.

Ineligibility

- Human Resources personnel.
- Managers with hiring authority over referred candidate.
- Referring a previous employee, including part-time and seasonal employees, will NOT result in a referral bonus until 2 years after resignation or termination date. *(For example, employee previously resigned 9/1/2022; eligible for referral bonus on 8/31/2024.)*

PROVISIONS

The Human Resources Department administers the Referral Bonus Policy. Hiring decisions are confidential and a referral candidacy will not be discussed with the referring employee.

Please refer to the latest version of each policy for the most updated information.



X

City Manager

X

HR Director



Personnel Policy & Procedures

Effective July 30, 2021

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Park City Municipal Corporation

Policies and Procedures Do Not Constitute a Contract

The information contained in this policies and procedures manual was prepared as a guide to provide employees a better understanding of the responsibilities and obligations of employment with Park City Municipal (“City”). The policies and procedures stated in this manual and other personnel statements or materials issued by the City are not intended to create either express or implied contract rights respecting the procedures, terms, conditions, or duration of employment or any other obligation or liability part of the City. The City hereby reserves the right and authorizes the City Manager to unilaterally alter, amend or revoke any policy, practice, or procedure without notice at any time and for any reason. The City’s affirmative prohibition of certain discriminatory or other conduct does not create any contract, duty, obligation or liability on the part of the City.

Section One (1)

GENERAL PROVISIONS

This manual is published to provide guidelines to the Policies and Procedures of Park City Municipal Corporation ("City"). These policies shall be adopted and amended at the City Council's discretion with recommendations from the City Manager. They shall be subject and subordinate to applicable federal and state laws, rules, regulations, and local ordinances. The City Manager may at any time, without notice, temporarily suspend or amend any policy herein by filing a written order with the Human Resources Manager. Such temporary policies shall be effective no longer than six months without the approval of the City Council.

1.1 Interpretation

The City Manager shall exclusively hold the final authority, subject to appeal, to interpret these policies, rules, and procedures adopted hereunder. Such authority shall include applying these policies, rules, and procedures to specific employees, positions, and circumstances.

It is the responsibility of all city employees to be familiar with the City's policies and procedures.

All Managers should be familiar with the policies and procedures set forth in this manual so that they can address any questions and offer clear, accurate interpretations to any employee asking questions or desiring information on City policy or procedure.

Exceptions to any policy in this manual must have the approval of the City Manager.

1.2 Applicability

Except as expressly provided otherwise in this manual, these policies shall apply to full-time regular, part-time, seasonal, student interns, special employment agreements, and volunteers. The exceptions are those positions which by ordinance report directly to the City Council. These policies shall not apply to persons or firms rendering services to the City as "independent contractors." Employees under special employment agreements are covered under the policies and procedures in this manual except where superseded by terms of their contracts.

1.3 Violations

Violation of any personnel policy, rule, or procedure adopted hereunder shall be grounds for disciplinary action up to and including termination.

1.4 Maintenance

This manual shall be maintained and updated by the Human Resources Manager as directed by the City Manager. The Legal Department and a City Manager appointed Policies and Procedures (P&P) Task Force shall review this manual annually. The official copy of the Personnel Policies and Procedures shall be kept in the Human Resources department and is available on the employee portal ep.parkcity.org. Any employee with questions on the interpretation of a policy or whether or not a policy is current should check with Human Resources for clarification.

Employees who wish to suggest changes to this manual are encouraged to provide that information in writing to Human Resources or their manager for review.

1.5 Departmental Rules

Individual departments within the City may establish policies and rules that are more restrictive than those set forth in this manual. These department rules may not be less restrictive than the rules set forth herein. City Departments may establish policies that apply to only a specific group (Front Desk in Recreation, Ice Rink Supervisors, etc.). Department Policies must be submitted first to the Human Resources Department and be approved before they are made effective. Department Policies must be resubmitted both annually during April and any time changes are made for pre-approval. The HR Manager must always approve job-specific training manuals before initiating within the department.

1.6 Notice of Federal/State Employment Laws

Title VII of the Civil Rights Act of 1964 as amended

Prohibits employment discrimination based on race, color, religion, sex, or national origin and protects qualified applicants and employees in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment.

Utah Antidiscrimination Act

The City may not discriminate against any qualified person in matters of compensation and other terms, privileges, and conditions of employment because of: race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age (40 or older), disability, genetic information, sexual orientation, gender identity, or protected expressions. In addition, a covered employer may not refuse to reasonably accommodate gender identity in dress/grooming standards and facilities.

The Americans with Disabilities Act of 1990 (ADA)

The ADA as amended, including the Americans with Disabilities Act Amendments of 2008

(ADAA), prohibits discrimination based on disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose an undue hardship on the employer. The law covers applicants and employees of local governments, including Park City Municipal Corporation.

[The Health Insurance Portability and Accountability Act \(HIPAA\)](#)

HIPAA, as amended, protects employee's and their family's privacy as it relates to the treatment of pre-existing conditions, certificates of credible coverage, special enrollment rights, availability of coverage, non-discrimination, and protected health information.

[The Age Discrimination in Employment Act of 1967 as amended](#)

Protects applicants and employees ages 40 years and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

[The Genetic Information Nondiscrimination Act of 2008](#)

Protects employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. It prohibits employers from acquiring genetic information from applicants, employees, or their family members.

[The Equal Pay Act as amended](#)

Prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

[Section 504 of the Rehabilitation Act of 1973 as amended](#)

Prohibits employment discrimination based on disability in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment against disabled persons who, with reasonable accommodation, can perform the essential functions of a job.

[Consolidated Omnibus Reconciliation Act of 1986 \(COBRA\)](#)

COBRA allows certain terminated employees, their spouses, and dependent children to continue medical and dental coverage under the group plan at their costs for a period not to exceed 18 months, in most cases, and up to 29 to 36 months in some cases.

[The Family and Medical Leave Act of 1993 \(FMLA\)](#)

Grants eligible employees the statutory right to take unpaid, job-protected leave under defined medical or other specified circumstances for up to twelve workweeks (480 hours) of leave in a 12-month period. FMLA applies to all City employees who have met certain conditions. In both types of FMLA leave, the City calculates the 12 months as a 'rolling' twelve months. See section [4.19 Family Medical Leave](#).

For circumstances regarding a covered military service-member, FMLA allows up to twenty-six workweeks (1040 hours) of leave during a single 12-month period to care for a covered Service-member with a serious injury or illness if the eligible employee is the service-member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

There are two additional but separate types of paid leave that may be used in conjunction with FMLA: Sick Leave FMLA to care for oneself and Sick Leave Family FMLA to care for an immediate family member or Domestic Partner. For eligibility and requirements, see section [4.16 Sick Leave & Sick Leave FMLA](#), and section [4.17 Sick Leave Family, and Sick Leave Family FMLA](#).

If you believe that you have been discriminated against under any of the above laws, please contact the Human Resources Department, the Legal Department, or the City Manager. Retaliation against a person who files a charge of discrimination, participates in an investigation or opposes an unlawful employment practice is prohibited by all these federal laws. See section [5.11 Retribution and Retaliation](#).

Section Two (2) **EMPLOYMENT**

2.1 Equal Employment Opportunity

Park City Municipal Corporation ("City") is dedicated to equal employment and advancement opportunities. It is the City's policy to provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, religion, creed, national origin, sexual orientation, gender identity, disability, pregnancy, childbirth, pregnancy-related condition or marital status, and to maintain an environment free from intimidation and harassment based upon these grounds.

2.2 Appointments

Employees' jobs are governed by the U.S. Department of Labor <http://www.dol.gov> and are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not entitled to overtime pay.

The State of Utah is an "at-will" employment state. Accordingly, all appointments not subject to [Utah Code Section §10-3-1105\(1\)](#), as amended, are "at-will" employment and may be terminated at the convenience of the City Manager at any time with or without cause. All vacancies shall be filled by full-time regular appointment, part-time appointment, seasonal appointment, acting appointment, promotion, transfer, demotion, or special employment agreement. All full-time regular appointments must fill an approved budgeted position. Full-time regular appointments and special employment agreements shall be recommended by the Department Manager and submitted to the Human Resources Department for review. Following review, the Human Resources Department will submit the recommendations to the City Manager for final review and approval. The Department Manager shall submit all part-time and seasonal appointments to Human Resources for review and approval. Supervisors and department managers are accountable for ensuring that part-time, seasonal employees and student interns do not exceed the allowable and approved amount of hours regarding their particular designation and those governed by the Fair Labor Standards Act (FLSA).

a. Probationary Appointment

This appointment represents the first six months of a non-Public Safety full-time regular job appointment (or 12 months for a Public Safety sworn and non-sworn appointment), resulting from an initial hire, a promotion, a demotion, or a transfer. Any employee serving a probationary period shall be released from probationary status when a complete written evaluation and recommendation have been approved. Recommendations should be forwarded to Human Resources for review and submitted to the City Manager for final approval.

A manager may recommend an employee be changed from probationary status to regular

status in less than six months for non-Public Safety employees and in less than twelve months for Public Safety employees for exemplary performance. The Department Manager must forward written justification and complete an [“Employee Position Change Form”](#) for review and submission to the City Manager for final approval. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months. Probationary periods and restrictions for a promotion or transfer may be modified or waived with approval by the City Manager.

The probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if any performance, attitude, ethics, and/or code of conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. A manager may award a pay increase as part of the evaluation based on performance, ~~but probationary employees are not eligible for a lump-merit increase for the time they are on probation.~~ Extensions require the approval of the City Manager.

During the probationary period, any probationary employee may be terminated by the City Manager at any time with or without cause and without progressive discipline.

All newly hired full-time probationary or promotional probation status employees are paid at no more than the new hire pay maximum determined as 65% of the pay grade range unless the City Manager authorizes an exception. The City Manager may grant exceptions and allow appointments above the new hire maximum for such factors as a high level of experience and training or because the employment market demands affecting the position being recruited require a higher than new hire maximum pay rate.

b. Full-Time Regular Appointment

A full-time regular non-exempt employee is expected to work a 40-hour workweek. Full-time regular exempt employees are expected to work whatever hours are necessary to accomplish the job duties and standards of their exempt position without the availability of overtime or administrative leave. All full-time regular employees must work no less than an average of 32 hours per week during any month to qualify for full-time regular status and therefore remain eligible for the City’s core benefits. (See the [Employee Benefits Manual on](#) the ADP Homepage or contact Human Resources for benefit details).

A full-time regular status appointment indicates that an employee has completed their probationary period and will fill a budgeted position under [U.C.A. Section §10-3- 1105](#), as amended.

c. ~~Promotional Probation Appointment~~

~~An employee who receives a promotion will typically serve a probationary period of the same duration as if the promotion were a new full-time regular appointment. See guidelines for~~

~~probationary appointments in section 2.2.a. Probationary Appointment. The City Manager may approve a probationary period that is shorter in length than that of a full time regular probationary appointment. Employees on Promotional Probation may use vacation time and are eligible for a lump merit during the annual review process.~~

d. Acting Appointment

The City Manager may fill any vacancy with an acting appointee who may serve until another employee assumes the position's duties. An acting appointee who serves for more than 30 consecutive days shall receive compensation at no less than the minimum salary range for that position during the acting appointment.

e. Part-Time Appointment

A part-time appointment indicates an employee who may work between one and 1500 hours per year (28.8 hours per week average) over 12 months. Part-time appointments may be for a defined period or specific to project work but may also be for an indefinite period. Part-time employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

Part-time employees are hired as "Variable Hour Employees" as defined by [IRS Notice 2012-58](#) - "An employee is a variable hour employee if, based on the facts and circumstances at the date the employee begins providing services to the employer (the start date), it cannot be determined that the employee is reasonably expected to work on average at least 30 hours per week over a 12 month period."

Under limited circumstances, should part-time employee hour averages rise to 30 hours per week, they may become eligible for medical benefits if they meet one of the following criteria:

1. From June 1 through May 31 (the City's Standard "Measurement Period"), an employee worked an average of at least 30 hours a week for the City during the entire 12-month period. Medical Insurance eligibility would extend for a 12-month period and become effective July 1. **OR**
2. During the 12-month period beginning on the first of the month following an employee's hire date (the employee's new hire "Initial Measurement Period"), an employee worked an average of at least 30 hours a week for the City. Medical Insurance eligibility would extend for 12-months and become effective the first of the month following eligibility.

Part-time positions are not eligible for core benefits other than those required by law, such as Social Security, workers' compensation insurance, unemployment insurance, and Medicare. Part-time employees who gain eligibility for Medical Insurance are not eligible for other core benefits.

Part-time employees may be eligible for certain fringe benefits (See the [Employee Benefits Manual](#), the employee portal [Benefits Guide](#), or contact Human Resources for details).

f. Seasonal Appointment

A seasonal appointment is an appointment to a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, etc. Seasonal positions involve labor performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year. From its nature, it may not be continuous or carried on throughout the year. Seasonal employees may work full-time or part-time hours. Seasonal employees may not work past the seasonal declared end date without HR permission.

Seasonal employees are hired as “Variable Hour Employees” as defined by IRS Notice 2012-58 - “An employee is a variable hour employee if, based on the facts and circumstances at the date the employee begins providing services to the employer (the start date), it cannot be determined that the employee is reasonably expected to work on average at least 30 hours per week over a 12 month period.”

Under limited circumstances (such as appointment to two separate seasonal positions during the winter then summer season), should seasonal employee hour averages rise to 30 hours per week, they may become eligible for medical benefits if they meet one of the following criteria:

1. From June 1 through May 31 (the City’s Standard “Measurement Period”), an employee worked an average of at least 30 hours a week for the City during the entire 12-month period. Medical Insurance eligibility would extend for 12 months and become effective July 1. **OR**
2. During the 12 month period beginning on the first of the month following an employee’s hire date (the employee’s new hire “Initial Measurement Period”), an employee worked an average of at least 30 hours a week for the City. Medical Insurance eligibility would extend for 12 months and become effective the first of the month following eligibility.

Seasonal positions are not eligible for core benefits other than those required by law, such as Social Security, Workers’ Compensation Insurance, Unemployment Insurance, and Medicare.

Seasonal employees who gain eligibility for Medical Insurance are not eligible for other core benefits. Seasonal employees may be eligible for certain fringe benefits (See the [Employee Benefits Manual](#) on the ADP home page or contact Human Resources for details).

g. Special Employment Agreement

Special employment agreements are used for employees appointed by the City Manager upon terms set forth in a written employment agreement signed by the employee, approved as to form by the Legal Department, and signed by the City Manager. Employees under Special

Employment Agreements are (1) employed to carry out special projects with a specific end date, or (2) the scope and nature of the work requires expertise not otherwise available.

h. Volunteers

Departments utilizing the services of volunteers should refer to the Park City Municipal Corporation Administrative Policy on Volunteers and contact Human Resources before the recruitment of any volunteers. For volunteers less than 18 years of age, tasks must be appropriate for the age group. See section [2.9 Child Labor Underage Workers](#).

i. Community Service

Department utilizing the services of community service workers should refer to the Park City Municipal Corporation Administrative Policy on Volunteers and contact Human Resources before use of community service workers.

j. Student Intern

A student intern appointment indicates an employee who may work between one and 40 hours per week for the temporary period they are actively enrolled and attending an accredited College or University and may not work more than 1500 hours total per 12- month period. Student interns are not eligible for core benefits other than those required by law, such as Social Security, Workers' Compensation Insurance, Unemployment Insurance, and Medicare. Student interns may be eligible for certain fringe benefits (See the [Employee Benefits Manual on the ADP home page](#) or contact Human Resources for details).

2.3 Rehire Policy

The City will consider all qualified applicants for employment with Park City Municipal Corporation. If an employee leaves the City and reapplies later, the City will consider the employee's qualifications for the job and prior work performance record.

It is the policy of the City not to rehire those employees terminated for cause and Those who quit without giving the appropriate amount of written notice. A request for review may be made to the Human Resources Director by any supervisor or manager interested in rehiring a former employee who has been terminated for cause or gave insufficient notice upon resignation. The City Manager may make exceptions to this policy.

The written request must show supportable evidence of the following:

1. Why the rehire would be in the best interest of Park City Municipal Corporation.
2. Conditions surrounding the original separation.
3. Why is no one else suitable for being transferred or recruited, and what assets/qualifications the applicant have that outweighed those of other qualified applicants.

Inactive employees who re-apply for other positions available city-wide will have their prior work performance and attendance records reviewed before re-hire per hiring qualifications.

2.4 Fitness for Duty Medical Examinations

The City may require that any applicant complete a “fitness for duty” medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. The City may require any employee to complete a fitness for duty examination, employer EAP referral, or functional analysis testing if it believes an employee may not be physically or emotionally able to perform essential job functions. Medical examinations are conducted after the hiring process and a conditional job offer but prior to the actual start date. Certain positions may also require a medical examination as part of state or federal regulations.

The City may also require a “fitness for duty” examination for current staff. Potential scenarios may include determining whether an employee performing a physically demanding job continues to be fit for duty, after an employee returns from any extended leave, including but not limited to short-term disability, long-term disability, and return to work from personal or professional trauma, limited or light duty.

City required examinations will be conducted by a provider of the City’s choice or approval and at the City’s expense.

2.5 Pre-Employment Drug Testing

The City has a responsibility to employees to make a reasonable effort to provide a safe workplace and a responsibility to the public to make a reasonable effort to promote public safety. Therefore, applicants for certain positions may be required to submit and pass a drug screening test as a condition of employment (See section [5.11 Use of Drugs and Alcohol](#)).

2.6 Federally Required Drug Testing

The City is required to test certain employees for drugs according to federal regulations. Such testing will take precedence over related provisions in this manual.

2.7 Background Checks and Credit Checks

The City believes in promoting a safe environment for our customers and employees. In many instances, background and credit checks serve as an important part of the selection process. All background checks will be conducted in compliance with the Fair Credit Reporting Act (“FCRA”) and any other applicable laws. Background checks are performed to obtain information necessary to ensure the protection of people, physical property, proprietary information, and assets.

Background and/or credit checks will be conducted on all job applicants applying for qualifying positions. These positions have been pre-determined due to tasks such as working with

proprietary information, security, financial responsibilities, confidential or sensitive information, or as otherwise determined according to a legitimate business need. A background check will only be used for evaluating the applicant for employment. It will not be used to discriminate based on race, color, national origin, religion, sex, disability, age, sexual orientation, gender identity, or any other protected characteristic under state or local law.

Park City Municipal reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by this employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the public safety policy manual for further details.

a. Pre-Employment Background Checks

The City shall not exclude an applicant from an initial interview because of a past criminal conviction. An applicant shall not be required to disclose a criminal conviction on an employment application before an initial interview or if no interview is conducted. This shall in no way prevent the City from asking an applicant for information about their criminal conviction history during an initial interview or after an initial interview or considering an applicant's conviction history when making a hiring decision.

A third-party agency will be used to conduct the background checks and verify the accuracy of the information provided by the applicant during the selection process. Information collected by the agency may include criminal history, past employment, education, character, finances, and reputation.

The City will ensure that all background checks are conducted in compliance with all applicable federal and state statutes, such as the Fair Credit Reporting Act and the Americans with Disabilities Act. The information collected from previous employers and other sources will be limited to that which is job-related and pertains to the quality and quantity of work performed by the applicant and the applicant's attendance record, education, and other lawful, work-related inquiries. The Human Resources department and appropriate management personnel will be primarily responsible for the background check process.

The City may check criminal arrest and conviction records as part of the background check. In accord with the Equal Employment Opportunity Commission's current interpretation of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment unless it is determined to be job-related and consistent with business necessity.

An arrest or conviction does not necessarily constitute disqualification. The City will consider the following factors: 1) the nature and gravity of the offense or conduct; 2)

the time passed since the offense, conduct, and completion of the sentence; and 3) the nature of the job sought. The City will inform the applicant before taking adverse action and advise the applicant of rights to dispute inaccurate information. If an applicant with a pending criminal case is hired, their continued employment will be reviewed upon disposition of the case. Applicants who refuse to consent to a criminal background screening are not eligible for employment.

b. Pre-Employment Credit Checks

Credit reports may collect credit information on applicants consistent with the guidelines set forth by the federal Fair Credit Reporting Act (FCRA). The FCRA requires organizations to obtain a candidate's written authorization before obtaining a credit report. The City will also disclose to the applicant or employee, on a separate form, its plans to obtain a consumer or investigative consumer report and that the information received will be used solely for employment purposes and be seen by only those who require the information to make an informed hiring choice. The City will also provide the individual with a summary of their rights under the FCRA.

Applicants may request additional information on the nature of the report and how such information may be obtained, such as information about the individual's character, general reputation, and personal characteristics. If the results of the credit check are unfavorable, the City will inform the applicant before taking adverse action based on the results, provide the applicant with a Statement of Consumer Rights from the Federal Trade Commission, offer the applicant the opportunity to review a copy of the credit report and advise the applicant of rights to dispute inaccurate information. Applicants will be granted five business days to dispute the information.

c. Employee Arrests, Pleas, and Convictions

If a current employee is arrested, makes a plea of guilty or no contest, or is convicted of a crime, they must inform the HR Department of the City within five working days. Employees who are arrested are responsible for providing a copy of the police report (and any other associated documentation concerning the arrest and charges) within 24 hours of the information being available. Noncompliance with the above-stated requirements or misrepresentation of the circumstances of the arrest can serve as grounds for disciplinary action up to and including termination.

Pursuant to an arrest and upon receipt of the police report and associated documentation, the City will consider the following factors: 1) the nature and gravity of the offense or conduct; 2) the time that has passed since the offense, conduct, and completion of the sentence; and 3) the nature of the job held. The City will inform the employee before taking adverse action and advise the employee of their rights to dispute inaccurate information. Pending prosecution, the employee may be subject to disciplinary action up to and including termination.

d. Confidentiality

Information obtained from the background check process will be shared only when necessary and only with those involved directly in a final decision. This may include a direct supervisor, manager, and City Manager. Outside of information that may impact a hiring or disciplinary decision, results will be kept strictly confidential. Only appropriate human resource personnel will have access to this information. No information from the background and/or credit checks will be stored in the employee's personnel file. Instead, it will be maintained in a separate location and will not be accessible for managers. The City complies with all federal and state laws regarding the collection, storing, and disposals of information, such as the Fair and Accurate Credit Transactions Act (FACTA).

2.8 Hiring Relatives & Dating

Any qualified applicant who applies for a position with Park City Municipal Corporation will be considered for employment. The City reserves the right not to hire an applicant who may become related to a current employee. The City also reserves the right not to promote or transfer an employee who may become related to a current employee.

No member of an employee's immediate family shall be under the direct or indirect supervision of a said employee unless a specific exception has been granted by the City Manager before an appointment or hire. Such requests for exceptions to the City Manager are generally disfavored. The immediate family shall include mother, father, brothers, sisters, aunts, uncles, grandparents, stepparents, children, wife, husband, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, son-in-law, daughter-in-law, stepchildren, grandchildren, and domestic partners.

The City does not permit romantic relationships or dating between supervisors and subordinates. For purposes of this policy, a supervisor includes any supervisor within the same line of authority as the subordinate or any person charged with evaluating the subordinate. If such a relationship develops, the supervisor involved is responsible to immediately disclose the existence of the relationship in writing to their supervisor. It is within City's sole discretion that one or both persons involved may be transferred or given a different assignment.

2.9 Child Labor Underage Workers

The Fair Labor Standards Act (FLSA), as amended, permits the employment of under- age workers with restrictions. Under-age workers are defined to be persons between the ages of 14-17. The City does not allow employment of workers less than 14 years of age.

14-15-year-old restrictions:

- Work must take place during non-school hours.
- No more than 3 hours of work is permitted on a school day.
- No more than 18 hours of work is permitted in a school week.

- No more than 8 hours of work is permitted on a non-school day.
- No more than 40 hours on a non-school week.
- Work must take place between the hours of 7 a.m. and 7 p.m. (except from June 1 through Labor Day, when possible evening hours are extended to 9 p.m.);
- No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
- They are prohibited from driving in connection with their employment.

16-17-year-old restrictions:

- No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
- They are prohibited from driving in connection with their employment.

Under the age of 18, employees are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at least 10 minutes for every three-hour period that is worked. The City also requires a signed note from the parents or legal guardian of any individual less than 16 years of age acknowledging and approving work duties which are to be submitted by the department with any new hire paperwork.

Section Three (3)

CHANGE IN EMPLOYMENT STATUS

3.1 Transfer

A transfer is the appointment of an employee to a new position. Employees who are transferred are subject to a probationary period. See section [2.2a. Probationary Appointment](#) for details.

When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. If the employee successfully applies for transfer during a probationary period, the employee shall undergo a new and separate probationary period in the position to which they are transferred. Any proposed changes in pay must be effective the first day of a City established pay period.

The City reserves the right to transfer its employees, either permanently or temporarily, from one job to another or one department to another, according to need. If employees refuse to be transferred and the City determines in its sole discretion that there is not work for them in their current positions, they may be subject to a reduction in force.

Certain transfers are subject to appeal as described in section [6.3 ETDAH Appeal Rights and Procedures](#) in this manual.

3.2 Promotions

Promotion is the appointment of an employee to a higher classification or salary range.

Insofar as it is consistent with the City's best interests, promotional opportunities within the City's service shall be encouraged. However, vacancies may be advertised outside the City, and promotional examinations or tests may be required.

When an employee is promoted to a higher position classification, the employee shall be eligible for an increase in pay within the higher position classification pay range. The exact percentage of the increase shall be recommended by the Department Manager, reviewed by the Human Resources Director, and submitted to the City Manager for final approval. The employee's new pay rate should be within the pay grade range assigned to that position. ~~Employees who are promoted to a new position are subject to a probationary period. See section [2.2a. Probationary Appointment](#) for details.~~

Personnel action forms should be forwarded to the Human Resources Director as the City Manager's designee for review and approval for part-time or seasonal employees. The employee's new pay rate must be within the pay grade range assigned to that position.

3.3 Transfers for Disciplinary Reasons (Demotion)

Employees transferred for disciplinary reasons to a lower salary/grade range will be paid at the lower rate when they begin the new job unless otherwise approved by the City Manager. A transfer for disciplinary reasons (demotion) shall be recommended by the Department Manager, reviewed by the Human Resources Director, and submitted to the City Manager for final approval.

A change in job title that does not affect the pay and classification of the employee shall not be considered a demotion. Certain demotions are subject to appeal as described in section **6.3 Employee Transfer & Discharge Appeal Rights and Procedures** of this manual.

When an employee is placed into a lower grade resulting from an inability to perform assigned work, the employee's pay will be adjusted to the lower grade.

3.4 Department Reorganization

When an existing position is vacated or proposed for elimination or when requirements, duties, and job descriptions of a department have dramatically changed, a reorganization or department restructure may be proposed to the City Manager for consideration. The department must mitigate all potential impacts to internal and external customers caused by the reorganization or department restructure.

In cases where the reorganization or department restructure will eliminate or significantly change job descriptions, the Pay Plan Technical Committee will review the new job descriptions and conduct a market analysis using the latest available payroll benchmarks. If an appropriate benchmark is not available, the Technical Committee shall forward the reorganization information on those positions that do not have benchmarks available to the acting Pay Plan Committee for internal equity review. A final recommendation shall then be forwarded to the City Manager as to where the recommended job descriptions should be placed in the pay plan. See **Administrative policy - Salary Adjustments Outside of Adopted Pay Plan**. Reorganization or department restructure could result in an employee change in employment status (see **Section 3 Change in Employment Status**).

The department requesting the reorganization or department restructure must submit a proposal to the City Manager, including a demonstrated need for the reorganization or department restructure, new organizational chart, potential costs or savings, and changes in job descriptions for review.

The City Manager may review and approve, deny, or revise the request. The City Manager may initiate department reorganization or restructure at any time deemed necessary.

Requests for the elimination of an entire department or combination of two or more departments must be submitted to the City Manager and Legal department to determine whether the Municipal Code requires additional Council approval.

3.5 Resignation & Discharge

To resign in good standing, exempt and non-exempt employees must give their supervisor two calendar weeks' prior notice except for the Management Team, who must provide the City with four calendar weeks prior notice. The department manager or supervisor shall submit the resignation to the Human Resources Director. The Human Resources Director will forward the resignation to the City Manager.

Employees may not use any paid time (i.e., vacation, funeral, sick, etc.) hours other than holiday pay in place of straight time hours during their final two or four-week notice period.

Failure to comply with this rule shall be entered into the personnel file of the employee. It may cause denial of future employment with the City and any vacation or other benefits balance payouts (See section [4.23 Vacation Pay](#)).

The City Manager may discharge any employee of Park City Municipal Corporation at any time subject to [UCA Section § 10-3-1105\(1\)](#) as amended and to appeal described in section **6 Procedures for Employee Complaints, Discharge, and Transfer Appeals**. See section **2.2 Appointments**. A discharge may be cause for denial of future employment with the City, as well as ineligibility of vacation balances (See section [4.23 Vacation Pay](#)).

Employees should seek counsel with HR before responding to an employment referral based on time worked at the City. When post-employment or current employment referrals are received directly by HR, they will provide only basic information regarding employment for Park City Municipal, including job title, dates of employment, and salary.

3.6 Phased Out Retirement

The City participates in the Utah Retirement Systems (URS) Phased retirement option. Should an employee wish to request a Phased-Out Retirement option, they must submit a request in writing to the City Manager. This option will only be approved when continued employment is deemed necessary to successful City operations and when sufficient funds available to cover costs.

To be eligible for consideration of this phased out retirement program, employees must currently meet the following criteria:

- Full-Time Regular status
- Worked in a URS eligible position for the City for four years or more
- Currently eligible for retirement in the Utah Retirement System
- Must claim a retirement date with URS and the City
- Does not work for another employer participating in the URS system

If the request for a Phased-Out Retirement is approved, the employee cannot work more than 20 hours per week following the claimed retirement date. The employee will no longer be eligible for benefits and will become a part-time status employee with the City. Also, employees may not work in this "phased out" state for longer than five years.

3.7 Reduction in Force

The City Manager may discharge any employee at any time under the implementation of a Reduction In Force strategy as part of a reorganization, elimination of a City service, or as provided in the City Budget Recession/Revenue Shortfall Plan, after consultation with the Legal Department.

3.8 Final Paycheck

All City property must be returned to the department manager or supervisor before the release of the final paycheck. If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date.

3.9 Separation Agreement

If in the sole discretion of the City Manager a separation agreement is warranted, which may or may not include compensation or other consideration, it will be negotiated on a case-by-case basis. Such an agreement in excess of six months' salary, not including other compensation/benefits, requires the City Council's approval unless the agreement is pursuant to a Court order. Any educational assistance, bonuses, or other benefits received by the employee within the last 12 months prior to separation will be taken into consideration.

Section Four (4)

EMPLOYEE PAY AND WORK PRACTICES

4.1 Classification & Pay: Plan and Administration

Park City Municipal Corporation operates within the guidelines of an established Pay Plan. The pay plan attempts to ensure the uniform and equitable application of pay due to the duties, responsibilities, most current available market data, and requisite qualifications of each position classification. The City believes rewarding performance and not longevity is an equitable way of compensating employees for their contributions to the organization. All pay plan recommendations and individual employee salary increases or lump merit eligibility are subject to budget constraints and revenue availability and may be altered or rescinded by the City Manager at any time. See the [Classification & Pay Plan Manual](#) for details.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing the duties and responsibilities of each position and the qualifications necessary for appointment to a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

4.2 Employee Pay

City policy and practice comply with all laws, both State and Federal. In the event of an inadvertent or improper pay deduction, affected employees are requested to bring the situation to the attention of the Payroll Coordinator immediately. The City will review the case thoroughly and make corrections to an employee's pay deemed necessary. Questions or concerns may also be directed to the Human Resources Department.

Overpayment of wages or benefits will be deducted from upcoming employee's paychecks. Depending on the size of the overpayment of wages or benefits, a re-payment schedule and timeline may be approved by the Finance Manager.

4.3 Work Week & Pay Periods

Park City Municipal Corporation operates its payroll system on a biweekly period. The biweekly pay period is defined as a two-week period commencing at 12:01 a.m. Sunday and running to midnight Saturday of the following week, running concurrently with the two weeks used to compute payroll. The standard work week for all non-public safety personnel begins on Sunday and ends Saturday of the same week. The standard work week for all sworn Police Officers is defined by the biweekly pay period of 80 hours. Employees must approve time must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. The typical work week for full-time regular employees is 40 hours per week, except for public safety personnel which is the biweekly pay period of 80 hours. Departments may supplement less than 40 hours with the

employee's Vacation balance if work was provided but declined.

Employees are paid every other Friday for the proceeding pay period. Park City does not offer live paychecks. Employees are required to sign up for direct deposit or a City pay card. More information is available in the Finance Department.

4.4 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their Department Manager or the Human Resources Department. For lunch and break period requirements for employees less than 18 years of age, see section [2.9 Child Labor Underage Worker.](#)

For break time requirements for nursing mothers, see section [4.18.a. Medical Maternity Leave.](#)

4.5 Time Keeping

Any non-exempt employee who works during a biweekly pay period must check in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees are accountable for using the time-keeping method approved by their supervisor, team, or department. Employees are not permitted to save up hours worked and report them on a payroll other than the one coinciding with actual days worked. Employees who submit their time late on Monday following the end of the pay period may not be paid until the following pay period. Violation of time-keeping policies or falsification of time reported may result in disciplinary action up to and including termination.

Time must be verified by the employee and approved by a supervisor before forwarding to payroll for processing. Employees are compensated in quarter-hour increments only. An employee may clock in at any time other than their initial start time, and punches will be rounded to the nearest quarter-hour. Employees with schedules established in the timekeeping system may punch in up to 15 minutes (referred to as a "grace period") prior to their scheduled starting time but will not be compensated until their shift begins as scheduled. Employees with no schedules established may punch in up to 7 minutes before their scheduled starting time but will not be compensated until their shift begins as scheduled. Employees punching in later than their approved start time or taking longer or shorter than their approved lunch period may be subject to disciplinary action up to and including termination. Employees are expected to be "clocked in" and ready to work at their work location when their shift starts.

Timekeeping in Transit Department

Transit Department time and pay tracking vary from that above in two significant ways: 1. Hours worked do not round but are compensating for each minute worked. 2. Transit employees may clock in up to 5 minutes early and clock out at their established schedule time.

Non-exempt employees are required to clock in or out using their department's approved time-keeping method at the beginning and end of each shift and during unpaid meal breaks. Employees who fail to check in or out of work properly must have the hours for that day verified according to their supervisor's or department's policy and have appropriate corrections made in the timekeeping system by an immediate supervisor. Per the Fair Labor Standards Act (FLSA), non-exempt employees may not perform their job functions without payment. This includes checking email on a cell phone and texting others about work topics that would typically be compensated. Failure to comply with this law by employees and supervisors may result in discipline up to and including termination.

Exempt employees who use any time other than Straight Time hours must indicate such use on their timecard during the pay period in which the hours were used. This includes but is not limited to Sick Leave, Sick Leave FMLA, Sick Leave Family, Sick Leave Family FMLA, Vacation, Lump Merit Leave, Floating Holiday, Funeral Leave, Jury Duty Leave, Maternity Leave, Paternity Leave, and approved Administrative Leave. Actual hours of straight or "worked" time may vary from numbers pre-programmed in timekeeping software. Pre-programmed totals are for ease of use only and must be updated to include time other than Straight Time. Exempt employees must approve time records before their submittal to payroll.

Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited. It can result in immediate and severe disciplinary action, up to and including termination. Should any discrepancy occur in a time clock entry, employees should contact their supervisor immediately. Any team member or supervisor who signs another employee's timesheet is accountable for the verification and accuracy of the time declared.

Paid or unpaid administrative leave for all employees, exempt and non-exempt, must be pre-approved by the City Manager.

Qualified Sick Leave, Maternity Leave, Paternity Leave, Sick Leave Family and Workers Compensation Leave may also be considered Family Medical Leave and deducted from the 12 weeks of FMLA available to all qualified employees, exempt & non-exempt, each pay period. See section [4.19 Family Medical Leave](#).

4.6 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period.

Hours worked (Straight Time) and actual on-call hours worked (On-Call Pay) will be used to calculate overtime. All other leave hours, including Sick Leave, Sick Leave FMLA, Sick Leave Family, Sick Leave Family FMLA, Holiday Pay, Vacation, Floating Holiday, Funeral Leave, Jury Duty Leave, and Release Time are not used for calculating overtime hours. Administrative Leave is never used in the calculation of overtime.

An employee must obtain their supervisor's approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day's work at the established quitting time. Any non-exempt employee must obtain their supervisor's approval to conduct City-business while not scheduled. This includes but is not limited to answering or sending phone calls and emails for City-business while off-the-clock.

4.7 Garnishments & Wage Attachments

Occasionally the City will be served with a Garnishment Writ of Execution or wage attachments against an employee's wages. The City is required by law to comply with properly served garnishments.

Garnishments create an additional workload for City staff, and therefore employees are urged to arrange promptly for the discharging of any amount of judgment against them. If the garnishment cannot be paid outright, an agreement is suggested to make periodic payments be arranged until the judgment is discharged. Alternatively, the employee should make arrangements for a loan to pay off the judgment.

4.8 Payroll Deductions

The law requires that certain deductions be withheld from an employee's paycheck. These include Social Security (FICA), Medicare, worker's compensation, federal and state taxes. These deductions are based on a schedule provided by the government and bear a direct relationship to the exemptions the employee claims and the employee's earnings. Additional deductions will be withheld according to the contributory benefits elected by employees, such as insurance premiums, retirement, employee purchase plans, etc. Employee payroll check stubs detail all deductions.

4.9 FlexSchedules

Employees are required to work a shift that includes "core hours" defined by the department. Any department interested in allowing a modified flex schedule must have approval from the City Manager. Flextime schedules may allow regular full-time, exempt, and non-exempt employees to set their starting and ending times for the workday with the support of their supervisor and within certain limits. Managers must submit a flex plan and schedules including but not limited to recommendations, costs, benefits, and customer service impacts to the City Manager before scheduling begins. Offices and departments may not close between regular business hours due to flex schedules, nor can customer service be diminished. Managers must submit flex schedules to HR annually in April of each year, and any time they are recommending changes to previously approved flex schedules.

The Human Resources Director will compile and maintain a list of departments and divisions implementing or utilizing a flex schedule and presenting it to the City Manager annually. Flex schedules must comply with the Fair Labor Standards Act (FLSA) and the City's policy on overtime and workweek designation as defined in section [4.6 Overtime](#). Flex schedules may be modified or rescinded at any time by the department manager or City Manager.

4.10 Telecommuting

The City confirms its commitment to assisting employees in developing a work-life balance by supporting telecommuting when it is reasonable and practical to do so and when operational needs will not be adversely affected. It can also reduce absenteeism in certain situations and improve productivity. Telecommuting allows an employee to work from home part of their regular workweek.

Telecommuting is not intended to permit employees to work at other jobs or run other businesses. According to City needs, it is not an entitlement or a City-wide benefit and can be altered or terminated at any time with or without notice.

Please refer to the Administrative Policies found on the Employee Portal (ep.parkcity.org) for policy and direction on Telecommuting.

4.11 Absences & Tardiness

Employees are expected to report to work on time. Tardiness is expensive, disrupts workflow, compromises customer service, and will not be tolerated. Unauthorized or excessive absences or tardiness may result in disciplinary action up to and including termination. An absence is unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved. Unsatisfactory attendance may also harm any promotional opportunities.

If an employee will be late or absent for any reason, they shall contact their supervisor or their designee at least one hour before their regular starting time. It is the employee's responsibility to ensure that proper notification is given. Leaving voice mail messages is not considered adequate notice unless authorized by the department supervisor. Asking another employee, friend, or relative to provide this notification is acceptable only under emergency circumstances.

Employees who know they will be absent on three or more consecutive workdays must notify their supervisor in advance of their absence. Employees who are absent on consecutive workdays due to day-to-day illnesses must notify their supervisor each day. Employees who take sick leave for three or more consecutive shifts are required to provide their supervisor or department manager with a doctor's note from a certified medical provider upon return to duty, verifying their ability to return to work full duty. Supervisors should forward all doctor's notes to Human Resources. Absences occurring around regularly scheduled days off are considered consecutive. For example, Thursday, Friday, Monday absences are considered

three consecutive workdays for those working a typical workweek.

Employees who exhibit a pattern of absences (three or more occurrences of two consecutive work day absences or more than 40 hours) in any three-month period may be required to furnish a doctor's note from a certified medical provider verifying each occurrence of illness until the employee's pattern of absences ceases. Patterns of absences include but are not limited to Monday and Friday absences, absences before scheduled time off, and holidays or sick leave taken on more than two consecutive scheduled workdays in any month. This applies to both non-exempt and exempt employees.

Employees absent from work for three consecutive days without giving proper notice, communication, or verification to a supervisor or manager will be considered to have voluntarily terminated employment with the City. At that time, the termination will be formally noted in the employee's personnel file. The employee will be advised of the action by certified mail to the employee's last known address.

4.12 Salary Increase and Performance Evaluations

As part of the City budget process, the City Council will decide on the amount of funds appropriate for employee pay. Any recommended changes in pay levels must be effective the first day of an approved City pay period.

a. Position Reclassification Due to Pay Plan Adjustment due to Market Salary Review

The Council may approve an adjustment to pay plan grade levels. Adjustments are recommended due to changes in job market compensation and follow a market salary review. An employee whose current classification is moved to a higher pay grade will move into the new grade at their current wage or the minimum wage of the grade, whichever is greater.

b. Merit Increase to Employee Pay

All employees meeting expectations with no significant performance issues raised in the most recent evaluation may be eligible for an increase. Merit increases in pay must be effective concurrent with the annual performance review process effective July 1 of each year. An employee may not be recommended to be paid above the Council-approved maximum for its pay grade.

If an employee's salary is above the Top of Range rate of its position, regardless of the reason, any increase will be calculated and treated as though the employee was at the top of the pay grade.

Factors that will not affect eligibility for a merit pay increase are a department transfer within the same pay class or range or leave-without-pay for 30 or fewer calendar days.

c. Performance Reviews

Managers should assist in an employee's development to full potential, help overcome performance deficiencies, and develop an employee's understanding of performance requirements.

A realistic rating of each employee's performance should be conducted and result in an appropriate recognition of individual performance. Eligibility for salary increases within a specific job is based on how well an employee performs during any given review period. It is, therefore, essential that performance be formally reviewed and proper documentation submitted to the Human Resources Department.

All written employee performance reviews, including self-evaluations and any actions resulting from the review, shall become a part of the employee's permanent personnel file. Employees shall not be eligible for pay raises unless a written evaluation of the employee's performance is included with the pay raise request.

A performance review does not precipitate a salary adjustment. The program should not be construed as authorizing annual increases for employees. Annual performance reviews should be conducted whether or not the employee is being recommended for salary increase or lump merit. (See the [Performance Reviews Manual](#) for review process requirements and details).

d. Full-Time Regular Employee Reviews

Full-time regular employees will receive a performance evaluation for the review period of April 16 – April 15. Performance evaluations pay changes and bonuses are effective at the start of the first pay period closest to July 1. Full-Time regular employees may be eligible for a lump sum based on merit (lump merit) of up to 7% annually. Lump Merits are subject to the following: completion of the review period, a performance which exceeds expectations, budget constraints, and revenue availability. The amount of the lump merit will not result in an increase in salary for that position. However, the City will make retirement contributions on performance lump merits (lump sum) consistent with contributions on base pay.

Each employee who meets the standard identified in the job description of their position in their performance review will be eligible to receive up to a 5% percentage increase to salary until they reach the top of their position's pay grade. In addition, an employee meeting their performance goals may receive the lump merit up to the annual percentage, while an employee who is meeting their performance goals but has been performing below competency levels may receive no lump merit. Employees who consistently demonstrate excellence in job duties and standards may be eligible for pay increases up to the grade maximum.

Proposed pay raises and lump merits shall be recommended by the Department Manager and approved by the City Manager or, in the case of part-time employees, the Human Resources Director as the City Manager's designee.

No time spent on leave without pay will count toward lump merit eligibility. If the employee is on leave-without-pay status for over 30 days, no time spent on leave-without-pay over 30 calendar days will count toward merit increase eligibility. Time considered as leave without pay includes Short-Term Disability (STD), unpaid Worker's Compensation Leave (WC), Long-Term Disability (LTD), Family Medical Leave (FMLA), Unpaid Leave, and unpaid Administrative Leave due to disciplinary actions.

Managers of employees retiring from employment with the City may request a pro-rated lump merit based on time worked during the review period.

For information on Part-Time, Student Intern & Seasonal Employee performance review bonus programs, see section [4.13 Bonuses](#).

e. Pay upon Promotion

When an employee is promoted to a higher position classification, the employee shall be eligible for an increase in pay within the higher position classification pay range. The percentage of the increase shall be recommended by the Department Manager and submitted to the Human Resources Director for review. For full-time regular appointments, the Human Resources Director shall submit the recommendation to the City Manager for final approval. Only with approval by the City Manager will an employee be moved to a rate higher than the new hire maximum of the pay range in which they are being promoted.

In the case of part-time or seasonal employees, changes should be recommended solely to the Human Resources Director as the City Manager's designee for review and approval. The employee's new pay rate must be within the pay grade range assigned to that position.

4.13 Bonuses

a. Purpose

The bonus program is designed to recognize a specific incident, such as recognition for safety efforts, clean accident records, or other on-the-job accomplishments and contributions. Gifts and gift cards purchased with City funds and given to employees are considered bonuses and must be categorized and approved per the processes below.

b. Bonus Categories

1. Instant Bonus

Any employee may nominate another employee for an instant bonus to a maximum of \$100.00 with the Human Resources Director's and the nominee's

Manager's approval. Instant bonuses are grossed up in the payroll system.

2. Cost Savings Bonus - Outside Normal Job Duties or Description

Any employee may receive up to 10% of cost savings not to exceed \$3,000.00 that would be realized in the first year following implementing an employee's cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department. The cost savings idea must be outside of an employee's regular job duties or job description. Cost savings bonuses may not be grossed up in the payroll system.

3. Merit Bonus

A merit bonus of up to \$400.00 may be recommended for a full-time regular employee by their supervisor. Merit bonuses should be reserved for the most productive and estimable performances. They should be based upon the employee's contribution to a department or City essential project, completing a specific project milestone, exceptional meritorious performance, or acknowledging efforts during particularly challenging work. The City Manager must approve any meritorious bonus over \$100.00. Projects or events that are ongoing will not be given a merit bonus beyond the year of implementation. Merit bonuses may be grossed up in the payroll system.

4. Part-Time and/or Seasonal Employee End-of-Season Bonus

A part-time or seasonal employee who is not eligible for performance or pro shop bonus programs may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, or other on-the-job accomplishments, specific department criteria. Each department with retention/end-of-season bonus programs must have the criteria by which the bonus is calculated, approved by the City Manager, and on file in Human Resources before any bonus is approved. The City Manager must approve all end-of-season bonuses over \$100.00. These bonuses are funded by individual departments and should be budgeted accordingly, and are not grossed up in the payroll system.

5. Part-time Employee Performance Bonus

A part-time employee who has worked at least one year with the City may be eligible for a bonus of up to 4% of their pay during the year in review.

Each department requesting part-time employee performance bonuses must have the criteria by which the bonus is calculated and the employees eligible approved by the HR Director. Managers should submit the criteria and performance for each staff member along with a recommendation for a bonus. All part-time employee performance bonuses over \$100.00 must be approved by the City Manager. These bonuses may not be grossed up in the payroll system. Human Resources provides funding for part-time employee performance

bonuses.

6. Part-time or Seasonal Employee Pro Shop Bonus

Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation. Pro Shop Bonuses are for part-time or seasonal employees that work in pro shops. The City Manager must approve all Pro Shop Bonuses over \$100.00. Employees who receive these bonuses are not eligible for end-of-season or performance bonus programs. These bonuses may not be grossed up in the payroll system.

7. Perfect Attendance Bonus

To reward full-time regular, non-exempt employees who ~~have been released from probation and who~~ do not use Sick Leave, Sick Leave FMLA, Sick Leave Family, Sick Leave Family FMLA, Parental, Pregnancy, Disability or Workers' Compensation hours, the following incentive will be provided: For each quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) of perfect attendance, full-time regular employees will receive a \$100 bonus. If the employee has perfect attendance for the entire calendar year, they will receive an additional \$200 at the end of the corresponding year. The bonuses will be paid within 30 days after the end of the quarter. Perfect Attendance Bonuses may be suspended at any time for any reason by the City Manager. Exempt employees are not eligible for this incentive.

8. Employee Referral Bonus

A cash bonus, via payroll in the amount of **\$1,000**, will be awarded for every eligible candidate hired through the Referral Bonus Program, as outlined below.

The bonus is payable upon the following schedule:

1. \$500 is paid after the referred candidate is HIRED and **completes 30 days of** employment.
2. \$500 is paid after the referred candidate is HIRED and **completes 6 months of service** or at the end of a work season (i.e., winter transit driver), whichever comes first.

Eligibility

- All current employees in good standing, including part-time, full-time, or seasonal, may earn a referral bonus.
- The referral must represent the candidate's first contact with Park City Municipal.
- The referring employee must submit the referral form to Human Resources to be eligible for a referral bonus.
- Referrals must be hired within 180 days (six months) of the original referral date.
- All candidates will be evaluated based on merit; submitting a referral does not guarantee the candidate an employment offer.

Ineligibility

- Human Resources personnel.
- Managers with hiring authority over referred candidate.
- Referring a previous employee, including part-time and seasonal employees, will NOT result in a referral bonus until 2 years after resignation or termination date. *(For example, employee previously resigned 9/1/2022; eligible for referral bonus on 8/31/2024.)*

c. Documentation and Procedure

Any department requesting performance, pro shop, or end-of-season bonuses for part-time employees must have the criteria by which the bonus is calculated, the employees' eligibility approved by the Human Resources Director.

An articulation of the program, the specific reasons, and employee eligibility must be submitted to Human Resources and approved by the Human Resources Director before bonus recommendations. This process must be used for each employee evaluated and accompany an Employee Position Change Form with the appropriate approvals to the Human Resources Department for processing.

Part-time and seasonal employees are eligible for only one performance bonus, an end-of-season bonus, or a pro shop bonus. Full-time regular or employees under Special Employment Agreements do not qualify for end-of-season or pro shop bonuses.

4.14 Release Time

As part of the City's wellness program and with prior supervisory approval, eligible employees may be granted periods of 30 to 60 minutes, up to a maximum of 90 total minutes per week, to participate in an approved physical activity. Release time may only be granted during an employee's regularly scheduled work hours. This benefit is not to be used as commute time or to leave work early to then exercise later but is to be used for physical activity. Release Time may not be available for use during busy seasons or otherwise busy times depending on Manager's discretion. Release time may not impact City operations, and therefore may not be available for all City departments.

Release time is considered "non-productive" time and is not included in overtime calculations. Employees may not use Release Time to exceed 40 hours in a workweek without the manager's approval. This benefit cannot be used in conjunction with other paid benefit time such as vacation, sick leave, family sick leave, etc., within the same workday. Release Time must be pre-approved by supervisors depending on department needs. This time is recorded as Release Time on timesheets.

4.15 On-Call Pay

On-call employees shall receive \$18.00 per day and a minimum of two hours' pay if called out. Upon callout, travel time is paid to commute to a work site. Except for emergencies when phone conversations are necessary, travel time from work is not paid. On-call employees may be provided with a City vehicle used only by the employee commuting to and from work and on-call emergencies.

On-call employees shall strictly adhere to all City policies and procedures and in particular Section [5.11 Use of Drugs and Alcohol](#) of this manual. On-call employees shall not drive City vehicles or perform on-call emergency services while under the influence of drugs (legal or illegal) or alcohol.

This on-call policy does not apply to Police Officers (except detectives) or exempt employees.

4.16 Sick Leave & Sick Leave FMLA

Sick leave is leave with pay granted to a full-time regular employee suffering from an injury, illness, or disability, which prevents them from performing their usual duties and responsibilities. If an employee is sick, they will be paid at their regular pay rate for work hours missed due to the illness up to 120 hours per illness or occurrence of an illness, and no more than a total of 140 hours per calendar year.

When an employee is absent due to illness, doctor's appointment, or dental appointment, the time will be recorded as Sick Leave on timesheets. Employees taking three or more consecutive workdays as leave will be required to provide documentation of illness or medical necessity from a physician upon return to work to their supervisor or the Human Resources department. Supervisors receiving sick leave notes from employees should forward them to the Human Resources department immediately. It is the responsibility of the supervisor or team to monitor the amount of sick time being used and deal with abusers through the formal disciplinary procedures as provided in section [5.14 Disciplinary Procedures](#). Employees with consistent patterns of absences, whether on paid or unpaid leave status, may be subject to disciplinary action up to and including termination. Consistent absences may include Monday and Friday absences, absences before scheduled time off, holidays, or consistent sick leave taken in any month or over several months. This applies to both non-exempt and exempt status employees.

Employees should inform their supervisors about any non-emergency, medically necessary surgeries or procedures in advance. The request should be accompanied by a physician's note which must specify medical necessity, prognosis, and a probable return to work date. At the end of 21 consecutive days due to the employee's illness, employees will be placed on Short-Term Disability status and may opt to supplement pay with a vacation payout. See section [4.23 Vacation Pay](#). No more than a maximum of 120 hours of Sick Leave may be used either consecutively or non-consecutively by an employee for the same occurrence of illness or medical condition.

Employees returning to work with physical restrictions must adhere to sections [3.2 Return to Work from Medical Leave](#) & [4.21 Light Duty](#) policies. Employees may not substitute Vacation hours instead of Sick Leave or receive perfect attendance bonuses or any other reason.

Sick Leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. See section [4.19 Family Medical Leave](#). Sick leave and perfect attendance bonuses are part of the City's core benefits package.

Upon resignation, employees may not use any sick leave hours within the last two weeks (or for the Management Team, four weeks) of their notice. See section [3.5 Resignations & Discharges](#).

4.17 Sick Leave Family & Sick Leave Family FMLA

Sick Leave Family is paid leave granted to eligible employees due to an illness or injury of a member of their immediate family, which requires the employee's presence as a primary caregiver. For this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Employees taking more than three consecutive days for qualified family illness will be required to provide documentation of illness or medical necessity from a physician upon return to work.

Employees are allowed a maximum of 120 Sick Leave Family hours per calendar year. After 120 hours of Sick Leave Family due to the same occurrence of illness or medical condition of a member of the employee's immediate family where a medical provider or physician designates an employee as the primary caregiver, an employee may be allowed additional unpaid leave as designated and regulated by the Family Medical Leave Act (FMLA). An employee may supplement unpaid time with a vacation payout. See sections [4.23 Vacation Pay](#) and [4.19 Family Medical Leave](#).

Employees returning to work after caring for an immediate family member for more than two consecutive scheduled workdays must adhere to sections [4.20 Return to Work from Medical Leave](#). Employees may not substitute Vacation hours instead of Sick Leave or receive perfect attendance bonuses or any other reason.

Sick Leave Family used by employees whose immediate family member is considered to have a serious medical condition will also be counted toward the 12 weeks of eligibility for Family Medical Leave and time will be recorded as Sick Leave Family FMLA on timesheets. See section [4.19 Family Medical Leave](#). Sick leave and perfect attendance bonuses are part of the City's core benefits package.

Upon resignation, employees may not use any paid sick leave hours within the last two weeks (or for the Management Team, four weeks) of their notice. See section [3.5 Resignations & Discharges](#).

4.18 Parental Leave

Purpose:

Parental Leave allows new parents to take paid time off due to the arrival of a new family member.

Leave Provisions:

While we realize that both parents are responsible for their children regardless of work or other obligations, for purposes of this policy, only one parent can be deemed the “primary caregiver”. The term “primary caregiver” is defined as follows: (i) is the primary caregiver in their family and (ii) has the primary (typical sole) responsibility for the care and welfare of the child(ren) during normal working hours.

a. Primary Caregiver

Paid leave up to 360 hours, or 9 weeks, will be granted to full-time regular employees, who are the primary caregivers, for pre-partum and post-partum care and recovery. This includes pre-birth doctor’s visits and sick leave due to pregnancy care, time off for adoption, and surrogacy appointments. Once Primary Care Giver leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act **4.19 Family Medical Leave**. Employees may supplement unpaid time with a vacation payout. See section **4.22 Vacation Pay** of the employee handbook. Primary Care Giver Leave hours will count towards the 12 weeks of leave allowed by the Family Medical Leave Act.

See section **4.19 Family Medical Leave** of the employee handbook. Once Primary Care Giver Leave hours are exhausted, a primary caregiver may be eligible for sick leave coverage with approval from the employee’s manager and Human Resources.

Regardless of employee status, nursing mothers are entitled to reasonable unpaid breaks during work time to express milk for their infants for one year after the child is born. A place, other than a bathroom, that which is shielded from view and free from intrusion from co-workers and the public, will be provided.

b. Parental Leave to Provide Care/Assistance to Primary Caregiver or Child

Paid Leave of 160 hours will be granted to all full-time regular employees, excluding those who take Primary Care Giver Leave, to provide care and assistance for the birth or adoption of a child or the primary care giver. Once Parental Leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA) **4.19 Family Medical Leave**. Paid Parental Leave hours will be counted towards the 12 weeks of leave allowed by the Family Medical Leave Act. See section **4.19 Family Medical Leave**. Once parental leave hours are exhausted, Parental Leave is not considered Sick Leave Family coverage unless specifically designated by a physician. Only full-time regular employees are eligible for Parental Leave.

a. Coordination with Family Medical Leave Policy

Pregnancy and Parental Leave are counted toward the 12 weeks of eligibility for Family Medical Leave. See section **4.19 Family Medical Leave**.

4.19 Family Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) grants eligible employees the statutory right to take unpaid leave under specified circumstances. This policy applies to all City employees who have met all of the following conditions:

- Worked for the City a minimum of 1,250 hours in the 1-year period based on a rolling calendar year immediately preceding the request for leave.
- Worked for the City for a total of 12 months. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more will not be counted unless the break was occasioned by the employee's fulfillment of National Guard or Reserve military obligation.
- Be an active employee.

There are three separate types of leave and applicable requirements: Medical Leave, Qualifying Exigency Leave, and Military Caregiver Leave.

a. Medical or Qualifying Exigency Leave

Eligible employees are entitled to take up to 12 weeks (480 hours) of leave during a 12-month period for any of the following:

- the birth or adoption and care of a newborn child of the employee,
- placement with the employee of a son or daughter for adoption or foster care,
- to care for a spouse, child, dependent, domestic partner, or parent with a serious health condition,
- a serious health condition that makes the employee unable to perform their job functions,
- if the employee's spouse, child or parent is a member of the National Guard or Reserves (or a retired member of the regular Armed Forces) and who is either on active or inactive duty and has been notified of an impending federal call or order to active duty in support of a contingency operation. Contingency operations may include but are not limited to a call to war or national emergency declared by the President of the United States or the US Congress.

To be eligible for medical or qualifying exigency leave, the employee must submit a form WH-380 for medical leave and WH-384 for qualifying exigency leave that can be obtained either online through the Department of Labor or from the Human Resources office. The leave taken under this policy may not exceed 12 weeks (480 hours) in any 12-month period.

b. Military Caregiver Leave

Eligible employees may be entitled to take up to 26 weeks (1040 hours) of leave for the care of a spouse, child, parent, or next of kin who is a "covered military service member" undergoing medical treatment, therapy, or recuperation, who must have an outpatient status or be listed on the temporary disability retired list (TDRL) for a serious injury or illness. The serious injury or illness must have occurred in the line of duty while on active duty in the Armed Forces, and the injury must have rendered them "medically unfit to

perform the duties of the member's office, grade, rank or rating." The leave taken under this policy may not exceed 26 weeks (1040 hours) of leave in any 12-month period. To be eligible for Military Caregiver Leave, the employee must submit a form WH-385 for Military Caregiver Leave obtained either online through the Department of Labor or from the Human Resources office.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care (i.e. an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care.
- Continuing treatment by a health care provider, which includes:
 - A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - Treatment two or more times by or under the supervision of a health care provider (the first visit must be within seven days and both within 30 days of the first day of incapacity) **or**
 - One treatment by a health care provider (an in-person visit within seven days of the first day of incapacity) with a continuing regimen of treatment (i.e., prescription medication, physical therapy, etc.).
 - Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence
 - Any period of incapacity or treatment for a chronic, serious health condition that continues over an extended period requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence.
 - A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment.
 - Any absence to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Part-time and seasonal employees who do not work full-time schedules will be eligible for a pro-rated amount of leave hours based on the total number of hours worked during the qualifying period of 1 year previous to a request for FMLA leave.

The 12-month period of leave is considered as a rolling 12-month period, which is measured backward from the current date. When used for a serious medical condition, sick leave, family sick leave, and worker's compensation leave, or leave taken by an employee who is designated as qualifying for Family Sick Leave may be counted toward the 12 weeks of leave. Maternity leave, paternity leave, short-term disability, and long-term disability will also be counted towards the 12 weeks of leave.

The definitions and rules outlined in the Family Medical Leave Act of 1993 and the Department of Labor Rules and Regulations are used to determine if an employee qualifies for leave under this policy. Employees who request leave for their own serious health condition or the serious health condition of an applicable family member are required to provide the City with a complete U.S. Department of Labor Form WH- 380 Certification of Health Care Provider. This form can be found online through the Department of Labor and from the Human Resources Department.

When leave is expected to last more than five days, the employee must request the leave, in writing, to their supervisor at least 30 days before the leave, or as soon as practical when the employee is made aware of the need for leave if less than 30 days.

The request should then be forwarded to the Human Resources Department. Verbal notice of emergency leave must be followed by a written request and applicable forms as soon as possible.

Pending receipt of a form WH-380, 384, or 385, the employee is provisionally entitled to the benefits of the Act, including maintenance of group health insurance benefits. If the certifications do not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave under Park City's established leave policies. If the City has reason to doubt the validity of a medical certification, it may require an employee to obtain a second opinion. The City is permitted to designate the health care provider to furnish the second opinion. However, the selected health care provider may not be employed regularly by the City. This second opinion is at the City's expense. If the opinions of the employees and the City's designated health care providers differ, the employer may require a certification from a third health care provider, again at the City's expense. This third opinion shall be final and binding. The City will provide employees with a copy of the second and third medical opinions, where applicable, upon request.

Before returning to work, the City may require that an employee on leave for their own serious health condition submit a doctor's note that the employee is able to return to work with or without restrictions. See sections [4.20 Return to Work from Medical Leave](#) and [4.21 Light Duty](#).

The City may require a fitness for duty examination, functional analysis, and drug or alcohol testing if it has reasonable cause to believe that an employee may not be physically or emotionally able to perform essential job functions or if necessary, to determine whether an employee performing a physically demanding job continues to be fit for duty. During periods of leave taken according to this policy, the City continues to pay the employer's portions of the employee's health insurance premium. The employee is responsible for paying their portion of the monthly health insurance premium. The employee's failure to pay the employee portion of any health insurance premium may result in the loss of health insurance benefits.

Married employees who both work for the City are restricted to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth and care of a child, or the adoption of a child or placement of a child with the employee for foster care. This restriction does not apply to other types of leave the employees may qualify for under this policy.

Eligible employees who take leave under this policy are entitled to be restored to the same position they held when the leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. The City reserves the right to designate certain employees as key employees, according to the Family and Medical Leave Act of 1993 (FMLA). Under certain circumstances, key employees may not be entitled to return to work following leave.

The City's Parental, Pregnancy, Short-term Disability, and Long-term Disability hours run concurrently with FMLA hours. Other leave, such as accrued paid leave or unpaid leave granted by the City Manager, may, upon approval, be taken by an employee to extend the overall leave duration. However, the protections and benefits provided by FMLA do not apply to leave which exceeds the FMLA leave period per 12-month or 26-month maximum.

Employees are not eligible to accrue vacation hours or use other types of paid leave once on unpaid leave. An employee may, if eligible, request a vacation payout during any portions of unpaid or partially paid FMLA leave, up to 100% of regular pay. Any partially paid portion (including worker's compensation, short and long-term disability payments) shall be considered a portion of regular salary when determining payout eligibility. Employees are eligible for payouts only up to their current vacation balance. All vacation payouts will be subtracted from the current balance upon payment. See section [4.22 Vacation Pay](#)

The application of this policy and any inconsistencies, conflicts, or issues that arise are governed by the provision of the Family and Medical Leave Act of 1993 (FMLA) and applicable federal regulations that interpret the Act.

[4.20 Return to Work from Medical Leave](#)

When an employee returns from any form of approved medical leave (workers' compensation leave, disability leave, sick leave, etc.) with work restrictions ordered by a certified doctor or medical provider, the employee must report with that information to their immediate supervisor and/or the HR department before reporting to duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available. See section [4.21 Light Duty](#).

Employees absent for three or more consecutive workdays or regularly scheduled shifts will be required to provide documentation of illness or medical necessity from a physician upon return to work to their supervisor or the Human Resources department for any of the following types of leave: Sick Leave, Sick Leave FMLA, Family Sick Leave, Family Sick Leave FMLA, Worker's Compensation Leave, Short-Term Disability, and Long-Term Disability. For an employee regularly scheduled to work Monday-Friday, the weekend is not excluded from

consecutive absences. For example, a doctor's note is required for absences Friday, Monday, and Tuesday if the employee regularly works Monday - Friday.

4.21 Light Duty

Light Duty / Return to Work policies are highly effective in containing and reducing an employer's costs of Workers' Compensation and disability-related leaves. Enabling the earliest possible return of injured/sick workers to perform productive work within their physical capabilities may also promote quicker employee rehabilitation by keeping the employee active and part of the work environment. It ultimately facilitates the employee's return to their regular position once released from light duty.

Light Duty is prescribed by a physician due to an employee's work-related injury, personal injury or disability. It temporarily restricts an employee's physical abilities. These restrictions may present obstacles to the employee's ability to perform tasks required by their normal position. Light duty enables supervisors to modify the employee's position to accommodate the restrictions or allow other positions or tasks within the City to be temporarily filled by the employee. Light duty may also be referred to as modified duty, limited duty, alternate duty, restricted duty or transitional duty.

This policy applies to all City employees, including full-time regular, part-time non-benefitted, seasonal, and special employment agreements, from all City departments.

Light duty assignments are developed at the City's discretion based on physical capability, skills, City needs, and the availability of light-duty assignments. Light duty assignments will be re-evaluated every 80 hours. The City will determine appropriate work hours, shifts, duration, and locations of all work assignments. The City also reserves the right to determine availability, appropriateness, and continuation or cancellation of any light-duty assignment at any time for any reason.

Preferably, light-duty assignments will be a modification of the employee's current position. If this is not possible, an assignment within the same department or any other department or location within the City will be considered. Telecommuting may also be considered in certain cases. The assignment may require the employee to work a different schedule and/or hours per week than normally done. The employee will continue to be compensated at their same salary for hours worked. If the employee holds more than one position and light-duty is not due to a work-related injury, the employee may receive the salary equivalent to the lowest salary held.

The employee's salary will be charged to their normal department even if temporarily assigned to another department.

Light-duty assignments may be approved for eligible employees for up to 90 consecutive days. The employee will not be displaced from that assignment during the 90-day period by another

employee who subsequently requires light duty. The light-duty assignments may change or be terminated within the 90 day period depending on City needs at any time for any reason.

The City may allow the employee to extend their light-duty beyond the 90-day period. However, the City reserves the right to terminate the assignment at any time for any reason. Upon a physician's note stating the employee's ability to return to full duty without restrictions, the light-duty assignment is immediately terminated, and the employee will be reinstated into their normal position.

This policy does not limit the rights of employees covered by the Americans with Disabilities Act (ADA) to seek reasonable accommodations as provided under that law as amended. It also does not limit an employee's rights and protections under the Family Medical Leave Act (FMLA).

An employee returning from any form of approved leave, including Workers' Compensation, Short or Long-Term Disability, or Sick Leave with work restrictions ordered by a physician must submit that information to their supervisor before reporting to duty. The City will then determine whether that employee may return to their duties or whether modifications will be made.

The employee assigned to light duty must not exceed the duties of the position or go beyond the doctor's restrictions. The employee will submit all appropriate medical notes to their regular supervisor and also their temporary supervisor if assigned to a different department. If any medical restrictions change, the employee must notify their supervisor(s) immediately and provide a copy of the new medical release.

Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician. They will forward all documentation received to the Human Resources Department.

Upon receipt of a physician's note indicating an employee return to work with light-duty restrictions:

- The supervisor will evaluate the possibility of modifying the employee's current position to accommodate the physical restrictions.
- If the supervisor is unable to accommodate the restrictions, they will inform the Department Manager, who will evaluate other assignments within the department for temporary placement.
- If the department is unable to provide the employee with light-duty, HR will try to find proper placement elsewhere in the City and will inform the supervisor of the assignment.
- HR will complete the "Light Duty Assignment Record" form and ensure the light-duty assignment is in compliance with the employee's restrictions. HR will ensure that the employee and the supervisors are aware of their responsibilities and will

- track the duration of the assignment.
- The employee must submit all physician follow-up notes to their normal supervisor and if assigned to a different department, will also give a copy of this note to their assigned supervisor.
- Upon receipt of a return to full duty note from the physician, the employee will be promptly returned to their normal position.

4.22 Disability Accommodations

Equal Employment Opportunity Employer - The City is committed to providing equal employment opportunities for all employees and job applicants. As part of that commitment, the City seeks to implement all applicable provisions of the Americans with Disabilities Act (the “ADA”), as amended, and related state law. It is the City’s policy not to discriminate against qualified individuals with disabilities with application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Ability, not disability, is the basis for employment decisions. It is the City’s policy to provide reasonable accommodation to qualified individuals with a disability. A qualified individual with a disability shall not include any employee or applicant who is currently engaging in the illegal use of drugs when the City acts based on such use.

a.Requesting anAccommodation

The accommodation request process is interactive. It requires cooperation and communication between both the individual requesting accommodation and the City. Qualified employees or applicants with disabilities may request a reasonable accommodation. The need for accommodation may be brought to the attention of the City in any of the following situations:

- A job applicant may request an accommodation with respect to the job application process.
- A new employee may request an accommodation to perform the essential functions of the job.
- An employee returning to work after experiencing an illness or injury may request an accommodation.
- A current employee with a disability whose medical condition has changed may request an accommodation for the first time or a change in accommodation or
- Any employee with a disability may request accommodation at any time.

An employee is not required to disclose the diagnosis of their condition or the details of their medical treatment when requesting an accommodation when both the disability and the need for reasonable accommodation are obvious. However, the employee must notify the City of a need for accommodation for a reason related to a medical condition.

Medical documentation may be required to evaluate and process an accommodation request when the disability or the need for accommodation is not obvious. If such information is

needed, employees are encouraged to use the [Medical Information Request Form](#), found on ADP under “Employee Forms” or from the HR Department.

