PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JUNE 16, 2011

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 16, 2011.

Work Session

2:00 p.m.	Council questions/comments	
2:10 p.m.	Monthly financial update	
2:30 p.m.	General Plan update	pg. 4
3:10 p.m.	High altitude training	pg 15
3:30 p.m.	Recreation Advisory Board interviews	under separate cover
5:50 p.m.	Break	

Regular Meeting
6:00 p.m.

I ROLL CALL

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

III PUBLIC INPUT *(Any matter of City business not scheduled on agenda)*

IV CONSENT AGENDA *(Items that have previously been discussed or are perceived as routine and may be approved by one motion. Listed items do not imply a predisposition for approval and may be removed by motion and discussed and acted upon under "Additional Discussion – Agenda Items")*

Consideration of a Resolution authorizing the Mayor to join the Partnership for a New American Economy pg 18

IV OLD BUSINESS

Consideration of an Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2011-2012 for Park City, Utah pg 48

(a) Public hearing
(b) Action

VII NEW BUSINESS *(New items with presentations and/or anticipated detailed discussions)*

1. Resolution adopting the revised Personnel Policies and Procedures Manual, effective July 1, 2011, for Park City Municipal Corporation pg 22

2. Consideration of a Resolution adopting a final revised budget for fiscal year 2011 and the budget for fiscal year 2012 for Park City Municipal Corporation and its related agencies pg 48

(a) Public hearing
(b) Action

VII ADDITIONAL DISCUSSION – AGENDA ITEMS

VIII ADJOURNMENT

Regular meeting to be followed by Redevelopment Agency and Municipal Building Authority Meetings. Following that, Council will meet in Closed Session to discuss personnel, litigation and property. See next page.

PARK CITY REDEVELOPMENT AGENCY
SUMMIT COUNTY, UTAH
JUNE 16, 2011

I ROLL CALL

II PUBLIC INPUT

III MINUTES OF MEETING OF JANUARY 6, 2011 pg 70

IV NEW BUSINESS

Consideration of a Resolution adopting the Fiscal Year 2011 Revised Budget and the Fiscal Year 2011 Budget for the Park City Redevelopment Agency pg 48

(a) Public hearing
(b) Action

V ADJOURNMENT

PARK CITY MUNICIPAL BUILDING AUTHORITY
SUMMIT COUNTY, UTAH
JUNE 16, 2011

I ROLL CALL

II PUBLIC INPUT

III MINUTES OF MEETING OF JANUARY 6, 2011 pg 71

IV NEW BUSINESS

Consideration of a Resolution adopting the Fiscal Year 2011 Revised Budget and the Fiscal Year 2011 Budget for the Park City Municipal Building Authority pg 48

(a) Public hearing
(b) Action

V ADJOURNMENT

Closed Session – Personnel, Litigation and Property (dinner will be served)

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

Posted: 06/13/11
See: www.parkcity.org

Note: This future meeting schedule is TENTATIVE and subject to change.
PARK CITY COUNCIL TENTATIVE MEETING SCHEDULE

June 2011
23 **Dick gone**
Delivery ordinance update - MK
SLC-PC Inter-local Agreement – work KC
Bowen Collins – 5th Addendum, for General Engineering Services CMc
Quit claim of a portion of the City Owned Colman Parcel to Dennis Peterson (114 Hillside Avenue)
Ordinance – 929 Park Avenue plat amendment – KW
Public Art Board interviews (tentative)
438 Main – Street Dining on Main FA
30 **No meeting**

July 2011
7 Joint work session with Planning Commission and City Council (2 hours)
SLC-PC Inter-local Agreement – action
Triple Crown MOU and City services contract – MP
14 Special event overhaul (40 min) - TY
Appeal of City Manager decision on convention business license fees – Heidi Hughes and Mike Sweeney
Transportation Master Plan - MC
21 Monthly financial update
28 **No meeting**

August 2011
4 Tibetan monks
11
18 **No meeting**
25 Ordinance amending LMC – HPB - administrative reconstruction process - KS

September 2011
1
8 **No meeting** (Summer Tour 9/7 – 9/11)
15
22
29

Pending Items:
U S Postal Service gang boxes in Old Town
Bonanza Tunnel ribbon-cutting
Interlocal agreement with Summit County for police database integration

Planning Commission
Staff Report

Subject: General Plan
Author: Katie Cattan, Senior Planner
Date: June 16, 2011
Type of Item: Work Session – Informational

PLANNING DEPARTMENT

Background

The current General Plan was adopted on March 20, 1997 with supplemental sections added in 1999, 2000, 2001, 2002, and 2007. A minor amendment to the document was passed in 2010 to change the name of the "Park Bonanza" Supplement to the "Bonanza Park" Supplement.

Currently, the Planning Staff is working on the rewrite of the General Plan. Thus far, the Staff has focused on researching the elements of the General Plan and public input. The Planning Commission has discussed the General Plan as a work-session item five (5) times since the initial start of the rewrite. It is worth noting that the Planning Staff is proposing to use the City's 2009 Visioning Document (Vision Park City 2009) as the foundation for the General Plan.

<u>November 18, 2009 – Planning Commission Work Session</u>
- Overview of current trends in Park City
- In-depth discussion on General Plans and the process of creating a general plan
- Consider Mission statement for Planning Commission
- Consider Brand for the General Plan
- Discussion on Growth, Evolution, and Build out

<u>December 11, 2009 – Planning Commission Work Session</u>
- Overview of Vision Park City 2009 Results presented by Phyllis Robinson

<u>February 24, 2010 – Planning Commission Public Hearing</u>
- Discussion on General Plan Goals (e.g. transportation, economic development, environment)
- More visual documents should be included in the General Plan
- Commissioners Volunteer for General Plan Elements/Issues
    - Community Character & Historic Preservation: Commissioner Luskin (need to update volunteer)
    - Community Character & Econ Development: Commissioner Hontz
    - Land Use & Growth Management: Commissioner Peek (need to update volunteer)
    - Environment/Conservation/Sustainable Dev.: Commissioner Pettit
    - Housing, Open Space and Parks and Rec: Commissioner Strachan
    - Transportation and Community Facilities: Commissioner Wintzer

May 26, 2010 – Planning Commission Work Session
- Introduce proposed Public Outreach methods to Planning Commission

July 20, 2010 – Public Outreach Meeting at Eccles
- 24 members of the public attended

July 27, 2010 – Public Outreach Meeting at Eccles
- 29 members of the public attended

October 28, 2010 – Public Outreach Meetings in specific Neighborhoods:

Thaynes-Three Kings meeting @ Silver Star
Park Meadows @ Police Station
Snow Creek-Prospector @ Yellow Snow
Old Town & Aerie @ Alpine Internet Café
Deer Valley Meeting @ Deer Valley Plaza

- 70 members of the public attended

May 11, 2011 – Planning Commission Work Session
- General Discussion on Public Outreach results
- Website Update
- Outline of Upcoming meetings

June 8, 2011 – Planning Commission Work Session
- Layout of the General Plan
- Schedule of General Plan (Gant Chart)
- Request for Proposals
- University of Utah Update
- Discussion on Branding and Stake Holders

Analysis

Throughout the writing of the new General Plan, staff will be bringing monthly updates on their progress to the Planning Commission. Staff will be updating the City Council every other month. A draft of the entire plan is scheduled to be completed by April 15, 2012, unless renegotiated. Once the draft is complete in April, 2012, the Planning Commission will begin to provide specific input to the content of the new General Plan and make a recommendation to the City Council. The City Council will review the General Plan after the Planning Commission and adopt the final version. The review by the Planning Commission and City Council could take from two (2) months to a year, depending on the changes requested and the interest generated at the public hearings. Thus, the General Plan may not be formally adopted until June of 2012 or April of 2013.

Layout of New General Plan Format
The Planning Department will be updating the City Council on the new layout of the General Plan. The new layout will focus on the outcome of Park City Vision 2009 and the communities Core Values: sense of community, natural setting, small town and historic character. (Exhibit A: Layout)

As we found out in the community visioning, the community would like a balanced approach to these core values. Throughout the General Plan re-write, we will be discovering what is the appropriate balance of community, environment, economy, and equity.

Branding
During the 2011 American Planning Association National Conference, there were many sessions focused on General Plans. One recurrent theme throughout these sessions is that is important to have a brand for a general plan from the start of the process. Creating a NAME or a BRAND creates something which the community can identify with.

The new general plan layout incorporates the findings of Park City Vision 2009 and creates a guiding document for future development within Park City. The Planning Department worked together to brainstorm a brand for the document. After many names were identified, we chose “Beyond Altitude: Our Community Actualized.” The chosen name expands upon our identity as a ski area (altitude), Utah “life elevated,” our core value “Community,” and what the role of a General Plan is - “actualization” or implementation.   Currently, the Planning Director is working on a logo for “Beyond Altitude: Our Community Actualized.”

Gantt Chart
The Planning Department will introduce the current Gantt chart for the project management of the General Plan. (Exhibit B: Gantt Chart)

Requests for Proposals
Several studies must be done for the updated General Plan. These studies will be further discussed during the meeting. The tentative list of proposed RFPs includes:

- Human Health and Land Use
- Primary vs. Secondary Residents
- Artist for conceptual planning sketches
- Year round Economic Generator Study
- Local vs. National Chain
- Natural Resource Study
- Growth Management Study

Staff will be updating the City Council on the Requests for Proposals for these studies as necessary.

Staff will hold off on publishing RFPs for the studies until the priority for the update to the Bonanza Park supplement to the General Plan is determined during the joint City Council and Planning Commission session on July 7, 2011. With only $60,000 available for outside studies, staff needs to better understand City Council priorities. If the Bonanza Park supplement is done in-house, the draft of the General Plan will not be available to the Planning Commission until the fall of 2012 and all other General Plan related deadlines will need to be moved back 6 months.

University of Utah Update

Staff met with the University of Utah on June 6, 2011. The Planning Department and the University of Utah have begun to build a relationship focused on utilizing Park City as a study area for U of U students. During the recent meeting, the University expressed interest in having students work on Professional Projects that focus on Park City. Park City staff has suggested several possible Professional Projects that students could do analysis on during the fall semester that would assist in the creation of the new General Plan.

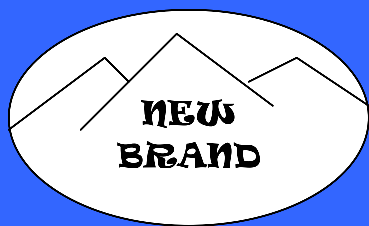
Upcoming Meetings/Deadlines

June 17-24, 2011	Publish RFPs for additional studies
July 13, 2011	Next Planning Commission update on General Plan

Exhibits

Exhibit A	Proposed Layout for the Final Document
Exhibit B	Gant Chart

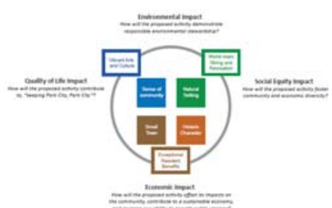
Beyond Altitude:
Our
Community
Actualized



Chapter 1

Introduction
Leading into
Visioning

Chapter 2
Visioning
Results



Chapter 3
Small Town

3A The Facts and Current Trends
- Land Use
- Housing
- Growth Management
- Transportation
- Community Facilities

3B The Filter

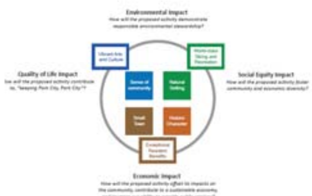
3C Small Town Actualized
- Goals
- Actualization (Implementation)
- Measurable Indicators

Chapter 4

Sense of Community

4A The Facts and Current Trends
- Community Character
- Community and Economic Development

4B The Filter



4C Sense of Community Actualized
- Goals
- Actualization (Implementation)
- Measurable Indicators

Chapter 5
Natural Setting

5A The Facts and Current Trends

- Open Space
- Environmental / Conservation
- Parks And Recreation

5B The Filter

5C Natural Setting Actualized

- Goals
- Actualization (Implementation)
- Measurable Indicators

Chapter 6
Historic Character

6A The Facts and Current Trends
- Historic Preservation

6B The Filter

6C Natural Setting Actualized
- Goals
- Actualization (Implementation)
- Measurable Indicators

Chapter 7
The Scorecard

Actualization Measured

All measureable located in one organized chapter to track progress.

Comprehensive Plan - Timeline

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13
	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12
Revision of Department Scheduling and Report Review to Allow for Friday Comp Plan Work													
Creation of Individual Scopes of Work to be Assembled by Planners for CP	ONGOING: Each Friday task is outlined by Project Managers for Planners												
Establishment of Internal Resource Committee to work with Project Managers and Planners.													
Comprehensive Plan Layout													
Branding													
Requests for Proposals		Drafts	Published	Contract	Work	Being	Fulfilled						
Introduction and Connection to Visioning				Draft Complete	Inter-departmental	review	Final Editting Stage						
Small Town: Land Use (incl. sub area plans), Housing, Growth Mangement, Transportation, Community Facilities						Draft Complete		Inter-departmental	review	Final Editting Stage			
Sense of Community: Community Character, Community and Economic Development								Draft Complete	Inter-departmental	review	Final Editting Stage		
Natural Setting: Open Space, Environmental/Conservation, Parks and									Draft Complete	Inter-departmental	review	Final Editting Stage	
Historic Chapter: Historic Preservation									Draft Complete	Inter-departmental	review	Final Editting Stage	
Community Scorecard										Draft complete	Inter-departmental		Final Editting Stage
Planning Department and Commission - ongoing recommendations for Plan - Input	ONGOING: Monthly updates to Planning Commission												
Creation of a Draft Comp Plan for presentation for Department Review					Introduction & Visioning			Small Town	Sense of Community	Natural Setting	Historic Character		
Community Task Force													
Revisions of Drafts Begin							See above						
Compilation of new Comprehensive Plan for the City													
Presentation to the Planning Commission of Complete Plan													4/15/2012
												Updated	6/7/2011

City Council Staff Report

Subject: Defining Elements of High Altitude Training
Author: Jason Glidden – Business Development Manager
Department: Recreation & Sustainability
Date: June 16th, 2011
Type of Item: Administrative

Summary Recommendations: Direct Staff to define elements of High Altitude Training by taking the following steps:

1. Performing a recreation needs assessment study with Basin Recreation;
2. Conducting a goal setting session with key organizations including Utah Olympic Park and the United States Ski & Snowboard Association; and
3. Consulting with high altitude training experts.

