

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JUNE 7, 2012**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 7, 2012.

Work Session

2:00 p.m.	Council questions/comments	
2:10 p.m.	Post Office mail delivery in Old Town	P. 6 - 10
2:30 p.m.	Recreation survey – Ron Vine, Leisure Vision	P. 11 - 68
3:30 p.m.	Budget discussion	P. 69 - 172
	• Personnel policies and Procedures • Fee changes • City Council and statutory officers compensation • Budget policies • Comprehensive Emergency Management Plan update • Outstanding budget issues	
4:30 p.m.	Jason Davis, UDOT Region 2 Director - SR224 project update	P. 173 - 174
4:45 p.m.	Continuation of Capital Improvement Program discussion	
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 the agenda)*

IV NEW BUSINESS

1. Consideration of an Ordinance approving a plat amendment for 573 Main Street and 564/572 Park Avenue, Park City, Utah
 - (a) Public hearing
 - (b) Motion to continue to a date uncertain
2. Consideration of Master Festival License for Plaza Palooza every Thursday night between June 14 through September 13, 2012, plus up to an additional 8 event nights at Silver Star Village during the same time period, as conditioned P. 175 - 192
 - (a) Public hearing
 - (b) Action
3. Consideration of a Resolution adopting the Personnel Policies and Procedures Manual, dated July 1, 2012 for Park City Municipal Corporation P. 101
 - (a) Public hearing
 - (b) Action

4. Consideration of a Resolution amending the Fee Resolution and replacing Resolution No. 08-12 in its entirety P. 106
 - (a) Public hearing
 - (b) Action
5. Consideration of an Ordinance establishing compensation for the Mayor, City Council and statutory officers for fiscal year 2012-2013 in Park City, Utah P. 171
 - (a) Public hearing
 - (b) Action
6. Consideration of a Resolution adopting the Comprehensive Emergency Management Plan P. 140
7. Consideration of an Ordinance adopting a tentative revised budget for Fiscal Year 2012 and a tentative budget for fiscal year 2013 for Park City Municipal Corporation and its related agencies and authorizing the computation of the property tax rate at a no tax increase rate P. 91
 - (a) Public hearing
 - (b) Action

V ADJOURNMENT

Closed Session

Property and litigation

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

Posted: 05/29/12

See www.parkcity.org

Note: This future meeting schedule is TENTATIVE and subject to change.

June 2012

- 14 Budget – work and public hearing
Emergency planning, wildfire prevention and communication – work
Summit Land Conservancy Endowment Request and Future Conservation Easements on City Open Space
Summit Land Conservancy request conference sponsorship
Sundance Film Festival Transit Automatic Vehicle Location (AVL) Use Agreement – KC
Community Covenant Resolution
EC Company for standby generator maintenance in the amount of \$____ - SB
PC Heights construction agreement
PC Heights special assessment bond
Carollo contract - RMc
- 21 High altitude training – study
(Regular meeting begins at 5 p.m. and limited to budget)
- 28 Ice Arena update
Sundance Policy – study – JW
SR 224 Corridor Study (45 min)
RAB interviews
GreenPark Co-Housing Purchase Agreement
Franklin Richards/PCMC Annexation public hearing - KW

July 2012

- 5 **No meeting**
- 12 Night Sky Ordinance – study – TP
Vai Lealaitafea sworn in as a sergeant; Juan Pablo Torres and James Rodrigues sworn in as officers.
Ordinance approving the 80 Daly Avenue plat amendment located at 80 Daly Avenue, Park City, Utah – FA
Balanced Growth Study findings – work – (90 min)
- 19 **Dick gone**
- 26 Bonanza Park Plan update

August 2012

- 2 **No meeting – Dana gone**
- 9
- 16 **Dick gone**
- 23
- 30 Business recruitment

September 2012

- 6
- 13
- 20
- 27 Latino Community outreach and engagement - study

Pending Items:

Interviews/appointments

- BOA
- Planning Commission

- Library Board
- PAAB

RDA Strategic Plan

Resolution establishing a strategic plan for City-owned property with development potential in Park City, Utah and repealing and replacing Resolution No. 22-05 in its entirety

Study sessions:

Rocky Mountain Power substation

Budget Calendar

May 3

Work Session

- Presentation of the Tentative Budget
 - Budget Overview & Timeline
 - Update of Financial Impact Report (FIAR)
- Revenue/Expenditure Summary

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 17

Work Session

- CIP Budgets
 - CIP Alternative Matrix
 - OTIS Update
 - Downtown Projects
- Revenue & Taxation Policy

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 24

Work Session

- Continuation of CIP Budgets
- Open space easements and endowments
- Operating Expenditures
- Strategic Plan Team Presentations

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

May 31

Work Session

- Operating Expenditures
- Strategic Plan Team Presentations
- Benefits
 - Pay plan
 - URS-Retirement
 - Health Insurance

Regular Meeting

- [Public Hearing on the Tentative Budget](#)

June 7

Work Session

- Personnel Policies and Procedures (P&P) Manual
- Fee Changes
 - Administrative Interfund Transfers
 - Special Event Fees
 - Other Fees
- City Fee Resolution
- Council Compensation
- Budget Policies
- Outstanding Budget Issues
- Adopt CEMP update by resolution

Regular Meeting

- Adoption of the Personnel P&P Manual by Resolution
- [Public Hearing on the Tentative Budget](#)
- Adoption of the Tentative Budget
- [Public Hearing on the City Fee Schedule](#)
- Adoption of the City Fee Schedule by Resolution
- [Public Hearing on Council Compensation](#)
- Adoption of Council Compensation Resolution
- Adopt CEMP update by resolution

June 14

Work Session

- Outstanding Budget Issues (if necessary)

Regular Meeting

- [Public Hearing on the Final Budget](#)

June 21

Work Session

- Presentation of the Final Budget
- Outstanding Budget Issues

Regular Meeting

- [Public Hearing on the Final Budget](#)
- Adoption of the Final Budget by Resolution

Redevelopment Agency Meeting

- [Public Hearing on the RDA Budgets](#)
- Adoption of the RDA Budgets by Resolution

Municipal Building Authority Meeting

- [Public Hearing on the MBA Budget](#)
- Adoption of the MBA Budget by Resolution

* Schedules and topics subject to change



City Council Staff Report

Subject: United States Post Office's
Mailboxes within Old Town's ROWs - Discussion
Author: Thomas Eddington, Planning Director
Matthew Cassel, P.E., City Engineer
Department: Planning, Engineering
Date: June 7, 2012
Type of Item: Informational/Work Session

Summary Recommendations:

Staff would like to review with Council the concept of individual mail boxes in sections of Old Town with staff's recommendation to deny the use of individual mail boxes in the deliverable section of Old Town.

Topic/Description

The United States Postal Service (USPS) has recently notified residents in sections of Old Town that they will now need to pay a fee for their P.O. Box. Numerous residents have approached the USPS requesting the use of individual mail boxes at their residence (free delivery) instead of paying for a P.O. Box. The USPS has directed these requests for individual mail boxes to the City for consideration.

Background

The USPS currently provided delivery service north of Deer Valley Drive and in a few locations up in Empire Canyon and the Deer Valley area. Their ultimate goal was to provide delivery service to all areas of Park City except a section of Old Town bounded by Heber Avenue to the north, Marsac Drive to the east, the top of Daly Avenue to the south, and west to the resort lands. These areas will continue to receive free P.O. Boxes from the Post Office.

In August 2009, the USPS approached the City with a request to utilize cluster mailboxes in strategic locations near and within the Old Town area. If approved the first cluster mailbox would have been located at the bottom of Rossi Hill Drive approximately in front of the Bureau of Land Management (BLM) property.

During the September 1, 2011 work session, staff brought to council the USPS' request to use cluster (gang) mail boxes in the Right-of-Way (ROW).

- The USPS' position was that although the use of a delivery system using cluster mailboxes is not more efficient than post office boxes, because of the high number of second home owners, there are inefficiencies. When tourists/second home owners visit Park City for extended visits, they have a tendency to have their mail forwarded to their temporary residency in Park City. Unfortunately, a large number of them provide their *home*

address as their mailing address and not a post office box. The USPS spends a considerable amount of time returning mail (packages are processed in an attempt to find the owner) because they can't be delivered. The USPS believed the cluster mailboxes would reduce the amount of mail/packages that need extra handling since the cluster mailboxes will be associated with a particular address.

Staff's recommendation to Council at the September 1, 2011 work session was to deny the request for cluster mailboxes in the ROW. Over the last month, the USPS started notifying the affected areas of Old Town that they would be required to now pay a fee of \$80/year for their use of a P. O. Box located in one of the two Post Offices in town. The USPS estimates that approximately 150 residences will be affected by this action. These approximately 150 residences are a mix of full time residents and second home owners. Numerous residents have balked at paying for a P.O. Box and requested the use of a conventional mail box located in the front of their residences to maintain free delivery of their mail.

Analysis

On May 14, 2012, Thomas Eddington and Matthew Cassel met with Ronda Donica of the USPS to discuss the issue. From that meeting, it was understood by staff that the USPS does not want to have individual mailboxes located at each residence rather their preference is to cluster the individual mail boxes together in a "gang" mailbox style. Staff asked about attaching the mail boxes to the front of the residences, to which the USPS stated their preference is to locate the mail boxes at the street in a cluster format given that they will not have a walking mailperson – they intend to use a vehicle. In order for the USPS to put boxes at the street, the City would have to approve their use in the ROW.

There are numerous reasons why individual mail boxes would be difficult to incorporate into Old Town:

- On many of the already re-constructed streets, locating the parking directly behind the curb and gutter interferes with the possible street location of the mail box,
- Numerous residents have provided a ten (10) foot wide public snow storage area along the front of their property. Staff prefers to not locate a mail box in this area where the snow will be thrown and stored throughout the winter months,
- With the amount of snow received by Park City annually every winter, the number of street located mail boxes damaged by snow removal activities would increase significantly,
- Existing retaining walls and other infrastructure will also contribute to the difficulty in locating a mail box in front of numerous residences,
- What the previous four points indicate is that staff's determination on mail box location will be consistently applied but will be extremely inconsistent

in determining who can or cannot have a mail box located in front of their residence.

Other potential issues caused by the use of individual mail boxes in Old Town include:

- Compliance with HDDR guidelines – The guidelines do not address mailboxes directly; the impact of mailboxes throughout Old Town could be significant in terms of character, aesthetics, etc. However, it is recognized that the most severe impacts would be to the right-of-way, accessibility, snow storage, traffic, etc.,
- Permitting process for the mail boxes - Since the mail box would not be considered a structural element and would not have specific requirements dictated by the International Building Code (IBC), a permit would not be needed by the Building Department. A permit may need to be issued by the City Engineer because of the ROW location with design review by the Planning Department. If the decision is to move forward with allowing individual mail boxes, staff would have to develop and codify a mail box permit either as part of other existing processes or as a stand-alone process.

Due to the above factors, Staff does not recommend allowing individual mailboxes in the ROW. Additionally, two other alternatives were developed for the deliverable section of Old Town (defined as the area bounded by Deer Valley Drive to the north and east, Heber Avenue to the south, the resort to the west, and all the residents in the Rossi Hill section of town):

1. Deny the use of individual mail boxes in the deliverable section of Old Town. The only alternative for residents in this area is to purchase a P.O. Box,
2. Subsidize the cost of the P.O. Boxes. With approximately 150 homes affected at a cost of \$80 per home could be a maximum of \$12,000 year subsidized by the City.
3. Allow the use of individual mail boxes but only if clustered together.

Each alternative has their individual impacts. The following are potential impacts, both positive and negative, created by each alternative:

1. Deny the use of individual mail boxes in the deliverable section of Old Town:
 - Up to 150 residents would now have to pay \$80 per year for a P.O. Box,
 - Additional clutter will not occur on the street where the mail boxes are located. Additionally traffic issues when individuals are picking up their mail will not need to be mitigated,
 - Snow plowing and storage issues are not negatively impacted,
 - Old Town compatibility/character retained.

2. Subsidize the cost of the P.O. Boxes:
 - Up to 150 residents would not have to pay \$80 per year for a P.O. Box,
 - Additional clutter will not occur on the street where the mail boxes are located. Additionally traffic issues when individuals are picking up their mail will not need to be mitigated,
 - Old Town compatibility/character retained,
 - Approximately \$12,000 would be the on-going yearly cost of the program if all 150 affected residents chose this option,
 - It would be possible that other neighborhoods currently paying for their P.O. Boxes such as Silver Star (approximately 20 residences) and Snow Creek Cottages (13 residences) would request the City to subsidize their P.O. Box costs. This would cost an additional \$2,640 per year if all residences requested inclusion,
 - Staff time would be required to administer this program which would include verifying on a yearly basis those in the program, and making a determination for those requesting inclusion in the program.
3. Allow the use of individual mail boxes in the deliverable area of Old Town but only if clustered together:
 - Design guidelines for the clustered mail boxes would need to be developed including:
 - Acceptable number of boxes at each site,
 - Location of each cluster site, and
 - Acceptable styles of the mail boxes,
 - Analysis will need to be completed on the impacts to parking along with possible mitigation efforts required,
 - The locations of individual mail boxes clustered together will be sporadic and the number of mail boxes at each cluster will vary. While numerous residents will request mail boxes so they will not have to pay for a P.O. Box, many residents will simply pay the fee. Staff is not able to predict where the cluster of mail boxes will be located because demand will drive the exact location.
 - Analysis will be required to determine the impacts to home owners adjacent to the selected cluster mail box sites,
 - Development of a permitting process will need to occur, and
 - Oversight of the program will be required by Planning and Engineering.
 - Council rejected a similar concept in September 2011.

From the analysis provided, staff's recommendation is to deny the use of individual mail boxes for the following main reasons:

- Clustering of individual mail boxes is relatively close to the concept of gang boxes which Council rejected on September 1, 2011,
- There are residents in town that currently have only one option to receive mail and that is through the purchase of a P.O. Box with the USPS. Snow Creek Cottages and Silver Star residents all purchase a P.O. Box so they can receive their mail. The allowance of this option in the deliverable area of Old Town would be no different.

Department Review

This report has been reviewed by Planning, Public Works, Sustainability, Building, Legal and the City Manager's office. All comments have been integrated into this report.

Alternatives

A. Deny the Use of Individual Mailboxes:

If the request for the individual mailboxes is denied, USPS will continue to move forward with their notification process and inform the residents that individual mail boxes are not an option. **This is staff's recommendation.**

B. Select One of the Other Two Alternatives:

Selection of the subsidizing alternative or allowing individual mailboxes alternative is not recommended by staff.

C. Continue the Item:

If the Council needs more information the item can be continued.

D. Do Nothing:

This option would not allow for resolution of this issue.

Significant Impacts

By not allowing individual mail boxes in specific areas of Old Town will require approximately 150 residents to start paying \$80 per year for their P.O. Box.

Recommendation

Staff would like to review with Council the concept of individual mail boxes in sections of Old Town with staff's recommendation to deny the use of individual mail boxes in the deliverable section of Old Town.

City Council Staff Report

Author: Ken Fisher, Recreation Manager
Subject: Recreation Needs Assessment
Date: June 7, 2012
Type of Item: Informational



Recreation & Library
Department

Summary Recommendations

No action or direction is required at this time as this report is for informational purposes only.

Description

A. Topic:

Presentation on the recently completed joint Recreation Needs Assessment by Leisure Vision

B. Background

In May 2007 Leisure Vision completed a Community Attitude & Interest Citizen Survey for Park City. This survey was a random sampling of 2,000 households within the city limits which resulted in 439 surveys being completed.

The results of the citizen survey were a key driver in the improvements that have been made in recreation since 2007. For example the survey showed that the number one improvement that we could make to the recreational offerings was to renovate the Racquet Club. One of the other amenities that showed a high importance and a high unmet need was an off-leash dog park. As you are well aware we have completed both of these projects.

In 2002 Basin Recreation and Park City hired Wikstrom Economic and Planning Consultants to look at current recreation programming, facilities & budgets of the two entities and to also project future facility needs of each entity based on the Mountain Recreation Standard. The bottom line of the "Wikstrom Report" was that whenever possible Park City and Basin Recreation should look to develop recreation facilities and operate programs and facilities in a cooperative effort as there is an economy of scale that is realized when we work together versus as separate entities.

In December 2011 Park City Municipal and Snyderville Basin Recreation District hired Zions Bank Public Finance to update the 2002 Wikstrom Report. This study took a scientific approach to looking at the number of facilities offered comparing it to the Mountain Recreation Standard. This study is a different approach (scientific) than the community survey which is a citizen driven approach to determining what recreational amenities and programs we should be providing to the community.

A. Analysis

Basin Recreation in partnership with the City issued an RFP in January for the citizen survey. The selection committee made up of staff from each entity chose Leisure Vision to develop and administer the survey.

Basin Recreation contracted with Leisure Vision/ETC Institute to conduct a Community Attitude and Interest Survey to establish priorities for the future development of parks and recreation facilities, programs and services within the community. The survey was designed to obtain statistically valid results from households throughout the boundaries of the Park City School District.

The survey was mailed to all residential addresses in zip codes 84060, 84068 & 84098. This totals 13,412 surveys. The survey was administered by a combination of mail and internet.

The goal was to obtain a total of at least 1,200 completed surveys. This goal was accomplished as total of 2,284 surveys were completed (1,953 by mail and 331 online). The results have a 95% level of confidence with a margin of error of +/- 2.1%.

The executive summary is attachment 1 which summarizes the major survey findings.

Department Review & Input Received From: Recreation & Library Department, Legal Department, & the City Manager

Alternatives:

A. Approve the Request: There is no request at this time as the presentation is for informational purposes only.

B. Modify the Request:

C. Continue the Item:

D. Do Nothing:

Significant Impacts: The Community Attitude & Interest Survey will be a component in the development of a new Recreation Master plan for Park City. The citizen survey results combined with the Zion's will help staff and City Council to make informed decisions related to recreation facility development, facility improvements and programming needs. Staff anticipates beginning the Recreation Master Plan process in the fall of 2012.

Consequences of not taking the Recommended Action: No action is required as the presentation is for informational purposes only.

2012 Community Interest and Opinion Survey

Final Report

Submitted to

*Park City and the Snyderville
Basin Special Recreation District*



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Olathe, KS 66061

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May 2012

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Section 1:
Executive Summary

Park City Municipal Corporation and Snyderville Basin Special Recreation District **Executive Summary Report**

Overview of the Methodology

Leisure Vision conducted a Community Interest and Opinion Survey for Park City and the Snyderville Basin Special Recreation District in April and May of 2012. The purpose of the survey was to help determine priorities for recreation facilities and programs for the community. The survey was administered via an online survey and through the mail.

Leisure Vision worked extensively with Park City and Snyderville Basin officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

In the Spring of 2012, a seven-page survey was mailed to a random sample of 13,412 households throughout Park City and the Snyderville Basin Special Recreation District. In addition, an online survey was made available to all residents of the area.

The goal was to obtain a total of at least 1,200 completed surveys. This goal was far exceeded, with a total of 2,284 surveys being completed (1,953 by mail and 331 online). The level of confidence is 95% with a margin of error of +/-2.1%.

The following pages summarize major survey findings.

Major Survey Findings

- **ALL Parks and Amenities Households Have Visited Over the Past 12 Months.** Sixty percent (60%) of respondent households indicated they have visited City Park in the past 12 months. Other parks and amenities visited include Willowcreek Park (55%), Trailside Park (44%), and Trailside Bike Park (24%). The parks visited the least in the past 12 months include Park City Skate Park (12%), Trailside Dog Park (11%), and Trailside Skate Park (10%).
- **THREE Parks and Amenities That Households Visited Most Often.** Based on the sum of their top three choices, the parks and amenities that respondents used most often are Willowcreek Park (55%), City Park (49%), Trailside Park (36%) and Trailside Bike Park (16%).
- **Physical Condition of ALL Parks and Amenities Visited.** Ninety-eight percent (98%) of households rated the physical condition of all parks and amenities visited in Park City and the Snyderville Basin Special Recreation District as either “excellent” (65%) or “good” (33%). The remaining 2% indicated the condition of all parks and amenities as “fair”.
- **Programs Household Members Participated In During the Past 12 Months.** Almost one-third of households (31%) participated in at least one program offered by the Park City Recreation Department during the past 12 months. Fifteen percent (15%) of respondents indicated they participated in 3 to 4 programs. Of the remaining households, 6% indicated they took part in 5 to 9 programs, 1% in 10 to 19 programs, and 1% in 20 or more programs. Forty-five percent (45%) of households indicated they participated in no programs during the past 12 months.
- **Overall Quality of ALL Programs Offered by the Park City Recreation Department.** Fifty-nine percent (59%) of respondent households rated the overall quality of programs offered by the Park City Recreation Department as either “excellent” (29%) or “good” (30%). Of the remaining households who participated in programs, 2% rated the overall quality of programs as “fair”. Thirty-nine percent (39%) of respondents indicated having no experience with Park City programs.
- **Programs Offered by the Snyderville Basin Special Recreation District that Households Participated In During the Past 12 Months.** Almost one-third of households (30%) participated in at least one program offered by the Snyderville Basin Special Recreation District during the past 12 months. Thirteen percent (13%) of respondents indicated they participated in 3 to 4 programs. Of the remaining households, 5% indicated they took part in 5 to 9 programs, 1% in 10 to 19 programs, and 1% in 20 or more programs. Fifty percent (50%) of households indicated they participated in no programs during the past 12 months.

- **Overall Quality of ALL Programs Offered by the Snyderville Basin Special Recreation District.** Fifty-two percent (52%) of respondent households rated the overall quality of programs offered by the Snyderville Basin Special Recreation District as either “excellent” (29%) or “good” (23%). Of the remaining households who participated in programs 2% indicated it was “fair”. Forty-six percent (46%) of respondents indicated having no experience with Snyderville Basin programs.
- **ALL Major Recreation and Sports Facilities Respondent Household Members Have Used.** Fifty-nine percent (59%) of households indicated they used Basin Recreation Fieldhouse. Other recreation and sports facilities households indicated using the most include Park City Ice Arena (37%), Park City Aquatics Center (Ecker Hill) (36%), and Park City MARC (36%). The recreation and sports facilities used the least include private fitness facilities (25%), Ecker Hill Field Complex (22%), and Park City MARC Outdoor Pools (21%).
- **How Respondent Households Rate the Condition of the Facilities Used.** Ninety-five percent (95%) of respondents rated the condition of Park City Sports Complex (Quinn’s) as either “excellent” (63%) or “good” (32%). Other facilities with similar ratings include Park City MARC (63% “excellent, 29% “good”) and South Summit Aquatic and Fitness Center (62% “excellent”, 32% “good”). On the lower end of the ratings were Park City Aquatics Center (37% “excellent”, 45% “good”) and Park City MARC outdoor pools (19% “excellent”, 57% “good”).
- **Major Recreation and Sports Facilities That Households Used the Most During the Past Year.** Based on the sum of their top three choices, the recreation and sports facilities that respondents used the most during the past year are Basin Recreation Fieldhouse (49%), Park City MARC (26%), Park City Golf Club (25%), and Park City Aquatics Center (22%).
- **Ways Respondent Households Learn About Recreation Programs and Activities.** Fifty-seven percent (57%) of households indicated they learn about recreation programs and activities through *Play* magazine. Another 53% learn from friends and neighbors, while 45% learn through newspaper articles. The method that is used the least to learn about recreation programs and activities is social media (8%).
- **Recreation Facilities That Households Have a Need For.** Sixty-four percent (64%) of respondent households indicated the need for indoor fitness space (weight and cardio). An indoor walking and jogging track was chosen by 54% of households; 49% indicated the need for an outdoor swimming pool, while 46% wanted indoor group fitness studios. The recreation facilities least mentioned by households were an indoor equestrian center (8%), outdoor paddleball (5%), and an outdoor pickleball court (4%).

- **How Well Recreation Facilities Meet the Needs of Households.** Eighty-eight percent (88%) of households indicated that outdoor softball and baseball fields met their needs by 75% or more. Other facilities with comparable met needs are: outdoor playgrounds (87%), an outdoor skateboarding park (86%), and an indoor walking and jogging track (84%).
- **Recreation Facilities That Are Most Important to Respondent Households.** Based on the sum of their top four choices, the facilities that are most important to respondent households are indoor fitness space (34%), an outdoor swimming pool (21%), off-leash dog areas (21%), an indoor walking and jogging track (20%), and indoor group fitness studios (19%). The recreation facilities that are least important to respondents are outdoor paddleball (2%) and an outdoor pickleball court (1%).
- **Recreation Programs That Households Have a Need For.** Forty-six percent (46%) of respondent households indicated the need for adult fitness programs. Nordic programs (cross-country/skate ski) were chosen by 41% of households; 32% indicated the need for youth sports leagues and programs, while 30% wanted youth sports specialty camps (soccer, baseball). The recreation programs least mentioned by households were tennis tournaments (12%), figure skating programs (11%), and equestrian programs (9%).
- **How Well Recreation Programs Meet the Needs of Households.** Seventy-seven percent (77%) of households indicated that youth sports leagues and programs met their needs by 75% or more. Other programs with comparable met needs are: youth sports specialty camps (soccer, baseball) (71%), team sports programs (outdoor practice) (70%), youth summer day camp programs (69%), and learn-to-skate programs (67%).
- **Recreation Programs That Are Most Important to Respondent Households.** Based on the sum of their top four choices, the programs that are most important to respondents are adult fitness programs (27%), Nordic programs (22%), youth sports leagues and programs (14%), and golf lessons (12%). The recreation programs that are least important to respondents are tennis tournaments (4%) and programs for people with disabilities (3%).
- **Ways That Respondent Households Use Trails.** Ninety percent (90%) of households indicated they use trails for walking, hiking and running. Other uses for the trails include: mountain biking (68%), winter hiking and snowshoeing (64%), and dog walking (54%). Winter biking (8%) and equestrian activities (5%) were ways in which the trails were used the least by households.

- **Types of Trails Used by Households.** Eighty-nine percent (89%) of respondent households use soft surface multi-use trails, while 86% use hard surface multi-use trails. The remaining types of trails and their usage are as follows: back-country singletrack (69%), flow trails for mountain biking (52%), free-ride/trails for downhill mountain biking (33%), and specialized bike park and pump track areas (25%).
- **How Respondents Most Often Access Trail Systems.** Fifty-five percent (55%) of households most often access trails from their residence, while 43% access them from a trailhead. The remaining 2% access trail systems through other means.
- **Support for Separating Trails by User Types as a Method of Managing Trail User Conflicts.** Fifty-three percent (53%) of respondent households indicated they were either very supportive (22%) or somewhat supportive (31%) of separating trails by user types as a method of managing trail user conflicts. Of the remaining households, 23% were not sure and 24% were not supportive.
- **Ways That Respondents Recreate with Their Dog on Public Trails.** Forty-five percent (45%) of households indicated that they recreate with their dog on public trails while the dog is off-leash. The same number of respondents (45%) recreate with their dog while it is on a leash. Thirty-seven percent (37%) of households indicated they do not own a dog, and 4% do not recreate with their dog on public trails.
- **Number of Days Per Week Households Used Trails During the Past 12 Months.** Over one-third of respondents (35%) indicated they used trails 1 to 2 days per week during the past 12 months. Thirty-seven percent (37%) used trails 3 to 4 days per week, while 19% used them 5 to 6 days per week. The remaining 9% indicated they used trails 7 days per week over the past 12 months.
- **How Respondents Rate the Physical Condition of ALL Trails Visited.** Ninety-six percent (96%) of respondents rated the physical condition of all trails they visited as either “excellent” (47%) or “good” (49%). The remaining 4% felt they were “fair”.
- **All Programming Areas That Respondents Would Like Expanded or Improved at the Basin Fieldhouse.** Thirty-five percent (35%) of households indicated they would like to see an expanded weight room/cardio equipment area at the Basin Fieldhouse, while 34% would like expanded or improved group fitness class studios. The remaining expansions or improvements households would like to see at the Basin Fieldhouse include: a climbing wall (21%), a 2nd indoor field (19%), gymnasium space (wood floor) (14%), child care facilities (10%), and a multi-purpose room (for parties, etc.) (10%).

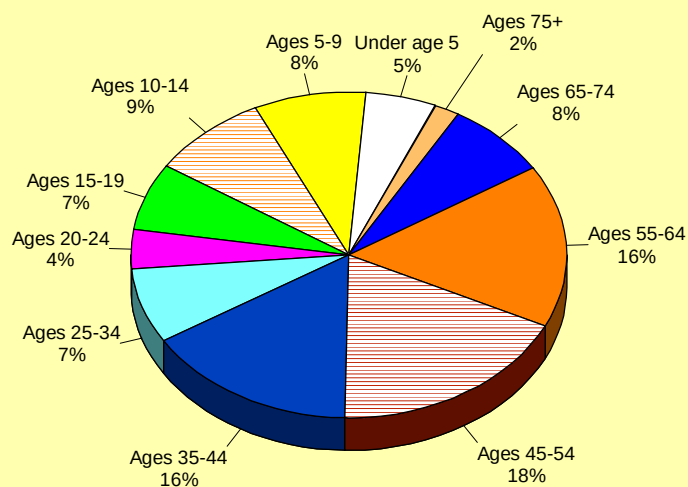
- **Expansions or Improvements to Existing Program Spaces or Development of New Program Spaces at the Basin Fieldhouse That Are Most Important to Households.** Based on the sum of their top four choices, the expansions/improvement households indicated are most important are: an expanded weight room/cardio equipment area (33%), group fitness class studios (32%), a climbing wall (19%), and a 2nd indoor field (18%).
- **Amenities Respondents Would Like at the Park City Aquatic Center.** Forty percent (40%) of respondents indicated that they would like to see indoor lap lanes for exercise swimming at the Park City Aquatic Center. Other amenities desired include an indoor leisure pool (35%), an indoor 50-meter lap/competition pool (20%), water aerobics (18%), and “other” amenities (11%).
- **Expansions/Improvements to Existing Program Spaces or Development of New Programs Spaces at the Park City Aquatic Center That Are Most Important to Households.** Based on the sum of their top two choices, the expansion/improvements to existing program spaces or development of new program spaces that are most important to households are: indoor lap lanes for exercise swimming (32%) and indoor leisure pool (30%).
- **Maximum Amount of Additional Property Taxes Households Are Willing to Pay to Fund Development/Operations of Parks and Facilities.** Fourteen percent (14%) of households indicated they are willing to pay an additional \$200 or more per year in property taxes to fund development and operations of parks and facilities in Park City and the Snyderville Basin. Furthermore, 8% are willing to pay an additional \$150 to \$199 per year, while 16% would pay \$100 to \$149 per year. The remaining additional tax levels are as follows: \$50 to \$99 per year (19%), \$25 to \$49 per year (15%), and \$1 to \$24 per year (11%). Seventeen percent (17%) of households indicated that are not willing to pay any additional property taxes to fund development and operations of parks and facilities.
- **Overall Value Households Received from the Park City Recreation Department.** Seventy-seven percent (77%) of respondent households indicated they were either “very satisfied” (45%) or “somewhat satisfied” (32%) with the overall value they received from the Park City Recreation Department. Of the remaining households, 16% indicated they were “neutral”, while 4% were “somewhat dissatisfied” and 3% were “very dissatisfied”.

- **Overall Value Households Received from the Snyderville Basin Special Recreation District.** Seventy-six percent (76%) of respondent households indicated they were either “very satisfied” (45%) or “somewhat satisfied” (31%) with the overall value they received from the Snyderville Basin Special Recreation District. Of the remaining households, 16% indicated they were “neutral”, while 5% were “somewhat dissatisfied” and 3% were “very dissatisfied”.

Section 2: Charts and Graphs

Q1. Age of All Persons Living In Household

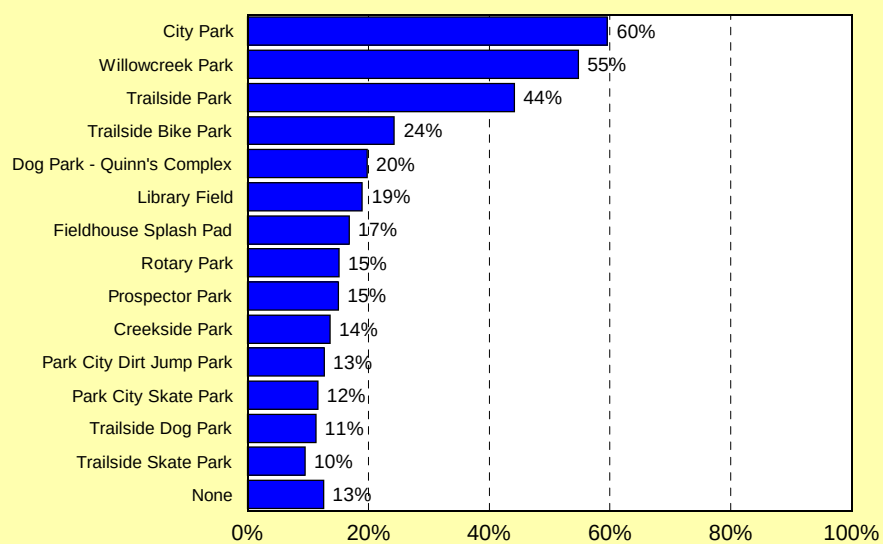
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q2. ALL Parks and Amenities Respondents Have Visited Over the Past 12 Months

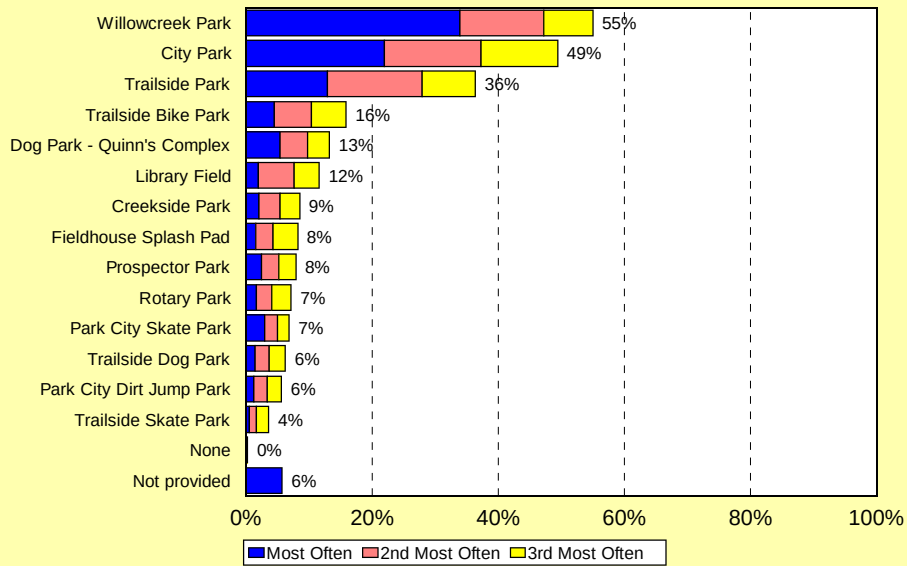
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q3. THREE Parks and Amenities Respondent Household Members Visit the Most Often

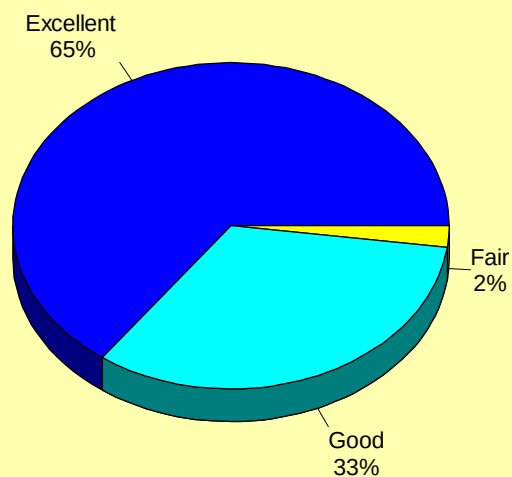
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute (May 2012)

Q4. How Respondents Rate the Physical Condition of ALL Parks and Amenities Visited

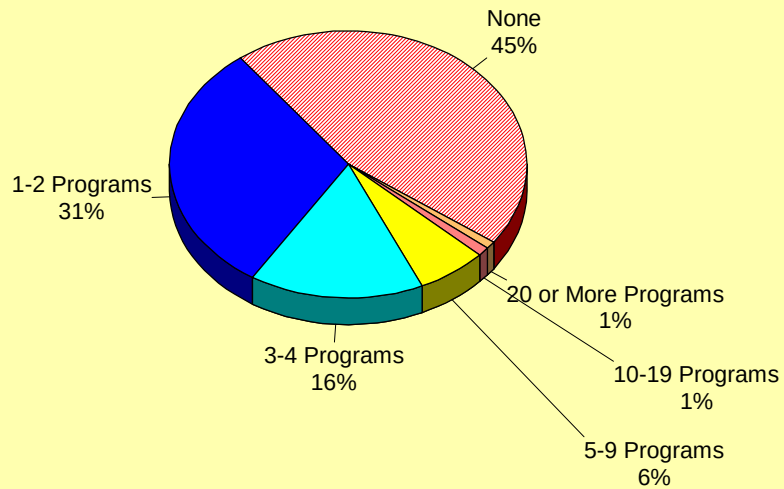
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q5. How Many Different Programs Offered by the Park City Recreation Department That Households Participated In During the Past 12 Months

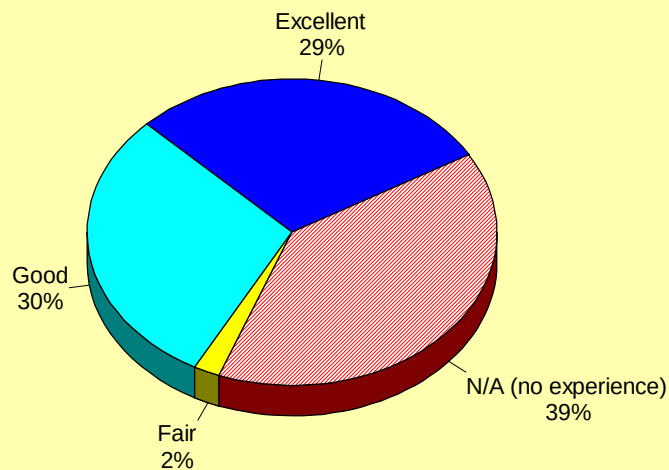
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q6. How Respondents Rate the Overall Quality of All Programs Offered by the Park City Recreation Department

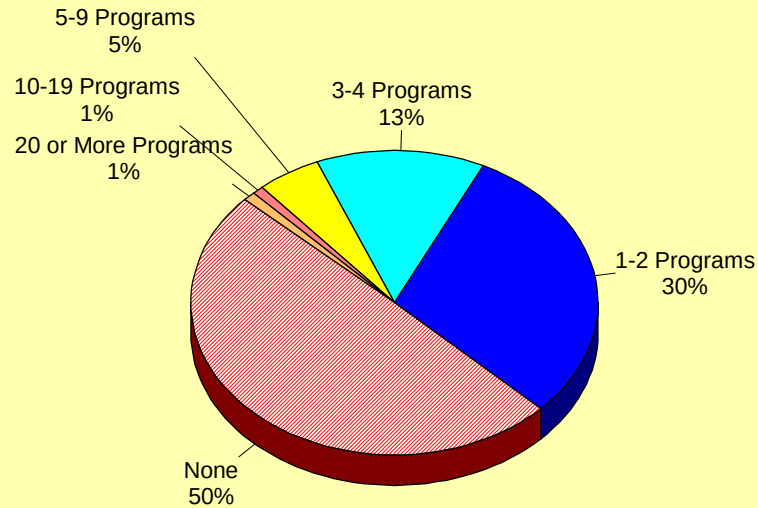
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q7. How Many Different Programs Offered by the Snyderville Basin Special Recreation District That Households Participated In During the Past 12 Months

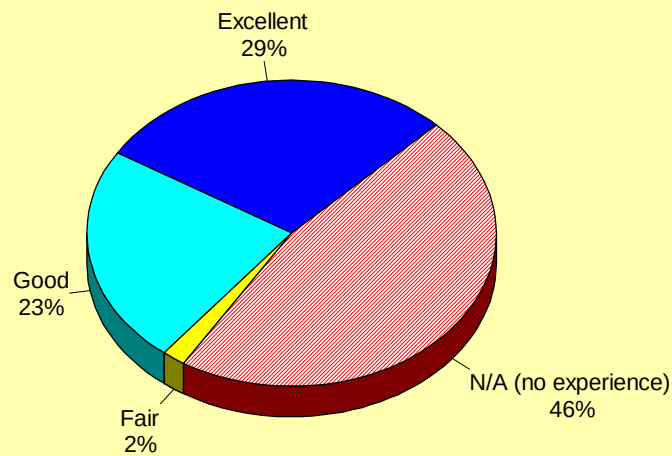
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q8. How Respondents Rate the Overall Quality of All Programs Offered by the Snyderville Basin Special Recreation District

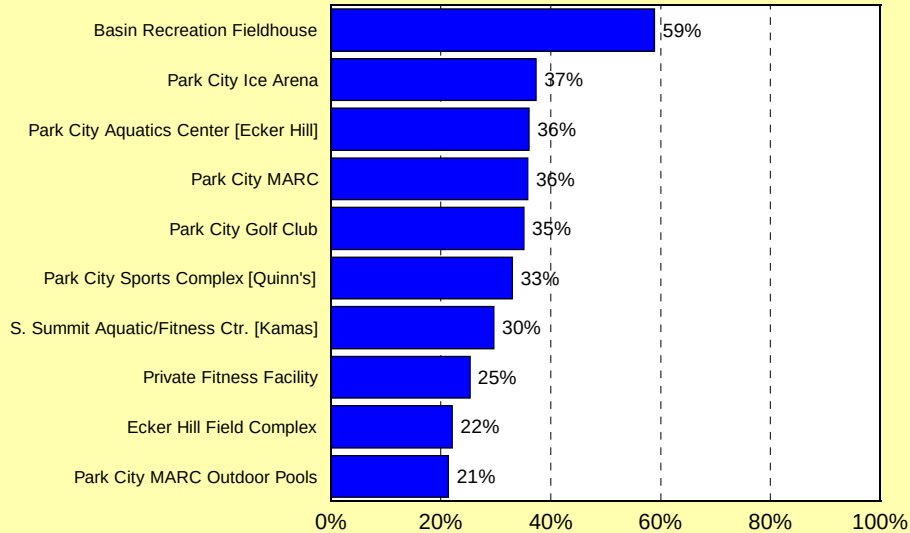
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q9. ALL Major Recreation and Sports Facilities Respondent Household Members Have Used

