



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
June 6, 2019**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regular City Council meeting at the City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 for the purposes and at the times as described below on Thursday, June 6, 2019.

CLOSED SESSION - 2:00 p.m.

To Discuss Property, Personnel, and Litigation

WORK SESSION

3:10 p.m. - Discuss Historic Park City Alliance (HPCA) Contract Renewal

[HPCA Contract Renewal Staff Report](#)

[Exhibit A: Historic Main Street Business Alliance Contract](#)

[Exhibit B: HPCA Contract - Redlined Scope of Services](#)

[Exhibit C: HPCA Contract - Blacklined Scope of Services](#)

[Exhibit D: BID Zone Map](#)

3:45 p.m. - Break

4:00 p.m. - 2019-2020 City Manager's Recommended Budget: Presentation and Review
[Budget Staff Report](#)

[Exhibit A: Redlined Fee Schedule Changes](#)

[Exhibit B: Fee Schedule Resolution](#)

[Exhibit C: Redlined Budget Policy Changes](#)

[Exhibit D: Special Service Contract Funding Recommendations and Graph](#)

[Exhibit E: Council Compensation Ordinance](#)

5:15 p.m. - Discuss Memorandum of Understanding (MOU) with Summit County Health Department for Continued Financial Contributions with Regard to Mental Health Services

[Mental Wellness Staff Report](#)

[Exhibit A: Mental Health MOU](#)

[Job Description](#)

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. APPOINTMENTS

1. Consideration to Appoint Deanna Rhodes and Thomas Horton (alternate) to the Citizen Member Position on the Police Complaint Review Committee, with a Term Beginning July 1, 2019
(A) Public Input (B) Action
[Police Complaint Review Committee Staff Report](#)

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Backhoe Report - June 2019
[Backhoe Staff Report](#)
[Backhoe Report - June 2019](#)
2. Task Force Formed- Historic District Design Guidelines
[Historic District Design Guidelines Task Force Staff Report](#)
3. 2019 Spring Runoff Update
[Spring Runoff Update](#)

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

V. CONSENT AGENDA

1. Referral of Any Appeal of the Woodside Park Phase II Conditional Use Permit and/or Master Planned Development approved on May 23, 2019, to the Board of Adjustment Pursuant to Land Management Code 15-1-18(C)
[Woodside Park Phase II Appeal Staff Report](#)

VI. NEW BUSINESS

1. Consideration to Approve Ordinance 2019-32, an Ordinance Approving the Woodside Park Subdivision Plat- Phase II, Located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue, Park City, Utah
(A) Public Hearing (B) Action
[Woodside Park Phase II Staff Report and Ordinance](#)
[Exhibit A: Proposed Plat](#)
[Exhibit B: Survey](#)
[Exhibit C: Site Photographs](#)
2. 2019-20 City Manager's Recommended Budget
(A) Public Hearing (B) Continue to June 20, 2019

3. Consideration to Approve Resolution 12-2019, a Resolution Re-Adopting the Fee Schedule; and Replacing and Repealing Resolution 31-2018 In Its Entirety
(A) Public Hearing (B) Action
[Fee Resolution FY20.docx](#)
[Redlined Fee Schedule](#)
4. Consideration to Approve Ordinance 2019-31, an Ordinance Establishing Compensation for the Mayor, City Council, and Statutory Officers for Fiscal Year 2019-2020 in Park City, Utah
(A) Public Hearing (B) Action
[Council Compensation Ordinance](#)
5. Consideration to Approve Resolution 13-2019, a Resolution Adopting the Revised Personnel Policies and Procedures Manual, Effective July 1, 2019, for Park City Municipal Corporation
(A) Public Hearing (B) Action
[Personnel Policies Staff Report and Resolution](#)
6. Consideration to Approve the Requested Elevated Level of Service (RELS) Related to the Maintenance of Landscaping within the Park Strip on Prospector Avenue and Gold Dust Lane with an Estimated Budget Increase of \$9,540.68 Per Year
(A) Public Input (B) Action
[Prospector Avenue Landscaping Staff Report](#)
[Attachment 1: RELS Process](#)