Topic/Description: Defining elements of high altitude training

Background:
During the 2009 Council Visioning Session, as part of the Economic Development Plan, staff presented High Altitude Training as a key component of working towards Council's goal of creating a world class multi-seasonal resort community. Council directed staff to come back with more details of what this would look like.

During the 2011 Council Visioning Sessions, Council directed staff to not proceed with any research on new facilities at Quinn's Junction, but asked that staff bring any private proposals that were presented to the group to be discussed. Through discussions and in an effort to make more informed decisions on future development opportunities, Council since directed staff to return with a framework to further define elements of high altitude training.

Analysis:
Staff is proposing three steps in order to gain a better perspective of what the elements of high altitude training are, and what elements are needed to position Park City as a possible premier location for such training. The three components are:

Recreation Needs Assessment – Staff will work with Basin Recreation to update a regional needs assessment study. The last joint regional study was done in 2001. The most recent Needs Assessment was preformed by the City in 2007. The study will identify areas of recreational needs along with levels of importance. Staff will be able to take the results of this study and compare it to possible needs of local organizational groups and proposals from private developers looking to develop recreational facilities in the area. This will also allow staff to be sure that local needs are being matched with economic development opportunities whenever possible. The total cost for this study will range from $20,000 - $40,000. The City and Basin Recreation will split the cost of the study and funds are budged for this.

Goal Setting – As part of Council Goal 5 – Recreation, Trails and Open Space, staff has begun to have conversations with local organizations that could benefit from additional high altitude training elements in order to establish broad and common community goals. This would help to provide the framework for future developments and identify possible partnerships. By doing so, staff hopes to reduce the duplication of facilities and resources spent to develop future projects.

Consultation – Staff recommends working with industry experts to gain a better idea of how current facilities could be used to promote high altitude training and identify elements that could better market Park City as a high altitude training location. There are a limited number of companies that specialize in sports management, training site development, and training camp logistics for elite athletes, coaches and sports professionals. These companies aid in managing the performance related needs of world-class athletes and developing international caliber programming for a wide range of clientele. Staff has spoken to regional partners who have highly recommended a few companies to work with. Staff has determined that Park City has potential to be a premiere high altitude training destination and that the use of industry experts will define Park City's competitive advantages to set the groundwork for moving forward with any implementation efforts more efficiently.

Significant Impacts: Through the joint use agreement with Basin Recreation, the Park City Ice Arena has $25,000 in an account to fund future recreational studies. Staff believes that both the needs assessment and the consulting fee can be funded through this account.

Department Review: This report has been reviewed and or received input from the Legal, Economic Development, Sustainability, City Manager, and Recreation & Library Department.

Alternatives:

A. Approve:
Direct Staff to move forward with plan to define elements of High Altitude Training by performing a needs assessment study with Basin Recreation, a goal setting session with key organizations including Utah Olympic Park and the United States Ski & Snowboard Association, and consultation with high altitude training experts.

B. Deny:
Council could deny the recommendation of staff.

C. Modify:
Council could modify the recommendation of staff, directing them to proceed with only a portion of the recommendation, or add other areas.

D. Continue the Item:
Council could continue the item and direct staff to return with more information or a modified proposal.

E. Do Nothing:

Council could decide to do nothing with the proposal. This would not provide direction to staff on how to move forward with either the current proposal or future proposals nor provide staff with information for future recreational planning.

Recommendation:

Direct Staff to move forward with plan to define elements of High Altitude Training by performing a needs assessment study with Basin Recreation, a goal setting session with key organizations including Utah Olympic Park and the United States Ski & Snowboard Association, and consultation with high altitude training experts.

City Council Staff Report

Subject:	**Resolution Authorizing the Mayor to Join the Partnership for a New American Economy**
Author:	**Michael Kovacs, Asst. City Manager**
Department:	**Executive**
Date:	**June 16, 2011**
Type of Item:	**Administrative**

Summary Recommendations:

Review the Statement of Principles and pass the resolution authorizing Mayor Williams to join the Partnership for a New American Economy on behalf of Park City.

Topic/Description:

Federal & State Legislative Issue – Immigration Reform.

Background:

This last state legislative session, the primary issue for the Utah League of Cities & Towns (ULCT) was immigration reform and impressing on our elected state leaders the costs involved with enforcement only legislation in hopes of moderating the debate. Those efforts, along with the efforts of many other groups involved in the Utah Compact ideas, were successful in producing a balanced series of new laws at our state level.

In a follow-up to the session, State of Utah Attorney General Mark Shurtleff, the Salt Lake Chamber of Commerce, and the ULCT held a "where do we go from here" forum and invited ULCT members to a dialogue with Jeremy Robbins, Policy Advisor and Special Counsel, in the Office of the Chief Advisor to the Mayor for Policy and Strategic Planning, of New York City. Jeremy explained Mayor Bloomberg's initiative in concert with CEOs of America's largest companies to approach immigration reform as an economic issue. They have formed the Partnership for a New American Economy (http://www.renewoureconomy.org).

You can see Mayor Bloomberg's introduction on your I-Pad or home computer at the link below (under 2 minutes)

http://www.renewoureconomy.org/node/77

Analysis:

The organization's statement of principles (attached following the resolution) closely mirrors the City's beliefs. Mayor Dana Williams has already been briefed and expressed his support. We would like you to review the principles and confirm this is something you believe the City should sign onto and be involved with. Salt Lake City has joined the organization and Mayor Becker is actively involved. West Valley City is expected to join shortly. If Park City wishes to be part of a long list of engaged cities, we can sign on to express our support and grow the national movement to encourage Congress to act and do so from an economic foundation that will help America's cities and employers. The New York City Mayor's Office has also expressed their desire to have Park City as a gathering point for discussions with various economic clusters and industries, so we may see some opportunities to promote national meetings here on the immigration topic. There is no cost to join the organization. There would be some staff time involved with interaction with New York City staff and ULCT, and depending on Council's desires to be more active, additional time and optionally hard costs in assisting in hosting the national meetings. There is the potential for a modest backlash from some local citizens or others in the state if the organization's agenda and its members are perceived as actively promoting a pro-forgiveness/amnesty immigration policy because of the path to citizenship portion of the principles statement.

Department Review:

The City Manager and Legal departments have reviewed this report.

Alternatives:

A. Approve:
Pass the resolution authorizing the Mayor to join the Partnership for a New American Economy on behalf of Park City Municipal Corporation.

B. Deny:
Do not approve the resolution.

C. Modify:
Approve the resolution, but limit involvement.

D. Continue the Item:
Take more time to consider the matter.

E. Do Nothing:
Allow the Mayor and City Manager's staff to work with the organization if they choose, but do not officially endorse it as a Council.

Significant Impacts:
No significant impacts are anticipated.

Consequences of not taking the recommended action:
We would disappoint the New York City Mayor's office.

Recommendation:
Review the Statement of Principles and pass the resolution authorizing Mayor Williams to join the Partnership for a New American Economy on behalf of Park City.

PARK CITY 1884

RESOLUTION AUTHORIZING THE MAYOR TO JOIN THE PARTNERSHIP FOR A NEW AMERICAN ECONOMY

WHEREAS, to compete in the 21st century global economy, America must fix our broken immigration system so that it secures our borders while welcoming immigrants who are essential for America's economic growth; and

WHEREAS, the Mayor and City Council agree with the Statement of Principles of the New American Economy and look forward to the many opportunities this Partnership can bring to the Park City community in terms of sharing ideas and other tools;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. Membership Authorized. The City Council deems it appropriate to authorize the Mayor to join the Partnership for a New American Economy and supports its principles attached hereto.

Section 2. Effective Date. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this 16th day of June, 2011.

PARK CITY MUNICIPAL CORPORATION

____
Mayor Dana Williams

Attest:

____
Janet M. Scott, City Recorder

Approved as to form:

____
Mark D. Harrington, City Attorney

PARTNERSHIP FOR A
NEW AMERICAN
ECONOMY

STATEMENT OF PRINCIPLES

WHEREAS: To compete in the 21st-century global economy, America must fix our broken immigration system. The country needs an immigration system that secures our borders while welcoming immigrants who are essential for America's economic growth.

Now, therefore, we resolve to push for immigration reform that includes the following principles:

- Secure our borders and prevent illegal immigration through tougher enforcement and better use of technology;
- Develop a simple and secure system for employers to verify employment eligibility and hold businesses that are not compliant, or abuse visa programs, accountable for their actions;
- Increase opportunities for immigrants to enter the United States workforce – and for foreign students to stay in the United States to work – so that we can attract and keep the best, the brightest and the hardest-working, who will strengthen our economy;
- Create a streamlined process by which employers can get the seasonal and permanent employees they need, when Americans aren't filling vacant jobs;
- Establish a path to legal status for the undocumented currently living in the United States with requirements such as registering with the federal government, learning English, paying taxes and following all laws; and
- Strengthen federal, state, local, and employer-sponsored programs that offer English language, civics, and educational classes to immigrants.

Dana Williams
Signature

DANA WILLIAMS *Name (please print)*	MAYOR *Title*
PARK CITY MUNICIPAL CORP *Organization*	*Office Address*
Telephone	*E-mail Address*
Staff Contact Name	*Staff Member's Telephone*
Staff Position	*Staff E-mail*

To join the Partnership for a New American Economy, please fill in the information above and return this form to the coalition via fax at (212) 312-0826. Alternatively, you can email a PDF of the signed statement to info@RenewOurEconomy.org

Human Resources Department

City Council Staff Report

Author: Brooke Moss
Subject: Personnel Policies & Procedures Manual
Date: June 16, 2011
Type of Item: Administrative

I. Summary of Recommendations:
Adopt a resolution (attached) revising the Personnel Policies and Procedures Manual dated July 1, 2011 for Park City Municipal Corporation.

II. Description:
Topic: Recommendations for revisions to the Personnel Policies and Procedures Manual.

Background: The recommendation for revisions to the employee Policies and Procedure Manual results from changes in federal regulations, updates to pay practices, and changes in technology, input provided by the City Manager, Legal Department, Management Team, Policies and Procedures Committee, Technical Services, Human Resources and City Council. The Policies and Procedures Committee consisted of employees from each team throughout the organization.

Analysis: Each year the City Council adopts by resolution revisions to the Personnel Policies and Procedures Manual. Policy requires the manual be updated once every calendar year through this revision process and approved by City Council. The manual was last updated on July 1st of 2010.

Department Review: City Manager, Legal Department, Management Team, Policies and Procedures Committee, Technical Services and Human Resources. Recommendations for policy changes can be found as listed below.

Summary of Recommendations for Revision

Please note: Policy sections listed below may not contain all text from the section described, but will contain sufficient text for clarification as to policy changes. Text that is red in color has been changed, added or deleted from the manual. Black text has not been changed.

Merit based salary increases will be reduced from a maximum of 5% per six month period to 5% per 12 month period. Language outlining this change has been added throughout manual.

A new employee designation of "Student Intern" has been added to manual in section 2.2 Appointments. This designation will allow needed flexibility with student intern schedules. Language necessary for this change has been added throughout the manual.

The employee performance review period is now an annual process instead of a bi-annual one, with a mid-period "check-in" required. Language outlining this change has been added throughout the manual.

Section 1 – General Provisions

1.6 Notice of Federal Employment Laws - contact information in this section for the Equal Employment Opportunity Commission has also been updated.

The Americans with Disabilities Act of 1990 (ADA), as amended including the Americans with Disabilities Act Amendments of 2008 (ADAA), prohibits discrimination on the basis of 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…

Title II of 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.

Section 2 - Employment

2.2 Appointments

a. Probationary Appointment – Policy Clarification.

Probationary periods and restrictions for a promotion or transfer may be modified and/or waived only with approval by the City Manager.

g. Special Employment Agreement – Change allows for shorter or longer periods if necessary.

Employees under special employment agreements are (1) employed to carry out special projects ~~exceeding six months in duration~~ with a specific end date and/or…"

j. Student Intern – New section.

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 and/or University. Student interns are non-benefited positions which 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 10.30 Summary of Benefits).

2.8 Child Labor Underage Workers – Update to policy due to change in state law.

Minors, under the age of 18, 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 or part thereof that is worked.

Section 3 – Change in Employment Status

3.1 Transfer – Policy Clarification.

Employees who are transferred are subject to a probationary period. See section 2.2 a. Probationary Appointment for details.