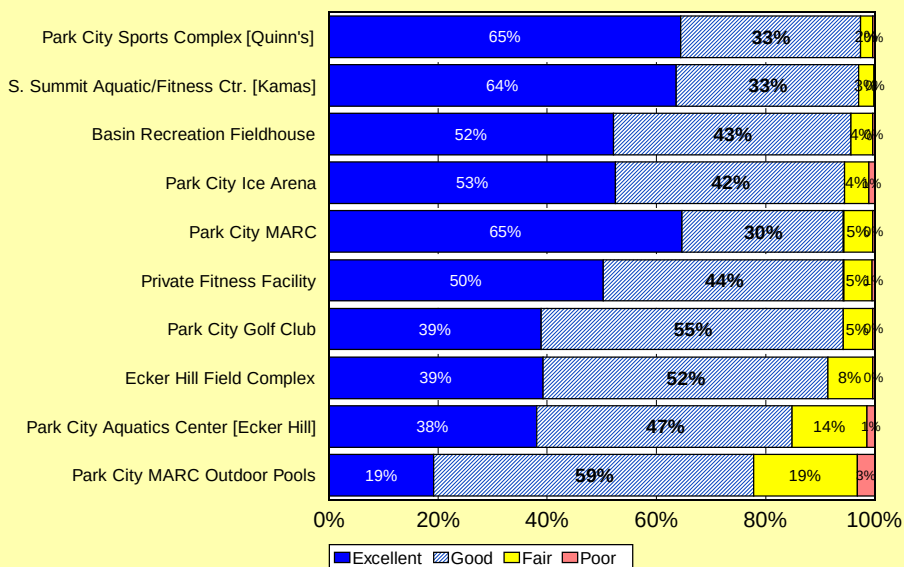
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q9a. How Respondent Households Rate the Condition of the Facilities Used

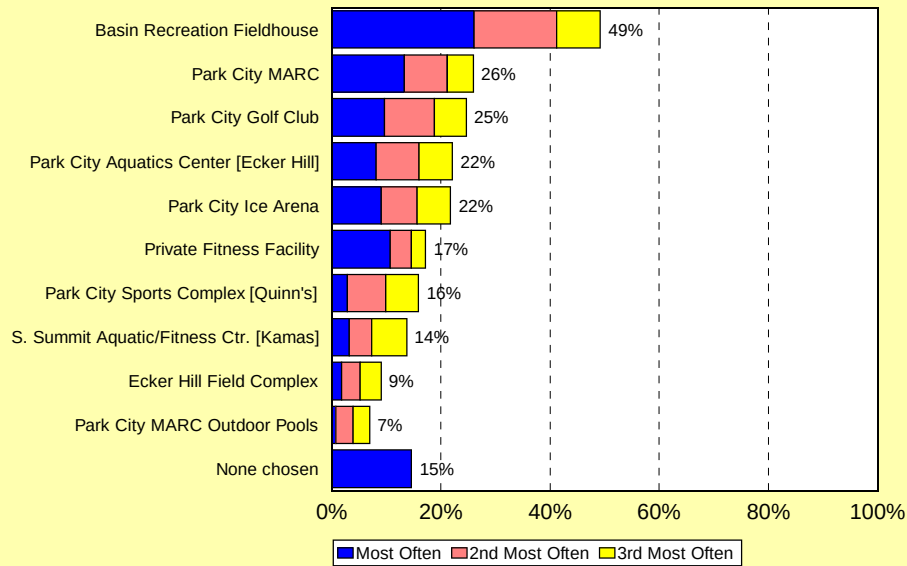
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute (May 2012)

Q10. THREE Major Recreation and Sports Facilities Respondent Household Members Used the Most During the Past Year

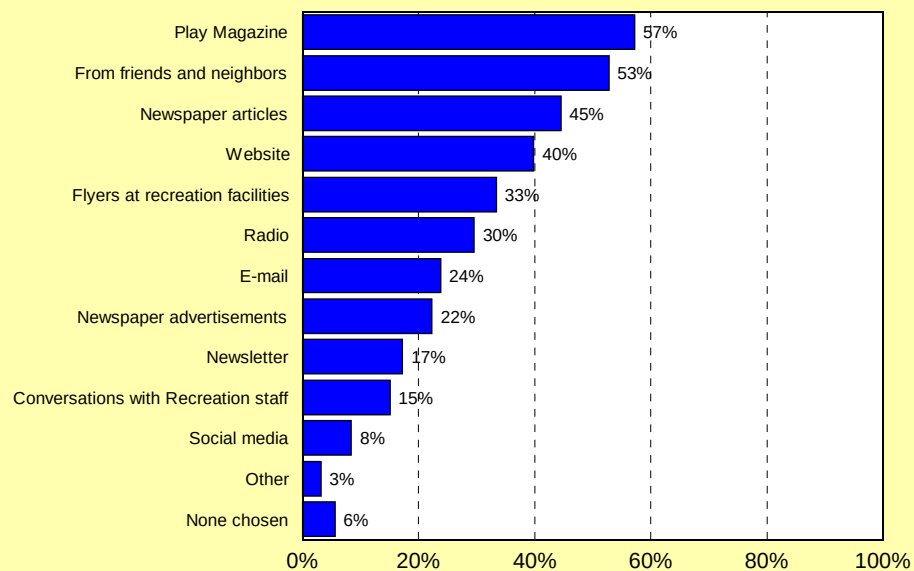
by percentage of respondents who selected the item as one of their top three choices



Source: Leisure Vision/ETC Institute (May 2012)

Q11. Ways That Respondent Households Learn About Recreation Programs and Activities

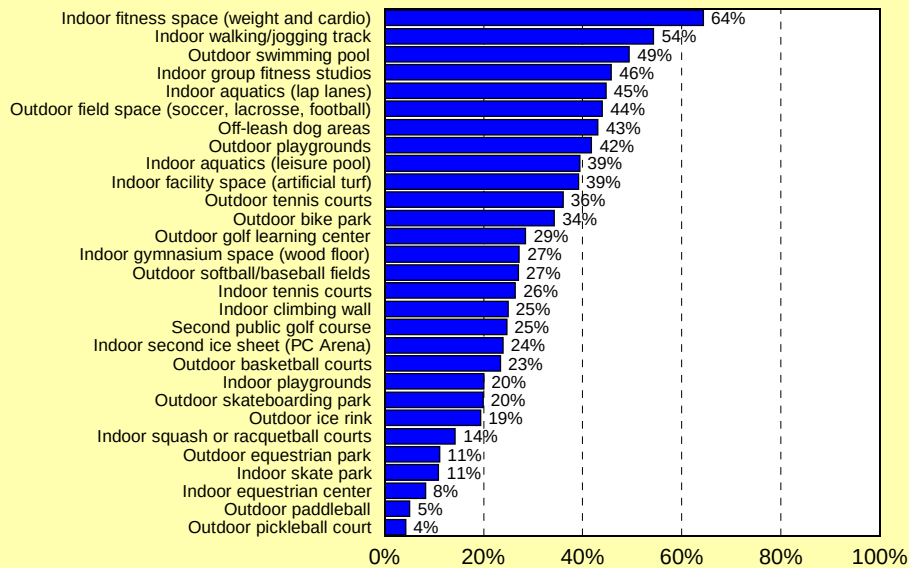
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q12. Recreation FACILITIES That Households Have a Need For

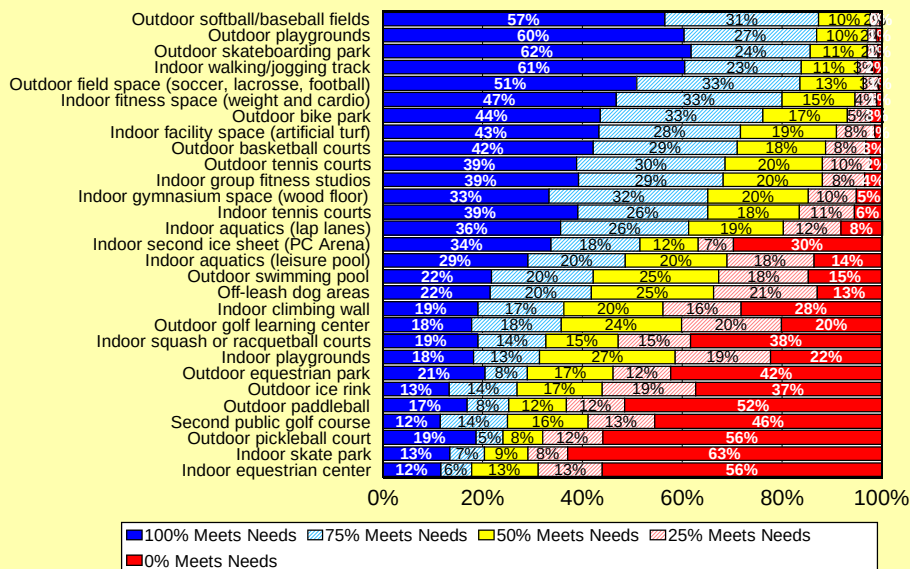
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q12a. How Well Recreation Facilities Meet the Needs of Households

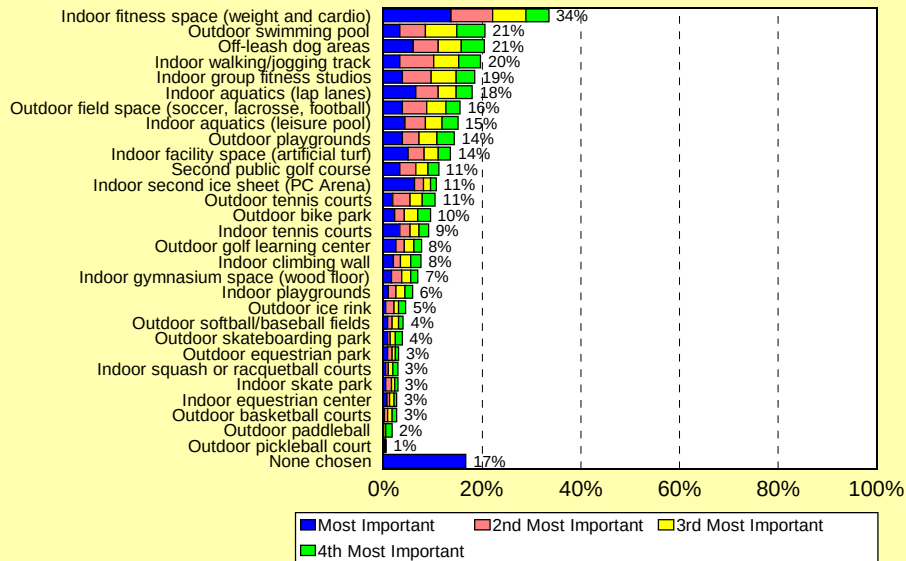
by percentage of respondents with a need for facilities



Source: Leisure Vision/ETC Institute (May 2012)

Q13. FOUR Recreation FACILITIES That Are Most Important to Respondent Households

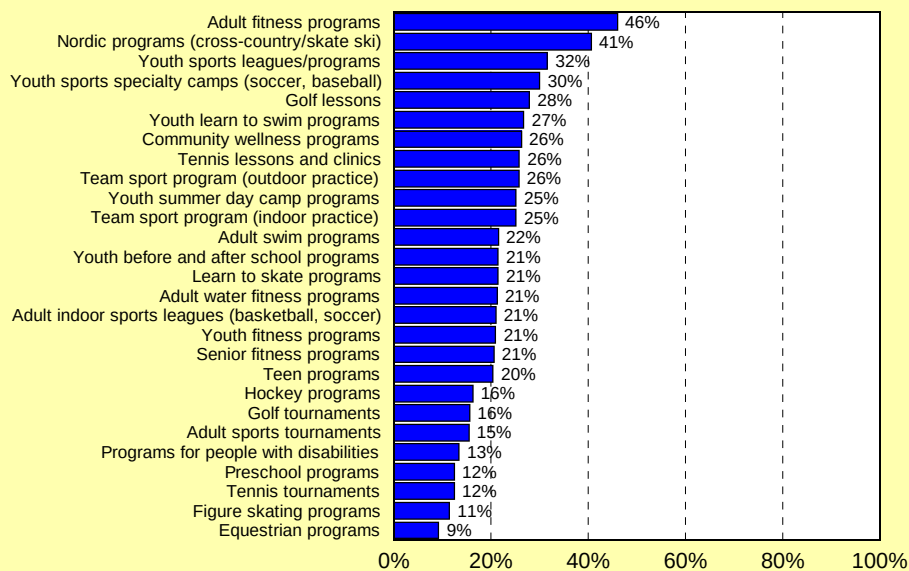
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute (May 2012)

Q14. Recreation PROGRAMS That Households Have a Need For

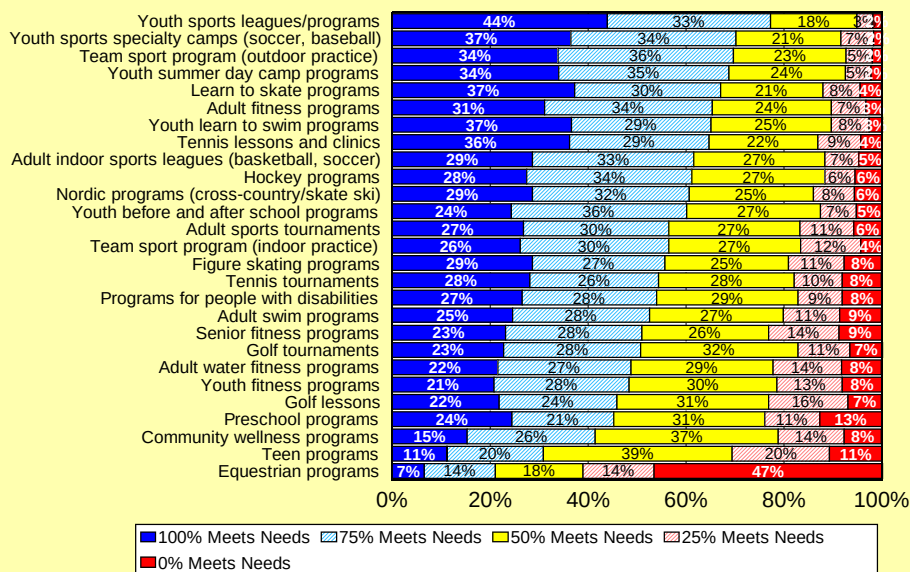
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q14a. How Well Recreation Programs Meet the Needs of Households

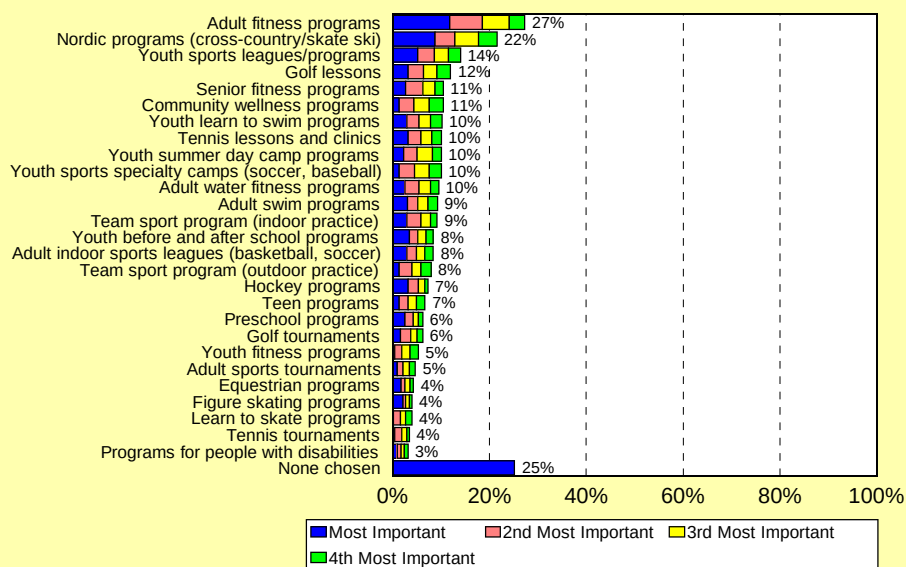
by percentage of respondents with a need for facilities



Source: Leisure Vision/ETC Institute (May 2012)

Q15. FOUR Recreation PROGRAMS That Are Most Important to Respondent Households

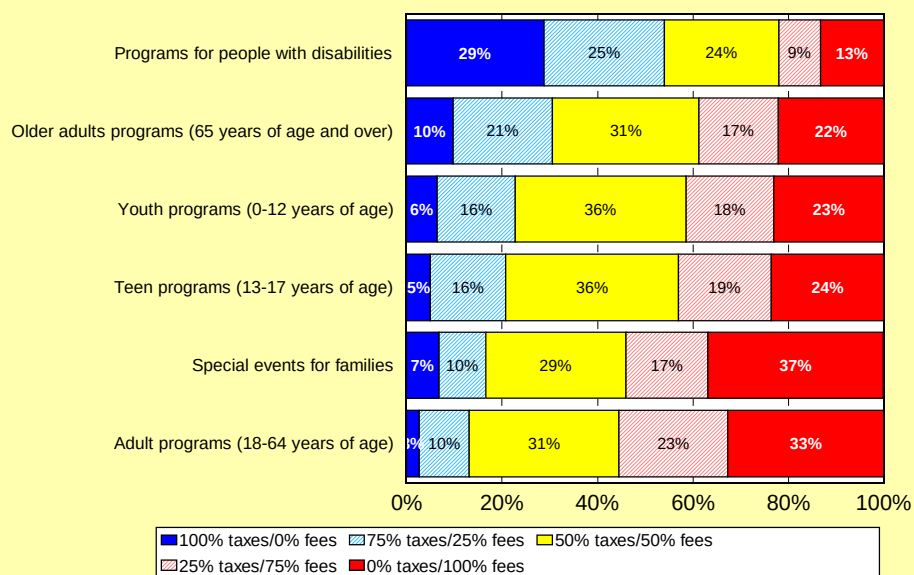
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute (May 2012)

Q16. How Respondent Households Feel the Direct Cost for Offering the Following Programs and Activities Should be Paid

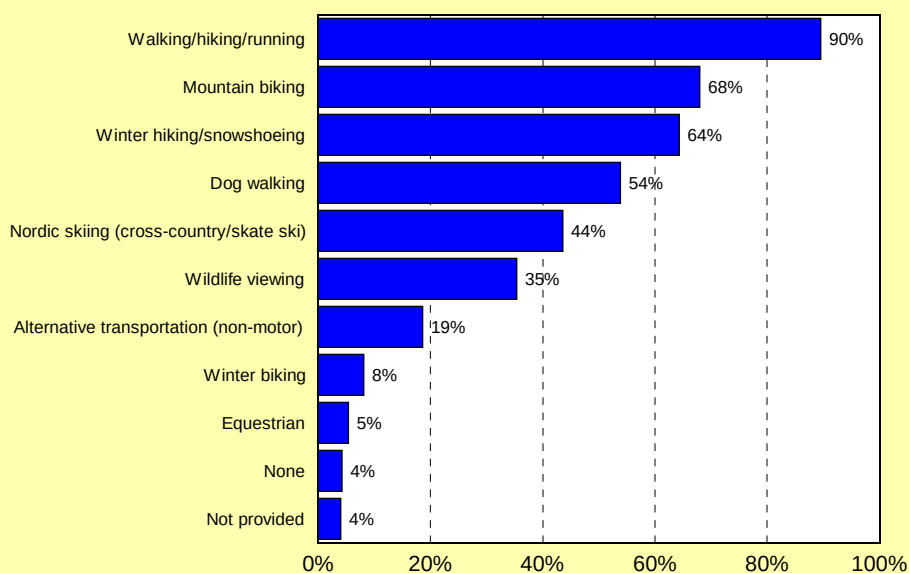
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q17. Ways That Respondent Households Use Trails

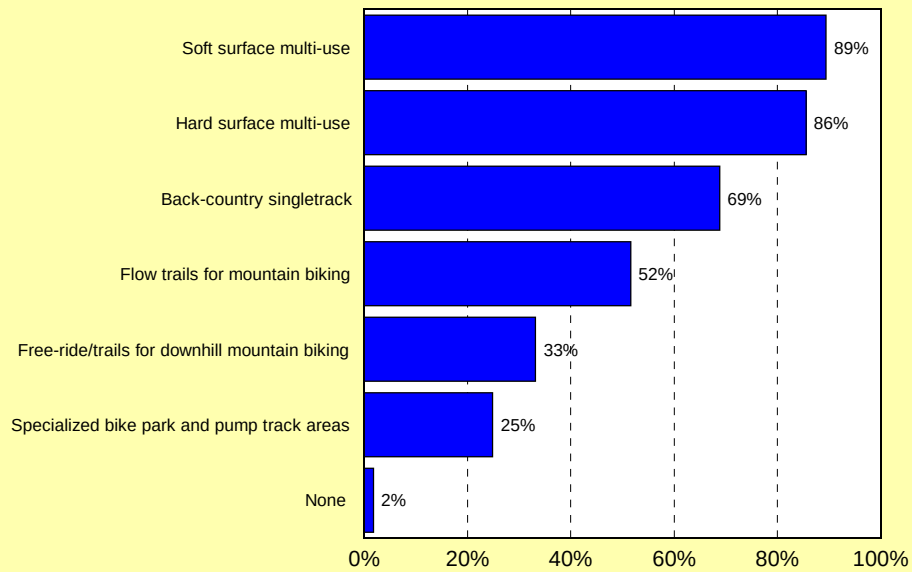
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q18. Types of Trails Used by Respondent Households

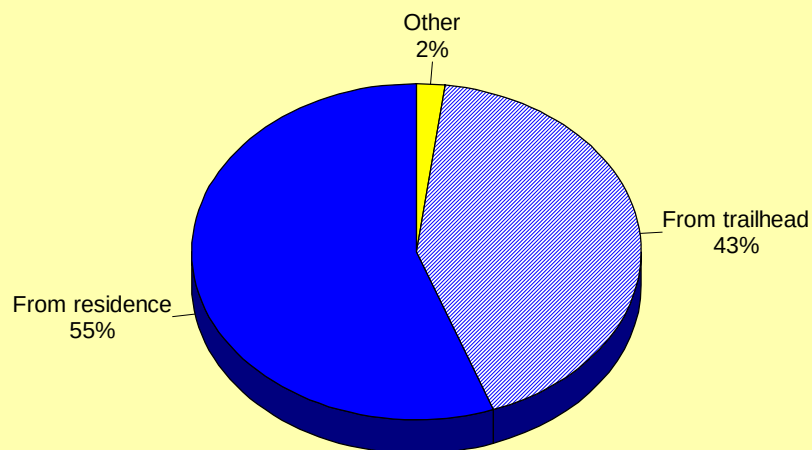
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q19. How Respondents Most Often Access Trail Systems

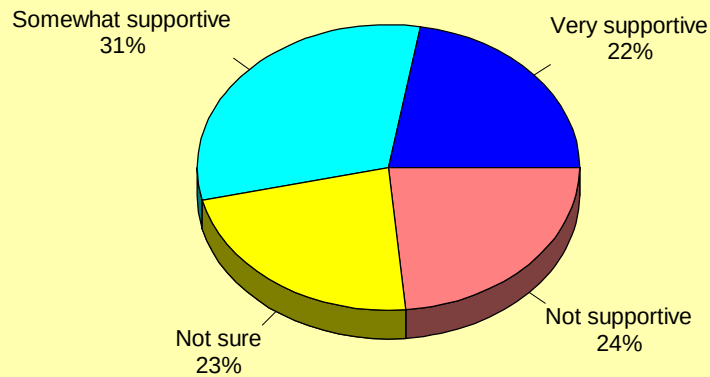
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q20. Level of Support for Separating Trails by User Types as a Method of Managing Trail User Conflicts

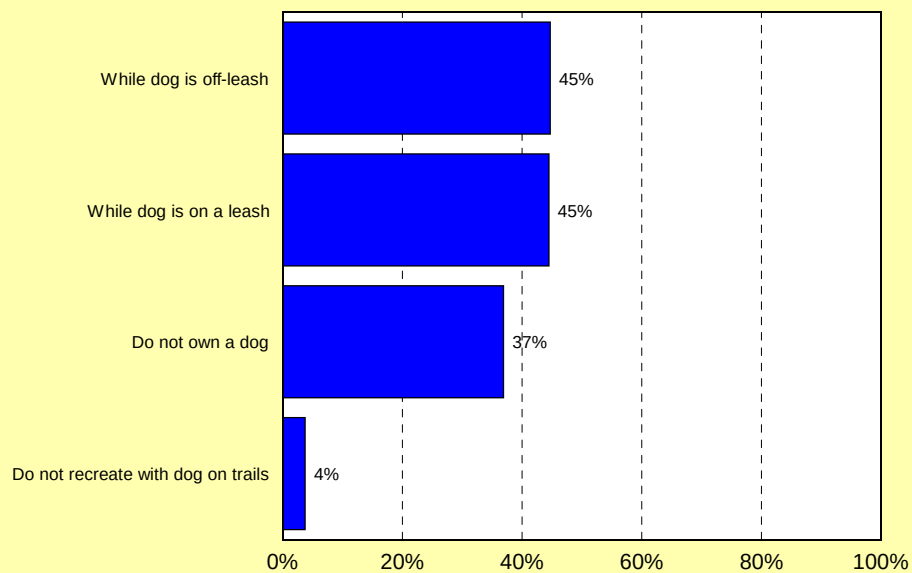
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q21. Ways That Respondent Households Recreate with Their Dog on Public Trails

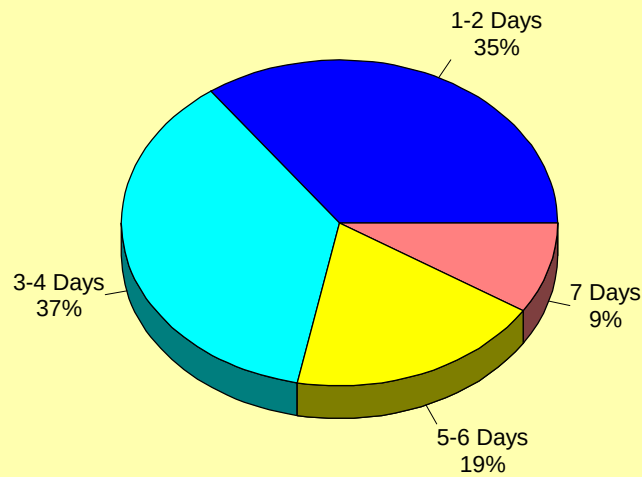
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q22. Number of Days Per Week Respondent Households Used TRAILS During the Past 12 Months

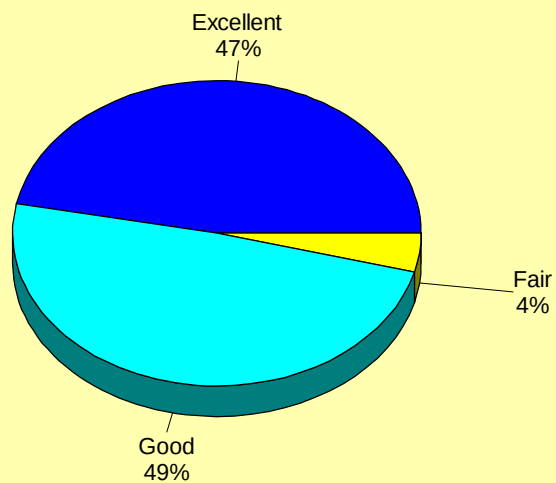
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q23. How Respondents Rate the Physical Condition of ALL TRAILS Visited

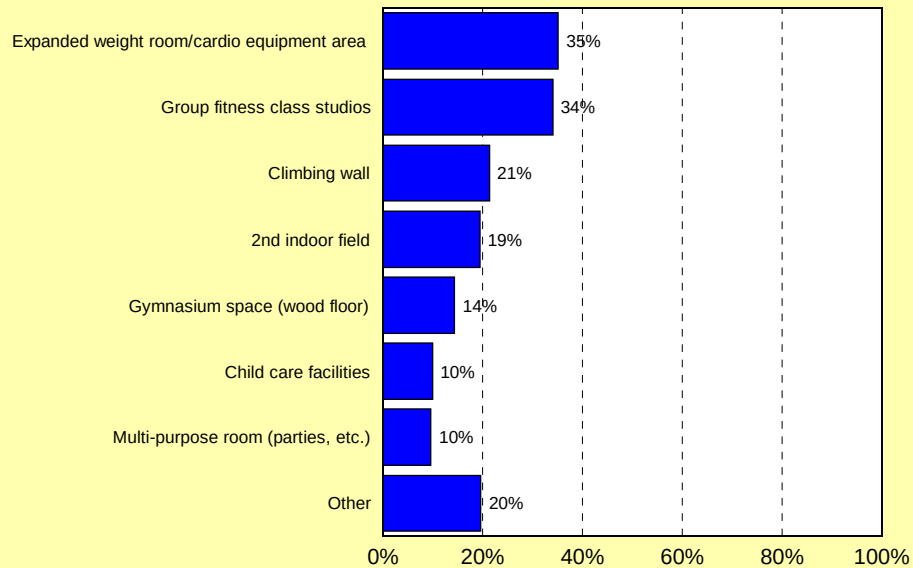
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q24. ALL Programming Areas That Respondents Would like EXPANDED OR IMPROVED at the Basin Fieldhouse

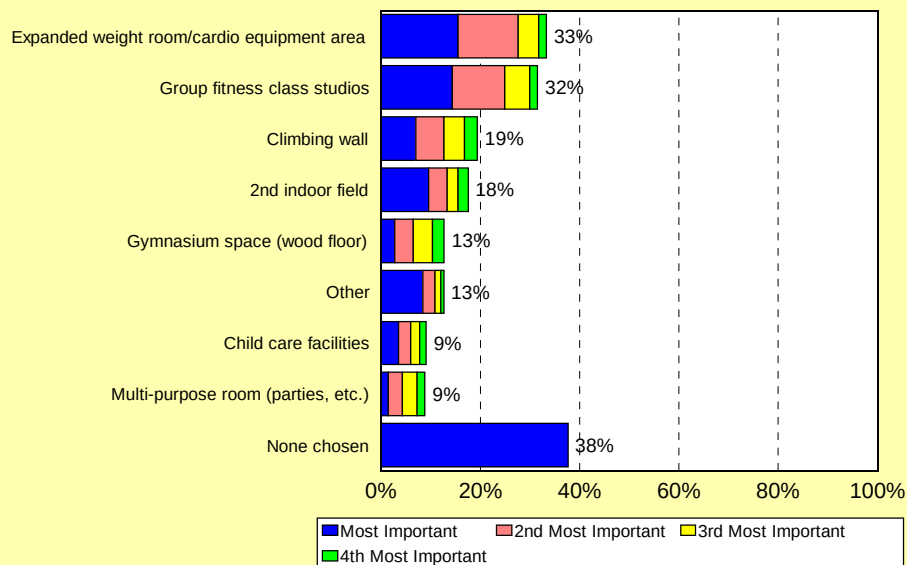
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q25. FOUR Expansions/Improvements to EXISTING Program Spaces or Development of NEW Program Spaces That Are Most Important to Households

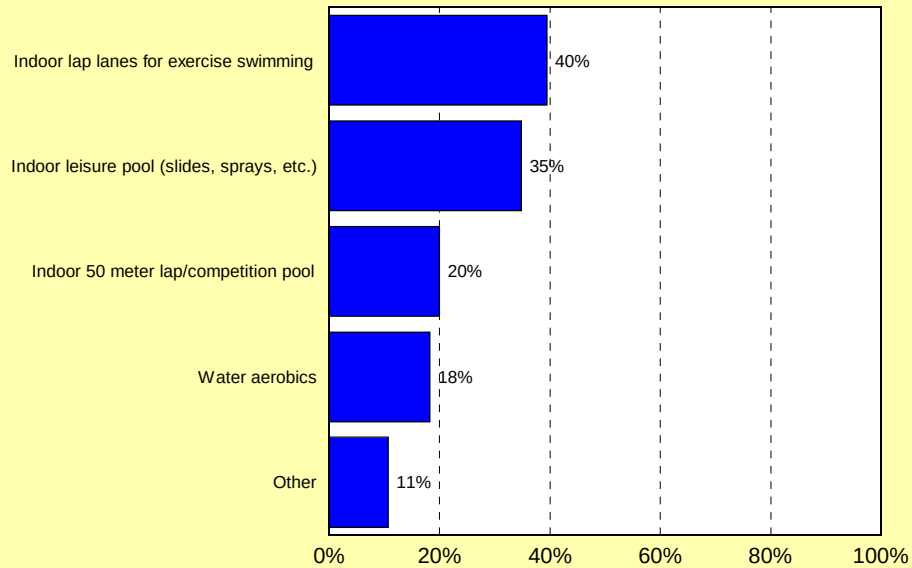
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute (May 2012)

Q26. ALL Amenities That Respondents Would Like at the Park City Aquatic Center

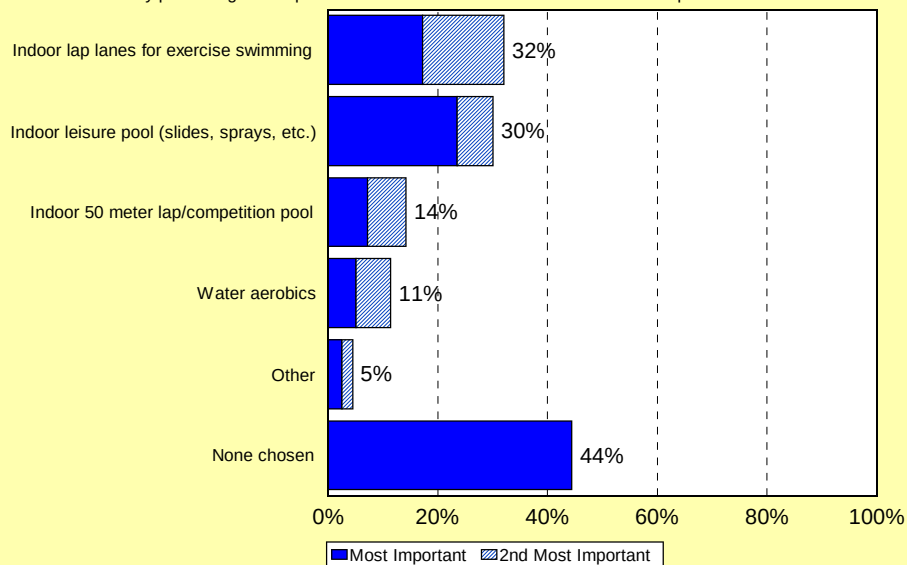
by percentage of respondents (multiple choices could be made)



Source: Leisure Vision/ETC Institute (May 2012)

Q27. TWO Expansions/Improvements to EXISTING Program Spaces or Development of NEW Program Spaces That Are Most Important to Households

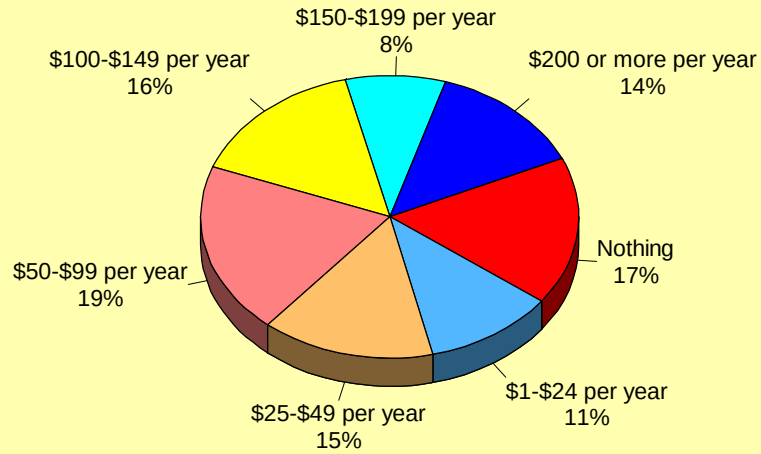
by percentage of respondents who selected the item as one of their top four choices



Source: Leisure Vision/ETC Institute (May 2012)

**Q28. Maximum Amount of Additional Property Taxes
Respondents Are Willing to Pay to Fund
Development/Operations of Parks/Facilities**

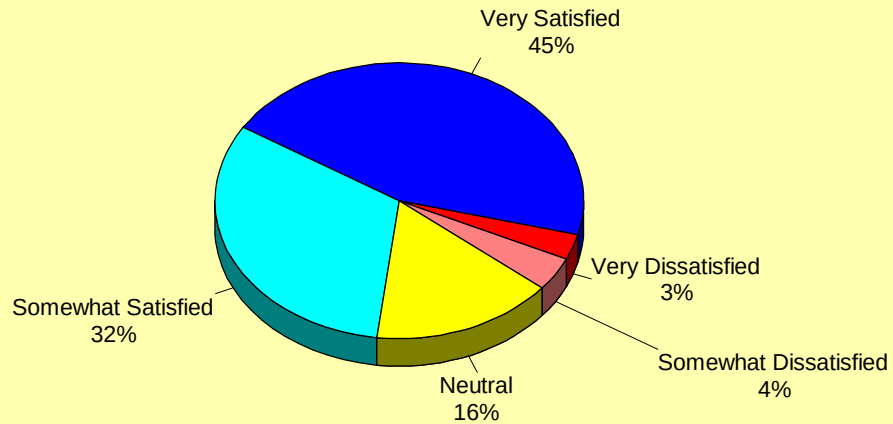
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

**Q29. Satisfaction With Overall Value Households Receive from
the Park City Recreation Department**

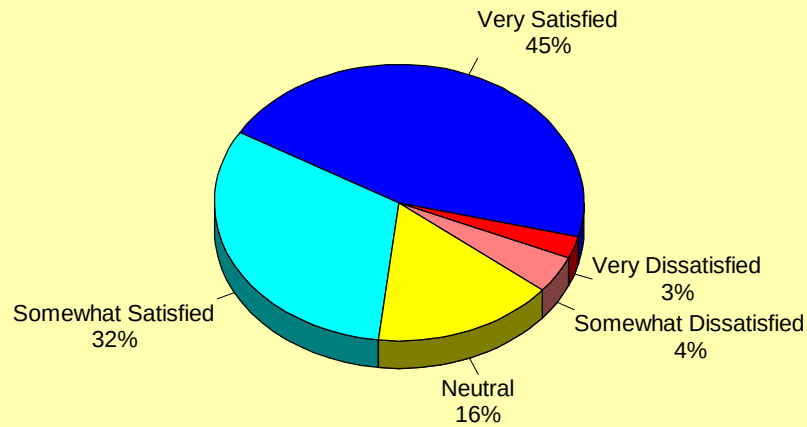
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q30. Satisfaction With Overall Value Households Receive from the Snyderville Basin Special Recreation District

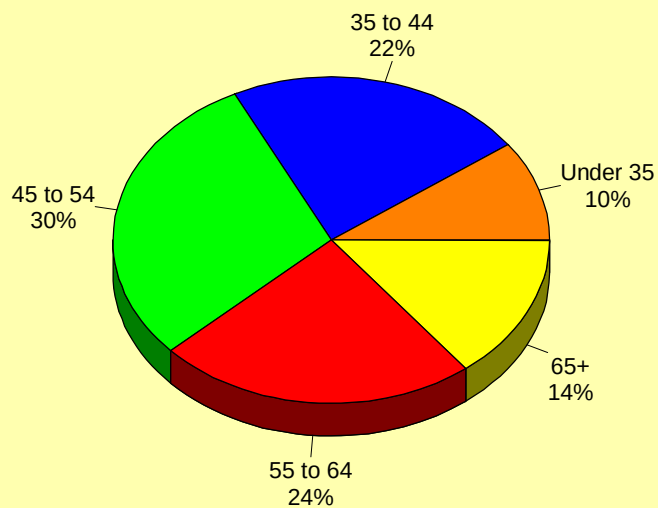
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q31. Demographics: Age of Respondents

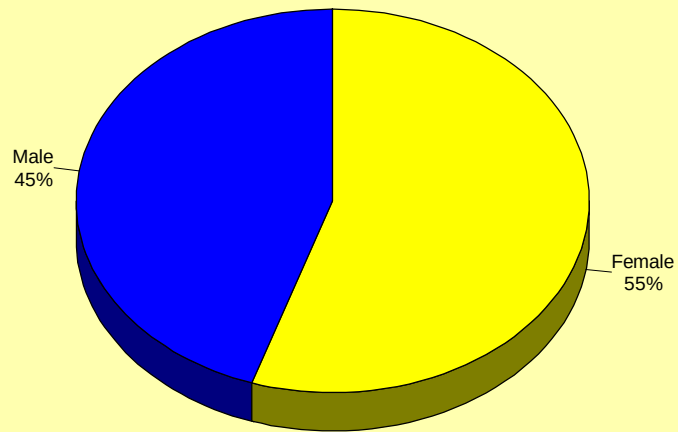
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q32. Demographics: Gender

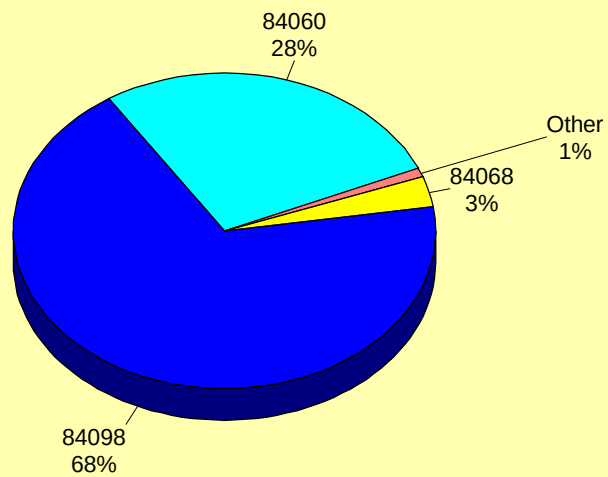
by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