VII. ADJOURNMENT

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

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

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Beth Bynan

Submitting Department: Finance & Accounting

Item Type: Work Session

Agenda Section:

Subject:

3:10 p.m. - Discuss Historic Park City Alliance (HPCA) Contract Renewal

Suggested Action:

Attachments:

[HPCA Contract Renewal Staff Report](#)

[Exhibit A: Historic Main Street Business Alliance Contract](#)

[Exhibit B: HPCA Contract - Redlined Scope of Services](#)

[Exhibit C: HPCA Contract - Blacklined Scope of Services](#)

[Exhibit D: BID Zone Map](#)



City Council Staff Report

Subject: HPCA Contract Renewal Discussion
Author: Mindy Finlinson, Accounting Manager
Beth Bynan, Business License Specialist
Department: Finance
Date: June 6, 2019
Type of Item: Work Session

Recommendation

Staff is seeking direction from Council regarding contract extension and the recommended amendments to the scope of services for the Historic Park City Alliance (HPCA) Business Improvement District (BID) contract.

- Where the Scope of Services currently listed in the contract is undefined and measuring performance is difficult, staff recommends Council amend the Scope of Services to establish performance metrics that are clearly defined.
- Recommended Scope of Services amendments:
 - o Clearly define communication to be provided by HPCA to the Main Street merchants.
 - o Clearly define communication to be provided by HPCA to the City.
 - o Development of a solid waste reduction program.
 - o Clearly define HPCA's role as the liaison between Main Street merchants and solid waste provider
 - o Deliverables:
 - Annually provide line-item accounting and Form 990.
 - Annually provide summary of how each of the scope of services were met.
 - Annually update and provide Membership Position Paper detailing HPCA marketing goals and initiatives that include a current membership contact list.
 - Hold quarterly trash/recycling meetings and provide agenda and summary of each meeting.
 - Provide the City with an informational hand-out that can be given to newly licensed businesses within the BID boundaries that includes HPCA contact information.

Background

In 2007 City Council created the Main Street BID to function as a mechanism for establishing a single service provider for commercial solid waste collection and provide business promotion for businesses within the District. A \$243 tax is levied on businesses in the district and is used for the purposes of business promotion and management of the solid waste service provider contract. Staff recommends that Council provide direction to the City Manager to amend the current Scope of Services and extend the term of the contract with the HPCA.

- The current contract with HPCA will expire June 30, 2019.

- The contract may be renewed at the discretion of the City Manager for one two-year extension.
- Item 13 of the executed contract allows for changes to the contract if in writing and agreed to by both parties.

Funding

All funding is collected from businesses located within the BID annually and passed through to HPCA.

Attachments

- A Executed Service Provider/Professional Services Agreement
- B Red-lined Scope of Services
- C Black-lined Scope of Services
- D BID Map

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into in duplicate this 18th day of March, 2016, by and between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, ("City"), and HISTORIC MAIN STREET BUSINESS ALLIANCE a Utah corporation ("Service Provider").

WITNESSETH:

WHEREAS, the City desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient City resources are not available to provide such services; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. SCOPE OF SERVICES.

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the "Scope of Services" attached hereto as "Exhibit A" and incorporated herein (the "Project"). The total fee for the Project shall not exceed actual BID tax dollars collected by the City in a fiscal year.

2. TERM.

The term of this Agreement shall commence on the date of execution on this Agreement and shall terminate on June 30, 2019 with the option of one two-year extension at the discretion of the City Manager.

3. COMPENSATION AND METHOD OF PAYMENT.

- A. Payments for services provided hereunder shall be made monthly following the performance of such services.
- B. No payment shall be made for any service rendered by the Service Provider except for services identified and set forth in this Agreement.