Qualified employees or applicants with disabilities may request an accommodation by filling out a **Reasonable Accommodation Request Form** and returning it to the **HR Director**. This form is found on the employee portal under the tab “Forms” or may be obtained from the HR office. Employees may also request an accommodation by notifying any of the following responsible persons of a need for accommodation:

- City Manager
- Assistant City Manager
- HR Manager
- Department Manager/Director
- Immediate Supervisor/Manager

Employees who suffer from a mental or physical impairment that interferes with their ability to perform their job are encouraged to submit a Reasonable Accommodation Request Form or discuss their situation with any of the responsible persons identified above.

The interactive process should be documented with the ADA Interactive Process Worksheet found on ADP under “Forms” and from the HR Department.

a. Supervisor Responsibilities

If any employee approaches a supervisor about an accommodation or health problem, the supervisor may not ask the employee for personal medical information. Instead, the supervisor should immediately contact the Human Resources Director, even if the employee does not make a specific accommodation request. Should the employee choose to disclose personal medical information to a supervisor (which the supervisor should discourage), the supervisor should advise the employee that disclosure is not necessary, that such information will be kept confidential, and that such information will be discussed only with the Human Resources Director and other necessary persons. Supervisors must keep the employee’s request confidential and help ensure the accommodation’s work-related effectiveness.

TO ENSURE THAT REQUESTS FOR ACCOMMODATION ARE HANDLED APPROPRIATELY, SUPERVISORS/MANAGERS SHOULD NOT ENGAGE IN THE INTERACTIVE PROCESS OR OTHERWISE DISCUSS THE MEDICAL CONDITION WITH AN EMPLOYEE BUT MUST IMMEDIATELY CONTACT THE HUMAN RESOURCES DIRECTOR.

Supervisors are expected to support reasonable accommodations once approved. If a Supervisor has any concerns about the impact of a medical condition or any reasonable accommodation on an employee’s job performance or impacts to the department or City, the Supervisor should contact Human Resources. The Supervisor should not raise any concerns with the specific employee or employees generally.

b. Response to Accommodation Request

The City will respond to a disability accommodation request as quickly as possible. When the HR Director receives an accommodation request, they will engage in an interactive process with the employee to clarify their needs and to determine whether and what reasonable accommodation is appropriate under the circumstances. The HR Director will analyze the following factors in determining the reasonableness of the accommodation requested by an employee:

1. Is the employee otherwise qualified to perform the essential job functions?
2. Will the accommodation accomplish the desired result, i.e., allowing the individual to effectively perform the job's essential functions?
3. Will the accommodation create an undue hardship?
4. Does the accommodation raise any safety concerns?

Essential job functions are those that an employee must be able to perform, with or without accommodation. They cannot be removed from the position without changing its nature. Job duties that are not essential may be modified, eliminated, replaced, or restricted as part of the accommodation process.

The HR Director is responsible for evaluating the considerations listed above and approving or not approving all accommodation requests. The HR Director may perform this evaluation in conjunction with other necessary persons. If an employee is not satisfied with the response to an accommodation request, they are encouraged to promptly discuss their concerns with the Human Resources Director or any other responsible person identified in section (a) above. See section [6.5 American with Disability Act Complaints](#).

Nothing in this policy is intended to create any contractual rights and does not create any obligations beyond federal or state law requirements.

4.23 Holiday Pay & Premium Pay

The City provides 13 paid holidays each year for full-time regular employees (11 City-observed holidays and an additional floating holiday eligible employees may use at their discretion).

For each of the City-observed holidays listed below, all full-time regular employees are eligible to receive eight hours of holiday pay. Only those employees who permanently work shifts of 10 or more hour shifts will be eligible to receive 10 hours of holiday pay.

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Pioneer Day	July 24

Labor Day	1st Monday in September
Thanksgiving	4th Thursday after the 1st Monday in November
Day after Thanksgiving	4th Friday after the 1st Monday in November
Christmas Eve (or Day after Christmas)	December 24 (or 26)
Christmas	December 25

If the holiday falls on a Saturday, the City will recognize the day before (Friday) as the holiday. If the holiday falls on a Sunday, the City will recognize the day after (Monday) as the holiday. Only the City Manager may change the holiday schedule. Holiday pay is paid, and City offices are closed on City Manager approved City-recognized holidays only.

All city employees are eligible for Premium Pay on holiday days worked. Premium Pay is equivalent to one-half an employee's regular pay and is paid in addition to straight time. Premium Pay is paid on the actual dates of Federal holidays listed above only, regardless of the City recognized holiday (which changes to fall only on weekdays as described above).

Most eligible employees will have the day off and receive 8 hours of holiday pay. Holiday pay hours are not considered productive time and therefore are not used in the calculation of overtime. Employees who are required to work on a holiday will receive holiday and premium pay according to the following policy:

1. Full-time regular employees who work regularly scheduled shifts of 10 hours or greater are eligible for 10 hours of holiday pay. Those employees working less than a regularly scheduled 10 or more hour shift will be paid for 8 hours of holiday pay.
2. Exempt, full-time regular employees who are required to work on a City-recognized holiday may, at the City Manager's or department manager's discretion, be given but are not entitled to administrative leave at another time for working the recognized holiday. Holiday is only paid on those holidays recognized by the City and approved by the City Manager. Premium Pay is only paid on the holiday dates listed above.
3. In addition to the above list of City-observed holidays, full-time regular employees are granted an 8 hour "Floating Holiday," which can be taken at their discretion with the supervisor's approval. ~~New employees must be released from probation and have six months left in the calendar year to be eligible for the floating holiday.~~ The floating holiday is granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is lost. It cannot be carried forward past December 31st.
4. Special Events Police officers who work voluntarily, and are not required to work holidays, are exempted from premium pay and will receive a rate equal to their hourly wage only.

4.24 Vacation Pay

Only full-time regular employees are granted vacation pay. Employees are encouraged to take

their vacation in blocks of time whenever possible. Because individual circumstances vary, the amount of vacation time an employee may use at one time will be left to the discretion of the Department Manager. Vacation leave must be pre-approved by the employee's Department Manager.

The vacation allowance for eligible employees for each vacation year is based on length of service according to the following schedule:

Completed Years of Service	Vacation Accrual
Less than 5 years	8 hours per month
5 years but less than 10 years	10 hours per month
10 years but less than 15 years	12 hours per month
15 + years	16 hours per month

Vacation benefits apply to active full-time regular employees (not applicable while on unpaid leave). Vacation leave must be used by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.

Employees can accrue a bank of vacation time before subject to a "use or lose" situation. This bank will allow eligible employees to take a vacation longer than the number of vacation days they accrue in one year. The size of vacation bank is determined by the length of service of each employee according to the following schedule:

Less than 5 years	192 hours
5 years but less than 10 years	240 hours
10+ years	288 hours

Once an employee reaches their accrued vacation limit, they will then be in a 'use or lose' situation. For example, an employee with less than five years is not allowed to carry forward more than 192 hours from one calendar year to the next.

Any employee with a vacation bank balance larger than their years of service allows will lose all excess vacation hours at the end of each calendar year.

Department Managers or supervisors who feel an employee's effectiveness or productivity would be enhanced and improved can, at their discretion, require an employee to take vacation time.

Employees are required to request vacation leave in advance from their immediate supervisor. Vacation leave must be pre-approved. For vacation leave of one week or longer, employees should plan on providing one-month advance notice for each week of vacation. For example,

an employee requesting a two-week vacation should make every attempt to provide two months of advance notice.

Employees may not use vacation hours in lieu of disability and/or sick leave benefits under qualifying medical leave approved by the HR department but may supplement income with a vacation payout up to 100% of total salary while on unpaid family leave, Short or Long Term Disability and Worker's Compensation leave.

~~Upon successfully completing probation, an employee will receive eight hours of credit for each month of probation time. Should an employee be terminated prior to successfully completing the probationary period, they are not entitled to receive vacation pay.~~

~~Probationary employees are not normally permitted to use vacation leave. Vacation leave due to extenuating circumstances, such as during a probationary period for transfer or promotion, may be approved by the Department Manager.~~

Upon resignation, employees may not use any vacation hours within the last 2 weeks (or for the Management Team, 4 weeks) of their notice. Only those employees who give notice pursuant to section 3.5 Resignations & Discharges and resign voluntarily will be paid for their unused vacation leave bank up to the employee's allowed carry forward balance unless otherwise stated on the separation agreement.

Active employees may request vacation payouts of any unused vacation balance for unpaid Worker's Compensation Leave, Short and Long-Term Disability, and unpaid family medical leave (FMLA). Vacation payouts are not subject to retirement benefits.

Vacation Leave Hardship Cash-out: Employees are encouraged to schedule and use their paid vacation time to refresh and recharge away from work. However, it is recognized that on occasion, extreme or unforeseen financial hardships do occur. A hardship is defined as an unforeseeable emergency or financial hardship resulting from an illness or accident, loss of property due to casualty, or other similar extraordinary and unforeseen circumstances as a result of events beyond the control of the employee or its dependents.

The City allows an employee to cash out part of their accrued vacation hours for these rare occasions. Payouts will appear on the next regular check processed after a request has been approved. If applicable, vacation payouts are subject to taxes, including Medicare, social security, state taxes, etc.). Employees may only cash out vacation one (1) time per calendar year. The employee must have a minimum of 40 hours remaining in their vacation balance after the cash out is paid. The employee will complete a **"Vacation Cash-out Request"** form found in HR. A statement or verification of the employee's hardship is required as part of this application process. All requests for hardship must be approved by the HR Director. The amount of hardship distribution may not exceed the amount necessary to satisfy the employee's financial need. However, amounts necessary to pay any taxes or penalties because of the hardship distribution may be included.

4.25 Other Paid/Unpaid Leave

4.25.1 Personal Leave

Written requests for personal leaves of absence will be received and reviewed by the City Manager. The employee's length of service, past performance record, and reason for the requested absence will be taken into account, and the disruption the employee's absence will cause in their department. Personal leave must be approved by the City Manager. Personal leaves of absence are without pay and benefits unless specifically pre-approved by the City Manager.

4.25.2 Military Leave

The City will adhere to any federal requirements governing military service, military personnel, and military families. Should the employee be inducted or ordered to active duty in the armed forces of the United States, the employee will retain seniority and, upon return to work, the City will try to reinstate them in a job comparable in pay and classification to that held during the prior employment. Declaration for re-employment must be made within the time specified by law. Military leave is also granted to those employees with Reserve or National Guard obligations with partial pay, limited to 10 working days per year.

4.25.3 Jury Duty

Full-time regular employees required to serve as a juror or witness will be granted Jury Duty leave. Employees who receive payment for appearing in court, either as a jury member or a subpoenaed witness, should endorse these payments to the City, who will, in turn, pay the employee the full amount of their paycheck. An employee serving as a juror or witness will be expected to work as much of their regularly scheduled shift as the court duty schedule permits, to the extent that combined time on court duty and work does not exceed the number of scheduled work hours for that day.

4.25.4 Funeral Leave

Funeral Leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's immediate family. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the Department Manager. Immediate family is defined as spouse, parent, daughter, son, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, stepparents, stepchildren, domestic partner, and a person who is legally acting in one of the above capacities.

4.25.5 Administrative Leave

Exempt employees shall work the hours and time required to perform the duties of their positions and shall be entitled to neither compensatory time nor overtime pay. However, in recognition of extra-ordinary hours worked, the City Manager may, in their sole discretion, approve paid Administrative Leave for exempt employees. Administrative Leave must be approved in advance and be reflected on the employee's timesheet anytime it is used. Any employee may be placed on paid or unpaid administrative leave as authorized by the City

Manager.

4.26 Education Assistance Benefits

Tuition reimbursement allows Park City Municipal to invest in and support employees with increased educational opportunities and future career growth. Eligible employees are encouraged to develop professionally in accordance with the IREACH Park City values. The following policy establishes reimbursement for qualified educational expenses and successful completion of undergraduate, graduate, and post-graduate courses in colleges or universities or professional certifications and training. The course study must relate to Park City's values and benefit the employee and Park City.

General Eligibility Guidelines for Tuition Reimbursement

- Full Time Regular Employee for a duration of six months.
- Meets all performance expectations of their position.
- Must not have any formal disciplinary actions within the previous 6 months.
- Must apply for and receive approval before enrolling in courses or any other professional certifications. Approval process may take 30 days.
- Must have an individual development plan in place, reviewed and agreed to by the immediate supervisor with recognition that the educational investment is part of the employee's development for the current position or a position which they would transfer to within Park City Municipal.
- Employees are not permitted to complete coursework during work hours without obtaining prior approval from their manager; approval may not exceed 2 hours per week.
- Any exceptions to this policy must be approved by the City Manager.

Reimbursement Provisions

Degree Program or "Credit" Based Programs

Undergraduate level or Graduate Level Courses

- Must provide a clear alignment between the employee's educational pursuits and the needs of Park City. An education and career plan must be outlined and substantiated in the individual development plan.
- The program will pay up to 100 percent of tuition including all mandatory fees, and textbooks up to \$10,000 per calendar year per employee. Reimbursement exceeding IRS limits (\$5,250) is taxable income.
- Reimbursement will only be paid for a passing grade of B or higher or a Pass in a Pass/Fail course.

Examples of Degree Program Applicability:

Library Science, Recreation Management, Criminal Justice, Engineering, Public Administration

**Degree Selection and approval is not required to be a continuance of the employee's current position; however, it should be a field of study that is applicable to a position for which the organization recruits. For example, an employee in the Police Department could pursue a Library Science degree because Park City has a Library.*

Professional Certifications/Training Programs (Completion/Pass) Based Program

Certification courses may enhance an individual's contribution and impact in their current position and is outlined and substantiated in the individual development plan.

- The program will pay up to 100 percent of the required tuition and fees or necessary expenses to prepare for professional examinations (such as CPA, SHRM, PE). Reimbursable expenses include tuition for industry accredited study program, exam fees, books. This includes CLEP exams for high school students.
- License fees (PE, SHRM, CPA) are not reimbursable until the employee acquires a “PASS”.
- \$3,000 per calendar year maximum.

Examples of Professional Certifications:

Accredited educational institutions or professional society programs, licensing, etc. Diversity and Inclusion, Project Management, Team Leadership, and Professional Specialization Programs are examples of such programs but not limited to the above.

Reimbursement

- All reimbursement requests must be received within 60 days of the course end date.
- All requests must include proper documentation as listed on the reimbursement request form.
- Reimbursement will be issued through Payroll, please allow a minimum of 30 days for reimbursement process.
- Employee is to disclose all other financial aid/grant/scholarships utilized in the payment of education. Employee is only eligible for up to the amount they spend out of pocket or financed. The employee may not profit from the education assistance program; rather the City will attempt to offset student debt.

Termination of Employment

- Termination due to reduction in force or job eliminations will be reimbursed at the full amount of the current approved education reimbursement application at the date of separation.
- Voluntary resignations within 1 year of the last tuition reimbursement will require the employee to repay the city the total amount of all reimbursements from the most recent year. Any reimbursement not paid after resignation will be cancelled because the employee is no longer eligible.
- Employees have 30 days to repay any outstanding monies after resignation; after 30 days, the balance will be referred to collections.

Budget

- Tuition reimbursement will be paid from the Human Resources Department budget.
- Employees are not guaranteed the full \$10,000 per year; employees are encouraged to apply to the program as early as possible to receive reimbursements within the calendar year.

Ineligibility

- A temporary employee.
- A seasonal employee/intern.
- A part time employee.
- Employees currently on leave due to illness, injury, leave of absence, or family medical leave of absence (FMLA), if the absence or leave began PRIOR to the application submission for Tuition Reimbursement.

Approval/Denial

- The HR Generalist will review completed applications and notify employee of a decision within 30 days. Should employee receive a denial for course work they may appeal to the HR Director. Any requests in excess of \$10,000 will be denied under this policy.

4.27 Bilingual Stipend

To provide services for residents and employees in their primary language, including sign language. In Park City and Summit County, English and Spanish are the primary languages of many residents and employees. Additional languages will be considered as needed.

SCOPE

This policy applies to all employees, including seasonal and part-time employees, who are in positions with a demonstrated public need for bilingual skills. Bilingual skills are defined as the ability to translate to and from English or the use of sign language. The Human Resources Department in coordination with Department Directors will determine which positions are eligible for the bilingual stipend.

POLICY GUIDELINES

Employees requesting the Bilingual Stipend must meet the following criteria:

- Employee must be available to offer translation services during regularly scheduled work hours.
- A list of certified bilingual employees, maintained by the Human Resources Department, will be available to staff, the Mayor, and City Council.
- Employee must pass a proficiency test certifying the employee's ability to speak and write English and Spanish or use sign language.
- Pay will be a fixed amount of \$40 per pay period and will not be considered as part of an employee's salary for retirement calculation purposes. Part time employees will be paid \$20 per pay period.
- The Bilingual Stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

PROVISIONS

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- Eligibility will be reviewed on an annual basis by the Department Manager during the employee Performance Review to verify whether the employee receiving the bilingual stipend is performing duties that require utilization of a non-English language.
- If an employee refuses to perform assigned bilingual duties, then the manager may immediately revoke the employee's stipend.
- Employees with skills in languages other than Spanish and sign language may qualify for the bilingual stipend under certain circumstances, including demonstrated need for the language skill.

TESTING

- Employees must receive written approval from Department Manager before they are eligible to request a proficiency test.
- Human Resources will utilize a Third-Party testing service to conduct bilingual proficiency examinations and will coordinate with the employee on scheduling.
- Employees who fail the proficiency test may retake the exam after three (3) months with approval from Department manager.

4.28 Employee Benefits

The Human Resources Director shall prepare a benefits plan with cost projections for review by the City Manager. The City Manager shall then determine the final benefits plan to be submitted to the City Council for their adoption during the budget process.

To the extent possible under federal law, the City will offer equal benefits to both same- and different-sex domestic partners of its employees and their legal dependents.

See the [Employee Benefits Manual](#), the employee portal, or contact Human Resources for details on all City benefits.

4.29 Wellness Benefit

The City offers privileges and discounts at City recreational facilities such as the PC MARC, Golf Course, and the Ice Arena. All active part-time, full-time, seasonal, and intern status employees are eligible to request Wellness benefits. Individuals under special employment agreements may also be eligible depending on their employment agreement. Benefits may also be requested for spouses, domestic partners, and dependents.

4.29.1 Administration

The individual recreation facility involved (PC MARC, Ice Rink, Golf) will handle enrollment, tracking, and reporting of participants. Interested employees must complete the applicable Wellness agreements and forms in the facility offering the program. HR will regularly inform the participating recreational facilities of active employees to enroll the employee according to their specific procedures. HR will also periodically notify the participating recreation facilities of terminated employees to cancel any passes according to their procedures.

Benefits can only be used while employed by Park City Municipal Corporation. All completed benefit forms and receipts should be scanned and emailed to the Accounting Manager in the Finance Department of taxation of the benefit applies. Each facility monitors and tracks the discounts given. Benefits offered are subject to change and cancellation at any time without notice. Current offerings are available at each corresponding facility.

4.29.2 Duration

Certain privileges such as punch cards, passes, classes, and memberships have varying expiration dates.

4.29.3 Taxation Consideration for Participants

Benefit use by employees, their spouses, and dependents, which do not create an additional cost to the facility or at a 20% discount or less, is a tax-free benefit. Due to IRS regulations, the employee will need to pay payroll and income taxes on the value of the domestic partner's benefits. Any discounted cost of a recreation program above 20% will be subject to income and payroll taxes.

4.29.3 Seasonal Employees

Upon approval by the HR Department and employee's Department Manager, a seasonal staff may receive a recreation benefit voucher as an end-of-season bonus. This must be submitted in the same format required for an end-of-season bonus. This benefit would be a taxable fringe benefit and must be shown on or before their final paycheck.

4.29.4 Limitations

Employees and their spouses/domestic partners/dependents receiving any of the benefits listed above may be subject to blackout dates and restrictions in any programs and recreational facilities. Employees and their family members are expected to defer to the paying customer during heavy use times (see recreation department policies for details).

Per the discretion of the Recreation, Ice & Golf Department Manager and approved by the HR Director and City Manager, Wellness benefits are subject to change at any time without notice.

4.30 Peak Time Leave

During peak times, the City experiences heavy congestion and traffic from events, weather, and other circumstances that create public safety concerns. To reduce congestion, Peak Time Leave (PTL) may be made available to full-time regular and full-time regular probation status employees, at the discretion of the City Manager. While the intent is to announce PTL in advance, it may also be announced on short notice based on weather or other unexpected conditions.

When PTL is made available, an employee must use it unless the employee is required for City operations during peak time if possible. Employees required to work during peak times will be determined by the Department Managers in consultation with the City Manager.

PTL only carries forward for employees who are required for City operations during the peak time or who are off duty during the peak time. These employees may use the PTL within the City's fiscal year, with the advance approval of their immediate supervisor.

PTL does not accrue and is subject to "use or lose" at the end of the calendar year. PTL is part of the City's core benefits package.

Employees are not entitled to be paid for PTL upon separation from the City.

Section Five (5)

CITY RULES

5.1 Applicant & Personnel Files

An applicant's social security number, date of birth, or driver's license number may not be obtained before a job offer is made unless required by law or before the time when initiating a credit, driving, or criminal background check. Access to applicant information is limited to purposes of hiring, employment, or as required by law. Applicant information will not be retained longer than two years from the date received unless the applicant is hired. Applications will be safely secured until destroyed. An applicant may, upon request, review this policy before being required to provide information as part of the initial selection process.

Individual employee files are considered confidential data unless otherwise classified public in accordance with state law and the City Retention Policy. Access to them is limited for official City business purposes, and their confidential nature is safeguarded. An employee may review their personnel file. The only other people allowed to see the employee's records, unless otherwise ordered by a court of law with legal jurisdiction, are their supervisor, Department Manager, the City's financial auditors, employees of the Human Resources Department, the City Attorney, and the City Manager. A supervisor from a different City department considering an employee for a new position must have the employee's permission to review that employee's personnel file. If the employee's personnel record needs to be used as evidence in a grievance hearing, the personnel record may become part of the grievance proceeding.

No documents or information in an employee's personnel file shall be released to anyone other than the employee or the personnel identified above unless requested by the employee or approved by the City Attorney. Employees may authorize Human Resources to provide specific information to authorized loans, mortgages, or financial institutions with signed approval.

Current, accurate records concerning each employee are essential. The Human Resources Department must be notified within 30 days if a change in any of the following occurs:

1. Name
2. Physical Address
3. Mailing Address
4. Marital Status
5. Telephone Number (home, cell, and City-issued phone numbers)
6. Number of Dependents
7. Beneficiary Designations
8. Emergency Notification

Upon separation from the City, it is the employee's responsibility to provide the City with information regarding a change of address to ensure timely delivery of the employee's tax record and any other materials the City may need to forward to the former employee.

5.2 Privacy of Personnel File and Other Employee Information

The Human Resources Department will regard employee information as confidential. It will respect the need to protect each employee's privacy by establishing guidelines for the proper receipt, possession, use, retention, and transmittal of personal information used by the City to make appropriate judgments regarding prospective employees, current employees, and retirees. To this end, the City will collect and retain only such personal information pertinent to conducting City business and administering personnel programs. Upon request, employees will be permitted to access their records. Employee files are archived or destroyed in accordance with the City's approved retention policy and State law.

5.3 Personal Property

The City assumes no responsibility for personal property lost, stolen, damaged, tampered with, or destroyed at work. Personal property should be secured when left unattended and are brought on City property at the employee's own risk. The City will ensure hand tools and toolboxes required by mechanics in Fleet Services. Still, Fleet Services must be responsible to appropriately secure all personal and City property or equipment when left unattended.

5.4 Safety

The health and safety of employees and others on City property are of the utmost concern. Park City Municipal Corporation's policy is to maintain the highest possible level of safety in all activities and operations. Our goal is to comply with all health and safety laws by encouraging all employees to make every reasonable effort to keep public and work areas free of hazardous conditions.

Each employee's responsibility is to work safely and do all possible to prevent accidents or injuries. Every worker is expected to report unsafe conditions, think before acting, and consciously avoid unnecessary risk.

If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a workers' compensation form. The questionnaire can be found on the [employee portal](#) under "Incidents & Workers Comp" or with department supervisors. The questionnaire must be forwarded to Human Resources for completion and submission of the first report of injury form. It is the supervisor's responsibility to notify Human Resources of the injury.

5.5 Driving on City Business & Use of City Vehicles

Motor Vehicle Driving Records

As a means of promoting a safe work environment, driver's license checks will be performed on all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Employees are expected to drive safely and responsibly both on and off the job to maintain a good driving record.

Employees whose driving records are found to be less than acceptable will be referred to the HR Director for review. Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations in past 24 months.
- Reckless driving in the past 24 months.
- Two or more at fault accidents in past 36 months. Contributing factors, such as weather or mechanical problems, may be taken into consideration.
- One or more DUIs/DWIs in the past 72 months.
- Leaving the scene of an accident in the past 72 months.
- Any combination of accidents and moving violations.

Employees with an unacceptable driving record may be subject to disciplinary action, including termination of employment. Should an unacceptable driving record render the employee “uninsurable” by the City’s insurance carrier, they will be unable to drive any vehicle for City business. Un-insurability may cause disciplinary action up to and including termination of employment if such interferes with the ability of an employee to perform their job functions as required.

Employees who operate a vehicle on City business are required to notify their supervisors within one day if they receive a conviction for driving under the influence of alcohol or drugs or if they have had their driver’s license suspended or revoked for whatever reason. A license suspension or revocation may cause disciplinary action up to and including termination if such revocation interferes with the ability of an employee to perform their job functions as required.

A personal vehicle used by an employee for City business and eligible for mileage reimbursement must be properly licensed, registered, and insured. Reimbursement shall be at the current IRS mileage reimbursement rate. Individuals called in to work during off-hours may be reimbursed for miles driven to and from work in their personal vehicle.

5.6 City Vehicles

City-owned vehicles are to be used for official business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle must have a current State Issued driver’s license. For heavy equipment operators and bus drivers, a driver must possess a valid State Issued Commercial Driver’s License (CDL). Bus drivers will also be required to have air brake and passenger endorsements in addition to the CDL. The City reserves the right to require additional endorsements to the CDL as the position may require. Employees operating City vehicles are encouraged to participate in driving courses that the City may offer and shall always obey Utah state law and City ordinances, including the use of seat belts.

City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a city car is not available, or circumstances are

such that it is not practical to use a City vehicle, the Department Manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use.

Employees who are issued City vehicles will be subject to the appropriate IRS regulations governing the use of issued vehicles. The Finance department will assess the appropriate IRS charges regarding the use of the vehicle.

For more information on city vehicles and personal vehicles used for work purposes, see [Administrative Policy Vehicle Use, Maintenance, and Repair policy](#). Smoking is prohibited in all City vehicles.

5.7 Cellular Phones & Mobile Devices

City-issued mobile devices, including cellular phones, smartphones, laptops, tablets, thumb drives, and other handheld electronic equipment, are considered “computers” and are subject to all computer and internet use policies. Devices are to be used primarily for City business.

Personal use of City-owned devices will require the employee to reimburse the City for costs beyond City/department allowances for service/phone/data/text plans.

For non-exempt employees, the use of City-owned wireless devices and smartphones for city business while not working (off the clock) is prohibited. Such use is considered a compensable time and must be pre-approved by the employee’s supervisor and reported to payroll on the employee’s timecard. Any phone calls or emails made to the employee or by the employee for City business must be pre-approved by the employee’s supervisor commensurate with Overtime policy section [4.6 Overtime](#).

City Phones must have a protective case and a screen protector (tempered glass is preferred) appropriate for the anticipated use. Phones with shatterproof glass screens are exempt from the screen protector requirement. Phones are expected to last a minimum of two years unless there is a justifiable need to replace them earlier. Phones at the end of their life must be turned into the IT Department, where they will be recycled.

Apps: Personal applications (apps) can be downloaded so long as they are paid for by the employee and comply with all City Policies. Apps cannot interfere or conflict with the business use of the device or increase costs to the City. Employees assume all responsibility for any personal data and financial risk for purchasing apps or accessories. The IT department will not support or guarantee any personal aspects of the device and will not be held liable for data loss or hardware/software incompatibilities.

IM: Instant messaging (IM) linked to or part of a City public safety software system shall be kept for six months and not deleted by users. Other instant messaging should be considered similar to a phone conversation with the realization that outside parties may limit the storage of the messaging. Messages shall be kept for a minimum of 24 hours. Users may delete IM conversations older than 24 hours from mobile or computer devices when administrated need (if any) ends.

MMS, SMS, and TXT: Multimedia Messaging Service (MMS), Simple Messaging Service (SMS), Text Messaging (TXT), and chat are discouraged for use in conducting substantive business. Text and related messages should be short and considered similar to a phone conversation with the realization that outside parties may limit the storage of the messaging. Messages shall be kept for a minimum of 24 hours. Users may delete text and related conversations older than 24 hours from mobile or computer devices when administrated need (if any) ends. Users are encouraged to start a new text or related messages rather than add messaging to the back end of a long string of messages in one text conversation.

Personal Devices: The use of any personal devices (e.g. “Android, iPhone, iPad, audio recordings, memory devices, etc.) to conduct City business (or ancillary to assigned job duties), to collect or create data including documents, messages, video, photographs or audio recordings becomes the property of the City and cannot be copied, distributed, posted or printed beyond the official work need. Such data is subject to Social Media Policy, eDiscovery, and GRAMA requirements. Employees wanting to synchronize mobile devices with City messaging services must agree to and submit the “**Personal Device Access Agreement**” form located on the employee portal under City Policies to their department for approval.

PIN: Policies enforced on mobile devices will require the use of a security pin. If multiple failed login attempts are made (as determined by the software), data on the device will be erased.

USE: When using City or personal devices for work purposes, employees are expected to obey all applicable laws, exercise reasonable care, and follow all applicable department, operating and safety guidelines. Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle.

- Employees should turn off their cell phones and any other equipment before driving or allow voicemail to handle calls.
- If an employee needs to place or receive a call, they should wait until they can legally stop at a safe location and place the vehicle in ‘park’ before using the phone.
- Using messaging services such as text and email while operating a motor vehicle is strictly prohibited.

EXCEPTIONS:

- Public Safety/Law Enforcement or emergency service personnel acting in the course and scope of employment;
- Communications during a medical emergency or when providing roadside or medical assistance;
- 911 or other communications to report a safety hazard, an emergency, or other public concern
- safety communication such as reporting criminal activity or assistance relating to criminal activity with reasonable care taken to perform the call, which may include pulling over to the side of the road provided a safe and legal location is

- timely available;
- Use of Transit and Snow Removal Driver two-way radios during shifts;
- Use of GPS navigation services is allowed but must provide audio directions and be programmed and adjusted while the vehicle is safely parked;
- Public Works on-call employee receipt of emergency/essential calls, with reasonable care taken to perform or take the call, which may include pulling over to the side of the road provided a safe and legal location is available.

All staff authorized to drive a City vehicle or a personal vehicle on City business must complete Inattentive Driving Training. Employees shall refrain from doing any activity that would contribute to careless driving. Careless driving activity examples include any activity unrelated to the operation of the vehicle, such as eating, grooming, or searching for an item in the vehicle.

Any employee who is found guilty of careless driving while on City time or while driving a city vehicle will receive a safety violation that will be reflected in the employee's next performance evaluation and personnel file. Any city-issued device may be removed from their possession, and there may be revocation of their City business driving privilege. Utah law defines careless driving as committing a moving violation (other than speeding) while distracted by using a handheld cell phone or other activities not related to driving. Repeated violations may result in the revocation of such equipment and City driving privileges, as well as a progressive discipline up to and including termination.

Any employee who is observed/found using such equipment or doing any other inattentive driving activity while operating a motor vehicle during City business may receive a safety violation. Safety violations will be reflected in the employee's next performance evaluation and personnel file. Repeated violations may result in the revocation of use of such equipment and City driving privileges and progressive discipline up to and including termination.

Employees who violate this policy risk having cellular or mobile device privileges revoked.

Lost or stolen devices must be reported immediately to the IT department for security and service changes. The cost of damaged or lost equipment due to employee negligence may be charged to the employee.

5.8 Personal Conduct & Hygiene

Employees are expected to conduct themselves in a positive, courteous, and appropriate manner to promote and reflect the City's best interests. While working or representing their department or the City, employees are expected to maintain an appearance that promotes a clean, positive and professional image. Employees are expected to dress in attire or uniform appropriate or required for the workplace and their work assignment. Employees are expected to maintain a high standard of cleanliness and personal hygiene.

5.9 Rules of Conduct

Disclaimer: The policies and procedures stated in this manual and in other personnel

statements or materials issued by the City are not intended to create either expressed or implied contract rights respecting the procedures, terms, conditions, or duration of employment nor other obligation or liability on the part of the City. The State of Utah is an “at-will” employment state. Accordingly, employment with the City is on an at-will basis, meaning that it may be terminated by the employee or City Manager at any time, for any reason or no reason, without notice, and without procedures or formality.

The City believes that certain rules and regulations regarding employee conduct and behavior are necessary for efficient business operations and the benefit and safety of all employees. Conduct that interferes with operations discredits the City, or is offensive to customers, the public, or coworkers will not be tolerated and may result in immediate dismissal.

Inappropriate actions include but are not limited to:

- Refusal to support department and City goals and programs.
- Sleeping on the job.
- Neglect of duty.
- Disrespectful behavior and/or poor attitude.
- Failure or willful refusal to perform work as directed and/or insubordination.
- Lack of cooperation with or impeding a department, City, or Police investigation.
- Negligence in observing or reporting fire prevention issues (including smoking in designated areas only), safety regulations or any condition that may cause harm to employees or the general public.
- Improper notification of sick leave to Manager; not providing notice of known upcoming sick leave of three or more days or not providing doctor’s note after three or more days of consecutive days of day-to-day sick leave (see section [4.16 Sick Leave & Sick Leave FMLA](#)); habitual tardiness or absenteeism.
- Unwillingness or inability to work in harmony with others. Behavior that shows a clear lack of courtesy, or creates irritation or friction with others.
- Soliciting or distributing non-related City products or programs via e-mail or in person.
- Deliberate omission, alteration, or falsification of information on employment applications, time records, medical reports, expense records, absentee reports, work-related injury reports, unemployment reports, or other City records.
- Reporting to work under the influence of alcohol, illegal drugs, or narcotics; using, selling, or dispensing illegal drugs or narcotics on City premises; reporting to work under the influence of over-the-counter (OTC) drugs that may adversely affect performance or safety of the employee or others.
- Failure to reasonably comply with City policies governing City communications systems.
- Breach of confidentiality.
- Lack of proper hygiene or clothing inappropriate for the workplace. Failure to maintain uniforms to department standards.
- Engaging in or threatening acts of workplace violence, including but not limited to:
 - Possessing firearms or other weapons on City property with the

exception of Peace Officers and Law Enforcement Officials as defined by [Utah Code Section §76-10-523](#) and as authorized by [Utah Code Section §53-5-704](#).

- Fighting or assaulting a co-worker, guest, visitor, or customer
- Threatening or intimidating a co-worker, guest, visitor, or customer
- Engaging in any form of harassment.
- Stealing, destroying, defacing, or misusing City property or other employees, customers, or guest's property.
- Misusing City communications systems, including electronic mail, computers, Internet access, and telephones.
- Refusing to follow instructions concerning a job-related matter or insubordination.
- Failing to wear assigned safety equipment or failing to abide by safety rules or policies.
- Smoking where prohibited by section [5.20 Smoking](#), local and State law.
- Using profanity or abusive language or actions.
- Gambling on City property.

The examples of inappropriate behavior described above are not intended to be an all-inclusive list. At management's discretion, any violation of the City's policies or any conduct considered inappropriate or unsatisfactory may subject an employee to disciplinary action up to and including termination. Any questions in connection with this policy should be directed to your supervisor or Human Resources.

Employees are expected to conduct themselves in a positive and appropriate manner to promote and reflect the best interests of the City. Appropriate employee conduct includes:

- Treating customers, visitors, the public, and co-workers in a courteous and respectful manner.
- Refraining from behavior or conduct that is offensive, undesirable, or which is contrary to the City's best interests or core values.
- Reporting to management any suspicious, unethical, or illegal conduct by co-workers, customers, suppliers, or vendors.
- Reporting to management any threatening or potentially violent behavior by coworkers, customers, or suppliers.
- Cooperating with a department, City, or Police investigation.
- Complying with all City safety and security regulations.
- Wearing clothing appropriate for the work being performed.
- Performing assigned tasks efficiently and according to established quality standards.
- Reporting to work punctually and as scheduled.
- Giving proper advance notice when unable to work or report on time according to section [4.11 Absences and Tardiness](#) or specific department policies.
- Smoking only at times and in places not prohibited by section [5.20 Smoking](#), and local or Utah State law.

5.10 Harassment

The City is committed to the belief that all employees have the right to work in an environment free from discrimination and harassment. The City strictly prohibits harassment of or by its employees, vendors, customers, or others who enter our workplace in any form. All employees at any level of employment with the City must avoid offensive or inappropriate harassing behavior. The City holds employees responsible for ensuring that the workplace is free from any type of harassment. Employees should always treat other employees with respect, dignity, and in a manner so as not to offend the sensibility of their co-workers. The City is committed to the vigorous enforcement of its harassment policy at all levels of employment and in all City workplaces.

The City bases its harassment policy on Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title I and Title V of the Americans with Disabilities Act of 1990, Sections 501 and 505 of the Rehabilitation Act of 1973 and the Civil Rights Act of 1991. It also bases its policy on the Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment, which is: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly a term or condition of an individual's employment; (2) submission to or rejection of such by an individual is used as the basis for employment or decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Specifically, the City prohibits conduct that may include but is not limited to the following:

- a. Degrading words to describe an individual; threats; offensive comments; derogatory remarks; innuendos or taunts; off-color language or jokes; and sexually suggestive objects, books, magazines, photographs, cartoons, or pictures.
- b. Display, storage, or transmitting of offensive, pornographic, racist, or offensive language, signs, or images from any personal cell phone, PDA, computer, or radio while on duty.
- c. Any verbal or physical conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- d. Sexual harassment, including sexual harassment of women by men, men by women, and same sex harassment.
- e. Engaging in indecent exposure.
- f. Unwelcome sexual advances.
- g. Requests for sexual favors, whether accompanied by promises or threats with regard to the employment relationship.
- h. Other verbal or physical conduct of a sexual nature made to an employee that may threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of the sexual advances will in any way influence any personal decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment

or career development.

- i. Other harassing conduct committed in the workplace by supervisors or non-supervisory personnel, whether physical or verbal.

Any type of harassing conduct may result in disciplinary action up to and including termination. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action. Employees are prohibited from harassing other employees whether the incidents of harassment occur on employer premises or whether the incidents occur during business hours.

Employees who have complaints of harassment by anyone in the workplace, including supervisors, co-workers, or visitors, are urged to report such conduct to their supervisors or Department Managers. They will report the incident to the Human Resources Director so that the City may investigate and resolve the problem. If the complaint involves an employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with their immediate supervisor, the employee may go directly to any Department Manager, any management team member or directly to the Human Resources Director, City Attorney, or City Manager.

The City endeavors to investigate all complaints as expeditiously and professionally as possible. Where investigation confirms allegations of harassment, the City shall take appropriate corrective action.

If, after careful investigation, the City is unable to confirm an allegation of harassment, the City may transfer an employee to a new location where the employee will not have any contact with the alleged harasser.

To the extent possible by regulation or law, employees will be apprised of the investigation process and the conclusion of the investigation.

The City makes every attempt to keep confidential the information provided to it in the complaint and investigation process to the fullest extent permitted by the circumstances. Retaliation against employees for reporting harassment or assisting the City in its investigation of a complaint is against the law and is not permitted. Retaliation may include but is not limited to such acts as refusing to recommend the employee for a benefit for which they qualify, spreading rumors about the employee, encouraging hostility from co-workers, and escalating the harassment.

If, after investigating any complaint of harassment, the City learns that an employee provided false information regarding the complaint, the City may take disciplinary action against the employee.

5.11 Retribution and Retaliation

Supervisors, managers, and employees are not permitted to engage in any form of retaliation or retribution.

- **Retaliation:** the taking of any unfavorable job or employment action against an employee who in good faith reports suspected instances of inappropriate business conduct, activity, safety or policies and procedures violation.
- **Retribution:** the dispensing of any punishment (formal or informal) against an employee who in good faith reports suspected instances of inappropriate business conduct, activity, safety or policies and procedures violation.

Any supervisor, manager, or employee who engages in retribution or retaliation against a reporting employee is subject to disciplinary action up to and including termination. Any supervisor, manager, or employee who purposely reports false information of retribution or retaliation to settle personal grievances is subject to disciplinary action up to and including termination.

5.12 Use of Drugs and Alcohol

a. Objectives

Park City Municipal Corporation is concerned about employee health and safety. The City recognizes that illegal drug use and alcohol abuse can destroy health and adversely affect personal life and work performance. Employees who abuse drugs or alcohol are a source of danger to themselves and their co-workers. The employee likely will incur medical costs much higher than those of other employees, which may increase health insurance premiums. The quality and efficiency of performance will suffer, and absenteeism and tardiness will likely increase. All these symptoms of alcohol and drug abuse will damage the City's productivity and competitiveness in the marketplace.

To protect the safety of all employees and the public and to prevent decreased productivity and work quality, the City may require employees to submit to testing for illegal drugs or alcohol under the following circumstances:

1. Investigation of possible individual employee impairment.
2. Investigation of accidents in the workplace or incidents of workplace theft.
3. Maintenance of safety for employees or the public or
4. Maintenance of productivity, quality of products or services, or security of property or information.

b. Definitions

The following definitions apply:

1. **Alcohol** - ethyl alcohol or ethanol.
2. **Illegal Drugs** - any substance recognized as a drug in the United States Pharmacopoeia, the National Formulary, the Homeopathic Pharmacopoeia, or other drug compendia, or supplement to any of those compendia or substances declared illegal under applicable state statutes (such as "spice," "bath salts," and similar natural or synthetic drugs). The term Illegal Drugs does not include a drug taken in accordance with a valid prescription if taken as prescribed or other use authorized by law.
3. **Positive Test Results** - the results of a test for Alcohol or drugs that shows the

presence of detectable levels of Alcohol (detectable defined as blood alcohol level of .04 or above) or Illegal Drugs in your system (including without limitation blood and urine.)

4. **Under the influence** - (a) to be unable to perform work safely or productively, OR (b) to have impaired judgment, OR (c) to be a potential threat to personal safety or welfare or that of other employees or the general public, OR (d) to be impaired in physical or mental functioning in any respect resulting from the use of Alcohol or Illegal Drugs, OR (e) to receive a Positive Test Result indicating the presence of detectable levels of Alcohol or Illegal Drugs in your system.
5. **Park City Municipal Corporation Premises** - (a) all property, offices, facilities, manufacturing plants, land, buildings, structures, and installations used by the City in the course and scope of their employment; (b) automobiles, trucks, and all other vehicles and equipment, whether owned or leased by Park City Municipal Corporation or used by an employee in the course and scope of their employment; (c) Any parking lot or any automobile parked on any parking lot used by Park City Municipal Corporation employees to park their personal vehicles during work hours; (d) automobiles owned or leased by employees while those automobiles are being used on the City's business. The term Park City Municipal Corporation Premises also includes all customer properties, areas under Park City Municipal Corporation's control, and any other work locations or mode of transportation to and from those locations during working time and while in the course and scope of employment with Park City Municipal Corporation or while conducting City business.

c. Policy Application

This policy applies to all City employees, volunteers, and employment applicants.

Park City Municipal Corporation will discipline any employee, up to and including immediate discharge, or refuse to hire any job applicant who violates this policy.

d. General Rules

1. Employees may NOT be under the influence of Alcohol while performing job responsibilities, operating an automobile, truck, or other vehicle or equipment leased or owned by the City, operating a personal vehicle while on business for the City. Exceptions may be allowed for City functions (See section [5.11 Alcohol and Drug Use I. Alcohol Consumption at City Functions](#)).
2. Employees may NOT use or be under the influence of Illegal Drugs, regardless of whether Illegal Drug use has any adverse impact on job performance.
3. Employees may NOT unlawfully use, manufacture, distribute, possess, purchase, or sell Illegal Drugs or Alcohol at any time. If convicted of a crime (under state or federal law) as the result of unlawful use, manufacture, distribution, possession, purchase, sale of Illegal Drugs or Alcohol, or DUI employees must report the conviction to the Human Resources Manager or the City Manager within five working days of conviction.

4. Employees may NOT tamper with the testing procedure in any manner that is designed to, or that reasonably could interfere with, the accuracy of the testing procedure [e.g., using an adulterant (either by ingesting a substance into the body or adding a substance to the testing sample in an attempt to interfere with or negate the test results), attempting to hydrate the body before testing or substituting urine or any other substance for the testing sample].

The Park City Municipal Corporation will discipline employees who violate any of the General Rules discussed above up to and including termination.

e. Drug and Alcohol Testing

Park City Municipal Corporation, in its sole discretion, may require employees to submit to a test for the presence of Illegal Drugs (including legal drugs not taken under a lawful prescription) or Alcohol under the following circumstances:

1. **Pre-Employment Testing:** As mentioned in section [2.5 Pre-Employment Drug Testing](#), the City has a responsibility to employees to make a reasonable effort to provide a safe workplace and a responsibility to the public to make a reasonable effort to promote public safety. Therefore, applicants may be required to submit and pass a drug screening test as a condition of employment. Positive test results will make candidates ineligible for hire for a minimum of one year.
2. **Post-Accident Testing:** Employees will be required to sign the appropriate consent and release form(s) and allow Park City Municipal Corporation to test them for Illegal Drugs or Alcohol if employees are involved in: (a) any on-the-job accident or another incident where the City has reasonable suspicion that Illegal Drug or Alcohol use may have been involved; (b) any on-the-job personal injury accident that results in the need for medical treatment by a clinic or hospital; or (c) any on-the-job accident which results in damages to property estimated equal to or in excess of \$2,500 commensurate with [Utah Code Ann. 41-6a-401 as amended](#). Park City Municipal Corporation will require post-accident testing for Alcohol only if it has reasonable suspicion that the use of Alcohol may have caused or contributed to the accident.
3. **Reasonable Suspicion Testing:** If a City supervisor has reasonable suspicion that an employee is using and/or under the influence of Illegal Drugs and/or Alcohol on Park City Municipal Corporation Premises, the employee will be required to sign the appropriate consent and release form(s) and allow the City to test for Illegal Drugs and/or Alcohol. Indications of individual, job-related impairment that constitute grounds for requesting a drug or Alcohol test include, but are not limited to, the manifestation of physical or physiological signs, symptoms, or reactions commonly caused by the consumption or ingestion of Alcohol or drugs (i.e., the odor of Alcohol, slurred or thickened speech, apparent loss of coordination or unsteady gait, or uncharacteristic emotional behavior), failure to meet performance standards, and attendance and tardiness problems. Any City supervisor or employee who observes possible Illegal Drug or Alcohol use must immediately inform the Human Resources

Manager or the City Manager.

4. **Random Testing:** The Federal Highway Administration has Drug and Alcohol Rules for employees with a commercial driver's license (CDL). These rules are available in the Code of Federal Regulations Title 49 Part 382. Park City may perform random testing for employees required to have a CDL in accordance with these rules.

The City will count the time needed for testing as hours worked for compensation and benefits. Park City Municipal Corporation will keep written records of testing for Illegal Drugs and Alcohol. The City will treat all information, interviews, reports, statements, memoranda, or test results as confidential communications and keep the information in a file separate from the personnel file. The City will not provide information regarding testing results to any third party except as specifically allowed by law.

Employees will be discharged if they refuse to sign a requested release form(s) or to submit to testing for Illegal Drugs or Alcohol OR if the employee tampers with the testing procedure in any manner that is designed to or that could nullify or interfere with the accuracy of the testing procedure. The City will discipline employees who receive a Positive Test Result for the presence of Illegal Drugs or Alcohol up to and including termination.

f. Testing Procedure

Employees will be transported to a testing facility and accompanied within a close proximity during testing by a Supervisor or designee. A licensed physician, testing clinic, or laboratory established by the City that meets applicable standards will collect the testing sample. Samples will be collected with reasonable regard for privacy unless the licensed physician, testing clinic, or laboratory reasonably believes that employees have altered or made substitutions to the testing sample.

A federally or state-certified laboratory or other appropriate laboratory facilities will conduct the testing. Any positive test result will be identified or confirmed by gas chromatography, gas chromatography-mass spectroscopy, or other comparably reliable analytical method, as determined by the testing laboratory. In the event the laboratory uses a testing sample other than a urine sample, it will use testing procedures (including appropriate confirmation testing) that meet applicable standards.

If the employee tampers with the testing procedure in any manner that is designed to or that reasonably could interfere with the accuracy of the testing procedure [e.g., using an adulterant (either by ingesting a substance into their body or adding a substance to their testing sample in an attempt to interfere with or negate the test results), attempting to hydrate the body prior to testing, or substituting urine or any other substance for the testing sample], the City will terminate their employment.

The laboratory will use testing procedures for the presence of Alcohol that meets applicable standards.

The City will use a medical review officer (MRO) to interpret any first or second test confirmed positive results. An MRO is a licensed health care provider who has knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate a positive test result related to medical history and any other biomedical information. The MRO will discuss the Positive Test Result with the employee, including obtaining information that may explain the Positive Test Result (e.g., a drug taken under a lawful prescription, circumstances that may explain a false positive, etc.). If, after evaluating the information received from the employee, the MRO determines that the employee's Positive Test Result was the result of the use of Illegal Drugs or Alcohol (including without limitation the taking of a drug not under a lawful prescription or over-the-counter instructions), the MRO will inform the Human Resources Director or designee.

At the discretion of the City and employee, employees receiving a positive test result may be directed to the City's Employee Assistance Program (EAP). Employees will be subject to any treatment plan developed by the EAP and the City. The cost of the treatment will be the responsibility of the employee unless designated otherwise by the City Manager. However, the City maintains the right to terminate an employee at its discretion at any stage of the treatment process. Treatment will not be in lieu of discipline up to and including termination.

Employees will not be notified of negative test results unless he/she requests the test result from the City in writing within a reasonable time following the test.

The City will pay all costs of testing for Illegal Drugs and Alcohol required by the City, including the cost of transportation if the testing is conducted at a place other than the worksite.

g. Appeal Procedure

If an employee receives a Positive Test Result, they may, at their option, contact the testing laboratory and request a new test of the same sample *at their own expense*. Any request for a re-test must occur within three business days of the date they are notified of a Positive Test Result (please contact Human Resources to obtain contact information for the testing laboratory). It also is the employee's responsibility to notify the City after they have requested a re-test of the original sample. The City has no responsibility to ensure that the re-test occurs. The results of any re-test must be forwarded by the testing laboratory directly to the City. If employees do not receive a Positive Test Result on the new test, the City may request that they sign the appropriate consent and release form(s) and be tested a final time. The final test may be of the same or a new sample, at the City's sole discretion. If employees refuse to sign the appropriate consent and release form(s) for the final test, they will be discharged. If employees receive a Positive Test Result on the final test, the City may discipline up to and including termination.

h. Consent and Release Form(s)

At the time an employee is required to undergo testing for Illegal Drugs or Alcohol, they will be required to sign consent and release form(s) approved by the City at the testing facilities identified by the City. An employee will be discharged if they refuse to sign the consent and release form(s).

i. Use of Prescription Drugs or Over-the-Counter Medications

This policy does not prohibit the normal use of prescription drugs as ordered by a licensed health care provider or over-the-counter medications. However, while employees are on City premises, the City prohibits the use of any prescription medication that is not prescribed for the employee, or that is not taken in accordance with the prescription instructions. In addition, the City prohibits the abuse of over-the-counter medications on City Premises.

In accordance with Utah Code Title 26, Chapter 61a or Utah Code section 58-37-3.7, the City shall treat an employee's use of medical cannabis in the same way the City treats employee use of any prescribed controlled substance except when the employee's position requires federal funding, federal security clearance, or any other federal background determination required for the employee's position.

The following general statements will apply:

1. If the employee has been informed by label warnings or physician instructions or otherwise has reason to believe that their use of any prescription drug or over-the-counter medication may interfere with their ability to perform the essential functions of their job, the City encourages the employee to speak to their supervisor or the Human Resources Director. Examples of drug side-effects that may interfere with an employee's ability to perform the essential functions of their job include but are not limited to drowsiness, restricted vision, or restricted motor control. The City will take steps as required by law to reasonably accommodate employees and prevent a significant risk of substantial harm to the health and safety of employees and co-workers. Nothing set forth in this paragraph shall impose any contractual or other obligation on the part of Park City Municipal Corporation except as required by the Americans with Disabilities Act or any state or local statute or regulation prohibiting discrimination on the basis of disability or handicap.
2. While on Park City Municipal Corporation Premises, employees must NOT consume prescription drugs more often than instructed on the prescription label.
3. While on City/customer premises, employees must NOT allow a co-worker or other person to take the prescription medications of others.
4. While on Park City Municipal Corporation Premises, employees must keep all prescription and over-the-counter medication in its original container. All prescription medication must be in the employee's name and have the doctor's name and prescription number on the label.

Employees may use over-the-counter medications or prescription medication if it will not adversely affect work performance. However, Park City Municipal Corporation at all times reserves the right to have a licensed health care provider determine if the use of a prescription or over-the-counter drug or medication may adversely affect job performance or increase the risk of injury to employees or co-workers. In that event, the Park City Municipal Corporation may limit or suspend work activities until employees are no longer using the over-the-counter medication or prescription drug, in accordance with applicable federal and state law.

j. Americans with Disabilities Act

Alcoholism is considered a disability under the Americans with Disabilities Act. If an employee believes they may suffer from Alcohol abuse associated with alcoholism, the City strongly encourages him/her to contact the Human Resources Manager or the City Manager. In accordance with the Americans with Disabilities Act, the City will make reasonable accommodations if the employee suffers from alcoholism, including encouraging employees to participate in rehabilitation programs.

If an employee suffers from alcoholism, they will be held to the same job performance standards and behavior as other employees. The City will not tolerate tardiness, absenteeism, accidents, or other unsatisfactory job performance caused or created by alcoholism. The City will discipline an employee if alcoholism adversely affects job performance or conduct so that the employee may no longer be considered a qualified individual with a disability.

k. Rehabilitation

The City does not have an Alcohol or drug rehabilitation program. However, if an employee believes they may have a substance abuse problem and would like assistance, please contact the Human Resources Manager. The City will not discipline an employee solely for seeking assistance or admitting the use of Illegal Drugs or Alcohol.

Employees disclosing the use of Illegal Drugs or Alcohol at work, who have not received a request for testing from the City, will be referred to the City's EAP. The City will treat the request confidentially. Employees may receive financial assistance for rehabilitation programs through the City's group medical benefit plan, subject to the terms, conditions, and limitations set forth therein. The City may allow an employee a leave of absence to obtain treatment.

If an employee seeks assistance for an Illegal Drug or Alcohol abuse problem only after being notified that they will be tested, they will be required to complete the testing and may be disciplined for violation of this Policy.

Nothing in this section prevents Park City Municipal Corporation from disciplining an employee for any violation of this policy. Nothing in this policy modifies an employee's status as an at-will employee.

l. Alcohol Consumption at City Functions

Possession, consumption, or use of alcoholic beverages at City functions may occur only with prior approval from the City Manager and manager of the department organizing the event. After approval, the manager of the organizing department has ultimate responsibility for ensuring that employees adhere to the guidelines presented below. All employees are responsible for adherence to City policy and event consumption limitations. Failure to do so may result in disciplinary action up to and including termination.

City functions to which this policy applies may include but are not limited to receptions, meetings, recruitment socials, retirement and anniversary parties, end of season celebrations,

City events and parties, and service award recognition events.

Employees are subject to City policy on alcohol consumption unless the City Manager has made an exception if one of the following criteria is met:

- Alcohol consumed was purchased using City funds.
- Employees attending an event are operating in an official capacity as a required job function.

City functions involving the consumption of alcohol must adhere to the following:

1. Employees who choose to drink alcoholic beverages at City functions are expected to behave under usual business standards and all City policies.
2. The department manager of the department organizing a function where alcohol is served is responsible for ensuring adherence to these guidelines.
3. Alcoholic beverages are not to be served in offices or work areas.
4. Alcoholic beverages are served, rather than simply made available, to those who wish to partake. Self-serving of alcoholic beverages at City functions is strictly prohibited.
5. Any off-site functions are held in appropriately licensed facilities, with drinks served by professional bartenders.
6. Food must be available.
7. Alcoholic beverages will be served for a restricted period, generally no more than two hours. Possible exception: If the function is planned for an extended period of time, e.g., a full or half-day, alcohol may be served for a longer period with prior City Manager approval. However, alcohol service must cease no less than one hour before the end of the function.
8. Alcohol is not to be served to minors or anyone who appears to be impaired.
9. Safe passage home must be pre-arranged by an employee who plans to consume alcoholic beverages at City functions.

Employees are expected to use good judgment and discretion in regard to the use of alcohol.

5.13 [Workplace Violence](#)

Park City Municipal Corporation provides a safe workplace for all employees. To ensure a safe workplace and reduce the risk of violence, all employees should review and understand all provisions of this workplace violence policy. The following guidelines have been adopted to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. This policy applies to all full-time regular, special employment appointments, part-time and seasonal employees.

All employees (including managers, supervisors, part-time, seasonal, student interns, and special employment agreements) and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Park City Municipal Corporation without proper authorization. Possessing firearms or other weapons on City property with the

exception of Peace Officers and Law Enforcement Officials as defined by [Utah Code Section §76-10-523](#) and as authorized by [Utah Code Section §53-5-704](#) is prohibited.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

Park City Municipal Corporation will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, Park City Municipal Corporation may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Any type of workplace violence committed by or against employees will not be tolerated. The following list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing firearms or other weapons on City property or while on City business with the exception of Peace Officers and Law Enforcement Officials as defined by [Utah Code Section §76-10-523](#) and as authorized by [Utah Code Section §53-5-704](#) Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to a supervisor,

manager, or the Human Resource Department. Employees are expected to exercise good judgment in recognizing dangerous situations. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Displaying overt signs of extreme stress, resentment, hostility, or anger
- Making threatening remarks
- Sudden or significant deterioration of performance
- Displaying irrational or inappropriate behavior

Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. Park City Municipal Corporation is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

5.14 Outside Employment

Outside employment includes self-employment and is defined as work performance other than City work for self or others for compensation. Full-time regular employees must request permission to accept outside employment from their Manager and the Human Resources Department. The City Manager must approve outside employment. Outside employment permission forms are available from Human Resources or the [Employee Form](#) found on the ADP homepage. Failure to provide notification of outside employment may result in disciplinary action up to and including termination. The request should include any pertinent information about the outside employer, and the nature and hours of the employment.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Permission shall not be given if it is determined that such outside employment is likely to physically or mentally hamper the employee's ability to do the job required of them by the City, or if it is likely to reflect discredit on the City's service or the employee, or if it is in conflict with one's position as a City employee. Any changes to position or employer must be re-approved.

Approval of outside employment is valid until February following its approval. In September of each year, all full-time regular employees must complete a new Outside Employment form and have their Manager, the Human Resources Department, and the City Manager re-approve the outside employment position.

5.15 Disciplinary Procedures

Disclaimer: The policies and procedures stated in this manual and other personnel statements or materials issued by the City are not intended to create either express or implied contracts respecting the procedures, terms, conditions, or duration of employment, or other obligation or liability on the part of the City. Unless otherwise provided by State law, employment with

the City is at will. It shall remain as such notwithstanding the procedures below; meaning that it may be terminated by the employer or City Manager at any time, for any reason or no reason, without notice, and without procedure or formality.

It is the City's policy that all employees are expected to comply with City standards of behavior and performance and that any non-compliance with these standards must be corrected.

Under normal circumstances, the City endorses a policy of progressive discipline. It attempts to provide employees with notice of deficiencies and inappropriate behaviors and an opportunity to improve or correct deficiencies or behaviors. The procedures set out below are as complete as the City can reasonably make them. However, they are not necessarily all-inclusive. The City may vary from the rules/procedures listed if, in its opinion, the circumstances require. As such, the City retains the right to administer discipline in any manner approved by the City Manager. This policy does not modify the status of employees who are employees at-will. Supervisors must have manager approval before issuing any reprimands. Managers must meet with the Human Resources Director or designee before issuing any reprimand.

The normal application of progressive discipline:

Verbal Reprimand: If an employee is not meeting City standards of behavior or performance, the employee's supervisor should take the following action:

- a. The supervisor shall discuss the matter with the employee.
- b. Inform the employee of the nature of the problem and the action necessary to correct it. Explain what constitutes proper conduct, standards of behavior, or performance.
- c. The supervisor should prepare a written record documenting the meeting has taken place.
- d. Verbal reprimands should be submitted to the Human Resources Department. They are not filed in employees' files.

1st Written Reprimand: If there is a second occurrence or intentional or repeated related or unrelated offenses:

- e. The employee receives written notice of discipline or reprimand following intentional or repeated or unrelated offenses. A copy of the written notice is placed in the employee's personnel file.
- f. The supervisor may suspend the employee with or without pay as approved by the City Manager.
- g. Written reprimands should be submitted to the Human Resources Department. They are filed in employees' files.

2nd Written Reprimand: If there are additional occurrences, the supervisor should take the following action depending on the severity of the conduct or offenses:

- h. The employee receives final written notice of discipline or reprimand following serious misconduct or further repeated related or unrelated offenses.
- i. The supervisor may suspend the employee with or without pay as approved by the City Manager.
- j. Written reprimands should be submitted to the Human Resources Department. They are filed in employees' files.

Termination: Employee is recommended for termination as the result of a serious offense or the final step in the progressive discipline process. Discharged employees may have rights of appeal as set forth in [Section 6 Procedures for Employee Complaints, Discharge, and Transfer Appeals](#) of this Manual.

Although they may not necessarily agree with the disciplinary action, employees must sign the form or memorandum signifying that they are aware that disciplinary action has been taken against them. If an employee refuses to acknowledge the disciplinary action with their signature, the supervisor shall have another supervisor witness the refusal, and both supervisors will sign indicating the employee's refusal.

A Supervisor may recommend removing a written record from the employee's file after a specified time of meeting certain performance conditions outlined in the written notice or a subsequent performance review, with the approval of Human Resources and the City Manager. The specified time shall, at a minimum, include one (1) year. Written notice may be removed after that specified time based upon satisfactory performance related to outlined conditions, no additional performance issues, and the approval of the supervisor, Human Resources, and the City Manager. The removal of written records is generally disfavored and may be approved or denied at the sole discretion of the City Manager.

Removal requests will typically only be considered for relatively minor matters where the City Manager finds no further personnel need for the record, and its continued inclusion in the file would unnecessarily tarnish the employee's employment history. Denials of such requests are not considered adverse job actions and may not be appealed.

5.16 [Strikes and Work Stoppages](#)

Every City employee, by accepting or retaining a position with the City, agrees that they will not engage in, threaten to engage in, encourage, or plan any strike or job action, whether it be in the nature of an immediate walk out or resignation after notice or job slow down. Any violation of this section shall be grounds for removal from the City's employment and grounds for refusal of reinstatement or employment within the City.

5.17 [Solicitations](#)

Solicitations by employees or unauthorized vendors on City premises are prohibited. The prohibition applies both to employees on working time and to non-employees.

5.18 Gratuities

All employees who accept any type of gratuity (anything of monetary value) must report it on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in [Publication 531, Reporting Tip Income](#). Employees shall not directly or indirectly solicit any gift or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form except as specifically provided herein. Employees may be permitted to accept food and items of nominal value as defined by [Utah Code Section §3-1-4\(C\)](#), Title 3 of the Municipal Code. Any employee who is uncertain whether an offered gratuity may be accepted may request a ruling from the City Attorney as to the propriety of the offered gift.

Official Master Festival and Special Event sponsorship materials, tickets, and event invitations that the City receives in its corporate capacity, which may be distributed to officials and/or employees by the City Manager in their sole discretion, shall not be considered a gift or gratuity for purposes of this section.

5.19 Information Technology (IT)

a. City Business Use

In general, IT systems and services are provided for City business. This includes but is not limited to computer equipment, phones, printers, photocopiers, FAX devices, email services, software, Internet access, wireless services (Wi-Fi, 3G/4G), and data storage. City systems are not to be used in a way that may be disruptive, offensive to others, in conflict with city business operations, or harmful to morale.

Users should not expect privacy when using City equipment, data, or networks. All electronic files and messages, sent and received using City systems or City-provided Internet access, including web-based messaging systems, are subject to viewing, inspection, release, and archiving by authorized personnel at all times to the extent that applicable laws do not supersede such rights. The City will comply with reasonable and compulsory requests from law enforcement and regulatory agencies for electronic records.

Users are responsible for the security of the equipment and data. It is paramount that users protect City and personal data. Do not store, copy, share or transmit any confidential data, including but not limited to passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City Systems.

All City records must be maintained according to City retention policies. It is prohibited to destroy, delete, erase or conceal City files or otherwise making such files or data unavailable or inaccessible in any manner inconsistent with such policies.

b. Internet Use

This policy governs all uses of Park City's network and Internet/intranet access at all offices,

hotels, airports, employees' homes, and any other location when such access is for work purposes or on City equipment.

The Park City network and Internet access are intended primarily for business use only. Employees may access the Internet for personal use only during nonworking hours and strictly in compliance with the terms of this policy.

All information created, transmitted, acquired, downloaded, or uploaded via the organization's network and Internet or intranet is the property of Park City Municipal Corporation. Employees should have no expectation of privacy regarding this information. The organization reserves the right to access, read, review, monitor and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. When deemed necessary, the organization may disclose text or images to law enforcement agencies or other third parties without the employee's consent.

Employees are reminded that information obtained from the Internet is not always reliable and should be verified for accuracy before it is used.

c. Prohibited Activities

Employees are prohibited from using Park City's network or Internet access for the following activities unless as part of an active internal or Police investigation:

- Downloading or installing software without prior written approval from the IT Director.
- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws, including the use of peer-to-peer file sharing or storage of such materials on any city-owned equipment.
- Sending, receiving, printing, or otherwise disseminating Park City Corporation's proprietary data or other confidential information in violation of organizational policy or written agreements.
- Operating a business, election campaign activity, usurping business opportunities, soliciting money for personal gain, or searching for jobs outside Park City Municipal Corporation.
- Making offensive or harassing statements or disparaging others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Viewing, downloading, uploading, sending, or soliciting obscene or pornographic sites, messages, or images, or otherwise viewing, downloading, uploading, sending, or displaying sites or messages which violate the City's harassment policies.
- Visiting sites featuring pornography, terrorism, espionage, theft, or illegal drugs.

Gambling or engaging in any other criminal activity in violation of local, state, or federal

law. Engaging in unethical activities or content.

Participating in activities, viewing, or writing content that could damage Park City Municipal Corporation's professional reputation.

d. Compliance and Violations

1. Managers are responsible for ensuring employee compliance with this policy.
2. Employees who learn of policy violations should notify the HR or IT Director(s).
3. Employees who violate this policy or use Park City's network, Internet, or intranet access for improper purposes will be subject to discipline, up to and including termination.

e. Email Standardization

Professional e-mail transmission is important to maintaining the positive image of the City, its business, and its government and therefore must adhere to the following guidelines: E-mail background must be white. All signature elements including logo, font, and color must be found on the city's style reference website: <http://style.parkcity.org>

The City's policy on access to and disclosure of electronic mail messages sent or received by Park City Municipal Corporation employees who use the electronic mail system may be changed at any time.

All electronic communication, phone, e-mail, text, smartphone, PDA, etc., are solely owned City property. Notwithstanding the assigning of individual passwords, the City reserves the right to access and disclose all messages sent over its electronic mail system and server domain or any communication system at any time for any business purpose, including but not limited to ensuring employee performance and protecting confidential information.

Employees should not attempt to gain access to another employee's e-mail account or e-mail messages without the latter's express permission. However, City management reserves the right to enter an employee's e-mail files whenever there is a legitimate business need to do so. However, nothing herein shall affect the classification of e-mail pursuant to the Utah Government Records and Retention Act or other state and federal standards.

E-mail transmissions are not actually deleted when a City employee deletes them from their computer. Deleted e-mail remains in memory storage and can be accessed by outside parties in the event of a lawsuit or other investigation. Because e-mail transmissions are discoverable documentary evidence, employees may be asked to explain e-mail transmissions before a judge in a court of law if the City is involved in a lawsuit.

Transmission between any Park City employee and the Park City Legal Department containing substantive legal material should be labeled "protected attorney-client communication," but absences of such label shall not preclude the City from classifying

such communication as “protected” after the fact.

f. Support

Technical support, record requests, and GIS services are provided during regular business hours (8 am – 5 pm Monday-Friday). After-hours emergency support should only be utilized when critical services are unavailable or no other alternative exists. Unscheduled walk-in support is discouraged.

Web: <http://5123.parkcity.org> – Internal network
only Email: 5123@parkcity.org
Phone: 435-615-5123 (EMERGENCY SUPPORT ONLY)

g. Geographic Information Systems (GIS)

GIS data cannot be distributed or resold without permission. All data that is distributed requires a signed agreement. Contact IT support for more information. All GIS data must be saved in “GISDATA” or “CITYWIDE” network share.

Use of plotter may result in material costs to you or your department. Please make arrangements well in advance of your deadline.

h. Training

IT/GIS training is offered throughout the year and upon request but does not include specialized training for individual industry or job functions. Training can be requested through support by emailing 5123@parkcity.org.

i. Equipment & Software Requests

Contact IT for all technology requests, including software, hardware, printers, copiers, GPS, and accessories.

j. Social Media & Other Websites

No City department, official, or employee may create a social media site or an identity/entity/presence on a website (such as Twitter, Facebook, YouTube, internet blogs or chat rooms, and other websites) regarding City affairs or content without the express approval of the Community Engagement Manager. Authorized sites shall have a designated purpose and staff member assigned to maintain and moderate content.

Generally, City sites shall not allow public citizen comment, except as approved by the City Manager for designated and published public purposes. All sites shall contain a link with the following prohibitions on content:

- No comments unrelated to purpose.
- No content that promotes discrimination or harassment.

- No posts that constitute or encourage illegal activity.
- No solicitations of commerce (except for authorized public bidding sites).
- No sexually related content or links to sexually related content.
- No profane language.
- No content that violates a legal ownership interest of another party.
- No information that compromises the safety or security of any information or person.
- No comments regarding political campaigns or ballot measures (state law prohibits the use of City resources for such).