Q33. Zip Code of Primary Residence

by percentage of respondents



Source: Leisure Vision/ETC Institute (May 2012)

***Section 3:
Benchmarking (Park City &
Snyderville Basin Special
Recreation District)***

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Have you or members of your household visited any Park City parks and amenities over the past 12 Months?			
	Yes	78%	87%
	No	22%	13%
How would you rate the physical condition of ALL Parks and Amenities visited?			
	Excellent	31%	65%
	Good	54%	33%
	Fair	12%	2%
	Poor	2%	0%
	Don't know	1%	0%
Ways respondents learn about recreation programs and activities			
	Conversations with Recreation staff	6%	15%
	Email	6%	24%
	Flyers at recreation facilities	31%	33%
	Newspaper articles	40%	45%
	Radio	10%	3%
	School flyers	17%	30%
	Website	17%	40%
	From Friends and Neighbors	41%	53%
	Newsletter	14%	17%
	Newspaper Advertisements	19%	22%
	Social Media	4%	8%
	Play Magazine	NA	57%

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Recreation <u>programs</u> that respondent households have a need for			
	Adult water fitness programs	NA	21%
	Adult fitness programs	47%	46%
	Adult swim programs	19%	22%
	Adult indoor sports leagues	22%	21%
	Youth before and after school programs	15%	21%
	Figure skating programs	NA	11%
	Golf lessons	20%	28%
	Equestrian programs	NA	9%
	Preschool programs	14%	12%
	Programs for people with disabilities	11%	13%
	Senior fitness programs	NA	21%
	Teen programs	16%	20%
	Tennis lessons and clinics	17%	26%
	Youth fitness programs	19%	21%
	Youth Learn to Swim programs	23%	27%
	Youth sports specialty camps	NA	30%
	Youth summer day camp programs	19%	25%
	Youth sports leagues/programs	NA	32%
	Community wellness programs	NA	26%
	Team sport program (outdoor practice)	NA	26%
	Team sport program (indoor practice)	NA	25%
	Learn to skate programs	NA	21%
	Hockey programs	NA	16%
	Golf tournaments	NA	16%
	Adult sports tournaments	NA	15%
	Tennis tournaments	NA	12%
	Nordic programs (cross-country/skate ski)	NA	41%

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Most important recreation <u>programs</u> (sum of top choices)			
	Adult water fitness programs	NA	10%
	Adult fitness programs	30%	27%
	Adult indoor sports leagues	9%	8%
	Adult swim programs	7%	9%
	Figure skating programs	NA	4%
	Golf lessons	9%	12%
	Hockey programs	NA	7%
	Equestrian programs	NA	4%
	Preschool programs	7%	6%
	Programs for people with disabilities	4%	3%
	Senior fitness programs	NA	11%
	Teen programs	7%	7%
	Tennis lessons and clinics	7%	10%
	Youth fitness programs	6%	5%
	Youth Learn to Swim programs	13%	10%
	Youth sports specialty camps	NA	10%
	Youth summer day camp programs	8%	10%
	Youth sports leagues/programs	NA	14%
	Nordic programs (cross-country/skate ski)	NA	22%
	Community wellness programs	NA	11%
	Team sport program (indoor practice)	NA	9%
	Team sport program (outdoor practice)	NA	8%
	Golf tournaments	NA	6%
	Adult sports tournaments	NA	5%
	Learn to skate programs	NA	4%
	Tennis tournaments	NA	4%

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Parks and recreation <u>facilities</u> that respondent households have a need for			
	Indoor fitness space (weight and cardio)	46%	64%
	Indoor walking/jobbing track	42%	54%
	Indoor aquatics (leisure pool)	43%	39%
	Indoor aquatics (lap lanes)	29%	45%
	Off-leash dog areas	26%	43%
	Outdoor basketball courts	24%	23%
	Outdoor ice rink	26%	19%
	Outdoor swimming pool	44%	49%
	Outdoor playgrounds	43%	42%
	Outdoor skateboarding park	13%	20%
	Outdoor field space	22%	44%
	Tennis Courts (outdoor)	26%	36%
	Outdoor softball and baseball fields	NA	27%
	Outdoor bike park	NA	34%
	Outdoor paddleball	NA	5%
	Indoor squash or racquetball courts	13%	14%
	Indoor climbing wall	NA	25%
	Indoor tennis courts	NA	26%
	Indoor fitness studios	NA	46%
	Indoor facility space (artificial turf)	NA	39%
	Outdoor golf learning center	NA	29%
	Indoor gymnasium space (wood floor)	NA	27%
	Second public golf course	NA	25%
	Indoor second ice sheet (PC Arena)	NA	24%
	Outdoor equestrian park	NA	11%
	Indoor skate park	NA	11%
	Indoor equestrian center	NA	8%
	Outdoor pickleball court	NA	4%
	Indoor playground	NA	20%

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Most important parks and recreation <u>facilities</u> (sum of top choices)			
	Indoor fitness space (weight and cardio)	19%	34%
	Indoor aquatics/leisure pool	17%	15%
	Indoor Tennis	6%	9%
	Indoor walking/jogging track	15%	20%
	Indoor aquatics (lap lanes)	8%	18%
	Off-Leash Dog Park	12%	21%
	Outdoor Basketball Courts	5%	3%
	Outdoor ice rink	6%	5%
	Outdoor swimming pool	18%	21%
	Outdoor playgrounds	20%	14%
	Indoor squash or racquetball courts	3%	3%
	Outdoor skateboarding park	3%	4%
	Outdoor field space	8%	16%
	Tennis Courts (outdoor)	7%	11%
	Outdoor softball/baseball fields	NA	4%
	Outdoor bike park	NA	10%
	Indoor climbing wall	NA	8%
	Indoor group fitness studios	NA	19%
	Indoor facility space (artificial turf)	NA	14%
	Second public golf course	NA	11%
	Indoor second ice sheet (PC Arena)	NA	11%
	Outdoor golf learning center	NA	8%
	Indoor gymnasium space (wood floor)	NA	7%
	Outdoor equestrian park	NA	3%
	Indoor skate park	NA	3%
	Indoor equestrian center	NA	3%
	Outdoor paddleball	NA	2%
	Outdoor pickleball court	NA	1%
	Indoor Playground	NA	6%

Parks and Recreation Benchmarking for Needs Assessment Surveys			
		National Average	Park City & Snyderville Basin Special Rec
Satisfaction with overall value household receives from the Park City Recreation Department)			
	Very Satisfied	27%	40%
	Somewhat Satisfied	35%	29%
	Neutral	19%	14%
	Somewhat Dissatisfied	5%	3%
	Very Dissatisfied	3%	3%
	Don't Know	11%	11%

Section 4:
Benchmarking and Trends
(Park City only)

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Have you or members of your household visited any Park City parks and amenities over the past 12 Months?				
	Yes	78%	87%	85%
	No	22%	13%	15%
How would you rate the physical condition of ALL Parks and Amenities visited?				
	Excellent	31%	52%	37%
	Good	54%	43%	55%
	Fair	12%	4%	7%
	Poor	2%	0%	1%
	Don't know	1%	1%	0%
Have you or members of your household participated in programs offered by the Park City Recreation Department During the Past 12 Months?				
	Yes	34%	54%	36%
	No	66%	46%	64%

[illegible]

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Recreation <u>programs</u> that respondent households have a need for				
	Adult fitness programs	47%	48%	NA
	Nordic programs (cross-country/skate ski)	NA	39%	NA
	Golf lessons	20%	31%	NA
	Tennis lessons and clinics	17%	27%	NA
	Community wellness programs	NA	27%	NA
	Youth sports leagues/programs	NA	24%	NA
	Youth sports specialty camps	NA	22%	NA
	Team sport program (outdoor practice)	NA	22%	NA
	Senior fitness programs	NA	21%	NA
	Team sport program (indoor practice)	NA	21%	NA
	Adult water fitness programs	NA	20%	NA
	Adult indoor sports leagues	22%	20%	NA
	Golf tournaments	NA	20%	NA
	Adult swim programs	19%	19%	NA
	Youth Learn to Swim programs	23%	19%	NA
	Teen programs	16%	18%	NA
	Youth summer day camp programs	19%	17%	NA
	Youth before and after school programs	15%	16%	NA
	Youth fitness programs	19%	16%	NA
	Learn to skate programs	NA	15%	NA
	Hockey programs	NA	14%	NA
	Adult sports tournaments	NA	14%	NA
	Programs for people with disabilities	11%	13%	NA
	Tennis tournaments	NA	12%	NA
	Preschool programs	14%	10%	NA
	Figure skating programs	NA	9%	NA
	Equestrian programs	NA	7%	NA

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Most important recreation <u>programs</u> (sum of top choices)				
	Adult fitness programs	30%	31%	NA
	Nordic programs (cross-country/skate ski)	NA	21%	NA
	Golf lessons	10%	18%	NA
	Community wellness programs	NA	12%	NA
	Senior fitness programs	NA	11%	NA
	Youth sports leagues/programs	NA	11%	NA
	Adult water fitness programs	NA	10%	NA
	Adult indoor sports leagues	9%	10%	NA
	Tennis lessons and clinics	7%	10%	NA
	Golf tournaments	NA	10%	NA
	(Adult swim programs	7%	8%	NA
	Youth Learn to Swim programs	12%	8%	NA
	Team sport program (indoor practice)	NA	8%	NA
	Youth summer day camp programs	8%	7%	NA
	Team sport program (outdoor practice)	NA	7%	NA
	Youth before and after school programs	7%	6%	NA
	Hockey programs	NA	6%	NA
	Preschool programs	7%	6%	NA
	Teen programs	7%	6%	NA
	Youth sports specialty camps	NA	6%	NA
	Figure skating programs	NA	5%	NA
	Adult sports tournaments	NA	5%	NA
	Equestrian programs	NA	4%	NA
	Youth fitness programs	6%	4%	NA
	Tennis tournaments	NA	4%	NA
	Programs for people with disabilities	4%	3%	NA
	Learn to skate programs	NA	3%	NA

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Parks and recreation <u>facilities</u> that respondent households have a need for				
	Indoor fitness space (weight and cardio)	46%	68%	56%
	Indoor walking/jogging track	42%	53%	33%
	Outdoor swimming pool	44%	53%	47%
	Indoor group fitness studios	NA	53%	NA
	Off-leash dog areas	26%	45%	36%
	Indoor aquatics (lap lanes)	29%	41%	33%
	Outdoor field space	22%	41%	NA
	Tennis Courts (outdoor)	27%	37%	40%
	Outdoor playgrounds	43%	36%	28%
	Outdoor golf learning center	NA	32%	NA
	Outdoor bike park	NA	31%	NA
	Indoor facility space (artificial turf)	NA	31%	NA
	Indoor aquatics (leisure pool))	43%	30%	38%
	Indoor tennis courts	NA	30%	28%
	Indoor gymnasium space (wood floor)	NA	27%	NA
	Second public golf course	NA	27%	NA
	Outdoor softball and baseball fields	NA	26%	NA
	Indoor climbing wall	NA	25%	22%
	Outdoor basketball courts	24%	21%	12%
	Outdoor skateboarding park	13%	19%	13%
	Indoor second ice sheet (PC Arena)	NA	19%	NA
	Outdoor ice rink	26%	16%	NA
	Indoor squash or racquetball courts	13%	15%	NA
	Indoor playground	NA	15%	15%
	Indoor skate park	NA	9%	NA
	Outdoor equestrian park	NA	7%	NA
	Indoor equestrian center	NA	7%	NA
	Outdoor paddleball	NA	6%	NA
	Outdoor pickleball court	NA	4%	NA

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Most important parks and recreation <u>facilities</u> (sum of top choices)				
	Indoor fitness space (weight and cardio)	19%	40%	30%
	Indoor group fitness studios	NA	25%	NA
	Outdoor swimming pool	18%	23%	21%
	Off-Leash Dog Park	12%	20%	22%
	Indoor walking/jogging track	15%	18%	11%
	Indoor aquatics (lap lanes)	8%	17%	14%
	Outdoor field space	8%	15%	NA
	Second public golf course	NA	14%	NA
	Indoor Tennis	6%	11%	14%
	Outdoor playgrounds	20%	11%	10%
	Indoor facility space (artificial turf)	NA	11%	NA
	Outdoor golf learning center	NA	11%	NA
	Indoor aquatics/leisure pool	17%	10%	16%
	Tennis courts (outdoor)	7%	10%	17%
	Outdoor bike park	NA	9%	NA
	Indoor second ice sheet (PC Arena)	NA	8%	NA
	Indoor climbing wall	NA	7%	6%
	Indoor gymnasium space (wood floor)	NA	7%	NA
	Outdoor skateboarding park	3%	4%	4%
	Outdoor softball/baseball fields	NA	4%	NA
	Indoor Playground	NA	4%	6%
	Outdoor Basketball Courts	5%	3%	3%
	Outdoor ice rink	6%	3%	NA
	Indoor squash or racquetball courts	3%	3%	NA
	Indoor skate park	NA	3%	NA
	Outdoor equestrian park	NA	2%	NA
	Indoor equestrian center	NA	2%	NA
	Outdoor paddleball	NA	1%	NA
	Outdoor pickleball court	NA	0%	NA

Parks and Recreation Benchmarking for Needs Assessment Surveys				
		National Average	Park City (2012)	Park City (2007)
Satisfaction with overall value household receives from the Park City Recreation Department)				
	Very Satisfied	27%	46%	38
	Somewhat Satisfied	35%	31%	30
	Neutral	19%	13%	19
	Somewhat Dissatisfied	5%	3%	2
	Very Dissatisfied	3%	2%	3
	Don't Know	11%	5%	8

Section 5:
Importance-Unmet Needs
Matrix Charts (Park City only)

Importance-Unmet Needs Matrix

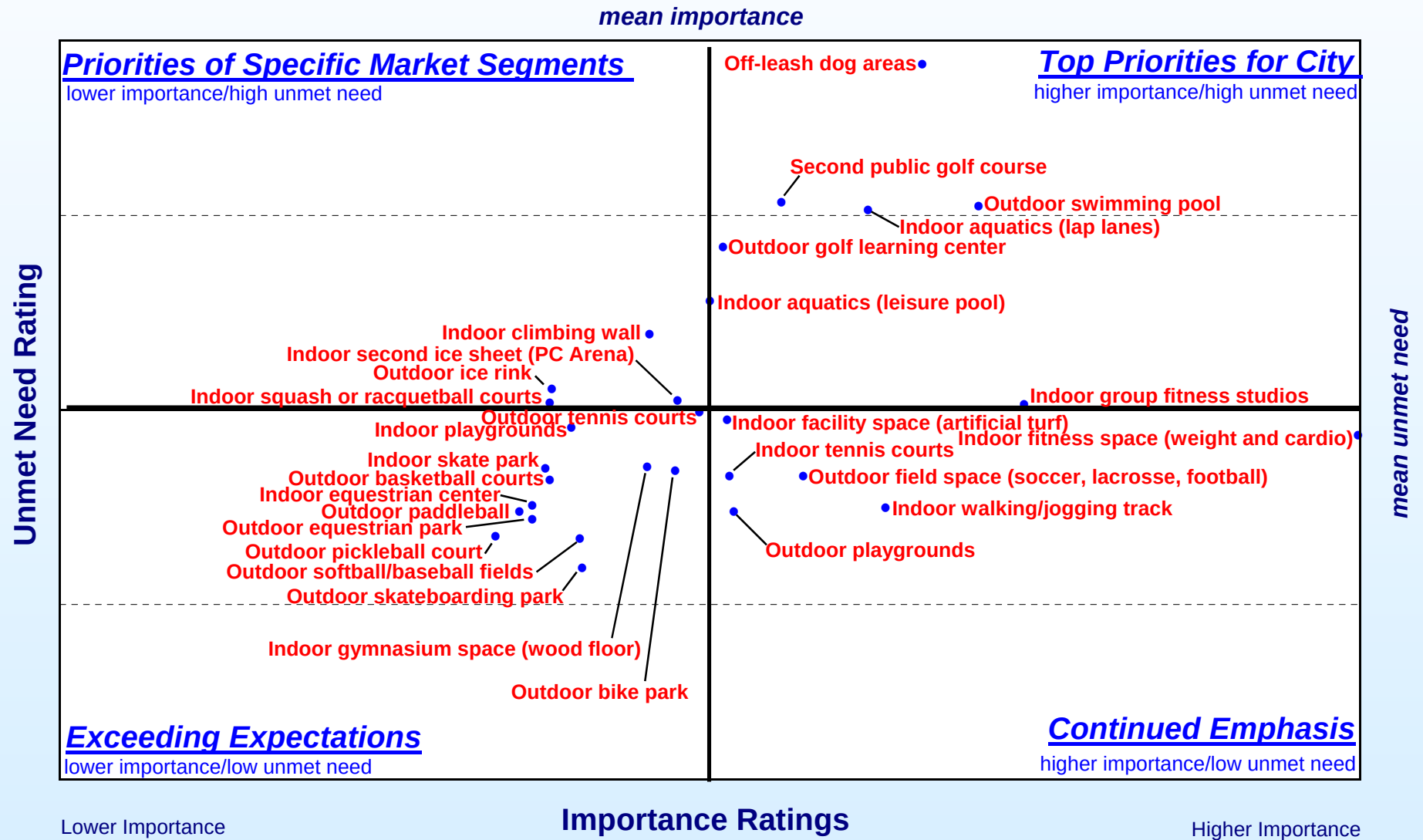
Park City, Utah

The Importance-Unmet Needs Matrix is a tool for assessing the priority that should be placed on parks and recreation facilities and recreation programs in Park City. Each of the facilities and programs that were assessed on the survey were placed in one of the following four quadrants:

- **Top priorities for the City** (higher unmet need and higher importance). Items in this quadrant should be given the highest priority for improvement. Respondents placed a high level of importance on these items, and the unmet need rating is high. Improvements to items in this quadrant will have positive benefits for the highest number of Park City residents.
- **Priorities of Specific Market Segments** (higher unmet need and lower importance). Respondents placed a lower level of importance on these items, but the unmet need rating is relatively high. Items in this quadrant should be given secondary priority for improvement.
- **Continued Emphasis** (lower unmet need and higher importance). This quadrant shows where improvements may be needed to serve the needs of specialized populations. Respondents placed a high level of importance on these items, but the unmet need rating is relatively low.
- **Exceeding Expectations** (lower unmet need and lower importance). Items in this quadrant should receive the lowest priority for improvement. Respondents placed a lower level of importance on these items, and the unmet need rating is relatively low.

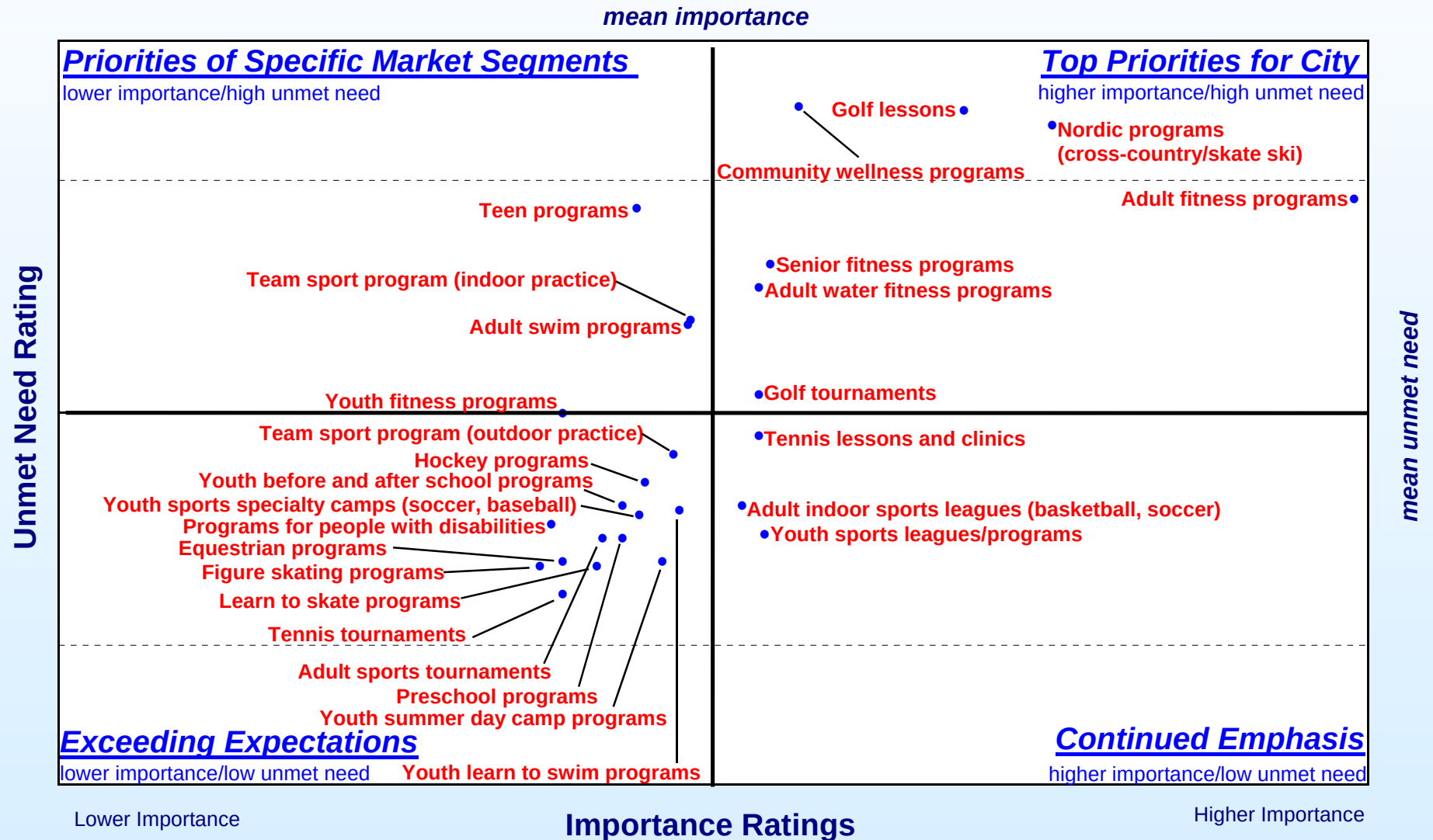
Importance-Unmet Need Assessment Matrix for Park City Parks and Recreation Facilities

(points on the graph show deviations from the mean importance and unmet need ratings given by respondents to the survey)



Importance-Unmet Need Assessment Matrix for Park City Parks and Recreation Programs

(points on the graph show deviations from the mean importance and unmet need ratings given by respondents to the survey)



Section 6: ***Survey Instrument***

Community Interest and Opinion Survey: *Let your voice be heard today!*

Park City and the Snyderville Basin Special Recreation District would like your input to help determine priorities for recreation facilities and programs for our community. This survey will take 10-15 minutes to complete. When you are finished, please return your survey in the enclosed postage-paid, return-reply envelope, or you may respond online at www.2012recreationsurvey.org. We greatly appreciate your time.

1. Counting yourself, how many people in your household are?

Under age 5 _____	Ages 15-19 _____	Ages 35-44 _____	Ages 65-74 _____
Ages 5-9 _____	Ages 20-24 _____	Ages 45-54 _____	Ages 75+ _____
Ages 10-14 _____	Ages 25-34 _____	Ages 55-64 _____	

2. From the following listing of PARKS AND AMENITIES, please check ALL the PARKS AND AMENITIES you and members of your household have used during the past 12 months.

____(01) City Park	____(09) Trailside Park
____(02) Creekside Park	____(10) Trailside Dog Park
____(03) Prospector Park	____(11) Trailside Bike Park
____(04) Park City Skate Park	____(12) Trailside Skate Park
____(05) Park City Dirt Jump Park	____(13) Willowcreek Park
____(06) Library Field	____(14) Fieldhouse Splash Pad
____(07) Rotary Park	____(15) None [please skip to Question #5]
____(08) Dog Park-Quinn's complex	

3. Which THREE of the PARKS AND AMENITIES from the list in Question #2 have you and members of your household used the most during the past 12 months? [Using the numbers in Question #2 above, please write in the numbers for the PARKS AND AMENITIES you use most.]

1st: _____ 2nd: _____ 3rd: _____

4. Overall, how would you rate the physical condition of ALL the PARKS AND AMENITIES you and members of your household have visited?

____(1) Excellent
____(2) Good
____(3) Fair
____(4) Poor

5. Approximately how many different programs offered by the Park City Recreation Department have you and members of your household participated in during the past 12 months?

____(1) 1-2 programs	____(4) 10-19 programs
____(2) 3-4 programs	____(5) 20 or more programs
____(3) 5-9 programs	____(6) None

6. Please check how you would rate the overall quality of all the programs offered by the Park City Recreation Department that you and members of your household participated in.

____(1) Excellent
____(2) Good
____(3) Fair
____(4) Poor
____(5) N/A (no experience)

7. Approximately how many different programs offered by the Snyderville Basin Special Recreation District have you and members of your household participated in during the past 12 months?

____(1) 1-2 programs

____(4) 10-19 programs

____(2) 3-4 programs

____(5) 20 or more programs

____(3) 5-9 programs

____(6) None

8. Please check how you would rate the overall quality of all the programs offered by the Snyderville Basin Special Recreation District that you and members of your household participated in?

____(1) Excellent

____(4) Poor

____(2) Good

____(5) N/A (no experience)

____(3) Fair

9. Please indicate if YOU or any member of your HOUSEHOLD has used any of the following MAJOR RECREATION AND SPORTS FACILITIES listed below by circling the YES or NO next to the park/facility. If YES, please indicate how you would rate the condition of the parks and recreation facility by circling the corresponding number to the right of the facility.

Name of major recreation and sports facility	Do you use this facility?		If YES you use, how would you rate the condition of the facility?			
	Yes	No	Excellent	Good	Fair	Poor
A. Park City MARC [Formerly Racquet Club]	Yes	No	4	3	2	1
B. Park City MARC outdoor pools	Yes	No	4	3	2	1
C. Park City Sports Complex [Quinn's]	Yes	No	4	3	2	1
D. Park City Ice Arena	Yes	No	4	3	2	1
E. Park City Golf Club	Yes	No	4	3	2	1
F. Basin Recreation Fieldhouse	Yes	No	4	3	2	1
G. Ecker Hill Field Complex	Yes	No	4	3	2	1
H. Park City Aquatics Center [Ecker Hill]	Yes	No	4	3	2	1
I. S. Summit Aquatic and Fitness Center [Kamas]	Yes	No	4	3	2	1
J. Private Fitness Facility	Yes	No	4	3	2	1

10. Which THREE of the MAJOR RECREATION AND SPORTS FACILITIES from the list in Question #9 have you and members of your household used the most during the past year? [Using the letters in Question #9 above, please write in the letters for the facilities you use most.]

1st: ____

2nd: ____

3rd: ____

11. Please CHECK ALL the ways that you learn about Park City Recreation or the Snyderville Basin Special Recreation District programs and activities.

____(01) Play magazine

____(07) From friends and neighbors

____(02) Website

____(08) Newsletter

____(03) Newspaper articles

____(09) Conversations with Recreation staff

____(04) Radio

____(10) Newspaper advertisements

____(05) E-mail

____(11) Social Media

____(06) Flyers at recreation facilities

____(12) Other: _____

12. Please indicate if YOU or any member of your HOUSEHOLD feels each of the facilities listed below is **IMPORTANT** by circling the YES or NO next to the facility.

If YES, please rate **ALL** the following recreation **FACILITIES** of this type in Park City or the Snyderville Basin Recreation District on a scale of 5 to 1, where 5 means "100% Meets the Needs" and 1 means "Does Not Meet the Needs" of your household.

Type of facility	Is this facility important to you and your household?		If YES it is important, how well is your need for the facility being met?				
	Yes	No	100% Met	75% Met	50% Met	25% Met	0% Met
A. Indoor facility space (artificial turf)	Yes	No	5	4	3	2	1
B. Indoor aquatics (lap lanes)	Yes	No	5	4	3	2	1
C. Indoor aquatics (leisure pool)	Yes	No	5	4	3	2	1
D. Indoor gymnasium space (wood floor)	Yes	No	5	4	3	2	1
E. Indoor fitness space (weight and cardio)	Yes	No	5	4	3	2	1
F. Indoor second ice sheet (PC Arena)	Yes	No	5	4	3	2	1
G. Indoor squash or racquetball courts	Yes	No	5	4	3	2	1
H. Indoor group fitness studios	Yes	No	5	4	3	2	1
I. Indoor climbing wall	Yes	No	5	4	3	2	1
J. Indoor walking/jogging track	Yes	No	5	4	3	2	1
K. Indoor playgrounds	Yes	No	5	4	3	2	1
L. Indoor equestrian center	Yes	No	5	4	3	2	1
M. Indoor tennis courts	Yes	No	5	4	3	2	1
N. Indoor skate park	Yes	No	5	4	3	2	1
O. Outdoor field space (soccer, lacrosse, football, rugby)	Yes	No	5	4	3	2	1
P. Outdoor softball/baseball fields	Yes	No	5	4	3	2	1
Q. Outdoor tennis courts	Yes	No	5	4	3	2	1
R. Outdoor basketball courts	Yes	No	5	4	3	2	1
S. Outdoor golf learning center	Yes	No	5	4	3	2	1
T. Second public golf course	Yes	No	5	4	3	2	1
U. Off-leash dog areas	Yes	No	5	4	3	2	1
V. Outdoor swimming pool	Yes	No	5	4	3	2	1
W. Outdoor playgrounds	Yes	No	5	4	3	2	1
X. Outdoor equestrian park	Yes	No	5	4	3	2	1
Y. Outdoor bike park	Yes	No	5	4	3	2	1
1. Outdoor ice rink	Yes	No	5	4	3	2	1
2. Outdoor paddleball	Yes	No	5	4	3	2	1
3. Outdoor pickleball court	Yes	No	5	4	3	2	1
4. Outdoor skateboarding park	Yes	No	5	4	3	2	1

13. Which **FOUR** of the facilities from the list in Question #12 are *most important* to your household? [Using the letters and numbers in the left hand column of Question #12 above, please write in the letters and numbers below for your 1st, 2nd, 3rd, and 4th choices, or circle 'NONE'.]

1st. _____ 2nd. _____ 3rd. _____ 4th. _____ NONE

14. Are the sports and recreation programs listed below important to YOU or any member of your HOUSEHOLD? Circle the YES or NO next to the recreation program.

If YES, please rate the following recreation PROGRAMS and activities on a scale of 5 to 1, where 5 means “100% Meets Your Need” and 1 means “Does Not Meet the Need” of your household.

Type of program	Is this program important to you/your family?		If YES this is important, how well is your need being met?				
	Yes	No	100% Met	75% Met	50% Met	25% Met	0% Met
A. Youth Before and After school programs	Yes	No	5	4	3	2	1
B. Preschool programs	Yes	No	5	4	3	2	1
C. Youth summer day camp programs	Yes	No	5	4	3	2	1
D. Youth sports leagues/programs	Yes	No	5	4	3	2	1
E. Youth sports specialty camps (soccer, baseball, mountain biking, etc.)	Yes	No	5	4	3	2	1
F. Youth fitness programs	Yes	No	5	4	3	2	1
G. Youth learn to swim programs	Yes	No	5	4	3	2	1
H. Adult indoor sports leagues (basketball, soccer, lacrosse, volleyball, etc.)	Yes	No	5	4	3	2	1
I. Adult sports tournaments	Yes	No	5	4	3	2	1
J. Adult swim programs	Yes	No	5	4	3	2	1
K. Adult water fitness programs	Yes	No	5	4	3	2	1
L. Adult fitness programs	Yes	No	5	4	3	2	1
M. Senior fitness programs	Yes	No	5	4	3	2	1
N. Community wellness programs	Yes	No	5	4	3	2	1
O. Teen programs	Yes	No	5	4	3	2	1
P. Programs for people with disabilities	Yes	No	5	4	3	2	1
Q. Equestrian programs	Yes	No	5	4	3	2	1
R. Golf lessons	Yes	No	5	4	3	2	1
S. Golf tournaments	Yes	No	5	4	3	2	1
T. Nordic programs (x-country/skate ski)	Yes	No	5	4	3	2	1
U. Figure skating programs	Yes	No	5	4	3	2	1
V. Hockey programs	Yes	No	5	4	3	2	1
W. Learn to skate programs	Yes	No	5	4	3	2	1
X. Team sport program (indoor practice)	Yes	No	5	4	3	2	1
Y. Team sport program (outdoor practice)	Yes	No	5	4	3	2	1
1. Tennis lessons and clinics	Yes	No	5	4	3	2	1
2. Tennis tournaments	Yes	No	5	4	3	2	1

15. Which FOUR of the programs from the list in Question #14 are *most important* to your household? [Using the letters and numbers in Question #14 above, please write in the letters and numbers below for your 1st, 2nd, 3rd, and 4th choices, or circle ‘NONE’.]

1st. _____ 2nd. _____ 3rd. _____ 4th. _____ NONE

16. For the following programs and activities, please circle the ONE option that best describes how you feel the direct costs for offering the program or activity should be paid.

Program or Activity		100% taxes 0% Fees	75% taxes 25% Fees	50% taxes 50% Fees	25% taxes 75% Fees	0% taxes 100% Fees	Don't Know
A.	Special events for families	1	2	3	4	5	9
B.	Youth programs (0-12 years of age)	1	2	3	4	5	9
C.	Teen programs (13-17 years of age)	1	2	3	4	5	9
D.	Adult programs (18-64 years of age)	1	2	3	4	5	9
E.	Older adults programs (65 years of age and over)	1	2	3	4	5	9
F.	Programs for people with disabilities	1	2	3	4	5	9

17. From the following list, please check ALL the ways you and members of your household use trails. (Check ALL of the ways you use trails)

- | | |
|--|--|
| ☐ (01) Walking/hiking/running | ☐ (06) Winter hiking/snowshoeing |
| ☐ (02) Mountain biking | ☐ (07) Equestrian |
| ☐ (03) Nordic skiing (x-country/skate ski) | ☐ (08) Winter biking |
| ☐ (04) Dog walking | ☐ (09) Wildlife viewing |
| ☐ (05) Alternative transportation (non-motor) | ☐ (10) None [Please skip to Question #24] |

18. From the following list, please check ALL the types of trails you or members of your household use. (Check ALL that you use)

- | | |
|---|--|
| ☐ (1) Hard surface multi-use | ☐ (5) Flow trails for mountain biking |
| ☐ (2) Soft surface multi-use | ☐ (6) Free-ride/trails for downhill mountain biking |
| ☐ (3) Back-country singletrack | |
| ☐ (4) Specialized bike park and pump track areas | |

19. How do you MOST OFTEN access trail systems? (Check ONE)

- | | |
|---|---|
| ☐ (1) From my residence | ☐ (3) Other: _____ |
| ☐ (2) From the trailhead | |

20. How supportive are you of separating trails by user types as a method of managing trail user conflicts?

- | | |
|--|---|
| ☐ (1) Very supportive | ☐ (3) Not sure |
| ☐ (2) Somewhat supportive | ☐ (4) Not supportive |

21. From the following list, please check ALL the ways you recreate with your dog on public trails.

- | | |
|---|--|
| ☐ (1) While my dog is on a leash | ☐ (3) I do not recreate with my dog on trails |
| ☐ (2) While my dog is off-leash | ☐ (4) I do not own a dog |

22. On average, how many days per week have you and members of your household used the TRAILS in Park City and Snyderville Basin during the past 12 months?

- | | |
|---------------------------------------|---------------------------------------|
| ☐ (1) 1-2 days | ☐ (3) 5-6 days |
| ☐ (2) 3-4 days | ☐ (4) 7 days |

23. Overall, how would you rate the physical condition of ALL the TRAILS you and members of your household have visited?

- | | |
|--|-----------------------------------|
| ☐ (1) Excellent | ☐ (3) Fair |
| ☐ (2) Good | ☐ (4) Poor |

24. The Snyderville Basin Special Recreation District is studying the potential for expanding program spaces and adding new program spaces at the Basin Recreation Fieldhouse.

From the following list, please check ALL the programming areas you would like EXPANDED OR IMPROVED at the Basin Fieldhouse.

- | | |
|---|---|
| ☐ (1) Group fitness class studios | ☐ (5) Gymnasium space (wood floor) |
| ☐ (2) Multi-purpose room (parties, etc.) | ☐ (6) Climbing wall |
| ☐ (3) Child care facilities | ☐ (7) 2 nd indoor field |
| ☐ (4) Expanded weight room/cardio equipment area | ☐ (8) Other: _____ |

25. Which **FOUR** of the expansions or improvements to **EXISTING PROGRAM SPACES** or development of **NEW PROGRAM SPACES** from the list in Question #24 are *most important* to your household? [Using the numbers in Question #24 above, please write in the numbers below for your 1st, 2nd, 3rd, and 4th choices, or circle 'NONE'.]

1st. _____ 2nd. _____ 3rd. _____ 4th. _____ NONE

26. An investment in an expansion of the Park City Aquatic Center (PCAC) located at Ecker Hill Middle School is being considered.

From the following list, please check ALL the amenities you would like at the Park City Aquatic Center.

- ☐ (1) Indoor leisure pool (slides, sprays, etc.)
☐ (2) Indoor lap lanes for exercise swimming
☐ (3) Indoor 50 meter lap/competition pool
☐ (4) Water aerobics
☐ (5) Other: _____

27. Which **TWO** of the expansions or improvements to **EXISTING PROGRAM SPACES** or development of **NEW PROGRAM SPACES** from the list in Question #26 are *most important* to your household? [Using the numbers in Question #26 above, please write in the numbers below for your 1st and 2nd choices, or circle 'NONE'.]

1st. _____ 2nd. _____ NONE

28. What is the maximum amount of additional annual property taxes you would be willing to pay to fund the development and operations of the types of indoor and outdoor parks, trails, fitness, sports, and recreation facilities that are most important to you and members of your household?

- | | |
|---|---|
| ☐ (1) \$200 or more per year | ☐ (5) \$25-\$49 per year |
| ☐ (2) \$150-\$199 per year | ☐ (6) \$1-\$24 per year |
| ☐ (3) \$100-\$149 per year | ☐ (7) Nothing |
| ☐ (4) \$50-\$99 per year | |

29. Please rate your satisfaction on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied", with the overall value your household receives from the Park City Recreation Department.

- | | |
|---|--|
| ☐ (5) Very Satisfied | ☐ (2) Somewhat Dissatisfied |
| ☐ (4) Somewhat Satisfied | ☐ (1) Very Dissatisfied |
| ☐ (3) Neutral | ☐ (9) Don't Know |

30. Please rate your satisfaction on a scale of 5 to 1, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied", with the overall value your household receives from the Snyderville Basin Special Recreation District.

____ (5) Very Satisfied

____ (4) Somewhat Satisfied

____ (3) Neutral

____ (2) Somewhat Dissatisfied

____ (1) Very Dissatisfied

____ (9) Don't Know

31. What is your age? _____

32. Your gender: ____ (1) Male ____ (2) Female

33. Please check the zip code for your primary residence

____ (1) 84060

____ (2) 84098

____ (3) 84068

____ (4) Other: _____

This concludes the survey. Thank you for your time.

Please Return Your Completed Survey in the Enclosed Return-Reply Envelope Addressed to:
ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061,

Or respond online at www.2012recreationsurvey.org

Your response will remain completely confidential. The address information on the sticker to the right will ONLY be used to help identify areas with different needs for programs and services.



City Council Staff Report

Subject: City Manager's Recommended Budget
Authors: Nate Rockwood, Jed Briggs, Jennifer Danowski
Department: Budget, Debt, & Grants
Date: June 7, 2012
Type of Item: Informational/Legislative

Summary Recommendations:

Hold a public hearing on the City Manager's Recommended Budget and adopt the Tentative Budget after providing direction concerning: Changes to the Personnel Policies and Procedures Manual, the City Fee Schedule, Budget Policies, Council and Statutory Officer Compensation, and Outstanding Budget Issues. Adopt the Tentative Adjusted Budget for FY 2012, FY 2013 Proposed Budget, and FY 2014 Plan, for Park City and its related agencies. Review the updated Comprehensive Emergency Management Plan (CEMP) and adopt by resolution the CEMP in accordance with FEMA requirements and standards.

Topic/Description:

FY 2012 Revised Budget, FY 2013 Proposed Budget, and FY 2014 Plan

Background:

The City usually begins the budget process in February with the City Council identifying objectives for the next year.

This year, the City transitioned to a Budgeting for Outcomes (BFO) process. The process is 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.

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 May 1, staff delivered the City Manager's Recommended Budget (Tentative or Proposed Budget) to City Council. A Public hearing was held on May 3rd and May 17th, and public hearings are currently scheduled for May 24, 31, June 7, 14, and 21.

May 3 – On May 3rd the Budget Department provided an introduction of the City Manager's Recommended Budget, Budget Overview & Timeline, and provided an update of the Financial Impact Report (FIAR). City Council was presented with an overview of the BFO process and received feedback and insight from the BFO Results Team. Discussion/action is slated for these dates as follows, barring changes as needed:

On May 17 Council was presented with an overview of the CIP committee's recommendation. Also, staff made Council aware that a construction contract for the Empire Ave. street reconstruction portion of the OTIS projects would be presented to Council for approval on May 24. Council indicated that they would like to consider funding the remaining OTIS projects, Historic Park City/Main Street Projects and Stormwater Capital Improvements with an additional Resort City Sales Tax levy.