3.2 Promotions – Policy Clarification/update.

Employees who are promoted to a new position are subject to a probationary period. See section 2.2 a. Probationary Appointment for details. ~~A promotional period may also apply.~~

Section 4 – Hours

4.1 Work Week – Change due to new electronic timekeeping policy. Time is no longer tracked on paper, and submitted electronically instead of to Payroll on paper.

Time ~~sheets~~ must be approved ~~and submitted to payroll~~ by Noon on the Monday following the end of the pay period.

4.2 Break Time and Lunch Period – Updates for lunch periods required for minors, and break time for nursing mothers, as per updates in state and federal law.

For lunch and break period requirements for employees under 18 years of age, see Section 2.8 Child Labor Underage Workers. For break time requirements for nursing mothers, see Section 10.17.a. Medical Maternity Leave.

4.3 Time Keeping – Timekeeping system allows employees with established schedules to punch in up to 15 minutes before work time begins without pay for convenience, so language here has been updated for clarification. Also, clarification on exempt timecards, since time is pre-programmed and "worked" time may not reflect totals listed in the timekeeping system.

> 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 prior to their scheduled starting time, but will not be compensated until their shift begins as scheduled.
>
> Actual hours of straight or "worked" time may vary from numbers pre-programmed in timekeeping software. Pre-programmed totals are for accounting purposes only, and must be updated to include time other than straight time.

4.5 Flex Schedules - Reporting requirements of flex schedules updated to allow for tracking and approvals.

> Any department interested in allowing a modified flex schedule must have approval from the City Manager. Managers must submit a flex plan and schedules including but not limited to recommendations, benefits, and customer service costs to the City Manager before scheduling begins. Offices and/or departments may not close between normal 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, as well as any time they are recommending changes to previously approved flex schedules ~~if new changes are requested by their employees.~~
>
> The Human Resources Manager will compile and maintain a list of which departments and divisions are implementing or utilizing a flex schedule and present it to the City Manager annually.

Section 5 – Classification Plan

5.4 Position – definition of a "job family" has been added for clarification.

> Some positions within the pay plan are considered part of a "family" of positions. Families consist of positions that are similar in nature, and vary in consistently increasing responsibility, requirements and duties. Families in the pay plan include: Office Assistant I – Analyst V, Planner I – Senior Planner, Attorney I - IV, Police Officer – Senior Police Officer, etc. Please see HR for clarification or a complete list of job families.

5.8 Professional Development Plan and Reclassification within a Family – Policy has been updated to allow for professional developments for significant changes in positions. This allows flexibility in changing needs of the City thus updated job duties if necessary. Also, language to limit pay increases for employees involved in professional development plans.

Professional development plans include either a position reclassification within a family or significant and substantive changes in job duties and responsibilities to a currently filled position.

a. Criteria for Eligibility

- An employee in an approved Development Plan including a new position may be compensated within the new grade and position classification temporarily, but cannot be paid at more than 66% of the difference between the current and new ~~the~~ working level or top of the range of the new position until after the completion of the development program and the permanent reclassification is approved.

Section 6 – Pay Plan and Administration

6.2 Total Compensation Survey – Includes additional number of Cities required for benchmarking due to changes in Benchmarking Process.

A benchmark shall typically be a position ~~common~~ that allows a comparison of the top 1-7 positions, less 1 and 7 ~~at least five cities~~.

6.4 Pay Plan Philosophy and Strategy –

a. Philosophy –

Merit increases cannot be more than 5% within a ~~6~~12 month period.

b. Strategy – Explanation of new “Working Level” definition of 80% of grade equivalent, and newly created “Top of Range” 100% equivalent. Also instructions of how merit increases are determined below both working level and top of range.

The intent of the pay plan is to reward exemplary performance without causing a permanent imbalance or disparity between the base salaries of employees. The pay plan is structured so that each position has an established pay range. The low end of the pay range represents the minimum an employee performing a particular job is paid. ~~The top end is known as the~~ “Working Level” is equivalent to 80% of the total pay range and represents what an employee performing at full competency level for that position is paid. The highest pay level of a range is the "Top of Range" and represents what an employee who has consistently demonstrated excellence for their position is paid.

The working level is the maximum base salary paid to an employee performing at full competency in a particular position. Once at the working level salary, an employee whose performance consistently demonstrates excellence in job duties and standards and exceeds expectations in all other review sections for at least two consecutive review periods may move toward the Top of the Range, up to 5% per 12 month period. Employees whose performance exceeds expectations also continue~~s~~ to be eligible for a performance review lump merit, but these annual ~~or semi-annual~~ awards are in the form of a lump sum ~~merit~~ (based on performance reviews) rather than as additions to the base salary. Lump merits are defined as an award based on a percentage of the employee's annual salary if an employee is determined to be exceeding expectations during the review process (See Section 6.7 Salary Increase and Lump Merits for further clarification). The Working Level will be adjusted periodically based on internal and external comparison using information gathered in the total compensation survey as described in Section 6.2 Total Compensation Survey and according to accepted personnel practices. The statistical information will be shared with the Compensation Plan Committees for their evaluation. All Working Level and Top of Range adjustments and lump merits are limited by budget considerations.

…

If a Full Time Regular employee fails to reach Working Level within three ~~two~~ years, the Manager should delineate a specific work plan to achieve full competency as part of the evaluation process.

<u>6.5 Assignment of Pay Rates</u> – due to conflicts between personnel and timekeeping software, changes to employee pay must be made the first day of a City pay period.

Should the minimum of the salary range be increased, all employees falling below the minimum will be brought to the new minimum, effective no later than ~~on~~ the same date that the new minimum became effective.

<u>6.6 Pay Rates for New Hires</u> – Language added to establish new "New Hire Maximum" at 65% of grade range in pay plan.

All newly hired full-time regular employees are paid no more than the new hire maximum determined as 65% of the pay grade range ~~at the minimum of the pay range~~ unless an exception is authorized by the City Manager. The City Manager may grant exceptions and allow appointments above the new hire maximum ~~minimum~~ for such factors as a high level of experience and training or because the demands of the employment market affecting the position being recruited require a higher than new hire maximum ~~minimum~~ pay rate.

6.7 Salary Increase and Lump Merits – Change to at risk pay from 4% to 7%. Changes throughout section establishing an Annual (vs. Bi-annual) performance review period and limiting merit based increases in pay to 5% within a 12 month period.

As part of the City budget process, the City Council will decide on the amount of funds appropriate for employee pay. Full-time regular employees may be eligible for an exceeds expectations lump merit of up to ~~four~~ 7% annually subject to performance, budget constraints and revenue availability.

Each employee who achieves all the goals identified for his/her position in the previous performance review will be eligible to receive a percentage of salary increase up to 5% per ~~six~~ twelve month period until such time they reach working level. In addition, an employee exceeding his/her performance goals may receive a lump merit up to the annual percentage while an employee who has been performing at or below competency levels may receive no lump merit. Employees who consistently demonstrate excellence in job duties and standards and exceed expectations in all other areas of their performance evaluations for two consecutive years may be eligible for pay increases beyond working level to the grade maximum, up to 5% per twelve month period.

6.7 B. Reclassification Due to Pay Plan Review and/or Market Salary Adjustment

All employees meeting expectations at working level with no performance issues raised in the most recent evaluation will be eligible for an increase up to 5% per ~~six~~ twelve month period up to working level concurrent with the annual performance review process effective January 1 of each year. ~~adoption of the pay plan.~~

6.7 C. Performance Lump Merit

An employee whose performance exceeds expectations may be ~~current wage is at the working level of his/her pay range is~~ eligible to receive a performance lump merit (lump sum) ~~if exceeding expectations.~~

6.7 D. Pay Raises when the Working Levels of Two Grades are Combined

When two grades are combined by the approval of the City Council, an employee at the working level within the lower grade will have their working level adjusted up to 5% per twelve ~~six~~ month period if performing at full competency and no active disciplinary action is under process, nor performance issues were raised in the most recent evaluation. The adjustment will become effective concurrent with the annual performance review process effective January 1 of each year ~~the adoption of the pay plan~~.

6.7 E. Reclassification Due to Budget Request

An employee at working level, whose current classification is moved to a higher grade, and with no performance issues raised in the most recent evaluation, will be eligible for an increase of up to 5% per twelve ~~6~~ month period concurrent with the annual performance review process effective January 1 of each year ~~adoption of the pay plan~~.

6.7 G. Pay Raises for Salaries Above the Working Level or Top of Range

If an employee's salary is above the working level or Top of Range rate for his/her position classification because the position was redlined due to employee transfer, etc. regardless of the reason, any increase will be calculated and treated as though the employee was at the working level salary or Top of Range, whichever is applicable.

6.8 Merit Increase Eligibility

Full-time regular employees shall be eligible for a merit increase of up to 5% per ~~six~~ twelve month period at the conclusion of each performance review process until reaching working level.

6.13 Pay Periods - Change language to state the paychecks will be available in a location designated in departments, not Finance, on Fridays of pay weeks. Chance to policy to accommodate departments.

Park City Municipal Corporation operates its payroll system on a biweekly time period. The pay period begins at 12:01 a.m. on Sunday and ends at 12:00 midnight of the following Saturday. Employees are paid every other Friday for the preceding pay period. Employees not participating in a direct deposit program may pick up their paychecks ~~paycheck in the finance department between the hours of~~ beginning at Noon ~~and 3:00 p.m.~~ in a location designated by department managers on the respective payday. Checks remaining in Finance after 3:00 p.m. on any payday will be mailed to the address on the payroll check.

6.16 Holiday Pay and Premium Pay – Special Events Officers work on a volunteer basis only for special events and as needed. They will not receive a premium in pay for working on holidays.

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.

6.17 Bonuses – Merit bonuses are rare, and reserved for only the most exemplary work.

b. Bonus Categories 3. Merit Bonus –

A merit bonus of up to $400~~250~~ may be recommended for a full-time regular exempt or non-exempt employee by his/her supervisor at any time throughout the year.

18 On-Call Pay – Clarification for rare emergency situations requiring employees to work during a commute.

Except for emergencies when phone conversations are necessary, travel time to and from work is considered non-productive time and therefore is not paid.

Section 7 – Performance Reviews – Language added throughout section establishing an Annual (vs. Bi-annual) Performance Review Period of November 1 through October 31 of each year. Also includes a simplified "Performance Review Check-In" in May of each year.

7.1 Purpose

~~Semi-annual~~ Annual performance reviews…

7.2 A Probationary Performance Reviews

During the next review process in ~~June or~~ December,…

7.2 B ~~Semi-~~Annual Performance Reviews

All full-time regular employees shall have a written performance review conducted in ~~May and~~ November of each year for the period of November 1 of the preceding year through October 31 of the current year.

Employees who resign or retire in good standing may, at the discretion of their supervisor, have a performance evaluation performed before their final day of work and may be eligible for a pro-rated lump merit bonus. The performance review as well as Personnel Action Forms must be forwarded to HR prior to the employee's departure.

7.2 C. Performance Review Check-in

All full-time regular employees shall have a Check-In review performed in May for the period of November 1 – April 30. Review Check-ins include a meeting between employee and manager (or team, if applicable) and acknowledgement of goal progress and questions if any. May also include new goals and objectives if applicable, goal amendments if applicable, and acknowledgement by employees of goals and individual progress towards completion. Employees who have received progressive discipline during the period or who are not meeting expectations will have a full Written

Performance Review in lieu of the Performance Review Check-In. See 7.3 Process.

7.2 Types of Reviews (Though Section 7.2 begins above, this paragraph follows 7.2 C in the Manual)

The City review period~~s~~ is ~~are May 1 – October 31 and~~ November 1 – October 31 ~~April 30~~ of each year. All full time regular employees must have either a supervisor/manager or 360 Review performed by their manager and/or team once this ~~these~~ period~~s are~~ is complete, along with a Performance Review Check-in conducted in May of each year. Employee review data must be collected and compiled by someone other than the employee directly.

7.3 Process – Changed so that "annual" reviews, not "all" reviews, must include a written self-evaluation and a full evaluation from team or supervisor.

Annual ~~All~~ performance reviews consist of a …

7.3 B Personal and/or Team Performance Review Meeting

All performance reviews and Check-ins shall include a personal and/or team performance review meeting with the supervisor and/or team and the employee to discuss the employee's performance…

If, at the end of the meeting, the employee and the supervisor and/ or team/peer group agree that items should be changed, added or deleted from the written review or check-in, the review may be modified. Once the ~~written~~ performance review is completed, the employee will be asked to sign the bottom of the ~~written~~ review as an acknowledgement that he/she has read the review and been given the opportunity to discuss it.

7.4 Late Reviews

Timeliness is important in the performance review process. All full-time regular status employees will receive either a written or check-in performance evaluation in November and May of each year respectively.

7.5 Administration – Merit increases to employee pay are administered with a written performance evaluation.

Prior to being finalized any specific recommended salary action must be approved by the City Manager. A Personnel Action Form must be submitted with the employee's written performance review indicating whether or not a salary increase or lump merit is being recommended…

The Human Resources Manager will then review the written performance evaluation and recommended salary increase.

Section 8 – City Rules – Updated to reflect new State Law on applicant information and for clarity in release of employee records.

8.1 Applicant & Personnel Files

An applicant's social security number, date of birth, or driver 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 the 2 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 ~~All~~ employee files~~records~~ 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 his/her personnel file. …

No documents or information contained 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 ~~pursuant to a duly filed Government Records Access Management Act (GRAMA) request (Utah Code Annotated, Title 63, Chapter 2 as amended~~). Employees may authorize Human Resources to provide specific information to authorized loan, mortgage or financial institutions with signed approval.