Employees posting on City sites or third-party sites, if the posting occurred in the scope of employment or concerns City business or information, shall adhere to the following rules:

- Social networking and video site users are required to write/post content under their own names. Pseudonyms and anonymous postings are prohibited when using City equipment or City-hosted social networking or video sites.
- Unless approved by the City, employees are prohibited from mentioning the City or identifying themselves as employees of the City via text, photos, art, City logos, City uniforms, City letterhead, City products, City trademarks, or any other image, copy, or content, when using personal social networking and video sites.
- Employees must incorporate the following legal disclaimer into their personal social networking pages and public video site posts when making statements regarding matters of public concern that may in any way impact or be related to City business: "The opinions expressed on this social networking profile (video site) are my own personal opinions. They do not reflect the opinions of my employer."
- Employees are prohibited from attacking, defaming, harassing, discriminating against, menacing, threatening, or otherwise exhibiting inappropriate or offensive behavior, attitudes, opinions, or commentary toward or about coworkers, supervisors, executives, customers, vendors, shareholders, the media, or other third parties, when using a personal social networking site or public video sites.
- Employees are prohibited from disclosing confidential, protected, proprietary, or private information about the City or obtained in the scope of employment.
- Employees are prohibited from disclosing information regarding the City, its products, services, financials, plans, employees, customers, partners, suppliers, or other third parties when using a personal social networking site or public video site.
- Employees are prohibited from using a City-provided or personal cell phone or smartphone camera or video recorder to take, transmit, download, or upload to social networking or video sites any photos or videos of coworkers, executives, customers, suppliers, and any other third party without first securing the written permission of the subject if applicable and their Department Manager, and an

authorized member of management.

- Employees are prohibited from using a City-provided or personal cell phone or Smartphone camera or video recorder to take, transmit, download, or upload any business- or City-related photos or videos to City computers, personal computers, and social networking or video sites without first securing written permission from their Department Manager as well as an authorized member of City management if applicable. Banned photos and videos include, but are not limited to, the following:
 - “Funny,” embarrassing, or unprofessional images of City employees, executives, customers, suppliers, or other third parties.
 - City buildings (internal and external), offices, facilities, operations, services, confidential data, and internal documents.
 - City uniforms, logos, signage, trademarks, business cards, letterhead, literature, or any other printed or electronic content that can be used to identify the City or past and current employees.
- Employees are prohibited from disclosing financial information about the City without permission.
- Employees must adhere to the City’s written Personnel Policies and Procedures Handbook when using a personal social networking site or public video site. Prohibited content includes, but is not limited to, obscene, profane, adult-oriented, pornographic, harassing, discriminatory, menacing, threatening, and otherwise offensive text, art, photos, videos, graphics, cartoons, or other images and content.
- Employees may not post content or conduct activities that violate applicable local, state, or federal laws or regulations when using a personal social networking site or public video site, or City-hosted social networking or video site.

Violation of the City’s Social Media Site policy (or any other City policy) will result in disciplinary action, up to and including termination.

5.20 Code of Ethics

Park City employees are subject to the Code of Ethics, Title 3 of the Municipal Code and the Municipal Officers and Employees Ethics Act, [Section §10-3-1301 et seq.](#), Utah Code Annotated 1953, as amended, which establishes standards of conduct for employees to disclose actual or potential conflicts of interest between public and personal duties. Employees are responsible for complying with the disclosure requirements for personal interest and restrictions governing the acceptance of gifts.

5.21 Smoking

All government buildings are designated as “smoke-free” under [Utah Code Section §26-38-3 as annotated](#). The City recognizes that smoking in the workplace can adversely affect

employees. Accordingly, smoking is restricted inside all City facilities. Smoking includes but is not limited to tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles. Failure to comply with this policy may result in disciplinary procedure up to and including termination.

5.22 Consumer Reports

The City maintains the right to request consumer reports as a condition of hire, promotion, or transfer when necessary under the Fair Credit Reporting Act ([Title VI of the Consumer Credit Protection Act](#)). Consumer reports may consist of financial credit checks, criminal background checks, etc.

The City may, at its discretion, not extend an offer of employment, promotion, or transfer to a candidate where debt history or standing may indicate financial irresponsibility for a position that requires financial honesty and aptitude.

The National Child Protection Act of 1993 (NCPA)

The NCPA, as amended by the Volunteers for Children Act (VCA), authorizes a state and national criminal background check to determine the fitness of an employee or volunteer with unsupervised access to children, the elderly, or individuals with disabilities. Applicants for specified full-time, part-time, seasonal, and volunteer positions in which there may be unsupervised access or exposure to children, the elderly, or individuals with disabilities, will be required to apply for a criminal history background check as a condition of employment or volunteer purposes prior to a final determination of appointment. The City reserves the right to deny employment or acceptance of a volunteer position to any person convicted of or is under pending indictment for a crime that bears upon their fitness to be employed or serve as a volunteer for a position of trust over children, vulnerable adults or persons with disabilities.

Candidates for employment who are required to submit to consumer reports such as background or credit checks must provide written authorization to do so and may expect the following:

- Be notified before a report is obtained.
- Be informed of the name and address of the reporting agency.
- Should information obtained on a consumer report which prohibits a candidate from obtaining a position with the City, they will be informed with a notice which will include the name, address, and phone number of the consumer reporting agency, a statement that the agency supplying the report did not make the decision to take
- adverse action and a notice of the individual's right to dispute the accuracy or completeness of any information furnished, and their right to an additional free report from the agency upon request within 60 days.
- Information obtained from consumer reports will be available only to those staff members who have a legitimate need. Any employee who disseminates or uses information obtained from the consumer report for purposes other than that specified

above will be subject to disciplinary action up to and including termination and may also be subject to civil liability.

- The City also maintains the right to perform consumer reports as part of an investigation of wrongdoing and policy violation of any current employee if applicable and as part of an ongoing investigation.

5.23 Youth Protection

The City has no tolerance for mistreatment of children or diminished capacity adults within the programs it administers. Staff or volunteers suspected of abuse will be removed from involvement with youth programs pending investigation. A finding of cause to believe that abuse occurred by an investigating agency shall be sufficient cause for disciplinary action up to and including termination from employment or termination from volunteer service.

Every allegation of wrongdoing involving children shall be reported immediately to the Park City Police Department. City staff shall not take it upon themselves to investigate allegations of abuse by parents, guardians, City staff or volunteers, or any other person. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies.

Isolated one-on-one contact between a staff member or volunteer and a child is discouraged and should be avoided when possible or not prohibited by business need.

Section Six (6)

PROCEDURES FOR EMPLOYEE COMPLAINTS, DISCHARGE, AND TRANSFER APPEALS

6.1 Complaint Procedure

Employees who have an issue or concern about their employment that does not involve a transfer or discharge shall have the opportunity to discuss the issue with management. The first step is a discussion of the issue or concern with the employee's immediate supervisor. If a satisfactory resolution is not reached, the employee shall have the right to pursue the issue through the organization's chain of command. If the employee does pursue the issue, it shall be their responsibility to inform the manager at each level of the intent to pursue a resolution to the next level. The final step of this process shall be a discussion with the City Manager, whose determinations shall be final.

6.2 Discharge and Pre-Termination Hearing

Only the City Manager or designee may discharge a Full-Time Regular employee. Before being discharged, an employee shall have the right to know the reason for their discharge and have the opportunity to discuss the discharge with their Department Manager. Full-time Regular status employees may have the opportunity to discuss their discharge with the City Manager if they wish to do so.

6.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in [Utah Code Ann. Section §10-3-1105\(2\)](#) as amended, any employee, who is discharged, suspended for more than two days without pay, or involuntarily transferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the discharge, suspension without pay, or involuntary transfer to an Employee Transfer and Discharge Hearing Officer as set forth in Utah Code Ann. Sections 10-3-1105 and 10-3-1106 as amended.

Pursuant to [Utah Code Ann. Section §10-3-1105\(2\)](#), as amended, the Employee Transfer and Discharge appeal rights provided herein do not apply to the following positions:

- Finance Manager
- City Treasurer / Accounting Manager
- Transportation Planning Manager
- Chief of Police
- Police Captain
- Ice Rink General Manager
- Golf Manager
- Recreation Manager
- Budget Operations & Strategic Planning Director
- Chief Building Official

- Housing Development Manager
- Deputy Chief Building Official
- Library Director
- Planning Director
- Economic Development Manager
- Community Engagement Manager
- IT Director
- Environmental Sustainability Manager
- Human Resources Director
- Public Utilities Director
- Water Engineer and any superintendents
- Water Quality & Treatment Manager
- City Attorney
- Deputy City Attorney
- City Manager
- Deputy City Manager
- Emergency Manager
- City Recorder
- Resident Advocate
- Executive Assistant
- City Engineer
- Transit Manager
- Assistant Transit Manager
- Public Works Manager

Any other position specified in [Utah Code Ann. Section §10-3-1105\(2\)](#), as amended, including but not limited to a probationary employee of the municipality; a part-time or contract employee of the municipality; a seasonal employee of the municipality; and a student intern of the municipality.

Nothing in [Utah Code Ann. Sections §10-3-1105](#) or [§10-3-1106](#), as amended, may be construed to limit a municipality's ability to define the cause for an employee termination or reduction in force.

An employee to which Employee Transfer and Discharge appeal rights apply may not be discharged, suspended without pay, or involuntarily transferred to a position with less remuneration because of the employee's politics or religious belief, or incident to, or through changes, either in the elective officers, governing body, or heads of department.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer.

Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall

forthwith commence an investigation, take and receive evidence and fully hear and determine the matter which relates to the cause for the discharge or transfer.

The Hearing Officer shall have the power to subpoena witnesses and compel the production of evidence. The scope of the inquiry of the Hearing Officer shall be limited to determine if the City has proven the facts supporting the allegations made against the employee by substantial evidence and that the disciplinary sanction is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. Discovery shall be limited to information that was considered in making the decision that is being appealed. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The Employee shall be entitled to appear in person and be represented by counsel (at the expense of the employee), have a public hearing, confront the witness whose testimony is to be considered, and examine the evidence to be considered by the Hearing Officer.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held. The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken.

In the event that the Hearing Officer does not uphold the discharge or transfer, the Hearing Officer shall provide that the employee shall receive the employee's salary for the period of time which the employee is discharged or suspended without pay less any amounts the employee earned from other employment during this period of time; or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The employee shall be paid their salary commencing with the next working day following the certification by the City Recorder of the Hearing Officer's decision, provided that the employee, or officer, concerned reports for their assigned duties during that next working day.

A final action or order of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days after the issuance of the final action or order of the Hearing Officer.

6.4 Exit Interview

All Full-Time Regular employees may receive an exit interview. The purpose of the interview is to gather information on the improvement of the City. All terminating full-time regular employees are encouraged to meet with Human Resources for an exit interview. This interview aims to gather information to assist management in identifying satisfactory areas and those that need improvement. Exit interview information is not confidential and may be disclosed to the employee's manager and the City Manager.

6.5 American with Disabilities Act Complaints

The Human Resources Director is the City's Americans with Disabilities Act (ADA) Coordinator.

The ADA Coordinator coordinates the ADA compliance effort and processes complaints in compliance with the ADA grievance procedure to ensure that qualified disabled individuals are not excluded from or denied the benefit of City programs. The procedure for handling potential ADA grievances is as follows:

- a. Complainants file verbal or written complaints with the Human Resources Director.
- b. Complaints must include the complainant's name and address and should briefly describe the alleged ADA violation.
- c. Complainants must file their complaint within ten days of becoming aware of the alleged ADA violation.
- d. The ADA Coordinator conducts a thorough investigation of the complaint and allows all interested persons and their representatives to submit oral or documentary evidence relevant to the complaint.
- e. The ADA Coordinator issues a written determination to the validity and resolution of the complaint and forwards a copy to the complainant no later than 30 days after the complaint is filed.
- f. If the complainant is dissatisfied with the resolution of the complaint, the complainant may request reconsideration. Complainants may file requests for reconsideration with the City Manager or the City Manager's designee within ten days of issuance of the written documentation.
- g. The complainant's rights to prompt and equitable resolution of complaints filed hereunder are not impaired by the complainant's pursuit of other remedies, such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- h. The ADA Coordinator maintains City files and records relating to the filing and processing of ADA complaints.

Section Seven (7)

EMERGENCY MANAGEMENT

7.1 Employee Identification Cards and Identification/Door Key Fob Cards

Employee ID cards provide a means of quickly identifying PCMC employees and elected officials and the capacity in which they serve the City. This identification will be used for security purposes in the event of a citywide emergency or disaster situation. The identification system may also be used as a means of identification for daily operations, building, and restricted area access, including Vendors. All questions and requests concerning ID cards or ID/Fob Cards should be addressed to idcards@parkcity.org.

All PCMC employees, elected or appointed officials, volunteers, and vendors who work in City buildings must have a PCMC ID card while on duty and be visibly displayed by the employee on a lanyard or clip. An ID card is for the sole use of the employee or vendor and may not be shared or loaned.

Any lanyard used for ID cards must be of a break-away variety. For job positions where a visible ID on a lanyard or clip may pose a safety threat, the department manager may exempt that position from visibly displaying an employee ID; however, the employee is not exempt from having their City ID card in their possession while on duty.

Elected Officials and designated personnel will also be issued an additional ID card that will grant them access to the Emergency Operations Center (EOC) should their presence be requested or required.

Employees are required to show their ID card to any Park City Police Officer upon request.

a. ID Card Description

The ID cards are color-coded to assist in easy identification of the employee and the capacity in which they serve the City. Color-coded ID cards will be as follows:

- Elected Official (green)
- Management Team (orange)
- Full-time Regular and Special Employment Agreements Contract (blue)
- Part-time or Seasonal (yellow)
- Volunteer (purple)
- City Approved Vendor (black)
- Solicitor (orange) –Handled by the Finance Dept.
- EOC- (red) this card will identify elected officials, limited key employees, and outside agencies that, in the event of an emergency/disaster, will have access to restricted areas including but not limited to the Emergency Operations Center (EOC). The City Manager or designee will determine the necessity and revocation of Emergency Operations Center (EOC) identifications.

- EOC Media (pink)

Cards will contain the following information on the front

- PCMC name and logo
- Employee's photo - renewed every four years. [some vendor cards do not include a photo]
- Employee legal first and last name
- Employee department (certain positions will have a title instead of a department)
- Employee ID number - unique number, never repeated [some vendor and volunteer cards do not have a number]
- Card expiration date
- Phone number to call to verify card validity
- Color code to indicate the employment status

Cards will contain the following information on the back:

- PCMC identification
- Return address and phone number in case card is found
- Employee signature
- Color code bar to indicate the employment status
- Employee emergency hotline phone number [removed for vendor cards]

b. Procedure

All new and rehired employees will obtain an identification card during the hiring process. They must have their picture taken within 5 (five) days of employment. Photos may be taken in departments by employees designated to do so or at the City Hall Front Desk – 445 Marsac. Photos must match ID card photo standards.

All identification cards will have an expiration date and will be renewed bi-annually. Employee photos will only be updated every four (4) years.

- Seasonal employee cards will expire at the end of the designated season in which they were hired.
- Contract employees will expire at the end of their contract.
- Full-time Regular and FT Contract employee cards are replaced on odd-numbered years.
- Part-time employee cards are replaced on even-numbered years.
- Vendor or Lessee cards expire at the end of their contract.

Identification cards are PCMC property. Identification cards must be returned to the City in the event an employee leaves under any employment circumstance. In the event of a lost, stolen, or damaged identification card, employees must notify their supervisor immediately, who will notify IDCards@parkcity.org (5123 if after hours, weekends or holidays), so the card can be deactivated and replaced. There is no cost for the replacement card in the event of a lost or damaged card unless the employee requires more than one replacement per year. Replacements of greater than one per year may cost the employee \$25.00 each.

Employees and Vendors must sign the appropriate Human Resources Form for each card acknowledging receipt and basic rules concerning the card.

c. Identification (ID)/Key Fob cards

ID/Fob cards look just like a regular ID card, with the exception that embedded in the card is an electronic key used to open city facility doors as authorized for that employee. Each card is programmed to allow access on the days and times to the doors authorized by that Department's Manager. An ID/Fob card has the same policy and procedure requirements outlined above for a standard ID card.

Both authorized and unauthorized FOB/ID transactions are recorded for auditing purposes. Like a standard ID card,

If an ID/Fob card stops working, an employee should contact their supervisor who can troubleshoot the problem by emailing idcards@parkcity.org with details including employee name, department, what times or doors the card is not working with.

An ID/Fob card may not be given or loaned to anyone and is for the sole use of the designated employee or vendor. Failure to follow this ID/ Fob card policy may include disciplinary action up to and including termination.

d. Information Availability

The following exhibits are available to authorized users on the H: drive in the ID Cards and Photo File

- Exhibit A – ID Card and ID-Fob Card Photo Rules & Tips
- Exhibit B –Card Maker Instructions
- Exhibit C –Security and Auditing Procedures

7.2 Emergency Work Requirements

In the event of a City emergency, employees (including part-time, seasonal, and contract employees) will be required to report to work as soon as possible unless they are medically unable to do so. PCMC will collaborate with the Red Cross and other agencies to make every effort to provide services for employees' families and pets. Failure to contact PCMC as outlined in section [4.11 Absences & Tardiness](#) may result in termination.

A dedicated "Emergency Hot Line" number of 888-894-7275 (888-894-PARK) will be activated during emergencies. Employees can call this number and get information about the overall status of the City's situation and their work assignments. Employees will also have the ability to leave a message about their situation if they are unable to report for work.

Depending on the gravity and extent of the emergency situations, the City Manager has the authority to temporarily suspend any or all time-off requests (vacation, holiday, etc.) Suspended time off will not be lost but will be postponed to a later date.

Flexibility will be necessary, and regular work schedules and departments may be altered to reassign employees where their qualifications and skills will be most beneficial to the City and its residents.

Work Location: The first place where employees should report for work is at their regular workplace. If the regular workplace is damaged or inaccessible, employees must report to a secondary rally point, the Public Works Complex at 1053 Iron horse. If that location is damaged or inaccessible, report to the Quinn's Recreation fields. There will be assigned staff at the rally point to collect and dispense information and provide personal assistance. There will also be an information board for employees to communicate with their co-workers.

During an emergency event where employees do not have any means of transportation, they are directed to call the "Emergency Hot Line" for information about possible shuttle services. PCMC will try to arrange shuttle service at defined times and locations in the greater Park City area to assist employees in commuting to and from work, if possible.

7.3 [NIMS \(National Incident Management System\) Training](#)

Mandatory NIMS training requirements, as outlined in job descriptions, the Comprehensive Emergency Management Plan (CEMP), and by departments, must be completed within six (6) months from an employee's date of hire. The City Manager may extend that deadline on a case-by-case basis depending on the job description up to one year.

7.4 [Other Emergency Management Policies](#)

The PCMC Administrative Policy & Procedure (AP&P) Manual has many additional Emergency Management policies related and is key to the City and staff's ability to respond to emergencies and disasters. Employees should be familiar with these additional policies found in [Section 7 Emergency Planning of The Administrative Policy & Procedures Manual](#). These policies include:

- Assigned Emergency Equipment Policy
- AED – Automated External Defibrillators – Early Defibrillation Policy Blood Borne Pathogens Exposure Control Policy
- Comprehensive Emergency Management Plan (CEMP)
- Departmental Closures Due to Emergencies or Severe Weather Policy
- Emergency Manager Notification Policy
- Emergency Evacuation of City Facilities Policy
- Non-Punitive Sick-Leave during an Emergency or Pandemic Policy
- Policy and Procedures for the Use of the Park City Alert – Emergency Mass Notification Systems (EMNS)

Use of the 1700 AM Highway Advisory Radio System Policy
Shelter-in-Place within City Facilities Policy
“Top” Half Fuel Policy
Utilization and Access of Building Closed Circuit Video Systems (CCVS)



Resolution No. 13-2022

**A RESOLUTION ADOPTING THE REVISED PERSONNEL POLICIES AND
PROCEDURES MANUAL, EFFECTIVE JULY 1ST 2022 FOR PARK CITY MUNICIPAL
CORPORATION**

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the City Council and are subject and subordinate to applicable federal and state laws, rules, and regulations, and local ordinances; and

WHEREAS, purpose of the manual is to provide for guidance regarding the fair and consistent administration of city personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, the City Manager, Legal Department, Human Resources Department, and management team has reviewed the proposed amendments of the Revised Personnel Policies and Procedures and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of the employees of Park City Municipal Corporation to formally adopt them;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Park City, Utah as follows:

SECTION 1. ADOPTION. The Personnel Policies and Procedures Manual, dated July 1st, 2022 attached hereto, is hereby adopted and the 2021 version is hereby repealed including any temporary amendments thereto adopted by the City Manager

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect on July 1st, 2022

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve the Supplemental Plan and Level Five Special Event Permit for the 2022 Park City Kimball Arts Festival, in a Form Approved by the City Attorney's Office
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Art Fest Supplemental Plan 2022 Staff Report](#)

[Exhibit A: 2022 PCKAF Special Event Application and Supplemental Plan](#)

[Exhibit B: Analysis of 2022 Kimball Arts Festival](#)

[Exhibit C: 2022 PCKAF Draft Level Five Permit](#)

City Council Staff Report

Subject: Park City Kimball Arts Festival Supplemental Plan Approval
Author: Jenny Diersen
Department: Special Events & Economic Development
Date: June 23, 2022
Type of Item: Legislative

Recommendation

Conduct a public hearing, review, and consider approving the Supplemental Plan (Exhibit A) and Level Five Special Event Permit for the Park City Kimball Arts Festival (PCKAF), per section [4A of the municipal code](#), and the [City Services Agreement](#) (CSA), in a form approved by the City Attorney's Office.

The current PCKAF CSA expires on August 15, 2022. Discussions regarding a future CSA will occur at a later meeting after additional outreach, and will not impact this year's request to approve a Supplemental Plan.

Executive Summary

The 2022 PCKAF will be held from August 6 to 8, 2022. Per section 1.2 of the CSA, annually Council retains authority to review and approve supplemental plans (Exhibit A), which include material changes requested by the KAC and various City Departments. A failure to agree on proposed changes results in the use of the last approved plan or the 2021 Supplemental Plan.

Background

The Kimball Art Center (KAC) is a long-standing local nonprofit organization that hosts the PCKAF annually. The City has held a CSA with KAC since 2002, with the most recent CSA secured in 2016. The event is part of the identity and character of the Park City community. The event also serves as the KAC's primary fundraiser supporting youth programs to keep them low or no cost and provides year-round free exhibitions. A detailed background of previous discussions can be found [here](#).

Analysis

The Special Events Department determines event levels based on the degree of City impacts, including but not limited to, attendance and type of venue, transportation, and public safety impacts. Once service level caps are reached, an event applicant may amend their application to reduce scope to be recategorized into another general category if it does not fall during a [Peak Time Period \(4A-2-3\(D\)\)](#). Anticipated event-level caps for 2022 are [linked here](#). PCKAF is allowed over a Peak Time Period, as the event was established before 2018 when this provision of the code was created.

The Special Events Department determined that the PCKAF is a Level Five event because:

- The Application is for a cultural, entertainment, and unique activity, held for non-profit and charitable purposes, occurring for a limited duration that impacts the City by involving the use of and having an impact on City Property. The event requires licensing and services beyond the scope of normal business and liquor licensing and creates impacts:
 - Interruption of the safe and efficient flow of transportation including streets and public rights of way, which include full road closures on streets and sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement.
 - Use of public property and facilities.
 - Use of City parking facilities.
 - Use of amplified sound above that which is defined in Title 6 of the code.
 - Need for public safety beyond their normal scope of operations.
 - Licensing or services beyond the normal scope of business.
 - Outdoor temporary events that do not normally occur with the permitted venue use.
- Attendance throughout the event is estimated to be above 5,000 people and occurs on consecutive days:
 - The event has moderate to severe impacts on surrounding areas and cannot be held within the existing venue or use areas.
 - The event requires transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, road closures and residential transportation mitigation, and increased Park City Transit.
 - The event requires public safety staffing needs beyond their normal operations including support in the venue and moderate transportation mitigation as well as the support of public safety personnel from outside of the City's jurisdiction.

The KAC Request (Exhibit A):

- Use of City Property: KAC requests the use of picnic tables, astroturf, and adirondack chairs from Bonanza Park. This request would reduce the KAC's rental costs by \$1,400. Kimball is responsible for all transportation and any touch-ups or replacements after the event.
 - We support the request, however, Council should consider that it may create a precedent.
 - These partnerships help KAC combat rental and labor cost increases due to inflation as well as reduce our reliance on Diamond Rental for equipment and labor.
- Bike Valet: The bike valet has moved (back) to 7th Street.
 - Special Events supports the request, as this is where the bike valet was originally hosted and moves the bike valet away from conflicting with a major transit thoroughfare.
- Noise and VIP lounge hours: KAC will have the Kimball Terrace open until 10 p.m. which is compliant with the [Kimball Terrace Final Action Letter and Management Plan](#). This level of activity should not require any additional extension of the noise variance already allowed in previous years. All amplified noise (which will be inside the building) will end by 10 p.m.

- Special Events and Police support KAC programming, as all music will be inside. Any ambient noise from patrons using the Kimball Terrace will be kept to a minimum and follow the Kimball Terrace Management Plan.
 - We understand the KAC is working to have more activities after Festival hours, and appreciate KAC working with local businesses to bring activities inside existing brick-and-mortar businesses and within the noise ordinance to balance residents' quality of life.
- Signs: Allow Main Street businesses to place sandwich-board signs up to market their businesses.
 - The [municipal sign code](#) reinforces consistency and restricts time, manner, and place. Temporary sandwich-board signs create visual clutter and compromise ADA standards on narrow sidewalks. Special Events, Planning, and Building do not support the request because:
 - This is outside of the sign codes, including [Special Event Sign Plans](#) and Planning processes. If Council wanted to explore this option, a deeper policy discussion may be necessary.
 - This could create a precedent for additional sandwich-board signs promoting businesses during other permitted Special Events and normal business hours.
 - We value the strong partnership between KAC and HPCA. We encourage the organizations to work together to explore other opportunities to support each other.
- Staffing: KAC will no longer provide staffing at supplemental parking areas. Instead, KAC will add signage and move staffing to Old Town Transit Center to answer questions and direct patrons to gate entrances.
 - Special Events coordinated with Transit and is open to change.
- Employee Access Passes: KAC will hand out employee business access passes directly to businesses on Main Street. Employers are no longer required to go to the KAC.
 - Special Events supports the request.
- All other requests from the KAC are listed in Exhibit A. Special Events determined they are not substantial and have minimal impact.

Requested by City:

- Transit: Park City Transit recommends moving all operations to the Old Town Transit Center from Swede Alley. Park City Transit will also no longer pay employees to direct the public to transit areas due to marginal benefits and lack of need. This will save \$18,000 for Transit.
 - KAC is willing to try this change and will have additional volunteers at the Transit Center to direct patrons to the gates. KAC is also training with the Transit department to help promote routes.
- Police: Police security plans are protected and can be reviewed in Closed Session. Police added a traffic rover position and drone pilot to required City Services.
- Parking: Due to changes in Transit Operations, Swede Alley spaces will be used for ADA and artist parking. This is important as Swede Alley is closed for event operations, and all public access to general parking must enter through the top of China Bridge. This will also open 15 additional general parking spaces in the

China Bridge Parking Structure. Paid parking rates will be discussed at the June 16 Council meeting.

- KAC is supportive of this change and coordinating final details with the Parking and Special Event Departments. Transit is also supportive and not concerned about any impacts on the Old Town Transit Center or operations.
- Residential Access passes: Providing street access to residents and businesses with their private parking has historically been the responsibility of KAC. However, Special Events, Parking, Police, and Community Engagement agree that this should be the City's role.
 - KAC supports the change and believes controlling access to roads and residential districts should be the role of the City.

Based on the Application and Supplemental Plan received from KAC, and review from necessary departments, the Special Event Department recommends approving the 2022 Supplemental Plan as outlined, including changes requested by both the KAC and the City for the 2022 PCKAF. Both parties are working together in good faith to ensure impacts are significantly mitigated. A full analysis and details of operations that are not changing are included in Exhibit B.

Funding

Funding for City services associated with PCKAF comes from the General Fund and is estimated at \$142,706 (Exhibit B and chart below). KAC makes an annual \$10,000 contribution to offset City services regardless of the total. Per the CSA, we do not anticipate City services to exceed \$180,000; however, if this occurs, the City and KAC will meet to negotiate payment of additional costs.

The City does not provide a cash payment to the KAC for the event. The final total of City Services will be provided in the event debrief, tentatively scheduled for the October 27 Council Meeting.

Fee Description	Department	2021 Cost	2022 Estimated Costs
Special Event Application Fee	Special Events	\$640	\$640
Fire/Building Permits	Building	\$218	\$218
Parking Services - Parking Removal	Parking Services	\$10,000	\$10,000
Building Maintenance	Building Maintenance	\$1,500	\$1,500
Transit Operations	Transit	\$72,473	\$54,473
Banner Installation	Parks	\$5,300	\$5,300
Public Safety Personnel	Police	\$55,963	\$61,575
Equipment VMS	Streets	\$3,000	\$3,000
Summary of City Fees		\$149,094	\$136,706
Kane Security - Hard Cost	Special Events	\$3,000	\$6,000
Total City Fees and Hard Costs		\$152,094	\$142,706

Exhibits

Exhibit A: 2022 PCKAF Supplemental Plan
Exhibit B: Analysis of 2022 PCKAF
Exhibit C: Draft Special Event Permit

Special Event Pre-Application Form



SAVE

PRINT

SUBMIT

The Special Events Department no longer accepts rolling applications. All applicants must submit the following Special Event Pre- Application Form and receive administrative permission from the Park City Special Events Department prior to submitting a Special Event Application. Any new or significantly changed event should also review the [Peak Time Period Calendar](#) which restricts new events during peak times. Special Event Applications are accepted up to 18 months in advance and are due as follows:

1. First Friday in December for events through June, reviewed and approved/denied by end of February.
2. First Friday in April for events through October, reviewed and approved/denied by end of June.
3. First Friday in August for events through February, reviewed and approved/denied by end of October.

Events that are determined a Level 1 or Level 2 are exempt from these deadlines but must submit a completed application no less than 30 days prior to the scheduled start of the event, unless otherwise approved by the Economic Development Manager.

Special Event Date(s) or Application is not approved until the Special Event Application is reviewed and approved in a Special Event Permit according to Section 4A of the Municipal Code. All Special Event Pre-Application Forms should be sent to Chris Phinney in the Special Events Department at chris.phinney@parkcity.org. For questions, please call 435.615.5194.

Please provide the following information:

EVENT Contact Information		EVENT Date & Time	
Event Name	Park City Kimball Arts Festival	Requested Date(s) of Event	August 5-7 2022
Primary Contact First & Last Name	Hallie Stoller	Proposed Time of Event	8/5/22 17h00-21h00; 8/6/22 10h00-20h00; 8/7/22 10h00-18h00
Email Address	hallie.stoller@kimballartcenter.org	Total attendance from previous year	26,853
Phone Number	310-367-7801	Estimated total attendance for upcoming year	26,000 (max. 10,000 per day)
Website	https://parkcitykimballartsfestival.org	Is your event changing? What changes do you anticipate?	No
Business/Organization Name	Kimball Art Center		N/A

EVENT Location (*Please list all that apply. Event Location, Fields, Parks, Public Facilities, Trails, Private Facilities & Letter of Permission, Streets, Other)

Main Street between Swede & 9th, Heber between Park & Swede & Brew Pub parking lot, Miners Park, Bob Wells Plaza;
Parking at Deer Valley, PCHS & PCMR

[Print](#)[Save As](#)[Submit](#)

Park City Municipal

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

**APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.
PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL AFTER COMPLETE APPLICATIONS ARE
REVIEWED UNDER PARK CITY MUNICIPAL CODE 4A.**

Applications for Level 3, 4, or 5 Special Event Permits are due:
First Friday in December for events occurring between March-June,
First Friday in April for events occurring between July-October, and
First Friday in August for events occurring between November-February.

Events that are determined a 1 or 2 are exempt from these deadlines, but must submit a complete application no later than 30 days prior to an event. **Please Note:** The City reserves the right to restrict the number of event permits annually. Applications for new level 3, 4, or 5 event will not be considered during Peak Time Periods as mentioned in Section 4A-2-3(D). Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. Business/Organization listed as applicant must match the Hold Harmless and Proof of Insurance to be considered for approval. For more information, please visit www.parkcity.org or contact us at specialevents@parkcity.org.

IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:

Colleen McGinn colleen.mcgin@parkcity.org

435-615-5187

Chris Phinney

chris.phinney@parkcity.org

435-615-5194

APPLICATION FEES & EXPENSES

First Amendment Event Permit	\$40.00	• Application levels are determined by the Special Events Department after reviewing complete applications.
Level 1 Special Event Permit	\$40.00	• Additional fees for other city services will be estimated and provided to the applicant upon request and receipt of a complete application.
Level 2 Special Event Permit	\$80.00	
Level 3 Special Event Permit	\$160.00	• Applicants may incur additional expenses from other city, county, or state jurisdictions.
Level 4 Special Event Permit	\$320.00	• Fee reductions for city services are considered bi-annually. Fee reduction applications are due on:
Level 5 Special Event Permit	\$640.00	

April 1st for events July 1 – December 31 and October 1st for events January 1 – June 30.

AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING:

- ☒ To insure prompt and accurate processing of your application, ensure that all supplemental materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application plus transportation, parking, and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, site map, and permission for use of properties, as mentioned in Park City Municipal Code 4A-2-3(G), in addition to contingency plan, operations plan, planned rest areas, water, and toilet facilities, and will ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs as stated in Section 4A-2-11(B).
- ☒ Park City Municipal Corporation requires a certificate of insurance in an amount to be determined by the City Attorney's Office according to Section 4A-2-10 of the Park City Municipal Code. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.
- ☒ After the application is evaluated, the applicant will be responsible for providing proof that he or she has obtained other permits as necessary from city, county, or state agencies.
- ☒ I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation. Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal Code 4A-2-9 through the bi-annual fee reduction application and process.
- ☒ I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under the Standards for Permit Approval in Park City Municipal Code 4A-2-4.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF EVENT: **Park City Kimball Arts Festival**

DATE(S) OF EVENT: **August 5 - 7, 2022**

FIRST TIME EVENT:

Yes

☒ No

ANNUAL EVENT:

☒ Yes

No

IF ANNUAL, HOW MANY YEARS: **52**

ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:

Yes

No

ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:

☒ Yes

No

NAME OF APPLICANT (FIRST & LAST): **Hallie Stoller**

TITLE / POSITION: **Operations Manager, Park City Kimball Arts Festival**

BUSINESS / ORGANIZATION NAME: **Kimball Art Center**

IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT?:

☒

Yes, a copy of IRS paperwork is attached

No

MAILING ADDRESS FOR BUSINESS / ORGANIZATION: **1251 Kearns Blvd**

CITY, STATE, ZIP: **Park City, UT 84060**

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Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: Same

CITY, STATE, ZIP:

PHONE (PRIMARY): 435-649-8882

PHONE (SECONDARY):

EMAIL: hallie.stoller@kimballartcenter.org

BUSINESS / ORGANIZATION WEBSITE: www.kimballartcenter.org

SOCIAL MEDIA LINKS: facebook.com/KimballArtCenter ; instagram.com/kimballartcenter ; twitter.com/kimballart

DAY OF EVENT PRIMARY CONTACT

ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Hallie Stoller

ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: 310-367-7801

ON-SITE DAY OF PRIMARY CONTACT EMAIL: hallie.stoller@kimballartcenter.org

PUBLIC EVENT INFORMATION

WEB SITE FOR PUBLIC EVENT INFORMATION: parkcitykimballartsfestival.org

PHONE NUMBER FOR PUBLIC EVENT INFORMATION: 435-649-8882

EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: info@kimballartcenter.org

Event description is attached as a separate document with supplemental materials and contingency plan.

EVENT LEVEL DETERMINATION

THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)

☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
FESTIVAL / FAIR	PARADE	SKI / SNOW BOARD	RUN	BIKE	WALK	TRAIL USE	CONCERT	CULINARY	FILMING
☒		☐		☐		OTHER:			
ARTS & CULTURE EVENT		HOLIDAY CELEBRATION		RECREATION / SPORTING EVENT					

THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)

☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☒
MAIN STREET	RESORT PROPERTY	SCHOOLDISTRICT PROPERTY	PRIVATE PROPERTY	CITY PARKS	CITY FIELDS	CITY FACILITY RENTAL	RESIDENTAL AREAS	PARK CITY LIMITS	MULTI-JURISDICTION	AMPLIFIED SOUND

THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)

☒	☒	☒	☒	☒	☒	☒	☒	☒	OTHER:	
YOUTH / FAMILIES	ADULTS	LOCAL	STATE - WIDE	REGIONAL	NATIONAL	INTER NATIONAL	SPECTATORS	PARTICIPANTS		

THIS EVENT WILL: (Check all that apply)

☒	☐	☐	☒	☒
LIMIT # OF PARTICIPANTS	BE FREE FOR SPECTATORS	BE FREE FOR PARTICIPANTS	INCLUDE VENDORS OR SPONSOR	OPEN TO THE PUBLIC
☒	☒	☒	☐	☐
LIMIT # OF SPECTATORS	CHARGE ADMISSION FOR SPECTATORS	CHARGE PARTICIPANTS	NOT INCLUDE VENDORS OR SPONSOR	PRIVATE EVENT

THIS EVENT WILL BE HELD: (Check all that apply)

EVENT DATE(S):

☐	☐	☐	☐	☒	☒	☐
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
☐		☐		☐		☐
WEEKLY		MONTHLY		SERIES		ONE DAY

NUMBER OF EVENT(S): 1

NUMBER OF CONSECUTIVE DAYS: 3



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

ONE DAY EVENT HOUR(S)			
EVENT START TIME:		EVENT END TIME:	
EVENT SET-UP DATE:		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S):		EVENT BREAK-DOWN TIME(S):	
MULTIPLE DAY EVENT HOUR(S)			
DAY: Tuesday -Thursday	DATE: August 2-4, 2022	START TIME:	END TIME:
EVENT SET-UP DATE: 8/2/22 - 8/4/22		BREAK-DOWN DATE:	
SET-UP TIME(S): 07h00 - 19h00		BREAK-DOWN TIME(S):	
DAY: Friday	DATE: August 5, 2022	START TIME: 17h00	END TIME: 21h00
EVENT SET-UP DATE: 8/5/22		BREAK-DOWN DATE:	
SET-UP TIME(S): 24h00 - 23h59		BREAK-DOWN TIME(S):	
DAY: Saturday	DATE: August 6, 2022	START TIME: 10h00	END TIME: 20h00
EVENT SET-UP DATE: 8/6/22		BREAK-DOWN DATE:	
SET-UP TIME(S): 24h00 - 23h59		BREAK-DOWN TIME(S):	
DAY: Sunday	DATE: August 7, 2022	START TIME: 10h00	END TIME: 18h00
EVENT SET-UP DATE: 8/7/22		BREAK-DOWN DATE: 8/7/22	
SET-UP TIME(S): 24h00 - 23h59		BREAK-DOWN TIME(S): 08h00 - 24h00	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE: Monday August 8, 2022 (off street)	
SET-UP TIME(S):		BREAK-DOWN TIME(S): 08h00 - 17h00	
INCLEMENT WEATHER INFORMATION			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S):		EVENT BREAK-DOWN TIME(S):	
☒	No inclement weather date is required and the event will be held rain or shine. I understand the event may be cancelled or postponed by the city due to hazardous or damaging conditions.		
EVENT ATTENDANCE			
IF ANNUAL EVENT:			
TOTAL EVENT ATTENDANCE 50,000 OF PREVIOUS YEAR:		TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR:	
ESTIMATED # OF PARTICIPANTS: 200		ESTIMATED # OF VENDORS: 15	
ESTIMATED # OF SPECTATORS: 50,000		ESTIMATED # OF VOLUNTEERS: 400	
ESTIMATED # OF STAFF: 50		ESTIMATED DAILY ATTENDANCE: 15,000	
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME: 6000		ESTIMATED HIGHEST TOTAL ATTENDANCE OF ENTIRE EVENT: 50000	
☒	I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: http://www.summitcountyhealth.org/		



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
specialevents@parkcity.org

SIDEWALK & STREET USE

THE EVENT WILL HAVE: (Please check all that apply)

STREETS

☒	STREET CLOSURE MAP IS ATTACHED	☒	CLOSURE SIGN/MARKING INFORMATION IS ATTACHED				
☐	ROLLING CLOSURE	☒	PARTIAL CLOSURE	☒	FULL CLOSURE	☐	NO CLOSURE
NAMES OF STREETS TO BE CLOSED:				TIMES (START / END OF CLOSURE):			
Main St (9th to Swede), 7th, Heber, 5th, 4th				START: 8/5/22 03h00		END: 8/7/22 23h00	
Swede Alley (partial)				START: 8/5/22 07h00		END: 21h00	
Swede Alley (partial)				START: 8/6/22 08h00		END: 20h00	
Swede Alley (partial)				START: 8/7/22 08h00		END: 22h00	

REASON FOR CLOSURE: Main Street closed for artist & vendor booths; attendees.
Swede Alley for operational needs, transit, Fire/EMT/Police.

SIDEWALKS

☐	SIDEWALK CLOSURE MAP IS ATTACHED	☐	CLOSURE SIGN / MARKING INFORMATION IS ATTACHED				
☐	PARTIAL CLOSURE	☐	FULL CLOSURE	☒	NO CLOSURE	☐	CROWD CONTROL PLAN

ADDRESS:

ADDRESS OF CLOSURE: (FROM / TO)		TIMES: (START / END OF CLOSURE)	
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:

REASON FOR CLOSURE:

TRAILS

☐	TRAIL COURSE MAP IS ATTACHED	☐	COURSE / SIGN MARKING INFORMATION IS ATTACHED
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NAMES OF TRAILS TO BE USED:

PARADE

ASSEMBLY AREA:	DISBANDING AREA:	# OF PARADE ATTENDEES:	
PARADE IS:			
☐ WALKING ONLY	☐ VEHICLES & WALKING	☐ VEHICLES ONLY	☐ WILL HAVE ANIMALS

OTHER PARADE INFO:



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CITY PARKING FACILITIES REQUEST

GENERAL PARKING

HOW MANY PARKING SPACES DOES THE EVENT NEED?



MAIN STREET



CHINA BRIDGE



FLAGPOLE LOT



BREW PUB LOT



SANDRIDGE PARKING LOTS



PARK AVENUE



CITY PARK



MAWHINNEY LOT



QUINNS LOT



RICHARDSON FLATS

OTHER: Swede Alley/Bob Wells Plaza

WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:



YES

NO

WILL THE EVENT HAVE ADA PARKING AVAILABLE?:



YES

NO

WILL THE EVENT WILL REQUIRE PARKING REMOVAL?:



YES

NO



The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department

NAME OF AREA OR STREETS: Main Street

BETWEEN: 9th & Swede

START / END TIME: 02h00 8/5/22 to 23h00 8/7/22

REASON: no parking - use for Vendor/Artist booths

NAME OF AREA OR STREETS: Heber Ave

BETWEEN: Swede and Park

START / END TIME: 04h00 8/5/22 to 23h00 8/7/22

REASON: no parking - use for Vendor/Artist booths

NAME OF AREA OR STREETS: Swede Alley

BETWEEN: see supplemental plan for specifics

START / END TIME: 07h00 8/3/22 to 23h00 8/7/22

REASON: see supplemental plan

NAME OF AREA OR STREETS: parking lots/parking structures

BETWEEN: see supplemental plan for specifics

START / END TIME: 07h00 8/2/22 to 20h00 8/7/22

REASON: see supplemental plan

TRANSPORTATION

WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?



BUS



BIKE



WALK

NAME OF TRANSPORTATION PROVIDER / COMPANY:

PHONE:

EMAIL:

THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE AND HAS INCLUDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.



THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT AND HAS INCLUDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.

ADDITIONAL TRANSPORTATION INFORMATION: Bike Valet at 7th street

PUBLIC FACILITY USE

CHECK ALL THAT APPLY:

☐ MINERS HOSPITAL AT CITY PARK

☐ PARK CITY LIBRARY MEETING ROOMS

☐ JIM SANTY AUDITORIUM

☐ SOUTH CITY PARK

☐ CITY PARK COVERED BBQ AREA

☐ CITY PARK GAZEBO / STAND

☐ CITY PARK SOFTBALLFIELD

☐ CITY PARK RUGBY FIELD

☐ SKATE PARK AT CITY PARK

☐ QUINN'S SPORTS COMPL FIELDS

☐ ROTARY PARK

☐ SCHOOL DISTRICT FIELDS

☐ DIRT JUMP PARK

☐ PARK CITY ICE ARENA

☐ OTHER:



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TEMPORARY STRUCTURES & FLAMMABLE MATERIALS

☒ I understand all temporary structures and flammable materials must be approved by the Park City Building Department. Such inspections will require a fire/building permit to be submitted 10 days prior to the event, as well as an on-site inspection the day of the event.

☐	TEMPORARY BLEACHERS	☐	INFLATABLES	☒	CANOPIES	☐	TEMPORARY BADGES	☐	TEMPORARY LIGHTING
--------------------------	---------------------	--------------------------	-------------	-------------------------------------	----------	--------------------------	------------------	--------------------------	--------------------

☒ TENTS 10X10 OR UNDER HOW MANY?: 245 (Artists, Sponsors, Vendors, Gates)

☒ TRAILER HOW MANY?: 10

STRUCTURES OVER 6 FEET TALL PURPOSE: HOW MANY:

DOES EVENT HAVE ELECTRICAL NEEDS?: ☒ YES ☐ NO DOES EVENT REQUIRE USE OF GENERATORS?: ☒ YES ☐ NO

WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?: ☐ YES ☒ NO

WILL THE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS, OR GASSES?: ☒ YES ☐ NO

Propane and gasoline for Food Trucks
NAME SUCH MATERIALS:

WASTE MANAGEMENT AND RECYCLING

☐ THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.

☐ THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.

☒ THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.

☒ THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.

☒ THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:

☒	PLASTIC	☒	PAPER	☒	ALUMINUM	☒	GLASS	☒	CARDBOARD	☐	COMPOST	☐	OTHER
-------------------------------------	---------	-------------------------------------	-------	-------------------------------------	----------	-------------------------------------	-------	-------------------------------------	-----------	--------------------------	---------	--------------------------	-------

☐ THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES.

☒ THE EVENT WILL BRING ITS OWN RESTROOMS AND SANITARY STATIONS.
(May be required by Summit County Health Department or Park City Building Department)

WILL ANIMALS BE AT THE EVENT?: ☐ YES ☒ NO IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS.

TYPES OF ANIMALS:

☐ I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN

WILL DOGS BE ALLOWED AT THE EVENT?: ☐ YES ☒ NO ☐ LEASHED ☐ UNLEASHED

☐ The Waste Management Plan and Environmental Management Plan have been attached to this application as described above.

FOOD & MERCHANDISE SALES

☒ I understand that all vendors must obtain a Park City Business license. All vendors serving food and drink may also be required to obtain a food service or food handler permit from Summit County.

WILL THERE BE SALE OF MERCHANDISE?: ☒ YES ☐ NO

WILL THERE BE COMPLIMENTARY FOOD?: ☒ YES ☐ NO

WILL THERE BE SALE OF FOOD?: ☒ YES ☐ NO

WILL THERE BE ALCOHOL FOR SALE?: ☒ YES ☐ NO

☒	BEER	☒	WINE	☒	LIQUOR	938
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☒	I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR LICENSES.					
☒	I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL MAY REQUIRE OTHER PERMITS.					
WILL FOOD ITEMS BE PRE-PACKAGED?:			☒	YES	☐	NO
WILL FOOD ITEMS BE COOKED ON SITE?:			☒	YES	☐	NO
☒	I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.					
WILL FOOD ITEMS BE PREPARED OFFSITE?:			☒	YES	☐	NO
Vendor items, food samples DESCRIBE ITEMS:						
TEMPORARY SIGNS						
WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:			☒	YES	☐	NO
☒	I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.					
SAFETY - SECURITY						
☒	THE EMERGENCY AND SECURITY PLAN HAS BEEN INCLUDED IN THE OPERATIONS PLAN, AS WELL AS CROWD CONTROL, ACCESS, AND FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE, AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS UPON REQUEST.					
THE EVENT WILL HAVE AMPLIFIED SOUND:			☒	YES	☐	NO
THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL:			☒	YES	☐	NO
COMMUNICATION NEEDS						
WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:			☒	YES	☐	NO
☒	INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.					
MARKETING OF EVENT						
PROPER MARKETING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: www.visitparkcity.com						
☒	I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.					
☐	I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.					
WHO IS THE TARGET MARKET FOR THIS EVENT?:						
WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)						
☒	☒	☒	☒			
LOCAL	REGIONAL	NATIONAL	INTERNATIONAL			
WILL THIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)			☒	YES	☐	NO
☒	☒	☒	☐			
LOCAL	REGIONAL	NATIONAL	INTERNATIONAL			
PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER, AND MAGAZINES:						
MEDIA (RADIO/TV): See supplemental media plan						
NEWSPAPER: See supplemental media plan						
MAGAZINES: See supplemental media plan						
OTHER: See supplemental media plan						
PLEASE SELECT RANGE OF MARKETING BUDGET:						
☐	☐	☐	☐	☒		
\$100 OR UNDER	\$100 - \$500	\$500 - \$1,000	\$1,000 - \$2,500	ABOVE \$2,500	939	



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APPLICANT AGREEMENT & SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed):	Hallie Stoller	
Signature:		Date: March 30, 2022



Park City Kimball Arts Festival

2022 Supplemental Plan

[Summary of Changes in 2022](#)

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[Festival Food and Drink](#)

[Educational Programming Summary](#)

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[Park City Kimball Arts Festival Waste & Recycling Plan](#)

[Insurance Requirements for the 2021 Park City Kimball Arts Festival](#)

[APPENDIX A: Park City Kimball Arts Festival Operations Timeline 2021](#)

[APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2021](#)

[APPENDIX C: Park City Kimball Arts Festival Site Plan 2021](#)

[APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2021](#)

[APPENDIX E: Park City Kimball Arts Festival PCMC Services, Street Closures, and Parking 2021](#)

[APPENDIX F: Park City Kimball Arts Festival Signage Plan 2021](#)

[APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2021](#)

Summary of Changes in 2022

- Kimball Art Center has redesigned the Park City Kimball Arts Festival logo to be more in line with the new Kimball Art Center logo.
- To better highlight our Local Artists, Emerging Artists, and First-Time Artists, Kimball Art Center has purchased ribbons (inspired by the Historical Building ribbons) for these artists to attach to their booths throughout the festival. Asterisks will also be added next to each Local Artist's name on the booth map.
- The bike valet will be located at 7th street and sponsored by Bahnhof Sports.
- Additional mixed use recycling located at high traffic areas, Green Team volunteers to assist with correct recycling and community glass recycling.
- Kimball Art Center is requesting use of the city-owned red picnic tables, adirondack chairs, and astroturf located at Bonanza Art Park. Kimball Art Center will take care of all transportation and labor as well as paint touch-ups or replacements as needed post event.
- The booth in the intersection of Heber and Main has been removed and will be replaced by wayfinding signage.
- The VIP Lounge (at Kimball Terrace) will remain open until 10pm on Friday and Saturday. The VIP Lounge will be open for regular festival hours on Sunday. Music programming will be provided by Park City Song Summit from 9-10pm on Friday and 8-10pm on Saturday. All performances will take place inside.
 - Friday 5pm-10pm
 - Saturday 10am-10pm
- Kimball Art Center is again requesting lamp post signage placement on Kearns Blvd.
- Kimball Art Center is asking the city council to allow Main Street businesses to place sandwich boards on the sidewalk during the Arts Festival weekend to market their businesses to festival attendees.
- Artist Marshaling for load-in Friday August 5th has moved from PCHS back to Deer Valley Lot 5.
- Additional Park & Ride location at Canyons for Festival Patrons.
- After discussions with Park City's Transportation Dept., Kimball Art Center will remove volunteers and paid employees from off-site parking lots (PCHS, Deer Valley, PCMR, Canyons) and replace them with signage created in conjunction with the Transportation Dept. We will reassign these volunteers and paid staff to the transit center and Swede Alley to direct gate traffic and answer festival/public transportation questions.
- The Kids Areas will be renamed **Creation Station** to attract a wider age range to the activities. This area will remain at Town Lift Plaza and will have the same layout as 2021.
- The Studio on Main activity will be removed from Schreurs Plaza and possibly replaced by a grab-and-go food vendor.
- Additional changes:
 - Face painting will not be programmed at the Kids Area due to Covid-19 concerns.
 - Kimball Art Center will be adding an opportunity drawing and live art making by YAA students (Young Artist Academy) to Locals Night programming in the Spirit Garden on Heber Ave. Open to the public, all attendees will have access to the Spirit Garden and will be able to participate in the opportunity drawing focusing on local businesses and bid on artwork created by the YAA students. The Spirit Garden will close at 9pm with the rest of the festival.
- Additional changes are listed below in the Covid-19 Considerations section.

About Kimball Art Center

Kimball Art Center (KAC) inspires and connects our community through art. We strive to be a creative influence in Park City, bringing people together to experience exhibitions, participate in educational programs, and share in the artistic process. At KAC, we value creativity, curiosity, collaboration, and diversity. All of our programs operate on the belief that the arts sustain vibrant communities, challenge assumptions, celebrate multiple perspectives, and foster positive social change.

Over the past year, KAC has worked hard to reimagine, deepen, and expand its vision to reflect contemporary social dialogues and meet the needs of our community. Guided by a fresh outlook, we will continue to inspire and connect through art, while curating world-class exhibitions and expanding the accessibility of our offerings. Our goal is to steward dynamic and inclusive spaces throughout the organization that reflect the diversity of our community and the full range of social issues that impact our friends, neighbors, and visitors. We want everyone to feel represented by our programs and welcome in our galleries and classrooms.

Consistent with our mission to make the arts accessible to everyone, KAC's studios host over 300 art classes each year across a variety of media and skill levels—from beginners to experts, and from toddlers to seniors. Not only does Kimball Art Center reach thousands of students each year through our classes and programs, we also offer educator nights for art teachers and peer-to-peer critique nights. Moreover, partnerships with local organizations such as the National Ability Center, Swaner EcoCenter, Park City Library, Basin Recreation, Park City Senior Center, Park City Education Foundation, and Connect Summit County help us extend the reach and accessibility of our programs.

For children in Kindergarten through 12th grade, KAC is at the heart of art education in Park City public schools. Our Elementary Visual Arts (E.V.A.) Program, for example, has provided thousands of local elementary students regular access to a visual art program. This is critical because we know that arts education builds confidence and social skills, develops creative problem-solving abilities, improves test scores in core subjects, and fosters imagination, compassion, and emotional intelligence. For adults, KAC offers one-day and multi-week workshops in diverse media (painting, glass, clay, photography, and more), and open studio time, which helps to create a supportive artistic community within our studios. Additionally, we offer drop-in adult and youth classes in painting, figure drawing, and ceramics throughout the week, which are accessible to visiting families.

Kimball Art Center also supports the creative community through our exhibition program, which brings nationally recognized shows to our galleries throughout the year. Each exhibition is thoughtfully curated and carefully executed to cultivate curiosity and engender critical thinking in an inclusive environment. Exhibitions showcase multivocality: emerging and established local, national, and international artists who work in diverse media and explore diverse perspectives on contemporary ideas. Programs and interactive elements accompanying the exhibitions offer meaningful educational experiences for visitors, helping them find connections between their lives and the artwork on display.

The kind of programming KAC offers is indispensable in our community, yet not found elsewhere. Park City has a range of commercial galleries and ticketed art events, but Kimball Art Center strives to offer exhibitions and programs that are low cost or free to the public and designed to inspire and connect. Thought-provoking, accessible programs, like ours, spark new conversations and offer meaningful insight into the diversity of everyday experience in our world. Meanwhile, our partnerships with other local and regional nonprofit organizations strengthen Kimball Art Center's programs and extend their reach.

About the Park City Kimball Arts Festival

While building a dynamic community of artists and art enthusiasts in our galleries and studios, Kimball Art Center also invites audiences to gather around community events that foster a communal sense of joy, social engagement, and local economic opportunity. Each year, the highly regarded Park City Kimball Arts Festival showcases the work of jury-selected artists from around the country, attracts thousands of visitors to Park City, and brings over \$25 million in economic impact to the community. Now in its 52nd year, this three-day open-air celebration of the arts is considered one of Park City's signature events.

In 1969, a group of local Park City artists came together to launch an open-air arts festival on historic Main Street. Their aim was to imbue Park City – already a bustling ski resort during the winter – with cultural offerings in the summer months. Inspired by the artists' creative energy, local philanthropist Bill Kimball decided to expand upon their efforts by creating Kimball Art Center, a permanent home for the visual arts in Park City.

Under guidance and management of Kimball Art Center and a longstanding partnership with Park City Municipal Corporation, the Park City Kimball Arts Festival – true to the spirit of its founders – has established itself as one of Utah's leading cultural events, attracting thousands visitors annually, and garnering national attention for the artists whose works are displayed.

Today, the Park City Kimball Arts Festival receives more than 1,000 artist applications to the festival annually. Applicants are reviewed by a blind jury and approximately 225 artists invited to participate. Due to Covid-19 precautions, we have decreased the number of invited artists to approximately 190 in 2021.

Funds raised from the event directly support:

- o Scholarships for low-income children to participate in art classes and camps
- o Art education and curriculum in public schools
- o After-school art programs in area elementary schools
- o Hands-on instructions for teenagers dedicated to the study and practice of the visual arts
- o Cross-curriculum lesson plans integrating art into core subjects
- o Access to free and thought-provoking exhibitions

COVID-19 Considerations

Due to continued COVID-19 concerns, Kimball Art Center is scaling back the Festival and adjusting the operational plan to meet the Summit County Health Department recommendations. Kimball Art Center believes we can continue to assist Park City's economic recovery by bringing business to Main Street merchants while keeping attendees, artists, staff, volunteers, and others safe.

Kimball Art Center has been working with city officials to ensure the 2022 Park City Kimball Arts Festival meets or exceeds all recommendations for a public event. Here are some of the steps we are committed to taking:

- Masks are recommended for staff, volunteers, and artists who are not yet vaccinated.
- We will have masks available at every entrance gate.
- Limit invited artists to approximately 190, occupying 246 booths, to allow for more space and better social distancing. This is an approximate 10% decrease from 2019.
- Hand sanitizer stations will be located throughout the Arts Festival with one station for at least each gate.
- Online ticketing will be prioritized in our marketing plan to allow for contact tracing if needed, less congestion at gates, and contactless entry.
- Digital communication for attendees, artists, staff, and volunteers will be available. This includes the festival map, list of artists, etc. Maps will also be printed in large format for in-person viewing at the festival.
- Staff and volunteers will be trained regarding masking, sanitization, social distancing and how to communicate recommendations with attendees and artists.
- All artists will be listed on the Park City Kimball Arts Festival website, allowing artists to gain sales from persons who are unable to attend.

In order to meet the above-noted requirements, Kimball Art Center requests the following additional services this year from Park City Municipal Corporation:

1. Additional cleaning for Main Street bathrooms
2. Providing PPE supplies for artists, volunteers, staff and attendees

Community Focus

To honor the Park City Kimball Arts Festival's local, grassroots founders, Kimball Art Center focuses on producing a festival that gives back to our community both financially, culturally, and energetically. Funds raised from the Park City Kimball Arts Festival directly impact the Park City community through arts education and the arts festival brings in more than \$470,000 in tax revenue annually. In addition to the financial benefits, the Arts Festival offers a cultural experience for Park City locals and its visitors.

As we continue to recover from the Covid-19 pandemic, it's more important than ever to strengthen our sense of community through the arts. Covid-19 has impacted us all and Kimball Art Center believes it is vital to actively support our local businesses and artists and to celebrate our tenacious local community.

Spirit Garden: Party Like a Local

During Locals Night, August 5th 5-9pm, Kimball Art Center will be adding some additional activations to the Spirit Garden on Heber Ave. as a thank-you to our local supporters. Open to all festival attendees, KAC will provide a space to enjoy live art making from the Young Artist Academy (YAA), to dance to local bands, and relax with a beverage from local breweries, distilleries, and wineries. KAC has also curated an opportunity drawing that will highlight local businesses and Park City's world-renowned recreational and cultural experiences. All festival attendees will have access to the Party Like a Local event and will be able to participate in the opportunity drawing.

The Spirit Garden will remain open to all festival attendees and will close at 9pm with the rest of the festival.

Artist Lunches

Kimball Art Center has decided to ask artists to order from local eateries for their lunches on Saturday, August 6th and Sunday, August 7th. Participating restaurants will keep all proceeds. Kimball Art Center will compile all lunch orders by Friday, July 29th. Each restaurant will be responsible for delivering lunches to the artists. Participating restaurants are asked to submit their limited menus to artsfest@kimballartcenter.org by **Thursday, July 7th**.

Local Artists

In an effort to export great art as well as import it, Kimball Art Center values the participation of our local artist community in the Park City Kimball Arts Festival. Each year, we reserve spaces on Main Street for artists from the Wasatch Back, regardless of jury scores. This year, we will have 15 participating artists so far whose primary residence is in Summit or Wasatch county.

New this year, Kimball Art Center will be adding an asterisk next to all local artists names on the festival map, as well as providing ribbons for their booths that recognize them as local artists.

Event Schedule ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule](#))

	Date	Day	Start	Finish
Arts Festival	August 5	Friday	5:00 PM	9:00 PM
Arts Festival	August 6	Saturday	10:00 AM	8:00 PM
Arts Festival	August 7	Sunday	10:00 AM	6:00 PM

Admission

Attendees can purchase tickets online prior to the festival and day-of at the gates. All sales will be processed through Etix software. Etix will assist in contact tracing should the need arise and will also allow attendees to receive updates via email. Additional donations will be taken at the gates via a QR code and cash donation buckets.

Festival Leadership Team

	Title	Phone	Email
Hillary Gilson	Arts Festival Director	609-405-1254	Hillary.Gilson@kimballartcenter.org
Hallie Stoller	Operations	310-367-7801	Hallie.Stoller@kimballartcenter.org
Meisha Ross	Marketing & PR	435-659-9283	Meisha@kimballartcenter.org
Jaimie Mitchell	Development Associate	435-640-1042	Jaimie.Mitchell@kimballartcenter.org
Aldy Milliken	Executive Director	502-599-3213	Aldy.Milliken@kimballartcenter.org

Park City Kimball Arts Festival Event Offices and Lounges

Event Offices: Gateway – Suite 201

VIP Lounge: Kimball Terrace - 675 Main Street

Volunteer Lounge: Gateway – Suite 201

Artist Lounges: Gateway – Suite 201 and Rockwell Room - 268 Main

Staff Offices: Gateway – Suite 201

Parking/Transportation ([See APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2021](#))

Parking operations are divided into artist/Kimball Art Center staff parking and public parking. All artist/staff parking lots are manned by Festival staff/volunteers to ensure efficient parking and to monitor numbers. Paid public parking in China Bridge is managed by PCMC.

Free public parking lots are located at Deer Valley Resort, Park City Mountain, Canyons and Park City High School. These lots are serviced by Park City Transit and High Valley's free bus service.

Kimball Art Center encourages all Festival attendees to take advantage of this convenient mode of transportation. Walking or biking to the event is also promoted and a **complementary bike valet is provided at 7th Street**. Kimball Art Center actively discourages attendees from driving a personal vehicle and attempting to park near the Festival.

The Park City Kimball Arts Festival is a fully accessible event. All of our parking areas provide accessible parking. *In addition, we provide a complimentary Festival golf cart shuttle to those who need assistance during the Festival. Please feel free to contact us with any questions at (435-649-8882).*

Reserved Parking

	Use	Available	Requested
Flagpole Lot – Oversized	Artist	57	57
Galleria Lot – Oversized	Artist	9	9
Historic Wall Lot – Oversized	Artist	60	60
Bob Wells Plaza Parking	Staff	9	9
Old China Bridge L1	Staff	15	15
Old China Bridge L2	Artist	86	86
Old China Bridge L3	Artist	91	91
China Bridge Roof – Oversized	Artist	78	78

Public Parking

	Type	Park & Ride	Parking Cost	Available
DVR Lot 5	Public	Yes	Free	200 *excluding 8/5 and 8/6 nights
PCM-Silver King & Main	Public non exclusive use	Yes	Free	200

PCM-Canyons Village Cabriolet Lot	Public non exclusive use	Yes	Free	200
China Bridge, Marsac	Public	No	Set by PCMC	as per PCMC
Park City High	Public	Yes	Free, available Sat & Sun	
Sandridge Lots, North & South	Public	Yes	Free	

Transportation & Traffic

Many of the streets in Old Town will be open to residents with access passes only. These streets will be monitored by police. Resident access passes will be provided by KAC and distributed by PCMC's Special Events Team.

The Festival team is working closely with Park City Municipal event staff, Park City Transit, High Valley Transit, Park City Police and satellite parking providers in order to develop a comprehensive traffic, transportation and parking plan.

Park City Kimball Arts Festival Site Plan ([See APPENDIX C: Park City Kimball Arts Festival Site Plan 2022](#))

Artists will converge along Main Street beginning at 4:00am on Friday, August 5th in preparation for opening at 5:00pm. Breakdown of the Festival will begin at 6:01pm on Sunday, August 7th and will conclude by 5:00pm on Monday, August 8th.

Park City Kimball Arts Festival Operations ([See APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2022](#))

The Park City Kimball Arts Festival requires the collective efforts of all Kimball Art Center staff, temporary Festival employees, interns, PCMC event staff, and hundreds of volunteers. The Festival set and strike is very complex, requiring detailed plans to set-up the artist, vendor, and merchant booths, food trucks, stages, beer gardens, and support services in order to operate within the size and time restrictions of Main Street. Initial set-up for the Arts Festival begins on Monday, August 1st in off-street locations. This initial set-up should have little to no impact on Main Street. Additional set-up begins on Wednesday, August 3rd and strike begins Sunday, August 7th at 6:01pm with Main Street open by 11:00 pm. The entire Festival is cleared by 5pm Monday, August 8th.

Festival Food and Drink

Kimball Art Center is partnering with food vendors to offer concessions and beverages. Attendees will be encouraged to bring their own already filled water bottles and there will be two refill stations available, one at the base of Town Lift and another at Miner's Park. Dog bowls will also be available at each water station.

Alcohol will be available at two locations: the Food Truck Roundup, located in the Wasatch Brew Pub parking lot, and the Spirit Garden, located on Heber Ave. in between Main Street and Park Ave. Top Shelf Services will manage the set-up, strike, staffing, and service for both bar locations.

Food Truck Roundup

Bar Partners and Footprint:

- 10'x20' Top Shelf bar set-up.
- 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- TBD Brewery
- Old Town Cellars
- Alpine Distilling

Food Trucks and Vendors to be finalized.

Non-alcoholic Beverages:

- 10'x8'trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff.
 - Seltzer Water
 - Aluminum Water Bottles
 - Soda 1
 - Soda 2

Miner's Park

Food and Drink Vendors:

- Sailor Coffee

Non-alcoholic Beverages:

- Hydration Station for refilling water bottles.

Spirit Garden on Heber

Bar Partners and Footprint:

- One 10'x20' Top Shelf bar set-up.
- One 8'x4' Top Shelf refrigeration trailer
- High West Distillery
- TBD Brewery
- Old Town Cellars
- Alpine Distilling

Food Vendors:

*Located outside the Spirit Garden footprint on Heber Ave in between Swede Alley and Park Ave.

- C&C Candies
- Burton's Maple

Non-alcoholic Beverages:

- 10'x8'trailer provided by Coca-cola will sell a limited product line of Coca-cola products. Trailer will be staffed by KAC volunteers and staff.
 - Seltzer Water
 - Aluminum Water Bottles
 - Soda 1
 - Soda 2

Educational Programming Summary

Kimball Art Center will be providing exhibition based programming for persons of all ages throughout the festival. Programming will be based on KAC's current exhibition, *More Than A Thousand Words*, featuring work by ten renowned and newly emerging artists who have practiced at Creative Growth, a leader in the field of arts and disabilities. Programming will also be based on the work of Nancy Rivera, Kimball Art Center's 2022 Artist in Residence.

The *Creative Station* (previously the Kids Area) will be located at Town Lift Plaza and will host activities for youth attendees. *Studio on Main* locations will be the Kimball Art Center info booth (intersection of Heber Ave. and Main Street) and Miner's Park and will host additional exhibition programming for teens and adults.

To promote access, KAC has removed the cost to participate in all educational programming. There will be a suggested donation of \$5 per activity via a QR code or cash donation bucket.

Creation Station

- Town Lift Plaza
 - Sensory Self-Portraits Create a self-portrait using a mirror, textured puffy paint and craft materials. *Inspired by the exhibition Creative Growth currently on view at Kimball Art Center.*
 - Community Collaboration Weave string in and around the tent area to create a large community installation. *Inspired by the exhibition Creative Growth and the work of Judith Scott currently on view at Kimball Art Center.*
 - Wearable Art Activity Paint a pendant to wear with your own unique design!
 - Scavenger Hunt Search for answers throughout the Festival, engage with the art and artists, and turn in the Scavenger Hunt clue card to the *Creation Station* at Town Lift Plaza in exchange for a prize.

Studio on Main

- KAC Info Booth
 - Exhibition Programming 1 - TBD name and description
- Miner's Park
 - Exhibition Programming 2 - TBD name and description
 - Wheel Try It - Watch demonstrations by Kimball Art Center teachers and try your hand at the wheel. *Experimentation is encouraged, pieces created will not be fired.

Music Programming Summary

Mountain Town Music (MTM) has partnered with Kimball Art Center to program the Park City Kimball Arts Festival music stages in the Spirit Garden and Food Truck Roundup. KAC and MTM have decided to schedule musical acts that showcase music as a performative art form and highlight different genres of music. Educational materials will be provided to inform patrons of the origins and cultural significance of each genre. Local bands will also be programmed.

Park City Kimball Arts Festival Waste & Recycling Plan ([See APPENDIX D: Waste & Recycling Plan](#))

Momentum Recycling has agreed to provide recycling bins to supplement the existing recycling bins on Main. Recycling for the Arts Festival will focus largely on plastic, cardboard, metals, glass, Styrofoam, and wood. Landfill waste will be collected by a Kimball Art Center Festival staff member or by the PCMC contractor as part of their enhanced daily service.

- Landfill Waste:
 - Kimball Art Center will use the city owned trash receptacles as well as supplemental temporary waste bins.
- Temporary Compost Stations: Set up at Food Truck Roundup food vendor site. Food vendors will be educated with compost requirements and they will be strongly advised to compost through Momentum Recycling
- Temporary Waste Stations: Kimball Art Center will place temporary waste stations at bathroom and food vendor locations.
- Temporary Recycling Stations: Kimball Art Center will place temporary recycling stations at bathroom and food vendor locations. One will also be created for artists to recycle or reuse any packaging materials.
- Temporary dumpsters: Additional dumpsters requested - (2) 30yd temporary dumpsters at Historic Wall Lot and Swede Alley Bump Out, and (1) 8yd dumpsters at Park and Heber.
- An additional 17' X 9' glass recycling dumpster provided by Momentum will be placed at the Brew Pub lot for event & community use
- Additional recycling stations from Momentum at 9th street entrance

Waste and recycling operations will take place during all event hours. Contracted vendors & Green Team volunteers will be responsible for monitoring volumes and waste stream classifications.