On May 24 Council was presented with an overview of the CIP committee's recommendations for the Water and Transit Funds. Council indicated that they would like to consider funding the remaining Open Space and the Historic Park City/Main Street Projects with an additional Resort City Sales Tax levy. Council was also presented with the first three Biennial Strategic Plan budget changes (Open and Responsive Government, Effective Transportation, and Preservation of Park City Character). Discussion/action is slated for these dates as follows, barring changes as needed:

May 31 –Operating Expenditures - Strategic Plan Team Presentations (Public Safety; Water & Natural Environment; Recreation, Open Space & Trails; Regional Collaboration; and World Class, Multi-Seasonal Resort Community), Benefits (pay plan, URS-Retirement, Health Insurance)

June 7 – Personnel Policies and Procedures (P&P) Manual, Fee Changes, City Fee Resolution, Council Compensation, Budget Policies, Outstanding Budget Issues, Adopt CEMP update by resolution

June 14 – Outstanding Budget Issues (If necessary)

June 21 – Presentation & Adoption of Final Budget (if no property tax increase), Adoption of Provisional Budget (if property tax will be increased)

Analysis:

On June 7, staff will focus on the following topics for discussion:

1. Adoption of the Tentative Budget

2. Personnel Policies and Procedures (P&P) Manual
3. City Service Fees (changes to the Fee Schedule)
 - a. Planning Fees
 - b. Building Fees
 - c. Ice Facility Fees
 - d. Golf Fees
 - e. Water Fees
 - f. Parking Fees
4. Budget Policies
 - a. GASB 54 Fund Policy
 - b. Contracting and Purchasing Policy
5. Comprehensive Emergency Management Plan
6. Council Compensation

Adoption of the Tentative Budget

Attached to this staff report is an ordinance adopting a Tentative Revised Budget for FY 2012 and FY 2013 Proposed Budget for Park City and its related agencies. The ordinance also gives the Budget Officer the ability to set the property tax rate at a “no tax increase rate” and file it with the County.

City Council is not scheduled to adopt the final budget until June 21. There will be time to discuss and make any recommended changes on June 14 as well.

As a result of Council direction, the following changes have been made to the Tentative Budget:

- **Police Records / Communications:** The police department is proposing changes to the organizational structure of the Police Records Department and the Communications Division. The reason for the reorganization request of the current structure is driven by the retirement of the Records Coordinator and a look at how to better meet the needs of both divisions. The recommendation is that the Records Coordinator (non-exempt 09) position be eliminated and that those job duties be absorbed by the current Communications Supervisor, and Full and Part time dispatchers. It is recommended that some work duties be reassigned from the Communications Supervisor to the current Dispatchers also, and that an additional full time regular Dispatcher I (non-exempt 7) position as well as a part time Dispatcher I to absorb those duties. The total cost savings recommended would be \$526.00. The reorg also allows for much greater flexibility in dispatch scheduling, which has been an ongoing problem.
- **Sustainability:** Due to the promotion of the Environmental Sustainability Manager to the position of Deputy City Manager, some changes are recommended to the Sustainability function. Open Space acquisition and land management functions will be transferred to the current Trails and Open Space Manager (exempt 05) position, and a reclass is recommended for these

additional assignments to an exempt grade 06. The environmental regulatory function will be assigned to the Deputy City Manager outside of the Sustainability function, so the Environmental Sustainability Manager (exempt 10) will be reduced to an exempt grade 07. Some additional responsibilities absorbed by all sustainability managers will create additional stress to department resources which can be relieved by the addition of a department intern. Total cost savings to the City would be \$6,192.

- Several interfund transfer line-items were changed and/or corrected based off the Finance Manager's direction.
- Increase of \$300k in Self-Insurance Fund due to a dwindling fund balance in FY12. It's anticipated that the Budget Dept will carry out a study to look at reinstating regular interfund transfers (IFTs) from all operating funds in the next fiscal year. The Self-Insurance Fund is an internal service fund that pays for Surety Bonds and worker's compensation claim reimbursement as well as outside legal expenses.
- Vacancy Factor (budget vs. actuals) was distributed to the departments from its non-departmental budget. This is a zero-sum change within the General Fund.
- The city has been working closely with Sundance institute to address issues related to the festival. We recommend adding \$12,800 in Sustainability's budget to increase the level of service in Code enforcement.
- Increase the Park's Department budget for immediate downtown projects this summer by \$16,000. This increase includes O&M funding for the Egyptian Walkway, the sidewalk on Swede Alley from the Egyptian theatre up to the Brew Pub lot, and for textured pavement sidewalks on Swede Alley. As more projects come online we'll increase O&M as necessary through the budget process. At this time, we are not recommending an enhanced level of service for snow removal. The HPCA is comfortable with this recommendation.

Outstanding Budget Issues - Continuation of Capital Funding Discussion

On May 17th and 24th staff presented City Council with the Capital Improvement Plan (CIP) as part of the City manager's recommended Budget. The proposed plan did not include funding for several large projects including the remaining OTIS projects, Historic District/Main Street projects, storm drain improvements and additional open space acquisitions. At that time City Council expressed interest in pursuing an additional .5% Resort Community Sales Tax. On May 24th Council directed staff to prepare additional project and revenue modeling showing the potential programming of Resort Community Sales Tax funds.

On May 24th staff outlined the process and timeline involved in adjusting the Resort Community Sales Tax. Because the Resort Community Sales Tax requires an election

and waiting period the earliest that the tax could be applied would be April 2013 which would only allow for three months of collections in FY 2013 and would be after the large collection months in the winter. Therefore the following modeling shows the Resort Community Sales Tax revenue beginning in FY 2014.

Staff recommends that all revenue generated with the additional .5% Resort Community Sales Tax be received directly in to the Capital Improvement Fund (Fund 31) to be used for but not limited to the following capital projects, Historic Park City/ Main Street & Downtown Projects, Open Space Acquisitions and other capital improvement projects as determined appropriate by City Council. It is staff's recommendation that this will allow all funds to be programed towards capital improvement projects and will allow City Council the flexibility to determine, on a yearly basis, the most appropriate use of the additional funds.

It is the recommendation of staff that an additional \$5 million will be required over the next 6 years for additional requirements related to the Soils Repository project.

In order to begin construction this summer on the Empire Avenue OTIS project staff recommends a \$1.8 million bridge loan be used to cover the currently unbudgeted expense. Staff recommends that an additional \$1.8 million transfer from the General Fund fund balance to the Capital Fund in FY 2012 should be used to cover the project cost. The General Fund balance can be replenished to the 18% allowable level once additional revenue is secured.

Currently the General Fund balance is budgeted to be 4.2 million at the end of FY 2012. It is estimated that the General Fund will come in approximately \$700,000 under budget. In addition, revenue surpluses in the General Fund are estimated at approximately \$700,000. Therefore after the bridge loan transfer of \$1.8 million for the Empire Ave. OTIS project, the General Fund is expected to be approximately \$3.8 million or 14.6 percent out of the allowable 18 percent.

Currently the CIP fund balance is expected to be \$1,385,906 at the end of the 2012 fiscal year. However approximately \$200,000 of the balance is accumulated bond interest earnings which have been obligated to parks improvements in FY3013 (as designated in the bond covenants). In 2014, \$1 million of CIP fund balance has be budgeted to the Royal Street Reconstruction project leaving a CIP fund balance of approximately \$121,000. It is anticipated that with budget savings and possible revenue surpluses in the General Fund that the General Fund transfer and therefore the CIP fund balance may be slightly higher.

Resort Community Tax

Some resort cities and towns are eligible to charge an additional general sales tax known as the Resort Community Tax. This tax was first approved by the Legislature in 1988. It provided for an optional 1% tax in any city or town with a transient room capacity equal to or greater than its census population. In 1997, the eligibility

requirements were adjusted, and the available tax was increased. Currently, any city or town with a transient room capacity that is equal to or greater than 66% of its census population may charge an additional 1.6% resort community sales tax.

The rationale behind the tax is to allow those cities and towns with higher than normal tourist populations to recoup some of the expense of providing basic municipal services to out-of-state visitors. Sales on items such as automobiles, watercraft and manufactured homes are exempt under the assumption that most purchases of this type are made by citizens of the municipality. The citizens must approve the tax, using the normal voting process.

The following details the timeline required for imposing the Additional Resort Communities Sales Tax:

1. (June) City Council must first pass a resolution approving the tax
2. (November) The Municipality must then hold an “additional resort communities sales tax election” during:
 - (i) a regular general election; or
 - (ii) a municipal general election; and publish notice of the election:
 - (i) 15 days or more before the day on which the election is held; and
 - (ii) in a newspaper of general circulation in the municipality
3. (November) With voter approval Council shall pass an ordinance approving an additional resort communities sales tax and provide an effective date for the tax
4. (January 1st) The City must notify the Utah State Tax Commission of the ordinance approving the tax
5. The Tax Commission must then allow a 90 day contest period before enacting the tax on the next available tax quarter.
6. (April 1st) Tax levy is applied to all qualifying sales

The following chart details projected revenue from the additional resort community sales tax:

Revenue Generation from Resort Sales Tax Increase			
	0.10	0.25	0.50
FY2014	\$ 619,822	\$ 1,549,556	\$ 3,099,112
2015	\$ 638,532	\$ 1,596,329	\$ 3,192,659
2016	\$ 657,241	\$ 1,643,103	\$ 3,286,205
2017	\$ 675,950	\$ 1,689,876	\$ 3,379,752
2018	\$ 694,660	\$ 1,736,649	\$ 3,473,299
2019	\$ 713,369	\$ 1,783,423	\$ 3,566,845
2020	\$ 732,078	\$ 1,830,196	\$ 3,660,392

Estimated Additional Resort Community Sale Tax Revenue

Long Range Project Model

In the following scenarios, the Long Range Project Model has been adjusted to include more accurate staging/phasing of capital projects. The model also allows for flexibility in funding individual phases of the projects with either debt or cash. Potential funding combinations are numerous and subject to change depending on project schedules, scope and Council direction. The following scenarios each show one possible funding option.

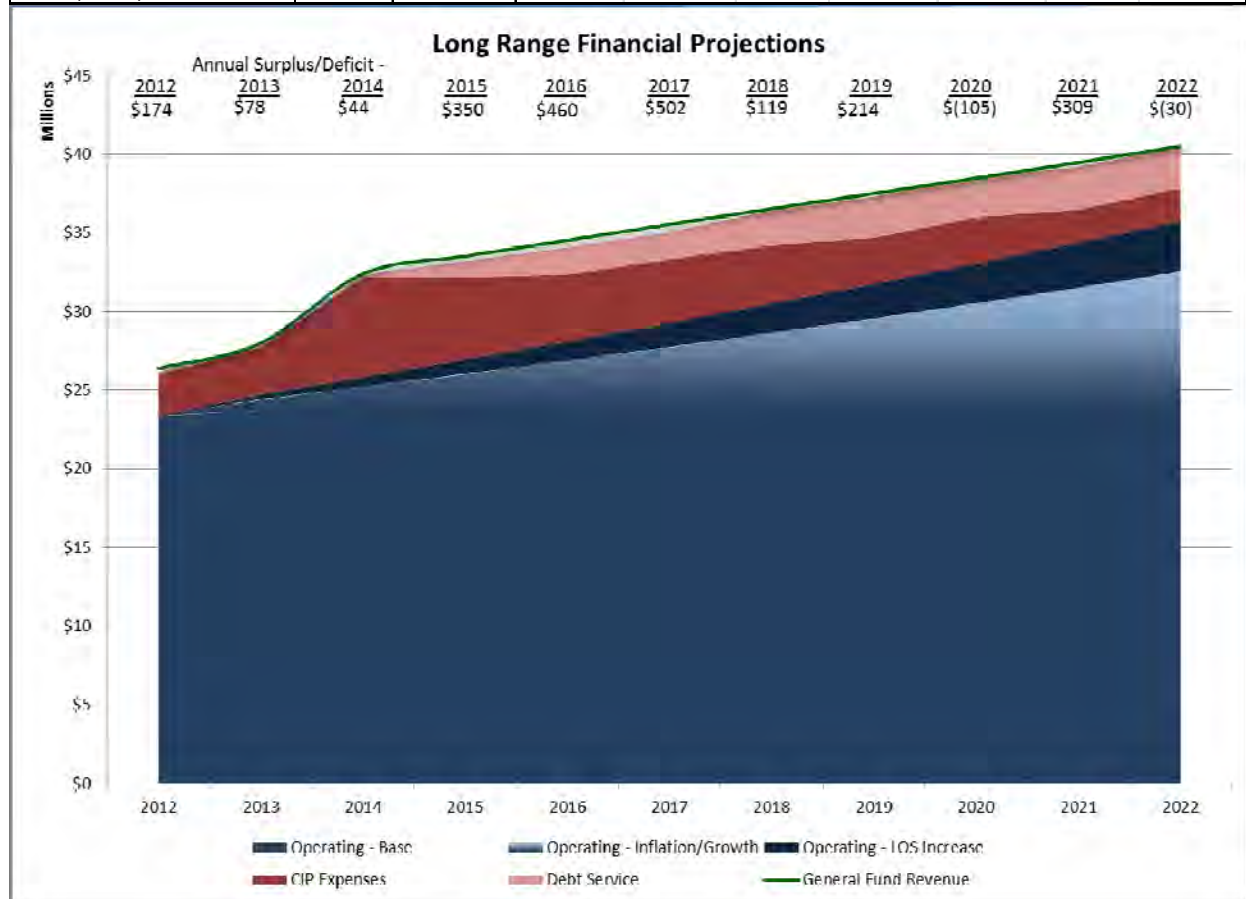
General Fund balance

Scenario A - Combination of Cash and Debt Financing

Scenario A shows funding through a combination of cash and debt financing. The scenario includes funding the Historic Park City/ Main Street projects through three sales tax revenue bonds in FY 2014 for \$6M, FY 2017 for \$5M, and FY 2020 for \$3M. It includes a combination of sales revenue bond for open space in FY 2014 for \$3M and FY 2015 for \$4M. It also includes an additional \$3M in cash for open space acquisition and conservation easement monitoring in FY 2014 and 2015. This would be a total of \$10M for open space acquisition and conservation easement monitoring between FY 2014 and 2015. The option includes providing an additional \$5M in cash to fund the additional amount required for the Soils Repository project. This would include an equal cash contribution of \$830,000 a year from FY 2015 to 2020 for the soils repository. Option A also includes issuing debt to cover storm drain improvements in FY 2015 for \$4.25M and FY2018 for \$4.25M and cash to cover phase A and B of the OTIS projects. (OTIS Phase A includes Upper and Lower Empire Ave. Phase B would include Sullivan Road; Hillside Ave. Stairs; and 8th, 10th, 11th, and 14th Street).

Under this scenario, if less than \$10M in open space acquisition and conservation easement monitoring is required in FY2014 and 2015, open space acquisitions would likely require less debt and could be funded with cash saved in previous years. While this approach maintains a balanced budget through FY 2022, the large amount of debt service costs would likely cause deficits in FY 2023 and beyond if there were no adjustments to revenues or expenditures.

Long Range Financial Model Scenario A - Combination of Cash and Debt Financing									
Project	Funding Type	Total Funding	Funding Available by Fiscal Year						
			FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
OTIS (Phase A)	Cash	\$ 1,800,000	\$1,800,000						
OTIS (Phase B)	Cash	\$ 2,300,000			\$ 766,667	\$ 766,667	\$ 766,667		
Downtown Projects (Phase II)	Debt	\$ 6,000,000	\$6,000,000						
Downtown Projects (Phase III)	Debt	\$ 5,500,000				\$5,500,000			
Downtown Projects (Phase IV)	Debt	\$ 3,000,000							\$3,000,000
Additional Open Space (Phase I)	Debt	\$ 3,000,000	\$3,000,000						
Additional Open Space (Phase II)	Debt	\$ 4,000,000		\$ 4,000,000					
Additional Open Space (Cash I)	Cash	\$ 3,000,000	\$1,500,000	\$ 1,500,000					
Storm Drain System	Debt	\$ 8,500,000		\$ 4,250,000			\$4,250,000		
Soils Repository	Cash	\$ 5,000,000		\$ 833,333	\$833,333	\$ 833,333	\$ 833,333	\$833,333	\$ 833,333



Long Range Financial Model Scenario A - Combination of Cash and Debt Financing

Scenario B – 50% Open Space/50% CIP projects

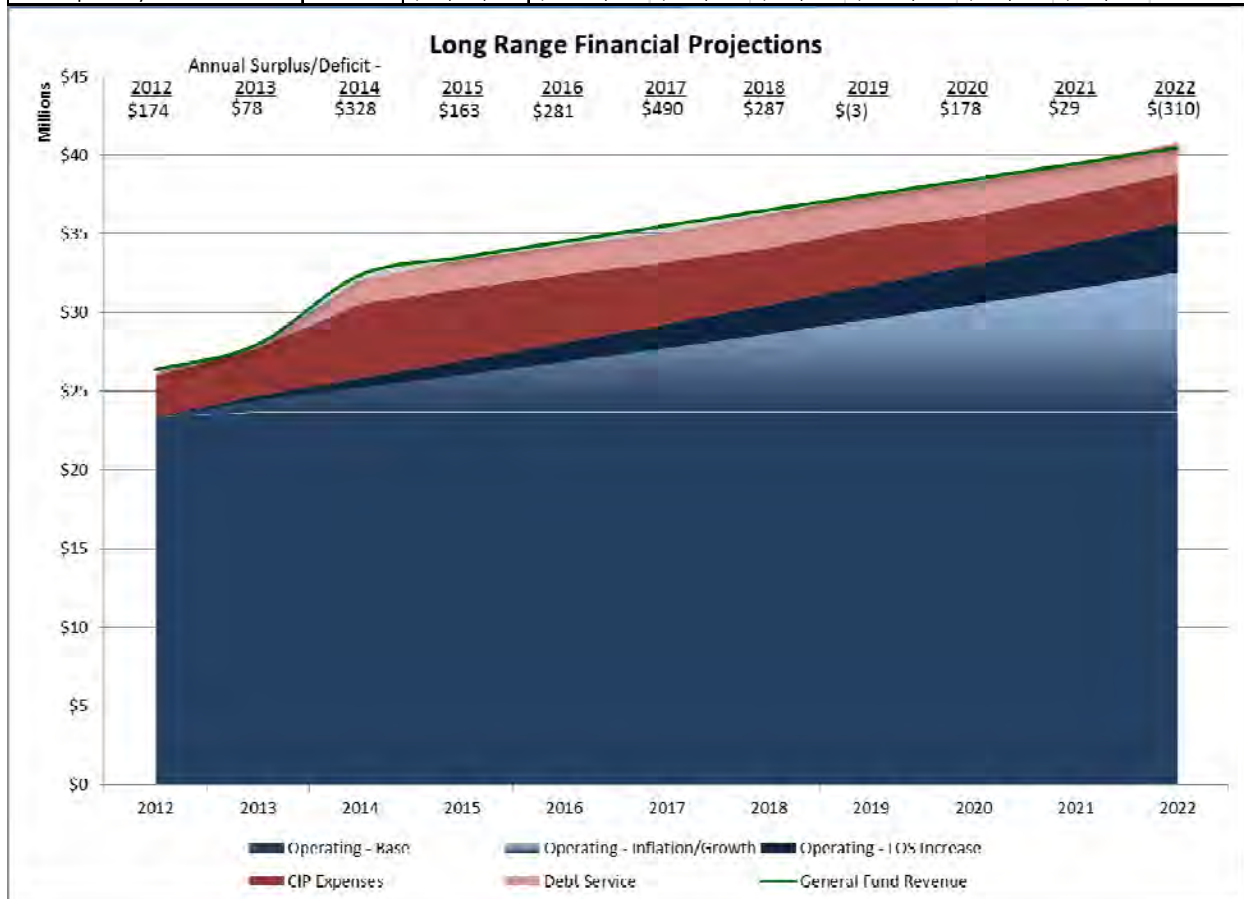
Scenario B also has the full amount of the additional Resort Community Sales Tax received directly in the capital fund. Half of the amount generated would be allocated to open space acquisition and conservation easement monitoring and the second half would be available for other projects in the CIP. This option would provide approximately \$1.6 million annually to be used for open space. This amount of revenue would provide the ability to bond for approximately \$15 million in sales revenue bonds.

Accordingly this option would provide an equivalent amount of revenue (\$1.6 million annually or \$15 million in sales revenue bonds) to be used on CIP projects. This amount

would be sufficient to provide additional cash funding for the soils repository project in the amount of \$5 million and to provide cash and bond funding for either the Downtown Enhancement projects or the remaining OTIS projects. However this option would not generate sufficient funding to complete both projects or provide funding for storm water projects.

The following chart and graph shows funding \$15M in open space bonds, a combination of cash and debt funding for the Historic Downtown project and cash funding for the Soils Repository.

Long Range Financial Model Scenario B – 50% Open Space/50% CIP projects									
Project	Funding Type	Total Funding	Funding Available by Fiscal Year						
			FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Downtown Projects (Phase II)	Debt	\$ 3,500,000	\$ 3,500,000						
Downtown Projects (Phase III)	Debt	\$ 3,500,000				\$ 3,500,000			
Downtown Projects (Phase IV)	Cash	\$ 3,000,000							\$ 3,000,000
Downtown Projects (Cash I)	Cash	\$ 2,500,000	\$ 833,333	\$ 833,333	\$ 833,333				
Downtown Projects (Cash II)	Cash	\$ 2,000,000				\$ 666,667	\$ 666,667	\$ 666,667	
Additional Open Space (Phase I)	Debt	\$ 15,000,000	\$ 15,000,000						
Soils Repository	Cash	\$ 5,000,000	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333	



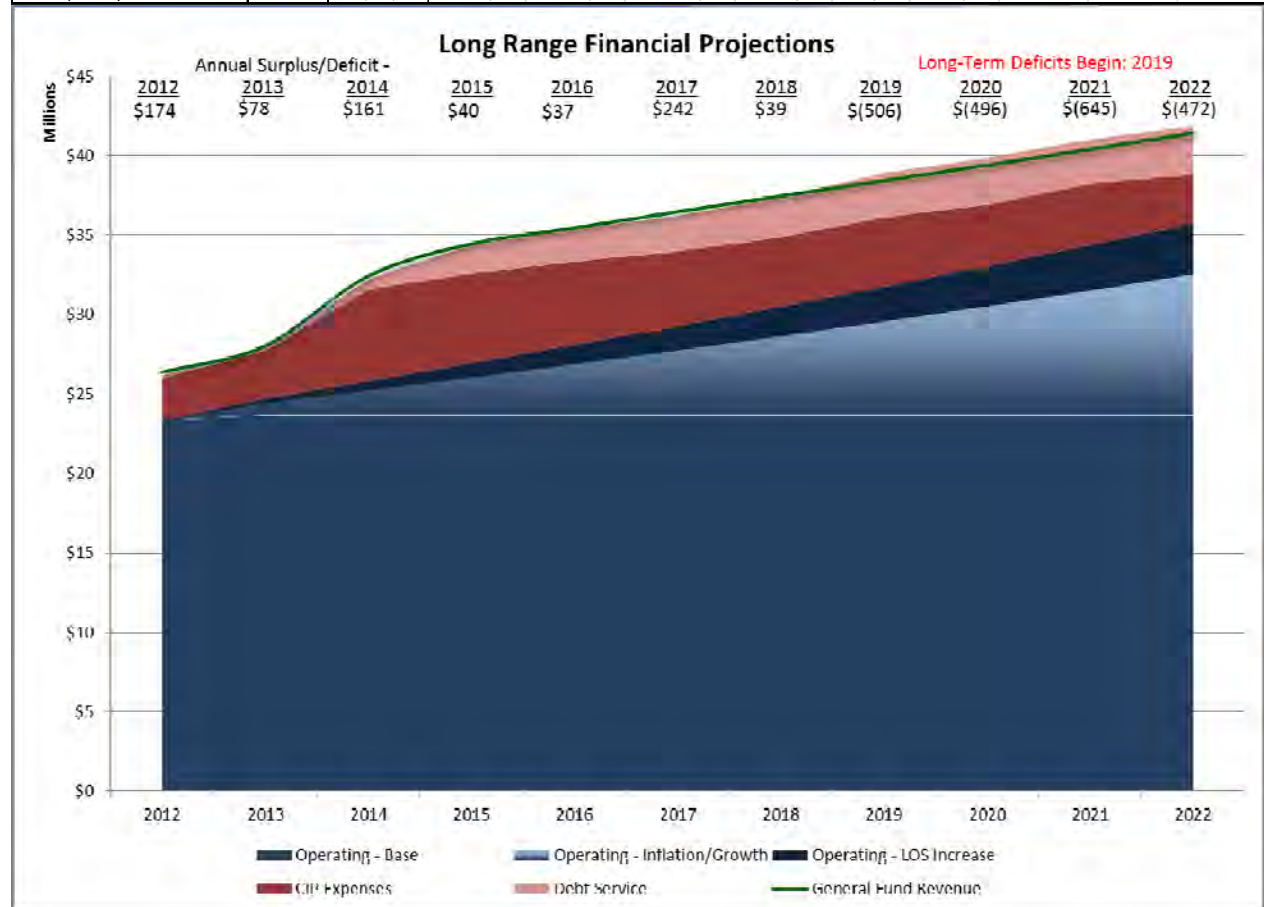
Long Range Financial Model Scenario B - 50% Open Space/50% CIP projects

Scenario C – Resort Community Sales Tax with Additional Open Space GO Bond

A third scenario shows the ability of the additional Resort Community Sales Tax to fund a majority of the CIP projects with the addition of a new open space GO bond. This scenario shows \$5 million in open space acquisition and conservation easement

monitoring funding from Resort Community Sales Tax in year 2014. It also uses a combination of cash and debt funding for the Historic Downtown projects and the remaining OTIS projects. It also includes debt funding in three phases for the storm water projects and cash funding of the additional \$5 million required for the Soils Repository. In FY2014 an open space GO bond election would be required to fund an additional \$10 million for open space acquisition.

Long Range Financial Model Scenario C - Resort Community Sales Tax with Additional Open Space GO Bond											
Project	Funding Type	Total Funding	Funding Available by Fiscal Year								
			FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
OTIS (Phase I)	Cash	\$ 1,800,000	\$ 900,000	\$ 900,000							
OTIS (Phase II)	Cash	\$ 2,300,000			\$ 766,667	\$ 766,667	\$ 766,667				
OTIS (Phase II)	Debt	\$ 1,900,000						\$ 1,900,000			
OTIS (Phase IV)	Debt	\$ 2,500,000									\$ 2,500,000
Downtown Projects (Phase II)	Debt	\$ 3,000,000	\$ 3,000,000								
Downtown Projects (Phase III)	Debt	\$ 3,500,000				\$ 3,500,000					
Downtown Projects (Phase IV)	Cash	\$ 3,000,000							\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Downtown Projects (Cash I)	Cash	\$ 3,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000						
Downtown Projects (Cash II)	Cash	\$ 2,000,000				\$ 666,667	\$ 666,667	\$ 666,667			
Additional Open Space (Phase I)	Debt	\$ 5,000,000	\$ 5,000,000								
Additional Open Space (GO Bond)	Debt	\$ 10,000,000		\$ 10,000,000							
Storm Drain System	Debt	\$ 8,500,000			\$ 2,833,333			\$ 2,833,333			\$ 2,833,333
Soils Repository	Cash	\$ 5,000,000	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333	\$ 833,333			



Long Range Financial Model Scenario C - Resort Community Sales Tax with Additional Open Space GO Bond

(See Attachment A – Ordinance Adopting the Tentative Budget)
(See Attachment B – Budget Summaries)

Changes to the Personnel Policies and Procedures Manual

I. Summary of Recommendations:

Adopt a resolution (attached) revising the Personnel Policies and Procedures Manual dated July 1, 2012 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 2012.

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.

Amendments and changes to 2012 Employee Policies & Procedures: The Policies and Procedures Manual has had large structural changes this year, but there were not many actual policy changes. The majority of the structural change refers to the removal of the procedural sections below from the current P&P and making such sections available in separate manuals. References to the manuals have been added throughout the P&P where appropriate:

- Section 5 Classification Plan
- Section 6 Pay Plans and Pay Administration
- Section 7 Performance Reviews
- Section 10 Employee Benefits
- Section 11 Emergency Management

Please note: Sections 5 & 6 have been combined into one single manual. Also, the section on Special Employee Reviews was eliminated from the Classification & Pay Plan Manual. All other sections have been compiled in individual manuals.

Other changes:

Section 2.2.e. Part-Time Non-Benefited Appointments

Language was added to clarify part-time non-benefited employees with multiple positions in the City may not work more than 32 hours total per week for all position held (p.6)

Section 3.2 Promotions

Newly hired employee pay rates should generally not exceed the new hire maximum (p.10)

Section 3.5 Resignations and Discharges

To resign in good standing, exempt and non-exempt employees must give the City Manager two calendar weeks prior notice with the exception of and Management Team who must give the City Manager four calendar weeks prior notice. Prior requirement was four-week notice for all exempt employees. Also, added language to state discharged employees may have future employment denied and ineligibility to vacation payout (p.11)

Section 4.10 Telecommuting

Reference to Telecommuting Administrative Policy added (p.16)

Section 4.12 Full Time Regular Employee Reviews

Employees on leave without pay status for over 30 days will not have that time count towards merit increase eligibility (p.18)

Section 4.13.b.7 Perfect Attendance Bonus

Language on Perfect Attendance Bonus clarifying employees must be off probation for eligibility (p.20)

Section 4.23 Vacation Pay

Clarify vacation payout (upon separation of employment) will be processed unless otherwise stated in separation agreement (p.30)

Section 4.22 Holiday Pay

Premium pay is paid on actual holidays, not City recognized dates or office closure dates (p. 28).

Section 5.1 Applicant and Personnel Files

Added marital status to employee records that must be kept accurate and any changes must be reported by employees (p.48)

Section 5.2 Privacy or Personnel File and Other Employee Information

Reference added regarding HR's obligations on these matters (not the City's obligations as previously stated) (p.48)

(See Attachment C – Resolution Adopting the Personnel Policies and Procedures Manual)

City Service Fees (changes to the Fee Schedule)

The Fee Resolution will be adopted on June 7, 2012. Staff proposes the following changes to the Fee Schedule:

- Building Fees
- Planning Fees
- Ice Facility Fees
- Golf Fees
- Water Fees
- Parking Fees

Building Fees

This year, the Building Department has proposed several changes to the Building and Fire Permit Fee schedule. In 2010, the Budget and Building Departments carried out a study to determine the average cost of services, as well as the average cost recovery. In most cases, the cost of service far exceeded the revenues brought in by permit fees. In 2012, this study was updated, given the reduced amount of construction in Park City within the last two years. This updated study gives a clearer picture of how the Building Department has fared during several years of recession. Based on the updated study, the Building Department recommends several changes, as described in Attachment C. These changes include:

- Sub-permit Fees currently have an average cost recovery of 20%. The proposed increases will raise our cost recovery to 34%.

- Fire Permit Fees currently have a cost recovery average of 26%. The proposed increases will raise our cost recovery average to 58%.

- Demolition fees are generally collected as part of a building permit fee. When permits are pulled together, the cost of both the demolition and the new construction are accounted for. When a demolition fee is pulled separately, and a building fee is not pulled, the current fee of \$20 is not enough to cover costs.

-For inspections outside of business hours, we currently charge \$75 an hour. However, this rate does not take into account several factors, including overtime, holiday pay, and travel costs.

(See Attachment D – Memo discussing changes to Building Fees Schedule)

Planning Fees

Two years ago, a study carried out by the Budget Department in conjunction with Planning determined the average cost of each their services. In most cases the average cost per service was higher than the current fee (or average fee amount). Recommended fee increases were made by the Planning Department that were done in accordance with the average costs determined by the Budget Department. In 2010, it was recommended by Staff and approved by Council to take a phased approach over 3 years that would increase the fees in small increments over time. We are currently in the third and final year of fee increases resulting from this study. Last year's cost recovery was set at 60%. The increases for FY 13 would move that number closer to 70%.

Ice Facility Fees

The Ice Arena's fee increase philosophy has been to increase fees gradually and consistently, rather than institute increases infrequently at higher rates. This year, the only change is going to be the Adult Freestyle admission price, which will move from \$7.50 to \$8.25 for Local-Area patrons and from \$11.00 to \$13.00 for Out-of-Area patrons. This change stems from an inconsistency in our pricing. Adult programs are priced higher than Youth programs. Prior to this change, the Adult Freestyle Program was priced at the Youth level. This change will create the consistency we would like in our pricing.

Golf Fees

On February 16, staff presented to Council the recommended changes in the Golf Fee Schedule. Park City Golf Club had a difficult 2011 season. It mirrored the previous season in that the season started almost a month late due to the long snow packed winter. When we did get going in mid-May the weather continued to be an issue. The positive news is that the summer and fall months of July-October were very strong. We had our strongest revenue October in recent history. Heading into the spring season of this year net revenues are flat compared to last year. Based off of these revenues, Staff recommends a fee increase of 50 cents per nine for residents and 1 dollar per nine for non-residents for the upcoming golf season.

Water Fees

This year, Staff has recommended an increase of 18% to many of the Water Fees. A large portion of the proposed rate increases are attributable to securing adequate water to meet redundancy and build out needs, expansion of the City's raw water conveyance system, compliance with pending UPDES permits for Judge Tunnel, Spiro Tunnel, and Prospector Drain, and replacement of aging infrastructure throughout the system. While

the infrastructure for the UPDES permits is a few years out, rates need to be adjusted immediately to pay for the design, construction, and operation of proposed infrastructure. Several components of this infrastructure construction will begin immediately in order to address drinking water challenges and will then be integrated into the UPDES compliance system.

Various road projects including Empire and Deer Valley Drive are planned in the near future and the Water Department recommends replacing the water infrastructure in these corridors. This replacement will address current failing infrastructure and future disruption of service and surface improvements.

Staff has been added to the Water Department to fulfill existing shortfalls in labor and to staff the new Quinns Junction Water Treatment Plant. Also, a portion of the rate increases are attributable to maintaining adequate revenue in order to maintain a favorable bond rating.

Parking Fees

Building contractors working at a job site within a residential permit area must obtain parking permits for any vehicle parked on the street. Currently the contractor is required to complete the building permit process (and pay all associated fees) then visit parking services to apply and pay for any parking spaces they require. This process and fees were established to control the number of construction vehicles allowed into the residential permit zones (which in general have very limited on street parking available). In the past Staff has generally approved up to two vehicle parking permits for each project to allow a reasonable level of accommodation for the contractor.

Parking and Building staff have worked together cooperatively to streamline and simplify the construction parking permit process. Staff recommends that building contractors (that have a project within a residential permit zone) that possess approved and valid building permits are provided up to two free vehicle parking permits at the time of building permit issuance. Any vehicle or equipment permitting beyond these two free permits will still require the contractor to apply and pay for any approved permits. Staff thinks that this will provide the contractor with a reasonable level of parking at the construction site without the inconvenience and fees associated with the current process.

Staff is also recommending an increase in the amount of fees charged for placing construction dumpsters in the right of way from \$20 month per space occupied to \$50 month per space occupied (a parking space is 20' in length). This increase in fees is intended to motivate contractors to find on property locations for their dumpsters or at the very least to limit the amount of time dumpsters are placed on the street. Staff believes this increase is appropriate given the visual and parking impacts that are inherent with placing construction dumpsters in the public right of way.

(See Attachment E – Excerpts showing changes to Fees Schedule)
(See Attachment F – Resolution adopting changes to Fees Schedule)

Budget Policies

Each year, staff reviews the City's various policies including the Budget and Personnel Policies and Procedures documents. City Council generally adopts these policies, along with any changes, as a part of the budget process. Changes to the Personnel Policies and Procedures document will be presented to Council June 7th. The following changes are proposed for the Budget Policies:

GASB 54 Fund Policy

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

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

1. Nonspendable Fund Balance
2. Restricted Fund Balance
3. Committed Fund Balance
4. Assigned Fund Balance
5. Unassigned Fund Balance

The Budget Document includes the GASB 54 Fund Policy in its entirety, and includes explanation of each of the five components.

(See Attachment G – Procurement Policy)

Purchasing Policy

One major change was made to the Purchasing Policy regarding whether certain contracts for goods or services are exempt from bidding provisions. These changes include:

- Pursuant to Utah Code Ann. Section 63G-6-501, as defined in R916-4, certain transportation construction projects where federal funds are being utilized, may be exempt from the bidding process.

(See Attachment H – Purchasing Policy)

Comprehensive Emergency Management Plan (CEMP)

The City Council adopted a new Comprehensive Emergency Management Plan (CEMP) for the City in August of 2007 and has re-adopted an updated and revised CEMP in June of each year since. The Emergency Management Group (EMG) and the

City Manager made amendments to the CEMP during the 2012 fiscal year. Resolution 11-11 requires all amendments to the CEMP to be ratified by the City Council within one year. Further, the City's CEMP must be readopted annually to meet the National Incident Management System (NIMS) and Federal Emergency Management Administration (FEMA) compliance requirements.

Without formal adoption of a CEMP, the City is not eligible for certain federal grants and federal disaster Public Assistance (PA) reimbursements. Further, NIMS compliance is becoming a requirement for other federal assistance and grants. State assistance to municipalities is also available with approved emergency management plans, training, an Emergency Manager and CEMP adoption. Park City continues to receive FEMA/State Emergency Management Performance Grants (EMPG) because we have an Emergency Program Manager and have met the state and federal NIMS requirements. We will continue to apply for available EMPG grants as they become available, though this year there is expected to be a 50% decrease in available Federal funding and all grants have again been delayed due to Congressional budget wrangling.

In addition to the basic plan, seventeen (17) Appendices lay out the details of Mitigation, Preparedness, Response and Recovery. The basic CEMP is before you for review and adoption meeting the State/Federal NIMS requirements.

The following amendments have been made since the June 2, 2011 adoption.

Nature of the Change	Page Affected
Update City Manager Succession section	Page 17
Added Mountain Regional Water Special Service District Mutual Aid Agreement	Appendix G
Added Summit County Health Department Mutual Aid Agreement with Police for Strategic National Stockpile (SNS)	Appendix G
Added Summit County Health Department Mutual Aid Agreement with Public Works for SNS	Appendix G
Added Summit County Automatic Aid Agreement	Appendix G
Updated Emergency Support Functions (ESF) 18-Animals	Appendix L
Updated ESF 18-Animals Standard Operating Procedures (SOP)	Appendix Q
Updated Building Preparedness section to include new or remodeled structures	Appendix D
Updated Resource and Contact Lists	Appendix H
Updated Personnel Contact Lists	Appendix I
Updated Cover Sheet for Appendix G	Appendix G
Updated title changes for the city & state	Throughout
Updated punctuation and grammar as needed	Throughout

The various appendices are not included with the CEMP to save on paper (jointly they exceed 800 pages), but are available to the Council for review. Some appendices are protected documents under UCA - 63-2-304 and UCA 62-2-106 due to personnel and security contents. The Council will be periodically updated on amendments to the plan made by the Emergency Management Group (EMG) as outlined in the CEMP as necessary.

(See Attachment I – Comprehensive Emergency Management Plan)

(See Attachment J – Resolution Adopting the CEMP)

Council Compensation

During the biannual budget process the City Council looks at comparable compensation levels for all the City employees. Also during this process, Mayor and Council compensation is examined. Information was obtained from the Wasatch compensation database on comparable Cities and Counties with similar forms of government.

Updated salary information was available but in some cases the total benefit values were from last year yet each entity was contacted to verify the information. While some cities did not respond, none of those cities were in the top 6. Below is a chart of the information that was obtained for the Council pay:

Job #2705 - CITY COUNCIL / TRUSTEE									
Entity	Pay Basis	Salary	Ret	Health	Dental	Life	Total Benefits \$	Total Benefits %	TCV
WEST VALLEY	Annual	\$ 18,820.00	20%	\$ 1,003.61	\$ 98.23	\$ 7.12	\$ 13,307.52	20.00%	\$ 32,127.72
DRAPER	Annual	\$ 10,896.00	13.37%	\$ 1,211.57	\$ 105.73	\$ 16.90	\$ 16,010.40	13.37%	\$ 26,906.53
BRECKENRIDGE	Annual	\$ 9,600.00	0.00%	\$ 1,335.94	\$ -	\$ -	\$ 16,031.28	0.00%	\$ 25,631.28
OREM	Annual	\$ 13,200.00	0.00%	\$ 861.80	\$ 99.14	\$ 9.10	\$ 11,640.48	0.00%	\$ 24,840.48
ASPEN	Annual	\$ 22,100.00	0.00%	\$ 137.00	\$ -	\$ -	\$ 1,644.00	0.00%	\$ 23,744.00
BOUNTIFUL	Annual	\$ 7,800.00	0.00%	\$ 1,100.00	\$ -	\$ 9.11	\$ 13,309.32	0.00%	\$ 21,109.32
ST. GEORGE	Annual	\$ 12,000.00	0.00%	\$ 707.00	\$ -	\$ -	\$ 8,484.00	0.00%	\$ 20,484.00
MOAB*	Annual	\$ 6,000.00	0.00%	\$ 1,092.00	\$ -	\$ 5.70	\$ 13,172.40	0.00%	\$ 19,172.40
CLEARFIELD*	Annual	\$ 8,880.00	13.00%	\$ 752.61	\$ 79.28	\$ 22.64	\$ 10,254.36	13.00%	\$ 19,134.49
SOUTH JORDAN	Annual	\$ 11,436.00	14.36%	\$ 391.98	\$ 80.14	\$ 21.36	\$ 5,921.76	14.36%	\$ 17,357.90
STEAMBOAT SPRINGS	Annual	\$ 7,449.60	0.00%	\$ 685.00	\$ -	\$ 6.01	\$ 8,292.12	0.00%	\$ 15,741.72
TELLURIDE	Annual	\$ 9,600.00	0.00%	\$ 458.00	\$ -	\$ -	\$ 5,496.00	0.00%	\$ 15,096.00
ROY*	Annual	\$ 8,118.78	15.54%	\$ 554.74	\$ -	\$ 13.36	\$ 6,817.20	15.54%	\$ 14,936.14
WASHINGTON TERRACE	Annual	\$ 4,800.00	0.00%	\$ 807.67	\$ -	\$ -	\$ 9,692.04	0.00%	\$ 14,492.04
LAYTON	Annual	\$ 13,130.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 13,130.00
DURANGO	Annual	\$ 5,999.76	0.00%	\$ 358.16	\$ 29.00	\$ 4.00	\$ 4,693.92	0.00%	\$ 10,693.68
SPANISH FORK	Annual	\$ 9,180.00	0.00%	\$ -	\$ 92.00	\$ -	\$ 1,104.00	0.00%	\$ 10,284.00
KAYSVILLE	Annual	\$ 6,000.00	18.00%	\$ -	\$ -	\$ -	\$ -	18.00%	\$ 6,000.18
HEBER CITY	Annual	\$ 6,000.00	12.00%	\$ -	\$ -	\$ -	\$ -	12.00%	\$ 6,000.12
FRISCO, CO	Annual	\$ 6,000.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 6,000.00
GLENWOOD SPRINGS	Annual	\$ 6,000.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 6,000.00
GUNNISON	Monthly	\$ 6,000.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 6,000.00
HURRICANE	Annual	\$ 6,000.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 6,000.00
Average of top 2-6		\$ 12,719.20	2.67%	\$ 929.26	\$ 40.97	\$ 7.02	\$ 11,727.10	2.67%	\$ 24,446.32
Park City	Annual	\$ 12,486.00	0%	\$ 1,156.81	\$ -	\$ -	\$ 13,881.72	0%	\$ 26,367.72
Difference									\$1,921.40
									7.86%
*Cities did not respond.									
Breckenridge health includes \$500 yearly for recreation									
Dental, Health and Life premiums are in some cases paid together. When this occurs dental and life are reported as \$0.									