8.5 Use of City Vehicles – Clarification and updates to accommodate new vehicle "Marsac Pool" policy.

~~Prior to use, employees must provide a copy of their driver's license to the Risk Manager in the Executive Department…~~

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.

~~City employees are normally expected to use a city vehicle for transportation needs while performing City business.~~ City employees may use City vehicles for transportation needs when available and appropriate while performing City business. …

For more information on city vehicles and personal vehicles used for work purposes, see Administrative Policy Vehicle Use, Maintenance and Repair policy.

8.6 ~~Use of City~~ Cellular Phones & Mobile, ~~and Other Communication~~ Devices

City issued mobile devices, including cellular phones, smartphones, laptops, tablets, thumb drives and other handheld electronic equipment are considered to be "computers" and are subject to all computer and Internet use policies. Devices are to be used primarily for City business. ~~Park City Municipal Corporation provides some employees with certain equipment, including cellular phones, personal digital assistant (PDA) devices (i.e. "Blackberries", Palm Pilots, etc.), laptop/portable computers and other handheld equipment to assist employees in performing their job duties.~~

Personal use of City-owned devices will require the employee to reimburse the City for cost beyond City/department allowances for service/phone/data/txt plans.

~~City-owned cellular phones are to be used for official business purposes. Personal phone calls made on a City-owned phone which result in excess charges will be billed to and paid by the employee. In the event the City incurs additional monthly charges due to exceeding the City's total allowed minutes, each employee exceeding his/her allotted minutes for that month will be required to reimburse the City for all usage above the per-phone allowance.~~

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 business use of the device or increase costs to the City. Employees assume all responsibility for any personal data and financial risk for the purchase of apps and/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, such as the Computer Aided Dispatch (CAD) system, shall be kept for a period 6 months and not deleted by users. Other instant messaging should be considered similar to a phone conversation with the realization that the storage of the messaging may be limited by outside parties. 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, 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 the storage of the messaging may be limited by outside parties. 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 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.

. ~~When using Park City Municipal Corporation equipment or when using the employee's own equipment for work purposes, employees are expected to obey all applicable laws, exercise reasonable care, and follow all applicable department training, operating instructions, safety standards, and guidelines.~~

~~Employees should not use cellular phones, PDA devices, GPS, computers and other handheld wireless equipment for work or personal purposes while operating a motor vehicle provided by Park City Municipal Corporation or while operating their own or another vehicle for work purposes, including traveling to or from business meetings.~~

- Employees should turn off their cell phone and any other equipment before driving and/or allow voicemail to handle calls.
- If an employee needs to place or receive a call, they should wait legally stop at a safe location and place the vehicle in 'park' before using the phone.
- Using messaging services such as text and email ~~Text messaging~~ while operating a motor vehicle is strictly prohibited.

EXCEPTIONS:

1. Public Safety/Law Enforcement or emergency service personnel acting in the course and scope of employment;
2. Communications during a medical emergency or when providing roadside or medical assistance;
3. 911 or other communications to report a safety hazard, an emergency or other public 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;

4. Use of Transit and Snow Removal Driver two-way radios during shifts;
5. Use of GPS navigation services is allowed but must provide audio directions and be programmed and adjusted while the vehicle is safely parked;
6. 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 timely available.

…

Employees who violate this policy ~~cellular phone policies~~ risk having cellular or mobile device ~~similar communications equipment and~~ privileges revoked.

Lost or stolen devices cell phones must be reported immediately to the IT department for security and service changes so service can be transferred or canceled. The cost of damaged or lost equipment ~~phones~~ due to employee negligence may be charged to the employee.

8.14 Disciplinary Procedures – Change to reflect annual review period only.

2. B. 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 ~~two review periods (i.e.~~ one (1) year~~)~~.

8.18 ~~City Information/Communication Systems~~ Information Technology (IT) – rewritten due to technology changes and for clarity. Seeks to explain the role of IT services within the organization to allow employees to responsibly and better utilize resources. New sections have been added.

a. City Business Use

In general, IT systems and services are provided ~~employees should use the information/communication systems (including email, computer, telephone, pager, photocopier)~~ 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 ~~only. The information/communication systems should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.~~

City systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.

Users should have no expectation of 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 such rights are not superseded by applicable laws. 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 pursuant 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.

~~Incidental internet usage is limited to access during authorized breaks only. Display, storage or transmissions of sexually explicit images, cartoons, any information/communication transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs is strictly prohibited at all times. Streaming of Internet media (e.g., audio, video) is intended for and limited to official business purposes. Violation of this policy will result in appropriate disciplinary action up to and including termination.~~

~~Any information/communication systems of Park City are not to be used in a way that may be disruptive, offensive to others, or harmful to morale.~~

~~Transmission between any Park City employee and the Park City Legal Department which contains substantive legal material should be labeled "protected attorney-client communication," but absences of such a label shall not preclude the City from classifying such communication as "protected" after the fact.~~

b. Internet~~/Intranet~~ Use

Park City Municipal Corporation provides employees with network and network enabled devices/software for internet/intranet access. This includes but is not limited to computers, cell phones, PDAs, VPN and remote access solutions…

The Park City network and Internet~~/intranet~~ access are intended for business use only…

c. Email Specification

All signature elements including logo, font and color must be found on the city's style reference website: http://style.parkcity.org.

All electronic communication, phone, e-mail, text, smartphone, PDA, etc. are solely owned City property…

Transmission between any Park City employee and the Park City Legal Department which contains 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.

d. Support

Technical support, record requests and GIS services are provided during regular business hours (8 am – 5 pm Monday-Friday). After hour emergency support should only be utilized when critical services are unavailable or no other alternative exists. Unscheduled walk-in support is discouraged.

1. Web: http://5123.parkcity.org – Internal network only
2. Email: 5123@parkcity.org
3. Phone: 435-615-5123 (EMERGENCY SUPPORT ONLY)

e. 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.

f. Training

IT/GIS training are offered throughout the year and upon request but do not include specialized trainings for individual industry or job functions. Training can be requested through support or through the employee portal ep.parkcity.org.

g. Equipment & Software Requests

Contact IT for all technology requests including software, hardware, printers, copiers, GPS and accessories.

h. 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 City 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:

1. No comments unrelated to purpose;
2. No content that promotes discrimination or harassment;
3. No posts that constitute or encourage illegal activity;
4. No solicitations of commerce [except for authorized public bidding site(s)];
5. No sexually related content or links to sexually related content;
6. No profane language;
7. No content that violates a legal ownership interest of another party;
8. No information that compromises safety or security of any information or person;
9. No comments regarding political campaigns or ballot measures [state law prohibits 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 a personal social networking and video site.
- 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 site.
- 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 in regards to 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/or 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:
  - (1) "funny," embarrassing, or unprofessional images of City employees, executives, customers, suppliers or other third parties;
  - (2) City buildings (internal and external), offices, facilities, operations, services, confidential data, and internal documents;
  - (3) 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 violates applicable local, state, or federal laws or regulations when using a personal social networking site or public video site, or a City-hosted social networking or video site.

Violation of City's Social Media Site policy (or any other City policy) will result in disciplinary action, up to and including termination.

8.21 Consumer Reports – New section outlines background and financial checks and federal requirements and processes on future and current employees.

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 which requires financial honesty and aptitude.

The National Child Protection Act of 1993 (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 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 his/her 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 and/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 made 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/or policy violation of any current employee if applicable and as part of an ongoing investigation.

8.22 Youth Protection – New section. Outlines process developed to protect youth and diminished capacity adults in contact with City services.

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 9 – Procedures for Employee Complaints, Discharge and Transfer Appeals

9.3 ETDAB Appeal Rights and Procedures – New Student Intern designation added under employee groups ineligible for ETDAB rights.

Section 10 – Employee Benefits – language added throughout section clarifying previously confusing process on vacation payouts for unpaid disability and family leave periods. No change.

10.1 General

The City Manager shall then determine the final benefits plan to be submitted to the City Council for their adoption during the budget process.

10.7 Health and Dental Insurance

e. Continuation of Health and Dental Insurance – Updated eligibility requirements for health insurance coverage for employees who may be terminated or resign active employment as a full time regular employee.

> When an employee terminates his/her employment, health and dental insurance coverage will continue until the first of the month following the termination date ~~provided that an employee works full time through the first full week of any month. A full week is defined as Sunday through Saturday.~~

10.12 Vacation Pay~~s~~

> 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.
>
> …
>
> 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. Vacation is part of the City core benefits package.

10.13 Vacation Payout~~s Upon Resignation or Termination~~ –Vacation bank payouts process and availability for unpaid disability and family medical leave further explained in this section for better clarity for employees.

> Upon resignation, only those employees who give proper notice and resign in good standing as defined in section 3.5 Resignations will be paid for their unused vacation leave bank up to the employee's allowed carry forward balance. See section 10.12 Vacations.
>
> 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 leave.
>
> All vacation payouts are not subject to retirement benefits.

10.14 Sick Leave – Change made to definition for better clarity.

> Consistent patterns of illness may include Monday and Friday absences, or consistent sick leave taken ~~on more than two consecutive work days~~ in any month or over a period of several months. This applies to both non-exempt and exempt status employees.

10.15 Sick Leave Family – "dependents" coverage added to sick leave family in addition to existing policy on children.

> For the purpose of this policy, immediate family is defined as dependents, children, spouse, parents, domestic partner and legal guardian.

10.17 Parental Leave –

> a. Medical Maternity Leave – Language added in compliance with change in federal law.
>
> > Upon return to work, nursing mothers are eligible to reasonable unpaid breaks during work time to express milk for their infants for one year after the child is born. A location other than a bathroom will be provided which is shielded from view and free from intrusion from co-workers and the public.

10.21 Bereavement Leave – Brother-in-law and Sister-in-law added to bereavement leave coverage.

> Bereavement 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 non-immediate family, 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, step parents, step children, domestic partner, and a person who is legally acting in one of the above capacities.

Bereavement Leave is available to all full-time regular employees. Part-time non-benefited and seasonal employees are not eligible for Bereavement Leave. Additional days of leave with pay may be granted by the City Manager only for extensive traveling, making funeral arrangements or settling estate matters. ~~Additional days may be granted for an immediate family member only.~~ Bereavement leave is part of the City's core benefits package.

10.24 Housing Allowance

An employee who resigns in good standing and with proper notice will receive a housing allowance until the first of the month following the date of termination ~~for the month in which they resign only if he/she works through the first full calendar week~~.

10.27 Physical Wellness ~~& Assistance (~~Release Time~~)~~ - Title of Physical Wellness assistance changed to Physical Wellness throughout section.

C. Release Time

Release time is considered "non-productive" time, and is not included in overtime calculations.

10.30 Summary of Benefits – Student Intern designation added to "seasonal" employee Core and Fringe benefits categories. FMLA coverage eligibility for Part Time, Seasonal and Student Intern employees as per federal law.

Core Benefits

Benefit	**Full-time Regular**	**Part-time Non-Benefited**	**Seasonal & Student Intern**
Social Security	YES	YES	YES
Workers Comp.	YES	YES	YES
Unemployment	YES	YES	YES
Health	YES	NO	NO
Dental	YES	NO	NO
Life	YES	NO	NO
AD & D	YES	NO	NO
LTD	YES	NO	NO
STD	YES	NO	NO
Retirement	YES	NO	NO
401 (a)	YES Public Safety N/A	NO	NO
457	YES	NO	NO
EAP	YES	NO	NO
Holiday Pay	YES	NO	NO
Vacation Pay	YES	NO	NO
Overtime Pay	YES	YES	YES
Premium Pay	YES	YES**	YES**

Sick Leave	YES	NO	NO
Family Illness	YES	NO	NO
Maternity	YES	NO	NO
Paternity	YES	NO	NO
Bereavement	YES	NO	NO
Jury Duty	YES	NO	NO
Military	YES	NO	NO
FMLA	YES***	YES***	YES***

*** FMLA eligibility (See Section 10.22 Family Medical Leave)

Section 11 – Emergency Management Requirements

11.3 Emergency Work Requirements

a. Obligation to Work

In the event of a city~~-wide~~ emergency, employees (including ~~all~~ 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 ~~and~~ make every effort to provide services for employees' family and pets.

11.4 NIMS (National Incident Management System) Training

Mandatory NIMS training requirements, as outlined in job descriptions…

11.5 Other Emergency Management Policies

The PCMC Administrative Policy & Procedure (AP&P) Manual has a number of additional policies that are Emergency Management related and are key to the City's and the City's staff's ability to respond to emergencies and disasters. Employees should be familiar with these additional policies which can be found in Section 7 of the AP&P. They include:

Emergency Evacuation of City Facilities Policy
Emergency Manager Notification Policy
1700 AM Highway Alert Radio Policy
Reverse 911 Use Policy
Assigned Emergency Equipment Policy
Blood Borne Pathogens Exposure control Policy
Non-Punitive Sick-Leave during an Emergency or Pandemic Policy
Top Half Fuel Policy
Shelter-in-Place Policy
Departmental Closures Due to Emergencies and/or Severe Weather

III. Alternatives:

A. Approve: The recommendations and revisions to the Policies and Procedures Manual will go into effect July 1st upon Council approval for all employees (unless otherwise specified in the manual). Employees will be issued a copy of the new manual in either hard copy or e-format. They will be required to sign that they have received a copy or understand how to open the e-copy format of the updated manual and that they are accountable for reviewing and understanding the policies within it.