Recycling, waste and compost reports will be created after the festival by Momentum Recycling and Kimball Art Center.

Insurance Requirements for the 2022 Park City Kimball Arts Festival

Liability Insurance Amount:

- General Liability of \$2,000,000 per occurrence/ \$4,000,000 aggregate.
- Auto Liability of \$2,000,000 combined single limit for bodily injury and property damage per accident.
- Proof of Workers Compensation with regard to statutory limits of \$500,000 per accident. (Please note the City does not have to be listed as additional insured on this policy specifically.)

- o Kimball Art Center shall require any **hired security** to provide a policy of general liability and auto liability insurance and name both Kimball Art Center and Park City Municipal Corporation as additional insureds on the policy limits set forth above.
- o Kimball Art Center shall provide proof that it requires any **hired security** to provide a proof of Workers Compensation insurance in the amount that is required above. (Please note the City does not have to be listed as additional insured on this policy specifically.)

Description of Operations/Special Items Box must include:

Park City Municipal Corporation is hereby named an additional insure with respect to liability arising out of or in connection with KAC's activities under the Service Agreement and further indemnify the City from liability occurring at the event, except for any claim arising out of the sole negligence or intentional torts of the City or its employees. It is suggested that the insurer have AM Best Financial Strength rating of at least A:VII.

Certificate Holder:

Park City Municipal Corporation PO Box 1480 Park City, UT 84060 Please email certificates to the Park City Special Events Coordinator as follows: Jenny Diersen jenny.diersen@parkcity.org Any change of these requirements must be approved prior to approval of permit by both the Special Events Coordinator and the City Attorney's Office. Event permits are void until Certificate of Insurance has been provided and accepted as outlined in the conditions of approval on the Special Event.

APPENDIX A: Park City Kimball Arts Festival Operations Schedule 2022

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Monday	8/1/22	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	Marking locations for booths on streets
Monday	8/1/22	Set up KAC offices	8:00	17:00	Gateway	Truck parking on Swede	PCKAF	
Monday	8/1/22	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Tuesday	8/2/22	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Tuesday	8/2/22	Ops Prep and Set	8:00	17:00	Off street		PCKAF	Off street prep and set
Tuesday	8/2/22	Street Sweeping OK	8:00	17:00	Main St		PCMC	Ok if needed
Wednesday	8/3/22	Bob Wells Plaza CLOSED	6:00	24 hr	BWP	BWP parking	PCMC	Closed through Sunday, 23:00
Wednesday	8/3/22	Set Bob Wells Plaza	6:00	17:00	BWP	BWP parking	PCKAF	Set Ops Compound
Wednesday	8/3/22	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Wednesday	8/3/22	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Wednesday	8/3/22	Brew Pub Lot Closed	7:00	24 hr	Brew Pub Lot	North or South as needed?	PCMC	Stage, tents, FF&E set
Wednesday	8/3/22	Tent, FF&E Set/Stage	8:00	17:00	Off street		PCKAF	Off street prep and set
Thursday	8/4/22	Street Booth Marking	6:00	17:00	Main St, side streets		PCKAF	
Thursday	8/4/22	Brew Pub Lot Closed	7:00	24 hr	Brew Pub Lot	All	PCMC	Stage, tents, FF&E set
Thursday	8/4/22	Ops Prep and Set	7:00	17:00	All areas		PCKAF	Off street prep and set
Thursday	8/4/22	Tent, FF&E Set/Stage	7:00	17:00	Off street		PCKAF	Off street, BWP, 5th, 7th, etc
Thursday	8/4/22	Tent, FF&E Set/Stage	7:00	17:00	Town Lift Plaza		PCKAF	Kid's Area set
Thursday	8/4/22	Stage Ops Trucks	7:00	17:00	All areas		PCKAF	Ops trucks parked in Fest locations
Thursday	8/4/22	Tent, FF&E Set/Stage	7:00	17:00	All areas		PCKAF	FF&E staging on Heber and side streets
Thursday	8/4/22	Tent, FF&E Set/Stage	7:00	17:00	Main St	Reserved parking spaces	PCKAF	Tent, FF&E staging in reserved parking spaces
Thursday	8/4/22	Remote Parking Lot Set/Stage	7:00	17:00	All areas		PCKAF	DVR, PCHS, PCM

Friday	8/5/22	Main Street CLOSED	3:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Friday	8/5/22	Heber and side streets CLOSED	3:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Friday	8/5/22	Main St Delivery Window - Friday only	3:00	6:00	Main St	All side streets	PCKAF	All traffic NORTH BOUND ONLY
Friday	8/5/22	Festival Operations	3:00	21:00	All Areas			
Friday	8/5/22	ARTIST EARLY MOVE IN	3:00	7:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/5/22	ARTIST PARKING	3:00	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Friday	8/5/22	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Friday	8/5/22	ARTIST STAGING DVR	6:00	17:00	DVR	Lot 5	PCKAF	Artist staging for Move In phase 2
Friday	8/5/22	ARTIST MOVE IN - phase 2	7:00	17:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Friday	8/5/22	Old Town Permit Access	7:00	21:00	Old Town		PCMC	
Friday	8/5/22	Swede Alley Permit Access	7:00	21:00	Swede		PCMC	Reminder for Police coverage of Left turn lane off DVD to Swede
Friday	8/5/22	Public Parking Operations: DVR	N/A	N/A	DVR	Lot 5	PCKAF	No PCKAF parking Fri night due to concert
Friday	8/5/22	Public Parking Operations: PCHS	16:00	21:00	PCHS		PCKAF	Construction in Doizer Field Lot
Friday	8/5/22	Public Parking Operations: PCM	16:00	21:00	PCM	Silver King, Main, Canyons	PCKAF	Non exclusive use
Friday	8/5/22	Public Parking Operations: China Bridge	TBD	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Friday	8/5/22	No Main St Planter Watering			Main St		PCMC	No access for planter watering on Friday. Early access Sat and Sun, if needed.
Friday	8/5/22	PARK CITY KIMBALL ARTS FESTIVAL	17:00	21:00	Main St		PCKAF	PCKAF hours
Friday	8/5/22	PCKAF Heber Beer Garden Event	17:00	22:00	Heber	Beer Garden	PCKAF	Event extends 1 hour after Festival close at 21:00 to 22:00
Saturday	8/6/22	Main Street CLOSED	3:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00

Saturday	8/6/22	Heber and side streets CLOSED	3:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Saturday	8/6/22	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets
Saturday	8/6/22	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Saturday	8/6/22	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed
Saturday	8/6/22	Festival Operations	6:00	20:00	All Areas		PCKAF	
Saturday	8/6/22	Artist Move In/Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Saturday	8/6/22	Old Town Permit Access	8:00	20:00	Old Town		PCMC	
Saturday	8/6/22	Swede Alley Permit Access	8:00	20:00	Swede		PCMC	
Saturday	8/6/22	ARTIST PARKING	24 hr	24hr	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only
Saturday	8/6/22	Public Parking Operations: DVR	9:00	17:00	DVR	Lot 5	PCKAF	Art Fest parking ends at 17:00 due to concert
Saturday	8/6/22	Public Parking Operations: PCHS	9:00	20:00	PCHS		PCKAF	
Saturday	8/6/22	Public Parking Operations: PCM	9:00	20:00	PCM	Silver King, Main & Canyons	PCKAF	Non-exclusive use
Saturday	8/6/22	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Saturday	8/6/22	PARK CITY KIMBALL ARTS FESTIVAL	10:00	20:00	Main St		PCKAF	PCKAF hours
Sunday	8/7/22	Main Street CLOSED	3:00	24hr	Main St	All	PCMC	Closed through Sunday, 23:00
Sunday	8/7/22	Heber and side streets CLOSED	3:00	24hr	Heber	All side streets	PCMC	Closed through Sunday, 23:00
Sunday	8/7/22	Swede Alley Delivery Window - NO MAIN ST ACCESS	5:00	9:00	Swede		PCKAF	No deliveries on Main, Heber or side streets
Sunday	8/7/22	Trash/Recycling Pick Up Service - NO ACCESS TO MAIN	5:00	8:00	Swede		PCMC	No Trash/Recycling service on Main. Access on Swede only. Can't block traffic
Sunday	8/7/22	Main Street Planter Watering	5:00	7:00	Main St		PCMC	Early AM plant watering as needed

Sunday	8/7/22	Festival Operations	6:00	18:00	All Areas		PCKAF	
Sunday	8/7/22	Artist Move In/Resupply	6:00	8:00	Main St		PCKAF	NO UNAUTHORIZED VEHICLES ALLOWED ON MAIN
Sunday	8/7/22	Old Town Permit Access	8:00	18:00	Old Town		PCMC	
Sunday	8/7/22	Swede Alley Permit Access	8:00	21:00	Swede		PCMC	NO PUBLIC ACCESS TO SWEDE UNTIL 21:00
Sunday	8/7/22	ARTIST PARKING	24 hr	23:59	Swede	CB, FP, GA, HW, BP	PCKAF	Artist Parking in Permit Areas Only Until 12 am
Sunday	8/7/22	Public Parking Operations: DVR	9:00	18:00	DVR	Lot 5	PCKAF	Non-exclusive use
Sunday	8/7/22	Public Parking Operations: PCHS	9:00	18:00	PCHS		PCKAF	
Sunday	8/7/22	Public Parking Operations: PCM	9:00	18:00	PCM	Silver King, Main & Canyons	PCKAF	Non-exclusive use
Sunday	8/7/22	Public Parking Operations: China Bridge	9:00	TBD	China Bridge	MARSAC ENTRANCE ONLY	PCMC	Paid Parking. No public access on Swede Alley - Marsac entrance only
Sunday	8/7/22	PARK CITY KIMBALL ARTS FESTIVAL	10:00	18:00	Main St		PCKAF	PCKAF hours
Sunday	8/7/22	ARTIST MOVE OUT	18:00	23:00	Main St		PCKAF	Per schedule. NORTH BOUND TRAFFIC ONLY
Sunday	8/7/22	Festival Operations: STRIKE	18:00	23:00	All Areas		PCKAF	Per Strike schedule
Sunday	8/7/22	Festival Strike: Diamond Rentals	18:00	23:00	All Areas		PCKAF	Per Diamond Strike schedule
Sunday	8/7/22	Swede Alley OPEN	21:00		Swede		PCMC	Propose to keep Swede closed to public until 23:00 for safety reasons
Sunday	8/7/22	Main Street OPEN	23:00		Main St	All	PCMC	
Sunday	8/7/22	Heber and side streets OPEN	23:00		Heber	All side streets	PCMC	
Monday	8/8/22	Standard Delivery Window Open			Main St	All Areas		Resume regular schedule
Monday	8/8/22	Festival Operations: STRIKE	8:00	17:00	All Areas		PCKAF	Per Strike schedule
Monday	8/8/22	Festival Strike: Diamond Rentals	8:00	17:00	Brew Pub	All Areas	PCKAF	Per Diamond Strike schedule

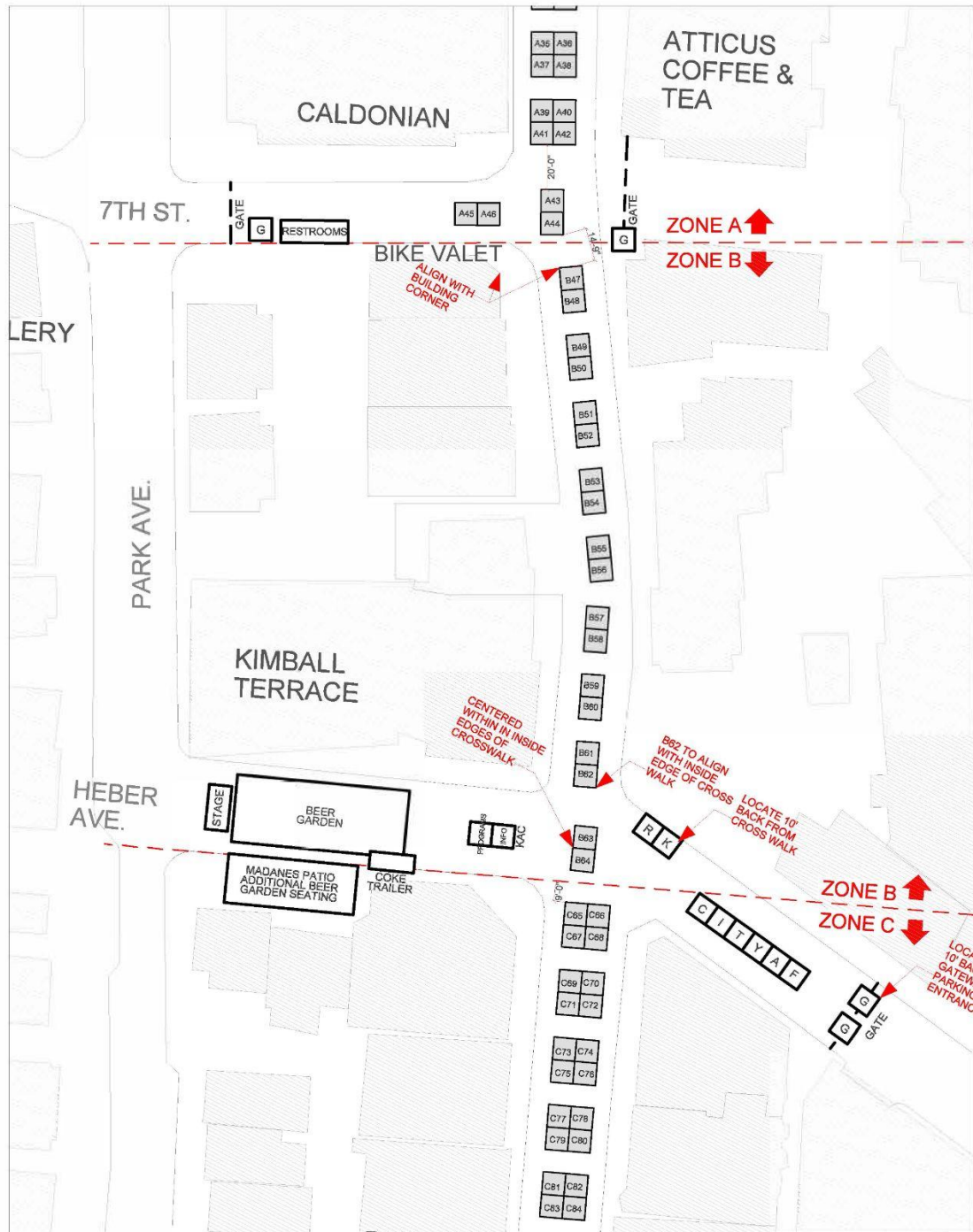
Monday	8/8/22	Festival Operations: STRIKE	8:00	17:00	Town Lift		PCKAF	Per Strike schedule
Monday	8/8/22	Festival Operations: STRIKE	8:00	17:00	All Areas		PCKAF	Per Strike schedule
Monday	8/8/22	Festival Operations: STRIKE	8:00	17:00	BWP		PCKAF	Bob Wells Plaza Ops Compound
Monday	8/8/22	Festival Strike: Signage	8:00	17:00	Remote Parking Lots	DVR, PCHS, PCM	PCKAF	Pick up equipment in DVR, PCHS, PCM parking lots
Monday	8/8/22	Festival Operations: STRIKE COMPLETE		17:00	All Areas		PCKAF	The End

APPENDIX B: Park City Kimball Arts Festival Public Parking Summary 2022

Day	Date	Action	Start	End	Location	Site Description	Owner	Notes
Thursday	8/4/22	Set up remote parking lot; tents, tables, signage	18:00	20:00	DVR	Lot 5	PCKAF	
Thursday	8/4/22	Set up remote parking lot; signage	7:00	17:00	PCHS		PCKAF	Set up signage
Thursday	8/4/22	Set up remote parking lot; signage	7:00	17:00	PCM	Silver King, Main	PCKAF	Set up signage
Friday	8/5/22	Artist staging for set up	4:00	16:00	DVR	Lot 5	PCKAF	
Friday	8/5/22	DVR concert parking	16:00	22:00	DVR	Lot 5	DVR	Concert parking
Friday	8/5/22	Arts Festival free parking	16:00	21:00	PCHS		PCKAF	Arts Festival runs from 17:00 to 21:00
Friday	8/5/22	Arts Festival free parking	16:00	21:00	PCM		PCKAF	
Friday	8/5/22	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Saturday	8/6/22	Arts Festival free parking	9:00	15:00	DVR	Lot 5	PCKAF	No festival parking after 16:00
Saturday	8/6/22	DVR concert parking	15:00	22:00	DVR	Lot 1-5	DVR	Concert parking
Saturday	8/6/22	Arts Festival free parking	9:00	20:00	PCHS		PCKAF	Arts Festival runs from 10:00 to 20:00
Saturday	8/6/22	Arts Festival free parking	9:00	20:00	PCM	Silver King, Main & Canyons	PCKAF	
Saturday	8/6/22	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC
Sunday	8/7/22	Arts Festival free parking	9:00	18:00	DVR	Lot 5	PCKAF	Arts Festival runs from 10:00 to 18:00
Sunday	8/7/22	Arts Festival free parking	9:00	18:00	PCHS		PCKAF	
Sunday	8/7/22	Arts Festival free parking	9:00	18:00	PCM	Silver King, Main & Canyons	PCKAF	
Sunday	8/7/22	Arts Festival paid parking	8:00	0:00	China Bridge	Marsac Entrance	PCMC	Paid Parking; rate TBD by PCMC

APPENDIX C: Park City Kimball Arts Festival Site Plan 2022

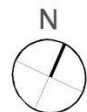




NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE B

2022 PARK CITY KIMBALL ARTS FESTIVAL

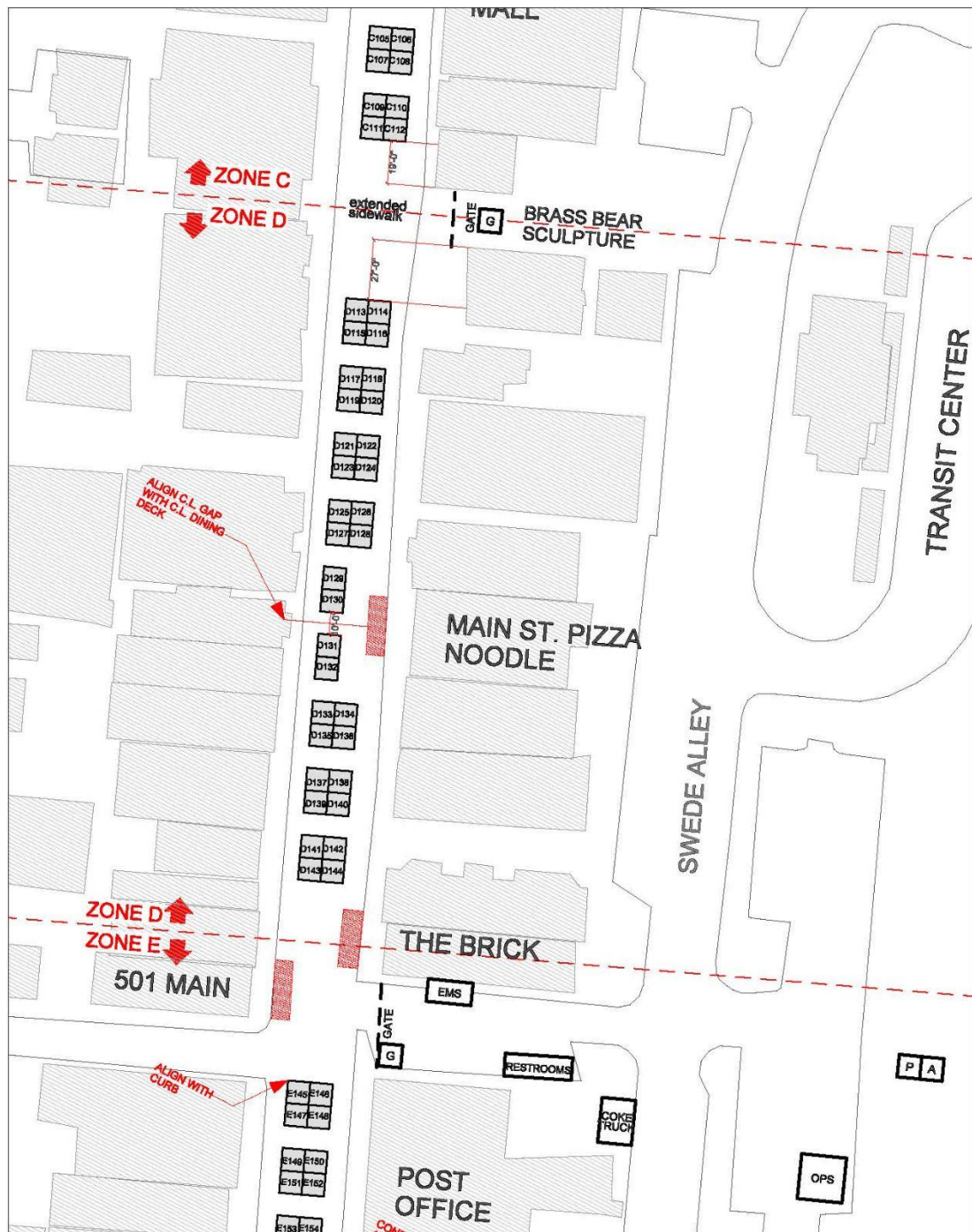


SCALE: 1" = 60'-0"



A compass rose with four quadrants. The top quadrant is labeled 'N' for North. A thick black line is drawn from the center towards the North-East, and the sector between this line and the East axis is shaded.

SCALE: 1' = 60'-0"



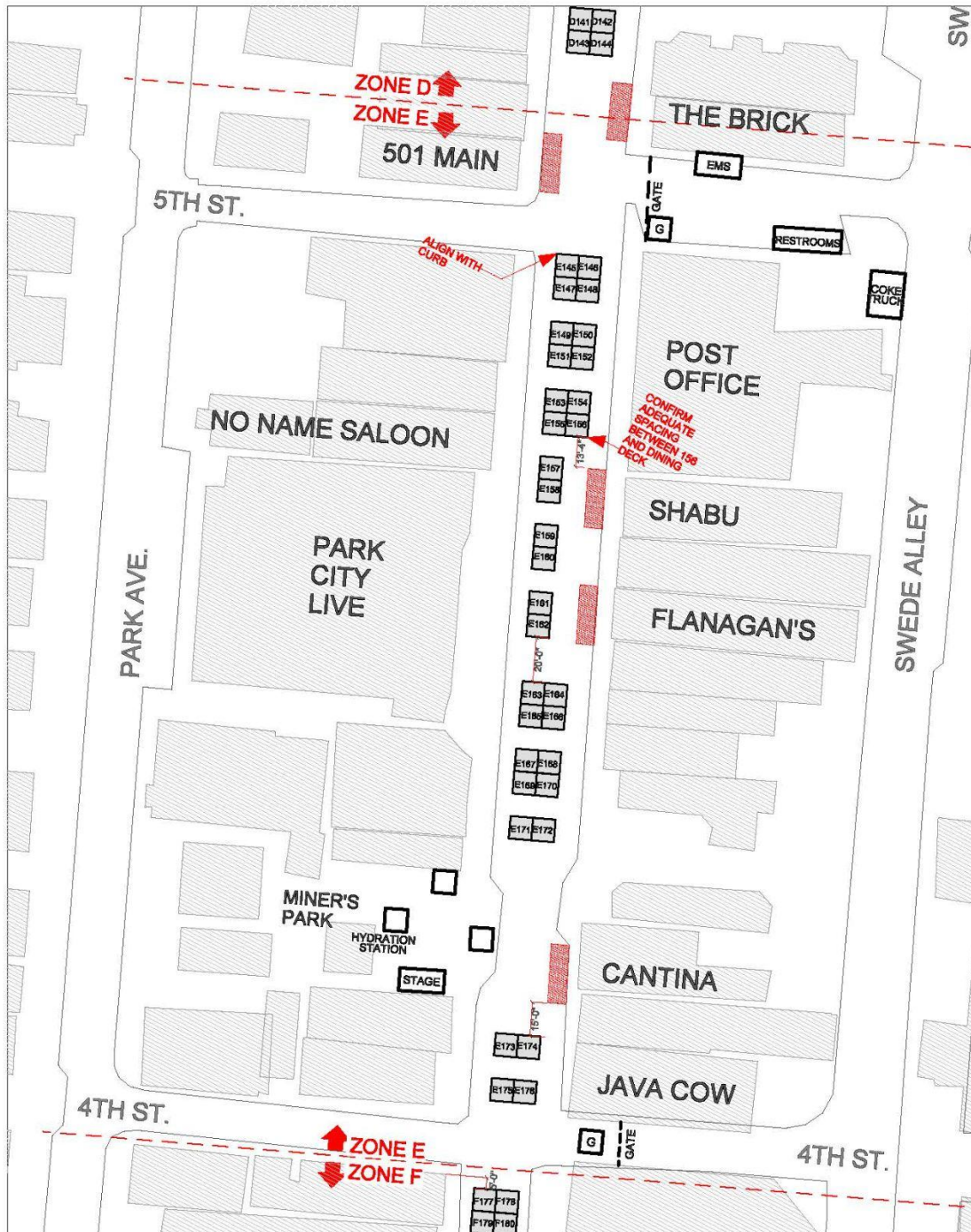
**NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED**

MAIN STREET - ZONE D

2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1' = 60'-0"

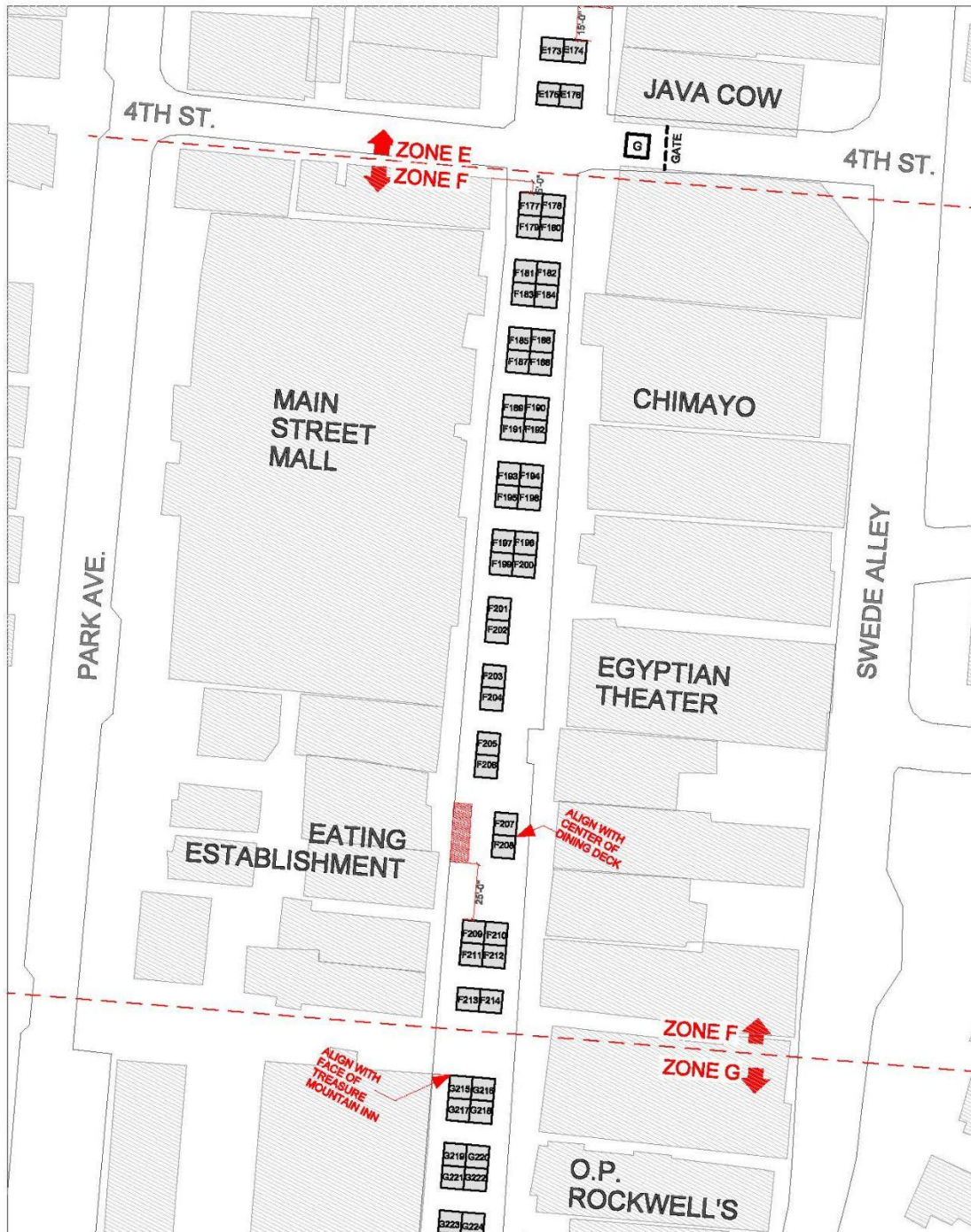


NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE E
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

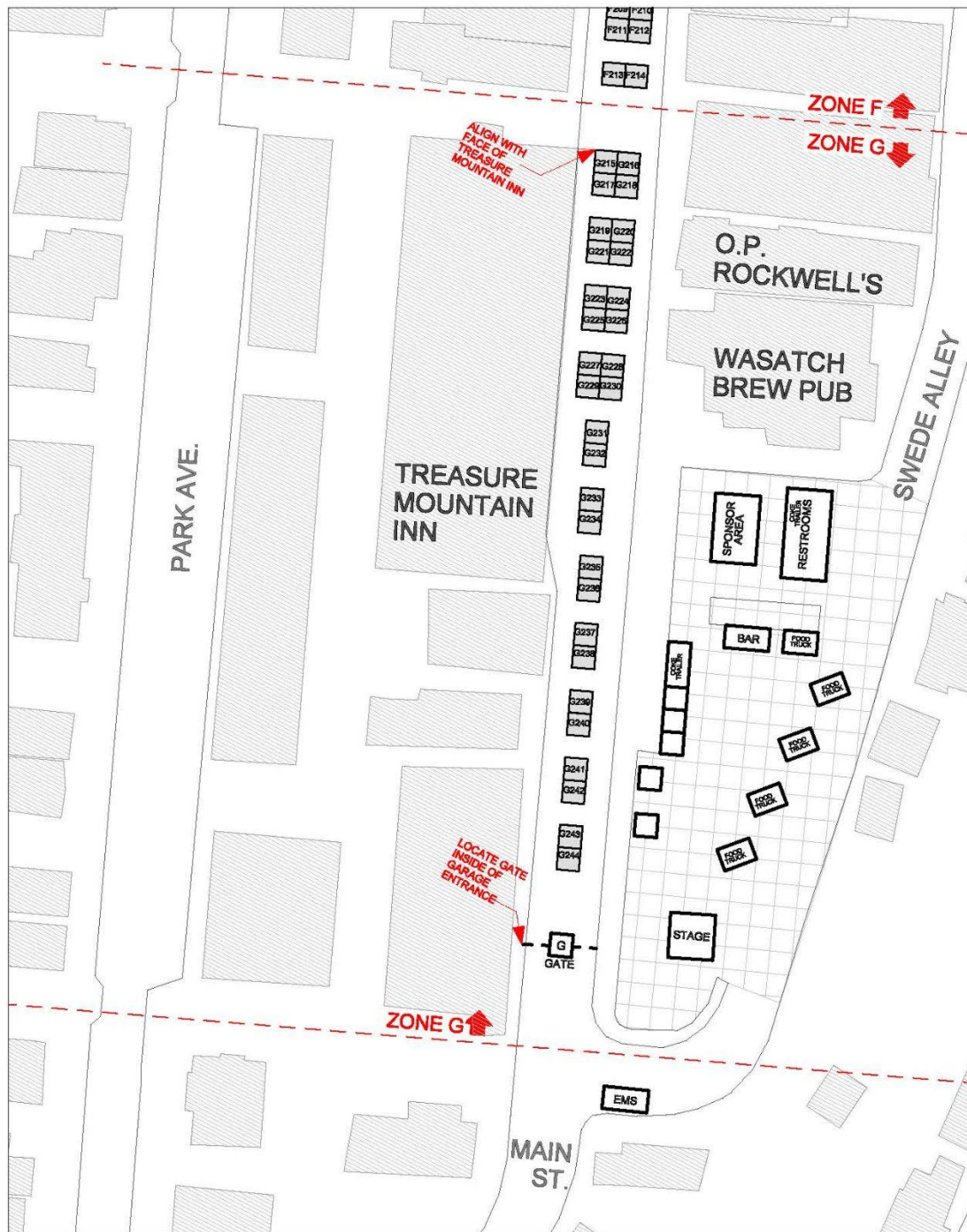


NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE F
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1' = 60'-0"



NOTE ALL BOOTHS TO BE
SPACED AT 10' APART, TYP.
UNLESS OTHERWISE NOTED

MAIN STREET - ZONE G
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

APPENDIX D: Park City Kimball Arts Festival Sustainability and Waste Plan 2022

Overview

The Park City Kimball Arts Festival is committed to providing sustainable event solutions. In addition to our standard practice of waste recycling and landfill diversion, in 2021 PCKAF adopted a number of sustainable practices to reduce our overall carbon footprint including:

- Additional bins for the recycling of single-use plastic water bottles
- Created “Hydration Stations” and encouraged use of refillable bottles
- Request all food vendors to use compostable materials
- Increased recycling stations
- Used Goal Zero generators and solar panels throughout Festival
- Provided free bike valet
- Encouraged use of public transportation
- Partnered with Rocky Mountain Power’s Blue Sky renewable energy program to purchase renewable energy credits (RECs) for all power used at gates

Recycling/Waste

The PCKAF has partnered with Momentum Recycling to collect and divert numerous waste streams. Park City Municipal will assist with waste management for this year.

Targeted Sustainability Programs

- Eliminate the use of disposable plastic bags
- Provide composting services
- Further promote public transportation and bike usage
- Eliminate idling during set-up and break down
- Encourage artists and vendors to use sustainable and compostable packaging
- Introduce glass recycling at bars
- Reduce use of paper for maps and programs. Most materials will be digital.
- Require the use of recyclable, reusable, or otherwise sustainable materials from all vendors
- Continue to offer and promote a free bike valet
- Continue use of “Artist Packaging Donation & Reuse Center” at the Operations Compound (used packaging and containers can be donated for reuse by others)

Sustainability Operations

Working with PCMC and our recycling and waste partners, PCKAF will focus on providing numerous physical and programmatic opportunities to reduce, recycle, and reuse throughout the event. Examples include:

- Efforts to collect and divert waste streams during key operational phases such as load-in and load-out
- Targeted and concentrated recycling container placement near food vendor, concessions and bar areas
- Signage and Green Team volunteers in heavy use areas to ensure waste and recycling is sorted correctly
- Additional glass recycling dumpster for community use and festival glass disposal
- Composting services in in Food Truck Roundup area
- Artist and vendor outreach and notification of PCKAF sustainability efforts
- Sustainability services for artists and vendors, including an artist packaging donation, collection, and reuse area
- Public sustainability messaging and signage
- Transportation and parking staff support, reduce idling, reduce vehicle traffic

Sustainability and Waste Summary Table and Map

Area/Zone	Key	Provider	Notes
Recycling and Waste Station	1.1	PCMC, Momentum Recycling	Entry Gate and high traffic area
Bike Valet	1.2	PCKAF and Banoff	
Recycling and Waste Station	2.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Recycling and Waste Station	2.2	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area
Temporary Dumpster	2.3	PCMC	
Artist Recycle & Reuse Station	4.1	PCKAF and Momentum Recycling	Located at Ops Compound
Recycling and Waste Station	4.2	PCKAF, PCMC, Momentum Recycling	Entry Gate and high traffic area
Temporary Dumpster	6.1	PCMC	
Recycling, Compost and Waste Station Community Glass Recycling	7.1	PCKAF, PCMC, Momentum Recycling	Food vendor and high traffic area

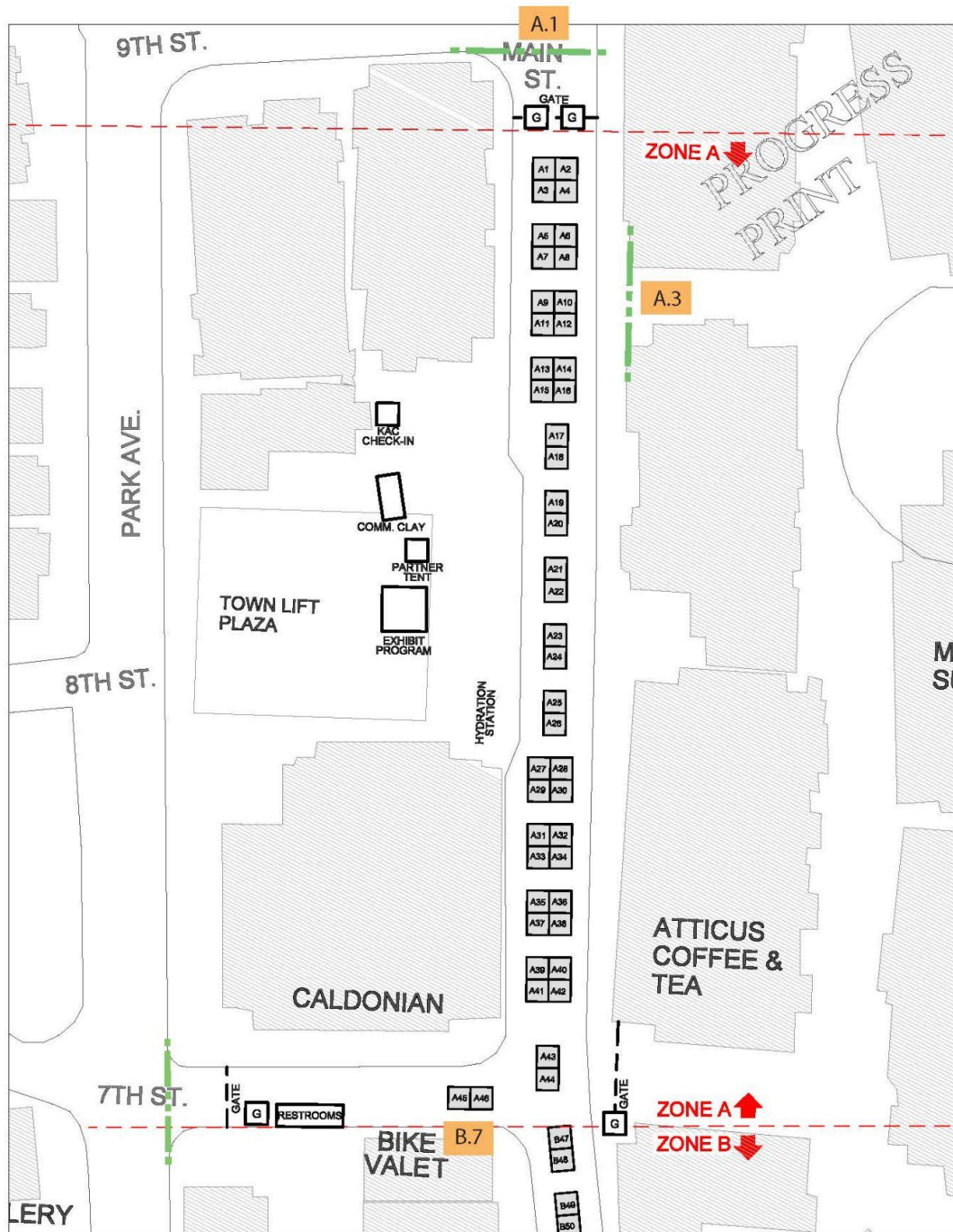


APPENDIX E: Park City Kimball Arts Festival Parking, Closures, and Street Ops 2022

Zone	Item	Owner	Key	Location	Site Description	Day	Date	Start	End Day	End Date	End Hour	Notes
A	Transit stop - Lower Main	PCMC	A.1	Lower Main St	9th St	Friday	8/5/22	17:00	Sunday	8/7/22	19:00	PC Transit service on request
A	Marriott Summit Watch parking entrance - CLOSED	PCMC	A.3	Main St	Garage entrance on Main	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	No access to Main st from garage
B	Media/Musician/Service Parking A	PCMC	B.1	Park Ave	East Curb, N of Heber	Friday	8/5/22	7:00	Sunday	8/7/22	19:00	Short term parking for media, musicians, service
B	Media/Musician/Service Parking B	PCMC	B.2	Park Ave	West Curb, N of Heber	Friday	8/5/22	7:00	Sunday	8/7/22	19:00	
B	Heber Stage - Musician loading zone	PCKAF	B.3	Park Ave	Intersection of Heber	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Musician loading zone for Heber Stage
B	NO PARKING - Heber	PCMC	B.4	Heber Ave	N curb to Main	Thursday	8/4/22	8:00	Sunday	8/7/22	23:00	Stage FF&E
B	Portable Restrooms	PCKAF	B.5	7th St	South curb	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	Stage on South side of street
B	Dumpster - 8yd	PCMC	B.6	Park Ave	East Curb, N of Heber	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	PCMC provides temporary dumpster
B	Bike Valet	PCKAF	B.7	7th Street	7th St. Banhoff Sport	Friday	8/5/22	17:00	Sunday	8/7/22	19:00	Free Bike Valet service by Banhoff
C	NO PARKING - Heber	PCMC	C.1	Heber Ave	N curb cut	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
C	NO PARKING - Heber	PCMC	C.2	Heber Ave	South Curb to Swede	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
C	NO PARKING - Heber	PCMC	C.3	Heber Ave	North Curb to Swede	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
C	ARTIST PARKING - Galleria	PCKAF	C.4	Galleria Lot	All Spaces	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Oversized Vehicles by permit
C	Transit stop - Swede Alley	PCMC	C.5	Heber at Swede		Friday	8/5/22	3:00	Sunday	8/7/22	23:00	PC Transit service on request

C	ARTIST PARKING - Flag Pole Lot	PCKAF	C.6	Swede at Gateway	Flag Pole Lot	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Oversized Vehicles by permit
D	Transit stop - Swede Alley	PCMC	D.1	Swede	Across from Transit Center	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	PC Transit service on request
D	ADA PARKING	PCMC	D.2	Swede	Behind PC Museum	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Accessible Parking
D	ARTIST PARKING - Historic Wall Lot	PCKAF	D.3	Swede	Historic Wall Lot	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Oversized Vehicles by permit
D	NO PARKING - 5th St Post Office	PCMC	D.4	5th St East	Between Main and Swede	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
D	NO PARKING - 5th St West	PCMC	D.5	5th St West	Between Main and Park	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
D	NO PARKING - Swede	PCMC	D.6	Swede	West Side	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
D	Dumpster - 30 yd	PCMC	D.7	Bob Wells Plaza	East Wall	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	PCMC provides temporary dumpster
D	EMS Incident Command Post	PCFD	D.8	5th East	South Curb	Thursday	8/4/22	8:00	Sunday	8/7/22	20:00	Set up Thurs am
E	NO PARKING - Bob Wells Plaza	PCMC	E.3	Bob Wells Plaza	All Parking	Wednesday	8/3/22	6:00	Monday	8/8/22	17:00	Deliveries on Wednesday, Ops Compound
E	Portable Restrooms	PCKAF	E.1	5th East	Corner of Swede, behind Post Office	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	Set up next to planter behind PO
E	NO PARKING - Swede East	PCMC	E.2	Swede	East Curb, Bob Wells	Thursday	8/4/22	7:00	Sunday	8/8/22	23:00	Deliveries on Thursday
E	ARTIST PARKING - China Bridge	PCKAF	E.4	China Bridge PS	L1, L2, L3, S Roof	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Artist, staff, musician, by permit only
E	NO PARKING - 4th St East	PCMC	E.5	4th St East	Between Swede and Main	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
E	Miner's Park Loading	PCKAF	E.6	4th St West	4th between Park and Main	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Staff, vendors loading into Miner's Park

E	NO PARKING - 4th St West	PCMC	E.7	4th St West	4th between Park and Main	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	
F	Recycling truck or dumpster	PCKAF	F.2	Swede	Curb Cut behind Firewood	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	Momentum Recycling
F	Dumpster - 30 yd	PCMC	F.3	Swede	Curb Cut behind Firewood	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	PCMC provides temporary dumpster
F	ARTIST PARKING - China Bridge	PCKAF	F.1	China Bridge PS	L1, L2, L3, S Roof	Friday	8/5/22	3:00	Sunday	8/7/22	23:00	Artist, staff, musician, by permit only
G	NO PARKING - Brew Pub Lot	PCMC	G.1	Brew Pub Lot	North	Wednesd ay	8/3/22	7:00	Monday	8/8/22	17:00	Deliveries, staging
G	NO PARKING - Brew Pub Lot	PCMC	G.2	Brew Pub Lot	South	Wednesd ay	8/3/22	7:00	Monday	8/8/22	17:00	Deliveries, staging
G	Momentum 17' Painted Glass Recycling Bin Placement	PCKAF	G.5	Brew Pub Lot	North	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	Momentum Recycling
G	Portable Restrooms	PCKAF	G.3	Brew Pub Lot	North	Thursday	8/4/22	7:00	Monday	8/8/22	17:00	
G	EMS vehicle	PCFD	G.4	Swede at Main	On curb near intersection	Friday	8/4/22	17:00	Sunday	8/7/22	18:00	Fri 17:00-21:00, Sat 10:00-20:00, Sun 10:00-18:00
H	Main St - Ops Staging	PCKAF	H.1	Main St	Reserved Parking Spaces	Thursday	8/4/22	7:00	Sunday	8/7/22	23:00	Parking spaces reserved for tent, equip staging

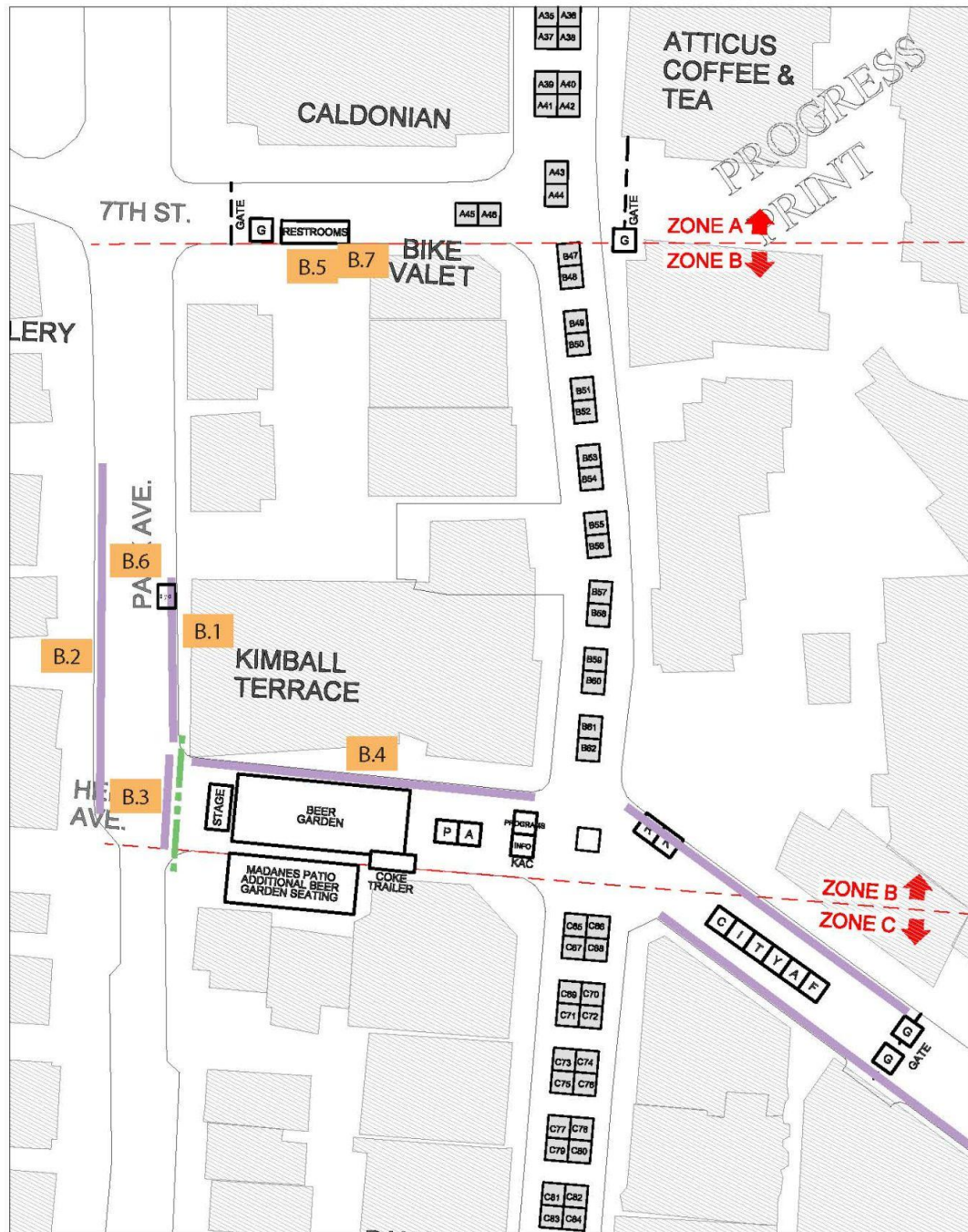


MAIN STREET - ZONE A
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

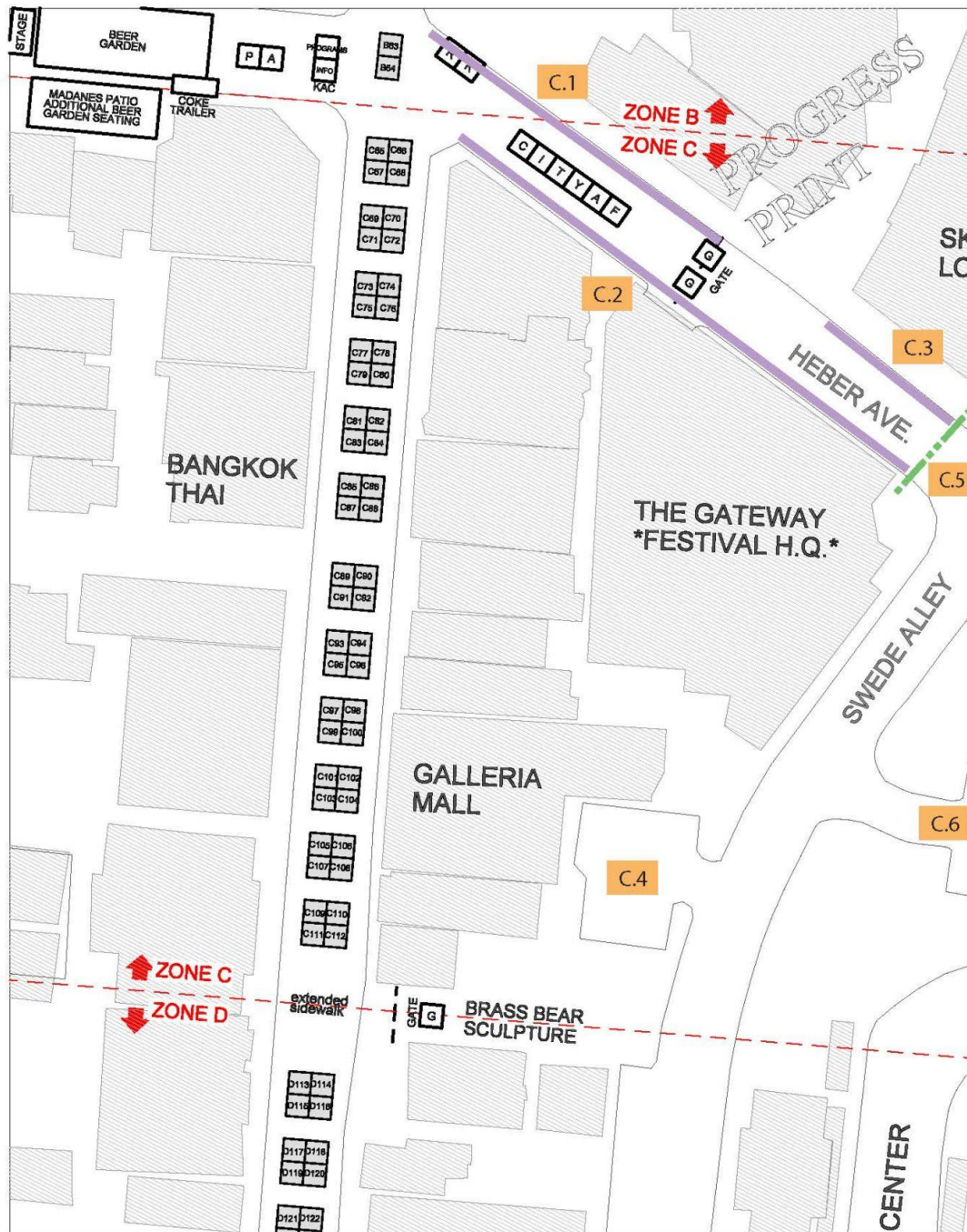


MAIN STREET - ZONE B
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

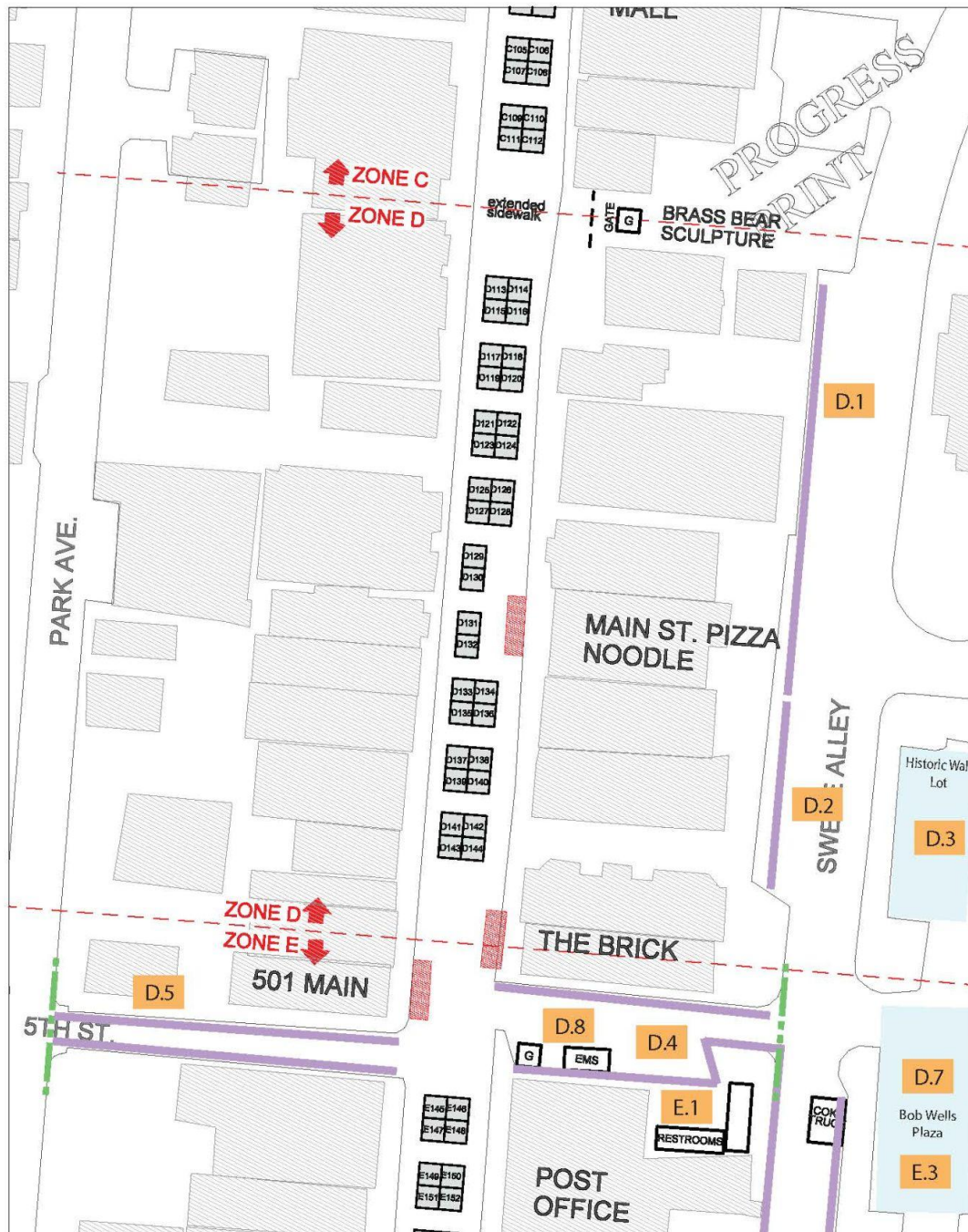


MAIN STREET - ZONE C
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

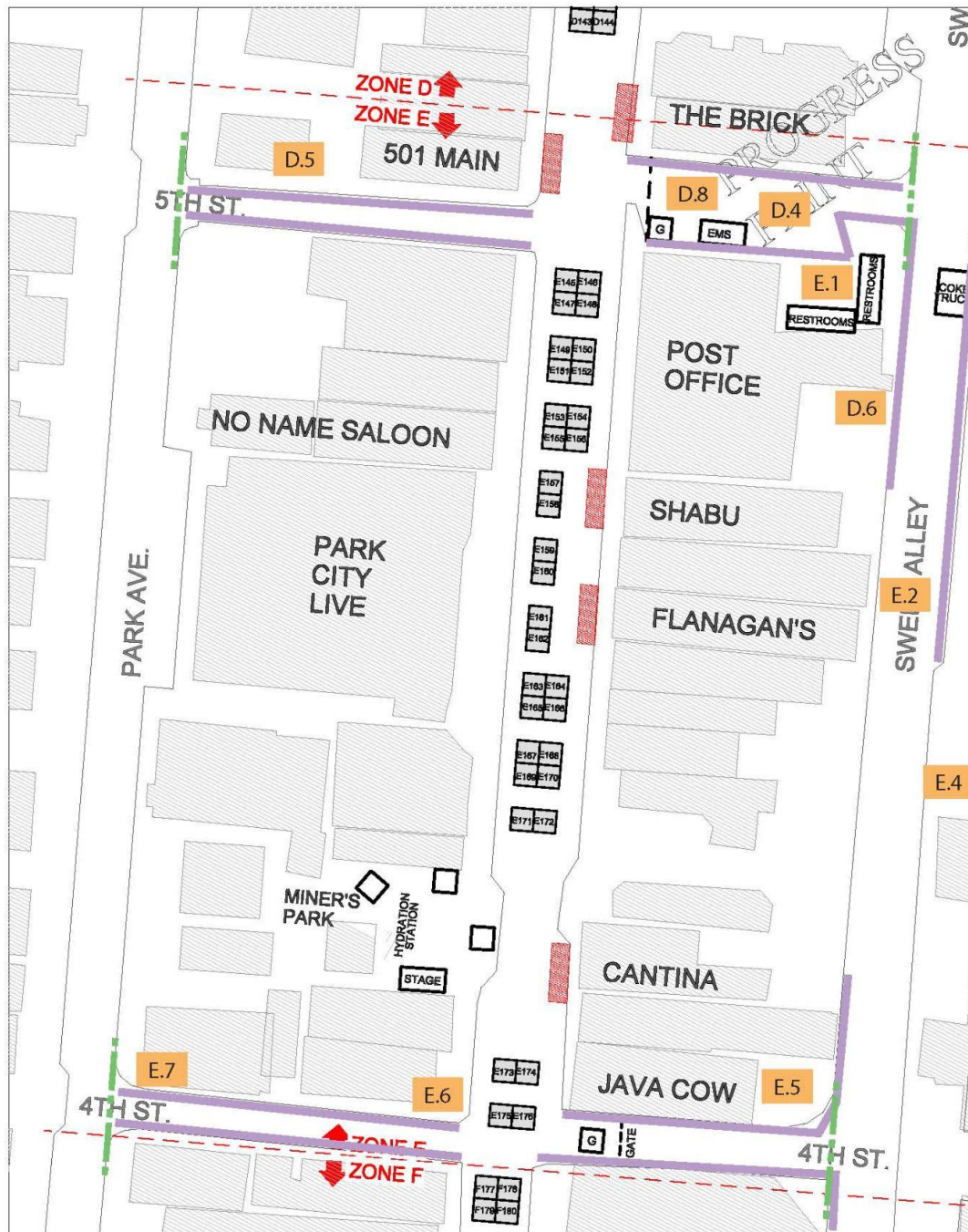


MAIN STREET - ZONE D
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



MAIN STREET - ZONE E
2022 PARK CITY KIMBALL ARTS FESTIVAL

SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate

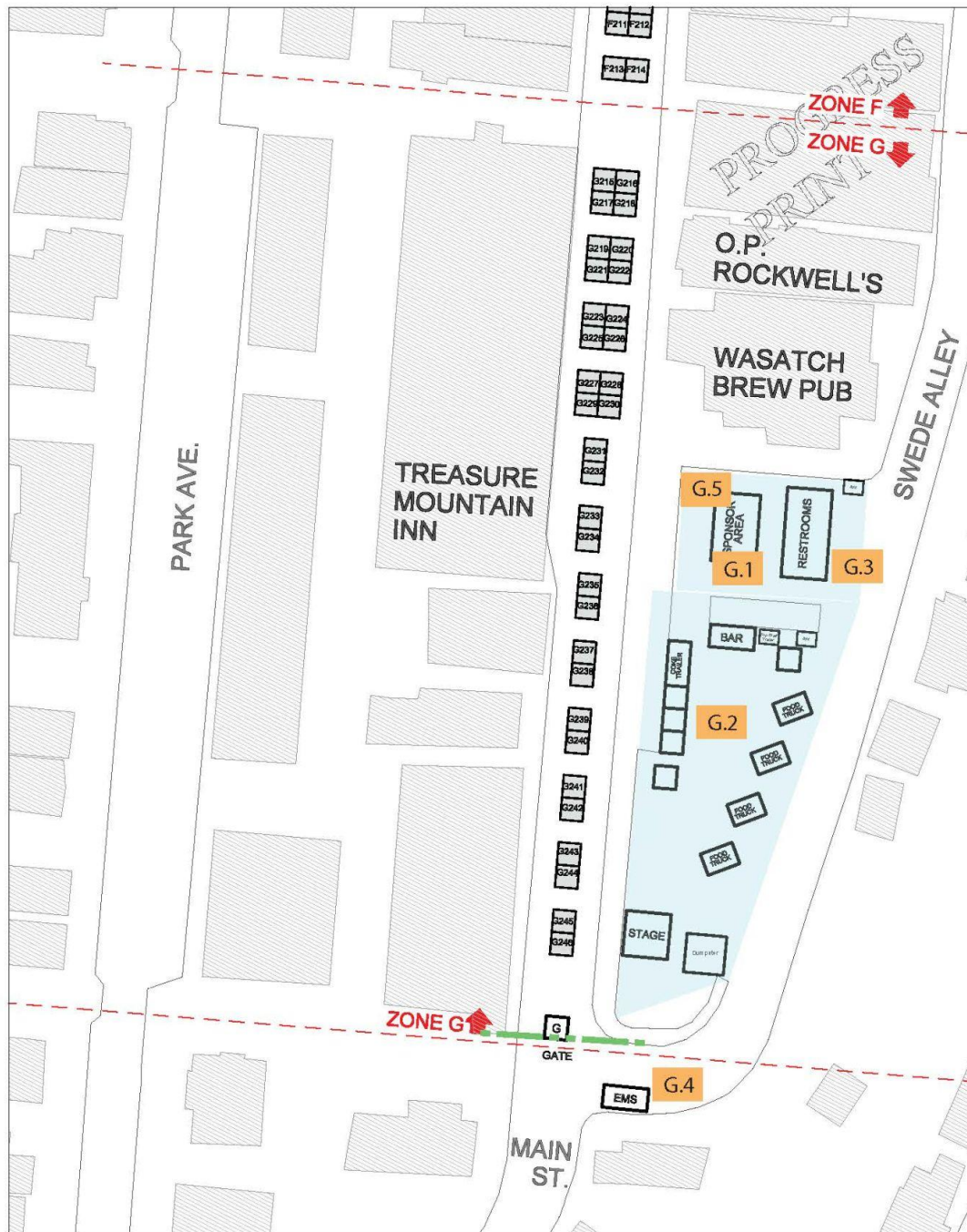


MAIN STREET - ZONE F
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



MAIN STREET - ZONE G
2022 PARK CITY KIMBALL ARTS FESTIVAL



SCALE: 1" = 60'-0"

Note: festival map is drawn presuming base site plan provided by Park City Planning Department is accurate



DRAFT

APPENDIX F: Park City Kimball Arts Festival Signage Plan 2022

***Attached as PDF**



DRAFT

APPENDIX G: Park City Kimball Arts Festival Emergency Plan 2022

Emergency Phone Numbers:

Summit County Dispatch	435-615-3600
Park City Police	435-615-5500
Park City Fire Department	435-649-0653
Park City Emergency Management	435-640-2222
Park City Hospital	435-658-7000
Dominion Energy	1-800-323-5517
Summit County Sheriff	435-615-3600
Summit County Health Department	435-333-1500
Summit County Animal Control	435-615-3985
Utah Highway Patrol	435-647-7718
Rocky Mountain Power	1-888-221-7070

Kimball Art Center Contacts:

Hillary Gilson, Arts Festival Director	609-405-1254
Hallie Stoller, Operations Manager	310-367-7801

Fire & Medical Emergencies

Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives.

In Case of a Medical Emergency:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
2. Location (Your specific site location),
3. Your name and phone number where you can be called back,
4. Do not move victim unless absolutely necessary,
5. And stay on the telephone until the Dispatcher has all needed information and allows you to hang up.

In case of fire:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
2. Give the nature of the emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police will provide rescue, traffic, communications and crowd control.
3. Alert people in the immediate vicinity to evacuate to the safest designated areas. [SEE ATTACHED MAP(S)]
4. Use a fire extinguisher if the fire is small and you have been trained in how to operate the device.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. DO NOT REENTER THE AREA. If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who

have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

Weather Related Emergency

The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the activity. Choose the safest alternative.

Before Any Event:

Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

Lightning:

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

Lightning Safety Rules:

- Keep an eye on the sky,
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle,
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees,
- If you are out in a field, get to the lowest point,
- Move away from a group of people,
- Avoid metal,
- Avoid contact with electrical equipment or cords,
- Avoid contact with plumbing,
- Stay away from windows and doors, and stay off porches,
- Do not lie on concrete floors and do not lean against concrete walls.

COVID-19 Outbreak Response Plan

If Festival staff receive notification of attendee testing positive for COVID-19, staff will immediately notify Summit County Health Department at 435-333-1500 and follow directions received. In addition to precautions listed above, the following precautions should be taken if attendee is suspected of having COVID-19:

- If attendee is exhibiting the symptoms listed below, they will be isolated and onsite EMT will be contacted:
 - Fever above 100.4
 - Cough
 - Shortness of breath

- Fatigue
- Recent change in sense of smell or taste
- Staff will follow Summit County Health Department's recommendation regarding utilization of contact trace information and disseminating information to attendees

Active Shooter: (<https://www.ready.gov/active-shooter>)

During

RUN and escape if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.

HIDE if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with the police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.

- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Wind:

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must have a City permit, have 50# of weight per leg and be inspected by the PCMC Building Dept. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

Hail:

Most hail storms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.
- Stay away from windows.

Excessive Heat:

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler? The on-site event organizer will offer or encourage participants to:

- Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
- Wear a wide-brimmed hat, sunglasses, and sunscreen.
- Provide cooling places with misting stations.

Microburst Rainfall:

Microburst rainfalls occur within a plume of air with high amounts of moisture directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:

- Listen to the radio or television for information.

- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
- Be aware of streams, drainage channels, and other areas known to flood suddenly.
- Let participants know not to walk through moving water. Six inches of moving water can make you fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

Earthquake:

An earthquake can be dangerous, however it is unknown when an earthquake will happen or how strong it may be. Should a powerful earthquake happen (that is a 7.0 magnitude in the valley), it may result in a 5.6-5.8 magnitude here in Park City and surrounding areas. Precautions should be in place should an earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.

- Initially Drop Cover and Hold On
- Stay calm and await instructions from emergency personnel or a designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.

Terrorism:

An aspect of terrorism that affects many people who work in sensitive or governmental buildings is the bomb threat. Usually the person who receives the threat is someone who works for a corporation targeted by individuals or factions who have some type of violent complaint. A terrorist attack with conventional weapons such as firearms, explosives or incendiary devices in the United States remains possible, though unlikely.

BEFORE: Learn about the nature of terrorism. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access. Foreign terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks. Learn about the different types of terrorist weapons including explosives, kidnappings, hijackings, arson, and shootings. Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises. Be alert and aware of the surrounding area. The very nature of terrorism suggests that there may be little or no warning. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Learn where emergency exits are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located. Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall or break in an explosion. The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following: Review emergency evacuation procedures. Know where fire exits are located. Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid. Contact the local chapter of the American Red Cross for additional information.

BOMB THREATS: If you receive a bomb threat: Get as much information from the caller as possible. Notify the police and the building management immediately. Keep the caller on the line and record

everything that is said. After you've been notified of a bomb threat do not touch any suspicious packages. Evacuate the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalk or streets to be used by emergency officials.

DURING: In a building explosion, get out of the building as quickly and calmly as possible. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire, stay low to the floor and exit the building as quickly as possible. Cover nose and mouth with a wet cloth. When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper parts of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot to the touch, do not open the door--seek an alternate escape route. Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

AFTER: If you are trapped in debris. Use a flashlight. Stay in your area so that you don't kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort--shouting can cause a person to inhale dangerous amounts of dust.

Fires and Floods:

Floods are the most common and widespread of all natural hazards. Some floods develop over a period of days, but flash floods can result in raging waters in just a few minutes. Flash floods carry a deadly cargo of rocks, mud, other debris and in some instances dangerous bacteria. Floods can occur without any visible rainfall. Mudslides are another danger created by flooding.

- During heavy rains, artist booths will be covered by artists and supported by staff if able
- Festival may close early based on weather conditions

Reference Information:

[Summit County Family Emergency Preparedness Guide](#)
[Park City Outdoor Special Events Emergency Plan](#)
[CDC COVID-19 Business Response Guidance](#)

Event Timeline & Operations

The Park City Kimball Arts Festival will be held as follows:

Park City Kimball Arts Festival Hours:

- Friday, August 6, from 5:00 to 9:00 p.m.,
- Saturday, August 7 from 10:00 a.m. to 8:00 p.m.
- Sunday, August 8 from 10:00 a.m. to 6:00 p.m., break down and move out by 12:00 a.m.