- C. For all "extra" work the City requires, the City shall pay the Service Provider for work performed under this Agreement according to the schedule attached hereto as "Exhibit B," or if none is attached, as subsequently agreed to by both parties in writing.
- D. The Service Provider shall submit to the City Manager or his designee on forms approved by the City Manager, an invoice for services rendered during the pay period. The City shall make payment to the Service Provider within thirty (30) days thereafter. Requests for more rapid payment will be considered if a discount is offered for early payment. Interest shall accrue at a rate of six percent (6%) per annum for services remaining unpaid for sixty (60) days or more.
- E. The Service Provider reserves the right to suspend or terminate work and this Agreement if any unpaid account exceeds sixty (60) days.

4. RECORDS AND INSPECTIONS.

- A. The Service Provider shall maintain books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement, including (but not limited to) that which is necessary to sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement, and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement.
- B. The Service Provider shall retain all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement for six (6) years after expiration of the Agreement.
- C. The Service Provider shall, at such times and in such form as the City may require, make available for examination by the City, its authorized representatives, the State Auditor, or other governmental officials authorized by law to monitor this Agreement all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement. The Service Provider shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the Service Provider's activities, which relate directly or indirectly to this Agreement.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

PARK CITY MUNICIPAL CORPORATION

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- A. The parties intend that an independent Service Provider/City relationship will be created by this Agreement. No agent, employee, or representative of the Service Provider shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Service Provider are not entitled to any of the benefits the City provides for its employees. The Service Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the services herein contemplated the Service Provider is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

6. SERVICE PROVIDER EMPLOYEE/AGENTS.

The City may at its sole discretion require the Service Provider to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Service Provider may, however, employ that (those) individuals(s) on other non-City related projects.

7. HOLD HARMLESS INDEMNIFICATION.

- A. The Service Provider shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's defective performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider; and provided further, that nothing herein shall require the Service Provider to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the City for a loss or injury that Service Provider would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

negotiated by the parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

- B. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

8. INSURANCE.

The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees, or subcontractors. The Service Provider shall provide a Certificate of Insurance evidencing:

- A. General Liability insurance written on an occurrence basis with limits no less than two million dollars (\$2,000,000) combined single limit per occurrence and four million dollars (\$4,000,000) aggregate for personal injury, bodily injury and property damage.

The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- B. Automobile Liability insurance with limits no less than two million dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.
- C. Professional Liability (Errors and Omissions) insurance written on claims made basis with annual limits no less than one million dollars (\$1,000,000) combined single limit per occurrence.
- D. Workers Compensation insurance limits written as follows:
Bodily Injury by Accident \$500,000 each accident;
Bodily Injury by Disease \$500,000 each employee, \$500,000 policy limit
- E. The City shall be named as an additional insured on general liability and auto liability insurance policies, as respect to work performed by or on behalf of the Service Provider and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. The Certificate of insurance shall warrant that, should any of the above described policies be cancelled before the expiration date thereof, notice will be

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delivered in accordance with the policy provisions. The City reserves the right to request certified copies of any required policies.

- F. The Service Provider's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

9. TREATMENT OF ASSETS.

Title to all property furnished by the City shall remain in the name of the City and the City shall become the owner of the work product and other documents, if any, prepared by the Service Provider pursuant to this Agreement (contingent on City's performance hereunder).

10. COMPLIANCE WITH LAWS.

- A. The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.
- B. Unless otherwise exempt, the Service Provider is required to have a valid Park City Business License.
- C. The Service Provider specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- D. If this Agreement is entered into for the physical performance of services within Utah the Service Provider shall register and participate in E-Verify, or equivalent program. The Service Provider agrees to verify employment eligibility through E-Verify, or equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code Ann. § 63G-12-302.

11. NONDISCRIMINATION.

- A. The City is an equal opportunity employer.
- B. In the performance of this Agreement, the Service Provider will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the

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particular worker involved. The Service Provider shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Service Provider shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

- C. The Service Provider will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.
- D. If any assignment or subcontracting has been authorized by the City, said assignment or subcontract shall include appropriate safeguards against discrimination. The Service Provider shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

12. ASSIGNMENTS/SUBCONTRACTING.

- A. The Service Provider shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the City, and it is further agreed that said consent must be sought in writing by the Service Provider not less than thirty (30) days prior to the date of any proposed assignment. The City reserves the right to reject without cause any such assignment.
- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and property bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the City.
- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Service Provider stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code Ann. § 63G-12-302.