B. Deny: The recommendations and revisions will not go into effect and may result in noncompliance with federal and/or state regulations, which will diminish the City's ability to provide direction and/or enforce employee policies and procedures.

C. Modify: Council could give staff direction to modify Policies and Procedures.

D. Continue the Item: If Council would like additional information the item could be continued.

E. Do Nothing: The recommendations and revisions will not go into effect and may result in noncompliance with federal and/or state regulations, which will diminish the City's ability to provide direction and/or enforce employee policies and procedures.

Significant Impacts: If Policies and Procedures are not adopted, the recommendations and revisions will not go into effect and may result in noncompliance with federal and/or state regulations, which will diminish the City's ability to provide direction and/or enforce employee policies and procedures.

Consequences of not taking the recommended action: The recommendations and revisions will not go into effect and may result in noncompliance with federal and/or state regulations, which will diminish the City's ability to provide direction and/or enforce employee policies and procedures.

Recommendation: Adopt resolution approving recommendations and revisions to the Personnel Policies and Procedures Manual of Park City Municipal Corporation.

Attachments:
A-Resolution
B-Personnel Policies and Procedures Manual

Resolution No.

A RESOLUTION ADOPTING THE REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL, DATED JULY 1, 2010 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, management team and the Policies and Procedures Committee 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 1, 2010 attached hereto, is hereby adopted and the 2009 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 1, 2010.

PASSED AND ADOPTED THIS_______________________________

PARK CITY MUNICIPAL CORPORATION

____
Mayor Dana Williams

Attest:

____
Janet M. Scott, City Recorder

Approved as to form:

____
Mark Harrington, City Attorney

City Council Staff Report

Subject:	**Final FY 2011 Adjusted and FY 2012 Budget** **Elected & Statutory Officer Compensation Ordinance**
Author:	**Bret Howser**
Department:	**Budget, Debt, & Grants**
Date:	**June 16, 2011**
Type of Item:	**Legislative**

Summary Recommendations:
Hold a public hearing on the Adoption of the Final Budget. Adopt the FY 2011 Adjusted Budget and the FY 2012 Budget by resolution, along with the Compensation Ordinance for FY 2012.

Topic/Description:
FY 2011 Adjusted Budget and FY 2012 Budget

Background:
The City usually begins the budget process in January with the City Council identifying objectives for the next year. This year, however, the budget process really began in July, 2010 and has included a thorough review of the Pay Plan, service levels and taxation polices.

During the FY 2011 budget process, discussion was held regarding the long-term sustainability of City services and service levels. Staff identified concerns related to the property tax revenue stream, increased volatility in sales tax (both collections and state legislative amendments) and the lack of an escalator in property tax to keep up with inflation. The Budget Department prepared a detailed report which outlined that without a change of course, the City would not be able to provide the existing levels of service in the long run due primarily to the gradual loss of purchasing power in the property tax revenue stream over time. This report promoted a strategy stabilizing long term General Fund revenues and aligning them with long term projected expenditures, while preserving the fiscally conservative strategy of continuing to rely primarily on annual/short term sales tax surplus revenues for one time/short term capital project funding.

The City balanced the FY 2011 budget with reductions to staff positions and performance bonuses, without a property tax increase and without incurring new debt for the Racquet Club. Staff committed to return in the fall with an expanded budget discussion, which would include a fairly rigorous prioritization process of all City services and capital initiatives as well as a discussion revisiting the City Council policy toward employee compensation.

Council spent several work sessions during December and January reviewing the service prioritization process, known as Budgeting for Outcomes (BFO). The process was to be more of a zero-based budgeting approach than the traditional incremental approach. It closely resembled a Request for Proposal (RFP) process, with a Results Team made up of City staff creating Requests for Results (RFRs) related to each Council goal and departments submitting “bids” for City services, programs, capital, etc. related to each RFR at varying levels of service. In this fashion, all funding in the budget was linked directly to a Council goal and the community vision. The Results Team performed preliminary prioritization and the process culminated in a Council prioritization exercise leading up to and during Council Visioning.

In addition to BFO, Council also had a robust discussion about the City’s compensation philosophy and practices during November and December. Council directed staff to take certain measures in order to control the growth of personnel costs in the City, including expanding the low end of pay grades, implementing a hiring maximum at 65% of the pay range, instituting a new working level for employees meeting but not exceeding expectations at 80% of the pay range, limiting annual pay increases for staff not at the top of pay ranges to no more than 5% per annum, and increasing the current calendar year at-risk lump merit pool from 4% to 7% rather than an across the board 2% increase to pay ranges as originally planned in FY 2012.

BFO was further discussed during Council Visioning in February. From those discussions department managers were able to take Council’s recommendations to look into increasing or decreasing certain BFO service levels for their own departments. Each department manager was responsible for preparing budget requests consistent with Council’s vision and BFO. Council objectives were addressed either in the current level budget or as additional options for enhanced, increased, or decreased service levels proposed by the departments.

On April 7, staff presented a capital budget preview to City Council which gave a preliminary view of the major capital issues in the next ten years as well as potential options for financing these projects. Staff took the comments and insights of Council which were voiced in that work session and developed the long-term strategy model presented in the analysis section of this staff report.

On May 2, staff delivered the City Manager’s Recommended Budget (Tentative or Proposed Budget) to City Council. On May 5, staff gave an overview of the tentative budget, discussed timelines, updated Council on long-range projections, and presented the Special Service Contract Subcommittee recommendation.

On May 12 staff presented the 5-Year CIP Committee Recommendation to Council, which included the CIP Alternative Matrix, OTIS Update, Downtown Enhancement Projects, and the Soils Repository. Included in this discussion was a presentation on a long-range strategy & financing options for these projects as well as the overall budget.

On May 26 staff presented the departmental operating budgets which included brief departmental presentations, Administrative Interfund Transfers, Transit Fund Analysis, CIP Follow-up, and Special Service Contracts.

On June 2 staff presented recommended Fee Changes, Budget Policies, Council Compensation, Outstanding Budget Issues, and the Comprehensive Emergency Management Plan. Council adopted the Tentative Budget and the Comprehensive Emergency Management Plan.

On June 9, Council reviewed the Water Fund Budget, the Fee Resolution, and Council & Statutory Officer compensation. Council adopted the fee resolution with a 12% increase to water fees, and directed staff to set Council compensation at the 2009 market benchmarked total compensation value based on the average of the top 2-6. Council also directed to set the budget for City Manager and City Attorney compensation at the levels that were originally proposed in the FY 2011 budget.

Public hearings were held on May 5, 12, 26, and June 2 and 9. A final hearing is currently scheduled for June 16. Discussion/action is slated for these dates as follows, barring changes as needed:

June 16 – Personnel Policies and Procedures (P&P) Manual, Presentation & Adoption of Final Budget

Analysis:

Final Adoption of the Budget

Attached to this staff report is a resolution adopting a Revised Budget for FY 2010 and a Budget for FY 2011 for Park City Municipal Corporation. The budget resolutions for the Municipal Building Authority (MBA) and the Redevelopment Agency (RDA) are also included. State Statute requires that annual budgets be adopted by June 22. Council should hold a public hearing for each entity and adopt their respective budgets on June 16.

Additional Changes to the Budget

The following list details the changes made between the tentative budget and the final budget. These changes were made either to satisfy statutory, technical, and accounting requirements or at the direction of the Council. Several technical changes were made to debt service funds, special revenue funds, internal service funds, non-operating portions of other funds. These included interfund transfer adjustments, adjustments to reflect previously issued debt requirements, changes to bring the budget in-line with audit and GASB requirements, capital carryforward adjustments, grant fund budget adjustments, vacancy factor and lump merit distribution, mileage reimbursement, etc. These are not substantial changes from a policy perspective. Staff will entertain questions on technical adjustments during the budget hearing rather than attempt an exhaustive list of changes in this report.

The following list details the major changes made between the tentative budget and the final budget:

1) Council compensation was increased based off of Council's recommendation to the amount proposed by staff—reinstating pay that was deferred for one year. The budget option total is $19,307; however, it was offset with the same corresponding decrease in Council's travel budget.
2) The City Manager and City Attorney budgeted total compensation value was also reinstated from a deferment last year. The total budget option equates to $11,189, which is also completely offset with the departure of a full-time regular position from the Executive Team.
3) The Fleet budget was increased by approx. $55k to account for the increased price of fuel. There were also several increases to several operating line-items in FY13 to account for inflationary costs: $40k department supplies, $14k Transportation fleet maintenance, $17,725 oil and grease.
4) As discussed on June 9, Water Fund capital budgets were adjusted in order to match recent changes to the Water Fund Financial Model. The Tentative Budget included capital budgets totaling $19,414,189 in FY2011, $8,156,798 in FY2012, and $9,296,106 in FY2013. The Final Budget includes capital budgets totaling $18,373,181 in FY2011, $7,176,450 in FY2012, and $9,698,833 in FY 2013.

   Major changes to water capital projects include:
   - Reductions in water equipment (fleet) replacement by approximately $300,000 (FY2011 – FY2013),
   - additional budget $850,000 for Judge Water Treatment FY2011,
   - shifting approximately $1,000,000 in project budgets from FY2011 to FY2012,
   - shifting approximately $800,000 in project budget from FY2012 to FY2013,
   - shifting anticipated grant revenue from FY 2012 & 2013 forward to FY 2013 & 2014,
   - reducing approximately $300,000 in unnecessary project carry forward budget FY2011.

Council Compensation

An ordinance establishing compensation for the Mayor, City Council, and statutory officers must be adopted according to state statute each year. Following direction from Council on June 9, staff adjusted compensation for elected and statutory officials in the Final Budget to the levels specified in the matrix which follows:

	Council		Mayor	
	FY 2011	FY 2012	FY 2011	FY 2012
Wage	$11,633	$12,486	$23,007	$23,007
Benefits	$13,044	$13,881	$13,044	$13,881
Total Comp	**$24,677**	**$26,367**	**$36,051**	**$36,888**
% Increase		6.8%		2.3%

Council directed staff to set the total compensation value (TCV) at the level equivalent to the average TCV of the top 2-6 benchmarked cities based on the data compiled in spring 2009. The table above reflects those levels.

Additionally, Council directed staff to set budgeted pay for the City Manager and City Attorney at 5% below the average of the top 5 cities based on the 2009 data. Potential salaries for these two positions would then be $141,415 and $136,225 respectively.

Both of these increases are offset in the budget, the former with money that was put into the travel budget last year in lieu of raises, and the latter with savings from the removal of the Sr. Recorder/Elections position. There is a net-zero impact on the budget.

The attached ordinance reflects these changes. Council should hold a public hearing and approve the ordinance in accordance with state statute.

Department Review:
Budget, Debt, & Grants, Legal, and the City Manager reviewed this report.

Alternatives:

A. **Approve:**
Staff recommends that Council hold a public hearing regarding the final budget, adopt the FY 2011 Revised Budget and FY 2012 Budget by resolution. Council should also adopt Compensation Ordinance.

B. **Deny:**
State statute requires at least one public hearing before the adoption of a final budget on or before June 22. If Council decides to forgo a public adoption of the budget at this time, the City would be in violation of State statute.

C. **Modify:**
Council may direct that changes be made to the final budget and adopt the budget resolutions with changes as noted.

D. **Continue the Item:**
This has the same effect as Alternative B.

E. **Do Nothing:**
This also has the same effect as Alternative B.

Significant Impacts:
This would satisfy the requirements of state statute to adopt a final budget on or before June 22.

Consequences of not taking the recommended action:
If Council decides to forgo a public adoption of the budget at this time, the City would be in violation of State statute.

Recommendation:
Hold a public hearing on the Adoption of the Final Budget. Adopt the FY 2010 Adjusted Budget and the FY 2011 Budget by resolution, along with the Compensation Ordinance for FY 2012.

Attachments:

A – Resolution Adopting a Final Budget for Park City Municipal Corporation
B – Resolution Adopting a Budget for the Park City RDA
C – Resolution Adopting a Budget for the Park City MBA
D – Compensation Ordinance

Attachment A

Resolution No.

A RESOLUTION ADOPTING A REVISED BUDGET FOR FY 2011 AND A BUDGET FOR FY 2012 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES.

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

WHEREAS, a public hearing was held on May 5, May 12, May 26, June 2, June 9, and June 16, 2011 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 5, 2011 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the Revised FY 2011 Operating Budget for Park City Municipal Corporation and its related agencies.

SECTION 2. BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 5, 2011 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the budget for FY 2012 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 2012 at a "no tax increase rate". This ordinance hereby adopts the Certified Property Tax rate for FY 2012. 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 2001, 2002, 2006, and 2007.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect June 16, 2011 for the FY 2011 revised budget and July 1, 2011 for the FY 2012 budget.

PASSED AND ADOPTED this 16th day of June, 2011.