The footprint of the event includes:

- All of Main Street (and side streets),
- Swede Alley,
- Heber Avenue,
- Bob Wells Plaza,
- Flagpole Parking Lot,
- Wasatch Brew Pub Parking Lot
- Nonexclusive use of Sand Ridge Parking Lots and China Bridge.
- 9th Street is to remain open for Transit Operations.
- Part of North Marsac lot is to remain the footprint for Park City Police, Fire, Sherriff, Emergency Management and other Public Safety Personnel. The other section will be used for Parking Permit holders.
- 7th Street will be utilized as the location for the Bike Valet.

Locations for Kids Activities, VIP, Volunteer, KAC and Staff Offices are as follows:

- Kids Activities – Town Lift Plaza
- Volunteer Lounge – Gateway Business Center with satellite location at the Rockwell Room
- Media Lounge – Gateway Business Center
- KAC Staff Check In & Offices – Gateway Business Center

Admission & Tickets

- Daily ticket sales will replace weekend passes.
- Friday Locals Free night will return.
- Advanced Ticket pricing: \$10/day for adults, \$5/day for kids (ages, 6-17), free for 5 and under.
- Day of Ticket pricing: \$12/day for adults, \$7/day for kids (ages, 6-17), Free for 5 and under.

Operations & Set Up for the Park City Kimball Arts Festival

- Operational Set Up begins on Wednesday, August 4. Outreach will take place the week leading up to this event and will notice HPCA and surrounding residents of parking removals.
- Operational Set Up in the Brew Pub Lot will begin on Wednesday, August 4 on the South side of the lot, entire lot on Thursday, August 5.
- Event Setup begins on Friday, August 6 at 3:00 a.m.
- Event Break Down will be complete by Sunday, August 8 at 11 p.m.
- Operational breakdown will be complete by Tuesday, August 10, 2021.

Transportation & Parking Plans

The Kimball Art Center and Park City Staff continue to work closely regarding Transportation and Parking Plans. In coordination with the Transportation Planning and Parking Services Department the Kimball Art Center has created a transportation and parking plan that is consistent with the work that is being implemented to reduce traffic in the City.

Parking has been secured for Park City School District, Park City Resort and Deer Valley at various times throughout the Festival. PCKAF and Staff are working to coordinate consistent messaging for residents and attendees regarding impacts and expectations. Transportation Plans will include:

- Bus Only Lane on Deer Valley Drive
- Free Parking at Park City School District and Resort Lots (times may vary)
- Ecker Hill Park and Ride
- Paid Parking Friday Rates are normal Saturday and Sunday rates are \$5 per hour max \$18 from 9 to 5 p.m. at 5, rates drop to \$3 per hour max \$18 first hour free.
- Increased Public Safety Personnel at Key Intersections at Residential Access Points on Friday Night of the Festival.
- Bike Valet at 7th Street –the same as in 2019.
- As in years past, Transit will add additional Transit Operations on 9th Street and the Old Town Transit Center.
- Staff is working to develop Taxi, Ride Share and Hotel Shuttle drop off and pick up locations. These have not yet been finalized at the time of this report.
- In addition, KAC continues to encourage all attendees to Carpool, Bus, Bike and Walk to the event.

Community Engagement & Notification Plans

The Kimball Art Center and Staff have worked to increase notifications regarding the event for both guests and residential impacts. The following is a list of Community Engagement & Notification plans for the event.

- Text Alert System – Text PCARTSFEST to 888777 to receive impact information
- HPCA Coordination & Information – City Staff attended May & June HPCA meetings to make them aware of changes this year. Staff will continue to update and coordinate with HPCA as the event approaches.
- City Hosted Impact Information – To be posted on the City and Kimball Art Center's Website. Such information is geared to help residents understand impacts and mitigations during the event.
- Door to Door Merchant and Resident outreach
- Kimball Art Center has provided a direct contact list for coordination with the City's Community Engagement and Emergency Management Teams.
- Social Media, Radio, TV and Newspaper Marketing & Information – specifically to address using alternate modes of transportation

Environmental Sustainability

As part of their City Service Agreement, Kimball Art Center has a staff member in charge of managing waste for the event. In addition to offering recycling at their event, Kimball Art Center is taking steps to reduce environmental impacts at the 2021 Park City Kimball Arts Festival by:

- All entrance gates will be powered and sponsored by Rocky Mountain Power renewable power sources.
- All food vendors are required to use compostable serving materials.
- The Kimball continues to promote alternative transportation options to the event.
- The Kimball staff will work with vendors to promote a no idling policy during set up and breakdown of the event.
- Require vendors (food and artists) to no longer use plastic bags, and to use recyclable serving materials. It is highly encouraged that packaging and serving materials be biodegradable.
- Require vendors to properly disposal of waste water.

Exhibit B: Analysis of Park City Kimball Arts Festival 2022

- Tents will be weighted with cement blocks instead of water filled weights as available.
- Kimball has encouraged their food vendors to no longer offer products in glass bottles or use Styrofoam.
- Offering a free Bike Valet
- Encouraged vendors to have materials printed on post-consumer recyclable materials.
- Many artists use repurposed or recycled materials in their work.

Signage

- As in 2019, a banner sign will be placed to the Marriot Summit Watch/Town Lift pedestrian bridge and the stairs leading from Main Street to the Town Lift Plaza.

Financial Considerations

According to section 10 of the City Services Agreement, The Kimball Art Center is required to make an annual contribution to the City towards the cost of City Services in the amount of \$10,000, with City Services not to exceed \$180,000. A Chart of Anticipated City Service Fees is below, including a comparison of City Services between 2019 and 2021.

Fee Item	Department	2019 Costs	Est. 2021 Costs
Special Events Application Fee	Special Events	\$640.00	\$640.00
Building Permit	Building	\$202.84	\$2,000.00
Special Use of Public Parking (Parking Removal)	Parking Services	\$10,000.00	\$10,000.00
Increased Cleaning	Building Maintenance/ Parks	\$1,500.00	\$1,500.00
Transportation Operations	Transit	\$72,473.00	\$72,473.00
Banner Installation	Parks	\$800.00	\$4,523.35
Public Safety Personnel	Police	\$66,937.00	\$72,900.00
Equipment	Streets	\$3,000.00	\$3,000.00
Total Estimated City Service Cost		\$155,552.84	\$167,036.25

Event Coordination

A summary of events that occur on the same day as PCKAF are below. According to section [4A-2-5](#) of the municipal code, staff finds that these events will not duly interfere with each other. While this is a Peak Time Period, all of the events listed below are the same are returning events that existed on the 2020 Calendar. Please also note that the weekend after Arts Festival (August 13, 14 and 15) is the 'quiet weekend with no Park Silly Sunday Market.

Exhibit B: Analysis of Park City Kimball Arts Festival 2022

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 6	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	3,500 – anticipating sell out concert with increased transpo mitigation
August 7	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m	3,500 – anticipating sell out concert with increased transpo
August 7	Park City Trail Series	Quinn’s Junction and Round Valley	7 a.m. to 1 p.m.	400
August 8	No other permitted events	NA	NA	NA



Exhibit C: PCKAF Level Five Special Event Permit DRAFT

SPECIAL EVENT PERMIT

Type of Permit: Level Five
Event Name: 2022 Park City Kimball Arts Festival
Event Date(s): Friday through Sunday, August 5 through 7, 2022
Event Time(s): Set up to begin at 3 a.m. (August 5, 2022)
Breakdown complete by 11:59 p.m. (August 7, 2022)
Event Location: Main Street, Heber Avenue and Swede Alley
Permitee: Kimball Art Center
Contact Person: Hillary Gilson
Approved By: City Council of Park City
Approval Date: June 23, 2022

The Park City City Council has approved the Level Five Special Event Permit for the Park City Kimball Arts Festival as part of the current City Services Agreement that was executed on November 3, 2016. The Park City Kimball Arts Festival is to be held on Main Street, Heber Avenue and Swede Alley on August 5 through 7, 2022. This Level Five Special Event Permit has been issued under the authority described within the Park City Municipal Code Section 4A based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Per section [4A-1-1.7\(A\)](#) and, Staff has determined PCKAF is a Level Five event based on the following:
 - The Application is for a cultural, entertainment and unique activity, held for non-profit and charitable purposes, occurring for a limited duration that impacts the City by involving use of and having impact on City Property. The event requires licensing and services beyond the scope of normal business and liquor licensing as defined by and creates impacts through the following:
 - Interruption of the safe and efficient flow of transportation including streets and public rights of way, which include full road closures on streets and sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement.
 - Use of public property and facilities.
 - Use of City parking facilities.
 - Use of amplified sound above that which is defined in Title 6 of the code.
 - Need for public safety beyond their normal scope of operations.
 - Licensing or services beyond normal scope of business.
 - Outdoor temporary events that do not normally occur with the permitted venue use
2. Per section [4A-1-1.7\(B\)](#) staff has determined the event to be a Level Five event due to:
Attendance throughout the duration of the event time period is estimated to be above 5,000 people and may be a series or have consecutive days of occurrences.
 - The event has moderate to severe impacts to surrounding areas and cannot be held within existing venue or use areas.

- The event requires transportation needs including removal of parking, requires a transportation mitigation plan, requires offsite parking plan, road closures and residential transportation mitigation and increased Park City Transit.
 - The event requires public safety staffing needs beyond their normal operations including support in the venue and moderate transportation mitigation as well as support of public safety personnel from outside of the City's jurisdiction.
3. Park City Kimball Arts Festival Application has been reviewed. The applicant has sufficiently mitigated adverse impacts to ensure transportation access in accordance with the Transportation Demand Management Plan, and Public Safety in accordance to the requirements of the Park City Police Department.
 4. The Special Event provides positive economic, cultural and community value and is in alignment with the Park City General Plan and City Council's Biennial Strategic Plan.
 5. The Park City Kimball Arts Festival is organized by the Kimball Art Center, which is a local nonprofit in Park City and therefore reasons for hosting the event on Park City's Main Street are consistent with previous years, the Special Service Agreement and align with the City's core values. Specifically the event and the organization support Park City's community goals, local and regional culture. Park City Kimball Arts Festival is not using Park City Main Street as a backdrop or venue with no authentic tie to the local community or city goals.
 6. The Park City Kimball Arts Festival provides direct economic benefit to the City through sales tax, overnight visitation or indirect benefit through marketing and branding value compared to community impacts and costs of providing services.
 7. The Park City Kimball Arts Festival is a long-standing event (more than 50 years) and targets local gathering and underserved participants and adds uniqueness to the existing event calendar.
 8. The Park City Kimball Arts Festival does not unreasonably restrict public access or adversely impact shared space or public due to the number of events, nature of the event or location.
 9. The event is not primarily retail and or solely avoiding more restrictive zoning and licensing regulations.
 10. Park City Kimball Arts Festival will operate during the following 2022 dates and times:
Friday, August 6 through 8, 2022
Friday – 5:00 p.m. to 10:00 p.m.
Saturday – 10:00 a.m. to 8:00 p.m.
Sunday – 10:00 a.m. to 6:00 p.m.
 11. According to section B(2.5)(2) of the Kimball Arts Festival City Services Agreement, Main Street shall be reopened to traffic and parking by 11:00 p.m. or sooner when possible on Sunday, August 7, 2022. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The permittee will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
 12. According to section C(6.1)(1) of the Kimball Arts Festival City Services Agreement, he permittee has worked with Park City Parking Services Department on exclusive use of the following City parking lots for vendors; Flag Pole Parking lot, Bob Wells Parking lot, Wasatch Brew Pub Parking lot and the top South level of China Bride and the bottom two levels of China Bridge parking garage.
 13. The permittee has established a weather and emergency plan and will train staff and volunteers to the requirements of the plans. The permittee has established these plans to

maximize the safety event attendees, volunteers, staff, the general public. There are no weather dates for the event, but the permittee is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event were to be cancelled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The permittee understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel or postpone the event at anytime due weather or emergency conditions.

14. The events associated with the Park City Kimball Art Festival will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
15. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
16. A summary of events that occur on the same day as PCKAF are below. According to section [4A-2-5](#) of the municipal code regarding conflicts, staff finds that these events will not duly interfere with each other due to geographic separation, proposed time and duration of the events, and have mitigated anticipated traffic and parking impacts. While this is a Peak Time Period, all of the events listed below existed on the 2018 event calendar and significantly mitigated. The weekend after Arts Festival (August 13, 14 and 15) is a quiet weekend.

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
August 5	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	3,500 – anticipating sell out concert with increased Transpo-mitigation
August 6	Park City Trail Series	Quinn's Sports Complex/Round Valley	7:00 a.m. to 1:00 p.m.	300
August 6	Deer Valley Music Festival	Deer Valley Snow Park Amphitheatre	6:00 p.m. to 10:00 p.m.	3,500 - anticipating sell out concert with increased Transpo-mitigation

17. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
18. The Permittee has worked with City Staff and applicable departments to address all event concerns. The Permittee demonstrates an ability and willingness to conduct the event



pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a permit, or both.

19. Staff finds Park City Kimball Arts Festival is consistent with the measures as outlined in the City Services Agreement as entered into on December 16, 2017 and supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A regarding Special Events.

Conditions of Approval:

1. The permittee, unless otherwise affirmatively agreed in writing, at its' cost, shall incorporate such measures as directed by Staff to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the Permittee.
2. The permittee, is required to provide supplemental documents including a Transportation and traffic control plan, Contingency plans, Site Identification and Private Property Use Permission, detailed map showing specifics of event operations as described in section 4A-2-11. Such documents shall be reviewed and approved with conditions administratively by the Special Events Manager in coordination with from the Chief of Police, Transportation Manager, Chief Building Official and Economic Development Manager.
3. The permittee is required to provide a sufficient number of traffic controllers, signs and other equipment as required by City, not limited to barriers, fencing, traffic devices, monitors for crowd control and safety, overnight security and such measures as directed by City, County or State Staff in order to ensure that any safety, health, or sanitation equipment, services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety and the environment, adequate offsite parking and traffic circulation in the vicinity of the event and other services or facilities as necessary to ensure compliance with City ordinances in a plan approved by the Transportation Director, Chief of Police and Chief Building Official in accordance with the Transportation Demand Management Plan, Park City Risk Assessment and International Building and Fire Code.
4. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The permittee will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
5. The permittee is required to submit a waste and recycling plan which will be reviewed and approved in accordance with the PCMC Event Sustainability Standards. Kimball Art Center shall report sustainability statistics in the debrief report of the event.
6. In accordance with the Transportation Demand Management Plan, the permittee is required to distinguish a transportation and parking plan, including obtaining private property permission or executing lease agreements for such public property use that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking for shall be identified, managed and secured for ADA, VIP, Staff and Volunteers, and Drop and Go/Taxi/For-Hire Lot,



as well as Transit Services provided and managed by the permittee. Offsite parking areas for spectators are required with Transit Service secured by the permittee at the Park City School District and/or Resort properties and the permittee must provide such proof of permission to the City. Such plans shall be reviewed and approved by the Chief of Police and Transportation Planning Manager. Access to area businesses, public facilities and residential homes must be maintained at all times.

7. The permittee has requested an exemption to the noise ordinance 6-3-11, As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipal code on basis of section 6-3-11(B)(3) in which the permittee is preforming an activity that there is no reasonable alternative and a relief from restriction has been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level (L90) of:

- a. Friday to Sunday, August 5 to 7, 90 dBA during the daily operations of the Festival as listed in the beginning of this permit. No amplified noise is permitted from the Kimball Roof Top Patio during this time.

Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The permittee shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses and public facilities. If a complaint is received by Park City Police Department, the police department will investigate the complaint from the source of the complaint. If asked by the Park City Special Event staff or Police Department, the permittee shall turn noise down to mitigate concerns of noise from surrounding residents, businesses or public facilities. The permittee shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined above.

8. The permittee is responsible for assisting the City in an outreach and communication plan, including event engagement and outreach plan before the plans are considered by Council, an event notice and outreach plan with direct primary and secondary contacts for City, Kimball Art Center staff leading up to the Festival for final reminder of impacts and review of debrief for Festival operations in a form to be approved by the Special Events Manager to surrounding businesses and residents.
9. The permittee shall provide with a final plan for the Park City Kimball Arts Festival, which includes final site plans, transportation, security/public safety and parking management plans including details of the operations for venues as required by the Economic Development Manager, Chief of Police and Transportation Planning Manager no later than 10 days before the event.
10. The permittee, is required to provide waiver and release of damages and indemnification insurance coverage in an amount as required by the Special Events Manager or the City Attorney's Office, and shall further name Park City Municipal Corporation as additional insured. The permittee shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees as described in section 4A-2-10 and 4A-2-4(F).
11. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted and approved by the Building Department no later than June 15, or no less than one week prior to the first day of set up for each venue. Tents, stages or other temporary structures are not permitted on the Kimball Terrace for either the Kimball Arts Festival.
12. The permittee is responsible for securing all City, County and State permit approvals required



- for this event shall be secured by no later than 10 days in advance of the start of the event.
13. The permittee is responsible for maintaining a staff and volunteers plan. Such plan shall be provided to the Special Events Manager and Economic Development Manager.
 14. The permittee's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
 15. All third party approvals including the Park City School District, Summit County and State of Utah, permit approvals required for this event shall be secured by 30 days in advance of the event and submitted to Park City Municipal Corporation.
 16. The Permittee will provide an official Kimball Art Center Venue and Sponsor list and sign plan for the event. Kimball Art Center shall have use of the areas as outlined in the site plans.
 17. All handouts, flyers, banners and other signage, shall comply with the Park City Municipal sign code and be approved by the Planning Department.
 18. Kimball Art Center estimates overall attendance of the Kimball Arts Festival in 2022 in Park City will be 50,000. The Permittee shall modify operations as directed by Staff to address any substantive change in conditions created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
 19. Estimated City Service fees for the Park City Kimball Arts Festival in 2022 are \$155,000. As per section 10.3 of the City Services Agreement, the Kimball Art Center is responsible for paying \$10,000.00 towards the cost of City Services. Final financial reporting in City Service fees shall be reported in the debrief.
 20. Kimball Art Center will address any requirements from the Chief Building Official, and Public Safety Personnel regarding placement of emergency staff and equipment. Kimball Art Center will submit an Emergency Operations Plan to be coordinated with Park City Police, Emergency Management and Park City Fire District.
 21. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management Departments have the right to cancel the event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
 22. The approval identification provided with the approval of this permit must be in possession of the permittee at all times while on location and must be made available for inspection when requested by City authorities or the public. The permittee is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety as outlined by Park City Municipal Code 4A-2-4.

PASSED AND APPROVED this Thursday, the 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

City Manager, Matt Dias

Attest:

, City Recorder

Approved as to form:

Margaret Plane, City Attorney

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve a Facility License Agreement Amendment Request from the Park City
Cooperative Preschool

(A) Public Input (B) Action

Suggested Action:

Attachments:

[PCCP Lease Amendment Staff Report](#)

[Exhibit A: Coop Rent Abatement Letter](#)

[Exhibit B: Active City Leases Spreadsheet](#)

[Exhibit C: Draft Property Lease Addendum](#)

City Council Staff Report

Subject: Park City Cooperative Preschool License Agreement Amendment
Author: Jenny Diersen
Department: Economic Development
Date: June 23, 2022
Type of Item: Legislative

Recommendation

Hold a public hearing, review, and consider approving a Facility License Agreement Amendment request from the Park City Cooperative Preschool (PCCP).

Executive Summary

Due to low enrollment, PCCP is requesting a Facility License Amendment reducing their rent for three years (Fiscal Year (FY) 2022, 2023, 2024) to allow PCCP to focus on increasing enrollment, instead of fundraising, so that they can continue operations. Attached is PCCP's letter of hardship (Exhibit A). In addition, the Economic Development Department created several options for Council to consider and discuss.

Background

Overall, the City has 10 tenants that have City Facility License Agreements (not including agricultural, water, and grazing uses) (Exhibit B) that are unique to the circumstances of the use and facility. During the pandemic, the City abated rent to most tenants through June of 2021 (March 18, 2021 [report](#) /[minutes](#) p.5).

The PCCP is a nonprofit organization and has been a tenant in the Park City Library since 1993. The most recent [Facility License Agreement with PCCP](#) was approved by Council on July 1, 2021 ([report](#) p. 244, [minutes](#) p. 10). The City conducted a fair market value study as required by Utah Code section §10-8-2(1)(a)(i) and made findings on the intangible benefits received by the municipality including the value of *providing education to our local youth, allowing exploration and social development so children can grow into responsible citizens*. Terms of the lease include:

- Term: Six-year lease (expiring June 2027);
- Rent: \$24,521;
- Rate: Rent increases 2% annually, the previous contract increased by 3% annually;
- Insurance: Update to current City insurance standards; and
- Signage: Two temporary signs to promote registration, reviewed through the planning process with fees waived.

The PCCP paid rent in FY 2022, and their next rent invoice will be sent at the end of this month(FY 23). However, the PCCP seeks a full refund for FY22 and a full rent reduction in FY 23 and 24.

Analysis

The PCCP is a preschool offering half-day education for 3-year-old children two days a week and for 4-year-old children three days a week. The PCCP creates a strong community through child and parent involvement, and is led by its motto, “Everyone participates, everyone benefits.” However, the PCCP stated that the pandemic changed enrollment demographics. First, the PCCP reduced enrollment intentionally to provide social distancing for teachers, students, and parents. Second, as outlined in the letter of hardship, many parents are unable to commit to the PCCP’s volunteering and fundraising requirements.

The PCCP acknowledges that childcare is an essential need in our community. The PCCP evaluated expanding its programs to offer childcare outside of school hours and identified licensing, insurance, logistical, and other issues. They need time to work through these challenges with the end of school and new teacher recruitments. They intend to come to a subsequent meeting in September to follow up on this discussion with Council.

Council should consider:

1. Accept the hardship request;
2. Decline the hardship request; or
3. Amend the hardship request.
 - a. Decline the reimburse the FY22 rent payment and authorize a one-year rent relief for FY23, conditioned with a bi-annual update to Council Economic Development Liaisons (R. Dickey and J. Rubell). The Liaisons can determine the timing for an update to Council for FY23.

PCCP Rent Reduction Options				
	FY 22	FY 23	FY 24	Totals
Rent Amount Per Contract	\$24,521	\$25,011	\$25,512	\$75,044
Descending Reduction (100%, 75%, 50%)	\$24,521	\$18,758	\$12,756	\$56,035
Fees to be paid to the City	\$0	\$6,253	\$12,756	\$19,009
FY 22 Rent Reduction (Recommendation)	\$0	\$25,011	\$0	\$25,011
Fees to be paid to the City	\$24,521	\$0	\$25,512	\$50,033

* FY 22 fees paid are different than they are in the chart, as PCCP completed a one-time annual payment to receive a 4% discount per section 3d of the Facility License Agreement.

Council should also consider how authorizing rent relief will impact other nonprofit tenants.

Funding

Rent received from Park City Cooperative Pre-School in FY 22 was \$23,540 and goes into the General Fund. Rent increases by 2% annually through 2027. Minimal maintenance and operations expenses for shared use spaces are within existing departmental budgets.

Exhibits

Exhibit A: Letter of Need from Park City Cooperative Preschool & Enrollment History

Exhibit B: Summary of City Facility Use Agreements

Exhibit C: Draft License Agreement Amendment

Jenny Diersen
PCMC – Special Events & Economic Development Program Manager
Via email at jenny.diersen@parkcity.org

January 5, 2022

Dear Ms. Diersen:

I am writing on behalf of the Park City Cooperative Preschool (“Coop”) seeking rent abatement from Park City so that the Coop can become financially sustainable. I am the Treasurer of the Coop. The Coop has been a Park City institution for preschoolers since its inception in 1987. As you know, for many years, the Coop has operated on the top floor of the Park City Library. The Coop is a volunteer-based preschool where all board members are parent-volunteers and, each day the students are in class, there is at least one parent-volunteer with each parent volunteering in class at least once a month for the duration of the school year. The structure of the Coop is unique and operating it out of the Park City Library is not only a great setting for Park City preschoolers, but it has the profound benefit of introducing Park City kids to the Park City Library, one of many excellent Park City community resources.

At current enrollment levels, the Coop is not financially sustainable, and it has been unsustainable for several years. I was the Coop’s Treasurer three years ago and the Coop had the same financial problems then as it does now and, if I recall correctly, they existed before that. The Coop’s expenses are simple. At a high level they consist of payroll (a lead teacher and an assistant teacher), rent, insurance, agents (accountant and bookkeeper), and minimal classroom supplies. The Coop’s revenue sources are tuition and fundraising. Each school year, the parent-volunteers and teachers spend significant time fundraising to try to close the gap between the school’s expenses and what is not covered by tuition, which is \$30,000 - \$40,000 annually, given recent enrollment levels. Most years, it’s simply not realistic to raise that much money for the Coop and the school finishes the year overbudget.

The ultimate solution to the Coop’s financial problems is to increase enrollment to full enrollment. The Coop board believes the best way to accomplish this goal is to seek rent abatement from Park City. Currently, the Coop’s enrollment is slightly more than 50%. The Coop board believes the best path to full enrollment is to decrease the need for fundraising in the near term so that the Coop board can focus its time on increasing enrollment. Decreasing the need for fundraising is also likely to attract more students because a deterrent for many parents to sending their kids to the Coop is the significant time investment beyond the classroom participation. With full enrollment, the Coop should be financially sustainable with little or no fundraising – which would include the payment of rent.

Accordingly, the Coop is asking that Park City abate the Coop’s rent for several years while the Coop works to increase its enrollment. Coop board members would like to meet with Park City staff soon to discuss this situation. Please let us know when you are available.

Regards,

John Hutchings

TENANT	CUSTOMER #	LEASE AGREEMENT	PAYMENT TERMS	DUE DATE	EXPIRATION DATE	AMOUNT
Emporium Properties, LLC	0177	MONTHLY LEASE OF THE PARKING LOT AT 1401 KEARNS BLVD - APRIL 2022	Monthly	1st of each month	June 30, 2022	400.00
Jans LTD		Cross Country Skiing at the Park City Gold Club & McPolin Farm Open Space	Annual	June 15, 2022	April 1, 2025	3150/
Park City Cooperative Pre-school	0007	Library Lease	Annual	July 1st	June 30, 2027	24,521.06
State of Utah	0024	Annual Agreement for Lease of Room for Adult Probation and Parole	Annual	July 1st	June 30, 2024	4,248.00
State of Utah, Dept of DABC	0010	Annual Lease Agreement - 1,790 square feet of retail space in the facility located at 460 Swede Alley, Unit 100, Park City, Utah	Annual	July 1st	June 30, 2022	11,456.00
Talisker Club LLC	0123	Bonanza Flat Yurt	Annual	February 1st	August 30, 2114	10.00
Park City Film Series	0008	Monthly lease agreement	Monthly	1st of each month		2,057.05
Park City Historical Society	0052	Annual Lease Agreement	Paid in full		August 31, 2102	1.00
Empire Pass Owner's Association	0125	Mine Bench Property Lease Agreement	Annual	1st of November	December 1, 2116	30,000.00
Lucky Ones Coffee		Concession Agreement at Library	Annual		June 1, 2023	0.00

**FIRST ADDENDUM TO PARK CITY MUNICIPAL CORPORATION
PROPERTY LEASE**

This FIRST ADDENDUM is made and entered into in duplicate this ____ day of _____, 20____, by and between **PARK CITY MUNICIPAL CORPORATION**, a Utah municipal corporation, (“City”), and **PARK CITY DEVELOPMENTAL PRESCHOOL**, a Utah Corporation, **DBA PARK CITY COOPERATIVE PRESCHOOL**, (“Tenant”), to amend the Park City Municipal Corporation Property Lease signed and executed by the parties on January 6, 2022.

WITNESSETH:

WHEREAS, the parties entered into a Park City Municipal Corporation Property Lease on January 6, 2021, (hereinafter “Original Agreement”);

WHEREAS, part of the Property Lease is for the Tenant to pay annual rent;

WHEREAS, the term of the Original Agreement is due to end June 30, 2027;

WHEREAS, the facility continues to be leased; and

WHEREAS, the parties desire to amend the Original Agreement to reduce rent for 2022.

NOW, THEREFORE, in consideration of the mutual promises made herein and other valuable consideration, the parties hereto now amend the Original Agreement as follows:

1. AMENDMENTS:

a. **RENT:** From July 1, 2022 to June 30, 2023, rent amount will be reduced and the tenant will not be charged rent.

2. OTHER TERMS. All other terms and conditions of the Original Agreement shall continue to apply.

3. ENTIRE AGREEMENT. This First Addendum is a written instrument pursuant to Section 32 of the Original Agreement between the parties and cannot be altered or amended except by written instrument, signed by all parties.

4. COUNTERPARTS. This First Addendum may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

5. **ELECTRONIC SIGNATURES.** Each party agrees that the signatures of the parties included in this First Addendum, whether affixed on an original document manually and later electronically transmitted or whether affixed by an electronic signature through an electronic signature system such as DocuSign, are intended to authenticate this writing and to create a legal and enforceable agreement between the parties hereto.

IN WITNESS WHEREOF the parties hereto have caused this First Addendum to be executed the day and year first herein above written.

PARK CITY MUNICIPAL CORPORATION, a
Utah municipal corporation
445 Marsac Avenue
P.O. Box 1480
Park City UT 84060-1480

MATT DIAS, City Manager

Attest:

City Recorder's Office

Approved as to form:

Margaret Plane, City Attorney

SERVICE PROVIDER:

Name:

Address:

City/State/Zip:

Tax ID#:

PC Business License #: _____

Printed Name_____
Signature_____
Title

THE CITY REQUIRES THE SERVICE PROVIDER TO COMPLETE EITHER
THE NOTARY BLOCK OR THE UNSWORN DECLARATION, WHICH ARE
BELOW.

STATE OF UTAH)
) ss.
 COUNTY OF SUMMIT)

On this ____ day of _____, 20____, _____ (name of document signer) personally appeared before me , whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that he/she is the _____ (Title or Office) of **PARK CITY DEVELOPMENTAL PRESCHOOL**, a Utah Corporation, **DBA PARK CITY COOPERATIVE PRESCHOOL**, and that said document was signed by him/her on behalf of said corporation by authority of its Bylaws, or Resolution of its Board of Directors, and he/she acknowledged to me that he/she executed the _____ (name of document being signed).

 Notary Public

 Notary Public

I declare under criminal penalty under the law of Utah that the foregoing is true and correct. Signed on the ____ day of _____, 20____, at _____ (insert State and County here).

Printed name _____

Signature: _____

DRAFT

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve a Level Four Special Event Permit for the Prospector Block Party to be Held July 16, 2022, in a Form Approved by the City Attorney
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Prospector Block Party Staff Report](#)

[Exhibit A: Draft Special Event Permit for Prospector Block Party](#)

[Exhibit B: Prospector Block Party Special Event Application](#)



City Council Staff Report

Subject: Prospector Block Party Event Approval
Author: Jenny Diersen
Department: Special Events & Economic Development
Date: June 23, 2022
Type of Item: Administrative

Recommendation

Conduct a public hearing, review, and consider approving a Level Four Special Event Permit (Exhibit A) for the Prospector Block Party per section [4A of the municipal code](#) in a form approved by the City Attorney's Office. This was a late agenda item added to the official meeting notification on Tuesday, June 21, 2022.

Executive Summary

The Prospector Block Party is scheduled on Saturday, July 16, 2022, from 12:00pm to 6:00pm. The event Applicant, Prospector Square Property Owner's Association (PSPOA), requests a closure of a public street, or Poison Creek Lane, which requires public safety staffing and causes transportation impacts. The Special Events Manager determined that the Block Party is a Level Four Special Event. Per section [4A-2-3.H.1](#) of the Municipal Code, the City Council shall review and approve or deny applications for new Level Four Special Events.

Background

Prospector Square is a successful mixed-use development founded in 1974 that has more than 120 businesses. and the business district is managed by an active owner's association, PSPOA.

Prospector Square is nestled near two world class ski resorts, is near Main Street, a state highway, the Park City School District campus, and easily connects to numerous trails and abuts a local's residential district. Keeping up with the growth of the tourism economy, PSPOA has invested in numerous infrastructure, streetscape, and other improvements, including several small-scaled activations and events to showcase businesses in the area.

Analysis

The Special Events Department determines event levels based on the degree of City impacts identified in the Municipal Code Section 4A, including but not limited to, attendance and type of venue, transportation, and public safety impacts. We determined this is a Level Four Special Event, based on the analysis below, but primarily because of the request to close a public street. City Code caps the number of allowable Level Four Special Events annually at ten. Anticipated event-level caps for 2022 are [linked](#)

[here](#). The Prospector Block Party is allowed to proceed to Council for consideration because it is not during a Peak Time Period. It is the ninth Level Four event we anticipate this year, keeping within Special Event caps. We have room in Level Four category due to Deer Valley Concert Series cancellation in 2022, and Song Summit reducing their scope to a Level Two event.

The Special Events Department determined that the Prospector Block Party is a Level Four event because:

- The Application is for a cultural, entertainment, and unique activity, held for-profit and charitable purposes, occurring for a limited duration that impacts the City by involving the use of and having an impact on City Property. The event requires licensing and services beyond the scope of normal business and liquor licensing and creates impacts:
 - Interruption of the safe and efficient flow of transportation including streets and public rights of way, which include full road closures on streets and sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement.
 - Use of public property.
 - Use of City parking facilities.
 - Use of amplified sound above that which is defined in Title 6 of the code.
 - Need for public safety beyond their normal scope of operations.
 - Licensing or services beyond the normal scope of business.
 - Outdoor temporary events that do not normally occur with the permitted venue use.
- Attendance throughout the event is estimated to be 500 people at any one time and occurs for one day:
 - The event has moderate impacts on surrounding areas but cannot be held within the existing venue or use areas.
 - The event requires transportation needs including removal of parking, requires a transportation mitigation plan, road closures and residential transportation mitigation.
 - The event requires public safety staffing needs beyond their normal operations including support in the venue and moderate transportation mitigation as well as the support of public safety personnel from outside of the City's jurisdiction.

Prospector Block Party Requests and Analysis:

- Letter of Sufficient Interest: The Special Events Department has been working with Steve Tassler as a representative acting on behalf of PSPOA. As outlined in Exhibit B, Craig Dennis, the Executive Director of PSPOA, signed the Application and letter of support. PSPOA is supportive of all activities as outlined, use of PSPOA property, will provide required insurance, will follow the conditions as outlined in the Special Event Permit (Exhibit A) and pay City Service fees.
- Use of City Property/ Street Closure: PSPOA requests close Poison Creek Lane for the event to support local food trucks and vendors. Access to both parking garages will be maintained.

- Special Events, Police, Building and Engineering departments reviewed this request and are supportive under the condition that fire and emergency access is maintained. The Police Department is required to provide staffing for the closure.
- Parking and Transit departments also reviewed the closure plan and there are no impacts to parking or transit operations.
- Set up is to begin no earlier than 9:30 a.m. and breakdown shall be complete with the road reopened no later than 7:00 p.m.
- Special Event department will post road closure barricades for the closure. Additionally, residential barricades preventing cut through traffic and parking will be placed at the intersection of Gold Dust Lane and Sidewinder.
- Parking: All parking for the event can be held within existing private and City street parking in Prospector Square. No event parking shall take place in the residential streets of the Prospector neighborhood. PSPOA is responsible for notifying any businesses and residential areas of the event and placing signs as needed to prevent parking in any lots that are not open to the public.
- Bike Valet: PSPOA is planning to host a bike valet within Lot C which is on PSPOA Private Property.
 - Special Events and Transportation departments are supportive of this and appreciate Prospector for considering alternative modes of transportation to the event.
- Noise: PSPOA plans to have two music stages from 12:00 p.m. (noon) until 6:00 p.m. They have applied for a noise waiver up to 80 decibels.
 - Special Events and Police support the request and believe it balance residents' quality of life, as the noise is not during early or late hours.
- Signs: The [municipal sign code](#) allows Special Events to place temporary banners as part of the event permit while reinforcing consistency and restricts time, manner, and place.
 - Special Events, Planning, and Building will require PSPOA to submit a sign plan no later than July 1, which will be reviewed administratively in accordance because it is within the sign codes, including [Special Event Sign Plans](#) and Planning processes.
- Vendors: PSPOA is planning on up to 20 vendors who are local organizations and food trucks.
 - As a requirement of the Special Event Permit and in coordination with Business Licensing, and the Building Department, the applicant is required to provide a final site plan with location and list of vendors no later than July 11.
- Trash, Waste and Recycling: PSPOA has agreed to manage all trash, waste and recycling as part of the event. They have identified three dumpsters, will provide their own trash/waste receptacles, as well as bring in additional restrooms for the event.

Based on the Application and review from necessary departments, the Special Event

department recommends approving the Prospector Block Party event as outlined.

Funding

City services associated with Prospector Block Party are estimated at \$2,470 (chart below). PSPOA has not applied for Special Event Fee Reduction. Fees paid will go to the General Fund.

Fee Description	Department	2022 Estimated Costs
Special Event Application Fee	Special Events	\$320
Fire/Building Permits	Building	\$350
Public Safety Personnel	Police	\$1,800
Summary of City Fees		\$2,470

Exhibits

Exhibit A: Draft Special Event Permit

Exhibit B: Prospector Block Party Special Event Application



DRAFT SPECIAL EVENT PERMIT

Type of Permit: Level Four Special Event
Event Name: Prospector Block Party
Event Date(s): July 16, 2022
Event Location: Poison Creek Road
Applicant: Prospector Square Property Owners Association (PSPOA)
Contact Person: Craig Dennis and Steve Tassler
Approved By: City Council
Approval Date: June 23, 2022

The City Council has approved a Level Four Special Event Permit Prospector Block Party to be held on July 16, 2022. This Special Event Permit has been issued with City Council approval under the authority described within the Park City Municipal Code Section 4A-2-3(H) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The Applicant, Prospector Square Property Owners Association, submitted a Special Event Application on May 5, which was not within the Special Event Application Deadlines outlined in section 4A-2-3(C). The Economic Development Manager allowed the application to proceed, based on findings of good cause, namely that the event is a community focused event, not solely intended to market or advertise an individual or group of businesses.
2. The Prospector Block Party is to be held on July 16, 2022, on private (address), PSPOA and private property in Prospector Square including City roads and right of ways from 12:00 p.m. to 6:00 p.m. with set up to begin at 9:30 a.m. and breakdown to be complete by 7:00 p.m.
3. The Applicant anticipates a crowd of 500 in attendance during the event.
4. Per section 4A-1-1.7(A), Staff has determined the Prospector Block Party is an event based on the following:
 - a. The Application is for a cultural, entertainment, and unique activity, held for-profit and charitable purposes, occurring for a limited duration that impacts the City by involving the use of and having an impact on City Property. The event requires licensing and services beyond the scope of normal business and liquor licensing and creates impacts:
 - i. Interruption of the safe and efficient flow of transportation including streets and public rights of way, which include full road closures on streets and sidewalks necessary for the safe and efficient flow of transportation and pedestrian movement.
 - ii. Use of public property.
 - iii. Use of City parking facilities.
 - iv. Use of amplified sound above that which is defined in Title 6 of the code.
 - v. Need for public safety beyond their normal scope of operations.
 - vi. Licensing or services beyond the normal scope of business.
 - vii. Outdoor temporary events that do not normally occur with the permitted venue use.

5. Per section 4A-1-1.7(B)(4) staff has determined the event to be a Level Four event due to:
 - a. Attendance throughout the event is estimated to be 500 people at any one time and occurs for one day:
 - i. The event has moderate impacts on surrounding areas but cannot be held within the existing venue or use areas.
 - ii. The event requires transportation needs including removal of parking, requires a transportation mitigation plan, road closures and residential transportation mitigation.
 - iii. The event requires public safety staffing needs beyond their normal operations including support in the venue and moderate transportation mitigation as well as the support of public safety personnel from outside of the City's jurisdiction.
6. A Special Event Application Parking for the anticipated crowds between 500 participants will be accommodated at Prospector parking lots and on City right of way around the Prospector business area.
7. Police Officers are required to staff the event. The events will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
8. The event will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in its venue. There are other scheduled Special Events on Saturday, July 16, 2022. The Special Events will not substantially interfere with any other Special Event for which a permit has already been granted or with the provision of City services in support of other such events or governmental functions.

Special Event	Location	Anticipated Attendance
Prospector Block Party	Prospector and City roads, rights of way	500
Deer Valley Music Festival	Deer Valley and City roads, rights of way	4,000
Miners Park Music	Main Street – Miners Park	150
Jupiter Peak Steeple Chase	Various trails in Park City	350

9. The event does not create imminent possibility of violent or disorderly conduct likely to endanger public safety or cause significant property damage.
10. The Applicant demonstrates the ability and willingness to conduct the event pursuant to the terms and conditions of this title and has not previously failed to conduct a previously authorized event in accordance with the law or the terms of a permit, or both.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4A.

Conditions of Approval:

1. Building permits and inspections, along with any associated fees, are required for tents or proposed temporary structures, must be obtained no later than Monday, July 11, 2022.
2. The Applicant shall provide proof of all required permits required by federal, state and local agencies, along with any associated fees.

Exhibit B: Draft Special Event Permit

3. In accordance with the Transportation Demand Management Plan, the Applicant is required to distinguish a transportation and parking plan. Parking shall be identified, managed and secured for ADA, Employees, Staff and Volunteers, and vendors, as well as Transit Services provided and managed by the Applicant in coordination with the City. The Applicant is responsible for notifying businesses and residents of any parking removal and placing appropriate signage in accordance with MUTCD standards. No offsite parking is required. The City will place residential mitigation signage and can provide barricades upon request.
4. The event requires a closure of Poison Creek Lane, which will be staffed by Park City Police Department to divert traffic in the area. Access to area businesses, public facilities residential homes must be maintained at all times.
5. As according to section 6-3-11 of the Municipal Code, relief from noise restrictions in chapter 6 of the municipal code on basis of section 6-3-11.B.3 in which the Applicant is performing an activity that there is no reasonable alternative and a relief from restriction has been granted by the Chief of Police including that the noise from the stationary source of sound shall not exceed a ninetieth percentile sound pressure level of 80 dBA from 12:00 p.m. to 6:00 p.m. on two stages in Prospector, on Saturday, July 16, 2022. Any sound outside of these timeframes as listed above shall be kept to the noise levels as outlined in section 6-3-9 of the Municipal Code. The Applicant shall work to orient noise activities to minimize sound impacts to the neighboring residents, businesses, and public facilities. If a complaint is received by Park City Police Department, the police department will investigate the complaint. If asked by the Park City Special Event or Police Department, the Applicant shall turn noise down to mitigate concerns of noise from surrounding residents, businesses, or public facilities. The Applicant shall provide on-site management for each aspect of the event and shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise exemption as outlined.
6. The Applicant is responsible for sending event impact information and communications plan including a daily registration update in a form to be approved by the Special Events Manager to surrounding businesses and residents no later than one day before the event.
7. The Applicant is required to submit an Emergency Operations plan to be approved by the Chief of Police and the City's Emergency Manager. The Park City Special Events, Police, Fire, Building Official/Fire Marshal, and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
8. The Applicant is required to complete an environmental sustainability plan for the event including waste, recycling, and other environmental sustainability items in accordance with the Park City Special Event Sustainability Checklist. The Applicant and any vendors are responsible for all trash, waste, recycling and clean up during and after the event.
9. The Applicant's use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
10. The Applicant is responsible for securing all City, County and State permit approvals required for this event shall be secured by no later than three days before the event and submitted to Park City Municipal.
11. The approval identification provided with the approval of this permit must be in possession of the Applicant at all times while on location and must be made available for inspection when requested by City authorities or the public. The Applicant is responsible for providing a schedule of events, and access to any site for purposes of Code Enforcement or Public Safety as outlined by Park City Municipal Code 4A-2-6.

12. The Applicant will provide Park City Municipal Corporation with proof of liability Insurance prior to the start of the event in the amount of \$2,000,000 per occurrence, 4,000,000 aggregate and name Park City Municipal Corporation as additionally insured.
13. The Applicant has been provided with a City Service Fee estimate. The Applicant has not applied for Special Event Fee Reduction and is responsible for paying for City Services after the event no later than 30 days after receiving an invoice from the City.
14. The Applicant is required to submit a sign plan in accordance with the Special Event sign code no later than July 1, 2022.
15. The Applicant is required to submit a final vendor site plan by Friday, July 15 which shall include the location, name and contact information, and any temporary structures for vendors participating in the event. This shall include any vendor that is not within a brick-and-mortar business.

APPROVED this Wednesday, the 23rd day of June 2022.

PARK CITY MUNICIPAL CORPORATION

Matt Dias, City Manager

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Margaret Plane, City Attorney

Special Event Pre-Application Form

[SAVE](#)[PRINT](#)[SUBMIT](#)

The Special Events Department no longer accepts rolling applications. All applicants must submit the following Special Event Pre- Application Form and receive administrative permission from the Park City Special Events Department prior to submitting a Special Event Application. Any new or significantly changed event should also review the [Peak Time Period Calendar](#) which restricts new events during peak times. Special Event Applications are accepted up to 18 months in advance and are due as follows:

1. First Friday in December for events through June, reviewed and approved/denied by end of February.
2. First Friday in April for events through October, reviewed and approved/denied by end of June.
3. First Friday in August for events through February, reviewed and approved/denied by end of October.

Events that are determined a Level 1 or Level 2 are exempt from these deadlines but must submit a completed application no less than 30 days prior to the scheduled start of the event, unless otherwise approved by the Economic Development Manager.

Special Event Date(s) or Application is not approved until the Special Event Application is reviewed and approved in a Special Event Permit according to Section 4A of the Municipal Code. All Special Event Pre-Application Forms should be sent to Stephanie Valdez in the Special Events Department at stephanie.valdez@parkcity.org. For questions, please call 435.615.5194.

Please provide the following information:

EVENT Contact Information	
Event Name	Prospector Block Party
Primary Contact First & Last Name	Steve Tassler
Email Address	steve@lazlogroup.com
Phone Number	(435) 201-1498
Website	www.lazlogroup.com/www.arastraparkcity.com
Business/Organization Name	Arastra Park City/PSPOA

EVENT Date & Time	
Requested Date(s) of Event	July, 16th, 2022
Proposed Time of Event	12:00 PM - 6:00 PM
Total attendance from previous year	N/A
Estimated total attendance for upcoming year	500
Is your event changing? What changes do you anticipate?	No

EVENT Location (*Please list all that apply. Event Location, Fields, Parks, Public Facilities, Trails, Private Facilities & Letter of Permission, Streets, Other)

Berret Lane, possibly the top half of Poison Creek drive



Park City Municipal Corporation

Special Event Permit Application

Special Events Department City
Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
stephanie.valdez@parkcity.org

APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.
PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL AFTER COMPLETE APPLICATIONS ARE REVIEWED UNDER PARK CITY MUNICIPAL CODE 4A.

Applications for Level 3, 4, or 5 Special Event Permits are due:

First Friday in December for events occurring between March-June,

First Friday in April for events occurring between July-October, and

First Friday in August for events occurring between November-February.

Events that are determined a 1 or 2 are exempt from these deadlines, but must submit a complete application no later than 30 days prior to an event. **Please Note:** The City reserves the right to restrict the number of event permits annually. Applications for new level 3, 4, or 5 event will not be considered during Peak Time Periods as mentioned in Section 4A-2-3(D). Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. Business/Organization listed as applicant must match the Hold Harmless and Proof of Insurance to be considered for approval. For more information, please visit www.parkcity.org or contact us at stephanie.valdez@parkcity.org.

IF YOU HAVE QUESTIONS OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:

Jenny Diersen	jenny.diersen@parkcity.org	435-615-5188	Chris Phinney	chris.phinney@parkcity.org	435-615-5194
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APPLICATION FEES & EXPENSES

First Amendment Event Permit	\$40.00	• Application levels are determined by the Special Events Department after reviewing complete applications.
Level 1 Special Event Permit	\$40.00	• Additional fees for other city services will be estimated and provided to the applicant upon request and receipt of a complete application.
Level 2 Special Event Permit	\$80.00	• Applicants may incur additional expenses from other city, county, or state jurisdictions.
Level 3 Special Event Permit	\$160.00	• Fee reductions for city services are considered bi-annually. Fee reduction applications are due on:
Level 4 Special Event Permit	\$320.00	
Level 5 Special Event Permit	\$640.00	

October 1 - for events January 01 to June 30, April 1 - for events July 01 to December 31

AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING:

- ☒ To insure prompt and accurate processing of your application, ensure that all supplemental materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application plus transportation, parking, and traffic control plan, weather/emergency plan, waste and recycling plan, staff and volunteer plan, community impact outreach and notification plan, vendor or concession plan, sponsor and marketing plan, noise exemption request, site map, and permission for use of properties, as mentioned in Park City Municipal Code 4A-2-3(G), in addition to contingency plan, operations plan, planned rest areas, water, and toilet facilities, and will ensure that participants obey the conditions of the Special Event Permit and all other generally applicable traffic laws, lights, and signs as stated in Section 4A-2-11(B).
- ☒ Park City Municipal Corporation requires a certificate of insurance in an amount to be determined by the City Attorney's Office according to Section 4A-2-10 of the Park City Municipal Code. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.
- ☒ After the application is evaluated, the applicant will be responsible for providing proof that he or she has obtained other permits as necessary from city, county, or state agencies.
- ☒ I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation. Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal Code 4A-2-9 through the bi-annual fee reduction application and process.
- ☒ I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under the Standards for Permit Approval in Park City Municipal Code 4A-2-4.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF EVENT: Prospector Block Party				DATE(S) OF EVENT: July 16, 2022			
FIRST TIME EVENT:	☒ Yes	☐ No	ANNUAL EVENT:	☐ Yes	☒ No	IF ANNUAL, HOW MANY YEARS:	
ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:						Yes	☒ No
ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:						Yes	☒ No
NAME OF APPLICANT (FIRST & LAST): Craig Dennis							
TITLE / POSITION: Executive Director							
BUSINESS / ORGANIZATION NAME: Prospector Square Property Owners Association							
IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT?:				☒ Yes, a copy of IRS paperwork is attached	☒ No		
MAILING ADDRESS FOR BUSINESS / ORGANIZATION: PO BOX 680344							
CITY, STATE, ZIP: Park City, UT 84068							



Park City Municipal Corporation

Special Event Permit Application

Special Events Department City
Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
stephanie.valdez@parkcity.org

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: 2041 Sidewinder Drive

CITY, STATE, ZIP: Park City, UT 84060

PHONE (PRIMARY): (435) 201-1498

PHONE (SECONDARY): (435) 238-7559

EMAIL: steve@lazlogroup.com

BUSINESS / ORGANIZATION WEBSITE: www.lazlogroup.com www.arastraparkcity.com

SOCIAL MEDIA LINKS: None

DAY OF EVENT PRIMARY CONTACT

ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Steve Tassler

ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: (435) 201-1498

ON-SITE DAY OF PRIMARY CONTACT EMAIL: steve@lazlogroup.com

PUBLIC EVENT INFORMATION

WEB SITE FOR PUBLIC EVENT INFORMATION: www.arastraparkcity.com

PHONE NUMBER FOR PUBLIC EVENT INFORMATION: (435) 238-7559

EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: steve@lazlogroup.com

Event description is attached as a separate document with supplemental materials and contingency plan.

EVENT LEVEL DETERMINATION

THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)

☒ FESTIVAL / FAIR	☐ PARADE	☐ SKI / SNOW BOARD	☐ RUN	☐ BIKE	☐ WALK	☐ TRAIL USE	☒ CONCERT	☒ CULINARY	☐ FILMING
☒ ARTS & CULTURE EVENT		☐ HOLIDAY CELEBRATION		☐ RECREATION / SPORTING EVENT		OTHER:			

THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)

☐ MAIN STREET	☐ RESORT PROPERTY	☐ SCHOOLDISTRICT PROPERTY	☒ PRIVATE PROPERTY	☐ CITY PARKS	☐ CITY FIELDS	☐ CITY FACILITY RENTAL	☐ RESIDENTIAL AREAS	☒ PARK CITY LIMITS	☐ MULTI-JURISDICTION	☒ AMPLIFIED SOUND
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THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)

☒ YOUTH / FAMILIES	☒ ADULTS	☒ LOCAL	☐ STATE - WIDE	☐ REGIONAL	☐ NATIONAL	☐ INTER NATIONAL	☐ SPECTATORS	☐ PARTICIPANTS	OTHER:
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THIS EVENT WILL: (Check all that apply)

☐ LIMIT # OF PARTICIPANTS	☒ BE FREE FOR SPECTATORS	☒ BE FREE FOR PARTICIPANTS	☒ INCLUDE VENDORS OR SPONSOR	☒ OPEN TO THE PUBLIC
☐ LIMIT # OF SPECTATORS	☐ CHARGE ADMISSION FOR SPECTATORS	☐ CHARGE PARTICIPANTS	☐ NOT INCLUDE VENDORS OR SPONSOR	☐ PRIVATE EVENT

THIS EVENT WILL BE HELD: (Check all that apply)

EVENT DATE(S):

☐ MONDAY	☐ TUESDAY	☐ WEDNESDAY	☐ THURSDAY	☐ FRIDAY	☒ SATURDAY	☐ SUNDAY
☐ WEEKLY		☐ MONTHLY		☐ SERIES		☐ ONE DAY

NUMBER OF EVENT(S): 1

NUMBER OF CONSECUTIVE DAYS: 1



Park City Municipal Corporation

Special Event Permit Application

Special Events Department City
Hall, Third Floor
445 Marsac Avenue
P.O. Box 1480
Park City, Utah 84060
stephanie.valdez@parkcity.org

ONE DAY EVENT HOUR(S)			
EVENT START TIME: Noon		EVENT END TIME: 6:00 PM	
EVENT SET-UP DATE: Same Day		EVENT BREAK-DOWN DATE: Same Day	
EVENT SET-UP TIME(S): 9:00 AM - 11:30 AM		EVENT BREAK-DOWN TIME(S): 6:00 PM - 8:00 PM	
MULTIPLE DAY EVENT HOUR(S)			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
INCLEMENT WEATHER INFORMATION			
DAY:	DATE:	START TIME:	END TIME:
EVENT SET-UP DATE:		EVENT BREAK-DOWN DATE:	
EVENT SET-UP TIME(S):		EVENT BREAK-DOWN TIME(S):	
☒	No inclement weather date is required and the event will be held rain or shine. I understand the event may be cancelled or postponed by the city due to hazardous or damaging conditions.		
EVENT ATTENDANCE			
IF ANNUAL EVENT:			
TOTAL EVENT ATTENDANCE OF PREVIOUS YEAR:		TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR:	
ESTIMATED # OF PARTICIPANTS: 25		ESTIMATED # OF VENDORS: 15	
ESTIMATED # OF SPECTATORS:		ESTIMATED # OF VOLUNTEERS: 10	
ESTIMATED # OF STAFF:		ESTIMATED DAILY ATTENDANCE: 500	
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME: 300		ESTIMATED HIGHEST TOTAL ATTENDANCE OF ENTIRE EVENT: 500	
I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: http://www.summitcountyhealth.org/			



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
 City Hall, Third Floor
 445 Marsac Avenue
 P.O. Box 1480
 Park City, Utah 84060
stephanie.valdez@parkcity.org

SIDEWALK & STREET USE

THE EVENT WILL HAVE: (Please check all that apply)

STREETS

☒	STREET CLOSURE MAP IS ATTACHED		☐	CLOSURE SIGN/MARKING INFORMATION IS ATTACHED	
☐	ROLLING CLOSURE	☒	PARTIAL CLOSURE	☐	NO CLOSURE
NAMES OF STREETS TO BE CLOSED:			TIMES (START / END OF CLOSURE):		
Poison Creek Drive (partial)			START: 9:00 AM		END: 7:00 PM
			START:		END:
			START:		END:
			START:		END:

REASON FOR CLOSURE: Food truck parking and safe crossing between main area and Sheraton plaza

SIDEWALKS

☒	SIDEWALK CLOSURE MAP IS ATTACHED		☐	CLOSURE SIGN / MARKING INFORMATION IS ATTACHED	
☐	PARTIAL CLOSURE	☒	FULL CLOSURE	☐	CROWD CONTROL PLAN
ADDRESS: Berret Lane (Internal walkway)					
ADDRESS OF CLOSURE: (FROM / TO) Poison Creek/Gold Dust			TIMES: (START / END OF CLOSURE) 9:00 AM - 7:00 PM		
FROM:		TO:		START:	END:
FROM:		TO:		START:	END:
FROM:		TO:		START:	END:
FROM:		TO:		START:	END:

REASON FOR CLOSURE: Booth setup/breakdown and event walkway. The event is open to the public but would be congested.

TRAILS

☐	TRAIL COURSE MAP IS ATTACHED		☐	COURSE / SIGN MARKING INFORMATION IS ATTACHED	
NAMES OF TRAILS TO BE USED:					

PARADE

ASSEMBLY AREA:		DISBANDING AREA:		# OF PARADE ATTENDEES:	
PARADE IS:					
☐	☐	☐	☐		
WALKING ONLY	VEHICLES & WALKING	VEHICLES ONLY	WILL HAVE ANIMALS		

OTHER PARADE INFO:



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CITY PARKING FACILITIES REQUEST

GENERAL PARKING

HOW MANY PARKING SPACES DOES THE EVENT NEED?

☐	☐	☐	☐
MAIN STREET	CHINA BRIDGE	FLAGPOLE LOT	BREW PUB LOT
☐	☐	☐	☐
SANDRIDGE PARKING LOTS	PARK AVENUE	CITY PARK	MAWHINNEY LOT
☐	☐	OTHER: We have plenty of parking lots	
QUINNS LOT	RICHARDSON FLATS		

WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:	☐	YES	☒	NO
WILL THE EVENT HAVE ADA PARKING AVAILABLE?:	☒	YES	☐	NO
WILL THE EVENT WILL REQUIRE PARKING REMOVAL?:	☐	YES	☒	NO
The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department				

NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:
NAME OF AREA OR STREETS:	BETWEEN:
START / END TIME:	REASON:

TRANSPORTATION

WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?

☐	☒	☐
BUS	BIKE	WALK

NAME OF TRANSPORTATION PROVIDER / COMPANY:	
PHONE:	EMAIL:
☐	THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE AND HAS INCLUDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.
☒	THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT AND HAS INCLUDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.

ADDITIONAL TRANSPORTATION INFORMATION:

PUBLIC FACILITY USE

CHECK ALL THAT APPLY:	☐	MINERS HOSPITAL AT CITY PARK	☐	PARK CITY LIBRARY MEETING ROOMS	☐	JIM SANTY AUDITORIUM
	☐	SOUTH CITY PARK	☐	CITY PARK COVERED BBQ AREA	☐	CITY PARK GAZEBO / STAND
	☐	CITY PARK SOFTBALLFIELD	☐	CITY PARK RUGBY FIELD	☐	SKATE PARK AT CITY PARK
	☐	QUINN'S SPORTS COMPL FIELDS	☐	ROTARY PARK	☐	SCHOOL DISTRICT FIELDS
	☐	DIRT JUMP PARK	☐	PARK CITY ICE ARENA	☐	OTHER:



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☒ I understand all temporary structures and flammable materials must be approved by the Park City Building Department. Such approvals will require a fire/building permit to be submitted 10 days prior to the event, as well as an on-site inspection the day of the event.

☐	TEMPORARY BLEACHERS	☐	INFLATABLES	☒	CANOPIES	☐	TEMPORARY BADGES	☐	TEMPORARY LIGHTING				
☒	TENTS 10X10 OR UNDER		HOW MANY?: 15										
☒	TRAILER		HOW MANY?: 4-5 food trucks										
	STRUCTURES OVER 6 FEET TALL		PURPOSE:					HOW MANY:					
DOES EVENT HAVE ELECTRICAL NEEDS?:			☒	YES	☐	NO	DOES EVENT REQUIRE USE OF GENERATORS?:			☐	YES	☒	NO
WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?:				YES	☒	NO				☐	YES	☒	NO
WILL THE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS, OR GASSES?:			☒	YES	☐	NO				☒	YES	☐	NO

NAME SUCH MATERIALS: Food vendors may need propane to keep food hot

WASTE MANAGEMENT AND RECYCLING

☒	THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.												
☒	THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.												
☐	THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.												
☐	THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.												
☐	THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:												
☐	PLASTIC	☐	PAPER	☐	ALUMINUM	☐	GLASS	☐	CARDBOARD	☐	COMPOST	☐	OTHER
☐	THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES.												
☒	THE EVENT WILL BRING ITS OWN RESTROOMS AND SANITARY STATIONS. (May be required by Summit County Health Department or Park City Building Department)												
WILL ANIMALS BE AT THE EVENT?:		☒	YES	☐	NO	IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS.							
TYPES OF ANIMALS: I imagine people will bring dogs													
☐	I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN												
WILL DOGS BE ALLOWED AT THE EVENT?:		☒	YES	☐	NO	☒	LEASHED	☐	UNLEASHED				
☐	The Waste Management Plan and Environmental Management Plan have been attached to this application as described above.												

FOOD & MERCHANDISE SALES

☒	I understand that all vendors must obtain a Park City Business license. All vendors serving food and drink may also be required to obtain a food service or food handler permit from Summit County.											
WILL THERE BE SALE OF MERCHANDISE?:		☒	YES	☐	NO							
WILL THERE BE COMPLIMENTARY FOOD?:		☒	YES	☐	NO							
WILL THERE BE SALE OF FOOD?:		☒	YES	☐	NO							
WILL THERE BE ALCOHOL FOR SALE?:		☒	YES	☐	NO							
☒	BEER	☒	WINE	☒	LIQUOR							



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☒	I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR LICENSES.		
☒	I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL MAY REQUIRE OTHER PERMITS.		
WILL FOOD ITEMS BE PRE-PACKAGED?:		☒ YES	☐ NO
WILL FOOD ITEMS BE COOKED ON SITE?:		☐ YES	☒ NO
☒	I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.		
WILL FOOD ITEMS BE PREPARED OFFSITE?:		☒ YES	☐ NO
DESCRIBE ITEMS: Restaurants will have special items that they cook in their restaurants and sell/give away from tents			
TEMPORARY SIGNS			
WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:		☐ YES	☒ NO
☐	I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.		
SAFETY - SECURITY			
☒	THE EMERGENCY AND SECURITY PLAN HAS BEEN INCLUDED IN THE OPERATIONS PLAN, AS WELL AS CROWD CONTROL, ACCESS, AND FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE, AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS UPON REQUEST.		
THE EVENT WILL HAVE AMPLIFIED SOUND:		☒ YES	☐ NO
THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL:		☐ YES	☒ NO
COMMUNICATION NEEDS			
WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:		☐ YES	☒ NO
☐	INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.		
MARKETING OF EVENT			
PROPER MARKETING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: www.visitparkcity.com			
☐	I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.		
☒	I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.		
WHO IS THE TARGET MARKET FOR THIS EVENT?:		Local families	
WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)			
☒ LOCAL	☐ REGIONAL	☐ NATIONAL	☐ INTERNATIONAL
WILL THIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)		☐ YES	☒ NO
☐ LOCAL	☐ REGIONAL	☐ NATIONAL	☐ INTERNATIONAL
PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER, AND MAGAZINES:			
MEDIA (RADIO/TV): KPCW			
NEWSPAPER: Park Record			
MAGAZINES:			
OTHER: Local HOA's			
PLEASE SELECT RANGE OF MARKETING BUDGET:			
☐ \$100 OR UNDER	☐ \$100 - \$500	☒ \$500 - \$1,000	☐ \$1,000 - \$2,500
		☐ ABOVE \$2,500	



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APPLICANT AGREEMENT & SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed):

Craig Dennis

Signature:

A handwritten signature in black ink that reads "Craig Dennis". The signature is stylized with a large "C" and "D".

Date: May 5, 2022



PARK CITY MUNICIPAL CORPORATION

**Special Event Hold Harmless
and Indemnification Agreement**

This Hold Harmless and Indemnification Agreement must be completed and returned to the Special Event Manager ten (10) working days prior to the event or the event will be cancelled.

PLEASE PRINT:

Prospector Square Property Owners Association

 Name of Business/Organization
 Summer Block Party

 Name of Special Event
 July 16th, 2022

 Date(s) of Event

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to Park City Municipal Corporation that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid legal agreement and binding on such party and enforceable in accordance with its terms.

The person signing this Agreement represents and warrants to Park City Municipal Corporation that it has insurance coverage in place that covers the scope of activities associated with this event. This person further represents and warrants that the insurance coverage limits meet or exceed the coverage required to obtain this permit.

For and in consideration of Park City Municipal Corporation (PCMC) issuing a permit permitting the use of City streets and/or City owned/public property for the conducting of an event to be held as reported above, hereby agrees to defend, hold harmless, and indemnify PCMC, its officers, agents, servants, employees, and their successors, from and against all claims, loss, or demands for damages, including claims for loss of life, personal injury or wrongful death and/or damage to property arising out of the conduct of said Special Event as defined by Title 4 of the Park City Municipal Code, and further agrees that Applicant is indemnifying and holding harmless PCMC irrespective of whether the scope or limits of Applicant's insurance policies adequately cover any of the aforementioned claims or demands.

Prospector Square Property Owners Association

 Name of Business/Organization

 Signature
 Craig Dennis

 Name Printed
 Executive Director

 Title

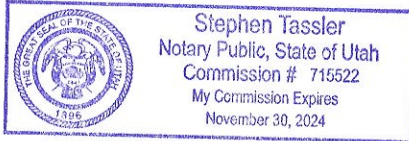
 PO Box 680344 Park City, UT 84068

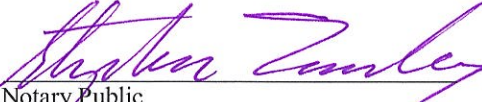
 (801) 368-4303

 Address and Phone Number

STATE OF UTAH)
)ss.
COUNTY OF SUMMIT)

On this 5th day of May, 2022, before me, the undersigned notary, personally appeared Craig Dennis, personally known to me/proved to me through identification documents allowed by law, to be the person whose name is signed on the preceding or attached document, and acknowledged that he/she signed it voluntarily for its stated purpose as Permit Application for PSPOA Summer Block Party.




Notary Public



Outdoor Special Event Emergency Operations Plan (EOP)

IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY

This outdoor special event emergency operations plan (EOP) is meant to train event volunteers/personnel as well as to create a more specific EOP for events. It is the event organizer/responsible party's duty to train event personnel in the following potential emergencies and to make sure that all key and supervisory event personnel are documented on the attached section with a number to contact them at during the event, their assignment and its location. With this event EOP, a map of all areas that the event will encompass is included. It outlines the area of the event, evacuation routes and ingress/egress for emergency personnel.

Fire & Medical Emergencies

Police, Fire and Ambulance will respond based on the initial call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives.

In Case of a Medical Emergency:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency,
2. Location (Your specific site location),
3. Your name and phone number where you can be called back,
4. Do not move victim unless absolutely necessary,
5. And stay on the telephone until the Dispatcher has all needed information and allows you to hang up.

In Case of a Fire:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
2. Give the nature of emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and personnel respond. Police will provide rescue, traffic, communications and crowd control.
3. Alert people in the immediate vicinity to evacuate to safest designated areas. [SEE ATTACHED MAP(S)]
4. Use fire extinguisher if the fire is small and you have been trained in how to operate the device.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. **DO NOT REENTER THE AREA.** If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

Weather Related Emergency

The on-site event organizer will be responsible for determining if weather conditions become a hazard to personnel/patrons at the activity. Choose the safest alternative.

Before Any Event:

Before any event, the on-site event organizer shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

Lightning:

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.



Outdoor Special Event Emergency Operations Plan (EOP)

IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY

There is no safe place outside when thunderstorms are in the area. Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

Lightning Safety Rules:

- Keep an eye on the sky,
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle,
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees,
- If you are out in a field, get to the lowest point,
- Move away from a group of people,
- Avoid metal,
- Avoid contact with electrical equipment or cords,
- Avoid contact with plumbing,
- Stay away from windows and doors, and stay off porches,
- Do not lie on concrete floors and do not lean against concrete walls.

Wind:

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must have a City permit, have 50# of weight per leg and be inspected by the PCMC Building Dept. Wind can pose a hazard to participants or spectators, and if the on-site event organizer determines that winds pose a life safety issue, then activities shall be suspended.

Hail:

Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.
- Stay away from windows.

Excessive Heat:

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g., can the event be scheduled in the morning or evening hours when it is cooler? The on-site event organizer will offer or encourage participants to:

- Drink or have plenty of water available. Avoid alcoholic and high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
- Wear a wide-brimmed hat, sunglasses, and sunscreen.

Provide cooling places with misting stations.

Microburst Rainfall:

Microburst rainfalls occur within a plume of air with high amounts of moisture are directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in of slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event organizer will:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.



Outdoor Special Event Emergency Operations Plan (EOP)

IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY

- Be aware of streams, drainage channels, and other areas known to flood suddenly.
- Let participants know not to walk through moving water. Six inches of moving water can make you fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

Ice Storm:

Ice storms are caused by liquid precipitation freezing on cold surfaces and leads to the gradual development of a thickening layer of ice. The accumulation of ice during the storm can be extremely destructive. Trees and vegetation can be destroyed and ice can down power lines, causing loss of heat and communication lines. Because ice storms are usually slow developing, the on-site event organizer will monitor the weather before, during, and after the event. Mitigation efforts may include sanding or salting walkways, stairways, and roads, shortening the event, or offering shuttle service to minimize the number of cars and/or pedestrians on hazardous roadways.

Blizzard:

- Find a dry shelter. Cover all exposed parts of the body
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

Earthquake:

The danger of an earthquake is high however it is unknown when such earthquake will happen. Should the large earthquake that's predicted happen (that is a 7.0 magnitude in the valley), it may result in a 5.6-5.8 magnitude here in Park City and surrounding areas. Precautions should be in place should the earthquake occur and event personnel should be aware of the danger and the procedures for safety and evacuation.

- Initially Drop Cover and Hold On
- Stay calm and await instructions from emergency personnel or a designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by a designated official. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.



Outdoor Special Event Emergency Operations Plan (EOP)

IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY

Event Details

Event Name: Prospector Square Summer Block Party
 Date(s) of Event: July 16th, 2022
 Event Location(s): Barrett Lane
 Street Address of Event: Poison Creek to Gold Dust

On-site Day of Event Organizer/Responsible Party (please print clearly)

Primary Coordinator
 Name: Steve Tassler
 Mobile Number: (435) 201-1498

Co-Coordinator
 Name: Craig Dennis
 Mobile Number: (801) 368-4303

Co-Coordinator
 Name: Alex Brown
 Mobile Number: (831) 233-9912

Other Event Personnel, i.e. volunteers, security, parking

Name: Hallie Facey
 Mobile Number: (732) 865-4572
 Assignment: Coordinator
 Assignment Location: Venue

Roving? – Yes ☒ No ☐

Name: _____
 Mobile Number: _____
 Assignment: _____
 Assignment Location: _____

Roving? – Yes ☐ No ☐

Name: _____
 Mobile Number: _____
 Assignment: _____
 Assignment Location: _____

Roving? – Yes ☐ No ☐



Outdoor Special Event Emergency Operations Plan (EOP)

IMPORTANT – PLEASE READ THIS DOCUMENT IN ITS ENTIRETY

EMERGENCY – Dial 911

Park City Police Dept ----- 435 -615-5500
(Non-Emergency Number)

Park City Fire Dist ----- 435-940-2500
(Non-Emergency Number)

Summit County Sheriffs ----- 435-615-3600
(Non-Emergency Number)

Summit County Health ---- 435-333-1500
(Non-Emergency Number)

Park City Building Department - 435-615-5100

Park City Special Events:

Jenny Diersen ----- 435-602-3539

Chris Phinney ----- 435-602-3539

Park City Emergency Management - 435-615-5911
(24hr On-Call Number)

GREEN EVENTS CHECKLIST:

Thank you for helping us to preserve Park City's environment!
We are committed to the preservation and enhancement of the environment for our community and guests.
Please submit this checklist along with your permit application.
Contact your Special Event Coordinator for more information or questions.