The Mayor data is as follows:

Job #2700 - MAYOR									
Entity	Pay Basis	Salary	Ret	Health	Dental	Life	Total Benefits \$	Total Benefits %	TCV
ST. GEORGE	Annual	\$ 30,000.00	0.00%	\$ 707.00	\$ -	\$ 10.86	\$ 8,614.32	0.00%	\$ 38,614.32
OREM	Annual	\$ 26,400.00	0.00%	\$ 861.80	\$ 99.14	\$ 9.10	\$ 11,640.48	0.00%	\$ 38,040.48
WEST VALLEY	Annual	\$ 23,900.00	20.00%	\$ 1,003.61	\$ 98.23	\$ 7.12	\$ 13,307.52	20.00%	\$ 37,207.72
ASPEN	Hourly	\$ 29,600.00	0.00%	\$ 137.00	\$ -	\$ -	\$ 1,644.00	0.00%	\$ 31,244.00
DRAPER	Annual	\$ 14,885.00	13.37%	\$ 1,211.57	\$ 105.73	\$ 16.90	\$ 16,010.40	13.37%	\$ 30,895.53
BRECKENRIDGE	Annual	\$ 14,400.00	0.00%	\$ 1,335.94	\$ -	\$ -	\$ 16,031.28	0.00%	\$ 30,431.28
BOUNTIFUL	Annual	\$ 15,600.00	0.00%	\$ 1,100.00	\$ -	\$ 9.11	\$ 13,309.32	0.00%	\$ 28,909.32
MOAB*	Annual	\$ 12,000.00	0.00%	\$ 1,092.00	\$ -	\$ 5.70	\$ 13,172.40	0.00%	\$ 25,172.40
TELLURIDE	Annual	\$ 18,000.00	0.00%	\$ 458.00	\$ -	\$ -	\$ 5,496.00	0.00%	\$ 23,496.00
CLEARFIELD*	Annual	\$ 11,686.00	13.00%	\$ 752.61	\$ 79.28	\$ 22.64	\$ 10,254.36	13.00%	\$ 21,940.49
LAYTON	Annual	\$ 21,800.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 21,800.00
ROY*	Annual	\$ 10,053.00	0.00%	\$ 825.72	\$ -	\$ 13.36	\$ 10,068.96	0.00%	\$ 20,121.96
STEAMBOAT SPRINGS	Annual	\$ 9,916.00	0.00%	\$ 685.00	\$ -	\$ 6.01	\$ 8,292.12	0.00%	\$ 18,208.12
HURRICANE	Annual	\$ 18,000.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 18,000.00
SOUTH JORDAN	Annual	\$ 17,153.52	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 17,153.52
SPANISH FORK	Annual	\$ 14,100.00	0.00%	\$ -	\$ -	\$ 92.00	\$ 1,104.00	0.00%	\$ 15,204.00
DURANGO	Annual	\$ 9,000.00	0.00%	\$ 358.16	\$ 29.00	\$ 4.00	\$ 4,693.92	0.00%	\$ 13,693.92
KAYSVILLE	Annual	\$ 12,250.00	18.00%	\$ -	\$ -	\$ -	\$ -	18.00%	\$ 12,250.18
FRISCO	Annual	\$ 11,400.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 11,400.00
HEBER CITY	Annual	\$ 10,200.00	12.00%	\$ -	\$ -	\$ -	\$ -	12.00%	\$ 10,200.12
WASHINGTON TERRACE	Annual	\$ 9,600.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 9,600.00
GLENWOOD SPRINGS	Annual	\$ 8,400.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 8,400.00
GUNNISON	Annual	\$ 7,200.00	0.00%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 7,200.00
Average of top 2-6		\$ 21,837.00	6.67%	\$ 909.98	\$ 60.62	\$ 6.62	\$ 11,726.74	6.67%	\$ 33,563.80
Park City	Annual	\$ 23,007.16	0%	\$ 1,156.81	\$ -	\$ -	\$ 13,881.72	0.00%	\$ 36,888.88
Difference									\$3,325.08
									9.91%
*Cities did not respond.									
Breckenridge health includes \$500 yearly for recreation									
Dental, Health and Life premiums are in some cases paid together. When this occurs dental and life are reported as \$0.									

Changes to Mayor and Council compensation are adopted by Council Ordinance. Due to the market data above, no change is recommended to Council or Mayor pay at this time. Changes to Mayor and Council compensation are adopted by Council Ordinance. Also adopted by ordinance are statutory officers including the City Manager, City Attorney, City Engineer, City Treasurer and City Recorder. Of those positions, only the City Manager and City Engineer are recommended to receive an increase in pay as part of the recommended pay plan. Their positions are considered for this increase based on the following information:

Job # 455 - CITY/COUNTY ENGINEER								
Entity	Preferred Title	Actual		MP	Ben\$	Ben%	TCV	TCVMP
		Low	High					
Average Top (2-6)		\$109,249	\$109,249	\$109,249	\$14,240	21.05%	\$146,472	\$146,471
PARK CITY	CITY ENGINEER	\$101,455	\$101,455	\$101,455	\$15,680	21.45%	\$138,894	\$138,897
Difference		(\$7,794)	(\$7,794)	(\$7,794)	\$1,440	0.40%	(\$7,578)	(\$7,574)
Difference %								-5.17%

The City Engineer position is recommended for reclass from exempt grade 11 to exempt grade 12. The City Manager pay, in order to adjust the position to the -5.00% market standard, would have an adjustment to the top of range from \$141,415 per year to \$145,000 per year.

Job # 125 - CITY/COUNTY MANAGER								
	Preferred Title	Actual		MP	Ben\$	Ben%	TCV	TCVMP
		Low	High					
Average Top (2-6)		\$158,606	\$158,606	\$158,606	\$11,245	20.34%	\$201,955	\$201,955
PARK CITY	CITY MANAGER	\$141,415	\$141,415	\$141,415	\$15,680	21.45%	\$180,824	\$187,429
Difference		(\$17,191)	(\$17,191)	(\$17,191)	\$4,435	1.11%	(\$21,131)	(\$14,527)
Difference %								-7.19%

No other statutory positions are recommended for an increase.

(See Attachment K – Compensation Ordinance)

Department Review:

This report has been reviewed by the Budget, Legal, and City Manager departments.

Alternatives:

A. City Council should do the following:

1. **Adopt the Tentative Budget for FY 2012 (amended), FY 2013 Proposed Budget, and FY 2014 Plan by ordinance;**
2. **Approve the recommendations and revisions to the Policies and Procedures Manual.** This 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.
3. **Adopt the Park City Comprehensive Emergency Management Plan (CEMP) by resolution;**
4. **Give Direction to Staff regarding Desired Changes to the Budget to be made before Final Adoption.**

B. Continue the Item: The Final Budget needs to be adopted on June 21. Per State law, the Tentative Budget needs to be adopted and available for public review for 10

days prior to Final Budget adoption. Any possible changes to the Final Budget should be addressed on June 7 when the Tentative Budget is adopted. Subsequent discussions can occur on June 14, but final changes need to be adopted on June 21.

C. Do Nothing

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

E. 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.

Significant Impacts:

The City's budget must be balanced. Staff recommends that Council provide policy direction on budget issues. Any unresolved issues should be discussed by June 14 so that the Final Budget can be prepared for adoption on June 21.

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.

Failure to adopt the CEMP jeopardizes the City's ability to receive State and Federal grant and disaster reimbursement funds. Pending 2012 EMPG grants and other Federal grants would be in jeopardy.

Recommendation:

The City Council should follow the budget presentation schedule described above and provide direction as necessary.

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

Attachments:

- A – Ordinance Adopting the Tentative Budget**
- B – Budget Summaries**
- C – Resolution Adopting the Personnel Policies and Procedures Manual**
- D – Memo discussing changes to Building Fee Schedule**
- E – Excerpts showing changes to Fees Schedule**
- F – Resolution Adopting the Fee Schedule**
- G – Procurement Policy**
- H – GASB 54 Fund Balance Policy**
- I – Comprehensive Emergency Management Plan**
- J – Resolution Adopting the CEMP & Park City CEMP**
- K – Compensation Ordinance**

Attachment A



Ordinance No. XX-XX

ORDINANCE ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2012 AND A TENTATIVE BUDGET FOR FISCAL YEAR 2013 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

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

WHEREAS, a public hearing was held on May 3, May 17, May 24, May 31, 2012, and one more scheduled for June 7, 2012 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 3, 2012 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative revised Fiscal Year 2012 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. TENTATIVE BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 3, 2012 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative budget for Fiscal Year 2013 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for 2012 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on publication and shall apply retroactively to July 1, 2012.

PASSED AND ADOPTED this 7th day of June, 2012

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Attachment B

Resources & Requirements - All Funds Combined														
Description	2009 Actual	2010 Actual	2011 Actual	2012 Original Budget	2012 Adj Budget	2013 Budget	Change - 2011 to 2012		2014 Plan	Change - 2012 to 2013				
							Increase (reduction)	%		Increase (reduction)	%			
RESOURCES														
Sales Tax	11,027,464	11,601,845	12,492,244	12,313,000	12,414,000	12,914,000	500,000	4%	13,303,000	389,000	3%			
Planning Building & Engineering Fees	5,044,383	1,287,132	1,464,715	1,962,187	1,679,718	2,042,751	363,033	22%	2,391,667	348,916	17%			
Charges for Services	9,129,312	9,497,866	10,167,015	10,994,471	11,327,161	12,819,556	1,492,395	13%	13,979,464	1,159,908	9%			
Intergovernmental Revenue	3,053,819	7,324,484	6,408,589	3,341,000	13,189,545	3,344,000	(9,845,545)	-75%	3,817,200	473,200	14%			
Franchise Tax	2,720,272	2,774,320	2,906,981	3,160,000	3,087,000	3,275,000	188,000	6%	3,419,000	144,000	4%			
Property Taxes	13,213,009	15,790,260	17,043,800	16,703,315	18,019,904	18,071,873	51,969	0%	18,339,989	268,116	1%			
General Government	457,582	459,311	583,030	573,082	592,437	628,711	36,274	6%	667,614	38,903	6%			
Other Revenues	10,850,156	16,200,738	10,415,652	11,836,758	13,334,347	6,249,161	(7,085,186)	-53%	6,288,300	39,139	1%			
Total	<u>\$55,500,997</u>	<u>\$64,935,955</u>	<u>\$61,482,026</u>	<u>\$60,883,813</u>	<u>\$73,644,113</u>	<u>\$59,345,052</u>	<u>(\$14,299,061)</u>	<u>-19%</u>	<u>\$62,206,234</u>	<u>\$2,861,182</u>	<u>5%</u>			
REQUIREMENTS (by function)														
Executive	7,449,017	7,801,370	7,404,256	8,695,350	8,176,225	9,176,011	999,786	12%	8,983,307	(192,704)	-2%			
Police	3,726,449	3,859,148	4,001,064	4,343,823	4,086,880	4,363,823	276,943	7%	4,363,823	0	0%			
Public Works	13,603,552	13,635,067	14,531,805	16,403,226	16,828,165	17,196,245	368,080	2%	17,195,962	(283)	0%			
Library & Recreation	3,834,719	3,699,326	3,762,925	4,322,374	4,078,674	4,338,729	260,055	6%	4,341,809	3,080	0%			
Non-Departmental	2,631,084	2,697,864	3,011,637	2,335,743	3,571,066	2,348,065	(1,223,021)	-34%	2,337,925	(10,141)	0%			
Special Service Contracts	360,896	348,000	338,200	450,000	450,000	450,000	0	0%	492,000	42,000	9%			
Contingency	0	0	21,850	440,000	440,000	345,000	(95,000)	-22%	330,000	(15,000)	-4%			
Capital Outlay	327,443	214,453	183,936	427,676	427,676	519,823	92,147	22%	443,748	(76,075)	-15%			
Total	<u>31,933,160</u>	<u>32,255,228</u>	<u>33,255,673</u>	<u>37,418,192</u>	<u>38,058,706</u>	<u>38,737,696</u>	<u>678,990</u>	<u>2%</u>	<u>38,488,573</u>	<u>(249,123)</u>	<u>-1%</u>			
REQUIREMENTS (by type)														
Personnel	20,553,234	21,098,681	20,907,343	22,934,003	23,004,003	22,920,388	(83,615)	0%	22,901,248	(19,141)	0%			
Materials, Supplies & Services	11,052,483	10,942,094	12,142,544	13,616,513	14,187,027	14,952,485	765,458	5%	14,813,578	(138,907)	-1%			
Contingency	0	0	21,850	440,000	440,000	345,000	(95,000)	-22%	330,000	(15,000)	-4%			
Capital Outlay	327,443	214,453	183,936	427,676	427,676	519,823	92,147	22%	443,748	(76,075)	-15%			
Total	<u>31,933,160</u>	<u>32,255,228</u>	<u>33,255,673</u>	<u>37,418,192</u>	<u>38,058,706</u>	<u>38,737,696</u>	<u>678,990</u>	<u>2%</u>	<u>38,488,573</u>	<u>(249,123)</u>	<u>-1%</u>			
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS														
	\$23,567,837	\$32,680,728	\$28,226,353	\$23,465,621	\$35,585,407	\$20,607,356	(14,978,051)	-42%	\$23,717,660	3,110,305	15%			
OTHER FINANCING SOURCES (uses)														
Bond Proceeds	24,477,505	6,092,682	0	11,800,000	16,800,000	5,000,000	(11,800,000)	-70%	8,300,000	3,300,000	66%			
Debt Service	(9,834,751)	(12,176,557)	(13,263,748)	(10,426,416)	(10,422,156)	(10,480,443)	(58,287)	1%	(10,455,080)	25,363	0%			
Interfund Transfers In	32,800,255	14,840,021	9,898,612	6,957,143	7,244,143	6,558,188	(685,955)	-9%	6,551,463	(6,725)	0%			
Interfund Transfers Out	(32,800,255)	(14,840,021)	(9,898,612)	(6,957,143)	(7,244,143)	(6,558,188)	685,955	-9%	(6,551,463)	6,725	0%			
Capital Improvement Projects	(41,241,569)	(64,395,392)	(32,364,689)	(26,860,527)	(84,805,869)	(16,548,326)	68,257,543	-80%	(17,239,993)	(691,667)	4%			
Total	<u>(26,598,814)</u>	<u>(70,479,267)</u>	<u>(45,628,437)</u>	<u>(25,486,943)</u>	<u>(78,428,025)</u>	<u>(22,028,769)</u>	<u>56,399,257</u>	<u>-72%</u>	<u>(19,395,073)</u>	<u>2,633,696</u>	<u>-12%</u>			
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS AND OTHER SOURCES (uses)														
	(\$3,030,978)	(\$37,798,539)	(\$17,402,084)	(\$2,021,322)	(\$42,842,618)	(\$1,421,413)	41,421,205	-97%	\$4,322,587	5,744,000	-404%			
Beginning Balance	97,369,362	111,667,935	85,779,493	31,747,990	68,319,141	25,476,523	(42,842,618)	-63%	24,055,110	(1,421,413)	-6%			
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	25,476,523	24,055,110	(1,421,413)	-6%	28,377,697	4,322,587	18%			

Resources & Requirements - All Funds Combined												
Description	Budget (FY 2012)				Budget (FY 2013)				Plan (FY 2014)			
	Original	Adjusted	Change from Original		Original	Adjusted	Change from Original		Original	Adjusted	Change from Original	
			Total	%			Total	%			Total	%
RESOURCES												
Sales Tax	12,313,000	12,414,000	101,000	1%	12,313,000	12,914,000	601,000	5%	12,313,000	13,303,000	990,000	8%
Planning Building & Engineering Fees	1,962,187	1,679,718	(282,469)	-14%	1,962,187	2,042,751	80,564	4%	1,962,187	2,391,667	429,480	22%
Charges for Services	10,994,471	11,327,161	332,690	3%	10,994,471	12,819,556	1,825,085	17%	10,994,471	13,979,464	2,984,993	27%
Intergovernmental Revenue	3,341,000	13,189,545	9,848,545	295%	3,341,000	3,344,000	3,000	0%	3,341,000	3,817,200	476,200	14%
Franchise Tax	3,160,000	3,087,000	(73,000)	-2%	3,160,000	3,275,000	115,000	4%	3,160,000	3,419,000	259,000	8%
Property Taxes	16,703,315	18,019,904	1,316,589	8%	16,703,315	18,071,873	1,368,558	8%	16,703,315	18,339,989	1,636,674	10%
General Government	573,082	592,437	19,355	3%	573,082	628,711	55,629	10%	573,082	667,614	94,532	16%
Bond Proceeds	11,800,000	16,800,000	5,000,000	42%	11,800,000	5,000,000	(6,800,000)	-58%	11,800,000	8,300,000	(3,500,000)	-30%
Other Revenues	11,836,758	13,334,347	1,497,589	13%	11,836,758	6,249,161	(5,587,597)	-47%	11,836,758	6,288,300	(5,548,458)	-47%
Sub-Total	\$72,683,813	\$90,444,113	\$17,760,300	24%	\$72,683,813	\$64,345,052	(\$8,338,761)	-11%	\$72,683,813	\$70,506,234	(\$2,177,579)	-3%
Interfund Transfers In	6,957,143	7,244,143	287,000	4%	6,957,143	6,558,188	(398,955)	-6%	6,957,143	6,551,463	(405,680)	-6%
Beginning Balance	31,747,990	68,319,141	36,571,151	115%	31,747,990	25,476,523	(6,271,467)	-20%	31,747,990	24,055,110	(7,692,880)	-24%
Total	111,388,946	166,007,397	54,618,451	49%	111,388,946	96,379,763	(15,009,183)	-13%	111,388,946	101,112,807	(10,276,139)	-9%
REQUIREMENTS (by function)												
Executive	8,695,350	8,176,225	(519,125)	-6%	8,695,350	9,176,011	480,661	6%	8,695,350	8,983,307	287,957	3%
Police	4,343,823	4,086,880	(256,943)	-6%	4,343,823	4,363,823	20,000	0%	4,343,823	4,363,823	20,000	0%
Public Works	16,403,226	16,828,165	424,939	3%	16,403,226	17,196,245	793,019	5%	16,403,226	17,195,962	792,736	5%
Library & Recreation	4,322,374	4,078,674	(243,700)	-6%	4,322,374	4,338,729	16,355	0%	4,322,374	4,341,809	19,435	0%
Non-Departmental	2,335,743	3,571,086	1,235,343	53%	2,335,743	2,348,065	12,322	1%	2,335,743	2,337,925	2,182	0%
Special Service Contracts	450,000	450,000	0	0%	450,000	450,000	0	0%	450,000	492,000	42,000	9%
Contingency	440,000	440,000	0	0%	440,000	345,000	(95,000)	-22%	440,000	330,000	(110,000)	-25%
Capital Outlay	427,676	427,676	0	0%	427,676	519,823	92,147	22%	427,676	443,748	16,072	4%
Sub-Total	\$37,418,192	\$38,058,706	\$640,514	2%	\$37,418,192	\$38,737,696	\$1,319,504	4%	\$37,418,192	\$38,488,573	\$1,070,381	3%
Debt Service	10,426,416	10,422,156	(4,260)	0%	10,426,416	10,480,443	54,027	1%	10,426,416	10,455,080	28,664	0%
Capital Improvement Projects	26,860,527	84,805,869	57,945,342	216%	26,860,527	16,548,326	(10,312,201)	-38%	26,860,527	17,239,993	(9,620,534)	-36%
Interfund Transfers Out	6,957,143	7,244,143	287,000	4%	6,957,143	6,558,188	(398,955)	-6%	6,957,143	6,551,463	(405,680)	-6%
Ending Balance	29,726,658	25,476,523	(4,250,135)	-14%	29,726,658	24,055,110	(5,671,548)	-19%	29,726,658	28,377,697	(1,348,961)	-5%
Total	111,388,936	166,007,397	54,618,461	49%	111,388,936	96,379,763	(15,009,173)	-13%	111,388,936	101,112,806	(10,276,130)	-9%
REQUIREMENTS (by type)												
Personnel	22,934,003	23,004,003	70,000	0%	22,934,003	22,920,388	(13,615)	0%	22,934,003	22,901,248	(32,755)	0%
Materials, Supplies & Services	13,616,513	14,187,027	570,514	4%	13,616,513	14,952,485	1,335,972	10%	13,616,513	14,813,578	1,197,065	9%
Contingency	440,000	440,000	0	0%	440,000	345,000	(95,000)	-22%	440,000	330,000	(110,000)	-25%
Capital Outlay	427,676	427,676	0	0%	427,676	519,823	92,147	22%	427,676	443,748	16,072	4%
Sub-Total	\$37,418,192	\$38,058,706	\$640,514	2%	\$37,418,192	\$38,737,696	\$1,319,504	4%	\$37,418,192	\$38,488,573	\$1,070,381	3%
Debt Service	10,426,416	10,422,156	(4,260)	0%	10,426,416	10,480,443	54,027	1%	10,426,416	10,455,080	28,664	0%
Capital Improvement Projects	26,860,527	84,805,869	57,945,342	216%	26,860,527	16,548,326	(10,312,201)	-38%	26,860,527	17,239,993	(9,620,534)	-36%
Interfund Transfers Out	6,957,143	7,244,143	287,000	4%	6,957,143	6,558,188	(398,955)	-6%	6,957,143	6,551,463	(405,680)	-6%
Ending Balance	29,726,658	25,476,523	(4,250,135)	-14%	29,726,658	24,055,110	(5,671,548)	-19%	29,726,658	28,377,697	(1,348,961)	-5%
Total	111,388,936	166,007,397	54,618,461	49%	111,388,936	96,379,763	(15,009,173)	-13%	111,388,936	101,112,806	(10,276,130)	-9%

Expenditure Summary by Fund and Unit									
Expenditures	2009	2010	2011	2012 Budget		2013 Budget		2014 Budget	
		(actual)		(original)	(adj)	(budget)	% of Total	(budget)	% of Total
Park City Municipal Corporation									
011 General Fund	28,242,933	28,283,748	28,330,700	29,196,884	30,521,851	32,099,257	33%	34,303,717	34%
012 Quinns Recreation Complex	(509,509)	(986,649)	(1,252,975)	(1,683,519)	(1,588,790)	(1,947,115)	-2%	(2,293,147)	-2%
021 Police Special Revenue Fund	22,722	25,072	27,082	0	29,082	29,082	0%	29,082	0%
022 Criminal Forfeiture Restricted Account	10,791	9,454	4,265	(0)	8,176	8,176	0%	8,176	0%
031 Capital Improvement Fund	78,907,419	61,976,558	37,966,230	16,898,677	49,445,374	4,393,313	5%	3,926,970	4%
038 Equipment Replacement Fund	2,497,816	1,540,205	1,773,653	953,625	2,134,319	1,100,521	1%	1,100,521	1%
051 Water Fund	23,341,099	38,610,649	28,399,133	18,852,547	20,573,045	19,876,463	21%	24,471,093	24%
055 Golf Fund	1,753,465	2,723,621	2,472,834	2,445,810	2,429,227	2,135,672	2%	1,890,384	2%
057 Transportation & Parking Fund	20,296,388	26,000,636	26,950,496	19,335,716	33,936,625	16,601,754	17%	18,568,768	18%
062 Fleet Services Fund	2,131,322	2,150,163	2,606,825	2,731,826	2,789,294	2,818,406	3%	2,891,308	3%
064 Self Insurance Fund	3,086,499	2,520,754	2,784,992	2,012,727	2,371,103	1,736,802	2%	1,102,501	1%
070 Debt Service Fund	4,352,316	3,949,794	5,385,536	4,180,753	4,181,131	3,483,880	4%	3,469,030	3%
071 Sales Tax Rev Bonds Debt Svc Fund	26,680,966	12,922,018	5,096,492	5,032,309	5,074,314	5,051,561	5%	5,019,269	5%
Park City Municipal Corporation Total	<u>\$190,814,227</u>	<u>\$179,726,023</u>	<u>\$140,545,264</u>	<u>\$99,957,354</u>	<u>\$151,904,750</u>	<u>\$87,387,772</u>	<u>91%</u>	<u>\$94,487,671</u>	<u>93%</u>
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	9,874,209	10,885,398	9,340,588	8,266,718	10,353,811	6,426,924	7%	4,467,049	4%
034 Redevelopment Agency Main St	2,645,503	3,120,765	2,986,471	2,400,800	2,984,751	2,044,183	2%	1,886,683	2%
072 RDA Main Street Debt Service	0	0	0	0	0	0	0%	0	0%
076 RDA Lower Park Ave Debt Service	2,568,492	1,480,668	3,143,791	(0)	(0)	(0)	0%	(0)	0%
Park City Redevelopment Agency Total	<u>\$15,088,205</u>	<u>\$15,486,830</u>	<u>\$15,470,850</u>	<u>\$10,667,518</u>	<u>\$13,338,562</u>	<u>\$8,471,107</u>	<u>9%</u>	<u>\$6,353,732</u>	<u>6%</u>
Municipal Building Authority									
035 Municipal Building Authority Fund	4,174,252	2,252,273	1,144,018	764,064	764,085	520,884	1%	271,403	0%
Municipal Building Authority Total	<u>\$4,174,252</u>	<u>\$2,252,273</u>	<u>\$1,144,018</u>	<u>\$764,064</u>	<u>\$764,085</u>	<u>\$520,884</u>	<u>1%</u>	<u>\$271,403</u>	<u>0%</u>
Park City Housing Authority									
036 Park City Housing Authority	71,465	71,465	0	0	0	0	0%	0	0%
Park City Housing Authority Total	<u>\$71,465</u>	<u>\$71,465</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0%</u>	<u>\$0</u>	<u>0%</u>
GRAND TOTAL	<u>\$210,148,148</u>	<u>\$197,536,591</u>	<u>\$157,160,132</u>	<u>\$111,388,936</u>	<u>\$166,007,397</u>	<u>\$96,379,763</u>	<u>100%</u>	<u>\$101,112,806</u>	<u>100%</u>
(Less)									
Interfund Transfer	32,800,255	14,840,021	9,898,612	6,957,143	7,244,143	6,558,188	7%	6,551,463	6%
Ending Balance	94,338,414	73,869,394	68,377,410	29,726,658	25,476,523	24,055,110	25%	28,377,697	28%
TOTAL EXPENDITURE BUDGET	<u>\$83,009,480</u>	<u>\$108,827,176</u>	<u>\$78,884,110</u>	<u>\$74,705,135</u>	<u>\$133,286,731</u>	<u>\$65,766,465</u>	<u>68%</u>	<u>\$66,183,646</u>	<u>65%</u>

Expenditure Summary by Fund and Major Object (FY 2012 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	15,045,585	5,879,958		284,492	0	340,000	21,550,035	2,173,872	6,797,944	30,521,851
012 Quinns Recreation Complex	622,640	353,195		10,000	0	0	985,835	1,200	(2,575,825)	(1,588,790)
021 Police Special Revenue Fund	0	0		0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0		0	0	0	0	0	8,176	8,176
031 Capital Improvement Fund	0	0		47,925,102	0	0	47,925,102	134,366	1,385,906	49,445,374
038 Equipment Replacement Fund	0	0		1,938,798	0	0	1,938,798	0	195,521	2,134,319
051 Water Fund	1,471,100	2,545,045		10,564,189	3,205,433	100,000	17,885,767	1,112,738	1,574,540	20,573,045
055 Golf Fund	710,366	457,460		260,985	32,644	0	1,461,455	133,600	834,172	2,429,227
057 Transportation & Parking Fund	4,540,879	1,172,013		18,157,999	0	0	23,870,891	2,313,892	7,751,842	33,936,625
062 Fleet Services Fund	613,432	1,731,056		5,000	0	0	2,349,488	0	439,806	2,789,294
064 Self Insurance Fund	1	838,300		0	0	0	838,301	0	1,532,802	2,371,103
070 Debt Service Fund	0	0		0	2,258,838	0	2,258,838	0	1,922,293	4,181,131
071 Sales Tax Rev Bonds Debt Svc Fund	0	0		0	4,679,040	0	4,679,040	0	395,274	5,074,314
Park City Municipal Corporation Total	\$23,004,003	\$12,977,027		\$79,146,565	\$10,175,955	\$440,000	\$125,743,550	\$5,869,668	\$20,291,532	\$151,904,750
Park City Redevelopment Agency										
033 Redevelopment Agency Lower Park Av	0	805,000		5,201,412	0	0	6,006,412	424,475	3,922,924	10,353,811
034 Redevelopment Agency Main St	0	405,000		885,568	0	0	1,290,568	950,000	744,183	2,984,751
076 RDA Lower Park Ave Debt Service	0	0		0	0	0	0	0	(0)	(0)
Park City Redevelopment Agency Total	\$0	\$1,210,000		\$6,086,980	\$0	\$0	\$7,296,980	\$1,374,475	\$4,667,107	\$13,338,562
Municipal Building Authority										
035 Municipal Building Authority Fund	0	0		0	246,201	0	246,201	0	517,884	764,085
Municipal Building Authority Total	\$0	\$0		\$0	\$246,201	\$0	\$246,201	\$0	\$517,884	\$764,085
GRAND TOTAL	\$23,004,003	\$14,187,027		\$85,233,545	\$10,422,156	\$440,000	\$133,286,731	\$7,244,143	\$25,476,523	\$166,007,397

Expenditure Summary by Fund and Major Object (FY 2013 Budget)									
Description	Operating Budget			Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services	Capital						
Park City Municipal Corporation									
011 General Fund	14,942,770	6,408,826	380,639	0	245,000	21,977,235	2,244,647	7,877,375	32,099,257
012 Quinns Recreation Complex	641,840	364,605	6,000	0	0	1,012,445	1,200	(2,960,760)	(1,947,115)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	8,176	8,176
031 Capital Improvement Fund	0	0	3,158,977	0	0	3,158,977	134,366	1,099,970	4,393,313
038 Equipment Replacement Fund	0	0	905,000	0	0	905,000	0	195,521	1,100,521
051 Water Fund	1,471,100	2,814,015	8,536,611	3,942,998	100,000	16,864,724	623,000	2,388,739	19,876,463
055 Golf Fund	710,366	457,460	206,005	39,357	0	1,413,188	133,600	588,884	2,135,672
057 Transportation & Parking Fund	4,540,879	1,172,013	534,917	0	0	6,247,809	2,045,000	8,308,945	16,601,754
062 Fleet Services Fund	613,432	1,687,266	5,000	0	0	2,305,698	0	512,708	2,818,406
064 Self Insurance Fund	1	838,300	0	0	0	838,301	0	898,501	1,736,802
070 Debt Service Fund	0	0	0	1,569,714	0	1,569,714	0	1,914,167	3,483,880
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,678,893	0	4,678,893	0	372,668	5,051,561
Park City Municipal Corporation Total	\$22,920,388	\$13,742,485	\$13,733,149	\$10,230,962	\$345,000	\$60,971,984	\$5,181,813	\$21,233,975	\$87,387,772
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park A\	0	805,000	3,232,500	0	0	4,037,500	426,375	1,963,049	6,426,924
034 Redevelopment Agency Main St	0	405,000	102,500	0	0	507,500	950,000	586,683	2,044,183
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$3,335,000	\$0	\$0	\$4,545,000	\$1,376,375	\$2,549,732	\$8,471,107
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	249,481	0	249,481	0	271,403	520,884
Municipal Building Authority Total	\$0	\$0	\$0	\$249,481	\$0	\$249,481	\$0	\$271,403	\$520,884
GRAND TOTAL	\$22,920,388	\$14,952,485	\$17,068,149	\$10,480,443	\$345,000	\$65,766,465	\$6,558,188	\$24,055,110	\$96,379,763

Expenditure Summary by Fund and Major Object (FY 2014 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	14,923,630	6,269,037	304,564	0	230,000	21,727,230	2,245,047	10,331,440	34,303,717
012 Quinns Recreation Complex	641,840	367,095	6,000	0	0	1,014,935	1,200	(3,309,282)	(2,293,147)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	29,082	29,082
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	8,176	8,176
031 Capital Improvement Fund	0	0	3,671,165	0	0	3,671,165	134,366	121,439	3,926,970
038 Equipment Replacement Fund	0	0	905,000	0	0	905,000	0	195,521	1,100,521
051 Water Fund	1,471,100	2,813,732	9,701,208	3,944,253	100,000	18,030,293	623,000	5,817,800	24,471,093
055 Golf Fund	710,366	456,135	131,005	26,900	0	1,324,406	133,600	432,378	1,890,384
057 Transportation & Parking Fund	4,540,879	1,172,013	1,399,799	0	0	7,112,691	2,045,000	9,411,077	18,568,768
062 Fleet Services Fund	613,432	1,687,266	5,000	0	0	2,305,698	0	585,610	2,891,308
064 Self Insurance Fund	1	838,300	0	0	0	838,301	0	264,200	1,102,501
070 Debt Service Fund	0	0	0	1,563,113	0	1,563,113	0	1,905,917	3,469,030
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,671,333	0	4,671,333	0	347,936	5,019,269
Park City Municipal Corporation Total	\$22,901,248	\$13,603,578	\$16,123,741	\$10,205,599	\$330,000	\$63,164,165	\$5,182,213	\$26,141,293	\$94,487,671
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	1,445,000	0	0	2,250,000	419,250	1,797,799	4,467,049
034 Redevelopment Agency Main St	0	405,000	115,000	0	0	520,000	950,000	416,683	1,886,683
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$1,560,000	\$0	\$0	\$2,770,000	\$1,369,250	\$2,214,482	\$6,353,732
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	249,481	0	249,481	0	21,922	271,403
Municipal Building Authority Total	\$0	\$0	\$0	\$249,481	\$0	\$249,481	\$0	\$21,922	\$271,403
GRAND TOTAL	\$22,901,248	\$14,813,578	\$17,683,741	\$10,455,080	\$330,000	\$66,183,646	\$6,551,463	\$28,377,697	\$101,112,806

All Funds Combined									
Revenue	2009	2010	2011	2012		2013		2014	
		(actual)		(original)	(adj)	(budget)	% of Total	(plan)	% of Total
RESOURCES									
Property Taxes	13,213,009	15,790,260	17,043,800	16,703,315	18,019,904	18,071,873	19%	18,339,989	18%
Sales Tax	11,027,464	11,601,845	12,492,244	12,313,000	12,414,000	12,914,000	13%	13,303,000	13%
Franchise Tax	2,720,272	2,774,320	2,906,981	3,160,000	3,087,000	3,275,000	3%	3,419,000	3%
Licenses	1,172,040	1,253,143	1,284,053	1,381,000	1,489,000	1,217,000	1%	1,226,000	1%
Planning Building & Engineering Fees	5,044,383	1,287,132	1,464,715	1,962,187	1,679,718	2,042,751	2%	2,391,667	2%
Other Fees	13,799	49,221	17,707	17,000	25,000	12,000	0%	13,000	0%
Intergovernmental Revenue	3,058,819	7,324,484	6,408,589	3,341,000	13,189,545	3,344,000	3%	3,817,200	4%
Charges for Services	9,129,312	9,497,866	10,167,015	10,994,471	11,327,161	12,819,556	13%	13,979,464	14%
Recreation	2,588,326	2,280,322	1,916,305	2,189,000	2,313,000	2,906,000	3%	2,927,000	3%
Other Service Revenue	101,177	105,644	94,798	105,000	103,000	105,000	0%	106,000	0%
Fines & Forfeitures	527,991	669,476	730,938	754,000	750,000	703,803	1%	704,488	1%
Misc. Revenue	3,223,604	6,233,985	3,462,265	6,956,777	6,774,518	1,126,446	1%	1,129,989	1%
Interfund Transfers In	32,800,255	14,840,021	9,898,612	6,957,143	7,244,143	6,558,188	7%	6,551,463	7%
Special Revenue & Resources	3,223,219	5,608,948	2,909,585	433,981	1,879,829	178,912	0%	181,823	0%
Bond Proceeds	24,477,505	6,092,682	0	11,800,000	16,800,000	5,000,000	5%	8,300,000	8%
Beginning Balance	97,369,362	111,667,935	85,779,493	31,747,990	68,319,141	25,476,523	27%	24,055,110	24%
Total	209,690,537	197,077,282	156,577,101	110,815,864	165,414,960	95,751,052	100%	100,445,193	100%

Change in Fund Balance											
Fund	2009 Actual	2010 Actual	2011 Actual	2012 Adjusted	Change - 2011 to 2012		2013 Budget	Change - 2012 to 2013		Change - 2013 to 2014	
					Increase (reduction)	%		Increase (reduction)	%	Increase (reduction)	%
Park City Municipal Corporation											
011 General Fund	5,165,031	5,678,978	6,320,932	6,797,944	477,012	8%	7,877,375	1,079,431	16%	10,331,440	31%
012 Quinns Recreation Complex	(1,445,959)	(1,850,004)	(2,187,227)	(2,575,825)	(388,598)	18%	(2,960,760)	(384,935)	15%	(3,309,282)	12%
021 Police Special Revenue Fund	22,522	24,872	27,082	29,082	2,000	7%	29,082	0	0%	29,082	0%
022 Criminal Forfeiture Restricted Account	9,455	3,775	4,176	8,176	4,000	96%	8,176	0	0%	8,176	0%
031 Capital Improvement Fund	51,656,557	33,954,635	26,823,812	1,385,906	(25,437,906)	-95%	1,099,970	(285,936)	-21%	121,439	-89%
038 Equipment Replacement Fund	895,151	900,756	1,267,319	195,521	(1,071,798)	-85%	195,521	0	0%	195,521	0%
051 Water Fund	13,010,035	6,941,202	6,663,470	1,574,540	(5,088,930)	-76%	2,388,739	814,199	52%	5,817,800	144%
055 Golf Fund	489,077	1,342,519	1,165,727	834,172	(331,555)	-28%	588,884	(245,288)	-29%	432,378	-27%
057 Transportation & Parking Fund	11,902,704	13,945,235	13,703,979	7,751,842	(5,952,137)	-43%	8,308,945	557,103	7%	9,411,077	13%
062 Fleet Services Fund	171,968	178,226	409,894	439,806	29,912	7%	512,708	72,902	17%	585,610	14%
064 Self Insurance Fund	2,212,435	1,730,992	1,867,103	1,532,802	(334,301)	-18%	898,501	(634,301)	-41%	264,200	-71%
070 Debt Service Fund	1,924,529	1,822,996	1,881,265	1,922,293	41,028	2%	1,914,167	(8,126)	0%	1,905,917	0%
071 Sales Tax Rev Bonds Debt Svc Fund	686,335	420,157	408,246	395,274	(12,972)	-3%	372,668	(22,606)	-6%	347,936	-7%
Park City Municipal Corporation Total	\$86,699,839	\$85,094,338	\$58,355,777	\$20,291,532	(\$38,064,245)	-58%	\$21,233,975	\$942,443	5%	\$26,141,293	23%
Park City Redevelopment Agency											
033 Redevelopment Agency Lower Park Ave	5,283,466	5,634,431	7,823,811	3,922,924	(3,900,887)	-50%	1,963,049	(1,959,875)	-50%	1,797,799	-8%
034 Redevelopment Agency Main St	844,425	1,728,313	1,679,751	744,183	(935,568)	-56%	586,683	(157,500)	-21%	416,683	-29%
076 RDA Lower Park Ave Debt Service	877,945	884,729	(0)	(0)	0	0%	(0)	0	0%	(0)	0%
Park City Redevelopment Agency Total	\$7,005,836	\$8,247,473	\$9,503,562	\$4,667,107	(\$4,836,455)	-59%	\$2,549,732	(\$2,117,375)	-45%	\$2,214,482	-13%
Municipal Building Authority											
035 Municipal Building Authority Fund	561,274	527,583	518,071	517,884	(187)	0%	271,403	(246,481)	-48%	21,922	-92%
Municipal Building Authority Total	\$561,274	\$527,583	\$518,071	\$517,884	(\$187)	0%	\$271,403	(\$246,481)	-48%	\$21,922	-92%
Park City Housing Authority											
036 Park City Housing Authority	71,465	0	0	0	0	0%	0	0	0%	0	0%
Park City Housing Authority Total	\$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 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 in the 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 C



Resolution No.

**RESOLUTION ADOPTING THE REVISED PERSONNEL POLICIES
AND PROCEDURES MANUAL, DATED JULY 1, 2012 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, the 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, 2012 attached hereto, is hereby adopted and the 2011 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, 2012.

PASSED AND ADOPTED this 7th day of June, 2012.