PARK CITY MUNICIPAL CORPORATION

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Mayor Dana Williams

Attachment A

Attest:

____

Janet M. Scott, City Recorder

Approved as to form:

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Mark D. Harrington, City Attorney

Resources & Requirements - All Funds Combined

Description	2008 Actual	2009 Actual	2010 Actual	2011 Original Budget	2011 Adj Budget	2012 Budget	Change - 2011 to 2012 Increase (reduction)	Change - 2011 to 2012 %	2013 Plan	Change - 2012 to 2013 Increase (reduction)	Change - 2012 to 2013 %
RESOURCES											
Sales Tax	12,755,443	11,027,464	11,601,845	11,048,209	11,627,639	12,313,000	685,361	6%	13,245,000	932,000	8%
Planning Building & Engineering Fees	5,828,014	5,044,383	1,287,132	2,209,500	1,512,472	1,962,187	449,716	30%	2,268,626	306,439	16%
Charges for Services	7,463,662	9,129,312	9,497,866	10,601,000	10,106,265	10,994,471	888,206	9%	12,152,033	1,157,562	11%
Intergovernmental Revenue	1,450,079	3,058,819	7,324,484	7,812,837	19,773,541	3,341,000	(16,432,541)	-83%	2,564,200	(776,800)	-23%
Franchise Tax	2,748,571	2,720,272	2,774,320	3,051,000	3,005,000	3,160,000	155,000	5%	3,307,000	147,000	5%
Property Taxes	13,974,590	13,213,009	15,790,260	16,745,315	16,969,315	16,703,315	(266,000)	-2%	16,897,315	194,000	1%
General Government	403,641	457,582	459,311	573,600	548,634	572,867	24,233	4%	596,130	23,264	4%
Other Revenues	16,333,881	10,850,156	16,200,738	6,921,113	9,929,264	11,941,077	2,011,812	20%	6,913,455	(5,027,622)	-42%
Total	**$60,957,881**	**$55,500,997**	**$64,935,955**	**$58,962,574**	**$73,472,129**	**$60,987,916**	**($12,484,213)**	**-17%**	**$57,943,760**	**($3,044,157)**	**-5%**
REQUIREMENTS (by function)											
Executive	7,408,144	7,449,017	7,801,370	8,037,345	8,135,913	8,623,365	487,452	6%	8,233,663	(389,702)	-5%
Police	3,648,493	3,726,449	3,859,148	4,293,389	4,383,573	4,303,544	(80,029)	-2%	4,303,544	0	0%
Public Works	14,541,404	13,603,552	13,635,067	15,669,056	15,748,428	16,306,844	558,416	4%	16,266,590	(40,254)	0%
Library & Recreation	3,767,718	3,834,719	3,699,326	4,125,473	4,172,025	4,299,360	127,335	3%	4,324,396	25,035	1%
Non-Departmental	2,253,926	2,631,084	2,697,864	3,296,655	3,140,402	3,450,610	310,208	10%	3,387,610	(63,000)	-2%
Special Service Contracts	362,101	360,896	348,000	408,973	408,973	500,000	91,027	22%	500,000	0	0%
Contingency	0	0	0	315,000	415,000	440,000	25,000	6%	440,000	0	0%
Capital Outlay	493,666	327,443	214,453	463,822	517,156	427,676	(89,480)	-17%	405,676	(22,000)	-5%
Total	**32,475,453**	**31,933,160**	**32,255,228**	**36,609,713**	**36,921,471**	**38,351,400**	**1,429,929**	**4%**	**37,861,479**	**(489,920)**	**-1%**
REQUIREMENTS (by type)											
Personnel	19,540,194	20,553,234	21,098,681	22,090,129	21,929,657	23,068,473	1,138,816	5%	23,031,959	(36,514)	0%
Materials, Supplies & Services	12,441,592	11,052,483	10,942,094	12,649,434	12,968,330	13,482,052	513,722	4%	13,053,356	(428,696)	-3%
Contingency	0	0	0	315,000	415,000	440,000	25,000	6%	440,000	0	0%
Capital Outlay	493,666	327,443	214,453	463,822	517,156	427,676	(89,480)	-17%	405,676	(22,000)	-5%
Total	**32,475,453**	**31,933,160**	**32,255,228**	**35,518,385**	**35,830,143**	**37,418,201**	**1,588,058**	**4%**	**36,930,991**	**(487,210)**	**-1%**
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS	$28,482,429	$23,567,837	$32,680,728	$23,444,189	$37,641,987	$23,569,716	(14,072,271)	-37%	$21,012,768	(2,556,947)	-11%
OTHER FINANCING SOURCES (uses)											
Bond Proceeds	779,793	24,477,505	6,092,682	0	13,873,471	11,800,000	(2,073,471)	-15%	5,000,000	(6,800,000)	-58%
Debt Service	(6,583,721)	(9,834,751)	(12,176,557)	(10,979,473)	(13,307,865)	(10,426,416)	2,881,449	-22%	(10,199,604)	226,812	-2%
Interfund Transfers In	15,628,653	32,800,255	14,840,021	7,118,246	9,898,612	6,957,143	(2,941,469)	-30%	6,271,188	(685,955)	-10%
Interfund Transfers Out	(15,628,653)	(32,800,255)	(14,840,021)	(7,118,246)	(9,898,612)	(6,957,143)	2,941,469	-30%	(6,271,188)	685,955	-10%
Capital Improvement Projects	(15,994,618)	(41,241,569)	(64,395,392)	(11,539,881)	(80,224,884)	(26,860,527)	53,364,357	-67%	(17,039,738)	9,820,789	-37%
Total	**(21,798,545)**	**(26,598,814)**	**(70,479,267)**	**(22,519,354)**	**(79,659,278)**	**(25,486,943)**	**54,172,335**	**-68%**	**(22,239,342)**	**3,247,601**	**-13%**
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS AND OTHER SOURCES (uses)	$6,683,883	($3,030,978)	($37,798,539)	$924,835	($42,017,291)	($1,917,227)	40,100,064	-95%	($1,226,574)	690,654	-36%
Beginning Balance	89,775,525	97,369,362	111,667,935	22,855,772	73,869,394	31,852,102	(42,017,292)	-57%	29,934,873	(1,917,229)	-6%
Ending Balance	96,459,405	94,338,414	73,869,394	23,780,604	31,852,102	29,934,873	(1,917,229)	-6%	28,708,299	(1,226,574)	-4%

Resources & Requirements - All Funds Combined

Description	Budget (FY 2011)				Budget (FY 2012)				Plan (FY 2013)			
	Original	Adjusted	Change from Original		Original	Adjusted	Change from Original		Original	Adjusted	Change from Original	
			Total	%			Total	%			Total	%
RESOURCES												
Sales Tax	11,048,209	11,627,639	579,430	5%	11,048,209	12,313,000	1,264,791	11%	11,048,209	13,245,000	2,196,791	20%
Planning Building & Engineering Fees	2,209,500	1,512,472	(697,028)	-32%	2,209,500	1,962,187	(247,313)	-11%	2,209,500	2,268,626	59,126	3%
Charges for Services	10,601,000	10,106,265	(494,735)	-5%	10,601,000	10,994,471	393,471	4%	10,601,000	12,152,033	1,551,033	15%
Intergovernmental Revenue	7,812,837	19,773,541	11,960,704	153%	7,812,837	3,341,000	(4,471,837)	-57%	7,812,837	2,564,200	(5,248,637)	-67%
Franchise Tax	3,051,000	3,005,000	(46,000)	-2%	3,051,000	3,160,000	109,000	4%	3,051,000	3,307,000	256,000	8%
Property Taxes	16,745,315	16,969,315	224,000	1%	16,745,315	16,703,315	(42,000)	0%	16,745,315	16,897,315	152,000	1%
General Government	573,600	548,634	(24,966)	-4%	573,600	572,867	(733)	0%	573,600	596,130	22,530	4%
Bond Proceeds	0	13,873,471	13,873,471		0	11,800,000	11,800,000		0	5,000,000	5,000,000	
Other Revenues	6,921,113	9,929,264	3,008,151	43%	6,921,113	11,941,077	5,019,964	73%	6,921,113	6,913,455	(7,658)	0%
Sub-Total	**$58,962,574**	**$87,345,600**	**$28,383,026**	**48%**	**$58,962,574**	**$72,787,916**	**$13,825,342**	**23%**	**$58,962,574**	**$62,943,760**	**$3,981,186**	**7%**
Interfund Transfers In	7,118,246	9,898,612	2,780,366	39%	7,118,246	6,957,143	(161,103)	-2%	7,118,246	6,271,188	(847,058)	-12%
Beginning Balance	22,855,772	73,869,394	51,013,622	223%	22,855,772	31,852,102	8,996,330	39%	22,855,772	29,934,873	7,079,101	31%
Total	**88,936,592**	**171,113,606**	**82,177,014**	**92%**	**88,936,592**	**111,597,161**	**22,660,569**	**25%**	**88,936,592**	**99,149,821**	**10,213,229**	**11%**
REQUIREMENTS (by function)												
Executive	8,037,345	8,135,913	98,568	1%	8,037,345	8,623,365	586,020	7%	8,037,345	8,233,663	196,318	2%
Police	4,293,389	4,383,573	90,184	2%	4,293,389	4,303,544	10,155	0%	4,293,389	4,303,544	10,155	0%
Public Works	15,669,056	15,748,428	79,372	1%	15,669,056	16,306,844	637,788	4%	15,669,056	16,266,590	597,534	4%
Library & Recreation	4,125,473	4,172,025	46,552	1%	4,125,473	4,299,360	173,887	4%	4,125,473	4,324,396	198,923	5%
Non-Departmental	3,296,655	3,140,402	(156,253)	-5%	3,296,655	3,450,610	153,955	5%	3,296,655	3,387,610	90,955	3%
Special Service Contracts	408,973	408,973	0	0%	408,973	500,000	91,027	22%	408,973	500,000	91,027	22%
Contingency	315,000	415,000	100,000	32%	315,000	440,000	125,000	40%	315,000	440,000	125,000	40%
Capital Outlay	463,822	517,156	53,334	11%	463,822	427,676	(36,146)	-8%	463,822	405,676	(58,146)	-13%
Sub-Total	**$36,609,713**	**$36,921,471**	**$311,758**	**1%**	**$36,609,713**	**$38,351,400**	**$1,741,687**	**5%**	**$36,609,713**	**$37,861,479**	**$1,251,766**	**3%**
Debt Service	10,979,473	13,307,865	2,328,392	21%	10,979,473	10,426,416	(553,057)	-5%	10,979,473	10,199,604	(779,869)	-7%
Capital Improvement Projects	11,539,881	80,224,884	68,685,003	595%	11,539,881	26,860,527	15,320,646	133%	11,539,881	17,039,738	5,499,857	48%
Interfund Transfers Out	7,118,246	9,898,612	2,780,366	39%	7,118,246	6,957,143	(161,103)	-2%	7,118,246	6,271,188	(847,058)	-12%
Ending Balance	23,780,604	31,852,102	8,071,498	34%	23,780,604	29,934,873	6,154,269	26%	23,780,604	28,708,299	4,927,695	21%
Total	**90,027,917**	**172,204,933**	**82,177,017**	**91%**	**90,027,917**	**112,530,358**	**22,502,442**	**25%**	**90,027,917**	**100,080,308**	**10,052,391**	**11%**
REQUIREMENTS (by type)												
Personnel	22,090,129	21,929,657	(160,472)	-1%	22,090,129	23,068,473	978,344	4%	22,090,129	23,031,959	941,830	4%
Materials, Supplies & Services	12,649,434	12,968,330	318,896	3%	12,649,434	13,482,052	832,618	7%	12,649,434	13,053,356	403,922	3%
Contingency	315,000	415,000	100,000	32%	315,000	440,000	125,000	40%	315,000	440,000	125,000	40%
Capital Outlay	463,822	517,156	53,334	11%	463,822	427,676	(36,146)	-8%	463,822	405,676	(58,146)	-13%
Sub-Total	**$35,518,385**	**$35,830,143**	**$311,758**	**1%**	**$35,518,385**	**$37,418,201**	**$1,899,816**	**5%**	**$35,518,385**	**$36,930,991**	**$1,412,606**	**4%**
Debt Service	10,979,473	13,307,865	2,328,392	21%	10,979,473	10,426,416	(553,057)	-5%	10,979,473	10,199,604	(779,869)	-7%
Capital Improvement Projects	11,539,881	80,224,884	68,685,003	595%	11,539,881	26,860,527	15,320,646	133%	11,539,881	17,039,738	5,499,857	48%
Interfund Transfers Out	7,118,246	9,898,612	2,780,366	39%	7,118,246	6,957,143	(161,103)	-2%	7,118,246	6,271,188	(847,058)	-12%
Ending Balance	23,780,604	31,852,102	8,071,498	34%	23,780,604	29,934,873	6,154,269	26%	23,780,604	28,708,299	4,927,695	21%
Total	**88,936,589**	**171,113,605**	**82,177,017**	**92%**	**88,936,589**	**111,597,160**	**22,660,571**	**25%**	**88,936,589**	**99,149,820**	**10,213,231**	**11%**