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13. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

14. PROHIBITED INTEREST.

No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

15. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.

- A. All work proposed by the Service Provider is based on current government ordinances and fees in effect as of the date of this Agreement.
- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an "extra" pursuant to Paragraph 3(C), or deleted from the scope, at the option of the City.
- C. The City shall make provision for access to the property and/or project and adjacent properties, if necessary for performing the services herein.

16. TERMINATION.

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days written notice to the other party. The Service Provider shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Service Provider shall promptly submit a termination claim to the City. If the Service Provider has any property in its possession belonging to the City, the Service Provider will account for the same, and dispose of it in a manner directed by the City.
- B. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days written notice thereof, the City may immediately terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default. The Service Provider will only be paid for

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services performed in accordance with the manner of performance set forth in this Agreement.

17. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

18. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

19. JURISDICTION AND VENUE.

- A. This Agreement has been and shall be construed as having been made and delivered within the state of Utah, and it is agreed by each party hereto that this Agreement shall be governed by laws of the state of Utah, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

20. SEVERABILITY.

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the state of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.

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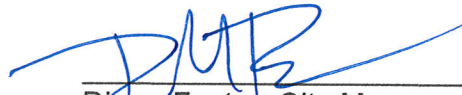
21. ENTIRE AGREEMENT.

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

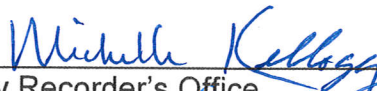


PARK CITY MUNICIPAL CORPORATION
445 Marsac Avenue
Post Office Box 1480
Park City, UT 84060-1480



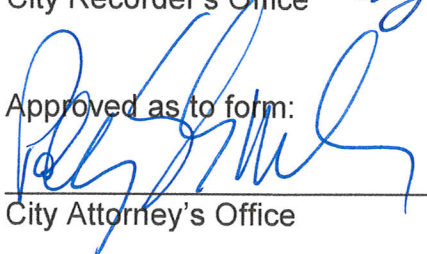
Diane Foster, City Manager

Attest:



City Recorder's Office

Approved as to form:



City Attorney's Office

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

Historic Park City Alliance

SERVICE PROVIDER NAME

Address: PO Box 1348

Address:

City, State, Zip: Park City, UT 84060-1348

Tax ID#: 87-0629176

PC Business License# BLB-007289

Sandra Morrison

Signature

Sandra Morrison

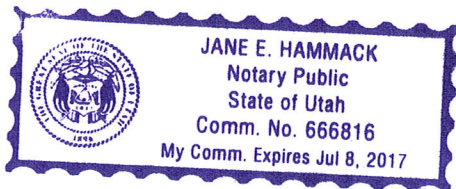
Printed name

President

Title

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this 15 day of March, 2016, personally appeared before me
Sandra Morrison, whose identity is personally known to me/or proved
to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say
that he/she is the President (title or office) of
HPCA Corporation by Authority of its Bylaws/Resolution of the Board of
Directors, and acknowledged that he/she signed it voluntarily for its stated purpose as
President (title) for HPCA, a
corporation.



Jane E. Hammack
Notary Public

**PARK CITY MUNICIPAL CORPORATION
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EXHIBIT "A"

SCOPE OF SERVICES

- A. Provide communication to all the Main Street merchants through various channels (i.e., newsletter, emails, phone calls) including local event information that may impact the Main Street area.
- B. Coordinate special events and Main Street activities with Main Street area merchants. This will include communication and coordination with City staff.
- C. Provide marketing and advertising for BID businesses and the Historic Main Street area.
- D. Provide communication to Main Street area businesses regarding trash services for the Park City Historic Business Improvement District (BID) and work with City staff to evaluate the program, specifically related to renewal of the service contract with the solid waste hauler. Work with City staff to develop a recycling program to accompany the solid waste management efforts.
- E. The City requires that the Service Provider present an annual update to City staff on the following metrics. Perpetuation of this service provider contract is contingent upon the satisfactory execution of the scope of services, which is in part determined by the achievement of the goals specified here:
 - 1. Line-item accounting of how BID funds were spent
 - 2. Summary of how each of the services in the scope of services was met.