Name of Event: PSPOA Summer Block Party		Organization/ Business: PSPOA	
Total Estimated Attendance at Event: 500		Number of Vendors: 15	
Date of Event: July 16th,, 2022			
Name of person responsible for overseeing green event practices for your event, including training staff and volunteers in sustainable practices: (recycling, composting, reuse, waste and energy reduction, etc.).		Steve Tassler	
Email Address: steve@lazlogroup.com		Cell Phone: (435) 201-1498	
Signature of Event Producer:		Date:	
☒	Standard	☒	Extraordinary Measures
☒	Complete Environmental Management Plan and attach as part of the Supplemental Plan for your event.		Use vendors that have an environmental policy, recycle and compost, use local food sources, use energy efficient appliances, or otherwise offset their carbon footprint.
☒	Use electric spider boxes for power needs.		Eliminate the use of fossil fuels for on site power needs.
☒	Use sand or other reusable ballasts for securing tents instead of water.		Commit to and publicize water conservation efforts at event.
☒	Recycling is required in all areas of the event. Recycling containers must be paired with trash cans.		Sponsors/Vendors distribute bags, bottles, or serving material made from recycled material, or that can be reused or recycled.
☒	Event Applicant materials printed on at least 30% post consumer recycled paper. Distributed items must be made from recycled materials that can be reused, recycled or reconsumed.		Event Applicant does not offer printed materials. All promotional materials are available electronically.
☒	Remind guests to bring their reusable bags and water bottles. Use, sell, or proote reusable bags and waterbottles.		Event Applicant does notsell or give away plastic bottled water unless the bottle is compostable. <i>(To try using watering stations and reusable containers).</i>
☒	Reusable banners, eco-friendly promotional material or recycle (i.e., banners into shopping bags).		Use reusable linens instead of paper or plastic table covers.
☒	Encourage the use of bicycles, buses, shuttles, carpools or other public transit to and from the event. This must be promoted on event website and marketing.		Offer a Bike Valet (Summer Events - May through October)
☒	Enforce a no idling policy for staff, volunteers, vendors and attendees.		Incorporate alternative transportation plans into your event. Supplement City Transit with additional transit options. (This must be approved before implementing).
☒	Use eco-friendly serving utensils (compostable, plant-based or made from recycled materials) and eliminate the use of regular plastic cups and pre-packaged servings.		Provide vegetarian meal options. Be local - offer food or vendor items that are made, grown and produced within 100 miles of Park City.
☒	Be Styrofoam Free!		Be Glass Free!
☒	Prepare food with reusable cutlery and dishes, or products that can be composted.		Serve food in bulk – (avoid cans, bottles, sugar packets and serve at stations)
☒	Wastewater must be properly disposed of into the sanitary sewer system, i.e., floor sink or mop sink, etc., and it is prohibited to dispose of gray water into the storm sewer or directly onto the ground.		Tell us what else you are doing. We love new ideas and solutions!!
For Municipal Purposes			
Trash Plan Approved by:		Date:	
Public Works:		Date:	
Health Department:		Date:	
Sustainability Department:		Date:	



Park City Permit for Relief of Noise Restrictions 2021

A Permit for Relief of Noise Restrictions is required of any person or company that engages in an activity in violation of Park City Code 6-3. Per the Park City Code Section 6-3-11, applications for a permit for relief from the noise restrictions may be made to the Chief of Police as it pertains to special events, community, or private functions or events. Any permit granted by the Chief of Police, or his/her designee shall contain all conditions upon which the permit has been granted, including, but not limited to, the effective dates, time of day, location, sound pressure level, or equipment limitation and name and contact information for the on-scene officiator. The applicant is required to provide an on-site officiator at the event to ensure compliance with the noise restrictions and be available for contact if there are complaints. Additionally, the applicant is required to provide a map of the event location showing stages, speakers and other sources of noise.

Applicant's Name: Craig Dennis

Phone #: (435) 201-1498

Address: 2041 Sidewinder Drive, Park City, UT 84060

Purpose of Activity and description of noise-making activity and equipment:

Amplified acoustic music

Address of Event (property on which noise generating activity will occur): Berrett Lane

Date(s) of Event: July 16th, 2022 Time of Amplified Noise (Include Sound Check): noon - 6 pm

Type of Noise Generated: Music

Estimated Maximum Number of People in Attendance: 500

Level of Noise Permitted: 80 dBIs

I, Craig Dennis, acknowledge and understand Park City Code 6-3 and certify that all information stated above is correct. As the applicant, I will have amplified sound no higher than a decibel limit of 80 dBIs between the times of noon to 6:00 PM (all permits expire at 10:00 PM). Should I violate the terms of the agreement, I will immediately remedy the situation or be subject to the penalties listed below.

Signature:

A handwritten signature in black ink that reads "Craig Dennis". The signature is written over a horizontal line.

Date:

May 5, 2022

Responsible person who will be attending the event and will be monitoring noise levels:

Onsite Officiator: Craig Dennis

435-201-1498
Phone: _____

Please Note:

The officiator in charge of the event is responsible to monitor and maintain the permissible sound levels spelled out in this permit. Additionally, the officiator is responsible to mitigate complaints received by the Park City Police Department. Failure to mitigate complaints immediately, once brought to the officiator's attention, may result in a criminal citation and/or a revocation of this permit.

Approved by (PCPD): _____

Signature: _____

Date: _____

The applicant may be required to contact surrounding property owners. When completed, documentation of those contacts (with contact information) shall be provided.

Required Information:

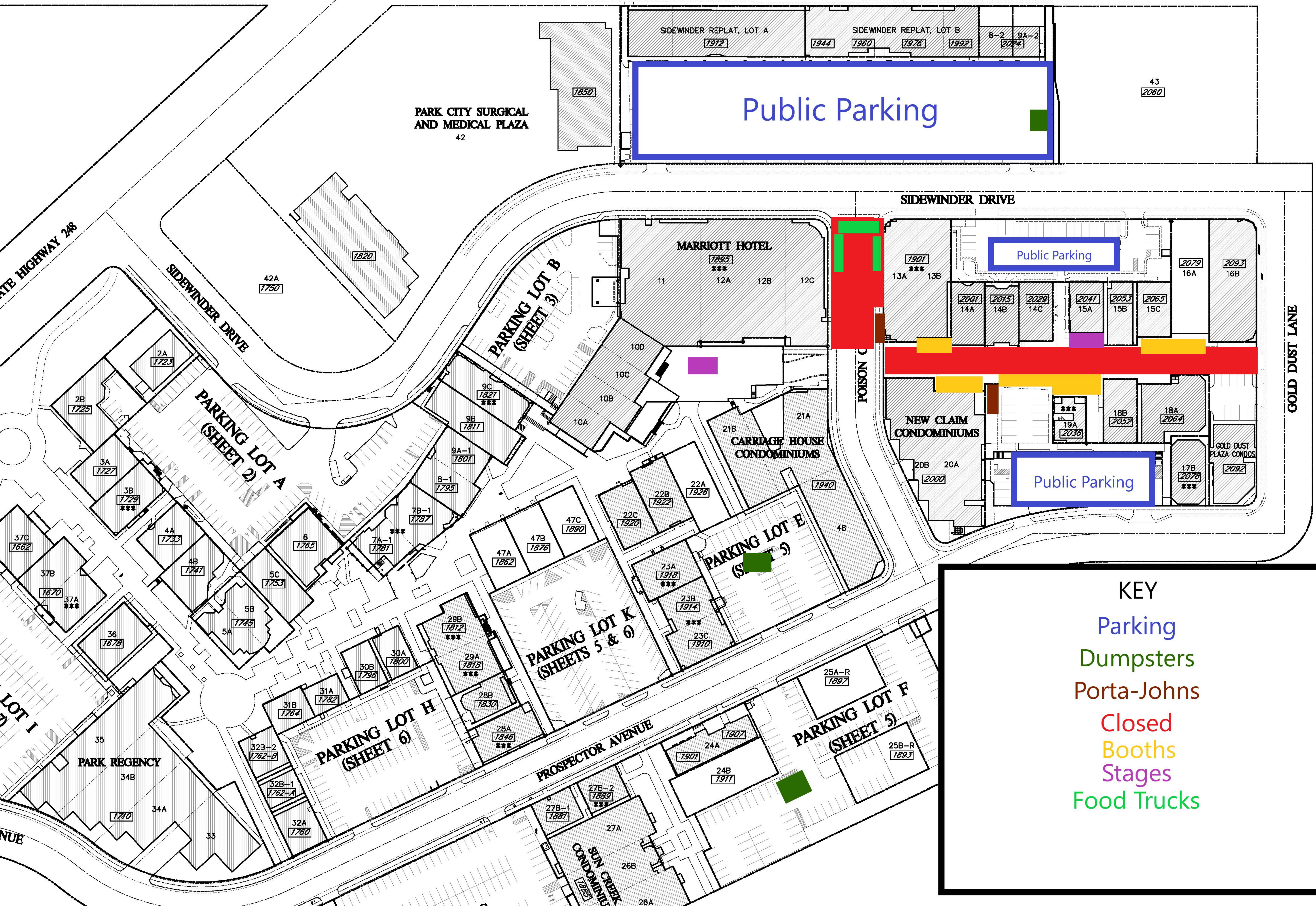
The following residential property owners have no objection to the type of noise that will occur at the location, and at the date and time, given above:

The following residential property owners have objection to the type of noise that will occur at the location, and at the date and time, given above:

Please Note: As per Park City Code Section 6-3-4, the Police Department shall be responsible for the administration of these rules and regulations and any other powers vested in it by law and shall make inspections of any premises and issue orders as necessary to effect the purposes of these regulations, and do any and all acts permitted by law that are necessary for the successful enforcement of these regulations.

As per Park City Code Section 6-3-14, the Police Department may upon discovery or report of a violation be able to issue a criminal citation for the violation or may file a report with the City Prosecutor's Office for review and issuance of information and summons to court to answer the charges.

As per Park City Code Section 6-3-15, any person who is found guilty of violating any of the provisions of these rules and regulations, either by failing to do those acts required herein or by doing a prohibited act, is guilty of an infraction. Each day such violation is committed, or permitted to continue, shall constitute a separate violation. The City Attorney may initiate legal action, civil or criminal, requested by the Department abate any condition that exists in violation of these rules and regulations. In addition to other penalties imposed by a court of competent jurisdiction, any person(s) found guilty of violating any of these rules and regulations shall be liable for all expenses incurred by the Department in removing or abating any nuisance or other noise disturbance.



SIDEWINDER DRIVE

Bike Valet

**PARKING LOT C
(SHEET 4)**

1901

13A

13B

2001

14A

2015

14B

2029

14C

2041

15A

2053

15B

2065

15C

2079

16A

2093

16B

**NEW CLAIM
CONDOMINIUMS**

19A

2036

18B

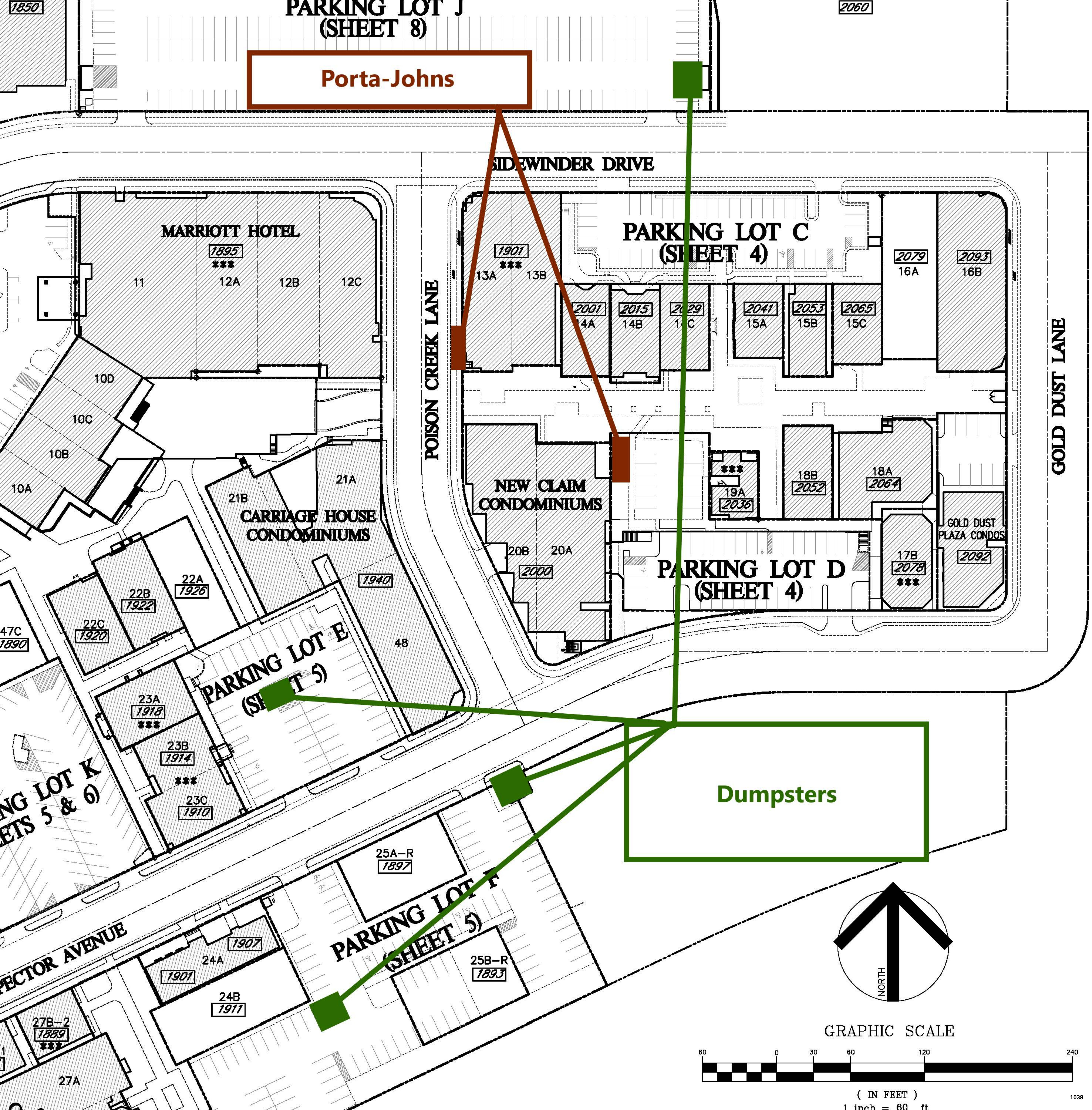
2052

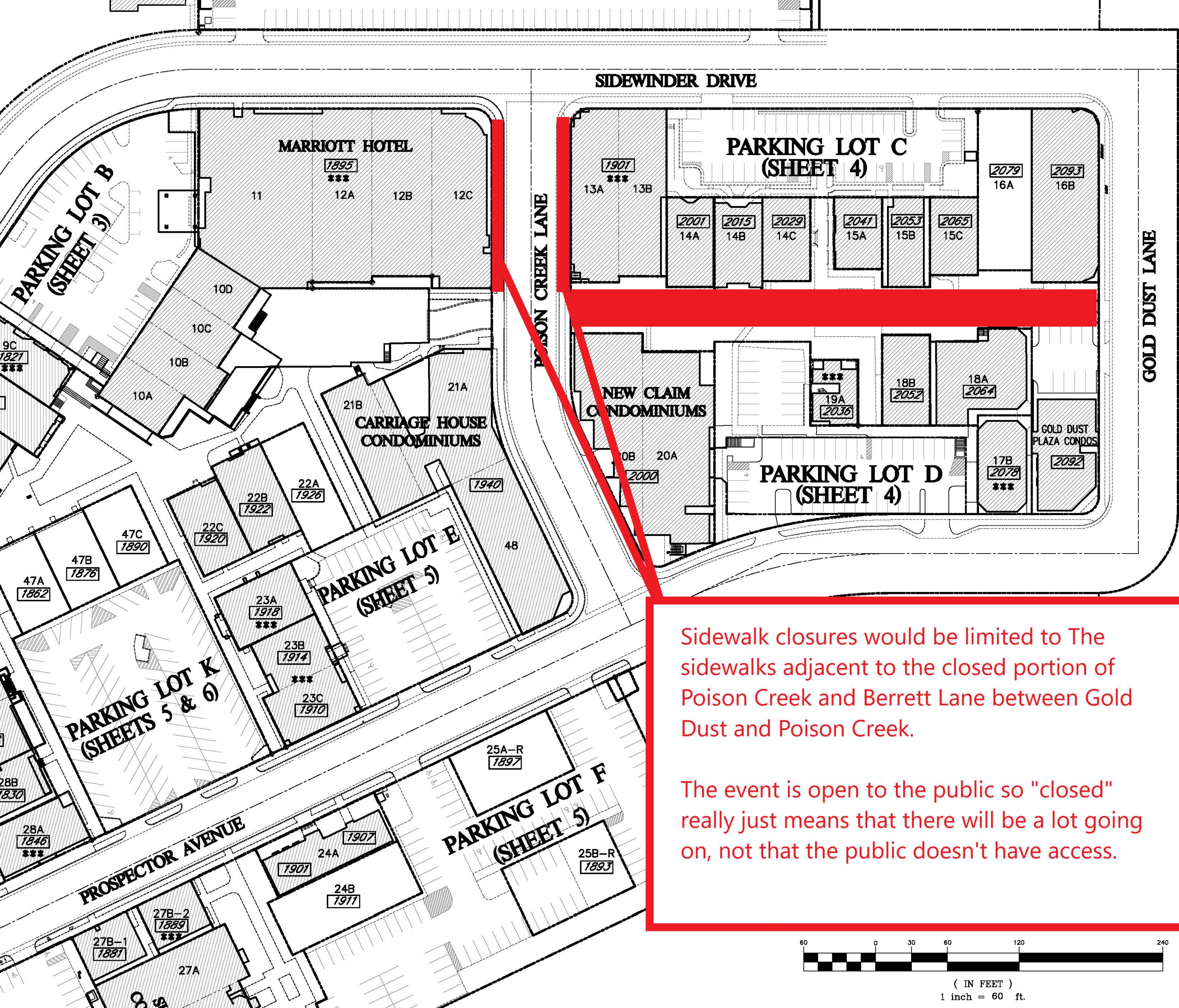
18A

2064

GOLD DUST

GOLD DUST LANE



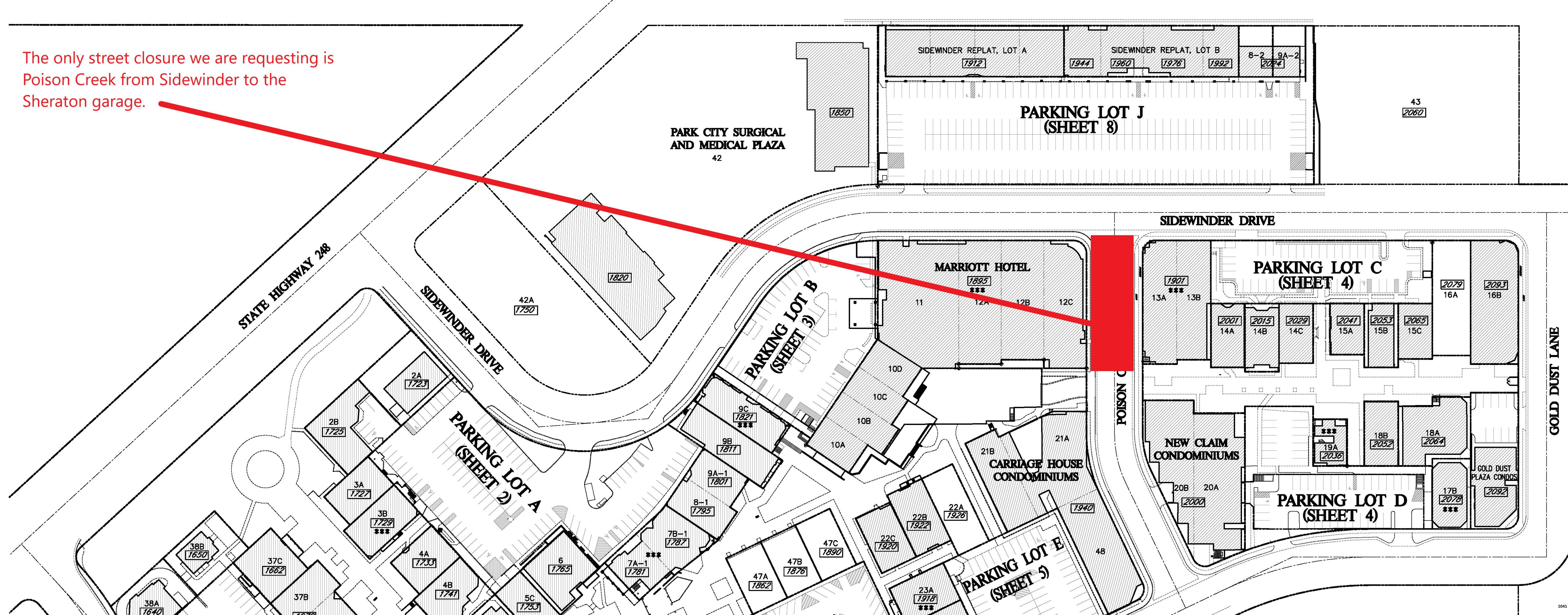


Sidewalk closures would be limited to The sidewalks adjacent to the closed portion of Poison Creek and Berrett Lane between Gold Dust and Poison Creek.

The event is open to the public so "closed" really just means that there will be a lot going on, not that the public doesn't have access.



The only street closure we are requesting is
Poison Creek from Sidewinder to the
Sheraton garage.





Prospector Square

PO Box 680344 - Park City, Utah 84068

April 5, 2022

To whom it may concern:

Prospector Square Property Owners Association is fully supportive of the Berrett Lane block party planned for July 16, 2022, on Berrett Lane in the vicinity of Poison Creek and Gold Dust. Steve Tassler and Arastra Park City is taking the lead.

When PSPOA upgraded Berrett Lane last year, it was our hope that it would attract more small-scale community events. This event serves that purpose.

I have also shared with Steve email lists of neighbors and Prospector Square community members so that proper notification can be given.

If you have any additional questions, please feel free to contact me.

Sincerely,

CRAIG DENNIS
Executive Director
PSPOA

P: 801.368.4303

E: cdennis@prospectorsquare.com

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Public Utilities

Item Type: Staff Report

Agenda Section: NEW BUSINESS

Subject:

Consideration to Authorize the City Manager to Execute a Construction Agreement, in a Form Approved by the City Attorney, with Silver Spur Construction to Construct the American Saddler and Broken Spoke Waterline Replacements, in an Amount Not to Exceed \$2,114,107.00
(A) Public Input (B) Action

Suggested Action:

Attachments:

[American Saddler and Broken Spoke Waterline Replacement Staff Report](#)



City Council Staff Report

Subject: American Saddler and Broken spoke
Waterline Replacement Project
Silver Spur Construction– Construction Agreement
Author: Griffin Lloyd, Public Utilities Engineer
Department: Public Utilities
Date: June 9, 2022
Type of Item: Administrative

Recommendation

Authorize the City Manager to execute a Construction Agreement, in a form approved by the City Attorney, with Silver Spur Construction to construct the American Saddler and Broken Spoke Waterline Replacements, in an amount not to exceed \$2,114,107.00.

Background

Park City Public Utilities maintains record of water line breaks and pipe condition of its underground piping network. Staff regularly evaluates the need to replace assets based on these records along with the criticality of the asset, road improvement projects, other construction projects, financial capability, and other factors that influence project priority and timing. American Saddler and Broken Spoke have had multiple breaks within recent years and pipe condition in those areas are showing critical. These breaks have caused emergency response to repair, lost water, road damage, as well as interruption of traffic flow and water service to the community.

In January 2022 staff retained Aqua Engineering to design the replacement of the water assets as well as support with construction services, traffic control concerns, and technical expertise. ([Staff Report – February 3, 2022](#))

In accordance with the City's procurement policy, the project was publicly advertised from April 28 – May 19 and a public bid opening was held on March 19 in which 2 received bids were opened. Silver Spur Construction ([Silver Spur - LinkedIn](#)) was the lowest responsive bidder and has shown prior experience with similar projects. The project is scheduled to begin July 5th and conclude by October 15th. Based on the received bids and feedback from the low bidder and vendors, staff evaluated bid items that were abnormally high and driving the cost of the project above expected pricing. Alternative install methods as well as rebuilding existing infrastructure in lieu of full replacement due to supply chain issues, resulted in \$351k in savings.

Public Utility staff will proactively contact residents impacted by the project to inform of the project's purpose, expected timeline, travel impacts, water disruptions, and any suggested alternate routes.

Funding

The funding for the project is from water service fees and is included in the adopted Water budget.

Exhibits

A Bid tabulation and Value Engineering

Exhibit A

Bid Tabulation

BID Tabulation



5/19/22 3:00:00 PM
PARK CITY MUNICIPAL CORPORATION
American Saddler and Broken Spoke

	Contractor	Base Bid	Bid Add 1	Total Bid
1.	Silver Spur	\$1,900,930.00	\$565,160.00	\$2,466,090.00
2.	VanCon	\$3,340,640.00	\$1,056,180.00	\$4,396,820.00

Value Engineering

Item Classification of Unit Price Work		Qty	Unit	Silver Spur		Value Eng		Savings
No.				Unit	Total			
Base Bid Schedule								
1.	Mobilization	1	LS	\$232,915.00	\$232,915.00	\$225,415.00	\$225,415.00	-\$7,500.00
2.	Owners Contingency	30000	LS		\$30,000.00		\$30,000.00	
American Saddler Way								
3.	Connect to existing 8-inch Waterline (Sta: 0+00)	1	LS	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00
4.	Furnish and Install 8-inch DR-18 C900 PVC Water Main including Fittings and Appurtenances	3055	LF	\$229.00	\$699,595.00	\$212.00	\$647,660.00	-\$51,935.00
5.	Furnish and Install Dual Meter Vault - Near Side	11	EA	\$12,000.00	\$132,000.00	\$7,552.00	\$83,072.00	-\$48,928.00
6.	Funish and Install Dual Meter Vault - Far Side	11	EA	\$12,000.00	\$132,000.00	\$7,552.00	\$83,072.00	-\$48,928.00
7.	Furnish and Install Single Meter Vault - Near side	4	EA	\$10,860.00	\$43,440.00	\$6,412.00	\$25,648.00	-\$17,792.00
8.	Furnish and Install Single Meter Vault - Far Side	1	EA	\$11,740.00	\$11,740.00	\$7,292.00	\$7,292.00	-\$4,448.00
9.	Furnish and install 1.5" Dual Meter Vault - Far Side	1	LS	\$14,860.00	\$14,860.00	\$10,412.00	\$10,412.00	-\$4,448.00
10.	Furnish and install 1.5" Dual Meter Vault - Near Side	1	LS	\$14,730.00	\$14,730.00	\$10,282.00	\$10,282.00	-\$4,448.00
11.	Furnish and Install New Fire Hydrant Assembly	8	EA	\$16,100.00	\$128,800.00	\$16,100.00	\$32,200.00	-\$96,600.00
12	Remove and Relocate Fire Hydrants	2	EA	\$11,000.00	\$22,000.00	\$7,600.00	\$60,800.00	\$38,800.00
13	Connect to Existing 8-inch Waterline (STA 10+06.87)	1	LS	\$15,170.00	\$15,170.00	\$15,170.00	\$15,170.00	\$0.00
14	Ashley Court PRV Vault modifications	1	LS	\$67,460.00	\$67,460.00	\$37,460.00	\$37,460.00	-\$30,000.00
15	Trench "T" Patch Asphalt paving	24440	SF	\$13.00	\$317,720.00	\$13.00	\$317,720.00	\$0.00
16	Traffic control per MUTCD requirements	1	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
Subtotal				\$1,900,930.00		\$1,624,703.00		
Bid Additive Broken Spoke								
1	Connect to existing waterline with 8-inch tee	1	LS	\$16,200.00	\$16,200.00	\$16,200.00	\$16,200.00	\$0.00
2	Furnish and Install 8-inch DR-18 C900 PVC Water Main including Fittings and	1160	LF	\$199.00	\$230,840.00	\$199.00	\$230,840.00	\$0.00
3	Furnish and Install 2" & 1.5" Meter Vault Near Side	1	EA	\$12,025.00	\$12,025.00	\$7,577.00	\$7,577.00	-\$4,448.00
4	Furnish and Install 1" and 3/4" Meter Vault Near Side	7	EA	\$10,385.00	\$72,695.00	\$5,937.00	\$41,559.00	-\$31,136.00
5	Furnish and Install 2" & 1.5" Meter Vault Far Side	1	EA	\$12,130.00	\$12,130.00	\$7,682.00	\$7,682.00	-\$4,448.00
6	Furnish and Install 1" and 3/4" Meter Vault Far Side	3	Ea	\$10,150.00	\$30,450.00	\$5,702.00	\$17,106.00	-\$13,344.00
7	Furnish and Install New Fire Hydrant Assembly	3	EA	\$15,060.00	\$45,180.00	\$7,600.00	\$22,800.00	-\$22,380.00
8	Trench "T" Patch Asphalt paving	9280	SF	\$13.00	\$120,640.00	\$13.00	\$120,640.00	\$0.00
9	Traffic control per MUTCD requirements	1	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
Bid Additive Sub Total				\$565,160.00		\$489,404.00		
Total				\$2,466,090.00		\$2,114,107.00		-\$351,983.00

City Council Staff Report



Subject: Fractional Ownership
Application: PL-22-05210
Authors: Makena Hawley and Spencer Cawley
Date: June 23, 2022
Type of Item: Legislative – Land Management Code Amendment

Recommendation

(I) Review proposed Land Management Code amendments to define Single-Family Dwelling Fractional Ownership/Use, to establish Fractional Ownership/Use of Single-Family Dwellings as Conditional Uses with additional review criteria in those Zoning Districts that allow Timeshares and Private Residence Clubs, and to require a Business License for Single-Family Dwelling Fractional Ownership/Use, (II) conduct a public hearing, and (III) consider approving Ordinance No. 2022-21 (Exhibit A).

Description

Applicant: Planning Department
Land Management Code Sections amended: **Historic Recreation Commercial**
15-2.5-2, *Uses*

Historic Commercial Business
15-2.6-2, *Uses*

Residential Development
15-2.13-2, *Uses*

Residential Development – Medium Density
15-2.14-2, *Uses*

Recreation Commercial
15-2.16-2, *Uses*

Regional Commercial Overlay
15-2.17-2, *Uses*

General Commercial
15-2.18-2, *Uses*

Definitions
15-15-1

Land Management Code **Single-Family Dwelling Fractional Ownership/Use**
Section Enacted: 15-4-23

Reason for Review: Land Management Code amendments require Planning Commission review and recommendation to City Council for Final Action

Background

Recently, companies offering fractional ownership—a mechanism establishing ownership of vacation properties often in the form of a 1/2 to 1/8 share—have started selling “fractions” of Single-Family Dwellings as vacation properties in Park City. Fractional ownership companies may create an LLC for each Single-Family Dwelling and then manage the property for multiple owners, providing furnishings, maintenance, cleaning, and scheduling services.¹ While fractional ownership may make vacation properties more affordable for some users through a shared economy, finding a balance that protects Park City’s primarily residential Zoning Districts for full-time primary residents is important.

Timeshares and Private Residence Clubs

Use of residential units by multiple parties is not new to Park City. In the 1980s, the City enacted a series of land use regulations for Timeshares, defined by Utah Code [Section 57-19-2\(26\)](#) as a small, undivided fractional fee interest in real property by which the purchaser does not receive any right to use an accommodation except as provided by contract, declaration, or other instrument defining a legal right, and in Utah Code [Section 57-19-2\(27\)](#) as a right to occupy fixed or variable accommodations during three or more separate fixed or variable time periods over a period of at least three years, including renewal options, whether or not coupled with an estate in land.

The LMC establishes Timeshares as Conditional Uses in the Recreation Commercial, General Commercial, Historic Commercial Business, and Historic Recreation Commercial Zoning Districts, and outlines additional Timeshare review considerations in [Section 15-4-10](#) and [Section 15-4-11](#), requiring evaluation of Timeshare instruments, rules and regulations, management, utility service payments, minimum duration of Timeshare intervals, and parking considerations.

The LMC also regulates Private Residence Clubs, in which ownership of a condominium unit is shared by no less than four and no more than 12 owners and is operated by a property management service that provides reservations and registration.² Private Residence Clubs are Conditional Uses in the same Zoning Districts as Timeshares, with expanded Conditional Use in the Residential Development, Residential Development – Medium Density, Regional Commercial Overlay, and Light Industrial Zoning Districts.

¹ To view an example of a fractional ownership company, visit the website for [Pacaso](#).

² See LMC [Section 15-15-1](#), *Definitions*.

Existing Timeshares and Private Residence Clubs in Park City are for the most part in Multi-Unit Dwellings in or near commercial Zoning Districts or Zoning Districts proximate to the resorts. What sets the current fractional ownership model apart is the shared ownership of a Single-Family Dwelling for vacation purposes in a primary residential neighborhood. The proposed amendments direct fractional ownership/use of Single-Family Dwellings to the same Zoning Districts that allow Timeshares and Private Residence Clubs to protect primarily residential neighborhoods for primary residents.³

To address the new fractional ownership model in residential areas, staff proposes amendments to:

- (1) define Single-Family Dwelling Fractional Ownership/Use,
- (2) establish Single-Family Dwelling Fractional Ownership/Use in Zoning Districts where Timeshares and Private Residence Clubs are allowed and require a Conditional Use Permit,
- (3) establish regulations regarding management and use of the fractional ownership,
- (4) require an active Business License for Single-Family Dwelling Fractional Ownership/Use.

On May 11, 2022, the Planning Commission conducted a work session to evaluate and provide input on land use regulations regarding fractional ownership of Single-Family Dwellings ([Staff Report](#); [Audio](#)). On May 25, 2022, the Planning Commission reviewed the proposed Land Management Code amendments and unanimously forwarded a positive recommendation to the City Council, amending the definition of Single-Family Dwelling Fractional Ownership/Use to include “corporations” and “unrelated co-owners” ([Staff Report](#); [Audio](#)).

Analysis

The LMC implements the goals and policies of the General Plan for purposes that include promoting the general health, safety, and welfare of the present and future inhabitants and visitors of the City, protecting and enhancing the vitality of the City’s resort-based economy, the overall quality of life, and unique mountain town community, and protecting or promoting moderate income housing. LMC [Section 15-1-2](#).

The General Plan Identifies the Importance of Protecting the City’s Primarily Residential Neighborhoods

³ Private Residence Clubs are allowed in the Light Industrial Zoning District. However, Single-Family Dwellings are not. As a result, Single-Family Dwelling Fractional Ownership/Use is not proposed to be allowed in the Light Industrial Zoning District.

Sense of Community is one of the core values in the Park City General Plan and Goal 7 of the General Plan is to create a diversity of primary housing opportunities to address the changing needs of residents. Objective 7B is to focus efforts for diversity of primary housing stock within primary residential neighborhoods to maintain majority occupancy by full time residents within these neighborhoods.⁴

Goal 8 of the General Plan is to increase affordable housing opportunities and associated services for the workforce of Park City. Objective 8C of the General Plan is to increase housing ownership opportunities for workforce within primary residential neighborhoods.⁵

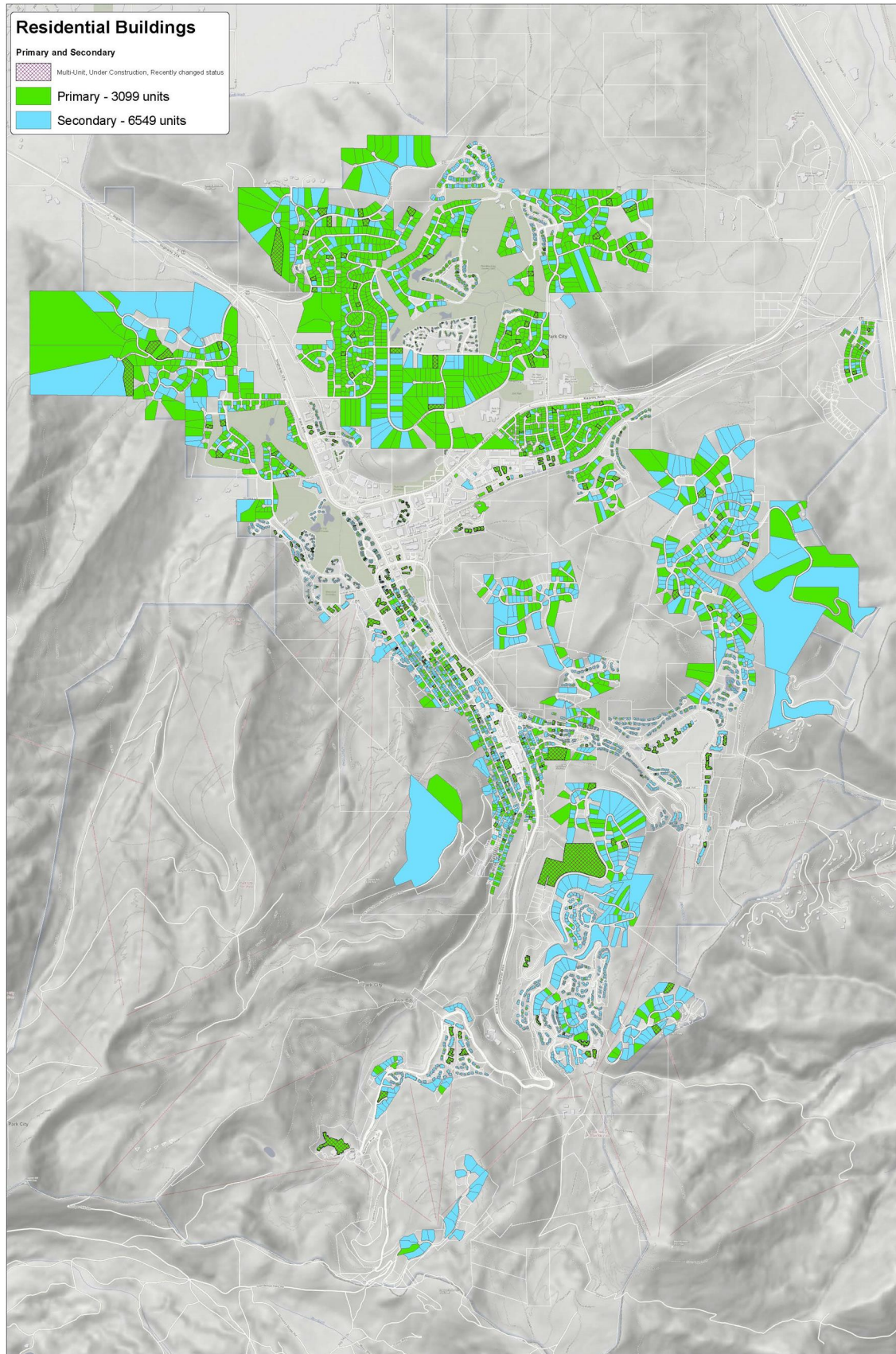
The General Plan also acknowledges neighborhoods where secondary homeownership are appropriate and support the City's resort economy. For example, the General Plan identifies the Lower Deer Valley neighborhood as a resort neighborhood catering to second homes.⁶

The General Plan identifies primary and secondary homeowners based on 2010 data and identifies Park Meadows, Bonanza Park, Prospector, and Thaynes Canyon as four neighborhoods dominated by primary homes. Recent data shown in the updated map below demonstrates these neighborhoods continue to be primary residences:

⁴ General Plan Volume I, [Sense of Community](#), p. 5.

⁵ General Plan Volume I, [Sense of Community](#), p. 8.

⁶ [General Plan, Volume II, Neighborhoods 3](#), p. 7.



The Budget Department evaluated primary versus secondary residents based on the Summit County Assessor's Office data and the numbers indicate a rise in primary residences in 2019, a decline in primary residences in 2020, and an increase in 2021; but overall, the primary residences have hovered around 3,000 for the past six years:

Year	Primary Residence	Secondary Residence
2015	3,075	6,211
2016	3,078	6,211
2017	3,091	6,299
2018	3,173	6,231
2019	3,269	6,231
2020	2,980	6,870
2021	3,193	6,590

In addition to protecting primarily residential neighborhoods for full-time residents, the General Plan identifies the need to protect and incentivize primary homeownership in Old Town. "Planning efforts to maintain primary home ownership in the Old Town neighborhood is motivated by the community's Vision. In order to Keep Park City Park City, it is essential that Parkites be located in the heart of the City. While, there is certainly a need to allow nightly rental in the district to provide visitors with the authentic Park City experience, it is recommended that the City consider investigating incentives to keep primary residents located within Old Town."⁷ The General Plan also establishes a policy to protect a Sense of Community: "[t]he City should consider incentives for primary homeownership in Old Town; a balance between residents and tourists is desirable in this neighborhood."⁸

To further support full-time primary residents in an ever-increasing housing market, on May 5, 2022, the City Council adopted the Lite Deed Restriction Pilot Program ([Staff Report](#); [Audio](#)). This pilot program is designed to provide more housing supply for year-round Park City residents and provides cash payments to qualified property owners in exchange for a deed restriction recorded against their property that requires year-round occupancy.

To meet the core value of a Sense of Community, the General Plan supports a balance between residents and visitors. To protect primarily residential neighborhoods, the proposed LMC amendments define Single-Family Dwelling Fractional Ownership/Use, direct Single-Family Dwelling Fractional Ownership/Use to those Zoning Districts that support the resort economy and that already allow Timeshares and Private Residential Clubs, to outline requirements for management and use of Single-Family Dwelling Fractional Ownership/Use, and to establish Business License requirements to ensure compliance with the proposed amendments.

⁷ General Plan, Volume II, [Neighborhoods 2](#), p. 34

⁸ *Id.*

(1) The proposed amendments define Single-Family Dwelling Fractional Ownership/Use.

To distinguish fractional ownership from Timeshare Units and Private Residence Clubs, staff recommends amending LMC [Section 15-15-1](#) to define fractional ownership as amended by the Planning Commission:

Single-Family Dwelling, Fractional Ownership/Use: Any Single-Family property which is owned by an LC, LLC, or corporation which limits the LC, LLC, or corporation member's/shareholder's/owner's right to occupy the property by member/shareholders agreement or any other contract which limits owner use of the property to fractional reservations less than thirty (30) days at a time. Other factors include but are not limited to unrelated co-owners, centralized management, advanced reservations via electronic/App reservation systems, maximum stay limits on each owner's overall reservation/use of the property, and fixed management subscription fee as part of initial purchase, although subscription may be canceled.

Not all residences with multiple owners or owned by business entities (such as family trusts, LLCs, or corporations without fractional use limitations) fall under the proposed definition for fractional ownership/use of a Single-Family Dwelling. The new definition identifies the regulation of the management model rather than how it is owned. The definition differentiates this by highlighting the use of the property for a specific period of time, the property being managed by a centralized entity, or having characteristics such as advanced reservations or a management fee.

(2) Require a Conditional Use Permit and Additional Management Standards.

The proposed amendments establish fractional ownership/use of Single-Family Dwellings as a Conditional Use in those Zoning Districts that allow Timeshares and Private Residence Clubs. The Planning Commission reviews 16 criteria outlined in LMC [Section 15-1-10\(E\)](#) when considering a Conditional Use Permit, including some of the concerns community members have raised regarding fractional ownership of Single-Family Dwellings in residential neighborhoods, like traffic, parking, noise, ownership, and control of delivery and service vehicles.

Additionally, Conditional Use Permit review by the Planning Commission triggers public notice to properties within 300 feet, providing neighbors an opportunity to participate in the public hearing process and to provide input regarding management and use of fractional ownership/use of Single-Family Dwellings in their neighborhood.

In addition to the Conditional Use criteria, staff recommends the proposed code include

Management Standards which the Planning Commission evaluates at the time of Conditional Use review:

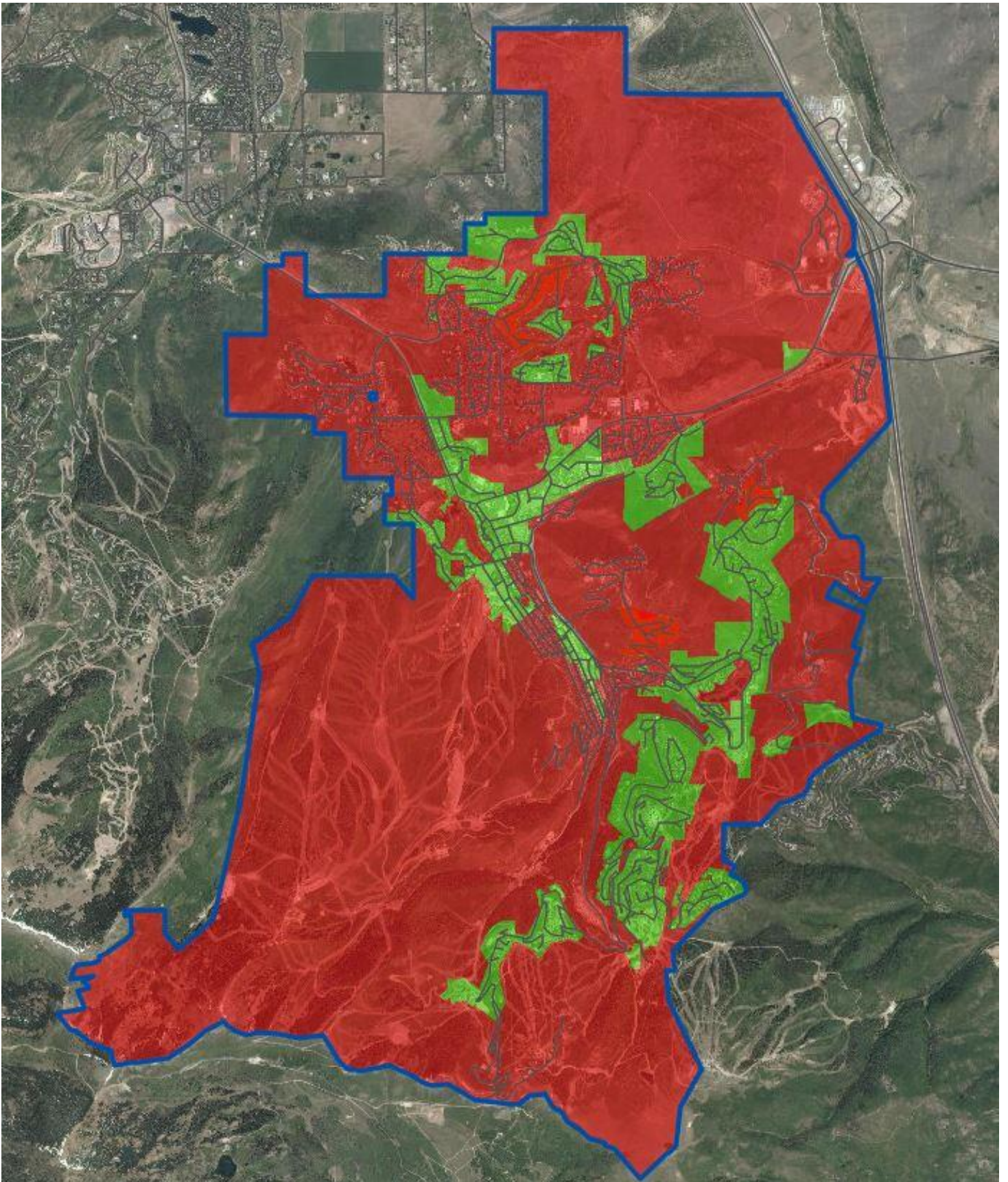
- Prohibition of
 - Nightly Rentals
 - On-Street Parking
 - Outdoor display of goods and merchandise
 - Signs
 - Commercial uses not otherwise permitted in the Zoning District
- Submittal of a Management Plan outlining a satisfactory level of management and maintenance of the fractional ownership/use of the Single-Family Dwelling, addressing at least the following:
 - a. Designating a responsible party that is a property management company, realtor, lawyer, owner, or other individual, who resides within a one-hour drive of the property, or, in the case of a company, has offices in Summit County. The responsible party must be available by telephone, or otherwise, twenty-four (24) hours per day, and must be able to respond to telephone inquiries within twenty (20) minutes of the receipt of such inquiries. The responsible party is also designated as the agent for receiving all official communications.
 - b. Snow removal during winter months to a level that allows safe vehicular and pedestrian access to the Single-Family Dwelling.
 - c. Snow removal service to any off-street parking associated with the property to ensure parking is available for owner use at all times
 - d. Yard maintenance, including landscaping, weed control, and irrigation.
 - e. Structural maintenance to preserve substantial code compliance
 - f. Routine upkeep, including painting and repair
 - g. Trash collection and management which ensures that trash cans are not left at the curb for any period in excess of 24 hours; the property must be kept free from accumulated garbage and refuse
 - h. Noise and Occupancy Control – Property management and owners are responsible for regulating the occupancy of the property and noise created by occupants. Violation of the [Noise Ordinance](#) in Municipal Code of Park City Chapter 6-3, violation of occupancy loads, failure to use designated off-street parking, illegal conduct, or any other abuse which violates any law regarding use or occupancy of the property is grounds for revocation.
 - i. Information on the proposed fractional ownership use, including:
 - i. A description of the method of management of the fractional ownership use
 - ii. Any restrictions on the use or occupancy of the Single-Family Dwelling and property
 - iii. Any additional documentation the Applicant, City staff, or the Planning Commission deem reasonably necessary to evaluate the fractional ownership and use.
 - j. A Business License.

(3) Direct Single-Family Dwelling Fractional Ownership/Use to Zoning Districts that allow Timeshares and Private Residence Clubs

To protect primarily residential Zoning Districts, staff recommends restricting fractional ownership to the same Zoning Districts outlined for Timeshare Units and Private Residence Clubs:

- Recreation Commercial
- General Commercial
- Historic Commercial Business
- Historic Recreation Commercial
- Residential Development, except for those subdivisions that prohibit Nightly Rentals
- Residential Development – Medium Density
- Regional Commercial Overlay

The map below shows the areas prohibiting Single-Family Dwelling Fractional Ownership/Use in red, and establishing them as Conditional Uses in the Zoning Districts shown in green:



These Zoning Districts limit fractional ownership as a Conditional Use in Zoning Districts wherein Nightly Rentals—rentals for less than 30 days—are allowed. The Residential Development Zoning District includes subdivisions wherein Nightly Rentals are prohibited. Staff recommends fractional ownership also be prohibited in the same subdivisions: April Mountain, Mellow Mountain Estates Subdivisions, Meadows Estates Subdivision Phases #1A and #1B, Fairway Meadows Subdivision, and Hidden Oaks at Deer Valley Phases 2 and 3.

(4) The proposed amendments require an active Business License for Single-Family Dwelling Fractional Ownership/Use

Regulation of fractional ownership of Single-Family Dwellings presents enforcement challenges because, in Zoning Districts where Single-Family Dwellings are allowed, it is the ownership model and use that is regulated, rather than the physical structure. As a result, requiring an active Business License for the sale and management of fractional ownerships will help Planning, Building, and Finance monitor and ensure fractional ownership/use of Single-Family Dwellings operates in compliance with the proposed amendments. Finance and Planning Staff are working to implement a Business License for each Single-Family Dwelling Fractional Ownership/Use.

Department Review

The Planning, Engineering, and Legal Departments reviewed the proposed Land Management Code amendments.

Notice

Staff mailed postcard notices on May 10, 2022, to property owners within the affected Zoning Districts and posted public notice to the Utah Public Notice Website and City Website on May 9, 2022. The *Park Record* published legal notice on May 11, 2022.

Public Outreach and Input

Staff met with community members who have expressed concern regarding Single-Family Dwelling Fractional Ownership/Use on May 9 and May 23. Staff also met with representatives from Pacaso. Please see Exhibit B to review public input and Exhibit C to review Pacaso's Economic Impact Analysis submitted for Planning Commission and City Council review.

Alternatives

- The City Council may approve Ordinance No. 2022-21; or
- The City Council may deny the proposed LMC Amendments; or
- The City Council may request additional information and continue the discussion to a date certain.

Exhibits

Exhibit A: Draft Ordinance No. 2022-21

Attachment 1 – Land Management Code Redlines

Exhibit B: Public Input

Exhibit C: Pacaso's Economic Impact Analysis

Exhibit D: Pacaso's Planning Commission Power Point Presentation, May 25, 2022

Ordinance No. 2022-21

AN ORDINANCE AMENDING LAND MANAGEMENT CODE SECTIONS 15-2.5-2 HISTORIC RECREATION COMMERCIAL, 15-2.6-2 HISTORIC COMMERCIAL BUSINESS, 15-2.13-2 RESIDENTIAL DEVELOPMENT, 15-2.14-2 RESIDENTIAL DEVELOPMENT – MEDIUM DENSITY, 15-2.16-2 RECREATION COMMERCIAL, 15-2.17-2 REGIONAL COMMERCIAL OVERLAY, AND 15-2.18-2 GENERAL COMMERCIAL TO ALLOW “SINGLE-FAMILY DWELLING, FRACTIONAL OWNERSHIP/USE,” ENACTING SECTION 15-4-23, SINGLE-FAMILY DWELLING FRACTIONAL OWNERSHIP USE, AND AMENDING SECTION 15-15-1 DEFINITIONS TO DEFINE “SINGLE-FAMILY DWELLING, FRACTIONAL OWNERSHIP/USE”

WHEREAS, companies offering fractional ownership—a mechanism establishing ownership of vacation properties in the form of a 1/2 to 1/8 or lesser share—have started selling “fractions” of Single-Family Dwellings as vacation properties in Park City, including within primarily residential neighborhoods;

WHEREAS, *Sense of Community* is one of the core values in the Park City General Plan, Goal 7 of the General Plan is to create a diversity of primary housing opportunities to address the changing needs of residents, and Objective 7B of the General Plan is to focus efforts for diversity of primary housing stock within primary residential neighborhoods to maintain majority occupants by full time residents within these neighborhoods;

WHEREAS, Goal 8 of the General Plan is to increase affordable housing opportunities and associated services for the workforce of Park City;

WHEREAS, Objective 8C of the General Plan is to increase housing ownership opportunities for workforce within primary residential neighborhoods;

WHEREAS the General Plan acknowledges neighborhoods where secondary homeownership is appropriate and support the City’s resort economy like those neighborhoods near the resorts;

WHEREAS, the General Plan identifies the need to protect and incentivize primary homeownership in Old Town and states “it is essential that Parkites be located in the heart of the City;”

WHEREAS, the Land Management Code implements the goals and policies of the General Plan in part to promote the health, safety, and welfare of the present and future inhabitants, to protect and enhance the vitality of the City’s resort-based economy, and to protect or promote moderate income housing;

WHEREAS, to protect primarily residential neighborhoods while allowing for Single-Family Dwelling Fractional Ownership/Use near the resort bases and in those Zoning Districts that allow Timeshares and Private Residence Clubs, the Land Management Code amendments define Single-Family Dwelling Fractional Ownership/Use and establish them as a Conditional Use in the Historic Recreation Commercial, Historic Commercial Business, Residential Development, Residential Development – Medium Density, Recreation Commercial, Regional Commercial Overlay, and General Commercial Zoning Districts with specific standards, and require a Business License for each Single-Family Dwelling Fractional Ownership/Use;

WHEREAS, the Planning Commission conducted a duly noticed work session on May 11, 2022, and a duly noticed public hearing on May 25, 2022, and forwarded a positive recommendation, with amendments, to the City Council;

WHEREAS, the City Council conducted a duly noticed public hearing on June 23, 2022.

NOW, THEREFORE BE IT ORDAINED by the City Council of Park City, Utah, as follows:

SECTION 1. AMEND MUNICIPAL CODE OF PARK CITY LAND MANAGEMENT CODE TITLE 15. The recitals are incorporated herein as findings of fact. Municipal Code of Park City Title 15 Land Management Code § 15-2.5-2 *Historic Recreation Commercial*, § 15-2.6-2 *Historic Commercial Business*, § 15-2.13-2 *Residential Development*, § 15-2.14-2 *Residential Development – Medium Density*, § 15-2.16-2 *Recreation Commercial*, § 15-2.17-2 *Regional Commercial Overlay*, § 15-2.18-2 *General Commercial*, and § 15-15-1 *Definitions*, are hereby amended as outlined in Attachment 1.

SECTION 2. ENACT MUNICIPAL CODE OF PARK CITY LAND MANAGEMENT CODE SECTION 15-4-23. The recitals are incorporated herein as findings of fact. Municipal Code of Park City Section 15-4-23 is enacted as outlined in Attachment 1.

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective upon publication.

PASSED AND ADOPTED THIS 23rd day of June 2022.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, Mayor

Attest:

City Recorder

Approved as to form:

City Attorney's Office

Attachment 1

15-2.5-2 Uses

Uses in the HRC are limited to the following:

A. **ALLOWED USES.**¹⁰

1. Single Family Dwelling⁵
2. Duplex Dwelling⁵
3. Secondary Living Quarters⁵
4. Lockout Unit^{1,5}
5. Accessory Apartment^{2,5}
6. Nightly Rental⁵
7. Home Occupation⁵
8. Child Care, In-Home Babysitting
9. Child Care, Family³
10. Child Care, Family Group³
11. Child Care Center³
12. Accessory Building and Use
13. Conservation Activity
14. Agriculture
15. Bed and Breakfast Inn^{4,5}
16. Boarding House, hostel⁵
17. Hotel, Minor, fewer than sixteen (16) rooms⁵
18. Office, General⁵
19. Parking Area or Structure, with four (4) or fewer spaces⁵

24 20. Food Truck Location¹¹

25 B. **CONDITIONAL USES.**^{9, 10}

26 1. Triplex Dwelling⁵

27 2. Multi-Unit Dwelling⁵

28 3. Guest House, on Lots one (1) acre⁵

29 4. Group Care Facility⁵

30 5. Public and Quasi-Public institution, church, or school

31 6. Essential Municipal public utility Use, facility, service, and Structure

32 7. Telecommunication Antenna⁶

33 8. Satellite dish, greater than thirty-nine inches (39") in diameter⁷

34 9. Plant and Nursery stock products and sales

35 10. Hotel, Major⁵

36 11. Timeshare Projects and Conversions⁵

37 12. Private Residence Club Project and Conversion^{4,5}

38 13. Office, Intensive⁵

39 14. Office and clinic, Medical⁵

40 15. Financial institution, without drive-up window⁸

41 16. Commercial Retail and Service, Minor⁸

42 17. Commercial Retail and Service, Personal Improvement⁸

43 18. Neighborhood Convenience Commercial, without gasoline sales

44 19. Café or Deli⁸

45 20. Restaurant, General⁸

46 21. Restaurant and Café, outdoor dining⁴

- 47 22. Outdoor Events and Uses⁴
- 48 23. Bar
- 49 24. Parking Area or Structure, with five (5) or more spaces⁵
- 50 25. Temporary Improvement⁴
- 51 26. Passenger Tramway station and ski base facility
- 52 27. Ski tow, ski lift, ski run, and ski bridge
- 53 28. Recreation Facility, Commercial, Public, and Private¹²
- 54 29. Entertainment Facility, Indoor
- 55 30. Fences greater than six feet (6') in height from Final Grade⁴
- 56 31. Private Residence Club, Off-Site⁵
- 57 32. Private Event Facility⁵
- 58 33. Single-Family Dwelling, Fractional Ownership/Use¹³

59 C. **PROHIBITED USES**. Unless otherwise allowed herein, any Use not listed above
60 as an Allowed or Conditional Use is a prohibited Use.

61 ¹Nightly rental of Lockout Units requires a Conditional Use permit.

62 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

63 ³See Section 15-4-9, Child Care And Child Care Facilities.

64 ⁴Requires an Administrative or Administrative Conditional Use permit, see Chapter 15-4.

65 ⁵Prohibited in HRC Zoned Storefront Property adjacent to Main Street, Heber Avenue and Park Avenue,
66 excluding those HRC Zoned Properties on the west side of Park Avenue and also excluding those HRC
67 Zoned Properties with the following addresses: 702 Main Street, 710 Main Street, 738 Main Street (for the
68 plaza side storefronts), 780 Main Street, 804 Main Street (for the plaza side storefronts), 875 Main Street,
69 890 Main Street, 900 Main Street, and 820 Park Avenue. Hotel rooms shall not be located within
70 Storefront Property; however access, circulation, and lobby areas are permitted within Storefront
71 Property.

⁶See Section 15-4-14, Telecommunication Facilities.

⁷See Section 15-4-13, Placement Of Satellite Receiving Antennas.

⁸If Gross Floor Area is less than 2,000 sq. ft., the Use shall be considered an Allowed Use.

⁹No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah Code 32B-1-202, to obtain a liquor license.

¹⁰Within the HRC Zoning District, no more than seven (7) Conventional Chain Businesses are permitted in Storefront Properties.

¹¹The Planning Director, or his or her designee shall, upon finding a Food Truck Location in compliance with Municipal Code 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹²See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹³ [See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.](#)

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [04-39](#) on 3/18/2004

Amended by Ord. [06-69](#) on 10/19/2006

Amended by Ord. [07-55](#) on 8/30/2007

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [12-37](#) on 12/20/2012

Amended by Ord. [16-02](#) on 1/7/2016

Amended by Ord. [2017-45](#) on 8/17/2017

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2020-36](#) on 7/30/2020

Amended by Ord. [2020-42](#) on 9/17/2020

Amended by Ord. [2021-51](#) on 12/16/2021

15-2.6-2 Uses

Uses in the Historic Commercial Business (HCB) District are limited to the following:

A. ALLOWED USES.¹¹

1. Single Family Dwelling¹
2. Multi-Unit Dwelling¹
3. Secondary Living Quarters¹
4. Lockout Unit^{1,2}
5. Accessory Apartment^{1,3}
6. Nightly Rental⁴
7. Home Occupation¹
8. Child Care, In-Home Babysitting¹
9. Child Care, Family^{1,5}
10. Child Care, Family Group^{1,5}
11. Child Care Center^{1,5}
12. Accessory Building and Use¹
13. Conservation Activity
14. Agriculture
15. Bed and Breakfast Inn^{1, 6}
16. Boarding House, hostel¹
17. Hotel, Minor, fewer than 16 rooms¹
18. Office, General¹
19. Office, Moderate Intensive¹
20. Office and clinic, Medical¹

- 120 21. Financial institution, without drive-up window
- 121 22. Commercial Retail and Service, Minor
- 122 23. Commercial Retail and Service, Personal Improvement
- 123 24. Commercial Neighborhood Convenience, without gasoline sales
- 124 25. Restaurant, Cafe or Deli
- 125 26. Restaurant, General
- 126 27. Bar
- 127 28. Parking Lot, Public or Private with four (4) or fewer spaces
- 128 29. Entertainment Facility, Indoor
- 129 30. Salt Lake City 2002 Winter Olympic Games Legacy Displays⁷
- 130 31. Temporary winter Balcony enclosures
- 131 32. Food Truck Location¹²
- 132 B. **CONDITIONAL USES.**^{10, 11}
- 133 1. Group Care Facility¹
- 134 2. Public and Quasi-Public institution, church, or school
- 135 3. Essential municipal public utility Use, facility, service, and Structure
- 136 4. Telecommunication Antenna⁸
- 137 5. Satellite dish, greater than thirty-nine inches (39") in diameter⁹
- 138 6. Plant and Nursery stock products and sales
- 139 7. Hotel, Major¹
- 140 8. Timeshare Projects and Conversions¹
- 141 9. Timeshare Sales Office, Off-Site within an enclosed Building¹
- 142 10. Private Residence Club Project and Conversion^{1,6}

- 143 11. Commercial Retail and Service, Major
- 144 12. Office, Intensive¹
- 145 13. Restaurant, outdoor dining⁶
- 146 14. Outdoor Events and Uses⁶
- 147 15. Hospital, Limited Care Facility¹
- 148 16. Parking Area or Structure for five (5) or more cars¹
- 149 17. Temporary Improvement⁶
- 150 18. Passenger Tramway station and ski base facility
- 151 19. Ski tow, ski lift, ski run, and ski bridge
- 152 20. Recreation Facility, Public
- 153 21. Recreation Facility, Private¹³
- 154 22. Recreation Facility, Commercial
- 155 23. Fences greater than six feet (6') in height from Final Grade⁶
- 156 24. Private Residence Club, Off-Site¹
- 157 25. Private Event Facility¹
- 158 26. Single-Family Dwelling, Fractional Ownership/Use¹⁴

159 C. **PROHIBITED USES.** Any Use not listed above as an Allowed or Conditional Use

160 is a prohibited Use.

161 ¹Prohibited in HCB Zoned Storefront Property adjacent to Main Street, Heber Avenue, Grant Avenue, and

162 Swede Alley. Hotel rooms shall not be located within Storefront Property; however access, circulation and

163 lobby areas are permitted within Storefront Property.

164 ²Nightly Rental of Lock Units requires a Conditional Use permit.

165 ³Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

166 ⁴Nightly Rental of residential dwellings does not include the Use of dwellings for Commercial Uses.

167 ⁵See Section 15-4-9, Child Care And Child Care Facilities.

⁶Requires an Administrative or Administrative Conditional Use permit.

⁷Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed on the original Property set forth in the services Agreement and/or Master Festival License. Requires an Administrative Permit.

⁸See Section 15-4-14, Telecommunication Facilities.

⁹See Section 15-4-13, Placement Of Satellite Receiving Antennas.

¹⁰No community locations as defined by Utah Code 32B-1-102 (Alcoholic Beverage Control Act) are permitted within 200 feet of Main Street unless a variance is permitted for an outlet, as defined by Utah Code 32B-1-202, to obtain a liquor license.

¹¹Within the HCB Zoning District, no more than seventeen (17) Conventional Chain Businesses are permitted in Storefront Properties.

¹²The Planning Director or his or her designee shall, upon finding a Food Truck Location in compliance with Municipal Code 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹³See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹⁴ See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [02-38](#) on 9/12/2002

Amended by Ord. [04-39](#) on 3/18/2004

Amended by Ord. [06-69](#) on 10/19/2006

Amended by Ord. [07-55](#) on 8/30/2007

Amended by Ord. [09-10](#) on 3/5/2009

Amended by Ord. [12-37](#) on 12/20/2012

Amended by Ord. [16-02](#) on 1/7/2016

Amended by Ord. [16-01](#) on 1/7/2016

194 Amended by Ord. [2017-45](#) on 8/17/2017
195 Amended by Ord. [2018-55](#) on 10/23/2018
196 Amended by Ord. [2020-36](#) on 7/30/2020
197 Amended by Ord. [2020-42](#) on 9/17/2020
198 Amended by Ord. [2021-51](#) on 12/16/2021

199 **15-2.13-2 Uses**

200 Uses in the RD District are limited to the following:

201 A. **ALLOWED USES.**

- 202 1. Single-Family Dwelling
- 203 2. Duplex Dwelling
- 204 3. Secondary Living Quarters
- 205 4. Lockout Unit¹
- 206 5. Accessory Apartment²
- 207 6. Nightly Rental³
- 208 7. Home Occupation
- 209 8. Child Care, In-Home Babysitting⁴
- 210 9. Child Care, Family⁴
- 211 10. Child Care, Family Group⁴
- 212 11. Accessory Building and Use
- 213 12. Conservation Activity Agriculture
- 214 13. Parking Area or Structure with four (4) or fewer spaces
- 215 14. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays⁵
- 216 15. Food Truck Location¹⁶

- 217 16. Internal Accessory Dwelling Unit¹⁷
- 218 B. **CONDITIONAL USES.**
- 219 1. Triplex Dwelling⁶
- 220 2. Multi-Unit Dwelling⁶
- 221 3. Guest House
- 222 4. Group Care Facility
- 223 5. Child Care Center⁴
- 224 6. Public and Quasi-Public Institution, Church, and School
- 225 7. Essential Municipal Public Utility Use, Facility, Service, and Structure
- 226 8. Telecommunication Antenna⁷
- 227 9. Satellite Dish Antenna, greater than thirty-nine inches (39") in diameter⁸
- 228 10. Raising, grazing of horses
- 229 11. Cemetery
- 230 12. Bed and Breakfast Inn
- 231 13. Hotel, Minor⁶
- 232 14. Hotel, Major⁶
- 233 15. Private Residence Club Project and Conversion¹⁰
- 234 16. Office, General^{6,9}
- 235 17. Office, Moderate Intensive^{6,9}
- 236 18. Office, Medical^{6,9}
- 237 19. Financial Institution without drive-up window^{6,9}
- 238 20. Commercial Retail and Service, Minor^{6,9}
- 239 21. Commercial Retail and Service, personal improvement^{6,9}

240	22. Commercial, Resort Support ^{6,9}
241	23. Café or Deli ^{6,9}
242	24. Restaurant, Standard ^{6,9}
243	25. Restaurant, Outdoor Dining ¹⁰
244	26. Outdoor Event ¹⁰
245	27. Bar ^{6,9}
246	28. Hospital, Limited Care Facility ^{6,9}
247	29. Parking Area or Structure with five (5) or more spaces
248	30. Temporary Improvement ¹⁰
249	31. Passenger Tramway Station and Ski Base Facility ¹¹
250	32. Ski Tow, Ski Lift, Ski Run, and Ski Bridge ¹¹
251	33. Recreation Facility, Public
252	34. Recreation Facility, Commercial ⁶
253	35. Recreation Facility, Private ¹⁸
254	36. Entertainment Facility, Indoor ^{6,9}
255	37. Commercial Stables, Riding Academy ¹²
256	38. Heliport ¹²
257	39. Vehicle Control Gate ¹³
258	40. Fences and walls greater than six feet (6') in height from Final Grade ¹⁰
259	41. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays ¹⁴
260	42. Amenities Club
261	43. Club, Private Residence Off-Site ¹⁵
262	44. <u>Single-Family Dwelling, Fractional Ownership/Use^{3,19}</u>

C. **PROHIBITED USES.** Any Use not listed above as an Allowed or Conditional Use is a prohibited Use.

¹Nightly rental of Lockout Units requires a Conditional Use permit

²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments

³Nightly Rentals do not include the Use of dwellings for Commercial Uses and Nightly Rentals and Single-Family Dwelling, Fractional Ownership/Use are not permitted in the April Mountain, Mellow Mountain

Estates Subdivisions, Meadows Estates Subdivision Phases #1A and #1B, Fairway Meadows

Subdivision, and Hidden Oaks at Deer Valley Phases 2 and 3.