Expenditure Summary by Fund and Unit

Expenditures	2008	2009	2010	2011 Budget		2012 Budget		2013 Budget	
		(actual)		(original)	(adj)	(budget)	% of Total	(budget)	% of Total
Park City Municipal Corporation									
011 General Fund	32,264,937	28,242,933	28,283,748	27,841,690	28,343,422	29,196,894	26%	30,661,143	31%
012 Quinns Recreation Complex	7,727	(509,509)	(986,649)	(1,264,322)	(1,284,005)	(1,683,941)	-2%	(2,075,175)	-2%
021 Police Special Revenue Fund	21,122	22,722	25,072	0	26,482	0	0%	0	0%
022 Criminal Forfeiture Restricted Account	17,220	10,791	9,454	(0)	3,775	(0)	0%	(0)	0%
031 Capital Improvement Fund	61,514,186	78,907,419	61,976,558	5,676,445	38,455,812	16,898,677	15%	5,119,855	5%
038 Equipment Replacement Fund	3,528,896	2,497,816	1,540,205	859,801	1,765,756	953,625	1%	1,023,625	1%
051 Water Fund	20,122,090	23,341,099	38,610,649	15,190,632	29,599,432	18,852,546	17%	19,996,418	20%
055 Golf Fund	1,618,675	1,753,465	2,723,621	1,454,752	2,606,019	2,445,811	2%	2,209,755	2%
057 Transportation & Parking Fund	17,879,179	20,296,388	26,000,636	14,105,886	39,027,958	19,335,715	17%	20,380,841	21%
062 Fleet Services Fund	2,557,652	2,131,322	2,150,163	2,412,269	2,606,826	2,731,825	2%	2,787,653	3%
064 Self Insurance Fund	3,412,431	3,086,499	2,520,754	2,023,834	2,889,310	2,221,364	2%	1,691,380	2%
070 Debt Service Fund	4,345,405	4,352,316	3,949,794	3,777,806	5,376,990	4,180,753	4%	3,483,503	4%
071 Sales Tax Rev Bonds Debt Svc Fund	2,866,924	26,680,966	12,922,018	5,042,010	5,097,474	5,032,309	5%	4,990,196	5%
Park City Municipal Corporation Total	$150,156,445	$190,814,227	$179,726,023	$77,120,802	$154,515,251	$100,165,578	90%	$90,269,194	91%
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	7,559,167	9,874,209	10,885,398	6,916,016	9,278,668	8,266,718	7%	6,339,743	6%
034 Redevelopment Agency Main St	4,071,289	2,645,503	3,120,765	2,422,522	3,033,313	2,400,800	2%	2,026,300	2%
072 RDA Main Street Debt Service	0	0	0	0	0	0	0%	0	0%
076 RDA Lower Park Ave Debt Service	2,555,174	2,568,492	1,480,668	1,476,945	3,143,791	(0)	0%	(0)	0%
Park City Redevelopment Agency Total	$14,185,630	$15,088,205	$15,486,830	$10,815,483	$15,455,772	$10,667,518	10%	$8,366,043	8%
Municipal Building Authority									
035 Municipal Building Authority Fund	2,729,782	4,174,252	2,252,273	1,000,304	1,142,583	764,064	1%	514,583	1%
Municipal Building Authority Total	$2,729,782	$4,174,252	$2,252,273	$1,000,304	$1,142,583	$764,064	1%	$514,583	1%
Park City Housing Authority									
036 Park City Housing Authority	69,993	71,465	71,465	0	0	0	0%	0	0%
Park City Housing Authority Total	$69,993	$71,465	$71,465	$0	$0	$0	0%	$0	0%
GRAND TOTAL	**$167,141,849**	**$210,148,148**	**$197,536,591**	**$88,936,589**	**$171,113,605**	**$111,597,160**	**100%**	**$99,149,820**	**100%**
(Less)									
Interfund Transfer	15,628,653	32,800,255	14,840,021	7,118,246	9,898,612	6,957,143	6%	6,271,188	6%
Ending Balance	96,459,405	94,338,414	73,869,394	23,780,604	31,852,102	29,934,873	27%	28,708,299	29%
TOTAL EXPENDITURE BUDGET	**$55,053,791**	**$83,009,480**	**$108,827,176**	**$58,037,739**	**$129,362,892**	**$74,705,144**	**67%**	**$64,170,333**	**65%**

Expenditure Summary by Fund and Major Object (FY 2011 Adjusted Budget)

Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	14,097,941	5,649,262	269,569	0	315,000	20,331,772	2,737,047	5,274,603	28,343,422
012 Quinns Recreation Complex	638,192	341,545	10,000	0	0	989,737	1,200	(2,274,941)	(1,284,005)
021 Police Special Revenue Fund	0	0	26,482	0	0	26,482	0	0	26,482
022 Criminal Forfeiture Restricted Account	0	0	3,775	0	0	3,775	0	(0)	3,775
031 Capital Improvement Fund	0	0	36,418,478	0	0	36,418,478	134,366	1,902,968	38,455,812
038 Equipment Replacement Fund	0	0	1,610,131	0	0	1,610,131	0	155,625	1,765,756
051 Water Fund	1,438,381	1,970,637	18,416,181	3,217,523	100,000	25,142,722	1,191,052	3,265,658	29,599,432
055 Golf Fund	685,501	442,360	190,119	31,543	0	1,349,523	130,685	1,125,811	2,606,019
057 Transportation & Parking Fund	4,427,418	721,886	20,922,842	0	0	26,072,146	2,375,096	10,580,716	39,027,958
062 Fleet Services Fund	604,260	1,694,340	5,000	0	0	2,303,600	0	303,226	2,606,826
064 Self Insurance Fund	37,964	938,300	0	0	0	976,264	0	1,913,046	2,889,310
070 Debt Service Fund	0	0	0	2,007,851	0	2,007,851	1,505,929	1,863,210	5,376,990
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,713,894	0	4,713,894	0	383,580	5,097,474
Park City Municipal Corporation Total	$21,929,657	$11,758,330	$77,872,577	$9,970,811	$415,000	$121,946,375	$8,075,375	$24,493,501	$154,515,251
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	2,281,950	0	0	3,086,950	450,000	5,741,718	9,278,668
034 Redevelopment Agency Main St	0	405,000	577,513	0	0	982,513	950,000	1,100,800	3,033,313
076 RDA Lower Park Ave Debt Service	0	0	0	2,720,554	0	2,720,554	423,237	(0)	3,143,791
Park City Redevelopment Agency Total	$0	$1,210,000	$2,859,463	$2,720,554	$0	$6,790,017	$1,823,237	$6,842,518	$15,455,772
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	10,000	616,500	0	626,500	0	516,083	1,142,583
Municipal Building Authority Total	$0	$0	$10,000	$616,500	$0	$626,500	$0	$516,083	$1,142,583
GRAND TOTAL	**$21,929,657**	**$12,968,330**	**$80,742,040**	**$13,307,865**	**$415,000**	**$129,362,892**	**$9,898,612**	**$31,852,102**	**$171,113,605**

Expenditure Summary by Fund and Major Object (FY 2012 Budget)

Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	15,070,446	5,763,232	284,492	0	340,000	21,458,170	1,886,872	5,851,852	29,196,894
012 Quinns Recreation Complex	641,839	353,195	10,000	0	0	1,005,034	1,200	(2,690,175)	(1,683,941)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	0	0
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	(0)	(0)
031 Capital Improvement Fund	0	0	14,895,165	0	0	14,895,165	134,366	1,869,146	16,898,677
038 Equipment Replacement Fund	0	0	798,000	0	0	798,000	0	155,625	953,625
051 Water Fund	1,481,304	2,178,717	7,219,451	3,205,433	100,000	14,184,905	1,112,738	3,554,903	18,852,546
055 Golf Fund	710,367	457,460	231,005	23,624	0	1,422,456	133,600	889,755	2,445,811
057 Transportation & Parking Fund	4,551,084	926,808	303,090	0	0	5,780,982	2,313,892	11,240,842	19,335,715
062 Fleet Services Fund	613,432	1,754,340	5,000	0	0	2,372,772	0	359,054	2,731,825
064 Self Insurance Fund	2	838,300	0	0	0	838,302	0	1,383,062	2,221,364
070 Debt Service Fund	0	0	0	2,258,838	0	2,258,838	0	1,921,915	4,180,753
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,689,040	0	4,689,040	0	343,269	5,032,309
Park City Municipal Corporation Total	$23,068,473	$12,272,052	$23,746,203	$10,176,935	$440,000	$69,703,663	$5,582,668	$24,879,247	$100,165,578
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	3,222,500	0	0	4,027,500	424,475	3,814,743	8,266,718
034 Redevelopment Agency Main St	0	405,000	319,500	0	0	724,500	950,000	726,300	2,400,800
Park City Redevelopment Agency Total	$0	$1,210,000	$3,542,000	$0	$0	$4,752,000	$1,374,475	$4,541,043	$10,667,518
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	249,481	0	249,481	0	514,583	764,064
Municipal Building Authority Total	$0	$0	$0	$249,481	$0	$249,481	$0	$514,583	$764,064
GRAND TOTAL	$23,068,473	$13,482,052	$27,288,203	$10,426,416	$440,000	$74,705,144	$6,957,143	$29,934,873	$111,597,160

Expenditure Summary by Fund and Major Object (FY 2013 Plan)

Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services							
Park City Municipal Corporation									
011 General Fund	15,033,932	5,370,420	262,492	0	340,000	21,006,844	1,957,647	7,696,652	30,661,143
012 Quinns Recreation Complex	641,839	345,695	10,000	0	0	997,534	1,200	(3,073,909)	(2,075,175)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	0	0
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	(0)	(0)
031 Capital Improvement Fund	0	0	3,150,165	0	0	3,150,165	134,366	1,835,324	5,119,855
038 Equipment Replacement Fund	0	0	868,000	0	0	868,000	0	155,625	1,023,625
051 Water Fund	1,481,304	2,066,608	9,741,835	3,942,998	100,000	17,332,745	623,000	2,040,673	19,996,418
055 Golf Fund	710,367	457,460	151,005	0	0	1,318,832	133,600	757,323	2,209,755
057 Transportation & Parking Fund	4,551,084	926,808	146,917	0	0	5,624,809	2,045,000	12,711,033	20,380,841
062 Fleet Services Fund	613,432	1,826,065	5,000	0	0	2,444,497	0	343,157	2,787,653
064 Self Insurance Fund	2	850,300	0	0	0	850,302	0	841,078	1,691,380
070 Debt Service Fund	0	0	0	1,569,713	0	1,569,713	0	1,913,790	3,483,503
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,686,893	0	4,686,893	0	303,303	4,990,196
Park City Municipal Corporation Total	$23,031,959	$11,843,356	$14,335,414	$10,199,604	$440,000	$59,850,333	$4,894,813	$25,524,048	$90,269,194
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	3,107,500	0	0	3,912,500	426,375	2,000,868	6,339,743
034 Redevelopment Agency Main St	0	405,000	2,500	0	0	407,500	950,000	668,800	2,026,300
Park City Redevelopment Agency Total	$0	$1,210,000	$3,110,000	$0	$0	$4,320,000	$1,376,375	$2,669,668	$8,366,043
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	0	0	0	0	514,583	514,583
Municipal Building Authority Total	$0	$0	$0	$0	$0	$0	$0	$514,583	$514,583
GRAND TOTAL	**$23,031,959**	**$13,053,356**	**$17,445,414**	**$10,199,604**	**$440,000**	**$64,170,333**	**$6,271,188**	**$28,708,299**	**$99,149,820**

All Funds Combined

Revenue	2008	2009	2010	2011		2012		2013	
		(actual)		(original)	(adj)	(budget)	% ot Total	(plan)	% ot Total
RESOURCES									
Property Taxes	13,974,590	13,213,009	15,790,260	16,745,315	16,969,315	16,703,315	15%	16,897,315	17%
Sales Tax	12,755,443	11,027,464	11,601,845	11,048,209	11,627,639	12,313,000	11%	13,245,000	13%
Franchise Tax	2,748,571	2,720,272	2,774,320	3,051,000	3,005,000	3,160,000	3%	3,307,000	3%
Licenses	1,095,247	1,172,040	1,253,143	1,423,000	1,321,000	1,381,000	1%	1,389,000	1%
Planning Building & Engineering Fees	5,828,014	5,044,383	1,287,132	2,209,500	1,512,472	1,962,187	2%	2,268,626	2%
Other Fees	22,556	13,799	49,221	16,000	25,000	17,000	0%	23,000	0%
Intergovernmental Revenue	1,450,079	3,058,819	7,324,484	7,812,837	19,773,541	3,341,000	3%	2,564,200	3%
Charges for Services	7,463,662	9,129,312	9,497,866	10,601,000	10,106,265	10,994,471	10%	12,152,033	12%
Recreation	2,489,483	2,588,326	2,280,322	2,422,270	2,009,000	2,189,000	2%	2,722,000	3%
Other Service Revenue	92,500	101,177	105,644	108,000	100,000	105,000	0%	107,000	0%
Fines & Forfeitures	720,031	527,991	669,476	655,500	803,000	754,000	1%	761,000	1%
Misc. Revenue	8,091,717	3,223,604	6,233,985	1,791,343	3,036,342	7,061,096	6%	1,708,455	2%
Interfund Transfers In	15,628,653	32,800,255	14,840,021	7,118,246	9,898,612	6,957,143	6%	6,271,188	6%
Special Revenue & Resources	3,822,346	3,223,219	5,608,948	505,000	2,634,922	433,981	0%	203,000	0%
Bond Proceeds	779,793	24,477,505	6,092,682	0	13,873,471	11,800,000	11%	5,000,000	5%
Beginning Balance	89,775,525	97,369,362	111,667,935	22,855,772	73,869,394	31,852,102	29%	29,934,873	30%
Total	**166,738,212**	**209,690,537**	**197,077,282**	**88,362,992**	**170,564,972**	**111,024,295**	**100%**	**98,553,690**	**100%**