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EXHIBIT "B"

PAYMENT SCHEDULE

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Expected BID Tax collections -	\$57,346	\$57,346	\$57,346
Previous year BID Tax in excess of expected collection -	\$-	TBD*	TBD*
Total Allowable Annual Payment-	\$57,346	TBD*	TBD*

* Amounts to be determined based on actual business license collections from the Main Street Business Improvement District. An analysis of this amount will be prepared by the City and attached to this contract annually.

A payment shall be made to the Service Provider on or before July 31 of each contract year.

EXHIBIT “B”

SCOPE OF SERVICES

- A. In collaboration with the City, Provide communication to all the Main Street merchants through various channels (i.e., newsletter, emails, phone calls, merchant to merchant noticing and meetings) including but not limited to local event(s), parking, construction, trash/recycling, security and other City processes (i.e. Municipal Code amendments) information-that may impact the Main Street area.
- B. Coordinate special events and Main Street activities with Main Street area merchants and provide communication regarding operations and impacts. Responsible for gathering merchant feedback and providing an overview to appropriate City staff.~~This will include communication and coordination with City staff.~~
- C. Provide marketing and advertising for BID businesses and the Historic Main Street area.
- D. Provide communication to Main Street area businesses regarding trash services for the Park City Historic Business Improvement District (BID) and work with City staff to evaluate the program, specifically related to renewal of the service contract with the solid waste hauler. Develop a recycling program waste reduction program that includes recycling and food waste collection ~~Work with City staff to d~~ to accompany the solid waste management efforts.
- E. Act as the liaison between solid waste service provider and Main Street merchants, including but not limited to: mitigating individual account billing issues, trash site cleanup issues, etc.
- EE. The City requires that the Service Provider present an annual ~~an annual~~ updates to City staff on the following metrics. Perpetuation of this service provider contract is contingent upon the satisfactory execution of the scope of services, which is in part determined by the achievement of the goals specified here:
 - 1. Provide Line-item accounting of how BID funds were spent and a copy of latest Form 990 submitted to the Finance Manager or designee by no later than March 31st.
 - 2. Annually provide a Summary of how each of the services in the scope of services was met. Summary should include but is not limited to the following: a summary of trash/recycling/waste reduction efforts as a district; summary of green efforts (both individual or businesses as a whole); summary of actions for cleanliness to reduce unsanitary conditions, misuse and contamination; summary of communication efforts regarding

events, parking, construction, and security submitted to the Finance Manager or designee by no later than March 31st.

3. Annually provide an updated Membership Position Paper detailing HPCA marketing goals and initiatives that includes a current membership contact list.
4. Hold quarterly trash/recycling meetings with the Trash and Recycling Committee to evaluate the program and monitor the shared account billing rates. Provide an agenda and summary of each meeting.
5. Provide the City with an informational hand-out to be given to newly licensed businesses within the BID boundaries that includes HPCA contact information submitted to the Finance Manager or designee by no later than July 31, 2019.