⁴See Section 15-4-9 Child Care and Child Care Facilities

⁵Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed on the original Property set forth in the services agreement and/or Master Festival License

⁶Subject to provisions of LMC Chapter 15-6, Master Planned Development

⁷See Section 15-4-14, Telecommunications Facilities

⁸See Section 15-4-13, Placement of Satellite Receiving Antennas

⁹Allowed only as a secondary or support Use to the primary Development or Use and intended as a convenience for residents or occupants of adjacent or adjoining residential Developments.

¹⁰Requires an Administrative Conditional Use permit.

¹¹As part of an approved Ski Area Master Plan. See Section 15-4-18 Passenger Tramways and Ski Base Facilities.

¹²Omitted.

¹³See Section 15-4-19, Review Criteria For Control Vehicle Gates.

¹⁴Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed in an Area other than the original location set forth in the services agreement and/or Master Festival License.

¹⁵Only allowed within a Master Planned Development. Requires an Administrative Conditional Use permit.

Is permitted only in approved existing Commercial spaces or developments that have ten (10) or more

291 units with approved Support Commercial space. A Parking Plan shall be submitted to determine site
292 specific parking requirements.

293 ¹⁶The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with
294 Municipal Code 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

295 ¹⁷See Section 15-4-7.1, Internal Accessory Dwelling Units.

296 ¹⁸See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

297 ¹⁹ [See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.](#)

298 HISTORY

299 *Adopted by Ord. [00-51](#) on 9/21/2000*

300 *Amended by Ord. [02-38](#) on 9/12/2002*

301 *Amended by Ord. [04-08](#) on 3/4/2004*

302 *Amended by Ord. [05-39](#) on 6/30/2005*

303 *Amended by Ord. [06-76](#) on 11/9/2006*

304 *Amended by Ord. [11-05](#) on 1/27/2011*

305 *Amended by Ord. [14-35](#) on 6/26/2014*

306 *Amended by Ord. [2018-23](#) on 5/17/2018*

307 *Amended by Ord. [2018-55](#) on 10/23/2018*

308 *Amended by Ord. [2020-38](#) on 7/30/2020*

309 *Amended by Ord. [2020-45](#) on 10/1/2020*

310 *Amended by Ord. [2021-16](#) on 4/15/2021*

311 *Amended by Ord. [2021-38](#) on 9/23/2021*

312 *Amended by Ord. [2021-52](#) on 12/16/2021*

313 *Amended by Ord. [2021-51](#) on 12/16/2021*

314 **15-2.14-2 Uses**

315 Uses in the RDM District are limited to the following:

316 A. **ALLOWED USES.**

- 317 1. Single Family Dwelling
- 318 2. Duplex Dwelling
- 319 3. Triplex Dwelling
- 320 4. Secondary Living Quarters
- 321 5. Lockout Unit¹
- 322 6. Accessory Apartment²
- 323 7. Nightly Rental³
- 324 8. Home Occupation
- 325 9. Child Care, In Home Babysitting⁴
- 326 10. Child Care, Family⁴
- 327 11. Child Care, Family Group⁴
- 328 12. Accessory Building and Use
- 329 13. Conservation Activity
- 330 14. Agriculture
- 331 15. Parking Area or Structure with four (4) or fewer spaces
- 332 16. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays⁵
- 333 17. Food Truck Location¹⁴
- 334 18. Internal Accessory Dwelling Unit¹⁵

335 B. **CONDITIONAL USES.**

- 336 1. Multi Unit Dwelling⁶
- 337 2. Guest House
- 338 3. Group Care Facility

339	4. Child Care Center
340	5. Public and Quasi Public Institution, Church, and School
341	6. Essential Municipal Public Utility Use, Facility, Service, and Structure
342	7. Telecommunication Antenna ⁷
343	8. Satellite Dish, greater than thirty nine inches (39") in diameter ⁸
344	9. Raising grazing of horses
345	10. Cemetery
346	11. Bed and Breakfast Inn
347	12. Boarding House, Hotel
348	13. Hotel, Minor ⁶
349	14. Hotel, Major ⁶
350	15. Private Residence Club Project and Conversion ¹¹
351	16. Office, General ⁶
352	17. Office, Moderate Intensive ^{6,9}
353	18. Office and Clinic, Medical ^{6,10}
354	19. Financial Institution, without drive up window ^{6,10}
355	20. Commercial Retail and Service, Minor ^{6,10}
356	21. Commercial Retail and Service, personal improvement ^{6,10}
357	22. Commercial, Resort Support ^{6,10}
358	23. Cafe or Deli ^{6,10}
359	24. Restaurant, Standard ^{6,10}
360	25. Restaurant, Outdoor Dining ¹¹
361	26. Outdoor Event ¹¹

- 362 27. Bar^{6,10}
- 363 28. Hospital, Limited Care Facility^{6,9}
- 364 29. Parking Area or Structure with five (5) or fewer spaces
- 365 30. Temporary Improvement¹¹
- 366 31. Passenger Tramway Station and Ski Base Facility¹²
- 367 32. Ski Tow, Ski Lift, Ski Run, and Ski Bridge¹²
- 368 33. Recreation Facility, Public
- 369 34. Recreation Facility, Commercial⁶
- 370 35. Recreation Facility, Private¹⁶
- 371 36. Entertainment Facility, Indoor^{6,9}
- 372 37. Commercial Stables, Riding Academy^{6,10}
- 373 38. Fences greater than six feet (6') in height from Final Grade
- 374 39. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays¹³
- 375 40. Single-Family Dwelling, Fractional Ownership/Use¹⁷

376 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use

377 is a prohibited Use.

378 ¹Nightly Rental of Lockout Units requires a Conditional Use permit.

379 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

380 ³Nightly Rentals do not include the Use of Dwellings for Commercial Use.

381 ⁴See Section 15-4-9, Child Care and Child Care Facilities

382 ⁵Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City

383 Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed

384 on the original Property set forth in the services agreement and/or Master Festival License

385 ⁶Subject to Master Planned Development approval. See Chapter 15-6.

386 ⁷See Section 15-4-14, Telecommunication Facilities.

⁸See Section 15-4-13, Placement of Satellite Receiving Antennas.

⁹General Offices are only permitted with an approved Master Planned Development and may only be approved as the redevelopment of an existing Building or Property. In addition to meeting the necessary criteria in the Chapter 15-6 Master Planned Developments, the Planning Commission must find that: a) the redevelopment of an existing Building or Property to a General Office use will substantially advance the objectives of Economic Element of the General Plan or other more specific neighborhood plans; b) it has minimized/eliminated any potential detrimental impact on the resort and/or resort-residential character of the RDM District and the Frontage Protection Zone through careful planning and conditions of approval; c) it will not result in an intensification of use incompatible with neighboring developments; and d) it will not result in substantial increase in the existing trip generations for services and deliveries.

¹⁰Allowed only as a secondary or support Use to the primary Development or Use and intended as a convenience for residents or occupants of adjacent or adjoining residential Development.

¹¹Requires an administrative Conditional Use permit.

¹²As part of an approved Ski Area Master Plan. See Section 15-4-18, Passenger Tramways and Ski Base Facilities

¹³Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed in an Area other than the original location set forth in the services agreement and/or Master Festival License.

¹⁴The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹⁵See Section 15-4-7.1, Internal Accessory Dwelling Units.

¹⁶See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹⁷ [See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.](#)

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [02-24](#) on 6/27/2002

415 Amended by Ord. [02-38](#) on 9/12/2002
416 Amended by Ord. [04-39](#) on 3/18/2004
417 Amended by Ord. [06-76](#) on 11/9/2006
418 Amended by Ord. [2018-55](#) on 10/23/2018
419 Amended by Ord. [2018-55](#) on 10/23/2018
420 Amended by Ord. [2020-45](#) on 10/1/2020
421 Amended by Ord. [2021-38](#) on 9/23/2021
422 Amended by Ord. [2021-51](#) on 12/16/2021

423 **15-2.16-2 Uses**

424 Uses in the RC District are limited to the following:

425 A. **ALLOWED USES.**

- 426 1. Single Family Dwelling
- 427 2. Duplex Dwelling
- 428 3. Triplex Dwelling
- 429 4. Secondary Living Quarters
- 430 5. Lockout Unit¹
- 431 6. Accessory Apartment²
- 432 7. Nightly Rental³
- 433 8. Home Occupation
- 434 9. Child Care, In-Home Babysitting⁴
- 435 10. Child Care, Family⁴
- 436 11. Child Care, Family Group⁴
- 437 12. Child Care Center⁴

- 438 13. Accessory Building and Use
- 439 14. Conservation Activity
- 440 15. Agriculture
- 441 16. Bed and Breakfast Inn
- 442 17. Boarding House, Hostel
- 443 18. Hotel, Minor
- 444 19. Parking Area or Structure with four (4) or fewer spaces
- 445 20. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays⁵
- 446 21. Food Truck Location¹²
- 447 B. **CONDITIONAL USES.**
- 448 1. Multi-Unit Dwelling
- 449 2. Group Care Facility
- 450 3. Public and Quasi-Public institution, church, and school
- 451 4. Essential municipal and public utility Use, facility, service, and Structure
- 452 5. Telecommunications Antenna⁶
- 453 6. Satellite dish Antenna, greater than thirty-nine inches (39") in diameter⁷
- 454 7. Raising, grazing of horses
- 455 8. Cemetery
- 456 9. Hotel, Major
- 457 10. Timeshare Project and Conversion
- 458 11. Timeshare Sales Office
- 459 12. Private Residence Club Project and Conversion⁹
- 460 13. Office, General⁸

461	14. Office, Moderate ⁸
462	15. Office and clinic, Medical ⁸
463	16. Financial institution without drive-up window ⁸
464	17. Minor Retail and Service Commercial ⁸
465	18. Retail and Service Commercial, Personal Improvement ⁸
466	19. Transportation Service ⁸
467	20. Neighborhood Market, without gasoline sales ⁸
468	21. Café or Deli ⁸
469	22. Restaurant, General ⁸
470	23. Restaurant, outdoor dining ^{8,9}
471	24. Bar ⁸
472	25. Hospital, Limited Care Facility ⁸
473	26. Parking Area or Structure with five (5) or more spaces
474	27. Temporary Improvement ⁹
475	28. Passenger Tramway station and ski base facility ¹⁰
476	29. Ski tow rope, ski lift, ski run, and ski bridge ¹⁰
477	30. Outdoor Events and Uses ⁹
478	31. Recreation Facility, Public and Private ^{8, 13}
479	32. Recreation Facility, Commercial ⁸
480	33. Entertainment Facility, Indoor ⁸
481	34. Commercial Riding Stable(s), riding academy ⁸
482	35. Heliport ⁸
483	36. Amenities Club

37. Club, Private Residence Off-Site¹¹

38. Single-Family Dwelling, Fractional Ownership/Use¹⁴

C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use is a prohibited Use.

¹Nightly Rental of Lockout Units requires a Conditional Use permit

²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments

³Nightly Rentals do not include the Use of dwellings for Commercial Uses

⁴See Section 15-4-9, Child Care And Child Care Facilities

⁵Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed on the original Property set forth in the services agreement and/or Master Festival License. Requires an Administrative Permit.

⁶See Section 15-4-14, Telecommunication Facilities

⁷See Section 15-4-13, Placement Of Satellite Receiving Antennas

⁸As support Use to primary Development or Use, subject to provisions of LMC Chapter 15-6, Master Planned Developments

⁹Requires an Administrative or Administrative Conditional Use permit, see Chapter 15-4

¹⁰As part of an approved Ski Area Master Plan

¹¹Requires an Administrative Conditional Use permit. Is permitted only in approved existing Commercial spaces or Developments that have ten (10) or more units with approved Support Commercial space. A Parking Plan shall be submitted to determine site specific parking requirements.

¹²The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹³See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹⁴ See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.

510 HISTORY

511 *Adopted by Ord. [00-51](#) on 9/21/2000*

512 *Amended by Ord. [02-38](#) on 9/12/2002*

513 *Amended by Ord. [04-39](#) on 3/18/2004*

514 *Amended by Ord. [06-76](#) on 11/9/2006*

515 *Amended by Ord. [09-10](#) on 3/5/2009*

516 *Amended by Ord. [11-05](#) on 1/27/2011*

517 *Amended by Ord. [15-35](#) on 10/12/2015*

518 *Amended by Ord. [2018-23](#) on 5/17/2018*

519 *Amended by Ord. [2018-55](#) on 10/23/2018*

520 *Amended by Ord. [2020-36](#) on 7/30/2020*

521 *Amended by Ord. [2020-45](#) on 10/1/2020*

522 *Amended by Ord. [2021-51](#) on 12/16/2021*

523 **15-2.17-2 Uses**

524 Uses in the RCO District are limited to the following:

525 A. **ALLOWED USES.**

526 1. Secondary Living Quarters

527 2. Lockout Unit¹

528 3. Accessory Apartment²

529 4. Nightly Rental

530 5. Home Occupation

531 6. Child Care, In-Home Babysitting³

532 7. Child Care, Family³

- 533 8. Child Care, Family Group³
- 534 9. Accessory Building and Use
- 535 10. Conservation Activity
- 536 11. Agriculture
- 537 12. Parking Area or Structure with four (4) or fewer spaces
- 538 13. Recreation Facility, Private¹²
- 539 14. Allowed Uses in the Underlying Zoning District
- 540 15. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays⁴
- 541 16. Food Truck Location¹¹

542 B. **CONDITIONAL USES.**

- 543 1. Multi-Unit Dwelling⁵
- 544 2. Group Care Facility⁵
- 545 3. Child Care Center^{3,5}
- 546 4. Public and Quasi-Public Institution, Church and School⁵
- 547 5. Essential Municipal Public Utility Use, Facility, Service, and Structure⁵
- 548 6. Telecommunication Antenna⁶
- 549 7. Satellite Dish Antenna, greater than thirty-nine inches (39") in diameter⁷
- 550 8. Plant and Nursery stock products and sales⁵
- 551 9. Bed and Breakfast Inn⁵
- 552 10. Boarding House, Hostel⁵
- 553 11. Hotel, Minor⁵
- 554 12. Hotel, Major⁵
- 555 13. Private Residence Club Project and Conversion⁹

556	14. Timeshare Sales Office, off-site ⁵
557	15. Office, General ⁵
558	16. Office, Moderate Intensive ⁵
559	17. Office, Intensive ⁵
560	18. Office and Clinic, Medical ⁵
561	19. Financial Institution, with and without drive-up window ^{5,8}
562	20. Retail and Service Commercial, Minor ⁵
563	21. Retail and Service Commercial, personal improvement ⁵
564	22. Retail and Service Commercial, Major ⁵
565	23. Transportation Service ⁵
566	24. Retail Drive-Up Window ⁸
567	25. Neighborhood Convenience Commercial ⁵
568	26. Commercial, Resort Support ⁵
569	27. Gasoline Service Station ⁵
570	28. Cafe, Deli ⁵
571	29. Restaurant, General ⁵
572	30. Restaurant, Outdoor Dining ⁹
573	31. Outdoor Event ⁹
574	32. Restaurant, Drive-up window ⁸
575	33. Bar ⁵
576	34. Hospital, Limited Care Facility ⁵
577	35. Hospital, General ⁵
578	36. Parking Area or Garage with five (5) or more spaces ⁸

- 579 37. Temporary Improvement⁹
- 580 38. Passenger Tramway Station and Ski Base Facility⁵
- 581 39. Ski tow rope, ski lift, ski run, and ski bridge⁵
- 582 40. Recreation Facility, Public⁵
- 583 41. Recreation Facility, Commercial⁵
- 584 42. Entertainment, Indoor⁵
- 585 43. Heliport⁵
- 586 44. Salt Lake City 2002 Winter Olympic Games Olympic Legacy Displays¹⁰
- 587 45. Single-Family Dwelling, Fractional Ownership/Use¹³

588 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use

589 is a prohibited Use.

590 ¹Nightly Rental of Lockout Units requires a Conditional Use permit.

591 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.

592 ³See Section 15-4-9, Child Care and Child Care Facilities.

593 ⁴Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City

594 Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed

595 on the original Property set forth in the services agreement and/or Master Festival License.

596 ⁵Subject to Master Planned Development approval. See Chapter 15-6.

597 ⁶See Section 15-4-14, Telecommunication Facilities.

598 ⁷See Section 15-4-13, Placement of Satellite Receiving Antennas.

599 ⁸See Section 15-2.18-5 criteria for drive-up windows.

600 ⁹Requires an administrative Conditional Use permit.

601 ¹⁰Olympic Legacy Displays limited to those specific Structures approved under the SLOC/Park City

602 Municipal Corporation Olympic Services Agreement and/or Olympic Master Festival License and placed

603 in an Area other than the original location set forth in the services agreement and/or Master Festival

604 License.

¹¹The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval letter.

¹²See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.

¹³[See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.](#)

HISTORY

Adopted by Ord. [00-51](#) on 9/21/2000

Amended by Ord. [02-38](#) on 9/12/2002

Amended by Ord. [04-39](#) on 9/23/2004

Amended by Ord. [06-76](#) on 11/9/2006

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2018-55](#) on 10/23/2018

Amended by Ord. [2020-45](#) on 10/1/2020

Amended by Ord. [2021-51](#) on 12/16/2021

15-2.18-2 Uses

Uses in the GC District are limited to the following:

A. ALLOWED USES.

1. Secondary Living Quarters
2. Lockout Unit¹
3. Accessory Apartment²
4. Nightly Rental
5. Home Occupation
6. Child Care, In-Home Babysitting³
7. Child Care, Family³

629	8. Child Care, Family Group ³
630	9. Child Care Center ³
631	10. Accessory Building and Use
632	11. Conservation Activity
633	12. Agriculture
634	13. Plant and Nursery Stock production and sales
635	14. Bed and Breakfast Inn
636	15. Boarding House, Hostel
637	16. Hotel, Minor
638	17. Hotel, Major
639	18. Office, General
640	19. Office, Moderate Intensive
641	20. Office, Intensive
642	21. Office and Clinic, Medical and Veterinary Clinic
643	22. Financial Institution without a drive-up window
644	23. Commercial, Resort Support
645	24. Retail and Service Commercial, Minor
646	25. Retail and Service Commercial, Personal Improvement
647	26. Retail and Service Commercial, Major
648	27. Cafe or Deli
649	28. Restaurant, General
650	29. Hospital, Limited Care Facility
651	30. Parking Area or Structure with four (4) or fewer spaces

652 31. Parking Area or Structure with five (5) or more spaces

653 32. Food Truck Location¹⁰

654 B. **CONDITIONAL USES.**

655 1. Single Family Dwelling

656 2. Duplex Dwelling

657 3. Triplex Dwelling

658 4. Multi-Unit Dwelling

659 5. Group Care Facility

660 6. Public and Quasi-Public Institution, Church, and School

661 7. Essential Municipal Public Utility Use, Facility, Service, and Structure

662 8. Telecommunication Antenna⁴

663 9. Satellite Dish Antenna, greater than thirty-nine inches (39") in diameter⁵

664 10. Timeshare Project and Conversion

665 11. Timeshare Sales Office, off-site within an enclosed Building

666 12. Private Residence Club Project and Conversion⁸

667 13. Financial Institution with a Drive-up Window⁶

668 14. Retail and Service Commercial with Outdoor Storage

669 15. Retail and Service Commercial, Auto Related

670 16. Transportation Service

671 17. Retail Drive-Up Window⁶

672 18. Gasoline Service Station

673 19. Restaurant and Cafe, Outdoor Dining⁷

674 20. Restaurant, Drive-up Window⁶

- 675 21. Outdoor Event⁷
- 676 22. Bar
- 677 23. Sexually Oriented Businesses⁸
- 678 24. Hospital, General
- 679 25. Light Industrial Manufacturing and Assembly
- 680 26. Temporary Improvement⁷
- 681 27. Passenger Tramway and Ski Base Facility
- 682 28. Ski tow rope, ski lift, ski run, and ski bridge
- 683 29. Commercial Parking Lot or Structure
- 684 30. Recreation Facility, Public
- 685 31. Recreation Facility, Commercial
- 686 32. Recreation Facility, Private⁹
- 687 33. Indoor Entertainment Facility
- 688 34. Heliport
- 689 35. Temporary Sales Trailer in conjunction with an active Building permit for
- 690 the Site.⁸
- 691 36. Fences greater than six feet (6') in height from Final Grade⁷
- 692 37. Household Pet, Boarding⁷
- 693 38. Household Pet, Daycare⁷
- 694 39. Household Pet, Grooming⁷
- 695 40. Single-Family Dwelling, Fractional Ownership/Use¹¹
- 696 C. **PROHIBITED USES**. Any Use not listed above as an Allowed or Conditional Use
- 697 is a prohibited Use.

698 ¹Nightly rental of Lockout Units requires Conditional Use permit.
699 ²Requires an Administrative Permit. See Section 15-4-7, Accessory Apartments.
700 ³See Section 15-4-9, Child Care and Child Care Facilities.
701 ⁴See Section 15-4-14, Telecommunication Facilities.
702 ⁵See Section 15-4-13, Placement of Satellite Receiving Antennas.
703 ⁶See Section 15-2.18-6 for Drive-Up Window review.
704 ⁷Requires an Administrative Conditional Use permit.
705 ⁸See Section 15-4-16 for additional criteria.
706 ⁹See Section 15-4-22, Outdoor Pickleball Courts in Residential Areas.
707 ¹⁰The Planning Director or their designee shall, upon finding a Food Truck Location in compliance with
708 Municipal Code Section 4-5-6, issue the property owner a Food Truck Location administrative approval
709 letter.
710 ¹¹See Section 15-4-23, Single-Family Dwelling Fractional Ownership/Use.

711 HISTORY

712 *Adopted by Ord. [00-51](#) on 9/21/2000*
713 *Amended by Ord. [04-39](#) on 9/23/2004*
714 *Amended by Ord. [06-76](#) on 11/9/2006*
715 *Amended by Ord. [14-57](#) on 11/20/2014*
716 *Amended by Ord. [2018-55](#) on 10/23/2018*
717 *Amended by Ord. [2018-55](#) on 10/23/2018*
718 *Amended by Ord. [2020-45](#) on 10/1/2020*
719 *Amended by Ord. [2021-51](#) on 12/16/2021*

720 **Section 15-4-23 Single-Family Dwelling, Fractional Ownership/Use**

721 The Planning Commission shall evaluate the Conditional Use criteria outlined in Section
722 15-1-10 for Single-Family Dwelling, Fractional Ownership/Use Applications, and shall
723 find compliance with the following in addition to the Conditional Use review:

A. The following are prohibited:

1. Nightly Rentals;

2. On-Street Parking;

3. Outdoor display of goods and merchandise;

4. Signs;

5. Commercial uses not otherwise permitted in the Zoning District.

B. The Applicant submits a Management Plan describing the satisfactory level of management and maintenance of the Single-Family Dwelling, Fractional Ownership/Use that addresses the following:

1. A designated responsible party that is a property management company, realtor, lawyer, owner, or other individual, who resides within a one-hour drive of the property, or, in the case of a company, has offices in Summit County. The responsible party must be available by telephone, or otherwise, twenty-four (24) hours per day, and must be able to respond to telephone inquiries within twenty (20) minutes of the receipt of such inquiries. The responsible party is also designated as the agent for receiving all official communications.
2. Snow removal during winter months to a level that allows safe access to the Single-Family Dwelling over the normal pedestrian access
3. Snow removal service to off-street parking associated with the property to ensure parking is available for owner use at all times
4. Summer yard maintenance, including landscaping, weed control, and irrigation to a level that is consistent with the level of landscaping and maintenance on adjoining and nearby properties

5. Structural maintenance to preserve substantial code compliance
6. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties
7. Trash collection which ensures that trash cans are not left at the curb for any period in excess of 24 hours; the property must be kept free from accumulated garbage and refuse
8. Noise and Occupancy Control – Property management and owners are responsible for regulating the occupancy of the property and noise created by occupants. Violation of the Noise Ordinance in Municipal Code of Park City Chapter 6-3, violation of occupancy loads, failure to use designated off-street parking, illegal conduct, or any other abuse, which violates any law regarding use or occupancy of the property is grounds for revocation.
9. Information on the proposed fractional ownership use, including:
- a. A description of the method of management of the fractional ownership use
 - b. Any restrictions on the use or occupancy of the Single-Family Dwelling and property
 - c. Any additional documentation the Applicant, City staff, or the Planning Commission deem reasonably necessary to evaluate the fractional ownership and use.
10. Requirement of an Active Business License.

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Section 15-15-1 Definitions

770

771 **SINGLE-FAMILY DWELLING, FRACTIONAL OWNERSHIP/USE.** Any Single-Family
772 property which is owned by an LC, LLC, or corporation which limits the LC, LLC, or
773 corporation member's/shareholder's/owner's right to occupy the property by
774 member/shareholder agreement or any other contract which limits owner use of the
775 property to fractional reservations less than thirty (30) days at a time. Other factors
776 include but are not limited to unrelated co-owners, centralized management, advanced
777 reservations via electronic/App reservation systems, maximum stay limits on each
778 owner overall reservation/use of the property, and fixed management subscription fee
779 as part of initial purchase, although subscription may be cancelled.

780

Thursday, January 6, 2022, 9:05 AM

Jo Janger

We live in 84060 and are opposed to this new form of ownership.

Also opposed to weekly rentals in private homes where it is not allowed due to HOA CCR's and legally zoned areas drawn up by the city. I have checked with them.

Thursday, January 6, 2022, 9:07 AM

Hello Rebecca,

I have lived in PC for 29 years. Instead of telling you all of the changes that are breaking my heart, I will keep this brief.

I am AGAINST fractional ownership of homes!

Jill Bond

Thursday, January 6, 2022, 9:28 AM

I oppose fractional ownership, as well. When I was doing some investigation for Prospector Park HOA, I discovered there was a house on Samuel Colt Court that had 52 separate owners. I don't know how that ownership was dissolved, but I'm guessing it was bankruptcy in the early 80's.

If there's anything I can do to help please let me know. I opposed short-term occupancy on all levels.

Sally Cousins Elliott

Thursday, January 6, 2022, 10:43 AM

Hi Rebecca,

I heard you are taking input about fractional ownership.

I am opposed to operations like Pacaso. By managing it like a business, it makes neighborhoods lose the essence. Our neighborhood is zoned as single family with no nightly rental. Also, by selling homes in fractions, it drives up the price of the home, inflating our already inflated real estate costs, driving more long term full time residents out of town as they can no longer afford in town.

I recognize fractional ownership exists within families and friends, but having a company run it, changes the dynamic.

Thank you.

Meredith Riley

Thursday, January 6, 2022, 3:09 PM

Rebecca:

I live in the Aerie Subdivision. The Aerie a single family neighborhood that is not zoned for nightly rental or time shares. Fractional ownership of houses is akin to time shares but cleverly structured under LLCs to avoid the technical determination of time share ownership. It essentially acts the same way as time shares and does not fit into a single family environment. It is my understanding that currently there are two fractional owned homes on The Aerie and a third is projected for this spring. All are being purchased and the shares sold by an entity known as Picasso. The Aerie has no HOA and has no way

to stop the erosion of our single family home subdivision thereby changing the nature of the entire neighborhood.

Park City has to find a way to stop this means of essentially putting in time shares into areas not otherwise zoned for time shares while doing so under the guise of an LLC. Obviously, ownership under an LLC is not the issue: rather, the issue is that the LLC is selling shares amounting to timeshares and thereby circumventing zoning laws. Please have the Park City legal department look into this and see if there is not a way to stop this "zoning violation" before more and more single family neighborhoods are lost. Thank you.

Evelyn Saunders

Thursday, January 6, 2022, 5:21 PM

Hi Rebecca,

I live in zip code 84060 and am opposed to building or converting residential property to fractional ownership.

Cheers

Susan C. Daniero

April 28, 2022, 12:18 PM

Kathleen Kahn submitted a new eComment.

Meeting: City Council

Please consider ways to disallow companies like Pacasa from selling fractional ownership in homes in neighborhoods that restrict nightly rentals. The newest home in Thaynes Canyon which sold to Pacasa is reselling to 8 buyers who are restricted to spending only 2 weeks consecutively at "their" home. This is the same as having a nightly rental, in my mind. I am advocating for deed restrictions in neighborhoods like Thaynes Canyon to prevent the further disintegration of neighborhoods. Thank you

Monday, May 9, 2022, 1:12 PM

Peter Nussbaum submitted a new eComment.

Meeting: Planning Commission

My family owns a home on Aerie Drive and also a not-yet-built lot. We strongly support limiting fractional ownership programs to areas that are already commercial or, more specifically, banning them from primarily residential areas such as Aerie. One fear we have is that fractional ownership may result in substantially more noise due to parties and the like and adversely impact the character of our community. In addition, we believe that Aerie should be included in the group of primarily residential zones as that is certainly an apt description of Aerie. Thanks. Peter Nussbaum

Monday, May 9, 2022, 10:58 AM

stephen beem submitted a new eComment.

Meeting: Planning Commission

Staff report is incomplete. Aerie Subdivision should be included. Why not? I sent a detailed email once before on this and can't tell if it went through. Please advise.

Stephen G. Beem, Attorney, 1527 Aerie Drive, Park City, Utah 84060

Monday, May 9, 2022, 2:23 PM

To the Planning Commission Members:

I have been a resident of Park City since 1978 and currently live at 1329 Aerie Dr, Park City, 84060 ("The Aerie".) I have lived at the same address since 1990. We built our home and raised a family in it. At the time we choose our lot to build our family home, we choose The Aerie because it was not in a commercial zone and was designated/zoned as single family residences. I was subsequently pleased when the City required rentals to be a minimum of 30 days in order to preserve the single family neighborhood feeling that many of us, on The Aerie, enjoy.

Unfortunately I believe our sense of a residential home neighborhood has been threatened by the purchase of two homes in The Aerie subdevelopment that are held under an LLC but are sold as fractional ownership. The Aerie has no HOA and, thus, no rules to prohibit fractional share ownership, thereby leaving us at the mercy of whatever entity wants to buy a home for sale and set it up under one owner name but multiple owners. We are in dire need of a prohibition from Park City on the fractional share ownership hiding under the guise of an LLC.

I live directly across from one of the two houses that is owned by an LLC and has fractional ownership and I will admit the idea of essentially "time share ownership"

under the guise of an LLC greatly bothers me. It certainly devalues a neighborhood feeling. I previously went, in person, to the city to discuss it with the zoning/planning department and was told there was nothing they could do. I also spoke to a city “ombudsman” (I don’t recall her technical title) and again was told there was really nothing that could be done. I am greatly encouraged that it now is being discussed and I totally support employing new regulations to address and ban this ownership business model. I know that the LLC is technically a single owner although it has fractional share members. Seems like a clever way to get around the single family designation that the Aerie enjoys. We, as a city, need to protect our family neighborhoods and do away with this charade of “single family ownership” that sells fractional shares. These owners have no real interest in the neighborhood-they come and go and treat it as a vacation unit. There is also no way to determine if the fractional share owners are sub-leasing some or all of their designated time to third parties who simply treat it as a rental, thereby circumventing the city’s prohibition on short term rentals in a single family residence neighborhood. Looks like it is an idea that will spread in Park City and the city should certainly be looking into controlling this business model before it creeps everywhere and our community loses its neighborhoods.. All of us on The Aerie bought into a single family neighborhood and I, for one, wish it to remain the neighborhood I bought into 32 years ago.

The last comment I wish to make is that in the list of neighborhoods set out by the planning commission that are impacted, it omits The Aerie. Please be sure to add us into that list of neighborhoods as we are already victims of the LLC/fractional ownership

scheme and we are a long standing single family neighborhood that equally needs the protection of your proposed draft ordinance.

Respectfully yours,

Evelyn Saunders

Tuesday, May 10, 2022, 8:20 AM

Craig Kipp submitted a new eComment.

Meeting: Planning Commission

1) I support the City's efforts to restrict residential timeshares via Pacaso and other LLC's. 2) This is a National issue. For more details, see the website StopPacasonow.com. City's such as Palm Springs, Santa Barbara, Napa Valley and Sonoma have already implemented City/County wide restrictive ordinances. Please review their documents on this website. 3) I urge the City to be as restrictive as possible. So far, residential timeshares have been focused on higher end resort homes. But, Pacaso's CEO has stated their next growth area is lower priced residential homes. Park City could potentially have 100's of these timeshares.

Tuesday, May 10, 2022, 9:21 AM

James Brown III submitted a new eComment.

Meeting: Planning Commission

We strongly endorse the proposed amendment to the Land Management Code and would request a clarification that Aerie is included in the primarily residential Zoning District. Aerie is zoned single family and nightly rentals and timeshares are prohibited. Permitting further spread of fractional ownership to our neighborhood will create incompatible uses. Fractional ownership requires short stay/high turnover more akin to nightly rentals and timeshares, uses that are prohibited in Aerie. Permitting fractional ownership will permanently and negatively impact the current single family usage in Aerie and other similar neighborhoods. Jim Brown, 1252 Aerie Drive

Tuesday, May 10, 2022, 9:51 AM

Richard Kennedy submitted a new eComment.

Meeting: Planning Commission

We are both long term residents of The Aerie subdivision and even longer term in Park City itself, having both moved here in the 70s'. Like others we have seen many changes to our town and are striving to maintain what sense of community we have left in our neighborhoods. We do not believe that time share, or fractional ownership uses are compatible with primary resident neighborhoods. Therefore, we strongly encourage the change to the LMC to prohibit fractional ownership in primarily residential Zoning Districts. Of course, we would also like to see The Aerie included in the General Plan map of primarily residential Zoning Districts, it seems this map is based on 2010 data and may be outdated. On a related issue, The Aerie is zoned residential and nightly rentals are prohibited. There is currently a home on the corner of Mellow Mountain Rd.

and Eagle Way that is listed on VRBO for nightly rental - <https://www.vrbo.com/379307>.

This matter was brought to the attention of code enforcement at Park City Municipal back in October of 2021, however it appears to still be used as nightly rental. Perhaps we could also do a better job of enforcing our current regulations. Sincerely, Richard and Catherine Kennedy 1542 Aerie Dr.

Tuesday, May 10, 2022, 9:21 AM

Paul Santacaterina submitted a new eComment.

Meeting: Planning Commission

I am a full time resident in the Aerie subdivision. I would recommend including Aerie as a primary residential neighborhood and I support restrictions on residential timeshares including fractional ownership within park city and residential neighborhoods

Sunday, May 22, 2022, 8:50 PM

Hi Rebecca,

A neighbor mentioned that I should reach out regarding a home in Thaynes ending up on a fractional ownership site. Just wanted to share my opinion that it feels like a bad idea for this to be allowed in primarily residential areas. Just wanted to voice my support to restrict this model to areas where nightly rentals are already allowed.

Thanks,

Chris Andrew

Sunday, May 22, 2022, 5:24 PM

Rebecca,

I am a long term resident of the Aerie subdivision. I am grateful that the planning commission has included us in the recommended ban of fractional ownership in our neighborhood. I do have one question for you. How does Park City plan enforce this rule? We are not supposed to see nightly rentals in our neighborhood but it appears no one can enforce the regulations. Thus, nightly rentals are ruining our neighborhood. So, I am concerned that even though there might be a regulation, there will be no enforcement. Thank you for considering my concerns.

Sincerely,

Catherine Kennedy

Sunday, May 22, 2022, 1:29 PM

Dear Rebecca,

This is just to voice my opinion that I would be against fractional ownerships in residential areas. This would definitely delete a neighborhood feeling in residential areas and as older person I find I rely very much on my neighbors for various things. It also has been very helpful I know to people with mental issues (especially during these covid times) when loneliness can really strike and having a relationship with your neighbors is vital to ones well being.

Regards,

Diana Lapage

Sunday, May 22, 2022, 12:55 PM

To all concerned:

My husband and I are Thaynes Canyon residents, and have been for about 15 years.

I would like to provide input for consideration after reading through the PC Staff Report on the issue of fractional ownership.

We certainly agree with your recommendations that primarily full-time single family home residential areas identified in the PC General Plan should be protected from new forms of co-ownership, such as the Pacaso group has established. Fractional ownership properties should be limited to the same zoning districts as timeshare units and Private Residential Clubs are limited to. There are legitimate concerns by those of us who live in these quiet, smaller "real" neighborhoods regarding noise, street parking, increased traffic and lack of general regard for neighbors. The house on Thaynes Canyon Dr. that Pacaso recently purchased is large enough to accommodate 12 people or more at any given time. Picasso does not impose any restrictions on the number of people who can be staying there at any given time.

Although the individuals who purchase a co-ownership share in a Pacaso house can stay for a maximum of 2 weeks, they are also allowed to book a minimum of a 2 night stay. That creates a lot of in and out traffic, akin to a nightly rental property.

The Pacaso website carefully does not use the term fractional ownership to describe their "unique" ownership model, they use the term co-ownership. I also read online that they are seeking recognition from the Real Estate Standards Organization as a new asset type called "co-ownership." Perhaps a distinction without a difference, but since they are involved in legal disputes already with communities such as St. Helena, and Palm Springs, California, I would suggest that any amendments ultimately approved by the City Council are artfully drafted following input from other communities dealing with this issue.

Pacaso also has a Code of Conduct for owners; no large parties, noise curfew and avoid street parking as much as possible. Violations can be reported by neighbors. I only add this as an awareness that the bottom line is that this co-ownership model is akin to a timeshare or nightly rental, that is the real issue.

Thank you for your time,

Christine Decker

May 24th, 2022

Re: Planning Commission

May 25, 2022 - Public Comment - Land Management Code Amendments Fractional Ownership of Single-Family Dwellings in Residential Zoning Districts

Dear Planning Commissioners Sarah Hall, John Kenworthy, John Phillips, Bill Johnson,
Laura Suesser, Douglas Thimm, Christin Van Dine

c/o Park City Planning Commission

445 Marsac Avenue (P.O. Box 1480), Park City, UT, 84060

Subject: Fractional Ownership and Pacaso

I am writing to express my concerns regarding the proposed regulations of fractional ownership in Park City.

I am a member of the real estate industry and I strongly support Pacaso and their co-ownership model in Park City. There are nearly 10 million second homes in the U.S., and most sit empty 10-11 months a year. This underutilization is costly and wasteful. With Pacaso, buyers purchase the amount of ownership that fits their personal usage needs.

During a time of market shift, Pacaso's co-ownership model provides the real estate community with additional opportunities for owners, buyers and agents. It helps to keep the real estate business afloat while inventory levels are at all-time lows. Co-ownership positively contributes to the sustainability and growth of our community.

The median Pacaso home is 6.9 times the price of the typical second home and 8.2 times the price of the typical year-round home. Through co-ownership, Pacaso concentrates demand for the most expensive homes in Park City, thereby shifting demand away from the median-priced market.

Pacaso owners make both a significant financial and emotional investment into the community. These owners return to their home time and time again and are committed to the well-being and prosperity of their neighborhood.

The typical Pacaso home generates an average of \$48,390 in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses. This increase in consumer spending generates additional tax revenue compared with the average second home.

I have personally worked with Pacaso buyers, and they are thrilled with their homes and with Pacaso's services. Their home is professionally managed and cared for throughout the year, ensuring the property stays in pristine condition.

Families and friends have been co-owning property for generations. Pacaso provides people with a professionally managed co-ownership experience that is not accessible through whole home ownership. If Park City decides to pass regulation limiting fractional ownership, then they are making second home ownership more difficult for current and future residents.

Thank you for your time and consideration.

Sincerely,

Bret Fields

May 24th, 2022

Re: Planning Commission

May 25, 2022 - Public Comment - Land Management Code Amendments Fractional Ownership of Single-Family Dwellings in Residential Zoning Districts

Dear Planning Commissioners Sarah Hall, John Kenworthy, John Phillips, Bill Johnson, Laura Suesser, Douglas Thimm, Christin Van Dine

c/o Park City Planning Commission

445 Marsac Avenue (P.O. Box 1480), Park City, UT, 84060

Subject: Fractional Ownership and Pacaso

I am writing to express my concerns regarding the draft ordinance amending Land Management Code to regulate fractional ownership in Park City.

I have been a member of the real estate industry in Park City for 15 years, and I strongly embrace Pacaso's co-ownership model. The practice of co-ownership of homes through LLCs has been done for generations in our community. Pacaso alleviates the burdens that coincide with owning a second home through their fully managed service.

Pacaso's experience and professionalism is a wonderful contribution to Park City. All of their homes are well kept maintaining the character of the community and prohibit the home from being a nuisance to neighbors. Limiting their ability to operate in residential areas is doing a disservice to all homeowners.

During a time of market shift, Pacaso's co-ownership model provides the real estate community with additional opportunities for owners, buyers and agents. It helps to keep the real estate business afloat while inventory levels are at all-time lows. Co-ownership positively contributes to the sustainability and growth of our community.

Pacaso homes are a minimum of 3x the median price point in Park City. Pacaso's co-ownership option moves up to eight buyers away from competing for median priced homes and redirects them to a luxury property. This process alleviates pressure off the already stressed inventory available to local buyers.

Owners of Pacaso homes are both financially and emotionally invested in Park City. These owners have a vested interest in the well-being of their community. Unlike a short-term rental, these owners return time and time again and want the area to continue to grow and prosper.

Better utilization of the existing housing stock will help stimulate our local economy and alleviate some of the housing pressure. It is in the City's best interest to make this model accessible and available in all residential zones.

Thank you for your time and consideration.

Sincerely,

Bret Fields

May 25, 2022

Re: Planning Commission

May 25, 2022 - Public Comment - Land Management Code Amendments Fractional Ownership of Single-Family Dwellings in Residential Zoning Districts

Dear Planning Commissioners Sarah Hall, John Kenworthy, John Phillips, Bill Johnson, Laura Suesser, Douglas Thimm and Christin Van Dine

c/o Park City Planning Commission

445 Marsac Avenue (P.O. Box 1480), Park City, UT, 84060

I am writing to discuss my experience with co-ownership of two homes through Pacaso in Park City.

My family and I had been searching for our dream second home in Park City and Pacaso was the perfect fit. Prior to deciding to purchase through Pacaso, we vetted all of the fractional ownership options in Park City and nothing was comparable.

As a family, we couldn't decide between a big house on the hill, or a ski in/ski out close to Old Town so we decided to purchase a 1/8 ownership share in each! Now we own a portion of two beautiful homes that meets all of my family's needs. We never feel regretful of having to sacrifice space or proximity since we were able to afford both through Pacaso.

Our Home Manager, Paula, and the rest of the Pacaso team are wonderful! Every time my family arrives at either of our homes they are clean, beautifully decorated and

everything is where it should be. If we ever have any questions, the Pacaso team is available to us 24/7. It's more than second home ownership, it's a fully-managed experience.

My family has made both a significant financial and emotional investment into Park City. We love exploring all that the City has to offer and being a part of the local community. We look forward to continuing to make memories with our friends and family in our co-owned homes.

It would be a detriment to the second home market to limit the accessibility of co-owned homes to certain zones. It was important to us to own property in certain areas within Park City, and with Pacaso we did not have to compete with locals in order to purchase our dream homes.

I hope you reconsider the restrictions proposed around fractional ownership, and embrace all of the amazing financial and community benefits it brings to Park City.

Thank you for your time and consideration.

Sincerely,

Jill and Bill Vantine

Jill Vantine, Broker Locust Lane Realty, LLC

May 25, 2022

Park city planning commission, 445 Marsac Avenue (P.O. Box 1480), Park City, UT,
84060

RE: May 25. 2022 Planning Commission Meeting, Agenda Item 7.C

To Whom it may concern:

My name is Devon Atchison, and together with my husband, Dave, and two daughters, Lucy (9) and Grace (8), I am a part-owner via Pacaso of a beautiful home in Park City. We spent much time considering the idea of fractional ownership, but were put at ease by the model that Pacaso uses: only 8 (or fewer) families, sharing a home, building community, and doing so in a way that is much more affordable for those families.

We chose Park City because we are in love with your—our—city. We may not be the best skiers out there, but we love Park City-Canyons and it's amazing runs, the Corner Store for pizza, and the shops to replace the one pole my daughter misplaced ;). We love the walk to downtown where we can stretch our legs and look at the lovely homes (and their awards for historic preservation and presentation!) and the art galleries (we just purchased a painting from J GO Gallery on Main Street after walking in to get a cup of coffee at the attached café), and enjoy the food (I'm still dreaming of the meatball sub we had at Red Banjo and the tots at Wasatch Brewery) and shopping (my daughter's new bear-themed pajama pants have been on constant rotation at home!). We also love the beautiful trail system in our city and have followed the helpful dots around the city (straight to a Mother's Day massage at Align Spa, and, often, to a treat at The

Bakery at Windy Ridge or a yummy salad at Windy Ridge Café!), as well as made a springtime hike up to the snow line.

For my family, family time is the number one thing. With school and work, it is a blessing to have a place where the four of us can go and recharge, explore and play together.

Pacaso has allowed us to have this in our adopted city of Park City and we are grateful to have this gift. We sincerely hope that you will allow more families a way in to (fractional) home ownership in Park City so more families can share in the beauty, the culture, the commerce, and the joy of Park City.

Sincerely,

Devon, David, Lucy and Grace Atchison

May 25, 2022

All,

Below is the final response from Planning regarding our questions on Pacaso ownership. As stated in my earlier email, we maintain this is a time interval ownership and should require a CUP and appropriate regulation including location boundaries and no real estate tax discount (40%) for full time residents.

Sincerely,

Deb Rentfrow

May 27, 2022

Dear Commissioner Rubelll:

I am writing to you to let you know that I GREATLY oppose Paccaso's fractional ownership scheme in our Thaynes Canyon neighborhood, or any company's plan to purchase and sale fractional ownership in a Park City neighborhood that does not allow nightly rentals. For the city council to allow fractional ownerships of properties would be a violation of the trust we put in you to protect our Park City neighborhoods and properties. The fractional ownerships do not adhere to the Protective Covenants of the Thaynes Canyon HOA which clearly states THE LANDS WITHIN THAYNES CANYON HOA "SHALL BE USED EXCLUSIVELY FOR THE SINGLE FAMILY RESIDENTIAL LIVING PURPOSES". All persons who own or acquire a property within this HOA automatically become Members of the Association and are subject to this restriction. This document protects our neighborhood from the use of a property within the HOA being exploited at the expense of the Single Family dwelling property owners.

Please protect us from these fractional ownership schemes.

Thank you for your service.

Mary Ellen Sonntag

7 Hidden Splendor Court

Park City, Utah

May 27, 2022

Jeremy,

I am a long time resident of 5 and 7 Payday Drive and I am in the Thaynes Canyon HOA 1. I am not in favor of fractional interest ownership in our Thaynes Canyon neighborhood. Our CC&R's, dating back to 1971, only allow single family ownership of homes in our neighborhood. That fact has not changed. A home on Thaynes Canyon Drive was sold to a fractional interest company recently, without HOA approval, and that was wrong. I would like you to support a city ordinance against fractional interest ownership in Thaynes Canyon in the future, at the June 23 city council meeting.

Thank you,

Rebecca Marriott Champion

From: planning
Sent: Tuesday, May 24, 2022 4:31 PM
To: Gretchen Milliken; Spencer Cawley; Makena Hawley
Subject: FW: [External] Fractional Ownership and Pacaso

From: The Lawson Team <david@davidjlawson.com>
Sent: Tuesday, May 24, 2022 2:13 PM
To: planning <planning@parkcity.org>
Cc: Sarah Hall <sarah.hall@parkcity.org>; John Kenworthy <john.kenworthy@parkcity.org>; John Phillips <john.phillips@parkcity.org>; Bill Johnson <bill.johnson@parkcity.org>; Laura Suesser <laura.suesser@parkcity.org>; Douglas Thimm <douglas.thimm@parkcity.org>; Christin VanDine <christin.VanDine@parkcity.org>
Subject: [External] Fractional Ownership and Pacaso

[CAUTION] This is an external email.

May 24, 2022

Re: Planning Commission

May 25, 2022 - Public Comment - Land Management Code Amendments Fractional Ownership of Single-Family Dwellings in Residential Zoning Districts

Dear Planning Commissioners Sarah Hall, John Kenworthy, John Phillips, Bill Johnson, Laura Suesser, Douglas Thimm, Christin Van Dine

c/o Park City Planning Commission

445 Marsac Avenue (P.O. Box 1480), Park City, UT, 84060

Subject: Fractional Ownership and Pacaso

I am writing to express my concerns regarding the proposed regulations of fractional ownership in Park City. The Pacaso homes are all purchased in an LLC like thousands and thousands of other

homes in Park City. Restricting any LLC ownership in Park City would essentially devastate property rights. Plus, Pacaso prohibits any rentals whatsoever in the property. It is for personal use only and I have never heard of a single incident or problem with an owner I have one of these homes.

I am a member of the real estate industry and I strongly support Pacaso and their co-ownership model in Park City. There are nearly 10 million second homes in the U.S., and most sit empty 10-11 months a year. This underutilization is costly and wasteful. With Pacaso, buyers purchase the amount of ownership that fits their personal usage needs.

During a time of market shift, Pacaso's co-ownership model provides the real estate community with additional opportunities for owners, buyers and agents. It helps to keep the real estate business afloat while inventory levels are at all-time lows. Co-ownership positively contributes to the sustainability and growth of our community.

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Families and friends have been co-owning property for generations. Pacaso provides people with a professionally managed co-ownership experience that is not accessible through whole home ownership. If Park City decides to pass regulation limiting fractional ownership, then they are making second home ownership more difficult for current and future residents.

Thank you for your time and consideration.

Sincerely,

Thank you,

David Lawson

Global Real Estate Advisor



Engel & Völkers Park City

Lawson Real Estate Team

Engel & Völkers USA #1 Team

**890 Main Street Suite 5-101
Park City, UT 84060**

USA

Mobile: +1 435 901 0904

Internet: lawsonrealestateteam.com

Mail to: david@davidjlawson.com

[Download my mobile Real Estate app here!](#)

Each brokerage independently owned and operated. This e-mail and any attachments are confidential. If you are not the intended recipient of this e-mail please immediately delete its contents and notify us. This email was checked for virus contamination before being sent - nevertheless, it is advisable to check for any contamination occurring during transmission. We cannot accept any liability for virus contamination.

From: planning
Sent: Wednesday, May 25, 2022 3:25 PM
To: Spencer Cawley; Makena Hawley
Subject: FW: [External] Pacaso-Land Management Code Amendments Fractional Ownership of Single-Family Dwellings

From: Mitchell, Jarod <jarod.mitchell@evrealestate.com>
Sent: Tuesday, May 24, 2022 4:40 PM
To: John Kenworthy <john.kenworthy@parkcity.org>; John Phillips <john.phillips@parkcity.org>; Bill Johnson <bill.johnson@parkcity.org>; Laura Suesser <laura.suesser@parkcity.org>; Douglas Thimm <douglas.thimm@parkcity.org>; Christin VanDine <christin.VanDine@parkcity.org>; Sarah Hall <sarah.hall@parkcity.org>
Cc: planning <planning@parkcity.org>
Subject: [External] Pacaso-Land Management Code Amendments Fractional Ownership of Single-Family Dwellings

[CAUTION] This is an external email.

May 24, 2022

Re: Planning Commission
May 25, 2022 - Public Comment - Land Management Code Amendments Fractional Ownership of Single-Family Dwellings in Residential Zoning Districts

Dear Planning Commissioners Sarah Hall, John Kenworthy, John Phillips, Bill Johnson, Laura Suesser, Douglas Thimm, Christin Van Dine
c/o Park City Planning Commission
445 Marsac Avenue (P.O. Box 1480), Park City, UT, 84060

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Families and friends have been co-owning property for generations. Pacaso provides people with a professionally managed co-ownership experience that is not accessible through whole home ownership. If Park City decides to pass regulation limiting fractional ownership, then they are making second home ownership more difficult for current and future residents.

Thank you for your time and consideration.

Sincerely,

Jarod Mitchell

Real Estate Advisor

Engel & Völkers Park City

890 Main Street Suite 5-101

Park City, UT 84060

Mobile: +1 435-901-0674

From: planning
Sent: Wednesday, May 25, 2022 3:24 PM
To: Spencer Cawley; Makena Hawley
Subject: FW: [External] 1360 Empire Ave

From: deb <der0813@aol.com>
Sent: Wednesday, May 25, 2022 8:40 AM
To: Laura Suesser <laura.suesser@parkcity.org>; John Kenworthy <john.kenworthy@parkcity.org>; John Phillips <john.phillips@parkcity.org>; Douglas Thimm <douglas.thimm@parkcity.org>; Bill Johnson <bill.johnson@parkcity.org>; Christin VanDine <christin.VanDine@parkcity.org>; Sarah Hall <sarah.hall@parkcity.org>; planning <planning@parkcity.org>
Subject: Fw: [External] 1360 Empire Ave

All,

Below you'll find a thread regarding Pacaso ownership of 1360 Empire. We had concerns regarding this purchase and reached out to the City. The final response from Rebecca Ward came on a separate thread which I will forward as well.

In short, this is in our opinion a time interval ownership and should require a CUP and appropriate regulation, including NO real estate tax discount (40%) for full time residents. A rep at the property on Empire actually made a comment to my husband their program contributes to affordable housing. At the going rate of over a half million per share, I'd disagree.

Thank you for reviewing this type of ownership and amending the LMC to address.

Sincerely,
Deb Rentfrow

[Sent from the all new AOL app for Android](#)

----- Forwarded Message -----

From: "Trent Rentfrow" <trent.rentfrow@aol.com>
To: "Rentfrow Deb" <der0813@aol.com>
Cc:
Sent: Wed, May 25, 2022 at 8:03 AM
Subject: Fw: [External] 1360 Empire Ave

[Sent from the all new AOL app for iOS](#)

Begin forwarded message:

On Tuesday, August 24, 2021, 8:07 AM, planning <planning@parkcity.org> wrote:

Trent, We met internally and are looking into your question. We will keep you posted as we have more information. Thank you.

From: Trent Rentfrow <trent.rentfrow@aol.com>
Sent: Tuesday, August 24, 2021 7:55 AM
To: planning <planning@parkcity.org>
Cc: Trent Rentfrow <trent.rentfrow@aol.com>
Subject: Re: [External] 1360 Empire Ave

Could you please provide an update?

Thank you.

[Sent from the all new AOL app for iOS](#)

On Sunday, August 22, 2021, 8:35 PM, Trent Rentfrow <trent.rentfrow@aol.com> wrote:

My research indicates this is a time interval ownership which requires a CUP. Is this correct? If so, did Pacasso follow this process?

Please advise.

Thank you. Trent

[Sent from the all new AOL app for iOS](#)

On Wednesday, August 18, 2021, 10:48 AM, Trent Rentfrow <trent.rentfrow@aol.com> wrote:

Thank you for the update. There is a lot of activity going on at the house (i.e. remodeling, etc.) and they continue to market the fractural ownership interests so I hope a determination of the zoning / appropriateness of this model is made before it is too late. Thank you again for the attention to this matter.

Trent Rentfrow
trent.rentfrow@aol.com

-----Original Message-----

From: planning <planning@parkcity.org>
To: Trent Rentfrow <trent.rentfrow@aol.com>
Sent: Tue, Aug 17, 2021 8:25 pm
Subject: RE: [External] 1360 Empire Ave

We have several departments looking into the question, and I have noted to update you once we have a determination. Thank you for your patience.

From: Trent Rentfrow <trent.rentfrow@aol.com>
Sent: Friday, August 13, 2021 11:59 AM
To: planning <planning@parkcity.org>
Subject: Re: [External] 1360 Empire Ave

Thank you. Following up for an update / ETA.

Trent

[Sent from the all new AOL app for iOS](#)

On Thursday, August 5, 2021, 3:09 PM, planning <planning@parkcity.org> wrote:

Thank you for your email, Trent. We are looking into your question and will be in touch soon.

From: Trent Rentfrow
<trent.rentfrow@aol.com>
Sent: Thursday, August 5, 2021 7:56 AM
To: planning <planning@parkcity.org>
Subject: [External] 1360 Empire Ave

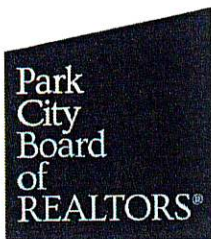
[CAUTION] This is an external email.

I recently learned that a home (1360 Empire Ave in Old Town Park City) near my home was purchased by a company (Pacasso) who is now selling it under a fractual ownership model (1/8th interests). I wanted to understand how the property is zoned, what zoning fractual ownership falls into and if this is in compliance.

Thank you for your time. Please advise if these questions should be directed to another department.

Trent Rentfrow

[Sent from the all new AOL app for iOS](#)



Park City Board of REALTORS®
1889 Prospector Avenue
Park City, Utah 84060
"The Voice of Real Estate in the Wasatch Back"

Dear Park City Planning Commission,

The purpose of this letter is that The Park City Board of REALTOR®'s (PCBR) would like to ask the Park City Planning Commission for a consideration to continue discussion on the issue of Fractional Ownership (7.C on May 25, 2022, Agenda) before a vote is taken.

The Staff report and recommendations indicate that all "fractional" sales are considered "vacation properties." We believe that this needs further data to support this assertion. We would like the opportunity to share what other communities are doing in regard to fractional ownership.

Our goal is to be a partner with the city. The PCBR supports a healthy community. Our mission includes advocating for homeownership and property rights. Fractional Home Ownership programs allow for individuals to be able to own property at a much lower cost. The PCBR supports a reasonable but firm approach to protect the quiet enjoyment in residential neighborhoods by all homeowners. We extend our hand as a willing participant in the collaborative efforts to solve housing issues with Park City Municipal. We would be happy to meet with you in the manner the Commission or staff considers most appropriate or designate a PCBR representative to provide our Association's input in further discussion and deliberation going forward on this issue.

Respectfully,

A handwritten signature in blue ink that reads "Rene Wood".

Rene Wood
2022 President, Park City Board of REALTORS®

A handwritten signature in blue ink that reads "Jamie Johnson".

Jamie Johnson
CEO, Park City Board of REALTORS®

Four Lakes Village HOA
C/o PMA
PO Box 68087
Park City, UT 84068

May 31, 2022

Park City Planning Commission & City Council
445 Marsac Avenue
Park City, UT 84060

Dear Sirs/Madams:

This letter is written in response to the proposed Land Management Code Amendments to Define Fractional Ownership and Location in Park City. Thank you for being proactive about protecting our community and its neighborhoods.

However, for the reasons below, please accept this letter as Four Lakes Village's objection to amending the Land Management Code that allows fractional ownership by condition use permits in our Village. It directly conflicts with our Village's governing documents and the homeownership goals.

Four Lakes Village at Park Meadows is a Planned Unit Development within the Park City boundaries in the Residential Development Zone. It is surrounded by the Park Meadows Country Club and Single-Family homes on Estates Drive and American Saddler Drive.

Four Lakes Village specifically prohibits fractional ownership in its community as set forth in its Amended and Restated Declaration of Covenants, Conditions, and Restrictions.

To further clarify, the following are the relevant Articles.

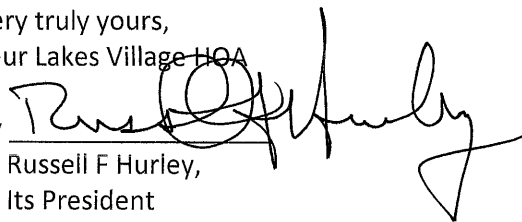
1.16. "Lot" shall mean any plot of land shown upon any recorded subdivision map of the Subject Land and designated by a unit number on the Plat, including any Buildings and improvements thereon.

3.07. No Subdivision. No Lot or portion thereof may be divided or subdivided, or a fractional part thereof sold or conveyed to be held in divided ownership. Under no circumstances shall interests in a Lot be divided into leased, sold, conveyed, or used as periods of intervals or sold or conveyed to Owners or holders for use on a timeshare basis.

Please feel free to contact us if you have any questions.

Very truly yours,
Four Lakes Village HOA

By


Russell F Hurley,
Its President

Cc PMA

PACASO

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model in five markets: Palm Springs, California, Colorado Mountains, New York City Area, San Francisco Bay Area, and South Florida. Key findings include the following:

- Across the five markets, the average Pacaso home generates nearly 10 times more in annual household spending compared with the average second home. This amounts to about \$48,400 more per home.
- Compared with the average second home, the average Pacaso home also generates 10 times more in state sales tax revenue and nearly 10 times more in local sales tax revenue. This amounts to \$2,400 more in state revenue and \$1,400 more in local revenue per home.
- The average Pacaso home costs six times more than the average second home and seven times more than the average year-round home, meaning the company is unlikely to compete with middle-class or lower-income homebuyers in the five markets EBP studied.

Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

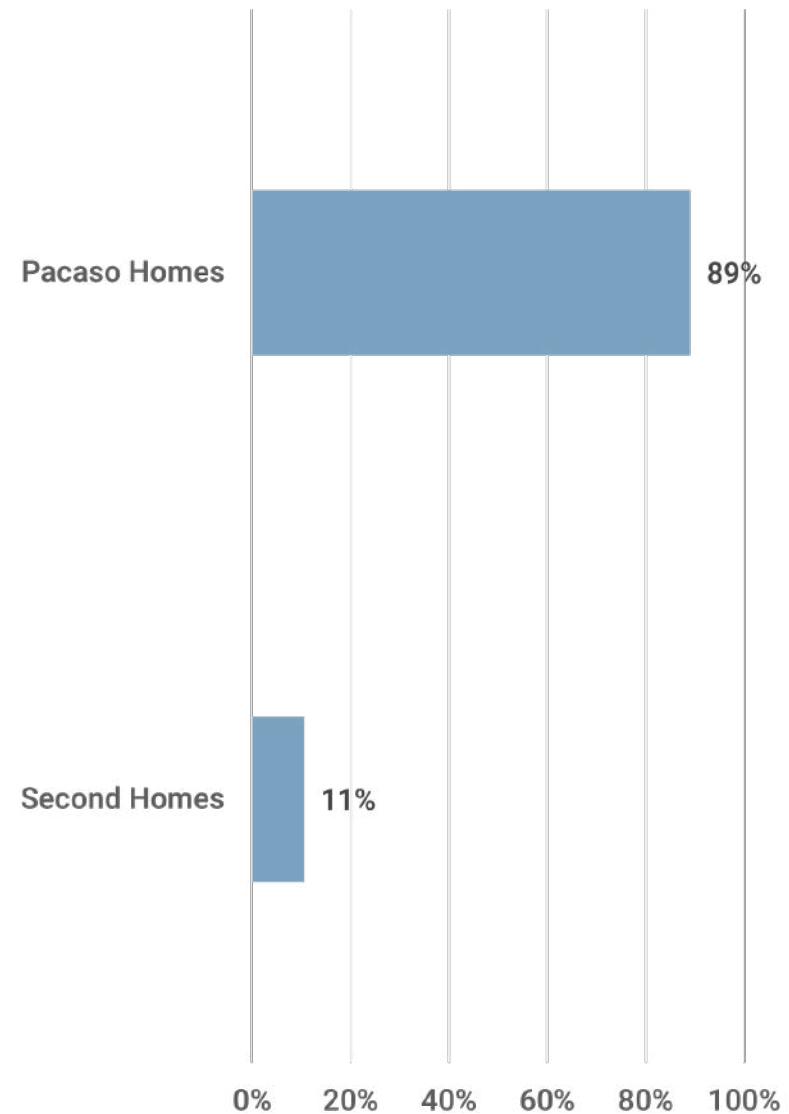
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

1 Census Bureau, 2019 American Housing Survey.

2 Pacaso, Second Homeowners Survey. Utilization is calculated based on the number of days a home is reserved.

Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average Pacaso home generates an average of \$48,390 in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Market and Type

	Bay Area	Colorado Mountains	New York City Area	Palm Springs	South Florida
Average Second Home	\$6,610	\$4,960	\$4,950	\$3,990	\$3,770
Average Pacaso Home	\$72,240	\$54,610	\$53,850	\$44,090	\$41,450
Additional Spending	\$65,630	\$49,650	\$48,900	\$40,100	\$37,680

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for states.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by states, part of which is distributed back to local communities. The table below shows that the average Pacaso home generates an average of \$2,370 in additional state tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By Market and Type

	Bay Area	Colorado Mountains	New York City Area	Palm Springs	South Florida
Average Second Home	\$370	\$140	\$195	\$240	\$235
Average Pacaso Home	\$4,080	\$1,555	\$2,145	\$2,650	\$2,590
Additional Tax Revenue	\$3,710	\$1,415	\$1,950	\$2,410	\$2,355

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for counties.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home also generates an average of \$1,410 in additional local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By Market and Type

	Bay Area	Colorado Mountains	New York City Area	Palm Springs	South Florida
Average Second Home	\$160	\$200	\$235	\$70	\$45
Average Pacaso Home	\$1,740	\$2,180	\$2,570	\$770	\$490
Additional Tax Revenue	\$1,580	\$1,980	\$2,335	\$700	\$445

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

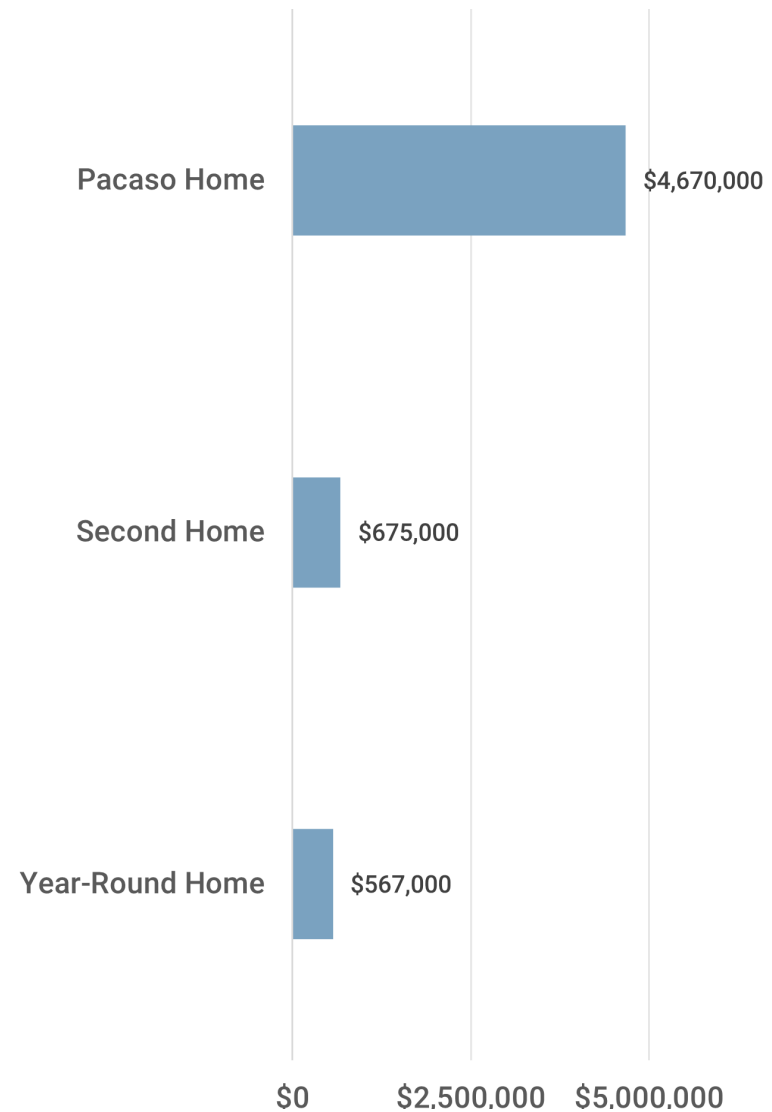
Pacaso concentrates demand into more expensive homes.

The median Pacaso home is 6.9 times the price of the typical second home and 8.2 times the price of the typical year-round home, as seen in the figure to the right.³

Through co-ownership, Pacaso concentrates demand for the most expensive homes in popular second home destinations, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

³ Definitions of second homes and year-round homes come from Optimal Blue, which is the source for Pacaso's price data.

Figure 5. Median Listing Price by Home Type



Source: Pacaso.

Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in the area, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

With Pacaso

The same eight buyers purchase shares of a high-end Pacaso home, leaving the median-price homes on the market for year-round residents. Because Pacaso is available, there is less demand for the year-round homes, potentially keeping their sale prices lower than they would have been otherwise.

Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on local housing markets in popular second home destinations. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

The scenarios to the left illustrate the potential effect of Pacaso on a segment of the housing market.

This effect is most likely to be experienced in popular second home destinations, where the housing markets are very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

Notes

Pacaso is still in a growth phase, meaning EBP relied on assumptions based on industry and public record data. As Pacaso expands, its effect will likely become clearer, and we encourage future research to this end.

EBP and Pacaso made the following assumptions in completing this study. Adjustments to these assumptions could change the results.

- EBP used a national average utilization rate for Pacaso homes because market-specific rates fluctuate.
- We began our household spending analysis using values for all households in all jurisdictions included in our analysis, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared to visitor spending patterns from various reports, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
- For the tax impact analysis, we used state and county tax rates as of March 2022 from [Avalara.com](#), a website that helps businesses calculate their tax bills. After comparing Avalara tax rates with tax rates published on several government websites for jurisdictions included in our analysis, EBP determined that it is a reliable source.

Cover Photography by Pacaso.

Appendix A. Household Spending Category Inclusion

Spending Category	Inclusion in Analysis
Alcohol	Included (37% under Dining Out and 63% under Food at Home).
Apparel	Included. Assumes co-owners spend like year-round residents during longer stays.
Dining Out	Included.
Education	Not included.
Entertainment and Recreation	Partially included (43%). Includes items, such as event admissions.
Finance	Not included.
Food at Home	Included.
Health Care	Not included.
Household Goods	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Household Services	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Housing	Not included. Mostly fixed housing costs, utilities, and maintenance and repairs.
Life Insurance and Pensions	Not included.
Miscellaneous Expenses	Not included.
Personal Care	Included. Assumes co-owners spend like year-round residents during longer stays.
Local Transportation	Partially included (20%). Includes items, such as gasoline and public transportation.
Travel	Not included. Related items are covered by other categories.