Change in Fund Balance

Fund	2008 Actual	2009 Actual	2010 Actual	2011 Adjusted	Change - 2010 to 2011		2012 Budget	Change - 2011 to 2012		2013 Plan	Change - 2012 to 2013	
					Increase (reduction)	%		Increase (reduction)	%		Increase (reduction)	%
Park City Municipal Corporation												
011 General Fund	4,642,588	5,165,031	5,678,978	5,274,603	(404,375)	-7%	5,851,852	577,249	11%	7,696,652	1,844,800	32%
012 Quinns Recreation Complex	(967,091)	(1,445,959)	(1,850,004)	(2,274,941)	(424,937)	23%	(2,690,175)	(415,234)	18%	(3,073,909)	(383,734)	14%
021 Police Special Revenue Fund	21,122	22,522	24,872	0	(24,872)	-100%	0	0	-	0	0	-
022 Criminal Forfeiture Restricted Account	10,696	9,455	3,775	(0)	(3,775)	-100%	(0)	0	0%	(0)	0	0%
031 Capital Improvement Fund	51,554,158	51,656,557	33,954,635	1,902,968	(32,051,667)	-94%	1,869,146	(33,822)	-2%	1,835,324	(33,822)	-2%
038 Equipment Replacement Fund	1,781,301	895,151	900,756	155,625	(745,131)	-83%	155,625	0	0%	155,625	0	0%
051 Water Fund	12,204,897	13,010,035	6,941,202	3,265,658	(3,675,544)	-53%	3,554,903	289,245	9%	2,040,673	(1,514,230)	-43%
055 Golf Fund	422,118	489,077	1,342,519	1,125,811	(216,708)	-16%	889,755	(236,056)	-21%	757,323	(132,432)	-15%
057 Transportation & Parking Fund	11,668,449	11,902,704	13,945,235	10,580,716	(3,364,519)	-24%	11,240,842	660,126	6%	12,711,033	1,470,191	13%
062 Fleet Services Fund	199,690	171,968	178,226	303,226	125,000	70%	359,054	55,828	18%	343,157	(15,897)	-4%
064 Self Insurance Fund	2,778,181	2,212,435	1,730,992	1,913,046	182,054	11%	1,383,062	(529,984)	-28%	841,078	(541,984)	-39%
070 Debt Service Fund	1,743,242	1,924,529	1,822,996	1,863,210	40,214	2%	1,921,915	58,705	3%	1,913,790	(8,125)	0%
071 Sales Tax Rev Bonds Debt Svc Fund	691,114	686,335	420,157	383,580	(36,577)	-9%	343,269	(40,311)	-11%	303,303	(39,966)	-12%
Park City Municipal Corporation Total	$86,750,465	$86,699,839	$65,094,338	$24,493,501	($40,600,837)	-47%	$24,879,247	$385,746	2%	$25,524,048	$644,801	3%
Park City Redevelopment Agency												
033 Redevelopment Agency Lower Park Ave	5,854,007	5,283,466	5,634,431	5,741,718	107,287	2%	3,814,743	(1,926,975)	-34%	2,000,868	(1,813,875)	-48%
034 Redevelopment Agency Main St	1,295,338	844,425	1,728,313	1,100,800	(627,513)	-36%	726,300	(374,500)	-34%	668,800	(57,500)	-8%
076 RDA Lower Park Ave Debt Service	1,963,226	877,945	884,729	(0)	(884,729)	-100%	(0)	0	0%	(0)	0	0%
Park City Redevelopment Agency Total	$9,112,572	$7,005,836	$8,247,473	$6,842,518	($1,404,955)	-20%	$4,541,043	($2,301,475)	-34%	$2,669,668	($1,871,375)	-41%
Municipal Building Authority												
035 Municipal Building Authority Fund	526,376	561,274	527,583	516,083	(11,500)	-2%	514,583	(1,500)	0%	514,583	0	0%
Municipal Building Authority Total	$526,376	$561,274	$527,583	$516,083	($11,500)	-2%	$514,583	($1,500)	0%	$514,583	$0	0%
Park City Housing Authority												
036 Park City Housing Authority	69,993	71,465	0	0	0	0%	0	0	0%	0	0	0%
Park City Housing Authority Total	$69,993	$71,465	$0	$0	$0	0%	$0	$0	0%	$0	$0	0%

Notes and Explanations of Change in Fund Balance:

- Fund Balance refers to the amount of revenues on hand in a given year that are not used for expenditures in that year. It is closely related to the concept of a balanced budget, where beginning fund balance (the amount of revenues on hand at the beginning of a year) and the revenues received that year are equal to the the expenditures for that year and the ending fund balance (or the amount of revenues remaining on hand at the end of the year). Fund balance is comprised of elements of reserves, funds dedicated to capital projects, and other earmarked funds. For budget purposes, fund balance is calculated on a cash basis and is not to be confused with the net assets or fund balance numbers presented in the Comprehensive Annual Financial Report.
- Figures shown are the ending balance (or balance as of June 30) for each fiscal year. The beginning balance for any given year is the ending balance from the previous year.
- Capital projects funds (Funds 31, 33, 34, 35, 36, 38) tend to show large decreases in fund balance between the prior year actual and current year adjusted budget. This is explained by the fact that much of fund balance in these funds is reserved for capital expenses which were budgeted in previous years. Unexpended capital budgets are rolled forward each year as part of the adjusted budget. So funding for capital projects shows up in fund balance *actual* figures, but disappears in the current year adjusted budget because there is an offsetting budgeted "carryforward" expense. This same phenomenon generally explains large decreases in fund balances for proprietary funds (such as Fund 51, 55, and 57).
- The Water Fund shows a large decrease in fund balance in FY 2011 due to capital infrastructure improvements which are funded with accumulated impact fees. This will also result in a slow decrease in fund balance inthe forthcoming fiscal years.
- The Fleet Fund is an internal service fund which is intended to run a zero or near-zero balance. As such, any change in fund balance will appear drastic when viewed as a percent change, but the changes are simply the product of the nature of the fund.

Attachment B

Resolution No.______________

A RESOLUTION ADOPTING THE FISCAL YEAR 2011 REVISED BUDGET AND THE FISCAL YEAR 2012 BUDGET FOR PARK CITY REDEVELOPMENT AGENCY

WHEREAS, Utah State law requires that city budgets be adopted by resolution; and

WHEREAS, a public hearing was held on May 5, May 12, May 26, June 2, June 9, and June 16, 2011 at the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE BE IT RESOLVED by the Redevelopment Agency of Park City, Utah that:

SECTION 1. BUDGET ADOPTED. The following revised budget is hereby adopted as the Fiscal Year 2011 Redevelopment Agency Revised Budget for Park City, Utah.

	Main Street	Park Avenue
Main Street DSF	$0	$0
Main Street CIP Fund	$3,033,313	$0
Lower Park Ave DSF	$0	$3,143,791
Lower Park Ave CIP Fund	$0	$9,278,668
Subtotal:	$3,033,313	$12,422,459
LESS:		
Interfund Transactions	$0	($2,279,166)
Special Revenues	($5,000)	($1,099,133)
Beginning balance	($1,728,313)	($6,519,160)
Subtotal:	($1,733,313)	($9,897,459)
NET RDA TAX INCREMENT	$1,300,000	$2,525,000

SECTION 2. BUDGET ADOPTED. The following budget is hereby adopted as the Fiscal Year 2012 Redevelopment Agency Budget for Park City, Utah.

Attachment B

	Main Street	Park Avenue
Main Street DSF	$0	$0
Main Street CIP Fund	$3,033,313	$0
Lower Park Ave DSF	$0	$0
Lower Park Ave CIP Fund	$0	$8,336,718
Subtotal:	$3,033,313	$8,336,718
LESS:		
Interfund Transactions	$0	$0
Special Revenues	($5,000)	$0
Beginning balance	($1,728,313)	($5,811,718)
Subtotal:	($1,733,313)	($5,811,718)
NET RDA TAX INCREMENT	$1,300,000	$2,525,000

SECTION 3. EFFECTIVE DATE. The Resolution for the revised budget shall take effect on June 16, 2011 and the Resolution for the budget shall take effect on July 1, 2011.

PASSED AND ADOPTED the 16th day of June, 2011.

PARK CITY REDEVELOPMENT AGENCY

Chairman Dana Williams

Attest:

Janet M. Scott, Deputy Secretary

Approved as to form:

Mark D. Harrington, City Attorney

Attachment C

Resolution No.______________

RESOLUTION ADOPTING THE PARK CITY MUNICIPAL BUILDING AUTHORITY REVISED BUDGET FOR FISCAL YEAR 2011 AND THE BUDGET FOR FISCAL YEAR 2012

WHEREAS, Utah State law requires that city budgets be adopted by resolution; and

WHEREAS, a public hearing was held on May 5, May 12, May 26, June 2, June 9, and June 16, 2011 at the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE, BE IT RESOLVED by the Municipal Building Authority of Park City, Utah that:

SECTION 1. BUDGET ADOPTED. The following revised budget is hereby adopted as the Fiscal Year 2011 Municipal Building Authority Revised Budget for Park City, Utah:

Debt Service Fund		$0
Capital Improvement Program		$1,142,583
	Subtotal:	$1,142,583
LESS:		
Ending Balance		($516,083)
	Subtotal:	($516,083)
TOTAL MBA BUDGET		$626,500

SECTION 2. BUDGET ADOPTED. The following budget is hereby adopted as the Fiscal Year 2012 Municipal Building Authority Budget for Park City, Utah:

Attachment C

Debt Service Fund	$0
Capital Improvement Program	$764,064
Subtotal:	$764,064
LESS:	
Ending Balance	($514,583)
Subtotal:	($514,583)
TOTAL MBA BUDGET	$249,481

SECTION 3. EFFECTIVE DATE. The Resolution for the revised budget shall take effect on June 16, 2011, the Resolution for the budget shall take effect on July 1, 2011.

PASSED AND ADOPTED this 16th day of June, 2011.

PARK CITY MUNICIPAL BUILDING AUTHORITY

Chairman Dana Williams

Attest:

Janet M. Scott, Deputy Secretary

Approved as to form:

Mark D. Harrington, City Attorney

Ordinance No. XX-XX

ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL, AND STATUTORY OFFICERS FOR FISCAL YEAR 2011 – 2012 IN PARK CITY, UTAH

WHEREAS, the City Council has the power to establish compensation schedules pursuant to UCA 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 July 16, 2011;

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:

FY 2011-2012

	Salary	Benefits	Total Compensation Value
Mayor	$23,007	$13,881	$36,888
City Council	$12,486	$13,881	$26,367

	Salary
City Manager	$114,444 - $141,415 per year
City Attorney	$109,315 - $136,225 per year
City Treasurer	$95,396 - $114,444 per year
City Engineer	$83,905 - $106,121 per year
City Recorder	$26,488 - $40,641 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. The Mayor shall also receive $250 per month in car allowance. In addition, the Mayor and Mayor Pro-Term shall receive $100 per wedding performed. Statutory officers are eligible for all benefits available to regular FTE, unless otherwise determined by the Mayor and City Council.

SECTION 4. EFFECTIVE DATE**.** This Ordinance shall be effective July 1, 2011.

PASSED AND ADOPTED this 16th day of June, 2011

PARK CITY MUNICIPAL CORPORATION

____
Mayor Dana Williams

Attest:

____
Janet M. Scott, City Recorder

Approved as to form:

____
Mark Harrington, City Attorney

PARK CITY REDEVELOPMENT AGENCY
SUMMIT COUNTY, UTAH
JANUARY 6, 2011

I ROLL CALL

Chairman Dana Williams called the regular meeting of the City Council to order at approximately 7 p.m. at the Marsac Municipal Building on Thursday, January 6, 2011. Members in attendance were Dana Williams, Alex Butwinski, Joe Kernan, Cindy Matsumoto, Dick Peek, and Liza Simpson. Staff present was Tom Bakaly, Executive Director, and Mark Harrington, City Attorney.

II PUBLIC INPUT

None.

III MINUTES OF MEETING OF DECEMBER 2, 2010

Candace Erickson, "I move approval". Joe Kernan seconded. Motion unanimously carried.

IV CONSENT AGENDA

Resolution establishing a regular meeting date, time, and location for 2011 meetings and appointing officers of the Board of Directors of the Park City Redevelopment Agency – Joe Kernan, "I move approval of the Consent Agenda". Alex Butwinski seconded. Motion unanimously carried.

V ADJOURNMENT

With no further business, the regular meeting of the Redevelopment Agency was adjourned. The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott, Secretary

PARK CITY MUNICIPAL BUILDING AUTHORITY
SUMMIT COUNTY, UTAH
JANUARY 6, 2011

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, January 6, 2011. Members in attendance were Dana Williams, Alex Butwinski, Candace Erickson, Joe Kernan, Cindy Matsumoto, and Liza Simpson. Staff present was Tom Bakaly, City Manager and Mark Harrington, City Attorney.

II PUBLIC INPUT

None.

III MINUTES OF MEETING OF JUNE 18, 2010

Joe Kernan, "I move approval of the Minutes". Candace Erickson seconded. Motion unanimously carried.

IV CONSENT AGENDA

Resolution establishing a regular meeting date, time, and location for 2011 meetings and appointing officers of the Board of Directors of the Park City Municipal Building Authority – Liza Simpson, "I move approval of the Resolution establishing regular meeting dates, etc. for the MBA". Alex Butwinski seconded. Motion unanimously carried.

V ADJOURNMENT

With no further business, the regular meeting of the Municipal Building Authority was adjourned.

The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott, Secretary