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Attachment D

MEMO

Building Department

445 Marsac Avenue
 P.O. Box 1480
 Park City, UT 84060
 Tel 435.615.5100
 Fax 435.615.4900
www.parkcity.org

To: Budget Department
From: Building Department
Subject: Fee Proposals
Date: May 16, 2012

Fire Permit Fees

The Building Department would like to request that the Fire Permit Fees be amended to more accurately reflect the cost of the services provided. Costs can be determined by applying the \$75 hourly inspection fee as identified in the 6/1/2010 study. Fees are proposed as listed below:

Type of Fire Permit	Hours to process Permit	Cost associated with Permit	Current Fees	Proposed Fees
Compressed Gasses	0.5 hr plan review 0.5 hr inspection	\$75.00	Not Listed	\$35.00
Hot Work (Welding)	0.5 hr plan review 0.5 hr inspection	\$75.00	Not Listed	\$35.00
Liquified poetroleum gases (heaters and devices) up to 5	0.5 hr plan review 0.5 hr inspection	\$75.00	\$35.00	\$75.00
Liquified poetroleum gases (heaters and devices) each device above 5	0.5 hr plan review 1 hr inspection	\$112.50	\$35.00	\$75.00 + \$11.00 for each device above 5
Fireworks Sales	0.5 hr plan review 1 hr inspection	\$112.50	Not Listed	\$95.00
Liquified poetroleum gases tanks for construction (125 gal or more)	2 hr plan check 1 hr inspection	\$225.00	\$35.00	\$150.00
Liquid or Gas Fueled Vehicles in Buildings	2.5 hr plan check 1 hr inspection	\$262.50	Not Listed	\$150.00

As demonstrated above the proposed fees and by the time analysis conducted by the Building and Budget Departments, the proposed fees are not adequate to pay for the cost associated with the services provided. However, the Building Department believes that these amendments will help to decrease the cost that is currently being absorbed elsewhere.

Inspections Outside of Regular Business Hours

The Building Department would like to amend the existing rate for inspections completed outside of normal business hours. The current rate of \$75.00 per hour as calculated in the 6/1/10 study was calculated as regular time and not overtime or time that would otherwise have to be flexed with other work time that would affect their work week. Building sees inspections outside of regular hours as an increased service and should not like contractors to view that as a service that is equal to the standard and consistently request such inspections. Also, the building department would like to ensure that the cost of travel time for inspectors would be recuperated with the fees received. It is requested to amend that current rate to \$150.00.

Plan Check Deposit Fees

The Building Department requires a Plan Check Deposit at the time of the application submittal of new residential and commercial structures. The full Building Permit Fees are not required until the permit is through the approval process and issued. As a result, the Building Department generates costs during the plan check and review process before being compensated with Building Permit Fees. The Plan Check deposit helps to demonstrate that the applicant has an interest in pursuing the application and the Building Department does not generate costs processing the application that are not recovered if the applicant never obtains the permit. At the time of the building permit issuance, the Plan Check Deposit is credited towards the cost of the total permit. Therefore, it does not cost any more for the applicant to submit a Plan Check Deposit and the Plan Check Deposit is not revenue for the City but offsets the cost associated with the applications that are never issued.

The Building Department completed plan checks on 6 new residential buildings in 2011 for which the permit was never issued and the applications have since expired or been withdrawn by the applicants. The plan check costs were generated within the Building Department, however the deposit were the only fees received.

The Building Department would like to propose amending the Plan Check Deposit from its current form which identifies a different fee amount for three types of structures: “less than 3 units/3,000 sq ft”, “up to 6 units/6,000 sq ft” and “in excess of 6 units/6,000 sq ft”. This format has proven to be difficult to implement as the building department has never required number of units or square feet to be provided during the plan check submittal (at the time that the deposit is being paid) and it is a common occurrence to calculate a different square footage than the one provided during the plan check process (after the deposit is received). As a result, the Building Department would like to amend the deposit amounts to only two tiers of residential and commercial. The residential plan check deposit would be equivalent to the currently adopted amount for “less than 3 units/3,000 sq ft” (\$500.00). The commercial plan check deposit would be equivalent to the currently adopted amount for “in excess of 6 units/6,000 sq ft” (\$2,000.00). The Building Department does not foresee this change altering revenues but simply streamlining the process of receiving the deposit.

Sub-Permit Fees

The Building Department would like to propose amending the Sub-Permit Fees to more accurately reflect the resources and time necessary to inspect the construction.

The International Code Council (ICC) has developed two methods to calculate the building permit fee, both of which are based upon the construction values.

One method is to utilize a permit fee multiplier. The Building Department is currently utilizing this method to determine building permit fees for additions, remodels and new construction building permit fees.

The second method is to utilize Table 1A as provided by ICC (see 6/1/10 Building Fee Study) which lists increments of construction values in ascending order with corresponding and predetermined rates for each increment level.

Table 1A was excluded as a good fit for determining Park City's building permit fees as it utilized the law of diminishing marginal cost or economies of scale. (As the construction value increased, it would take less resources and time per square foot to inspect.) As this theory may be pertinent and accurate for other jurisdictions that see large complexes with duplicate "cookie-cutter" structures and warehouses, it has never been accepted as a valid representation of the construction that Park City customarily experiences. Within Park City, larger square footages are usually a result of a 5-star hotel, luxurious lodge, hospital or US ski headquarters. The required resources and time for projects of this nature do not decrease with additional square footage. As a result, the building department elected to continue utilizing the building permit fee multiplier option for the purpose of calculating building permit fees.

To the contrary, construction completed under a sub-contractor building permit (electrical, mechanical or plumbing) can be applied to the law of diminishing marginal cost or economies of scale. For example, as the construction value for an electrical system increases due to larger square footages, the resources and time necessary to complete the inspections would decrease at a consistent and incremental levels in conjunction with the square footage. The proposal to change the fees would also account for construction of differing sizes. Currently, a mechanical permit for a gas pipe system costs the same flat fee for a small single family addition as a new hotel. As a result, the Building Department believes that it would be appropriate to amend the Sub-Permit Fees to be calculated utilizing Table 1A in accordance with ICC's recommendation.

The attached spreadsheet shows each sub-permit, along with an estimated valuation. The Building Department estimates that utilizing Table 1A will allow for a cost recovery of, on average, 34%.

Demolition Permit Fee

The Building Department would like to amend the fee for demolition permits as the current fee is a flat rate of \$20 without recognizing the size of the job. The concern is when a contractor chooses to obtain a demolition permit for \$20, the Building Department is not receiving the fees for the valuation of the work vs when a building permit is issued, the valuation of all work, including demolition, is included when determining the cost of the building permit fee. The Building Department also believes that the current demolition permit fee is not adequate to pay for the services associated with the cost of the services provided. (Please refer to Budget's analysis) The building department would like to recommend that the demolition permit fee be based off of the valuation and Table 1A just as the Sub-Permits are being recommended (above). The Building Department estimates that most demolitions will be valued at approximately \$10,000. Utilizing Table 1A, this would equal a Demolition Permit fee of \$181.25. Most demolitions will not be valued at over \$30,000 unless they are in the top 1%.

Attachment E

PARK CITY FEE SCHEDULE (REVISED JUNE 7, 2012)

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$900	\$750 per application
Subdivision	\$290	\$220 per lot/parcel
Administrative lot line adjustment		\$300 per application
Extension of Approval	\$330	\$280 per application

Condominium

Condominium or timeshare conversion		\$450 per unit
Record of Survey		\$450 per unit
Amendment to Record of Survey		\$100 per unit affected
Extension of Approval	\$330	\$280 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,200	\$1000
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,200 \$1000 will apply toward the application fee.</i>		
Master Planned Development	\$560	\$500 per unit equivalent
Modification to an MPD	\$330	\$300 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,140	\$1,000 per application
Steep Slope Review	\$1,330	\$1,000 per application
Administrative Staff Review	\$330	\$250 per application
Extension or Modification	\$330	\$300 per application

1.1.4 Zone Changes *

~~\$1,650~~ \$1500

1.1.5 Board of Adjustment *

Special Exception	\$940	\$750 per application
Variance	\$940	\$750 per application

1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200 per application
New residential construction >=1000 sf	\$750 per application
Commercial review	\$200 per unit equivalent for the first 10 units \$15/ue after

Non-Historic District/Site

New Residential - SF/Duplex	\$200 per application
Multi-Family/Commercial	\$100 per unit equivalent up to 10 units then \$15/ue after

Residential Additions	\$100 per application
Commercial Additions	\$100 per unit equivalent up to 10 units then \$15/ue after
1.1.7 <u>Historic Review *</u>	
Historic Design Review (no increase in existing floor area)	\$210 \$200
Historic Design Review (increase in existing area)	\$1030 \$750
Determination of Significance	\$350 \$300
Certificate of Appropriateness for Demolition	\$300
1.1.8 <u>Land Management Code Review *</u>	\$2,000 per application
1.1.9 <u>General Plan Amendment *</u>	\$2,000 per application
1.1.10 <u>Sign Review</u>	
Master Sign Plan Review	\$320 \$250
Amendment to Master Sign Plan	\$120 \$100
Individual sign permit	\$120 (\$118.80) \$100 (\$99.00 plus 1% state tax)
Sign permit under master sign plan	\$130 (\$128.70) \$100 (\$99.00 plus 1% state tax)
Temporary Sign Permit	\$60 (\$59.40) \$30 (\$29.70 plus 1% state tax)
1.1.11 <u>Annexation *</u>	\$5,850 \$5,000
Annexation Fiscal Impact Analysis	\$1,550
<i>plus actual cost of City approved consultant fee</i>	
Modification to Annexation Agreement	\$4,150
1.1.12 <u>Appeals Fees *</u>	
Appeals to Board of Adjustment	\$500
Appeals to City Council	\$500
Appeals to Historic Preservation Board	\$500
Appeals to Planning Commission	\$500
1.1.13 TDR – Development Credit Determination	\$100

1.1.14 Refund of Withdrawn Planning Applications

In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.

1.1.15 Reactivation Fee

For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of orig. application fee will be assessed

1.1.16 Attorney or Other Professional Services

Reimbursement for actual expense incurred

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

1.2 BUILDING FEES

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

1.2.2 Building Permit

Total Valuation	Free
\$1 and up	3/4 of 1% (.75%) of the total valuation of construction as herein above described with a minimum fee of \$15. Any additional fees will be as otherwise outlined in Section 304 and Table 3A of the Uniform Building Code.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of \$500.00 for **residential** buildings up to three units or 3,000 square feet of commercial area; \$1,000.00 for buildings up to six units or 6000 square feet of commercial area; and \$2,000.00 for **commercial** buildings exceeding six units or 6,000 square feet of commercial area. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

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

1.2.4 Mechanical Permit Issuance Fee \$20.00

In Addition:

Furnace	\$15.00
Suspended Heater & Vent	\$15.00
Wall Heater & Vent	\$15.00
Floor Mounted Heater & Vent	\$15.00
Air Conditioner	\$15.00
Boiler or Compressor 0-100,000 BTU	\$15.00
101,000 BTU to 500,000 BTU	\$20.00
501-000 BTU to 1,000,000 BTU	\$25.00
1,001,000 BTU to 1,750,000 BTU	\$40.00
Over 1,750,000 BTU	\$60.00
Air Handling Unit	\$15.00
Humidifier	\$15.00
Vent Fan	\$5.00
Vent System	\$10.00

Hood Exhaust	\$25.00
Fireplace inserts	\$15.00
Radiant heat tube	\$20.00
Gas pipe systems	\$15.00
Others not listed	\$15.00
Plus 1% State Surcharge	

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

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$500.00 to \$2000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.5 Electrical Permit-issuance fee \$20.00

In Addition:

Residential new and addition \$0.04 per square ft

Residential and Commercial

Remodel or Service Change \$30.00

Temporary Power: on pole or underground \$30.00

Hot tubs \$20.00

Heat tape \$30.00

Commercial

Total Service \$30.00 for first 100 Amps
\$10.00 for each adl. 100 Amps

Sub or Branch Circuits

0-30 \$2.00

31-60 Amps \$3.00

61-100 Amps \$4.00

Plus 1% State Surcharge

See fee table below.

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$500.00 to \$2000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.6 Plumbing Permit Issuance Fee **\$20.00**

In Addition:

For each plumbing fixture or trap on set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$7.00
For each water heater and/or vent	\$10.00
For installation, alternation, or repair of water piping and/or water treating equipment	\$10.00
For repair or alteration of drainage or vent piping	\$10.00
For each lawn sprinkler system on any one meter, including backflow protection devices therefore	\$15.00
For vacuum breakers or backflow protective devices vats, etc. or for installation on unprotected plumbing fixtures	\$7.00
For each gas piping system	\$15.00
Others not listed	\$15.00
Plus 1% State Surcharge	

See fee table below.

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$500.00 to \$2000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

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

1.2.7 Uniform International Fire Code Fee Issuance Fee \$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Bonfires or Rubbish Fires	\$10.00
Burning in Public Places	\$10.00
Open Burning	\$10.00
Candles and Open Flames in Assembly Area	\$15.00
Compressed Gas	\$15.00
Excavations Near Flammable or Combustible	
Liquid Pipelines	\$15.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$120.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$15.00
Hot Work (welding)	\$15.00
Garages	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00 \$15.00
Liquefied Petroleum Gases (heaters and devices) each additional unit	\$11.00
Liquefied Petroleum Gases on an active construction site (125+ gal)	\$130.00
Places of Assembly	\$15.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

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

1.2.8 Grading Plan Review and Permit Fees

See attached appendix of fees as adopted by the Uniform Building Code Table No. 70-A and 70-B, adopted by Park City and incorporated herein by this reference.

1.2.9 Soil Sample Fee \$100

1.2.10 Demolition Permit Fee

See attached appendix of fees adopted by the Uniform Building Code Table No. 1-A, incorporated herein by this reference.

1.2.11 Other Inspections and Fees

Inspections outside normal business hours* ~~\$150~~\$75 per hour (minimum charge 2 hours)

Re-inspection fee	\$75 per hour (minimum charge 1 hour)
Additional inspection services*	\$75 per hour (minimum charge 1 hour)
For use of outside consultants for plan reviews, inspections or both	Actual cost**

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

** Actual Cost includes administrative and overhead costs.

1.3 ENGINEERING FEES

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of \$75 per man-hour to recoup costs to the city above the fee charged. The city may also charge \$75 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

\$200 fee plus \$2,000 letter of credit or cashier's check plus proof of insurance

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee	\$25
Minimum Fee for Noncompliance	\$50
Maximum Fee for Daily Violations	\$2,000
Re-inspection Fee	\$75
Reoccurrence Fee	\$250
Hearing Request Fee	\$100
Late Payment Fee	\$100

SECTION 2. WATER FEES

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

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates (For all water billed on or after July 1, 2012).

Individually Metered Residential (single-family, condo, townhouse)

<u>Meter size</u>	<u>Monthly Base/ Demand Charge</u>	<u>Meter Price</u>
5/8 x 3/4"	\$28.26 \$33.35	\$372 \$438.96
1"	38.15 \$45.02	\$451 \$532.18
1-1/2"	45.24 \$53.38	\$708 \$835.44

Other than Individually metered Residential (Multi-Family, Commercial, Irrigation)

<u>Meter Size</u>	<u>Monthly Base/ Demand Charge</u>	<u>Meter Price</u>
3/4"	\$36.74 \$43.35	\$529 \$624.22
1"	\$62.16 \$73.35	\$608 \$717.44
1 2"	\$132.79 \$156.69	\$865 \$1020.7
2"	\$276.91 \$326.75	\$1,530 \$1805.4
3"	\$720.59 \$850.30	\$1,810 \$2135.8
4"	\$1,308.32 \$1543.82	\$3,154 \$3721.72
6"	\$2,466.87 \$2910.19	\$4,907 \$5790.26
8"	\$4,247.11 \$5011.59	\$7,370 \$8696.60
Construction Meter	\$164.23 \$193.79	
Indigent Rate*	\$2.24 \$2.64	

*Indigent Rate includes 10,000 gallons. Water consumption greater than 10,000 gallons is charged per the normal block structure presented in paragraph 2.2.3.

2.2.2 Water Consumption Rates. All water delivered through each meter, excepting commercial meters, between November 1 and May 31 of each year shall be charged at the rate of ~~\$4.95~~ **\$5.84** per thousand gallons. All water delivered through commercial meters shall be charged per Paragraph 2.2.3 year-round.

2.2.3 Water Conservation Rates (For all water billed on or after July 1st, 2012). All water delivered through each meter serving single family residential, multi-family residential, commercial and landscape irrigation customers per month between June 1 and September 30 of each year shall be billed at the following rates:

Type	Block 1 \$3.52 \$4.15 per 1,000 gals	Block 2 \$5.64 \$6.66 per 1,000 gals	Block 3 \$9.17 \$10.82 per 1,000 gals	Block 4 \$14.12 \$16.66 per 1,000 gals
Single Family	0-5,000	5,001 - 30,000	30,001 - 80,000	Over 80,000
Multi-Family				
3/4"	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1"	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5"	0-30,000	30,001-100,000	100,001-200,000	Over 200,000

2"	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3"	0-96,000	96,001-320,000	320,001-640,000	Over 640,000
4"	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6"	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000
Irrigation				
3/4"		0-56,000	Over 56,000	
1"		0-90,000	Over 90,000	
1.5"		0-185,000	Over 185,000	
2"		0-300,000	Over 300,000	
3"		0-600,000	Over 600,000	
4"		0-935,000	Over 935,000	
6"		0-1,865,000	Over 1,865,000	
Commercial Year round		\$5.84 \$4.95 per 1,000 gals	\$9.04 \$7.66 per 1,000 gals	
3/4"		0-150,000	Over 150,000	
1"		0-300,000	Over 300,000	
1.5"		0-500,000	Over 500,000	
2"		0-750,000	Over 750,000	
3"		0-1,200,000	Over 1,200,000	
4"		0-1,700,000	Over 1,700,000	
6"		0-1,700,000	Over 1,700,000	
All users except construction between November & May	\$5.84 \$4.95 per thousand gals			
Construction Water	\$193.79 \$164.23 Monthly Base Chg.	\$7.68 \$6.51 per thousand gals.		

2.3 WATER VIOLATION PENALTIES

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

2.4 WATER SERVICE REINSTATEMENT FEE

\$100 fee for meter shut off because of non-payment of account.

2.5	WATER METER TESTING FEE	\$100 per test
2.6	WATER LABOR RATE	50 per Hour
2.7	WATER PARTS & SUPPLIES RATE	Cost + 15% stocking fee
2.8	FIRE HYDRANT METER DEPOSIT FEE	\$1,050
	Fire hydrant wrench deposit fee	\$50

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

7.1 Fines for meter violations are as follows:

First violation per registered owner(s):

\$3 from the date of violation until five (5) days following the violation, escalating to:

\$20 after 5 days;
 \$40 after 14 days;
 \$60 after 30 days;
 \$80 after 60 days

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

\$20 from the date of violation until fourteen (14) days following the violation, escalating to:

\$40 after 14 days;
 \$60 after 30 days;
 \$80 after 60 days

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

\$40 from the date of violation until fourteen (14) days following the violation, escalating to:

\$60 after 14 days
 \$80 after 30 days
 \$100 after 60 days

7.2 Fines for mobility disabled space violations are as follows:

\$150 from the date of violation until fourteen (14) days following the violation, escalating to:

\$170 after 14 days;
 \$190 after 30 days;
 \$210 after 60 days

7.3 Fines for special event parking violations. When enacted by the City Manager under Section 7.6, the fines for special event parking violations are as follows:

A. Egregious violations (i.e., obstructing traffic on Main Street or along bus routes) or mobility disabled space violations. \$150 from the date of violation until fourteen (14) days following the violation, escalating to:

\$170 after 14 days;
\$190 after 30 days;
\$210 after 60 days

B. Fines for all other special event parking violations. \$75 from the date of the violation until fourteen (14) days following the violation.

\$95 after 14 days;
\$115 after 30 days;
\$135 after 60 days

7.4 Fines for all other parking violations are as follows:

\$30 from the date of violation until fourteen (14) days following the violation, escalating to:

\$50 after 14 days;
\$70 after 30 days;
\$90 after 60 days

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

\$50 from the date of violation until fourteen (14) days following the violation, escalating to:

\$70 after 14 days;
\$90 after 30 days;
\$110 after 60 days;

7.5 Parking Permits. A parking permit is available to Main Street employees for the China Bridge Parking Structure and the Gateway Garage. The cost is \$100 annually, \$65 if purchased after April 1st of each calendar year. A replacement permit can be purchased for \$65 subject to approval by the Parking Manager.

7.6 Special Event Parking. The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$50 per day.

7.7. Fees. An administrative fee of \$20 will be charged per vehicle for towing. In addition to the administrative fee there is a fee, negotiated with private providers, for a basic tow, or state impound, or accident tow and which may vary annually. These towing charges are outlined in the Park City Police Department Towing Rate Scale. Vehicles stored in the City lot will be charged \$3 per day. Vehicles stored in private lots are subject to market pricing, negotiated with the Park City Police Department, and outlined in the Park City Police Department Towing Rate Schedule.

7.8. Immobilization Fee \$35

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

Main Street, Heber Avenue, Park Avenue (Heber to 9 th St):	Daily rate of \$16 per space
Swede Alley:	Daily rate of \$12 per space
Sandridge, South City Park, Residential Permit Zones:	Monthly rate of \$20 per space
a. Up to two spaces for vehicle parking with approved and active building permit	\$0.00
b. Vehicle Permits	\$20 per space per month
c. Dumpster or Equipment Permit	\$50 per space per month
Pay station removal for construction:	\$1,000
Application Fee:	\$20

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

7.10 Meter rates are as follows:

For Main Street and the Brew Pub lot: \$1.50 per hour up to a three hour limit. Minimum purchase is 20 minutes with coin, parking card, and tokens. No less than one hour can be purchased with a credit card. For event rates, see Section 7.6.

7.11 In-car meter devices: \$50 each

In-car meter and QuickCard parking time is available to residents at a 47% discount.

7.12 Tokens are available for sale as follows:

Up to 50 tokens:	\$0.50 each
50-299 tokens:	\$0.40 each (20% discount)
300 or more tokens:	\$0.35 each (35% discount)

Large purchases subject to Parking Manager approval and are limited to Main Street business license holders.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

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

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

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

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

Increases in program participation.

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

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

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

8.3.2 Recreation Program Fees The Recreation Department, the Recreation Center and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published in the Recreation Services annual brochure (PLAY Magazine). In most cases, fees will be kept commensurate with fees charged by others providing like service.

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

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

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

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

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

8.3.5 Discounting Fees The Recreation Services Manager may, at his or her discretion, discount fees when:

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

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

8.4. RECREATION CENTER:

8.4.1 Recreation Center Fees

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

Punch Passes	Resident	Visitor
Youth (3 to 17) 10 Punch	\$28	\$40
Adult 10 Punch	\$70	\$90
Senior & Military 10 Punch	\$60	\$70
Tennis Lesson 10 Punch (5hrs)	\$275	
Child Care 10 Punch (10 hrs)	\$35	

Tennis Court Charges

	Indoor	Hourly Court Fees Outdoor
Resident rate	\$24	\$8
Visitor rate	\$32	\$10

Other Tennis Fees

Private Lesson 1 Hr	\$70.00
Private Lesson 1/2 Hr	\$32.00
Semi Private Lesson 1 Hr	\$64.00
Group of 3	\$66.00
Group of 4	\$70.00
Hitting Lesson	\$50.00
Clinic Drop-in Fee	\$20.00
Ball Machine	\$9.00
Tennis Courts Non Athletic (Daily)	\$3,000

Daily Drop In	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3	\$5
Adult	\$7	\$10

Senior 70+ & Military	\$6	\$7
Fitness Classes	\$9	\$12
Senior/Military Fitness Classes	\$8	\$9

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

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$40	\$20	\$60
3 Month	\$110	\$50	\$160
6 Month	\$192	\$80	\$272
12 Month	\$345	\$144	\$489

Senior 70+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$36	\$20	\$56
3 Month	\$99	\$50	\$149
6 Month	\$173	\$80	\$253
12 Month	\$310	\$144	\$454

Couple Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$72	\$35	\$107
3 Month	\$216	\$90	\$306
6 Month	\$328	\$144	\$472
12 Month	\$590	\$260	\$850

Senior 70+ & Military Couple Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$65	\$35	\$100
3 Month	\$194	\$90	\$284
6 Month	\$295	\$144	\$439
12 Month	\$531	\$260	\$791

Tennis Passes

Single Annual	\$1,100
Couple Annual	\$1,950
Family Annual (3 members)	\$2,160
Each Additional member	\$205

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65	\$125	
Half Gym	\$35	\$75	
Non Athletic			\$1,400

Other Fees

Visitor 10 Punch Card	\$90
1 Month Visitor Pass	\$90
Family Swim Pass	\$247.50
Child Care Per Hr	\$4
Personal Training 1 Hour	\$50
Personal Training Punch Card (12 visits)	\$500
Couple Personal Training Punch Card (12 visits)	\$699
Birthday Party	\$150
Party Room per hour	\$50

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

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

Resident Season Pass	\$1020 \$990
Junior Pass	\$425
Jr./Sr. Punch Pass	\$285 \$275
Corporate Pass	\$2,850
Resident 18 Hole	\$33 \$32
Resident 18 Hole with Cart	\$48 \$45
Non-Resident 18 Hole	\$45 \$43
Non-Resident 18 Hole with Cart	\$60 \$57
Resident 9 Hole	\$16.50 \$16.00
Resident 9 Hole with Cart	\$24.00 \$23.00
Non-Resident 9 Hole	\$22.50 \$21.50
Non-Resident 9 Hole with Cart	\$30.00 \$28.50
Resident Off-Season 18 Hole	\$25
Non-Resident Off-Season 18 Hole	\$28
Small Range Bucket	\$3.50
Large Range Bucket	\$7

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

Non-Resident Card Fees

Family membership	\$40.00 per year
Temporary membership (90 days)	\$20.00 plus
Students residing in Summit County (ages 5-18)	Free
Organization card - non-profit	\$45 per year
Organization card - for-profit	\$55 per year

8.7. CEMETERY FEES. Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery property or may be buried in the Park City Cemetery. All cemetery plots will be sold on a first-come, first-served basis.

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300	\$600
Single infant grave	150	300
Opening and closing adult grave	480	480
Opening and closing infant grave	360	360
Removal of adult from one grave to another within cemetery	960	960
Removal of infant from one grave to another within cemetery	720	720
Removal of adult for interment outside cemetery	480	480
Removal of infant for interment outside cemetery	360	360
Schil for flower beds/grave	N/A	N/A
Additional charge for after hour burials including		
Saturdays, holidays, weekends	200	300
Interment of cremated remains	70	140
Monument grave marker maintenance	100	100

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton. Grave sites, located in the "veterans section" for Park City veterans, firemen and police officers will be provided free of charge, as well as fees for cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

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

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 50	\$ 85

Non-residents/commercial
+\$100 refundable cleaning deposit

125+

200+

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

<u>Function/Use</u>	Park City/Snyderville	
	<u>Basin Resident or Non-Profit Commercial</u>	<u>Non-Resident or Non-Profit/Commercial</u>
Single level:		
Hourly:		
First/additional up to 3 hours	\$25/\$16	\$42/\$25
Half day (4 hours.)**	\$67	\$101
Whole day (8 hours)***	\$126	\$185
Entire building:		
Two hours minimum	\$101	\$185
Half day**	\$168	\$294
Whole Day (8 a.m. to 5 p.m.)**	\$210	\$336
Special events (weddings, receptions, etc.)***	\$673	\$925

Park City/Snyderville non-profit groups will receive 12 free rentals per year, after which time the standard rate applies.

Cancellation Policies for entire building reservations:

For two hour reservations, a \$25 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a \$50 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a \$75 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:

*Snyderville Basin and Park City residents and groups were formerly charged two separate rates. Those groups have now been combined.

**a \$50 damage/cleaning deposit is required on all whole day rentals, refundable if the facility is left in satisfactory condition; full payment of all fees is due two weeks prior to the facility rental.

***a \$300 damage/cleaning deposit is required on all special events rentals, \$275 is refundable if the facility is left in satisfactory condition; full payment of all fees for special events is due 30 days prior to the date of the event.

Snyderville Basin Resident is defined as a resident or business that is located within the boundaries of the Park City School District and Park City Fire Service District.

Commercial is defined as any use of the facility wherein participants are charged fees for profit.

8.10. PARK CITY LIBRARY & EDUCATION CENTER AUDITORIUM RENTAL RATES

This facility is located at 1255 Park Avenue. The rates for this facility are as follows:

<u>Number of Refundable Patrons</u>	<u>5 Hours (or less)</u>	<u>Per Day</u>	<u>Deposit</u>
Fewer than 50	\$ 84	\$168	\$100
50 -100	126	252	150
100 - 150	252	505	300
150 - 250	420	841	500
More than 250 500	841	1,683	1,000

PA system rental per event \$99

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. Events without admission or fee or non-profit groups are eligible for 50% rate reduction.
3. Tenants of the Park City Library and Education Center are eligible or a 50% rate reduction.
4. Multi-day events (more than three days) are eligible for a 25% rate reduction.
5. Special parking arrangements may be required for events for more than 250 participants and guests.
6. All rates are subject to change without notice.
7. All fees are to be paid in advance.
8. Only one rate reduction may apply to any group or user (the largest allowable reduction will apply).
9. City reserves the right to change fees, especially in the case of commercial enterprises.
10. These rates apply to Auditorium rental only; rental rates for film equipment are calculated separately.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

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

Additional Restroom Cleaning	\$30 per clean
Additional Field Prep (Softball/Baseball)	\$91 per field
Special Field Prep (Low grass Cut)	\$1,000 per field
Field Set Up (Lacrosse, Soccer, Football)	\$200 per field
Lights - PCSC & City Park	\$20 per hour

Field Prep, Bleachers, Banners & Clean Up

Full Prep (per field, one prep)	\$91.15
Partial Prep per field, one prep, drag and line only)	\$60.75
Field Set Up (soccer & lacrosse, per field, one set up)	\$266.05
Field Lights (administration, per hour)	\$46.65
Drag Only (per field, one prep)	\$30.40
Chalk (per bag, not incl. labor)	\$8.50
Quick Dry (per bag, not incl. labor)	\$14.30

<u>Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
<u>Youth = 6 -17 year olds; Adult = 18 and over</u>		
Public Skate – 5 & under	Free	Free
Public skate – youth/senior	\$6.00	\$9.50
Public skate – adult	6.50	10.00
Cheap Skate (includes skate rental)	6.00	9.00
Group Rates (20+) includes admissions & skates	6.00	10.50
Skate rental	3.50	3.50
Drop-in hockey - youth	7.50	10.50
Drop-in hockey - adult	10.00	13.00
Stick & Puck - youth	7.50	10.50
Stick & Puck - adult	10.00	13.00
Skills & Drills - youth	10.00	13.00
Skills & Drills- adult	12.50	15.50
Coached Drop-in Hockey – adult	12.50	16.00
Drop-in Speed Skating – youth	8.50	10.50
Drop-in Speed Skating – adult	9.50	13.00
Freestyle – all	7.50	11.50
Freestyle-Youth	7.50	11.50
Freestyle-Adult	8.25	13.00
Drop-in curling	11.50	14.50

10 Session Punch Cards will be sold to locals only - \$1.50 off each session or \$15 off in total.

<u>Admission Passes (10 admissions)</u>		
Public Skate – youth/senior	\$45	N/A
Public Skate – adult	50	N/A
Drop-in Hockey - youth	60	N/A
Drop-in Hockey – adult	85	N/A
Stick and Puck – youth	60	N/A
Stick and Puck – adult	85	N/A
Skills and Drills – youth	90	N/A
Skills and Drills – adult	115	N/A
Freestyle	60	N/A
Drop-in Speedskating – youth	60	N/A
Drop-in Speedskating – adult	85	N/A
Off-ice conditioning – 5 punch	55	N/A
Off-ice conditioning – 10 punch	100	N/A

<u>Hourly Ice</u>	
User Groups*/Employees	\$180

Locals / Businesses	200
For-profit	260

*User Groups are defined as local, organized programs who rent weekly ice from the arena (minimum 25 hours per season).

Season Passes (11 month season)

Family (4)*	\$500
Additional Family Member	\$50 per person
Adult	\$250
Youth (6-17 year olds/Senior +55 years)	\$180

Equipment (per hour)

Broomball	\$25.00
Curling (2 hour minimum)	\$50.00

Skate Services

Hockey Skate Sharpening	
24 Hours	\$5.00
Immediate	\$8.00
Goalie Skate Sharpening	
24 Hours	\$6.00
Immediate	\$9.00
Figure Skate Sharpening	
24 Hours	\$7.00
Immediate	\$10.00
Custom Radius	\$20.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.00 (ea.)
Blade Holder Replacements	varies with skate and blade type
Figure Skate Blade Mounting	\$10.00

Room Rental

Multi-purpose Rooms	\$40/hr (ea.)
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User Groups can use the Upper Level Meeting Room for monthly board meetings at no cost, but rooms must be booked in advance.

Gate Fees

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

Vendor Fees

The Park City Ice Arena will take 10% of gross sales for any food, beverage, or merchandise sold.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	West Wall	\$1,500 (136.36/mo.)
	East Wall	\$725 (65.91/mo.)
In Ice Ads \$25/sq. foot		\$2,000 (182.82/mo.)
Speed Skating Pad Pockets		\$150 (13.64/mo.)
North Wall Banners		\$1,100 (100/mo.)

Score Clock Banner	\$2,500 (227.27/mo.)
Glass Decals	\$400 (36.36/mo.)
Program Sponsorship	\$1,000
Information Screen	\$150 (per month)
Scoreboard Screen	\$150 (per month)

Note: All user groups will receive a free dasher board ad on the east side to promote their activity. They can sell the ad, acknowledge their sponsors or promote their program.

9.2. Recreation Program Fees The Park City Ice Arena offers a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published in the Recreation Services annual brochure. In most cases, fees will be kept commensurate with fees charged by others providing like service.

9.3. Fees for Non-Recreational Activities at the Ice Arena Facility The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and b) recovery of lost revenue.

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

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

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

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

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

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

- 9.7 **Establishing User Fees:** Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District.

					FULL COMPLEX RATES	
	FULL DAY VISITOR	FULL DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC Stadium SB	\$500	\$200	\$100	\$50		
PCSC Stadium						
SOC	\$500	\$200	\$100	\$50		
PCSC multipurpose	\$375	\$100	\$75	\$40	\$1,600	\$1,000
PCSC Sportexe	\$1,000	\$500	\$200	\$100		
PCHS BB	\$375	\$100	\$75	\$40		
PCHS SB	\$375	\$100	\$75	\$40		
PCHS LL	\$375	\$100	\$75	\$40	\$800	\$575
North 40 North	\$375	\$250	\$75	\$40		
North 40 South	\$375	\$250	\$75	\$40		
					\$500	\$350
City Park	\$375	\$250	\$75	\$40	\$350	\$250
PCHS Dozier	\$1,000	\$500				
TMIS	\$375	\$100	\$75	\$40	\$675	\$450
Stakeholder Fee						\$200 per team per season

Additional Restroom Cleaning	\$30 per clean
Additional Field Prep (Softball/Baseball)	\$75 per field
Special Field Prep (Low grass Cut)	\$1,000 per field
Field Set Up (Lacrosse, Soccer, Football)	\$200 per field
Lights - PCSC & City Park	\$20 per hr

Attachment F



Resolution No.

**RESOLUTION AMENDING THE FEE RESOLUTION; AND REPLACING AND REPEALING
RESOLUTION 08-12 IN ITS ENTIRETY**

WHEREAS it is necessary to update the fee resolution to reflect the changing costs of performing services; and

WHEREAS, a public hearing was held on June 7, 2012, to receive public comments on the user fee increases,

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

SECTION 1. FEE SCHEDULE AMENDMENTS. The Park City Fee Schedule is hereby re-adopted with changes as outlined in Exhibit D

SECTION 2. EFFECTIVE DATE. This resolution shall take effect upon adoption.

PASSED AND ADOPTED this 7th day of June, 2012.

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approve as to form:

Mark D. Harrington, City Attorney

Attachment G

PART II - CONTRACTING AND PURCHASING POLICY

A. Purpose

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

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

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

B. Definitions

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

City: Park City Municipal Corporation and all other reporting entities controlled by or dependent upon the City's governing body, the City Council.

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

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

Local Business: a business having:

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

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

Manager: City Manager or designee.

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

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

C. General Policy

1. All City purchases for goods and services and contracts for goods and services shall be subject to these rules.
2. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules. All thresholds specified in this policy are to be applied to the total cost of a contract over the entire term of the contract, as opposed to annualized amounts.
3. City departments shall not engage in any manner of barter or trade when procuring goods and services from entities both public and private.
4. No purchase shall be contracted for, or made, unless sufficient funds have been budgeted in the year in which funds have been appropriated.
5. Subject to federal, state, and local procurement laws when applicable, reasonable attempts should be made to support Park City businesses by purchasing goods and services through local vendors and service providers.
6. All reasonable attempts shall be made to publicize anticipated purchases or contracts in excess of ~~\$10,000~~ \$15,000 to known vendors, contractors, and suppliers.
7. All reasonable attempts shall be made to obtain at least three written quotations on all purchases of capital assets and services in excess of ~~\$10,000~~ \$15,000.
8. When it is advantageous to the City, annual contracts for services and supplies regularly purchased should be initiated.
9. All purchases and contracts must be approved by the manager or their designee unless otherwise specified in these rules.
10. All contracts for services shall be approved as to form by the city attorney.
11. The following items require City Council approval unless otherwise exempted in these following rules:
 - a. All contracts (as defined) over ~~\$20,000~~ \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget.
 - d. Accumulated "Change Orders" which would overall increase a previously approved contract by:
 - i. the lesser of 20% or ~~\$20,000~~ \$25,000 for contracts of ~~\$200,000~~ \$250,000 or less
 - ii. more than 10% for contracts over ~~\$200,000~~ \$250,000.
12. Acquisition of the following Items must be awarded through the formal bidding process:

- a. All contracts for building improvements over the amount specified by state code, specifically:
 - i. for the year 2003, \$40,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - b. All contracts for public works projects over the amount specified by state code, specifically:
 - i. for the year 2003, \$125,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - c. Contracts for grading, clearing, demolition or construction in excess of \$2,500 undertaken by the Community Redevelopment Agency.
- 13. The following items require a cost benefit analysis where there is a quantifiable return on investment as defined by the Budget, Debt, and Grants Department before approved:
 - a. All contracts, projects and purchases over ~~\$20,000~~ \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget process.

D. Exceptions

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

- 1. Emergency contracts which require prompt execution of the contract because of an imminent threat to the safety or welfare of the public, of public property, or of private property; circumstances which place the City or its officers and agents in a position of serious legal liability; or circumstances which are likely to cause the City to suffer financial harm or loss, the gravity of which clearly outweighs the benefits of competitive bidding in the usual manner. The City Council shall be notified of any emergency contract which would have normally required their approval as soon as reasonably possible. Consult the Emergency Manager regarding purchases for disaster events.
- 2. Projects that are acquired, expanded, or improved under the "Municipal Building Authority Act" are not subject to competitive bidding requirements.
- 3. Purchases made from grant funds must comply with all provisions of the grant.
- 4. Purchases from companies approved to participate in Utah State Division of Purchasing and General Services agreements and contracts and under \$100,000 are not subject to competitive bidding requirements.
- 5. Purchases made via public auction.
- 6. Purchases from local government purchasing pools in which the City is a participant as approved by a resolution of the City Council.

7. Procurement of a transportation construction project as authorized in Utah Code Ann. Section 63G-6-501, as defined in R916-4 and where federal funds are being utilized.

E. General Rules

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

The selection of professional service contracts in an amount exceeding \$25,000 shall be based on ~~an~~ a formal documented evaluation process such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service

contracts. Major professional service contracts (~~\$20,000~~ \$25,000 and over) must be approved by the City Council.

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

Minor public improvements (less than the amount specified by state code):

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

Major public improvements (greater than or equal to the amount specified by state code): Unless otherwise exempted, all contracts of this type require competitive bidding.

5. **Contracts for Professional Services, where the Service Provider is responsible for Public Improvements (Construction Manager / General Contractor "CMGC" Method)** are contracts where the owner contracts with a Construction Manager for services to construct public improvements. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on ~~an~~ a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages under a competitive bid requirement as required herein **or may procure transportation construction project as authorized in Utah Code Ann. Section 63G-6-501, as defined in R916-4 and where federal funds are being utilized.** The Project Manager will attend the award of all subcontracts which meet the threshold requirements of General Policy 12 (a) or (b) above."

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any

particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.

2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and in as many additional issues and publications as the manager may determine, at least five days prior to the opening of bids. Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks.

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;
- b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
- c. The character of the work to be done or the materials or things to be purchased;
- d. The office where the specifications for the work, material or things may be seen;
- e. The name and title of the person designated for receipt of bids;
- f. The type and amount of bid security if required;
- g. The date, time, and place that the bids will be publicly opened.

3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:

- a. In writing;
- b. Filed with the manager;
- c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
- d. Have the appropriate bid security attached, if required.

4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result in forfeit of the bid security.

- a. **Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents.

5. **Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.

6. **Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:

- a. The bidder does not have sufficient financial ability to perform the contract;
 - b. The bidder does not have equipment available to perform the contract;
 - c. The bidder does not have key personnel available, of sufficient experience, to perform the contract;
 - d. The person has repeatedly breached contractual obligations with public and private agencies;
 - e. The bidder fails to comply with the requests of an investigation by the manager.
7. **Pre-qualification of Bidders:** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances which would make any statement contained in the pre-qualification application no longer applicable or untrue. If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to the person. The notice shall state the reason for revocation and inform the person that revocation will be effective immediately.
8. **Appeals Procedure:** Any supplier, vendor, or contractor who determines that a decision has been made adversely to him, by the City, in violation of these regulations, may appeal that decision to the City Council. The complainant contractor shall promptly file a written appeal letter with the manager, within five working days from the time the alleged incident occurred. The letter of appeal shall state all relevant facts of the matter and the remedy sought. Upon receipt of the notice of appeal, the manager shall forward the appeal notice, his investigation of the matter, and any other relevant information to the City Council. The City Council shall conduct a hearing on the matter and provide the complainant an opportunity to be heard. A written decision shall be sent to the complainant.

Attachment H

PART V – GASB 54 FUND BALANCE

PURPOSE

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

I. FUND BALANCE COMPONENTS

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

A. Nonspendable Fund Balance

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

B. Restricted Fund Balance

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

C. Committed Fund Balance

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

amount can be determined subsequently.