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Appendix B. Annual Household Spending By Market and Category

Spending Category	Bay Area	Colorado Mountains	New York City Area	Palm Springs	South Florida
Average Second Home					
Apparel	\$1,090	\$820	\$830	\$650	\$610
Dining Out	\$1,950	\$1,460	\$1,440	\$1,160	\$1,090
Entertainment and Recreation	\$280	\$210	\$200	\$170	\$160
Food at Home	\$2,700	\$2,030	\$2,040	\$1,650	\$1,560
Personal Care	\$430	\$320	\$320	\$260	\$250
Transportation	\$160	\$120	\$120	\$100	\$100
Total	\$6,610	\$4,960	\$4,950	\$3,990	\$3,770
Average Pacaso Home					
Apparel	\$10,310	\$7,790	\$7,890	\$6,130	\$5,800
Dining Out	\$18,450	\$13,880	\$13,600	\$11,060	\$10,360
Entertainment and Recreation	\$6,260	\$4,770	\$4,530	\$3,880	\$3,600
Food at Home	\$25,660	\$19,260	\$19,320	\$15,670	\$14,790
Personal Care	\$4,070	\$3,070	\$3,030	\$2,490	\$2,360
Transportation	\$7,490	\$5,840	\$5,480	\$4,860	\$4,540
Total	\$72,240	\$54,610	\$53,850	\$44,090	\$41,450

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Appendix C. Median Listing Price by Market and Type

	Bay Area	Colorado Mountains	New York City Area	Palm Springs	South Florida
Year-Round Home	\$785,000	\$600,000	\$560,000	\$500,000	\$390,000
Second Home	\$845,000	\$815,000	\$765,000	\$530,000	\$420,000
Pacaso Home	\$4,500,000	\$8,350,000	\$4,700,000	\$2,000,000	\$3,800,000

Source: Pacaso.

Appendix D. Market Definitions

Market	Included Counties						
Bay Area	Napa	Marin	San Francisco	San Mateo	Sonoma		
Colorado Mountains	Eagle	Pitkin	Summit				
New York City Area	Bronx	Kings	Nassau	New York	Queens	Richmond	Suffolk
Palm Springs	Riverside						
South Florida	Broward	Miami	Monroe	Palm Beach			

BAY AREA

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations like the Bay Area, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model. As described in the following pages, we focused specifically on Pacaso's impact on home utilization, household spending, tax revenue, and the local housing market in the Bay Area, which includes Napa, Marin, San Francisco, San Mateo, and Sonoma counties.



Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

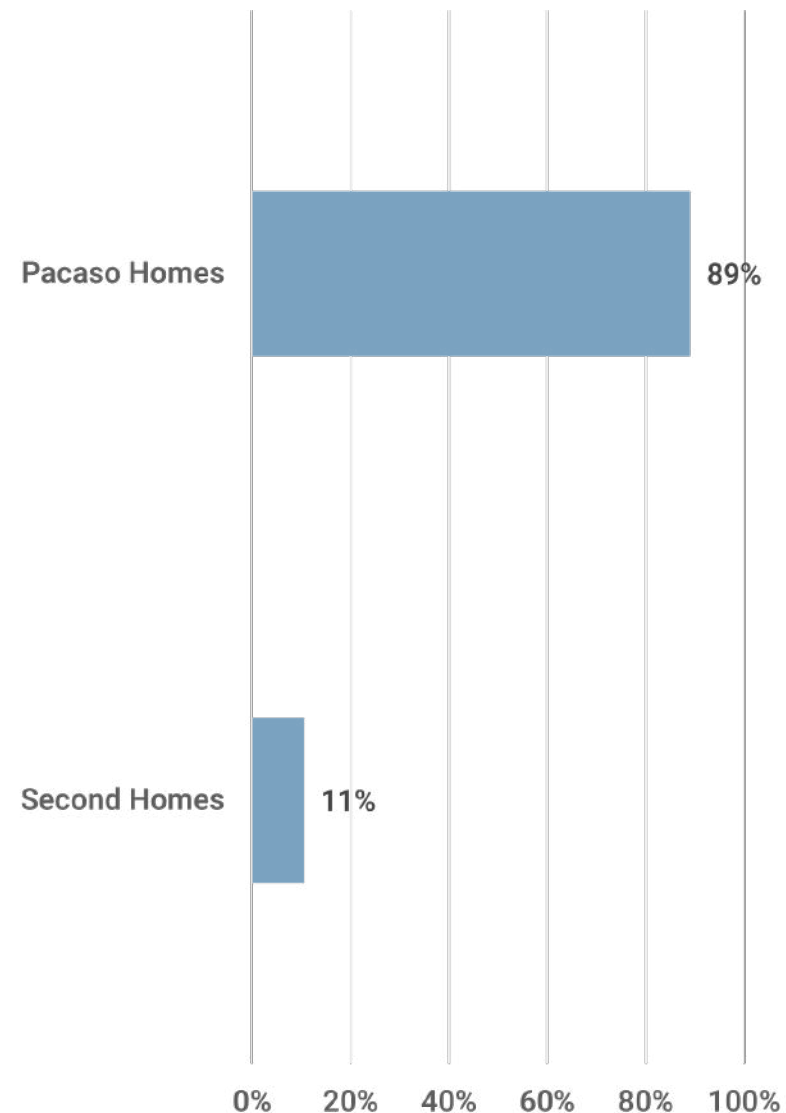
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

1 Census Bureau, 2019 American Housing Survey.

2 Pacaso, Second Homeowners Survey. Utilization is calculated based on the number of days a home is reserved.

Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average Bay Area Pacaso home generates \$65,630 more in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Category and Type

Spending Category	Average Second Home	Average Pacaso Home	Additional Spending
Apparel	\$1,090	\$10,310	\$9,220
Dining Out	\$1,950	\$18,450	\$16,500
Entertainment and Recreation	\$280	\$6,260	\$5,980
Food at Home	\$2,700	\$25,660	\$22,960
Personal Care	\$430	\$4,070	\$3,640
Transportation	\$160	\$7,490	\$7,330
Total	\$6,610	\$72,240	\$65,630

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for the State of California.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by the State of California, part of which is distributed back to the Bay Area. The table below shows that the average Pacaso home generates an additional \$3,710 in state tax revenue on average when compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Napa	\$310	\$3,450	\$3,140
Marin	\$390	\$4,310	\$3,920
San Francisco	\$440	\$4,780	\$4,340
San Mateo	\$430	\$4,740	\$4,310
Sonoma	\$280	\$3,110	\$2,830

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for the Bay Area.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home generates an average of \$1,580 in additional local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Napa	\$90	\$1,010	\$920
Marin	\$150	\$1,620	\$1,470
San Francisco	\$190	\$2,100	\$1,910
San Mateo	\$240	\$2,670	\$2,430
Sonoma	\$120	\$1,300	\$1,180

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

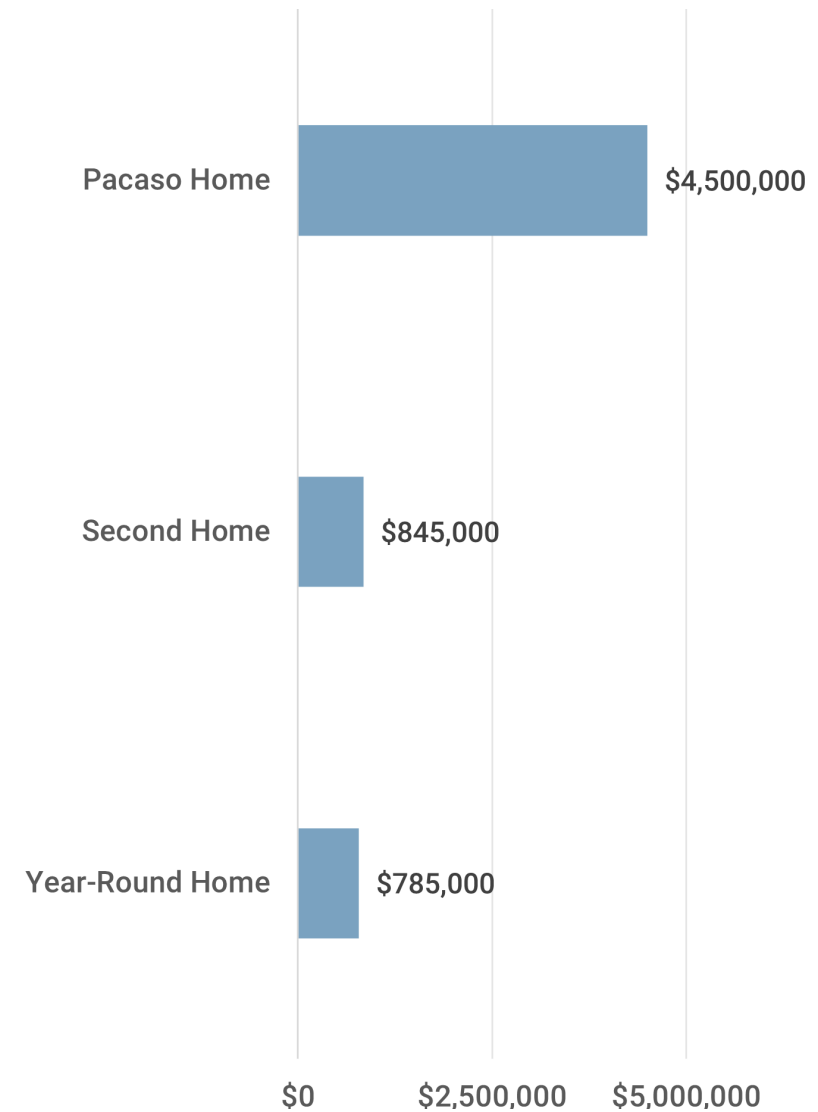
Pacaso concentrates demand into more expensive homes.

The median Pacaso home in the Bay Area is 5.3 times the price of the typical second home and 5.7 times the price of the typical year-round home, as seen in the figure to the right.³

Through co-ownership, Pacaso concentrates demand for the Bay Area's most expensive homes, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

³ Definitions of second homes and year-round homes come from Optimal Blue, which is the source for Pacaso's price data.

Figure 5. Median Listing Price by Home Type



Source: Pacaso.

Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in the Bay Area, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

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The same eight buyers purchase shares of a high-end Pacaso home, leaving the median-price homes on the market for year-round residents. Because Pacaso is available, there is less demand for the year-round homes, potentially keeping their sale prices lower than they would have been otherwise.

Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on the Bay Area's local housing market. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

The scenarios to the left illustrate the potential effect of Pacaso on a segment of the housing market.

This effect is most likely to be experienced in places like the Bay Area, where the housing market is very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

Notes

Pacaso is still in a growth phase, meaning EBP relied on assumptions based on industry and public record data. As Pacaso expands, its effect will likely become clearer, and we encourage future research to this end.

EBP and Pacaso made the following assumptions in completing this study. Adjustments to these assumptions could change the results.

- EBP used a national average utilization rate for Pacaso homes because market-specific rates fluctuate.
- We began our household spending analysis using values for all households in the Bay Area, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared with Bay Area visitor spending patterns from a 2019 study by Dean Runyan Associates, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
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Cover Photography by [Jacob Morch](#) on [Unsplash](#). Report Photography by Pacaso.

Appendix A. Household Spending Category Inclusion

Spending Category	Inclusion in Analysis
Alcohol	Included (37% under Dining Out and 63% under Food at Home).
Apparel	Included. Assumes co-owners spend like year-round residents during longer stays.
Dining Out	Included.
Education	Not included.
Entertainment and Recreation	Partially included (43%). Includes items, such as event admissions.
Finance	Not included.
Food at Home	Included.
Health Care	Not included.
Household Goods	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Household Services	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Housing	Not included. Mostly fixed housing costs, utilities, and maintenance and repairs.
Life Insurance and Pensions	Not included.
Miscellaneous Expenses	Not included.
Personal Care	Included. Assumes co-owners spend like year-round residents during longer stays.
Local Transportation	Partially included (20%). Includes items, such as gasoline and public transportation.
Travel	Not included. Related items are covered by other categories.

Source: Esri ArcGIS Business Analyst Online and Pacaso.

COLORADO MOUNTAINS

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations like the Colorado Mountains, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model. As described in the following pages, we focused specifically on Pacaso's impact on home utilization, household spending, tax revenue, and the local housing market in the Colorado Mountains, which includes Eagle, Pitkin, and Summit counties.



Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

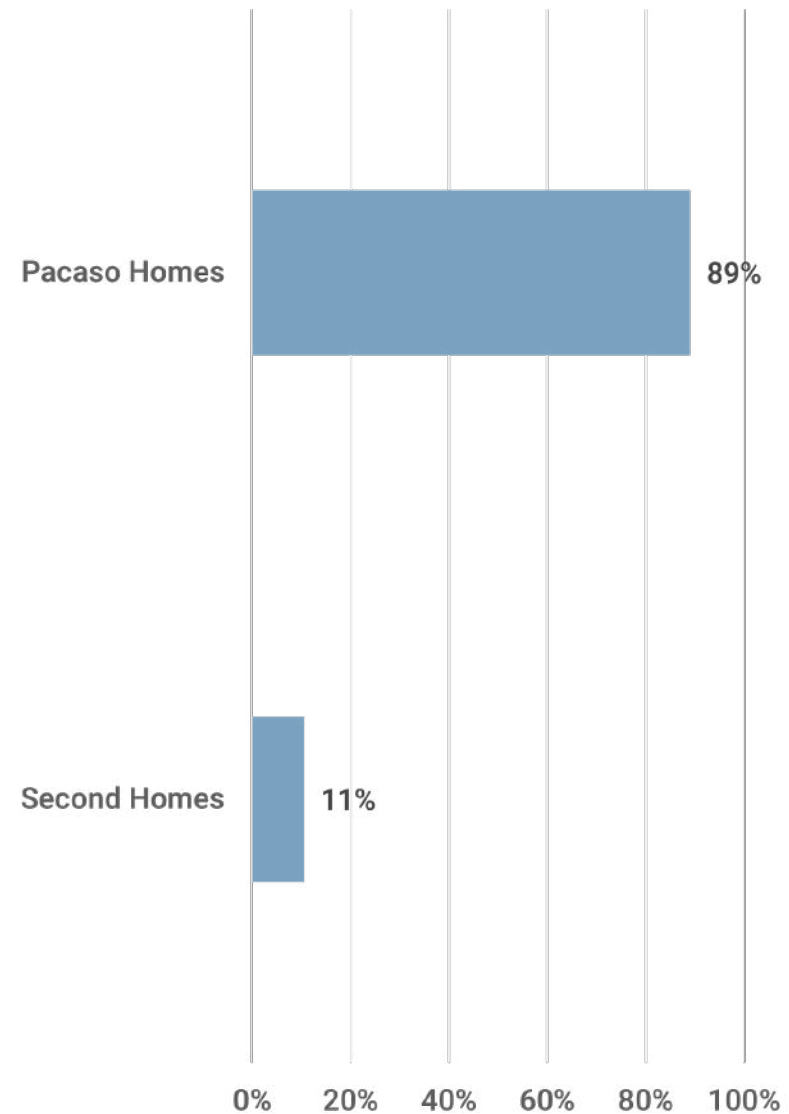
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

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Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average Colorado Mountains Pacaso home generates \$49,650 more in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Category and Type

Spending Category	Average Second Home	Average Pacaso Home	Additional Spending
Apparel	\$820	\$7,790	\$6,970
Dining Out	\$1,460	\$13,880	\$12,420
Entertainment and Recreation	\$210	\$4,770	\$4,560
Food at Home	\$2,030	\$19,260	\$17,230
Personal Care	\$320	\$3,070	\$2,750
Transportation	\$120	\$5,840	\$5,720
Total	\$4,960	\$54,610	\$49,650

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for the State of Colorado.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by the State of Colorado, part of which is distributed back to the Colorado Mountains. The table below shows that the average Pacaso home generates an additional \$1,410 in state tax revenue on average when compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Eagle	\$150	\$1,690	\$1,540
Pitkin	\$140	\$1,520	\$1,380
Summit	\$130	\$1,450	\$1,320

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for the Colorado Mountains.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home generates an average of \$1,980 in additional local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Eagle	\$80	\$880	\$800
Pitkin	\$360	\$3,920	\$3,560
Summit	\$160	\$1,740	\$1,580

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

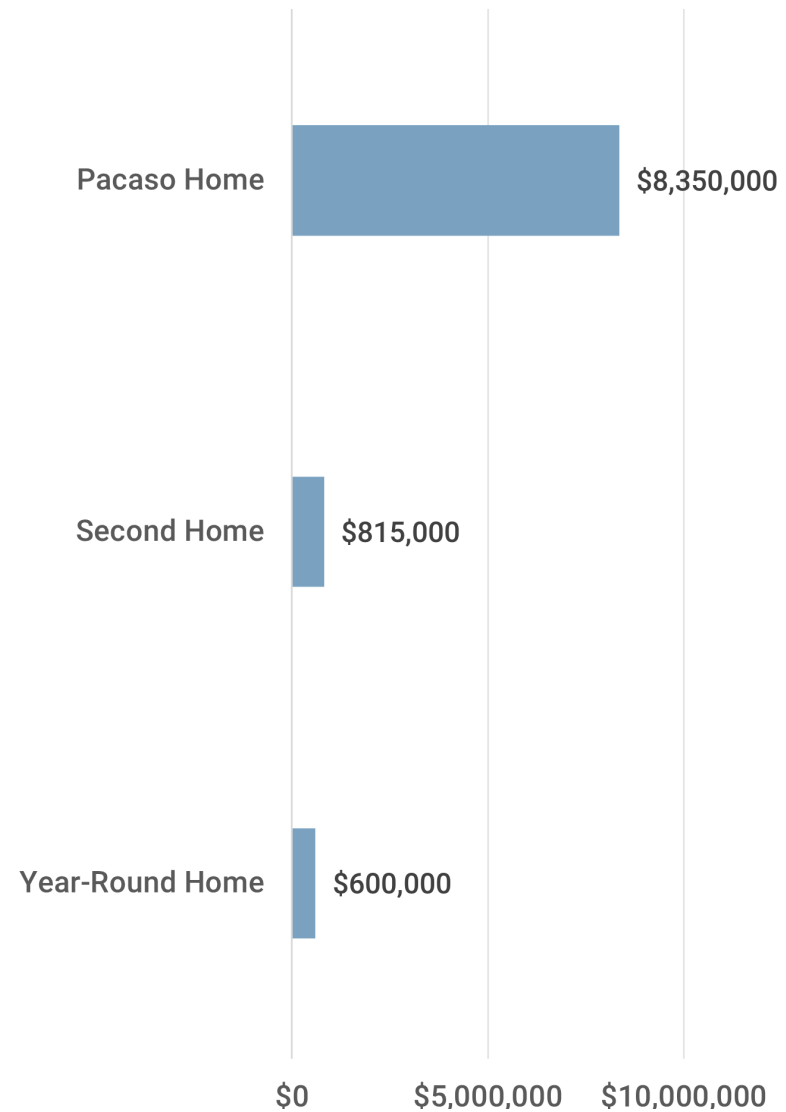
Pacaso concentrates demand into more expensive homes.

The median Pacaso home in the Colorado Mountains is 10.2 times the price of the typical second home and 13.9 times the price of the typical year-round home, as seen in the figure to the right.³

Through co-ownership, Pacaso concentrates demand for the Colorado Mountains' most expensive homes, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

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Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in the Colorado Mountains, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

With Pacaso

The same eight buyers purchase shares of a high-end Pacaso home, leaving the median-price homes on the market for year-round residents. Because Pacaso is available, there is less demand for the year-round homes, potentially keeping their sale prices lower than they would have been otherwise.

Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on the Colorado Mountains' local housing market. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

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This effect is most likely to be experienced in places like the Colorado Mountains, where the housing market is very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

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- We began our household spending analysis using values for all households in the Colorado Mountains, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared with Colorado Mountains visitor spending patterns from a 2019 study by Dean Runyan Associates, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
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PALM SPRINGS

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations like Palm Springs, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model. As described in the following pages, we focused specifically on Pacaso's impact on home utilization, household spending, tax revenue, and the local housing market in Palm Springs.



Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

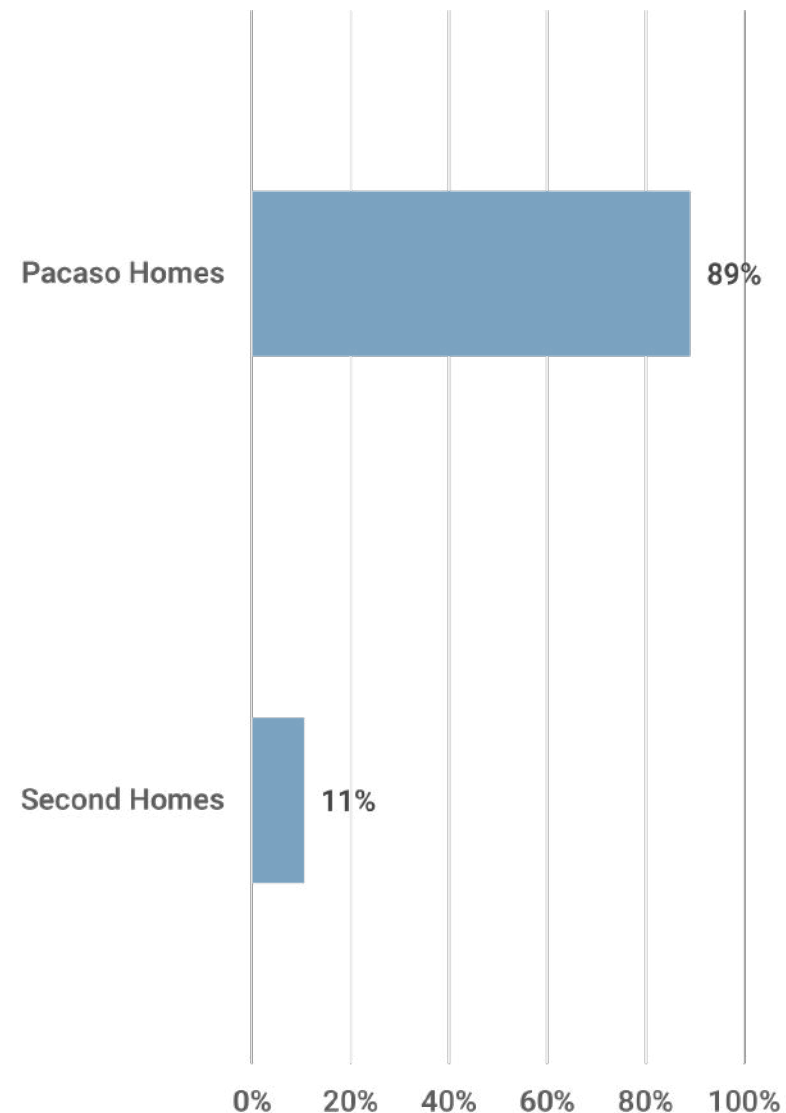
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

1 Census Bureau, 2019 American Housing Survey.

2 Pacaso, Second Homeowners Survey. Utilization is calculated based on the number of days a home is reserved.

Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average Palm Springs Pacaso home generates \$40,100 more in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Category and Type

Spending Category	Average Second Home	Average Pacaso Home	Additional Spending
Apparel	\$650	\$6,130	\$5,480
Dining Out	\$1,160	\$11,060	\$9,890
Entertainment and Recreation	\$170	\$3,880	\$3,710
Food at Home	\$1,650	\$15,670	\$14,030
Personal Care	\$260	\$2,490	\$2,230
Transportation	\$100	\$4,860	\$4,760
Total	\$3,990	\$44,090	\$40,100

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for the State of California.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by the State of California, part of which is distributed back to Palm Springs. The table below shows that the average Pacaso home generates an additional \$2,410 in state tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Riverside	\$240	\$2,650	\$2,410

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for Palm Springs.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home also generates an additional \$700 in local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Riverside	\$70	\$770	\$700

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

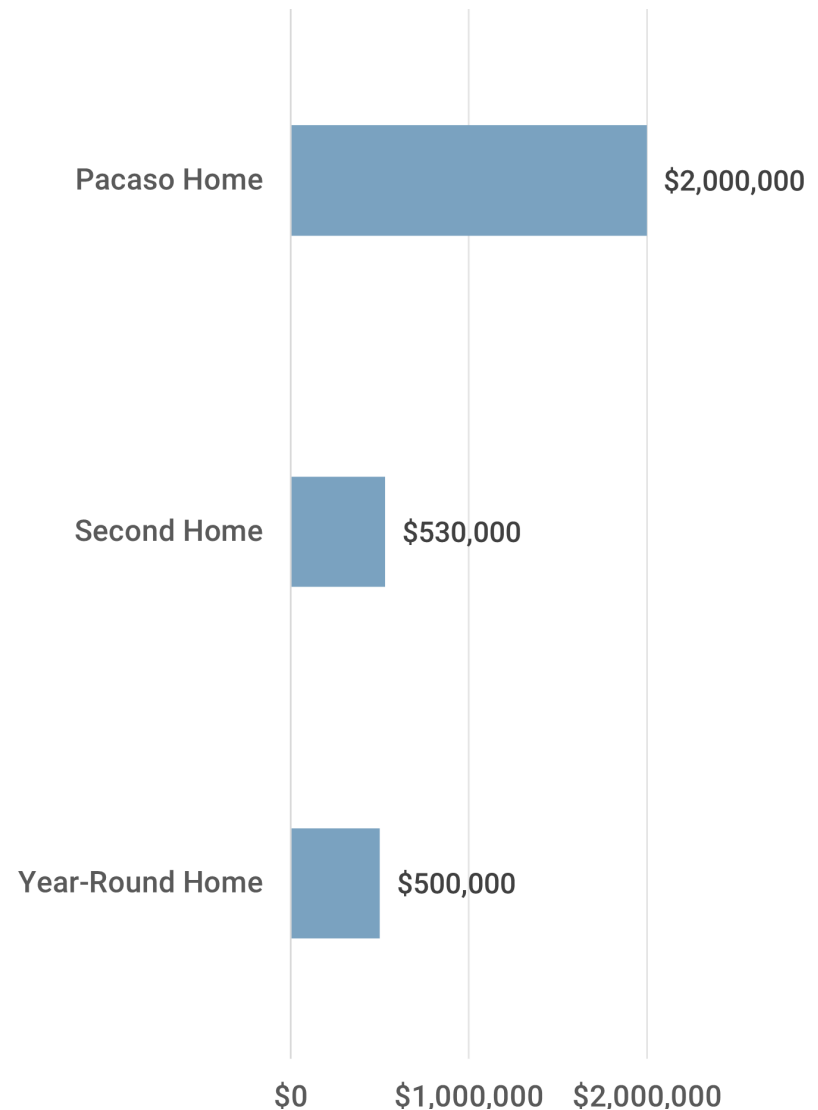
Pacaso concentrates demand into more expensive homes.

The median Pacaso home in Palm Springs is 3.8 times the price of the typical second home and 4 times the price of the typical year-round home, as seen in the figure to the right.³

Through co-ownership, Pacaso concentrates demand for Palm Springs' most expensive homes, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

³ Definitions of second homes and year-round homes come from Optimal Blue, which is the source for Pacaso's price data.

Figure 5. Median Listing Price by Home Type



Source: Pacaso.

Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in Palm Springs, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

With Pacaso

The same eight buyers purchase shares of a high-end Pacaso home, leaving the median-price homes on the market for year-round residents. Because Pacaso is available, there is less demand for the year-round homes, potentially keeping their sale prices lower than they would have been otherwise.

Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on Palm Springs' local housing market. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

The scenarios to the left illustrate the potential effect of Pacaso on a segment of the housing market.

This effect is most likely to be experienced in places like Palm Springs, where the housing market is very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

Notes

Pacaso is still in a growth phase, meaning EBP relied on assumptions based on industry and public record data. As Pacaso expands, its effect will likely become clearer, and we encourage future research to this end.

EBP and Pacaso made the following assumptions in completing this study. Adjustments to these assumptions could change the results.

- EBP used a national average utilization rate for Pacaso homes because market-specific rates fluctuate.
- We began our household spending analysis using values for all households in Riverside County, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared with Palm Springs visitor spending patterns from a 2019 study by Dean Runyan Associates, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
- For the tax impact analysis, we used state and county tax rates as of March 2022 from [Avalara.com](#), a website that helps businesses calculate their tax bills. After comparing Avalara tax rates with tax rates published on several government websites for jurisdictions included in our analysis, EBP determined that it is a reliable source.

Cover Photography by [Nathan Dumlao](#) on [Unsplash](#). Report Photography by Pacaso.

Appendix A. Household Spending Category Inclusion

Spending Category	Inclusion in Analysis
Alcohol	Included (37% under Dining Out and 63% under Food at Home).
Apparel	Included. Assumes co-owners spend like year-round residents during longer stays.
Dining Out	Included.
Education	Not included.
Entertainment and Recreation	Partially included (43%). Includes items, such as event admissions.
Finance	Not included.
Food at Home	Included.
Health Care	Not included.
Household Goods	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Household Services	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Housing	Not included. Mostly fixed housing costs, utilities, and maintenance and repairs.
Life Insurance and Pensions	Not included.
Miscellaneous Expenses	Not included.
Personal Care	Included. Assumes co-owners spend like year-round residents during longer stays.
Local Transportation	Partially included (20%). Includes items, such as gasoline and public transportation.
Travel	Not included. Related items are covered by other categories.

Source: Esri ArcGIS Business Analyst Online and Pacaso.

SOUTH FLORIDA

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations like South Florida, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model. As described in the following pages, we focused specifically on Pacaso's impact on home utilization, household spending, tax revenue, and the local housing market in South Florida, which includes Broward, Miami-Dade, Monroe, and Palm Beach counties.



Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

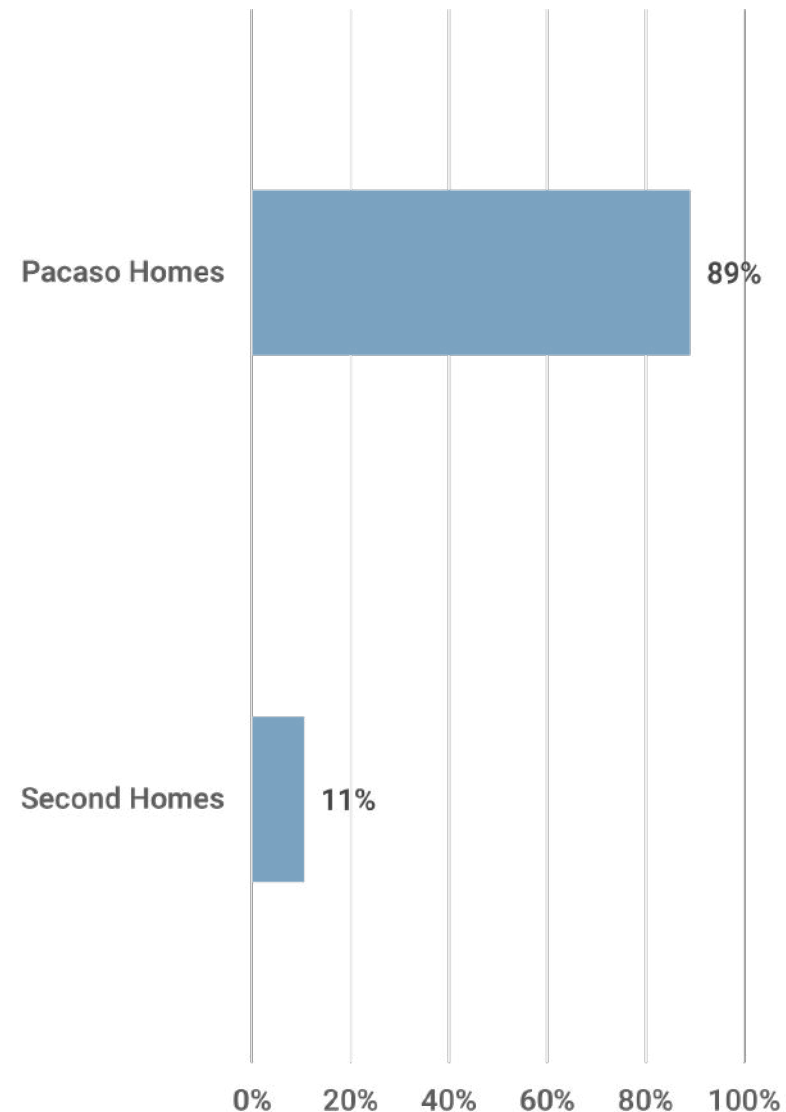
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

1 Census Bureau, 2019 American Housing Survey.

2 Pacaso, Second Homeowners Survey. Utilization is calculated based on the number of days a home is reserved.

Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average South Florida Pacaso home generates \$37,680 more in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Category and Type

Spending Category	Average Second Home	Average Pacaso Home	Additional Spending
Apparel	\$610	\$5,800	\$5,190
Dining Out	\$1,090	\$10,360	\$9,270
Entertainment and Recreation	\$160	\$3,600	\$3,440
Food at Home	\$1,560	\$14,790	\$13,230
Personal Care	\$250	\$2,360	\$2,110
Transportation	\$100	\$4,540	\$4,440
Total	\$3,770	\$41,450	\$37,680

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for the State of Florida.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by the State of Florida, part of which is distributed back to South Florida. The table below shows that the average Pacaso home generates an additional \$2,360 in state tax revenue on average when compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Broward	\$220	\$2,470	\$2,250
Miami	\$210	\$2,290	\$2,080
Monroe	\$250	\$2,800	\$2,550
Palm Beach	\$250	\$2,800	\$2,550

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for South Florida.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home generates an average of \$450 in additional local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Broward	\$40	\$410	\$370
Miami	\$30	\$380	\$350
Monroe	\$60	\$700	\$640
Palm Beach	\$40	\$470	\$430

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

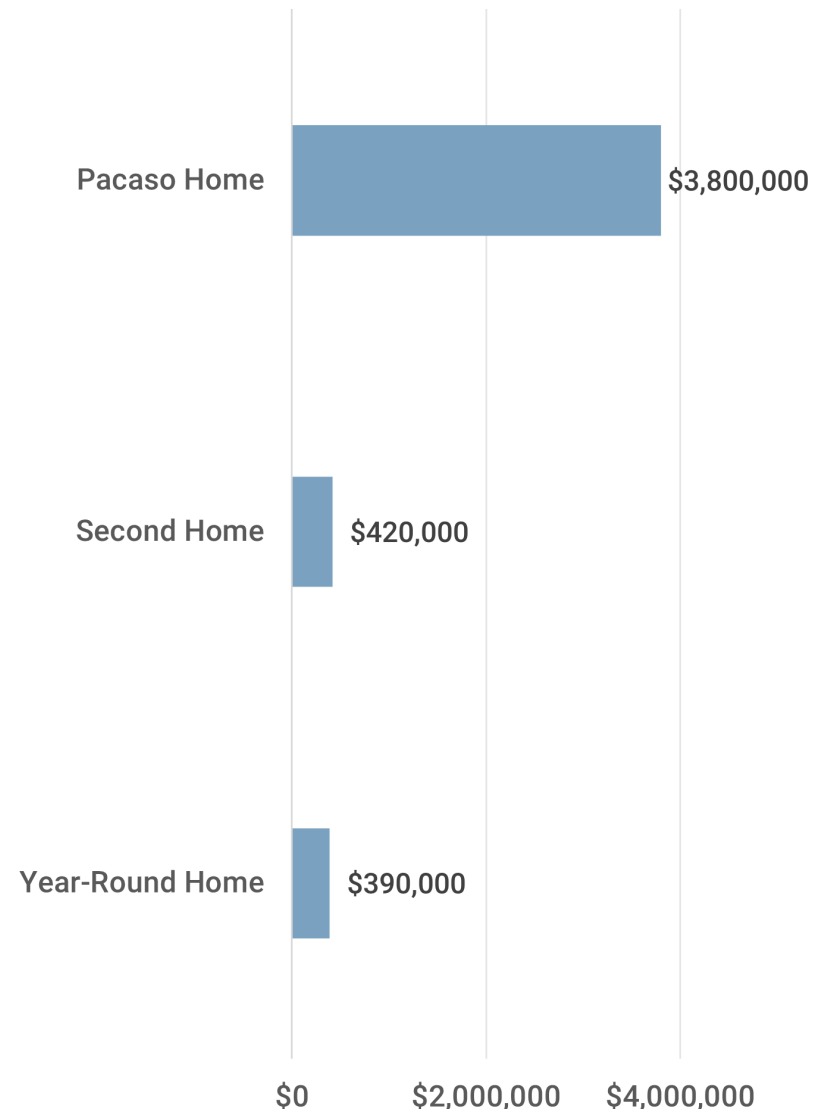
Pacaso concentrates demand into more expensive homes.

The median Pacaso home in South Florida is 9 times the price of the typical second home and 9.7 times the price of the typical year-round home, as seen in the figure to the right.³

Through co-ownership, Pacaso concentrates demand for South Florida's most expensive homes, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

³ Definitions of second homes and year-round homes come from Optimal Blue, which is the source for Pacaso's price data.

Figure 5. Median Listing Price by Home Type



Source: Pacaso.

Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in South Florida, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

With Pacaso

The same eight buyers purchase shares of a high-end Pacaso home, leaving the median-price homes on the market for year-round residents. Because Pacaso is available, there is less demand for the year-round homes, potentially keeping their sale prices lower than they would have been otherwise.

Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on South Florida's local housing market. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

The scenarios to the left illustrate the potential effect of Pacaso on a segment of the housing market.

This effect is most likely to be experienced in places like South Florida, where the housing market is very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

Notes

Pacaso is still in a growth phase, meaning EBP relied on assumptions based on industry and public record data. As Pacaso expands, its effect will likely become clearer, and we encourage future research to this end.

EBP and Pacaso made the following assumptions in completing this study. Adjustments to these assumptions could change the results.

- EBP used a national average utilization rate for Pacaso homes because market-specific rates fluctuate.
- We began our household spending analysis using values for all households in South Florida, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared with South Florida visitor spending patterns from a 2019 study by the Greater Miami Convention and Visitors Bureau, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
- For the tax impact analysis, we used state and county tax rates as of March 2022 from [Avalara.com](#), a website that helps businesses calculate their tax bills. After comparing Avalara tax rates with tax rates published on several government websites for jurisdictions included in our analysis, EBP determined that it is a reliable source.

Cover Photography by [Arnel Hasanovic](#) on [Unsplash](#). Report Photography by Pacaso.

Appendix A. Household Spending Category Inclusion

Spending Category	Inclusion in Analysis
Alcohol	Included (37% under Dining Out and 63% under Food at Home).
Apparel	Included. Assumes co-owners spend like year-round residents during longer stays.
Dining Out	Included.
Education	Not included.
Entertainment and Recreation	Partially included (43%). Includes items, such as event admissions.
Finance	Not included.
Food at Home	Included.
Health Care	Not included.
Household Goods	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Household Services	Not included. There is likely a minimal net increase in spending by Pacaso homes.
Housing	Not included. Mostly fixed housing costs, utilities, and maintenance and repairs.
Life Insurance and Pensions	Not included.
Miscellaneous Expenses	Not included.
Personal Care	Included. Assumes co-owners spend like year-round residents during longer stays.
Local Transportation	Partially included (20%). Includes items, such as gasoline and public transportation.
Travel	Not included. Related items are covered by other categories.

Source: Esri ArcGIS Business Analyst Online and Pacaso.

NEW YORK CITY AREA

PACASO ECONOMIC IMPACT ANALYSIS

Introduction and Overview

Pacaso is a real estate marketplace and property management service that aims to make second homeownership more accessible by facilitating co-ownership of luxury homes between families. The company purchases homes above the median price in popular second home destinations like the New York City Area, and then sells up to eight shares to individual buyers. Pacaso vets owners, furnishes and manages each property, and provides a mobile app for owners to schedule time at their home. Co-ownership of homes is an established practice that Pacaso is extending in new ways.

In 2022, Pacaso hired EBP, a national economics firm, to conduct a study to understand the net economic impact of its co-ownership model. As described in the following pages, we focused specifically on Pacaso's impact on home utilization, household spending, tax revenue, and the local housing market in the New York City Area, which includes Bronx, Kings, Queens, Nassau, New York, Richmond, and Suffolk counties.



Utilization

Co-ownership means higher utilization rates.

The average second home sits empty over ten months out of the year.¹ By comparison, the average Pacaso home is occupied 89 percent of the year — almost 11 months.²

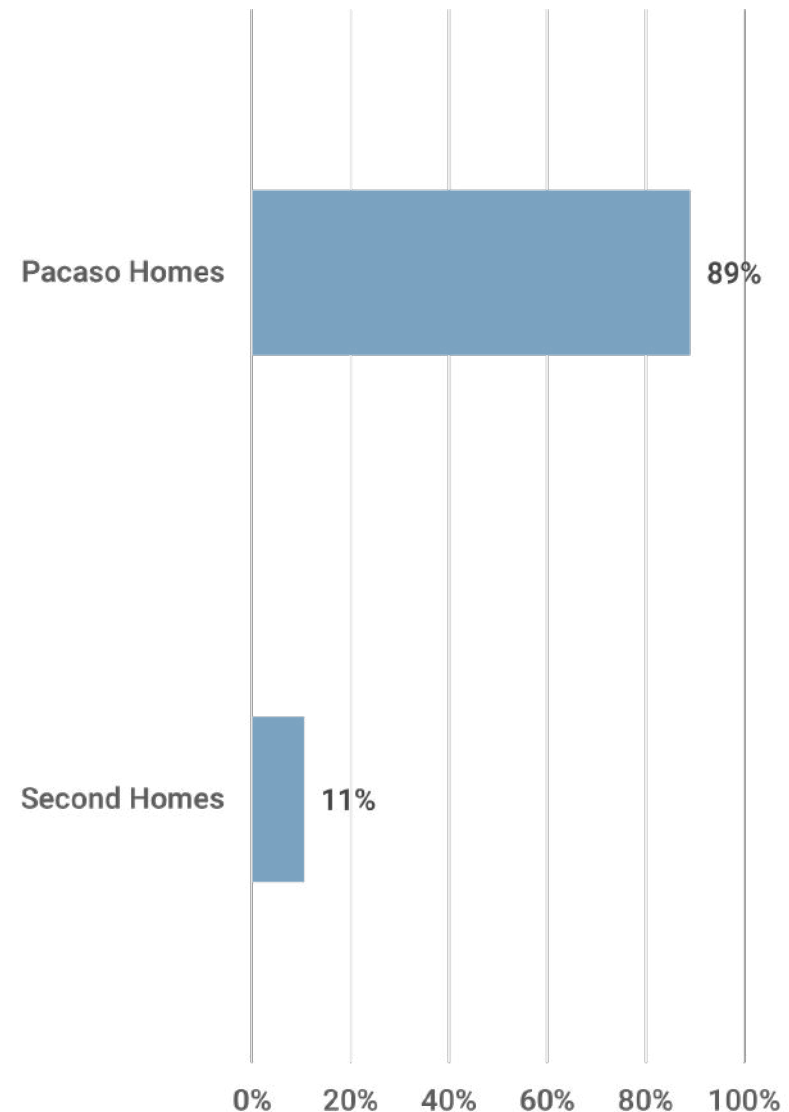
Co-ownership makes more efficient use of second homes by increasing the amount of time they are occupied. Since the average Pacaso home is occupied more months of the year than other second homes, their owners spend more money in the community. This spending benefits local businesses and generates tax revenue.

As discussed later, Pacaso also enables people to share in ownership of homes that are significantly more expensive than average. By providing an alternative to median-priced homes, Pacaso can help maintain local housing affordability.

1 Census Bureau, 2019 American Housing Survey.

2 Pacaso, Second Homeowners Survey. Utilization is calculated based on the number of days a home is reserved.

Figure 1. Average Annual Utilization Rates



Source: Pacaso and Census Bureau.

Household Spending

Pacaso homes contribute more spending in their communities.

The average second homeowner spends money on a range of goods and services, as seen in the table below. Because Pacaso homes are utilized more than the average second home, they produce greater spending across all categories. The average New York City Area Pacaso home generates \$48,900 more in annual spending compared with the average second home. This additional spending benefits local restaurants, stores, and many other businesses.

Figure 2. Annual Household Spending By Category and Type

Spending Category	Average Second Home	Average Pacaso Home	Additional Spending
Apparel	\$830	\$7,890	\$7,060
Dining Out	\$1,440	\$13,600	\$12,160
Entertainment and Recreation	\$200	\$4,530	\$4,330
Food at Home	\$2,040	\$19,320	\$17,280
Personal Care	\$320	\$3,030	\$2,710
Transportation	\$120	\$5,480	\$5,360
Total	\$4,950	\$53,850	\$48,900

Source: Esri ArcGIS Business Analyst Online and Pacaso.

Notes: Our approach involved adjusting year-round spending patterns from Business Analyst Online to better reflect spending patterns of Pacaso homeowners. See the Notes page for more details.

State Tax Revenue

Greater utilization drives more tax revenue for the State of New York.

Pacaso homes also generate additional tax revenue compared with the average second home. This includes revenue collected by the State of New York, part of which is distributed back to the New York City Area. The table below shows that the average Pacaso home generates an additional \$1,950 in state tax revenue on average, when compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 3. Annual State Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Bronx	\$110	\$1,200	\$1,090
Kings	\$180	\$1,900	\$1,720
Nassau	\$250	\$2,770	\$2,520
New York	\$260	\$2,860	\$2,600
Queens	\$170	\$1,840	\$1,670
Richmond	\$180	\$2,000	\$1,820
Suffolk	\$220	\$2,450	\$2,230

Source: Avalara.com. Tax rates as of March 2022.

Local Tax Revenue

Greater utilization drives more tax revenue for the New York City Area.

Pacaso homes also generate local tax revenue. The table below shows that the average Pacaso home generates an average of \$2,340 in additional local tax revenue compared with the average second home. This tax revenue is generated by spending with local businesses.

Figure 4. Annual Local Sales Tax Revenue By County

County	Average Second Home	Average Pacaso Home	Additional Tax Revenue
Bronx	\$140	\$1,460	\$1,320
Kings	\$210	\$2,320	\$2,110
Nassau	\$290	\$3,210	\$2,920
New York	\$320	\$3,490	\$3,170
Queens	\$210	\$2,240	\$2,030
Richmond	\$220	\$2,440	\$2,220
Suffolk	\$260	\$2,840	\$2,580

Source: Avalara.com. Tax rates as of March 2022.

Notes: This study does not include the net increase in property tax revenue to counties from Pacaso homes, which is likely higher than that of traditional second homes or homes near the median housing price.

Housing Comparison

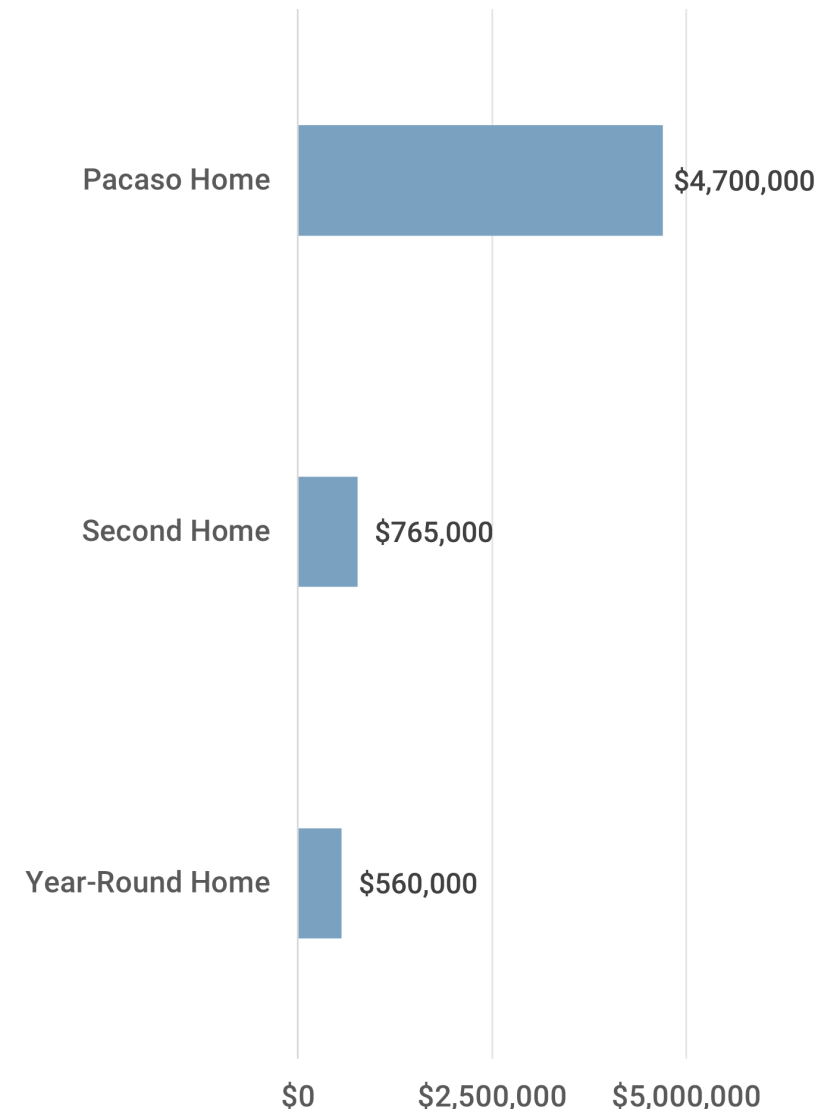
Pacaso concentrates demand into more expensive homes.

Though Pacaso does not currently operate in the New York City Area, the median Pacaso home is expected to be 6.1 times the price of the typical second home and 8.4 times the price of the typical year-round home. These values can be seen in the figure to the right.³

Through co-ownership, Pacaso is expected to concentrate demand for the New York City Area's most expensive homes, thereby shifting demand away from the median-priced market. The following page describes this in more detail.

³ Definitions of second homes and year-round homes come from Optimal Blue, which is the source for Pacaso's price data.

Figure 5. Median Listing Price by Home Type



Source: Pacaso.

Without Pacaso

Eight out-of-town buyers search for homes in a neighborhood with a mix of median-priced homes and high-end homes they are unable to afford. Wanting to spend a portion of the year in the New York City Area, they purchase eight median-priced homes, making them unavailable to year-round residents and bidding up the price of each.

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Market Impact

Co-ownership concentrates demand into fewer homes.

The concentration of buyers into expensive homes likely relieves pressure on the New York City Area's local housing market. This is because in the absence of a co-ownership model, some second homeowners will likely purchase a median-priced home, reducing the supply available for year-round residents.

The scenarios to the left illustrate the potential effect of Pacaso on a segment of the housing market.

This effect is most likely to be experienced in places like the New York City Area, where the housing market is very competitive, partially because of strong demand for second homes, especially in certain sub-markets. As Pacaso grows, the mitigating effect on the supply of median-priced homes will only increase.

Notes

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EBP and Pacaso made the following assumptions in completing this study. Adjustments to these assumptions could change the results.

- EBP used a national average utilization rate for Pacaso homes because market-specific rates fluctuate.
- We began our household spending analysis using values for all households in the New York City Area, not spending by second homes or Pacaso homes specifically. To be more accurate, we made the adjustments listed in the table below to household spending categories pulled from our primary data source, [Esri ArcGIS Business Analyst Online](#), which is itself based on data from the Bureau of Labor Statistics Consumer Expenditure Survey. This adjustment process was built on our assumption that second homeowner spending patterns fall somewhere in between short-term visitors and year-round residents. Compared with New York City Area visitor spending patterns from 2019 studies by Tourism Economics, we assumed that homeowners spend comparatively more (as a share of their budget) on food and beverages, a similar amount on retail, less on recreation, and less on transportation.
- For the tax impact analysis, we used state and county tax rates as of March 2022 from [Avalara.com](#), a website that helps businesses calculate their tax bills. After comparing Avalara tax rates with tax rates published on several government websites for jurisdictions included in our analysis, EBP determined that it is a reliable source.

Cover Photography by [Laurenz Heymann](#) and Report Photography by [Rafael Leão](#) on [Unsplash](#).

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Spending Category	Inclusion in Analysis
Alcohol	Included (37% under Dining Out and 63% under Food at Home).
Apparel	Included. Assumes co-owners spend like year-round residents during longer stays.
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Education	Not included.
Entertainment and Recreation	Partially included (43%). Includes items, such as event admissions.
Finance	Not included.
Food at Home	Included.
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Housing	Not included. Mostly fixed housing costs, utilities, and maintenance and repairs.
Life Insurance and Pensions	Not included.
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Personal Care	Included. Assumes co-owners spend like year-round residents during longer stays.
Local Transportation	Partially included (20%). Includes items, such as gasoline and public transportation.
Travel	Not included. Related items are covered by other categories.

Source: Esri ArcGIS Business Analyst Online and Pacaso.



Pacaso™

Park City Planning Commission - May 25, 2022

Pacaso: What we do

Pacaso supports buyers who wish to co-own second homes.

For generations, groups of families and friends have been co-owning second homes in Park City. For those that do, the experience can be labor-intensive and strain personal relationships.

Pacaso simplifies the ownership experience. With Pacaso, between two and eight families:

- Together co-own and control 100% of a luxury home (7x average primary home value)
- Employ Pacaso as a full-service property manager to reduce the hassle of second home ownership



Fully-managed experience

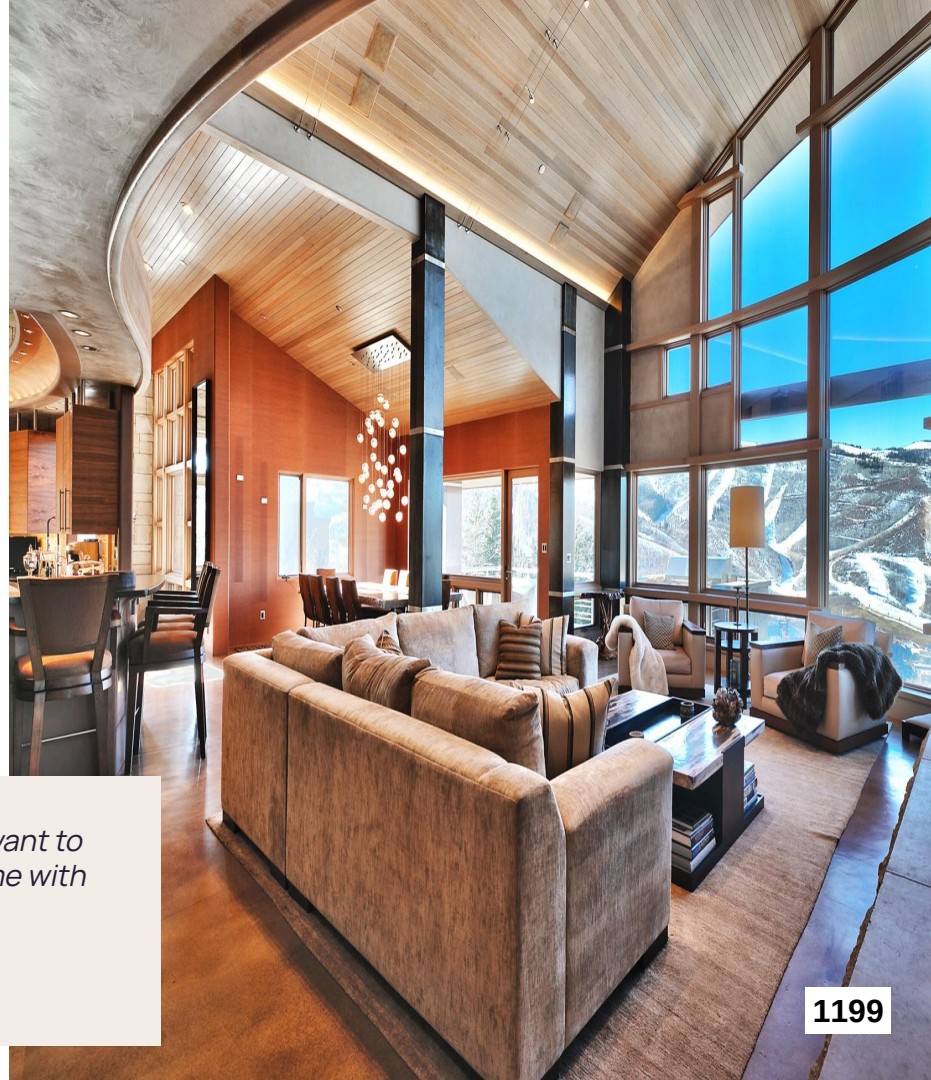
As Property Manager, Pacaso takes care of the details so that owners can enjoy their second home without the hassle. Pacaso provides a **local Home Manager** to serve as liaison between owners, vendors, and neighbors.

Pacaso supports owners with:

- Cleaning
- Landscaping
- Interior design
- Streamlined bill pay
- Home maintenance
- Easy & equitable scheduling
- Home policies and enforcement

"All the things that Pacaso does are the things that I don't want to do. I don't want to worry about upkeep – I want to spend time with my sons, my daughters, my wife."

- Nkem and Angela





Owners, not vacation renters

Unlike vacation renters, co-owners make a large investment and return to their home to make lasting memories, just like any other second home owner.

Pacaso owners:

- Invest in relationships with Park City community members
- Support local businesses year round
- Typically have children in the home or are considering retirement in the region

All families:

- Pay property taxes
- Put minimum 30% cash down
- Clear credit and criminal background checks

"Pacaso is so different from a short-term rental of somebody else's house. It's ownership, with significant capital outlay, so there's just a different mindset and duty of care. We're looking forward to being part of the neighborhood."

- Susan and Jason

New neighbors, not nightly renters

Pacaso values neighbor relations and has policies in place that reflect our commitment to the community.

Pacaso's professional management services prevents and/or quickly resolves community issues.

All owners agree to Pacaso's Code of Conduct, which outline policies such as:

- No rental of the property
- No large events or parties
- Quiet hours: 9 pm - 7 am
- No commercial use of the home
- No non-essential street parking: Owners & guests required to park in designated garage or driveway

If policies are violated, Pacaso takes action up to and including suspension of owners.

As of today, Pacaso has not received any complaints from neighbors of our homes in Park City.





Pacaso's Economic Impact

Pacaso worked with EBP, a trusted economic research firm, to model and estimate the economic impact of Pacaso homes in five top second home destinations across the United States.

- Pacaso helps aggregate second home demand into fewer, top-tier luxury homes, reducing competition for middle-tier single-family homes
- Pacaso homes typically costs 7x more than the average primary home
- Year-round home use means Pacaso homes result in nearly 10x more spending at local businesses compared to the average second home
- Pacaso owners make more tax contributions than traditional second home owners

Pacaso vs. Timeshare vs. Nightly Rental

With Pacaso, you own a home, not just a block of time. Owners can book stays throughout the year, not annually.

Owners can sell their share(s) any time after 12 months of ownership. Co-owners have a 5 day right of first refusal. After that, owners determine the list price, and market and list the share(s) through Pacaso or on the MLS much like a whole home sale.

	PACASO HOME	RESORT TIMESHARE	NIGHTLY RENTAL
PROPERTY TYPE	Single-family residence	Hotel/Condo	Single-family residence, Condo, Apartment
TRUE OWNERSHIP	Yes, real property	No, right-to-use time	No, short term occupancy
USAGE	Ongoing access	Fixed week(s)	Nightly
RESALE APPROACH	Market pricing; sell on your terms	Set pricing; sell with resort	None, renters do not own the property
NIGHTLY RENTAL	Prohibited	Allowed	Allowed

Proposed Modifications

Land Management Code Amendments –
Fractional Ownership



Expansion of Permitted Zones

Pacaso believes professionally-managed co-ownership should be accessible in all single family zones.

Currently, 15% of second homes in Park City are owned in a LLC, and 22% of second homes are owned by a company. Pacaso owners own 100% of their home through LLC co-ownership.

Alternatively, it should be noted that some zones that permit nightly rentals are excluded from the proposed ordinance.

- Co-ownership is a more sustainable use of a second homes than short term rentals.
- Allowing owners to purchase in zones that permit STRs helps prevent a home from being converted to nightly rentals.
- Alternative ownership options for second homes helps alleviate pressure off primary residential housing stock.

Single Family Fractional Regulations

In replace of a Conditional Use Permit, Pacaso suggests Park City adopts a set of specific requirement that SF Fractionals must meet (“SF Regulations”), similar to how the Park City Code includes special requirements for the regulation of Nightly Rentals (see PC Code 4-5-3) and for the regulation of Food Truck Locations (see PC Code 4-5-6).

Similar to the requirements for Nightly Rentals and Food Trucks, the Land Management Code would classify SF Fractionals as a Permitted Use in the allowed zones (which would be all of the zones in which PRCs or nightly rentals are allowed), with a footnote requiring that an applicant for a SF Fractional would be required to obtain from the Planning Director an administrative approval letter confirming the compliance of the property with the SF Regulations.

Suggested Single Family Fractional Regulations

If a property meets the following criteria then it should be considered a Permitted Use:

- Prohibition of
 - Signs
 - Nightly Rentals
 - On-Street Parking
 - Outdoor display of goods and merchandise
 - Commercial uses not otherwise permitted in the Zoning District
- Professional Property Management
 - Local point of contact
 - Snow removal service
 - Yard maintenance
 - Structural maintenance
 - Occupancy limits
 - Noise control
- Business license

Thank You

Sarah Filosa
Public Affairs Manager

sfilosa@pacaso.com



Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Building

Item Type: Ordinance

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Ordinance 2022-22, an Ordinance Clarifying Roles and Responsibilities in Prohibiting the Ignition or Use of Ignition Sources, Amending Section 11-9-3 and Repealing Section 11-9-3.1 of the Municipal Code of Park City
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Open Flame and Fireworks Restrictions Staff Report](#)
[Exhibit A: Open Flame and Fireworks Code Changes](#)
[Exhibit B: Open Flame Ordinance](#)



City Council Staff Report

Subject: Amendments to City Code for Declaration of Restriction on Use of Ignition Sources, Including Fireworks
Author: Dave Thacker, Chief Building Official/Fire Code Official
Department: Building
Date: June 23, 2022
Type of Item: Legislative

Recommendation

Approve amendments to Park City's Land Management Code to align Park City's processes with recently amended state law to prohibit the ignition or use of ignition sources, including fireworks. Under the amended provision, City Council would be the decision-maker to issue yearly ignition-source restrictions based on a determination by the City Fire Code Official about environmental conditions.

Background

The International Fire Code (IFC), [as adopted](#) by the State of Utah, gives municipalities the ability to control the use of ignition sources when the City Fire Code Official determines it necessary due to existing or historic hazardous environmental conditions. After this determination, [state law](#) gives city councils the authority to prohibit the ignition or use of an ignition source in specific areas, including:

- mountainous, brush-covered, forest-covered, or dry grass-covered areas;
- near waterways, trails, canyons, washes, ravines, or similar areas; and
- the wildland urban interface area.

Park City falls entirely within these areas.

Analysis

[Section 11-9-3 of City Code](#) currently references the old standard for ignition-source restrictions—hazardous environmental conditions—and [section 11-9-3.1](#) delegates the authority to impose a restriction to the City Fire Code Official.

The proposed amendments update the language to match current [state law](#), which defines two potential categories of hazardous environmental conditions: (1) existing and (2) historical. It would also include a reference to the specific state statute, so future changes to state law would potentially not require annual changes to City Code. The amendments also remove the delegation of authority, so that City Council, instead of the City Fire Code Official, would ultimately decide whether to issue a restriction.

These changes are needed to make City Code align with state law. We have reviewed the changes with the Park City Fire District.

Attachments

Exhibit A: Ordinance 2022-22: An Ordinance Clarifying Roles and Responsibilities to Control the Use of Ignition Sources, Amending Section 11-9-3 and Repealing Section 11-9-3.1 of the Municipal Code of Park City

Exhibit A:

**Park City Municipal Code
Title 11 Buildings and Building Regulations
Chapter 9 Fire Code**

PROPOSED CHANGES

~~11-9-3 Hazardous Environmental Conditions [Prohibiting Ignition or Use of Ignition Sources]~~

~~If hazardous environmental conditions exist in the City, [When] the City Fire Code Official [determines that existing or historical hazardous environmental conditions necessitate controlled use of any ignition source, including fireworks, lighters, matches, sky lanterns, and smoking materials, City Council] may prohibit the ignition or use of an ignition source [in accordance with Utah Code § 15A-5-202.5.], including fireworks, lighters, matches, sky lanterns, and smoking materials as necessary to reduce the risk of wildfire.~~

~~11-9-3.1 Delegation~~

~~The City Council has delegated this authority to the City Fire Code Official and may elect to rescind such delegated authority at its discretion.~~

CLEAN VERSION WITH PROPOSED CHANGES

11-9-3 Prohibiting Ignition or Use of Ignition Sources

When the City fire code official determines that existing or historical hazardous environmental conditions necessitate controlled use of any ignition source, including fireworks, lighters, matches, sky lanterns, and smoking materials, City Council may prohibit the ignition or use of an ignition source in accordance with Utah Code § 15A-5-202.5.

Ordinance No. 2022-22

AN ORDINANCE CLARIFYING ROLES AND RESPONSIBILITIES IN PROHIBITING THE IGNITION OR USE OF IGNITION SOURCES, AMENDING SECTION 11-9-3 AND REPEALING SECTION 11-9-3.1 OF THE MUNICIPAL CODE OF PARK CITY

WHEREAS, the City Council of Park City, Utah, and the Park City Fire Code Official have a desire to reduce the threat of wildfires, which may cause extensive damage and economic hardship within the City; and

WHEREAS, the Park City Fire Code Official and Park City Fire Marshal have deemed that Park City is subject to an elevated risk of wildfire because of its mountainous setting and extensive wildland interface; and

WHEREAS, clarifying roles and responsibilities will ensure that decisions regarding the prohibition of ignition sources due to existing or historic hazardous environmental conditions can be made without undue delay;

BE IT ORDAINED BY THE CITY COUNCIL OF PARK CITY, UTAH, THAT:

Section 11-9-3 of the Municipal Code of Park City is amended and adopted to read as outlined in Exhibit A. Section 11-9-3.1 is repealed. This Ordinance shall become effective upon publication.

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Margaret Plane, City Attorney

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Resolution

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Resolution RDA 02-2022, a Resolution Adopting the Fiscal Year 2022 Revised Budget and the Fiscal Year 2023 Budget for Park City Redevelopment Agency

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY23 RDA Budget Resolution](#)

[Exhibit A: RDA and MBA Expenditure Summary](#)

Resolution No. RDA 02-2022

**A RESOLUTION ADOPTING THE FISCAL YEAR 2022 REVISED BUDGET
AND THE FISCAL YEAR 2023 BUDGET
FOR PARK CITY REDEVELOPMENT AGENCY**

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 12, June 16, and June 23, 2022 at the City Council's regularly scheduled meetings and a public hearing was held during the Redevelopment Agency's special meeting on June 23, 2022, complying with State law;

NOW, THEREFORE BE IT RESOLVED by the Redevelopment Agency of Park City, Utah that:

SECTION 1. 2022 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2022 Redevelopment Agency Revised Budget for Park City, Utah.

SECTION 2. 2023 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2023 Redevelopment Agency Budget for Park City, Utah.

SECTION 3. EFFECTIVE DATE. Section 1 for the 2022 Revised Budget shall take effect upon publication and Section 2 for the 2023 Budget shall take effect on July 1, 2022.

PASSED AND ADOPTED the 23rd day of June, 2022.

PARK CITY REDEVELOPMENT AGENCY

Chairperson Nann Worel

Attest:

Michelle Kellogg, Secretary

Approved as to form:

City Attorney's Office

RDA and MBA Expenditure Summary by Fund and Major Object (FY 2022 Adjusted Budget)

Description	Personnel FY 2022	Mat, Supplies, Services FY 2022	Capital FY 2022	Debt Service FY 2022	Contingency FY 2022	Sub - Total FY 2022	Interfund Transfer FY 2022	Ending Balance FY 2022	Total FY 2022
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,300	\$0	\$0	\$0	\$682,300	\$3,092,532	\$1,538,319	\$5,313,151
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,251,470	\$2,406,470
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$2,606,144	\$0	\$0	\$2,606,144	\$2,787,590	\$703,605	\$6,097,339
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$427,971	\$0	\$0	\$427,971	\$0	\$1,163,361	\$1,591,332
Total Park City Redevelopment Agency	\$0	\$1,137,300	\$3,034,115	\$0	\$0	\$4,171,415	\$6,580,122	\$4,656,755	\$15,408,292
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
TOTAL	\$42,919,144	\$23,290,388	\$292,458,319	\$22,059,324	\$300,000	\$381,027,175	\$23,094,790	\$68,543,474	\$472,665,439

RDA and MBA Expenditure Summary by Fund and Major Object (FY 2023 Budget)

Description	Personnel FY 2023	Mat, Supplies, Services FY 2023	Capital FY 2023	Debt Service FY 2023	Contingency FY 2023	Sub - Total FY 2023	Interfund Transfer FY 2023	Ending Balance FY 2023	Total FY 2023
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$0	\$682,623	\$0	\$0	\$0	\$682,623	\$3,092,532	\$2,015,164	\$5,790,319
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$1,372,789	\$2,527,789
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$295,000	\$0	\$0	\$295,000	\$2,791,715	\$709,422	\$3,796,137
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,863,361	\$1,863,361
Total Park City Redevelopment Agency	\$0	\$1,137,623	\$295,000	\$0	\$0	\$1,432,623	\$6,584,247	\$5,960,736	\$13,977,606
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$451,314	\$451,314
TOTAL	\$50,251,589	\$27,117,977	\$74,276,144	\$22,059,324	\$300,000	\$174,005,035	\$20,186,317	\$71,477,414	\$265,668,766

Council Agenda Item Report

Meeting Date: June 23, 2022

Submitted by: Michelle Kellogg

Submitting Department: Budget, Debt & Grants

Item Type: Resolution

Agenda Section: NEW BUSINESS

Subject:

Consideration to Approve Resolution MBA 02-2022, a Resolution Adopting the Fiscal Year 2022 Revised Budget and the Fiscal Year 2023 Budget for Park City Municipal Building Authority

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY23 MBA Budget Resolution](#)

[Exhibit A: RDA and MBA Expenditure Summary](#)

Resolution No. MBA 02-2022

**A RESOLUTION ADOPTING THE PARK CITY MUNICIPAL BUILDING
AUTHORITY REVISED BUDGET FOR FISCAL YEAR 2022 AND THE
BUDGET FOR FISCAL YEAR 2023**

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 12, June 16, and June 23, 2022, at the City Council's regularly scheduled meetings, and a public hearing was held during the Municipal Building Authority's special meeting on June 23, 2022, complying with State law;

NOW, THEREFORE, BE IT RESOLVED by the Municipal Building Authority of Park City, Utah that:

SECTION 1. 2022 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2022 Municipal Building Authority Revised Budget for Park City, Utah.

SECTION 2. 2023 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 12, 2022 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2023 Municipal Building Authority Budget for Park City, Utah.

SECTION 3. EFFECTIVE DATE. Section 1 for the 2022 Revised Budget shall take effect upon publication and Section 2 for the 2023 Budget shall take effect on July 1, 2022.

PASSED AND ADOPTED this 23rd day of June, 2022.

PARK CITY MUNICIPAL BUILDING AUTHORITY

Chairperson Nann Worel

Attest:

Michelle Kellogg, Secretary

Approved as to form:

City Attorney's Office

RDA and MBA Expenditure Summary by Fund and Major Object (FY 2022 Adjusted Budget)

Description	Personnel FY 2022	Mat, Supplies, Services FY 2022	Capital FY 2022	Debt Service FY 2022	Contingency FY 2022	Sub - Total FY 2022	Interfund Transfer FY 2022	Ending Balance FY 2022	Total FY 2022
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RDA and MBA Expenditure Summary by Fund and Major Object (FY 2023 Budget)

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