D. Assigned Fund Balance

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

E. Unassigned Fund Balance

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

II. HEIRARCHY OF SPENDING FUND BALANCE

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

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

A.General Fund

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

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

B. Special Revenue Funds

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

GASB 54 Definition – Special revenue funds are used to account for and report the proceeds of

specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds of specific revenue sources” establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue fund.

C. Capital Projects

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

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

D. Debt Service

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

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

Attachment I

PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

June 2012

Re-adopted 6/--/2012

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APPENDICES (provided under separate covers)

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Appendix C.	Hazard Identification and Vulnerability Analysis Worksheets and Emergency/Disaster Action Plans (HIVA/EAP) (Protected*)
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Appendix N.	Acronyms and Glossary
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Appendix P.	Emergency Manager (EM) Notification Procedure
Appendix Q.	Standard Operating Procedures (SOP) in Support of ESF (Protected*)

* Some parts or all of these appendices are Private or Protected pursuant to UCA - 63-2-304 and UCA 62-2-106



Resolution No. -12

**A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)**

WHEREAS, the purpose of the CEMP is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs; and

WHEREAS, this plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources; and

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, tribal and local organizations a condition for Federal preparedness assistance beginning in Federal FY 2005; and

WHEREAS, certain State and Federal disaster reimbursements require local jurisdictions to adopt and train in a CEMP, NIMS and Incident Command Systems (ICS); and

WHEREAS, it is expected that certain Federal grant programs now require or will require an adopted CEMP; and

WHEREAS, the City Manager and the Emergency Management Group (EMG) has reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMG and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of Park City Municipal Corporation to formally adopt them;

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June, 2012 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 7th day of June, 2012

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney



Resolution No. 23-07

**A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)**

WHEREAS, natural and man-made disasters may occur in any part of Park City, and;

WHEREAS, Utah State Code Title 63, State Affairs in General, Chapter 5a, Disaster Response and Recovery outlines authority, and;

WHEREAS, Park City is responsible to respond to emergency incidents as well as disasters with local responders, i.e. Law Enforcement, Fire, Emergency Medical Services, Public Services, and other such departments and divisions that might be required, and;

WHEREAS, City departments may be called to respond to and/or assist in response and/or recovery from the effects of emergency incidents and disasters, and;

WHEREAS, Park City is committed to achieving a system that will provide a consistent approach for local, state and federal governments to work effectively and efficiently together to prevent, prepare for, respond to and recover from domestic emergency and disaster incidents, regardless of cause, size or complexity, and;

WHEREAS, The Homeland Security Presidential Directive (HSPD-5) requires federal departments and local jurisdictions to adopt the National Incident Management Systems (NIMS), and;

WHEREAS, in times of disaster, local and state agencies work closely with federal agencies, and;

WHEREAS, NIMS provides a consistent nationwide template for all agencies to work together to prevent, prepare for, respond to and recover from all hazards, and;

WHEREAS, as a condition for federal preparedness assistance, beginning in federal Fiscal Year 2005, local organizations are mandated by HSPD-5 to adopt NIMS as the model for incident management in times of disaster;

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

SECTION 1. ADOPTION. Park City Municipal Corporation hereby adopts the National Incident Management System (NIMS) to be used by all City departments in response to all incidents and/or disasters within Park City.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect upon adoption.

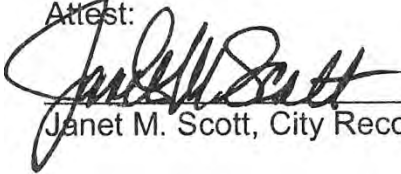
PASSED AND ADOPTED by the City Council this 9th day of August, 2007.

PARK CITY MUNICIPAL CORPORATION



Mayor Dana Williams

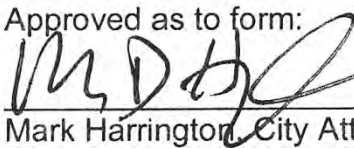
Attest:



Janet M. Scott, City Recorder



Approved as to form:



Mark Harrington, City Attorney

**Park City Municipal Corporation
Comprehensive Emergency Management Plan
Record of Changes**

Pursuant to Resolution XX-12, the City Manager may approve amendments to the Comprehensive Emergency Management Plan (CEMP), which shall remain in effect for up to one year or until permanently ratified by the City Council.

Nature of Changes	Date of Change	Pages Affected	City Manager's Signature
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PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

PURPOSE

The purpose of the Park City Comprehensive Emergency Management Plan (CEMP) is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

This plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources.

CONCEPT & PRINCIPALS

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This plan utilizes the tenants of NIMS, including the Incident Command System (ICS), as the basis for operations and to the level the various tenants apply to local government. In adopting this CEMP, Park City Municipal Corporation also adopts NIMS and ICS as required in HSPD-5.

It is the responsibility of Park City government to undertake comprehensive emergency management planning in order to protect life and property from the effect of an event prompted by natural or man-made occurrences. Local government has the primary responsibility of emergency management activities. When the emergency exceeds the local government's capabilities to respond, assistance will be requested from Summit County, and then the State of Utah. The Federal Government will provide assistance to the State when appropriate.

This plan is based upon the concept that the emergency functions for City departments, functions or groups will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency response or operations may be suspended for the duration of the incident. The efforts that would normally be required for those functions will be redirected to accomplish the emergency response tasks.

A CEMP should be concerned with all types of emergency situations. It is more than an operational plan and it accounts for activities before, during and after the emergency operations. While the City has a plan as outlined herein, we realize that we may not have adequate resources to carry out all phases of the plan depending on the size and type of a specific emergency or disaster. The following are the four phases of a CEMP;

Phases of Emergency Management

1. Mitigation: Mitigation activities are those that eliminate or reduce the probability of an occurrence. Actions accomplished before an event to prevent it from

causing a disaster, or to reduce its effects if it does, save the most lives, prevent the most damage, and are the most cost effective. City departments will enforce all public safety mandates including land use management and building codes; and recommend to governing bodies legislation required to improve the emergency readiness of the City. These activities also include long-term efforts that lessen the undesirable effects of unavoidable hazards.

2. Preparedness: Preparedness activities develop the response capabilities needed if an emergency arises. Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Emergency/Disaster Action Plans spell out the scope of activities required for community response. Departments/agencies shall ensure that employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercises selected by the Emergency Program Manager (EPM). Other government jurisdictions within and outside the city boundaries shall also participate in these exercises. Exercise results shall be documented and used in a continuous planning effort to improve the city's emergency readiness posture. In addition to the ongoing training and education of City employees and elected officials in the CEMP, local citizens and businesses shall also be educated on their responsibilities in preparing for an emergency.
3. Response: Response is the actual provision of services during the incident or crisis. These activities help reduce casualties and damage and speeds recovery from the incident. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency Emergency/Disaster Action Plans. They include emergency and short-term medical care, return of vital life-support systems to minimum operating conditions, mass communications, evacuations and initial damage assessment. When any department/agency within the city receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be described in department/agency Emergency/Disaster Action Plans and may involve activating the Emergency Operations Center (EOC) for coordination and support of the Incident Command System (ICS). Departments/agencies will strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment.
4. Recovery: Recovery is both a short-term and long-term process. They involve detailed damage assessments, complete restoration of vital life-support systems, financial assistance, and long-term medical care. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation, and will be integrated with day-to-day functions. The recovery period is also an opportune

time to institute mitigation measures, particularly those related to the recent incident. Examples of recovery actions would be: provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

OBJECTIVES CONTAINED WITHIN THE CEMP

1. Defines clearly what the roles and responsibilities are of key members of City staff, City departments or functions and elected officials, in order to mitigate, prepare for, respond to and recover from the effects of any major emergency or disaster.
2. Establishes and defines roles and responsibilities within NIMS and ICS, as required by law.
3. Ensures that essential City services are maintained during an emergency or disaster.
4. Outlines the cooperative efforts between the City, the County, other governmental subdivisions and the State in response to an emergency or disaster.
5. Provides the necessary Mitigation, Preparedness, Response, Recovery, Mutual Aid, Action Plans, Hazard Identification, Risk Assessment, Emergency Support Functions, Resource Lists, Contact Lists and documents in appendices and compendiums to accomplish the activities laid out in this CEMP.

CHAPTER 1 – Authority

Emergency Authority

A compendium of existing local and state legislation pertaining to emergency management and authority are shown in Appendix A and B.

Mayor

Statutory Authority

The Mayor, as outlined in City Code 2-2-3, shall be the chief executive of the City. He/she shall be recognized as the head of the City government for all ceremonial and legal purposes, and he shall execute and authenticate legal instruments requiring his signature as such official. Further, the Mayor has emergency powers as set out in UCA 63K-4-202. The Mayor heads the Emergency Policy Council.

Proclamation of Local Emergency

In the event of or threat of, as disaster, attack, internal disturbance, natural phenomenon, or technological hazard, as defined in UCA 63K-4-103, the Mayor may proclaim a state of “Local Emergency” under UCA 63K4301.

Appointment of Special Police

Under City Code 2-4-12C, the Mayor may upon any emergency, riot, pestilence, invasion, or at any time he shall deem necessary for the peace, good order or health of the City, order the Chief of Police to appoint special policemen for a specified time.

City Council

Emergency Ordinances

Emergency ordinances, as outlined in City Code 2-3-7C, may be enacted by City Council for the preservation of public property, health, peace or safety. Further, the City Council may authorize expenditures for an emergency in excess of the budget as outlined in UCA 10-6-129.

Emergency Interim Successors

The City Council and Mayor shall annually set out Emergency Interim Successors for Local Officers as set out in UCA 63K-1-401 (see also Continuity of Government Operations - Succession of Command)

City Manager

Statutory Authority

The City Manager is the Chief Administrative Officer of the City as defined in City Code 2-4-1 and will administer all affairs of the City as directed in City Code 2-4-3 A through M. In the absence of the Mayor the City Manager may proclaim a state of "Local Emergency" as provided for in City Code.

Administrative Authority

The City Manager or his/her designee or successor, as Chief Administrative Officer shall administer all emergency or disaster operations as outlined in the CEMP, including but not limited to EOC Operations Commander, Unified Commander (UC), Area Commander (AC) and/or Incident Commander (IC).

City Attorney

Statutory Authority

The City Attorney shall be the legal representative of the City and he shall advise the Mayor and Council and City officials in matters relating to their official powers and duties and perform such other duties as the Mayor and Council may prescribe by ordinance, resolution or otherwise as outlined in City Code 2-4-10 .

Chief of Police

Statutory Authority

The Chief of Police shall direct the police department in the enforcement of all the laws of the City and all statutes of the State of Utah applicable to the City as outlined in City Code 2-4-12, 6-3-6 and 11-9-2, including evacuation orders.

Emergency Program Manager

Administrative Authority

The Emergency Program Manager (EPM), also sometimes known as the Emergency Manager (EM) is hereby appointed by the City Manager to act as the City's designated manager to be involved in all areas of emergency management for the City. His or her responsibilities include; the keeping of the CEMP with all of its appendices (which must be updated annually); establishing and maintaining the City's state and federal NIMS compliance in the FEMA database; Emergency Operations Center (EOC) manager; establishes, maintains and participates in the training of all City staff in emergency preparedness and response; helps set City building preparedness and response to building specific emergencies; identifies and analyzes potential hazards to the community and the City's response; liaison to the County Emergency Manager and Utah Region 2 of the Office of Public Safety/Division of Emergency Management; participates in individual incidents as a coordinator and review officer and in conjunction with the Community and Public Affairs Manager sets up citizen and business emergency preparedness programs. The EPM works with a policy and review body called the Emergency Management Group (EMG). The City Manager may reassign the responsibilities of EPM at any time with or without cause.

Community and Public Affairs Manager

Administrative Authority

The Community and Public Affairs Manager is hereby appointed by the City Manager to act as the City's designated Public Information Officer (PIO). The City Manager may reassign the responsibilities of the PIO at any time with or without cause.

Chief Building Official/Fire Marshal

Statutory Authority

The Chief Building Official shall be responsible for the enforcement of the building codes, and all other such codes as adopted by the City and as outlined in City Code 6-1-2, 6-3-6, 11-2-2, 11-2-3 and 11-9-1.

CHAPTER 2 – Organization

Departments within the City will have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures with assistance from the Emergency Manager and in concert with the CEMP. Departments will prepare plans, forms, documents and procedures to carry out their missions as outlined in the CEMP. Specific responsibilities for some departments may be outlined within the plan and/or in the appendix sections.

Emergency Management Group (EMG)

An Emergency Management Group (EMG) has been established to assist in the preparation of the CEMP, make periodic reviews and amendments, provide assistance and direction to the Emergency Program Manager (EPM) and assist departments with their components and implementation of the CEMP. The EPM is Chair of this group and the Police Chief is the Vice-Chair.

The Emergency Management Group (EMG) members are:

1. City Manager – Operations Commander
2. Deputy City Manager
3. Emergency Program Manager (EPM) - Chair
4. Community and Public Affairs Manager
5. Information Technology Director
6. Chief of Police – Vice Chair
7. City Attorney
8. Public Works Management Representative
9. Chief Building Official
10. City Engineer
11. Outside Agency and other members (as decided by the City Manager)

The Committee will ensure that emergency policies, activities, and resources, are coordinated among the City departments. On no less than an annual basis, the EPM will hold an EMG policy review meeting; make necessary CEMP amendments and a training session for the Committee members and the elected City officials.

As well, the EPM will facilitate on at least a bi-annual basis a City wide emergency response field training exercise or table top training exercise to evaluate this plan, its components and the individual department's emergency management procedures.

Departmental Emergency Management

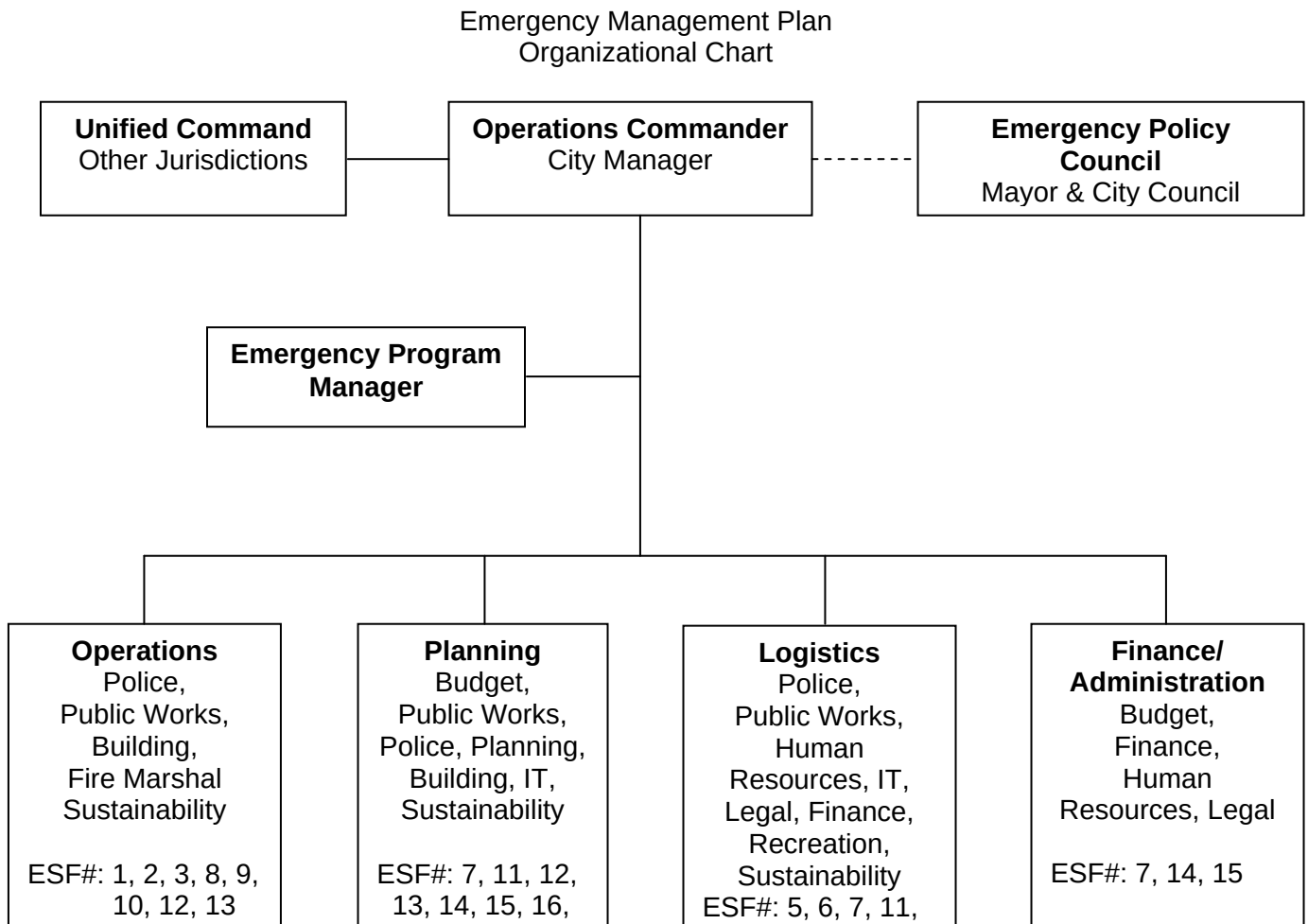
Under the direction of each City department manager or designee, each department will educate its employees on the CEMP and how it impacts their department, including individual and department roles and responsibilities, specific facility action plans and they will conduct regular training to meet the requirements of the CEMP. Further, training in the ICS will be conducted at all levels, including the need to complete tasks while under the supervision of an Incident Commander who may not be a regular supervisor. An outline of FEMA training required for various line and supervisory levels of City staff are outlined in Appendix E and F.

Direction and Control

The final responsibility for all emergency management belongs to the City Manager, a member of the Emergency Management Group (EMG) and Operations Commander. The EMG is responsible for all policy level recommendations and changes. The City Council shall adopt by resolution the CEMP and the federal NIMS, including all appendices and compendiums that encompass the total plan as periodically amended by the EMG. During response operations, elected official(s) will be available to, interact with constituents and forward community concerns, provide emergency policy direction, enact emergency legislation, provide for funding and provide designated public information in conjunction with the Public Information Officer (PIO) and/or other duties as agreed upon with the Operations Commander

The EPM has responsibility for coordinating the entire emergency plan and response program, and makes all routine decisions for this committee. During emergency operations, the EPM ensures that the policy and coordination of all groups are working in concerted, supportive effort to overcome the emergency.

CEMP Organizational Chart



Continuity of Government Operations

Succession of Command

1. The line of succession of the City Manager as the Operations Commander is to the Deputy City Manager, the Police Chief, and then to the Emergency Manager. In the event the Emergency Manager assumes the Operations Commander position, he/she will be replaced by a trained Acting Emergency Manager.

The line of succession of the City Manager for his position as City Manager, i.e. appointment of an Acting City Manager, is to the Deputy City Manager, then to the City Attorney. An Acting City Manager may not hold the position of Emergency Manager or Acting Emergency Manager at the same time.

2. The line of succession of each City department is according to the operating procedures established by each department and should be no less than three deep.
3. The line of succession of the Mayor is to the Mayor Pro Tempore, to the Alternate Mayor Pro Tempore and then to the most senior member of the City Council.
4. The line of succession of the City Council shall be governed by Park City Municipal Code 2-2-9. In the event a majority of Council members is unavailable or unable to fill vacancies by appointment, then emergency interim succession pursuant to UCA 63K-1-401 shall be to the Planning Commission, starting with the Chair, and then to the Chair Pro Tempore, if any, and then to the next most senior member of the Planning Commission.

Preservation of Records

1. In order to develop after-action reports, all messages and logs will be maintained and submitted to the EPM immediately after deactivating emergency operations.
2. Documentation of emergency response actions is required for the following:
 - a. Accounting/reimbursement
 - b. Response action improvement
 - c. Possible legal action

Administrative Items

Emergency Authority

1. A compendium of existing state legislation pertaining to emergency management are shown in Appendix A and B.

Mutual Aid/Automatic Aid

1. Should local government resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid/automatic aid agreements and memorandums of understanding entered into by duly authorized officials and will be formalized in writing whenever possible. See Appendix G.

Consumer Protection

1. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

Accounting for Resources, Costs and Losses

In an emergency, proper accounting of costs and losses is required for insurance or federal disaster assistance reimbursements. Care should be taken to include all direct and indirect costs. Park City will use accounting methods in accordance with federal guidelines. The required documentation will be forwarded to appropriate state and federal agencies.

Incident Command System (ICS)

The Incident Command System is one of the key organizational systems of the National Incident Command System (NIMS). The ICS provides overall management at the incident site. The Incident Commander develops a management structure based on the needs of the incident. All appropriate elected officials, department heads, managers, supervisors and line personnel shall be trained in the ICS. See Appendix E and F.

Plan Development and Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Program Manager (EPM) and members of the Emergency Management Group (EMG) will brief appropriate public/private sector officials in emergency management operations of this plan in particular.

The plan shall be updated at least once every year. Training for all employees and elected officials shall be ongoing.

CHAPTER 3 – Procedures and Operations

Emergency Levels

During the emergency operation, a timely and well-documented system of assessing the damage that is caused or expected is crucial for determining appropriate response actions, alleviating victim suffering and hardship, managing resources effectively, and planning future hazard mitigation activities.

When carrying out the Comprehensive Emergency Management Plan, the transition from normal operations to emergency operation must be orderly. To achieve unified response operations, it is important that all departments have a common definition and status of emergencies. These defined levels of an emergency provide a transition from normal operating posture to full alert and provide for coordination with other agencies. When responding to emergencies, the following apply:

Level I: NO OUTSIDE ASSISTANCE NECESSARY

An emergency that poses a threat to life, property, or the environment and where ample resources exist. The responding department(s) handles the incident with on-duty resources and notifies the City Manager or his/her designee via department notification protocols.

Level II: ENHANCED RESPONSE REQUIRED

An emergency of a greater hazard, which poses a threat to life, property, or the environment, and requires coordination between more than one City department. Park City personnel handle the emergency with City resources, mutual aid, and resource sharing. Once a Level II emergency is in effect, any request for assistance or resources from the on scene Incident Commander will take precedence over other daily activities. Incident Commanders responding to Level II emergencies will notify the City Manager or his designee via department notification protocols. If needed, request for EOC activation may be made by responding Incident Commander(s), involved department chiefs or department heads, the City Manager, or the Emergency Program Manager.

Level III: MAJOR INCIDENT

An emergency involving a catastrophic incident. The incident may result from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may result in an immediate threat to persons, property, or the environment and requires the resources of the entire City, including government, private, and outside assistance. The Mayor or designee may issue a formal declaration of emergency.

During response operations, responders maintain the principle of centralized control and decentralized execution. All response actions are in harmony and orchestrated by legal authority from the Emergency Operations Center.

As City departments, agencies, and non-governmental organizations progress from normal operations to an emergency posture, they go through the response conditions outlined below in accordance with the emergency level. For example, a Level II emergency would require Response Condition II.

Response Conditions

Response Condition - I: NO OUTSIDE ASSISTANCE NECESSARY

1. Monitor the situation regularly.
2. Review applicable plans and Standard Operating Procedures.
3. Review the status of all equipment and supplies.
4. Notify the City Manager and key personnel.

Response Condition II: ENHANCED RESPONSE REQUIRED

1. The Emergency Operations Center may be activated as needed with partial staffing.
2. Notify City Manager and key personnel.
3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented.
4. Place personnel on standby status as needed.

Response Condition III: MAJOR INCIDENT

1. Place Emergency Operations Center on full staffing.
2. Bring equipment and supplies to full operational status.
3. Recall personnel as necessary.

4. Freeze supplies and resources and commit them to the emergency as needed.

The above procedures will not constrain or limit the emergency actions of any department or agency involved in a response.

Declaration of Emergency

Park City is the primary responder to a disaster in the City. As such, it rapidly mobilizes forces, assesses the situation, and plans a course of action. Once the situation exceeds Park City's capability to respond, officials will first seek supplemental resources from Summit County, then the State of Utah, and finally the Federal government.

A local "emergency" may be declared by proclamation of the Mayor. In the absence of the Mayor, the interim successor or City Manager may declare an emergency. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring the emergency will be filed with the City Recorder and will state four things:

- the nature of the emergency.
- the areas threatened.
- the various conditions which cause the emergency to be declared.
- the initial period of the emergency.

The declaration is kept on file with other supporting documentation to justify the disbursement of disaster assistance funds if available. See Appendix O for templates.

Emergency Operations Center (EOC)

The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the EOC managers based upon information provided by the IC and other personnel. Regardless of size or process, every facility should designate an area where decision makers can gather during an emergency.

Each facility must determine its requirements for an EOC based upon the functions to be performed and the number of people involved. Ideally, the EOC is a dedicated area equipped with communications equipment, reference materials, activity logs and all the tools necessary to respond quickly and appropriately to an emergency.

EOC Resources:

- Communications equipment
- A copy of the emergency management plan and EOC procedures
- Blueprints, maps, status boards
- A list of EOC personnel and descriptions of their duties
- Technical information and data for advising responders
- Building security system information
- Information and data management capabilities
- Telephone directories
- Backup power, communications and lighting

- Emergency supplies

An Emergency Operations Center (EOC) has been established within the Police Facility Building, 2060 Park Avenue. Those participating in the EOC will be located in secure meeting space adjacent to Police Records/Reception (the Lloyd D. Evans, Sr. Meeting Room). The Emergency Policy Council (EPC) will be located in the secure Police Facility Administrative Conference Room. The general operations of the EOC functions will be conducted within the confines of the space available at the time of activation of the EOC.

1. Secondary Emergency Operations Center. Should the primary EOC location, become unavailable due to structure failure, road inaccessibility, etc., the EOC functions will be moved to the Marsac Building and shall function at that location until such time as the primary EOC becomes operational or an alternate site is identified that can facilitate the EOC operations to a higher degree.

2. Alternative Emergency Operation Center. At the point that any Park City Municipal Corporation facilities available to be used as an EOC site become unavailable or unusable, the EOC function will be moved to the Summit County Emergency Operations Center at the Summit County Search and Rescue Building in Kamas or the Summit County Mobile Command Post (SCMCP).

3. Authority to Activate EOC. Activation of the Emergency Operations Center (EOC) is solely the responsibility of the City Manager, designee, or successor. The City Manager may consult with the Emergency Program Manager, Chief of Police, Public Works Management and the Mayor in making the determination to activate the EOC; however, the final decision rests with the City Manager.

4. EOC Command Structure. While the Emergency Operations Center (EOC) is functional, the City Manager will act as the EOC Commander, unless he relinquishes that responsibility to a designee. The City Manager will interact with the appropriate manager or managers when addressing the incident response, operations, assessment and recovery phases. Each City Department or function involved in any phase of an incident will have a management representative located within the EOC operations area, or in a location directed by the City Manager. The EPM or designee shall manage the EOC. See Appendix K.

CHAPTER 4 – Incident Response and Management

Emergency Support Functions (ESF) Concept

In order to facilitate the delivery of emergency services during a disaster, Park City has adopted the Emergency Support Function (ESF) concept found in the National Response Framework (NRF). The Emergency Support Function concept is based on the idea of designating specific emergency response tasks to the City departments and outside organizations best suited to complete the designated task. Each function has an assigned department or organization responsible for that function with other departments and organizations playing supporting roles.

ESF Overview

The tasks that may need to be performed in emergency situations have been categorized as Emergency Support Functions (ESFs) under the National Incident Management System (NIMS)

and Park City's CEMP has chosen to follow that categorization. The tasks have been grouped into 18 Emergency Support Functions. Each ESF is supported by Standard Operating Procedures (SOP) for that ESF. See ESF and SOP details in Appendix L.

ESF 1 TRANSPORTATION

Public Works/Transit /Fleet

Coordinate the use of transportation resources required to perform the emergency response, recovery and assistance mission.

ESF 2 COMMUNICATIONS

Police/Information Technology

Coordinate and provide communication support, and, where necessary, establish temporary telecommunications support.

ESF 3 PUBLIC WORKS

Public Works/Streets/Building/Engineering

Assist in lifesaving or life-protection activity following a disaster. This may include technical advice and evaluation, engineering services, construction management and inspection, emergency contracting, and emergency repairs.

ESF 4 FIRE FIGHTING

Park City Fire District (PCFD)

Manage and coordinate firefighting and emergency medical activity.

ESF 5 INFORMATION MANAGEMENT

Sustainability

Collect, process, and organize information about a potential or actual disaster or emergency. Disseminate accurate information to the public.

ESF 6 MASS CARE

Red Cross/FEMA/Recreation

Coordinate activities involved with emergency shelter, mass feeding, bulk distribution of relief supplies for victims of disaster, and disaster welfare information.

ESF 7 RESOURCE SUPPORT

Sustainability/Emergency Mgr

Provide logistical and resource support. This includes provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

ESF 8 HEALTH & MEDICAL SERVICES

Summit County Health/PCFD

Provide assistance in identifying and meeting the health and medical needs of disaster victims and emergency responders.

ESF 9 URBAN SEARCH & RESCUE

Park City Fire District (PCFD)

Provide support in locating, extricating and treating victims if buildings are damaged or collapse.

ESF 10 HAZARDOUS MATERIALS

PCFD/Summit County Health

Provide support in response to actual or potential discharge and/or release of hazardous materials.

ESF 11 FOOD & WATER

Recreation Departments

Identify food and water needs. Identify sources of water; arrange for manpower and transportation to the disaster area and distribute as needed to responders and mass shelters.

ESF 12 UTILITIES

Public Works/Water/Utility Companies

Assist in coordinating efforts to provide emergency power and fuel to support response operations as well as providing power and fuel to restore normal community functions.

ESF 13 LAW ENFORCEMENT

Police

Provide sufficient resources to maintain civil order under emergency conditions.

ESF 14 LEGAL

City Attorney/Legal

Review local legal authorities and state statutes relating to emergency activities and advise City decision makers.

ESF 15 FINANCE MANAGEMENT

Finance

Create a central management committee to oversee the emergency purchasing and reimbursement process. Maintain a disaster documentation system.

ESF 16 FACILITIES

Building/Engineering/Building Maintenance

Coordinate the inspection and use of City owned/operated facilities to support disaster response and recovery operations.

ESF 17 VOLUNTEERS & DONATIONS

Human Resources

Coordinate the use of volunteers and donated goods in support of disaster recovery operations.

ESF 18 ANIMALS

Summit County Animal Services

Provide for emergency evacuation, medical care, shelter food and water for domestic animals.

Departmental Roles and Responsibilities

General Responsibilities

1. General Preparedness Responsibilities

The following common responsibilities are assigned to each department listed in this plan. Further, each department shall create an internal emergency management organization and develop standard operating procedures (SOP) in accordance with the provisions of this plan. Preparation activities include:

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Working with other departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- Establishing education and training programs so that each division and employee will know exactly where, when and how to respond.
- Developing site specific plans for department facilities as necessary.
- Ensuring that employee job descriptions reflect their emergency duties.
- Training staff and volunteer augmentees to perform emergency duties, tasks.
- Identifying, categorizing and inventorying all available departmental resources, including but not limited to fixed assets, personnel and contracts.
- Developing procedures for mobilizing and employing additional resources.
- Ensuring communication capabilities.
- Preparing to provide internal logistical support to department operations during the initial emergency response phase.
- Prepare Standard Operating Procedures (SOP) in support of ESF responsibilities.

2. General Response Responsibilities

The following common responsibilities are assigned to each department listed in this plan.

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteer augmentees assigned response duties.
- As appropriate:
 - Suspend or curtail normal business activities
 - Recall essential off-duty employees
 - Send non-essential employees home
 - Evacuate departmental facilities
- As requested, augment the City's effort to warn the public through use of vehicles equipped with public address systems, sirens, radio, employees going from door to door, etc.
- Keep the Operations Commander informed of field activities, and maintain a communications link to the Incident Commander and/or EOC.

- Activate a control center to support and facilitate department response activities, maintain events log, and report information within the ICS or EOC.
- Report damages and status of critical facilities within the ICS or EOC.
- If appropriate or requested, send a representative to the EOC.
- Ensure staff members tasked to work with the EOC have the authority to commit resources and set policies.
- Coordinate with the EOC to establish protocols for interfacing with county, state, federal responders.
- Utilize only the Public Information Officer to release any information to the media.
- Submit reports to the EPM detailing departmental emergency expenditures and obligations.

Individual Responsibilities

1. Chief Administrative Officer/City Manager (Executive)

- a. Provides overall administration, direction and control of the emergency, damage assessment and response operation within Park City
- b. Is a member of the Emergency Management Group (EMG)
- c. Commands the EOC
- d. Coordinates with the Mayor and Emergency Policy Council
- e. Provide risk management reporting and city insurance program
- f. Provide supplies, equipment, and personnel as requested

2. Emergency Program Manager (Executive)

- a. Assists the City Manager with the planning, management and control of emergency operations
- b. Makes the Emergency Operations Center available to Park City officials for conducting overall direction/coordination of response and recovery operations. Manages and coordinates the EOC and interdepartmental operations
- c. Maintains supplies and equipment for the Emergency Operations Center.
- d. Coordinates department provision of supplies, equipment, and personnel as requested
- e. Works with the PIO and volunteer agencies to inform citizens of the actions they should take for their protection
- f. Coordinates with other departments to ensure that special needs populations receive information regarding actions taken for them to protect their life and property
- g. Conducts after-action meetings and prepares after-action reports in conjunction with the Operations Commander and/or Incident Commander(s)
- h. Additional responsibilities prior to an emergency include:
 - 1) Updating the Comprehensive Emergency Management Plan, and providing updated copies of the CEMP
 - 2) Coordinating emergency management exercises involving the City and community
 - 3) Participate in community preparedness training in conjunction with the PIO
 - 4) Coordinates the Special Needs Registry and assists in Special Needs community planning

3. Mayor and City Council

- a. Monitors situations within their constituencies and coordinates information with City Manager or designee

- b. Mayor submits formal local disaster declarations
- c. Meets formally as a City Council as necessary.
- d. Mayor or designee acts as official City spokesperson in concert with the PIO, as needed
- e. Provides emergency policy direction
- f. Issue emergency rules and proclamations that have the force of law during proclaimed emergency period
- g. Appropriate funds to meet disaster expenditure needs
- h. Extend or terminate emergency disaster declarations

4. Finance

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field units observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Provide appraisers to assist with damage assessments
- e. Process emergency purchases/procurement
- f. Establish and maintain a system whereby incident costs are identified and accumulated for county, state and federal reimbursement
- g. Ensure payroll system setup to pay employees and contractors
- h. Coordinate financial resources
- i. Maintains records of expenditures and use of resources.
- j. Under the direction of the City Manager, helps with the resolution of claims and accounting for resources expended during the emergency.

5. City Attorney

- a. Provides legal advice to staff and Council
- b. Becomes familiar with laws governing emergency powers and provides advice on all related issues
- c. Reviews and approves as to form all emergency documents signed by the Mayor or designee
- d. Perform functions in the EOC as needed or assigned

6. City Recorder (Executive)

- a. Provides safekeeping of vital records during the emergency
- b. Co-signs all emergency documents signed by the Mayor or designee
- c. Assists in logging and documenting all actions during the emergency

7. Police

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning
- e. Coordinate to lost persons, search and rescue, and coordination of heavy rescue operations in conjunction with PCFD and SCSD as needed
- f. Maintain law and order and provide public safety activities as required
- g. Provide security for key facilities
- h. Protect property in evacuated area
- i. Enforce orders of fire officers and implement/enforce evacuation orders, when

- necessary
 - j. Provide law enforcement and traffic control in support of emergency actions
 - k. Organizes auxiliary law enforcement personnel and commits available resources to maintain peace
 - l. Coordinate City radio communication capabilities
8. Budget and Grants
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Provides planning, logistic and financial support to operations
9. Sustainability/Community and Public Affairs
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public
 - c. Provide logistical and resource support as requested, which may include, the provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel
 - d. Serves as the Public Information Officer (PIO)
 - e. Under the direction of the City Manager, collects, organizes, prepares and distributes public information materials about a potential or actual disaster or emergency.
 - f. Participates with the EPM in disseminating and training in citizen and business preparedness plans
 - g. In conjunction with the Mayor acts as the designated contact for the news media and public
 - h. Ensures that special needs populations receive information regarding actions taken for them to protect their life and property
10. Public Works
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, etc.
 - e. Provide heavy equipment to support rescue operations
 - f. Provide technical information on damaged structures
 - g. Provide traffic control signs and barricades
 - h. Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles
 - i. Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding)
 - j. Coordinate emergency utility support requirements with public and private utilities
 - k. Operate fleet repair facility
 - l. Provide for availability of motor fuels, vehicles and fuel driven equipment
 - m. Provide for storage of equipment and vehicles in a safe place
 - n. Provide comprehensive list of City vehicles and equipment to IC or EOC
 - o. Provides for the removal of debris and maintenance of roadways

- p. Obtains additional equipment and transportation resources
 - q. Establishes contracts for outside services in compliance with FEMA schedules
 - r. Coordinate transportation requirements for special needs agencies/individuals
 - s. Provide buses for evacuations and temporary shelters
 - t. Provide additional bus transportation resources
 - u. Coordinate mobilization of emergency transportation services
 - v. Use transportation communication links to provide damage assessment information
 - w. Insures that transportation assets meet the demands of emergency response personnel
 - x. Maintains a resource list of all Park City fleet equipment and provides the EOC with updates of disaster damage to fleet
11. Information Technology
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Maintain all communication and data systems
 - e. Protect archives and necessary documents
 - f. Provide supplies, equipment, and personnel as requested
12. Building/Fire Marshal/Engineering
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - e. Direct building inspectors and/or rapid assessment teams to assist with damage assessment and safety of City facilities
 - f. Provide Fire Marshal services
13. Planning
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Assist in initial planning and ongoing planning during an emergency
 - e. Organize staff into damage assessment teams and participate in City wide damage assessment and recovery
 - e. Provide documents and maps to assist in response and recovery
 - f. Support building and engineering in their emergency functions.
14. Human Resources
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Establish an employee call back system
 - e. Establish a system to check on employee's families and communicate that information
 - f. Assist with employee needs at work and with their families
 - g. Track man power requests and needs and assist with obtaining outside staffing
 - h. Coordinate volunteers and donations with the assistance of Recreation

15. Recreation [for the purpose of this document, "Recreation" refers to the Ice, Golf, Library and MARC departments working jointly]

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with the assessment of human needs during and after a disaster
- e. Obtain and supply food and water to city and emergency staff
- f. Coordinate with the Red Cross, and other agencies as necessary to provide emergency programs for basic human needs to include reception centers, shelters, mass feeding at City designated shelters
- g. Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding)
- h. Work in close concert with Red Cross and others in activation and operation of short term, and longer-term shelters/disaster centers
- i. Assist Human Resources in managing and coordinating volunteers and donations
- j. Provide facilities for emergency shelter, food, and water distribution points, child care facilities as needed
- k. Provide receiving and distribution sites
- l. Assist with the delivery of goods

CHAPTER 5 – Damage Assessment and Recovery

Damage Assessment and Analysis Information

1. Accurate damage assessment information must be obtained by Park City at the earliest possible time in order to:
 - a. Evaluate the impact on the population and socioeconomic system of Park City and its ability to respond and recover.
 - b. Assist the Governor with determining local and state level of contribution to the recovery effort.
 - c. Allow the State Coordination Officer and the Federal Emergency Management Agency Regional Director to determine the kinds and quantities of disaster assistance to be provided by the state and federal government, if appropriate.
 - d. Document the need for supplementary federal assistance under a Presidential 'Emergency' or 'Major Disaster' Declaration.
 - e. Notify insurers of damaged/destroyed property.

Damage Assessment and Reporting

1. Initial Damage Assessment. The nature and magnitude of a disaster will determine how quickly a complete Initial Damage Assessment can be conducted. Widespread debris, washed out bridges, inundated roads, and unsafe buildings are a few of the problems that can delay the assessment. Immediately after the occurrence of a disaster, it is important to get a preliminary assessment of the extent and magnitude of the damage. The Planning Department will assist in this function.

2. Damage Assessment Forms. During the response and recovery phases of a disaster, it is vital that the State Coordinating Officer and the Governor have accurate damage, cost and

socioeconomic impact information available in summary form. This will determine how best to supplement the action taken by Park City and whether federal assistance is required. See Appendix O.

3. City Manager. It is the responsibility of the City Manager or his or her designee to coordinate with City and County elected officials to determine a systematic, unified course of action. The following items should be covered:

- Outline the extent (geographic area) and magnitude (severity) of the damage.
- Assess the socioeconomic impact on the City.
- Discuss the need for requesting outside assistance, the nature of such assistance and implications of accepting aid.
- Specify the geographic areas and damage categories, which need to be examined in greater detail.

4. Department Managers. It is the responsibility of department directors to oversee the gathering of damage assessment information in accordance with the assigned departmental duties. To assure accurate and efficient collection of data, department heads must take the following actions:

- Designate assessment teams of two or three people with specific areas of expertise.
- Assign the team to a specific geographic area or category of damage.
- Brief team members to ensure uniformity and understanding of damage categories, community impact, costs, reporting, procedures, etc.
- Identify damage sites by map location and street address. Roads and bridges should be listed by pre-assigned Utah State Department of Transportation numbers. Maps and photo identifications of damage sites will aid in conducting future surveys and on-site assessments.
- Provide each team with supplies to effectively perform the assessments (maps, cameras, list of property owners and locations). Have teams take photographs of damage sites and attach brief descriptions detailing vital information and describing the damage.
- Establish a deadline for gathering information so it can be summarized and presented to the governing body.
- Gather and maintain supporting documentation (invoices, contracts, expenditure records) for costs incurred in emergency response and mitigation work. Copies of emergency expenditure records should be maintained and attached to each damage site file.

Incident Reporting

1. Description and Purpose. Situation Reports should be made to continually update disaster status information. The information provided in the initial and subsequent Situation Reports should outline a sequential record of actions taken from the point of first response through restoration activities. The degree of detail will vary with the type and severity of the events.

2. Content and Format. Situation Reports contain specific data and answer the following basic questions:

- a. Location and nature of damage.
- b. Description of the categories and degree of damage.

- c. Socioeconomic impact on the community.
- d. Response actions being taken by local government.
- e. Form of supplemental state and federal assistance requested.
- f. Public assistance and individual assistance for the community.

Reports and Record Keeping

1. A number of prescribed documents, reports and records must be executed and maintained during disaster operations. These ensure prompt and coordinated state and federal disaster response and maximize financial assistance.

2. Once an emergency is declared an '**Emergency**' or '**Major Disaster**' by the President of the United States, the federal disaster assistance programs may be made available to the state and its designated political subdivision. The Federal Emergency Management Agency is responsible for coordinating and administering all federal disaster relief programs through the Region VII office. Subsequent to a presidential declaration, the Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206.

3. An accurate record system maintained separately from normal day-to-day operations should be established immediately at the onset of the emergency. All recipients of state and federal monies must maintain adequate disbursement and accounting records of costs incurred for approved disaster work.

4. One of the main responsibilities of Park City officials involved in disaster operations will be the preparation and maintenance of all required documents, reports and records. The Governor's Authorized Representative is responsible for the execution of all necessary documents on behalf of the State of Utah for state and federal disaster assistance including certifying any applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to Park City officials involved in the preparation and maintenance of their required reports and records.

5. All contracts must follow the **Procurement Guidance as found in Title 44 of the Code of Federal Regulations Part 13.36.**

END

Attachment J



Resolution No. -12

**A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)**

WHEREAS, the purpose of the CEMP is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs; and

WHEREAS, this plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources; and

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, Tribal and local organizations a condition for Federal preparedness assistance beginning in Federal FY 2005; and

WHEREAS, certain State and Federal disaster reimbursements require local jurisdictions to adopt and train in a CEMP, NIMS and Incident Command Systems (ICS); and

WHEREAS, certain Federal grant programs now require or will require an adopted CEMP; and

WHEREAS, the City Manager and the Emergency Management Group (EMG) have reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMG and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of Park City Municipal Corporation to formally adopt them;

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June, 2012 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

adoption. **SECTION 2. EFFECTIVE DATE.** This Resolution shall take effect upon

PASSED AND ADOPTED this 7th day of June, 2012

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Attachment K

Ordinance No. XX-XX

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL,
AND STATUTORY OFFICERS FOR FISCAL YEAR 2012 – 2013
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 June 7, 2012;

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

SECTION 1. REPEALER: All previous compensation ordinances regarding elected and statutory officers hereby are repealed.

SECTION 2. COMPENSATION FOR MAYOR, CITY COUNCIL, AND STATUTORY OFFICERS ADOPTED: The following salary levels are hereby adopted:

	<u>FY 2012-2013</u>
Mayor	\$1,917.26 per month
City Council	\$1040.50 per month
City Manager	\$96,667 - \$145,000 per year
City Attorney	\$90,817 - \$136,225 per year
City Treasurer	\$76,296 - \$114,444 per year
City Engineer	\$76,296 - \$114,444 per year
City Recorder	\$27,102 - \$40,643 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 on publication and shall apply retroactively to July 1, 2012.

PASSED AND ADOPTED this 7th day of June, 2012

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



DATE: June 7, 2012
DEPARTMENT: Transportation
AUTHOR: Brooks T. Robinson, Senior Transportation Planner
TITLE: Presentation by Jason Davis, UDOT Region 2 Director
TYPE OF ITEM: Informational

Summary Recommendation

This is a work session discussion. No action is requested. Staff is pleased to introduce Jason Davis, UDOT Region 2 Director, who will present information to the Council on UDOT projects in the Park City area. Of immediate interest is the rotomilling and overlay of SR 224 from the Marsac roundabout to the SR 248 intersection (Kearns Blvd) and thence to the high school where a similar project from Kamas into Park City ceased last year.

Topic/Description:

As part of its Pavement Management Plan, UDOT will be milling SR 224 and SR 248 from the roundabout to the high school. The UDOT Region 2 team led by Mr. Davis has been very collaborative in working with Park City. Due to the large number of events in Park City during the summer, UDOT imposed restrictions on the contract so as to not inconvenience too many residents and guests.

Primary to the restrictions is the prohibition on working on weekends (except the roundabout), holidays (July 4th, 24th, Sept 3rd), Arts Festival and Tour of Utah, and at night (due to the number of residential units along the corridor). Construction activity must cease prior to the Wednesday night concert series and Friday evening events at Deer Valley. There will always be two-way traffic, including through the roundabout.

Staff has attached the public information flier that has been posted on the City website and sent to the media and businesses.

Mr. Davis will also inform the Council on other projects within the Park City area.

SR-224

MARSAC TO SR-248

SUMMER 2012

WHAT'S HAPPENING?

The Utah Department of Transportation (UDOT) will be performing pavement preservation on SR-224 from the Marsac roundabout to SR-248 near Park City High School. Elements of the construction project include new pavement, upgraded pedestrian ramps, improved traffic signal technology, and improved roadway surface.

This project will improve and reinforce the existing infrastructure, extend the life of the roadway, and help prevent the need for more extensive reconstruction in the future.



WHEN WILL IT HAPPEN?

- **Marsac roundabout** - rotomill and paving operations (2 days). *Anticipated: June 8.
- **Deer Valley Drive** - from Marsac to Park Avenue, rotomill and paving operations (5 days).
*Anticipated: Week of June 13.
- **Park Avenue** - between Deer Valley Drive and Kearns Boulevard, rotomill and paving operations (3 days).
*Anticipated: Week of June 20.
- **Kearns Boulevard** - to Park City High School, rotomill and paving operations (5 days).
*Anticipated: Week of June 27.
- Roadway sealant and striping operations on project corridor (6 days).

WHAT TO EXPECT?

- Construction hours: Monday - Friday 7:00 AM - 9:00 PM
 - Construction operations suspend early for special events Wednesdays 6:00 PM / Fridays 5:00 PM
- Single lane closures and minor delays through work zone
- No construction on holidays, Park City Arts Festival (Aug. 2-5), or Tour of Utah (Aug. 10-12)

***Schedule is weather dependent and subject to change due to unforeseen conditions**

A UDOT Project | 888-803-3921 | SR224toSR248@utah.gov | www.udot.utah.gov



UDOT Pavement Preservation
SR-224 to SR-248

City Council Staff Report



Subject: Plaza Palooza – Silver Star Village
Author: Max J. Paap
Department: Sustainability
Date: June 7, 2012
Type of Item: Administrative – Master Festival License

Summary Recommendations:

Review the Master Festival License application, conduct a public hearing, and approve as conditioned the License for Plaza Palooza every Thursday night between June 14 through September 13, 2012, plus up to an additional 6 event nights at Silver Star Village during the same time period.

Topic:

Community Concert Series at Silver Star Village

Background:

This is the first year an application for concerts on Thursday evenings at the Silver Star Plaza has been submitted. The Series was held there last year without review or permitting. The applicant is proposing concerts in conjunction with the Silver Star Café throughout the summer. The concerts are being billed as free outdoor community series. The organizer has indicated that the event in its current form is solely locally promoted. The event will begin Thursdays at 6:00 pm and finish by 9:00 pm and run between June 14 and September 13. Silver Star Café will be booking the entertainment for the entire series.

The event application includes up to 6 additional event nights, which would be approved by the special events department with 72 hours written notice/request from the applicant. In the past Silver Star has hosted a number of community, memorial services and other similar non-profit fundraiser type events.

Analysis:

This application is being reviewed as a Master Festival License due to the request for amplified music, attraction of large crowds, partial street closures and use of City property. Plaza Palooza is consistent with City Council's Goals of Preservation of Park City Character due to the community based participation as well as the Goal of World Class Multi-Seasonal Resort Community, due to the direct economic benefits and vitality created.

Event v. Planning Process

The event application including the additional 6 nights were discussed internally with Planning to determine if it was more appropriate to process this application through an Event or Planning process - for example amending the current CUP to consider this as a formal Use. While there is merit to the Planning process, the Planning Director and Economic Development Manager recommend the event vehicle as more of a one-year trial. That way we will have experience and real measures of activity and possible benefits and impacts. Based on informal observations from last year, it seems there are limited neighborhood impacts and broader benefits.

The following areas were scrutinized by staff when considering the recommendation to approve the event:

Use & Underlying MPD

The organizers have worked very closely with City Staff in the past two months to discuss logistics and operational planning for the series. The organizers have also met with PCMC Planning to discuss long range parking options for the property related to the underlying MPD approvals, of which planning staff anticipates updating Planning Commission on June 13, 2012. The Spiro Tunnel MPD and CUP were approved in fall of 2004 (Exhibit B). Specific concerns included traffic and parking impacts related to goals of limiting use to those internal to the development. As a resultant a condition of the MPD required:

An annual review of the overall traffic and parking situation (including effectiveness of restricting day skier parking)associated with the Spiro Tunnel MPD (resort support commercial, artist-in-residence, and office portions) shall be conducted by the applicant (or Condominium Association) and presented to the City for three consecutive years upon issuance of a certificate of occupancy for these uses. The report shall identify any traffic or parking impacts that have occurred and shall identify any traffic or parking impacts that have occurred and shall make recommendations as to ways to mitigate these impacts.

Silver Star provided that report, the most recent of which is included as Exhibit A, and at a cursory level, event staff believes the management of the parking situation has been well managed and impacts mitigated. Staff believes the introduction of the Armstrong Trail has created a whole new logistical impact to the site. There are many more "day" visitors to this site that hike/bike the trail and use the parking lot as trailhead parking. This is an issue that is currently being assessed in this first full-year of operation for the trail. This is a direct result of the community's pursuit of world class trail and recreational amenities and was driven by a City project, with results that has exceeded our expectations.

Vehicles - Parking

Table 1 of the Silver Star 2011-12 parking report indicates approximately 110-130 parking spaces available for event/evening parking. Total spectators are anticipated in the 150-200 range, which will require 100 (@ 2.5 persons/car which is typical) – 170 spaces (@1.5 people/car which is conservative). Staff has worked closely with the applicant and the City's NTMP (see below) and recommend 'bagging' the no parking signs along the west side of Three Kings Drive for the evening of the proposed event in order to offer an additional inventory of approximately 60 parking spaces. The 'bagging' operation will be managed by Silver Star with advice and consent of the special event department.

The City's Neighborhood Traffic Management Program Committee (NTMP) reviewed this application on April 11, 2012. They supported parking on Three Kings Drive and generally believed a managed parking plan would mitigate for neighborhood impacts.

Staff asked the applicant to consider formal PSA's to encourage public transit use, but there is minimal advertising – in keeping with more of a local, word of mouth event. Instead the applicant has agreed to encourage transit use in their social media applications.

Furthermore the applicant has committed, along with staff to monitor attendance and impacts closely and making adjustments as necessary. Ideas could include a shuttle from a nearby parking lot.

Neighborhood Notice

Staff hand delivered written notice of this public hearing along with details of the application to the adjacent neighborhood this week.

Post Event-Review

Staff recommends a formal post event review following the summer season to analyze the parking plan and overall impacts of the event. Staff will return with that Post Event Review no later than October 4, 2012 for a comprehensive review of the summer season.

Department Review:

Police, Transit, Public Works, Planning, Economic Development, City Manager and Legal and Special Events departments have reviewed the Plaza Palooza application and their comments have been incorporated into the report.

Alternatives:

Approve the Request:

- A) Approve the Master Festival License allowing Plaza Palooza as applied for, including 14 Thursday concerts and up to 6 additional event nights. **This is staff's recommendation.**
- B) Approve only the 14 concert nights.
- C) Direct the Planning Staff to consider the matter with the Planning Commission on June 13, 2012.

Deny the Request:

Deny the Master Festival License, preventing the addition of Plaza Palooza to Park City's schedule of events.

Continue the Item:

The City Council may continue the discussion in order to receive additional information.

Significant Impacts:

Park City has held community events similar to Plaza Palooza. Noise, traffic and visual impacts caused by the amount of vehicles created by the nature of this event are of some concern. By actively addressing the parking challenges and coordinating with Park City impacts should be kept to a manageable level. The activities will be contained to the event venue and will conclude by 9:00 pm on each scheduled evening.

Approving this event may be fundamentally inconsistent with the original intent of the MPD, which was to limit the amount of users from outside the project. However, the Event process is specifically intended to do exactly that, create a community event, provided impacts can be mitigated.

Should Council not approve use of Three Kings Drive, on-site parking would be reduced to approximately 110 spaces which could limit attendance to approximately 275.

Consequences of not taking the recommended action:

Plaza Palooza would not take place, without an amendment to the underlying MPD/CUP, which would take most of the summer. Should Council choose Alternative B, the additional 6 event nights beyond the standard Thursdays could have an additional level of consideration.

RECOMMENDATION:

Review the Master Festival License application, conduct a public hearing, and approve as conditioned the License for Plaza Palooza every Thursday night between June 14 through September 13, 2012, plus up to an additional 6 event nights at Silver Star Village during the same time period.

Findings of Fact:

1. Plaza Palooza will be held Thursday evenings June 14 through September 13, 2012. The event will last from 6:00 pm to 9:00 pm and will occur at Silver Star

Plaza.

2. The event approval will also allow for up to 6 additional event nights during the same dates and time duration.
3. Approximately 110-130 parking spaces available for event/evening parking. Total spectators are anticipated in the 150-200 range, which will require 100 – 170 spaces. The no parking signs along the west side of Three Kings Drive will be covered for the evening of the proposed event in order to offer an additional inventory of approximately 60 parking spaces. The 'bagging' operation will be managed by Silver Star with advice and consent of the special event department.
4. The conduct of Plaza Palooza will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its venue.
5. The event is oriented towards local families and youth.
6. The events associated with Plaza Palooza will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
7. The event will be held at Silver Star Plaza. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
8. The Silver Star Plaza Foundation submitted their initial application in March of 2012; Park City Municipal Code (4-8-4) requires 90 day review for consideration of a Master Festival License. Silver Star Plaza has met that criterion.
9. There are other Master Festival and Special Event Licenses that have been granted for June 14, 21; July 5, 19, and 16; 2012. Plaza Palooza will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions.
10. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
11. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
12. The City's Neighborhood Traffic Management Program Committee reviewed this application on April 11, 2012. They supported parking on Three Kings Drive and generally believed a managed parking plan would mitigate for neighborhood impacts.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The applicant will work with City Staff to orient the temporary stage so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
 - (A) The program manager, or his/her designee, shall provide on-site management for each event.
 - (B) A sound technician shall provide on-site monitoring for each event with music, amplified or otherwise, and any amplified event.
 - (C) The program manager shall be responsible to ensure that the sound system maintains the sound at an A-weighted sound level adjustment and maximum decibel level of 90, as measured twenty-five feet (25') in front of the stage.
 - (D) All events shall be open to the public and free of charge.
3. Applicants shall provide proof of liability insurance in the amount of two million dollars (\$2,000,000) or more as may be required by the Special Events Manager or the City Attorney's Office, and shall further name Park City Municipal Corporation as additional insured. All Applicants shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees.
4. All plans for tents, stages and other temporary structures shall be submitted to the Building Department for review and permitting by June 8, 2012.
5. The applicant is responsible for event operation and Pedestrian Management Plan in a form approved by the Park City Municipal Event Manager and Chief of Police.
6. Park City reserves the right to not allow removal of the no parking signs on Three Kings Drive at any time. If street parking problems are observed and can't be mitigated, the applicant will pursue an off-site alternative such as the PCMR parking lots.

Attachments

- Exhibit A- Silver Star Parking Report 2011-2012
Exhibit B - Silver Star MPD & CUP Findings and conditions of approval

SILVER STAR PARKING REPORT 2011-2012

May 16, 2012

Kirsten Whetstone, Senior Planner
Community Development Department
Park City Municipal Corporation
PO Box 1480
Park City, UT 84060

Dear Kirsten,

As per the Silver Star Master Plan Agreement with PCMC, we are submitting this Parking Plan for the years 2011 and 2012. Overall, the parking situation has been very manageable , with a few challenging times during peak periods. With the opening of the Armstrong Trail in August of 2011 there has been a significant increase in parking at Silver Star. There were several weekend days that there were in excess of 60 cars parked for trailhead parking. In addition there were many times on weekdays in Late August and September that the lunch hour demand where the needs of the Café, Trail head and Golf Course peaked and required some monitoring on the part of Sundance and the HOA

Above-ground Parking

Silver Star has a total of 122 marked above-ground parking places. There are currently several user groups that have parking rights at Silver Star, including PCMC (approx. 30 spaces), Sundance (approx. 80 spaces), Affordable Housing (10 spaces) and Spiro Trailhead (approx. 10-20 spaces). In addition, the public may park at Silver Star for access to the café, the HOA/Resorts West offices and to the ski shop. All of the various parking demands, save the affordable housing, are seasonally-based and tend to complement each other very well. In Table 1, we have outlined the various above-ground parking pressures on Silver Star and what their seasonal impacts are on the whole project.

Table 1.

Use	Total Spaces Avail.	Total Spaces Used	Summer	Winter
Sundance	80	80	yes (@30)	yes
PCMC	30	30	yes	no
Affordable House	10	10	yes	yes
Trailhead	10-20	10 -60	yes	no
Silver Star retail	10-20	10 - 35	yes	yes
All Other Uses	5-10	5-10	yes	yes

It is important to note that although the “Maximum” parking pressure may approach the total number of spaces at the Silver Star lots, the scenarios where this may occur are remote and would be rare. This is due to the daily and weekly fluctuation demands of the Silver Star parking. For example: while the Sundance summer use is in theory 40 spaces, they would only be present during the work week, Monday through Friday. The Trailhead parking, due to its inherent nature, is mostly in demand during weekends or after work M-F.

Sundance

Sundance has strong seasonal demands for parking. At the height of the Fest period (basically from Dec. 1st through Jan. 15th), they use their maximum allotment of 80 spaces. The rest of the year the parking demands are significantly less, with about 30 spaces being occupied during the summer months. The parking demands are usually confined to the work week (M-F), with this distinction blurring in the days leading up to the fest.

Spiro Armstrong Trailhead

Spiro trailhead parking is active only from April 1st through October 15th. It is then closed to the public due to the pressure of lift-oriented parking. The demand is during the day, with peaks on weekends and holidays.

PCMC

PCMC has legal rights to the parking lot located near the water treatment plant, but has acknowledged that the lot is to be shared with Sundance for overflow parking during peak periods surrounding the fest. The City uses approximately 30 spaces during the golf course maintenance season (April 1st-October 15th) and very few, if any, in the other months.

Affordable

The affordable housing units have each been given an assigned space in front of the units. This accounts for 10 spaces year-round with the most significant pressure during the nighttime hours.

Retail Uses

The café, the ski shop and Resorts West all place pressure on the lot that is directly adjacent to the lift. Due to the relatively small size and nature of these businesses, there has to date not been a time when parking demands of retail have exceeded the available supply. The demand is year-round, with higher demands during the Dec. 25th-Jan. 3rd period, and the Feb. 15th-Feb. 26th period.

Ski Lift

Other than periodic maintenance work, there is virtually no official demand on Silver Star parking from the lift operations. Even the employees are trucked back and forth. However, the greatest impact on the parking in general, during its busiest times, is due to the lift operations. There is a constant demand for parking from people wishing to access the ski lift via the Silver Star lots. The only time monitoring is required has been when the high-demand Sundance occupancy (Dec. 1st-Jan 15th) occurs and the lift is running.

Mining Operation

Periodically, the Spiro Mine needs to undergo maintenance and construction related activity. The Public Works Department has been excellent thus far in communicating this to Silver Star and there have not been any disruptions in parking from this activity. The Mine operations may use 8-10 spaces due to the type of activity.

Monitoring

Silver Star will, on occasion, monitor the parking to ensure that only legitimate users are accessing and utilizing the lots. This activity is monitored by and the responsibility of the Silver Star HOA. To date, according to Steve Perkins, General Manager of Silver Star HOA, this occurs between 5 and 10 days a year, during Christmas week and special events.

Outdoor Special Events

Silver Star has occasionally hosted special events, such as this year's Jupiter Peak Steeple Chase as well as summer outdoor concerts. During events such as these, the parking lot does fill up, but is monitored and controlled through on-site personnel. When overflow occurs, drivers are directed to park underground, or in the case of large events, such as the Jupiter Peak event, they are directed to park at the PCMR parking lots. Additional signage is required.

Underground Parking

Silver Star has a total of 152 underground garage spaces and 44 Cottage garage spaces. Silver Star has to date had far more available underground spaces than the demand. At peak Christmas and Presidents weeks, even with employee parking underground as well, we have only achieved maybe 80% maximum occupancy. Some of that impact is bound to be from unauthorized users accessing the ski lifts. In any event, Silver Star is very secure with our underground parking situation and expect to be so for the foreseeable future. The current trend is that most people are not renting cars these days, preferring to use the shuttles to and from the airport and public transportation while in town, so the actual underground use is trending downward. We have begun to move full-time Sundance employees underground and this has proven to be very successful and has alleviated demand on the above-ground spaces.

Conclusions and Action Items

Silver Star's parking situation is being impacted by the additional parking of the Armstrong Trail. While the situation is manageable at this time, the trail is increasing in popularity and we are likely to have user conflicts as the situation develops. We are proposing to install additional signage in the interior of the property that accomplishes two primary goals. The first is that there is no trailhead parking in the southernmost lot so that the retail parking is accommodated and the second is to install signage at the front entrance of the property that directs trail users to PCMR if the Silver Star lot is full. Additionally, we will place temporary signs on Three Kings during events that remind people that Three Kings is "No Parking" on either side of the street and will direct them to PCMR in event of parking overflow.

We will continue our program of putting Sundance staffers underground. This has worked well in the past and alleviates the parking pressures above. At this time we are not favorable towards allowing trailhead use underground. The security issues are too complex and the HOA is not favorable towards this solution.

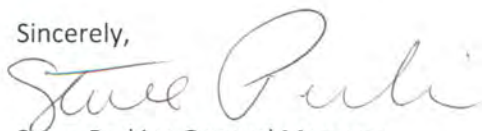
We will continue our program of employee monitoring and will try to educate rather than tow. Most people get it and respect goes a long way. Some individuals will only learn the hard way. Recreational users can be some of the most difficult individuals to manage for parking, but a boot on the car tends to get anyone's attention. It needs to be noted that Silver Star has a requirement of 20 spaces as per the MPD for trailhead parking. While we like the trailhead users and continue to encourage the use, we, collectively with the PCMC and Mt Trails, need to remain communicative about this situation so that it does not deteriorate. We are going to have user conflicts in the future and they need to be addressed as they unfold. We have a good track record of managing the parking and will continue to do so into the future.

Summary

In summary, the parking situation at Silver Star is currently adequate but is likely to become problematic in the future due to the increased use for the Armstrong Trail. Although there are a myriad of user groups, everyone tends to get along and we have had very few actual parking issues. When the lure of the ski lift or trail use becomes too enticing, there is a requirement to monitor the lots and actively deny access to unauthorized users. It needs to be stressed that the monitoring to date has been incident-free and we have not towed cars. Should someone sneak in, the HOA has a "boot" that is opened only upon the violator's complete understanding of the Silver Star parking procedures. There have been no second offenders. The HOA will continue to take the lead and have the responsibility of monitoring the parking into the future. Additional signage should help to alleviate parking issues for the immediate future.

If you have any questions or concerns whatsoever, please do not hesitate to contact me (435-640-1730). Thank you for the opportunity to submit this report.

Sincerely,



Steve Perkins General Manager
Silver Star HOA

November 5, 2004

Rory Murphy
Paladin, LLC
PO Box 4223
Park City, UT 84060

NOTICE OF PLANNING COMMISSION ACTION

Project Description: Spiro Tunnel MPD and CUP.

Project Address: Three Kings Drive, north of Crescent Road

Date of Action: October 27, 2004

Action Taken: The Planning Commission approved the Spiro Tunnel MPD and CUP in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval as stated below:

Findings of Fact

1. The proposed project, known as the Spiro Tunnel MPD is subject to the Spiro Tunnel Annexation Agreement between Paladin, LLC and Park City Municipal Corporation approved by the City Council on August 12, 2004 and ratified by the Planning Commission on October 27, 2004. The annexation agreement sets forth terms and conditions of annexation and zoning of a 12.32 acre parcel that is a part of the Spiro Tunnel MPD.
2. The Spiro Tunnel MPD is a mixed use project consisting of 97 residential UE (22 cottage style units, 1 single family lot for a new single family residence and the existing historic house as an associated guest house, 74 townhouse/stacked flat condominiums,) 14.5 commercial UE (for an artist-in-residence use with artist studios, gallery retail, and office uses), up to 5% of the townhouse/condominium floor area for support commercial (approximately 7,500 sf) such as ski and condominium hotel related support commercial and office, and up to 5% of the townhouse/condominium floor area for meeting rooms, and 15 ue employee/artist-in-residence housing on a total of 19.84 acres.
3. The project provides approximately 14.80 acres of Open Space, approximately 75% of the site.
4. The MPD is being processed concurrent with a Conditional Use Permit for the entire project as described in #2 above. No additional conditional use permits are required prior to issuance of building permits for the structures described by the Spiro Tunnel Master Planned Development. A change of use, from that described by the MPD may require a separate conditional use permit

5. The project is located in the RD, (Residential Development), RDM (Residential Development Medium Density), and SF (Single family) zoning districts.
6. Three large structures exist on the site, as well as several smaller structures. These structures remain after the mining activity that occurred on this site. Currently the site is used as a staging area and office area for a construction and excavation company, as well as for the offices of the property owner and developer of the Spiro Tunnel MPD. There is also an existing single family home on the northern portion of the site, on the parcel known as the "Donile parcel".
7. The proposed MPD is consistent with the August 12, 2004, Spiro Tunnel Annexation Agreement
8. In large part, the Spiro Tunnel MPD site has been disturbed to the point where the natural slopes and contours have been erased by mining and construction activities. The units are situated on the most developable and least visually sensitive portions of the site and areas most heavily vegetated are not proposed for development. Substantial buffer (240'- 260') in terms of setbacks and vegetation are provided between the duplexes/cottages and the existing single family homes to the north.
9. The site is not visually prominent from designated LMC Vantage points, is not located within the entry corridor, does not contain SLO designated ridgelines, and does not contain wetlands (with the exception of 0.3 acres of drainage areas) according to the wetlands determination conducted by Psomas Engineering in May of 2004.
10. The proposed density of 97 UEs on 19.84 acres is within the density ranges allowed by the RD, SF, and RDM districts (85-132 UEs). The proposed density is also within the density ranges allowed by the zoning districts when slope areas greater than 40% and drainage areas are removed, leaving 17.08 acres (78- 116 UEs) of developable land.
11. The Spiro Tunnel MPD provides public benefits and amenities including 1) extensive renovation of three historic structures, 2) ski infrastructure amenities and improvements consistent with the PCMR Master Plan, 3) redevelopment and rehabilitation of a former industrial site, 4) infrastructure, parking, and housing for an artist-in-residence program, 5) resolution of parking (for Spiro trailhead and public works seasonal employees) and pedestrian conflicts along Three Kings Drive (sidewalks), and 6) public bus stop facility. The Master HOA will maintain improvements in perpetuity.
12. The site plan provides a minimum 25' setback around the perimeter of the property. Greater setbacks (240' to 260') are provided along the north property line and setbacks of 40' to 60' are provided along Three Kings Drive and Crescent Road.
13. The location of the proposed structures is consistent with MPD site planning criteria. The buildings step horizontally and vertically with the existing topography.
14. The site plan provides approximately 75% open space, exceeding the standard 60% open space for MPDs.
15. The property is not within the Sensitive Lands Overlay (SLO) zone.
16. The site plan depicts parking for all single family and cottage style duplex units that meets the two spaces per unit LMC requirements with a total of

- approximately 306 spaces provided. Parking for all townhouses, condominiums, offices and support commercial uses meets the specific parking requirements as outlined in LMC Chapter 3- Off Street Parking. At the time of building permit issuance compliance with the parking requirements will need to be verified as conditioned. Specific parking lot design, landscaping, and lighting will be reviewed at the time of building permit issuance for compliance with the LMC, as conditioned.
17. A landscape plan depicting water-efficient irrigation systems, generally drought tolerant plant materials, and adequate mulching is required due to the City's focus on water conservation.
 18. A traffic study was conducted and a report was prepared by Fehr and Peer Associates, Inc. The report concludes that traffic generated by the Spiro Tunnel MPD upon completion of the construction, will increase on Three Kings Drive, but the resulting overall traffic will not impact traffic operations on Three Kings Drive and will not exceed the capacity of this street. Construction traffic will be addressed in the Construction Mitigation Plan.
 19. A parking plan was submitted with the Spiro Tunnel MPD outlining how parking will be allocated, how parking during the winter season will be controlled and enforced to prevent public day skier parking, and other aspects of parking for this project. Parking management for trail uses and employees of the Spiro Tunnel Water facility and Parks Department will be addressed in the parking plan.
 20. An affordable housing analysis was conducted and the affordable housing obligation of 15 ue (affordable ue) is based on the density and uses described by the Spiro Tunnel MPD application. Any future change in use requiring a new conditional use permit, may increase the affordable housing obligation for this MPD.
 21. The Land Management Code, Section 15-6-5 (E) allows the Planning Commission to consider increased building height based upon a site specific analysis and determination of compliance with the outlined findings.
 22. The Planning Commission reviewed a FOG-Height Analysis (August 30, 2004) at the September 8 and 22, 2004 Planning Commission meetings and found that the proposed height exceptions, as described in the FOG-Height Analysis, for the stacked flat and townhouse condominiums and plaza building do comply with the LMC Criteria for height exceptions for MPDs as described in Section 15-6-5 (F). Up to a 7' height exception (above the 33' maximum zone height) is requested for Area A and up to a 12' height exception (above the 33' maximum zone height) is requested for Area B. The cottage style duplex buildings will be constructed pursuant to the 33' zone height limitations per the LMC.
 23. The increase in building height does not result in an increase in square footage or building volume over what could be allowed under the zone-required building height and density, including requirements for façade variation and design, but rather provides architectural variation.
 24. Buildings have been positioned to minimize visual impacts on adjacent structures. Potential problems on neighboring properties caused by shadows, loss of solar access, and loss of air circulation, have been mitigated to the extent possible as defined by the Planning Commission.

25. There is adequate landscaping and buffering from adjacent properties and uses. Increased setbacks and separations from adjacent projects are being proposed.
26. The additional building height has resulted in more than minimum open space required and has resulted in the open space being more usable.
27. The additional building height is designed in a manner so as to provide a transition in roof elements in compliance with Chapter 9, Architectural Guidelines.
28. Utilities must be provided and/or relocated to sustain the anticipated uses. Thirty (30') foot wide non-exclusive utility easements are necessary for long term maintenance. Off-site improvements are necessary to serve the site with sewer.
29. Off-site improvements will create traffic delays and potential detours, short term access and private driveway blockage, increased transit time, parking inconveniences, and other impacts on the adjacent neighborhoods and to the community in general.
30. A Construction Mitigation Plan (CMP) is necessary to identify impacts and propose reasonable mitigation of these impacts on the site, neighborhood, and community due to construction of this project. The CMP shall include information about specific construction phasing, traffic, parking, service and delivery, stock-piling of materials and staging of work, work hours, noise control, temporary lighting, trash management and recycling, mud and dust control, construction signs, temporary road and/or trail closures, limits of disturbance fencing, protection of existing vegetation, erosion control and storm water management.
31. No public streets are vacated nor created with this site plan. A private street is created to serve the cottage style duplexes with access and egress.
32. A financial guarantee for all landscaping and public improvements is necessary to ensure completion of these improvements and to protect the public from liability and physical harm if these improvements are not completed by the developer or owner in a timely manner. This financial guarantee is required prior to building permit issuance, with the exception of restoration permits for the historic structures, as determined by the City.
33. Public hearings were held on the proposed MPD on April 14, May 12, June 23, July 14, September 8, September 22, and October 27, 2004.
34. As conditioned, the project complies with fire and emergency access requirements, by virtue of a fire protection plan that address access, material types, structural requirements, residential sprinkler systems, fire and emergency access, and fire separation. The Chief Building Official prior to issuance of building permits must grant final assessment and approval of the final fire protection plan.
35. The applicant agrees to provide for City review and approval, prior to issuance of any building permits (with the exception of restoration and remodel of the existing structures), a final dimensioned site plan, final landscape and irrigation plan, final grading and utility plans, a parking plan, service and delivery details, final affordable housing plan, and detailed architectural elevations (including exterior lighting details). All plans will be consistent with the plans, models, cross sections, and design details approved by the Planning Commission on October 27, 2004.

36. A master sign plan is required for Planning Department review and approval and all individual signs require a sign permit prior to installation that is in conformance with the master sign plan.
37. The project will be platted into two lots, one for the single family house and guest house and one for the remainder of the development. The project will also be platted as a condominium project with a common condominium homeowner's association, prior to sale of any individual residential or commercial unit. Nightly rentals will be permitted for the condominium units.
38. A stipulation of annexation was that the property be included in the City's Prospector Soils Ordinance and will be subject to all applicable regulations for excavations, testing, disposal, and capping.
39. The applicant stipulates to the conditions of approval.
40. Section 15-6-4 (G) of the LMC states that once the Planning Commission has approved an MPD, the approval shall be put in the form of a Development Agreement.

Conclusions of Law

1. The MPD, as conditioned, complies with all requirements outlined in the applicable sections of the Land Management Code, specifically Chapter 6-Master Planned Developments Section 15-6-5 and Section 15-1.10 review criteria for Conditional Use Permits.
2. The MPD, as conditioned, is compatible with surrounding structures in use, scale, mass, and circulation.
3. The MPD, as conditioned, is consistent with the Park City General Plan.
4. The MPD, as conditioned, is consistent with the Spiro Tunnel Annexation Agreement.
5. The MPD, as conditioned, strengthens and enhances the resort character of Park City.
6. The MPD, as conditioned, is Compatible in use, scale and mass with adjacent properties, and promotes neighborhood Compatibility.
7. The MPD provides amenities to the community so that there is no net loss of community amenities.
8. The MPD, as conditioned, is consistent with the employee Affordable Housing requirements as adopted by the City Council at the time the Application was filed.
9. The MPD has been designed to place Development on the most Developable Land and preserves significant features and vegetation to the extent possible.
10. The MPD, as conditioned promotes the Use of non-vehicular forms of transportation through design and by providing trail connections, skier amenities, and bus stop amenities.
11. The MPD has been noticed and public hearings held in accordance with the LMC.
12. The MPD promotes historic preservation by restoring and adapting for appropriate re-use, three large historic mining buildings.
13. The requirements necessary for the Planning Commission to grant additional building height within the MPD pursuant to the Land Management Code Section 15-6-5 have been met.
14. The proposed uses of the Conditional Use Permit are compatible with surrounding structures in use, scale and mass, and circulation.

15. The proposed uses of the Conditional Use Permit are consistent with the Park City General Plan and Spiro Tunnel MPD.
16. Any effects in difference in use or scale of the Conditional Use Permit have been mitigated through careful planning and conditions of approval.

Conditions of Approval

1. All standard project conditions shall apply (Exhibit A).
2. A final exterior lighting plan, including a parking lot lighting plan, shall be submitted to and approved by the City as a condition precedent to full permit issuance. All exterior lighting shall be subdued in nature and shall conform to the City's lighting ordinance, LMC Section 15-5-5-(l) and 15-3-3(c).
3. A final landscaping and irrigation plan shall be submitted to and approved by the City as a condition precedent to full permit issuance. Landscaping materials and irrigation shall comply with the Water Conservation Plan (September 13, 2004) submitted for review by the Planning Commission.
4. All streetlights will be privately maintained.
5. Final site plan (including final layout and landscaping of the surface parking lots) and architectural elevations consistent with the LMC and the plans, visual analysis, FOG-Height analysis, cross sections, and details reviewed and approved by the Planning Commission at the September 22 and October 27, 2004 meetings shall be reviewed and approved by the City as a condition precedent to issuance of a footing and foundation permit. The Planning Staff shall review all revisions. If such revisions are of a substantial nature, the plans will be presented to the Planning Commission for review.
6. A detailed review against specific requirements of the Uniform Building and Fire Codes in use at the time of building permit submittal is a condition precedent to issuance of a building permit. As a condition precedent to issuance of any building permits the Applicant shall provide the Chief Building Official with information regarding any existing mine shafts or left over mining structures that could complicate foundation construction. Final approval regarding snow shedding issues will be granted by the Chief Building Official only upon finding the final architectural and structural plans in compliance with the City's snow shedding requirements.
7. A Construction Mitigation Plan (CMP) shall be submitted to the City and shall be reviewed by the City for compliance with the Municipal Code, as a condition precedent to issuance of any building permits, with the exception of restoration work on the existing buildings, which will require a separate CMP. The CMP shall address construction phasing, staging, storage of materials, circulation and traffic, parking, service and delivery, re-vegetation of disturbed areas, temporary signs and construction lighting, hours of operation, dust and mud control, storm water management, and other items as may be required by the Building Department. The immediate neighborhood and community at large shall be provided notice at least 24 hours in advance of construction work impacting private driveways, street closures, and interruption of utility service.
8. The CMP shall address disposal and treatment of all excavated material and capping of exposed soils in accordance with the City's Soils Ordinance, Title 11, Chapter 15- Park City Landscaping and Maintenance of Soil Cover. All applicable regulations and requirements of the Soils Ordinance shall apply to this property

prior to and following official adoption by the City Council of the amended Soils Ordinance to include within the Soils Ordinance Boundary, the Spiro Tunnel MPD property. A detailed limit of disturbance plan shall be submitted as part of the CMP. No maintenance of any sidewalk, bus drop off, parking area, trail, or landscaping will be done by Park City.

9. A financial guarantee, in a form and amount acceptable to the City and in conformance with the LMC Subdivision Regulations, for the value of all public improvements, pedestrian amenities and trails, sidewalks, bus stop amenities, landscaping (including landscaping to re-vegetate and re-landscape areas disturbed by construction related to the Spiro Tunnel MPD) to be completed according to the final approved plans shall be provided to the City prior to building permit issuance for new construction, with the exception of restoration and remodeling of the old mining structures. All public improvements shall be completed according to City standards and accepted by the City Council prior to release of this guarantee.
10. A final record of survey plat must be submitted to the City for review and approval by the City Council, for compliance with the LMC, and must be recorded at the County, prior to closing on any sale of individual condominium units. The record of survey plat shall address compliance with the ADA, including the potential for all ADA compliant units to be indicated on the record of survey plat and held as common space in perpetuity.
11. The Declaration of Condominium shall be submitted to the City Attorney for review and approval as to form. The Declaration shall be recorded at the time of recordation of the record of survey plat.
12. Recordation of a final subdivision plat, reviewed and approved in conformance with the LMC Subdivision regulations, by the Planning Commission and City Council, is a condition precedent to issuance of building permits, with the exception of building permits associated with the restoration and remodel of existing mining structures.
13. The City Engineer shall review and approve all associated utility, public improvements, grading and drainage plans for compliance with the LMC and City standards as a condition precedent to building permit issuance (except for building permits associated with the restoration and remodel of existing mining structures) and subdivision plat recordation. The final utility plans shall be consistent with preliminary utility plans on file with the City.
14. Approval by the City of a Master Sign plan, and approval of individual sign applications, in conformance with the Park City Sign Code, is a condition precedent to installation of any signs on the property, with the exception of construction related signs.
15. The Snyderville Basin Water Reclamation District's review and approval of the utility plans and subdivision plat, for conformance with the District's standards for review, is a condition precedent to final plat recordation and building permit issuance.
16. An annual review of the overall traffic and parking situation (including effectiveness of restricting day skier parking) associated with the Spiro Tunnel MPD (resort support commercial, artist-in-residence, and office portions) shall be conducted by the Applicant (or Condominium Association) and presented to the City for three consecutive years upon issuance of a certificate of occupancy for these uses. The report shall identify any traffic or parking impacts that have occurred and shall make recommendations as to ways to mitigate these impacts.

17. Mechanical vents shall be painted, hidden with architectural features, located and/or landscaped to mitigate negative impacts on the architectural intent of the buildings and such that noise, vibration, odors, steam, and impacts on the neighboring properties are minimized to the greatest degree possible.
18. All historic preservation work on the existing buildings requires an Historic Design Review to be submitted for review and approval for compliance with the Historic Preservation Plan submitted at the time of the Spiro Tunnel MPD application and approved by the City and for compliance with the Park City design guidelines as a condition precedent to issuance of any building permits.
19. All construction shall comply with the restrictions and requirements of the Park City Soils Ordinance (Municipal Code Title 11, Chapter 15).
20. As a condition precedent to receiving a certificate of occupancy for any residential condominium, townhouse, or duplex unit, the Applicants shall provide the City with proof of compliance with the Affordable Housing Analysis () submitted to and agreed upon by the City and the Applicant at the time of MPD approval.
21. Any future changes in use that requires a conditional use permit shall be evaluated as to the possibility of increasing the affordable housing obligation.
22. A master sign plan shall be submitted, reviewed for compliance with the Park City Sign Code, and approved by the City, as a condition precedent to issuance of any individual signs on the Property.
23. Design and location of all loading areas, including areas for trash maintenance, shall be reviewed and approved by the City for compliance with the LMC and Building Code, as a condition precedent to issuance of a full building permit.
24. Approval of this Master Planned Development is subject to LMC Chapter 6- Master Planned Developments and shall expire two years from the date of execution of the Development Agreement unless Construction, as defined by the Uniform Building Code, has commenced on the project.
25. Section 15-6-4 (G) of the LMC states that once the Planning Commission has approved an MPD, the approval shall be put in the form of a Development Agreement. The Development Agreement must be ratified by the Planning Commission, signed by the Mayor on behalf of the City Council, and recorded with the Summit County Recorder within 6 months of the Planning Commission approval of the MPD or the Planning Commission approval shall expire.

If you have any questions or concerns, please do not hesitate to call me at 435-615-5066.

Sincerely,

Kirsten Whetstone, Senior Planner
Cc. file