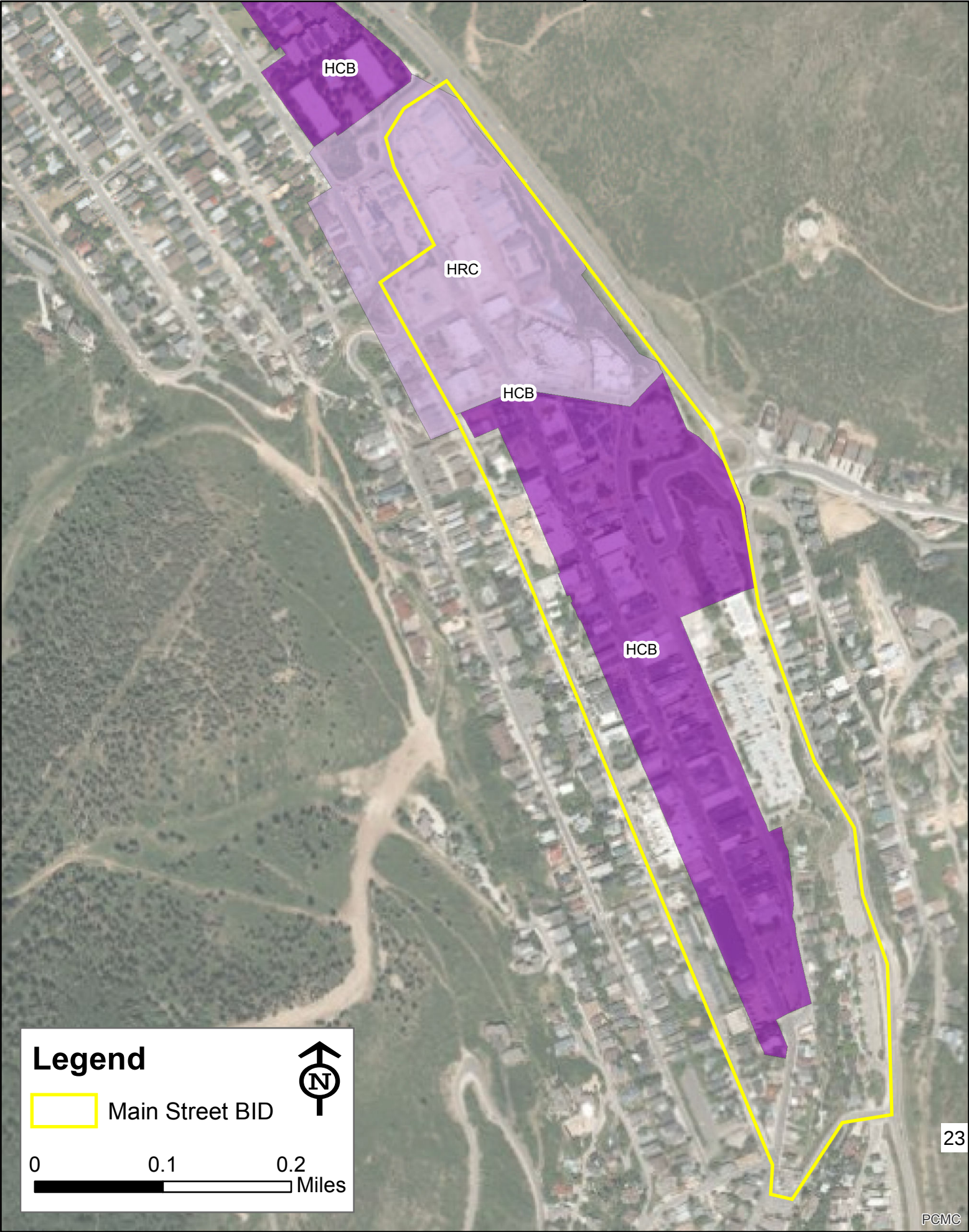
EXHIBIT “A”

SCOPE OF SERVICES

- A. In collaboration with the City, provide communication to all the Main Street merchants through various channels (i.e., newsletter, emails, phone calls, merchant to merchant noticing and meetings) including but not limited to local event(s), parking, construction, trash/recycling, security and other City processes (i.e. Municipal Code amendments) that may impact the Main Street area.
- B. Coordinate special events and Main Street activities with Main Street area merchants and provide communication regarding operations and impacts. Responsible for gathering merchant feedback and providing an overview to appropriate City staff.
- C. Provide marketing and advertising for BID businesses and the Historic Main Street area.
- D. Provide communication to Main Street area businesses regarding trash services for the Park City Historic Business Improvement District (BID) and work with City staff to evaluate the program, specifically related to renewal of the service contract with the solid waste hauler. Develop a waste reduction program that includes recycling and food waste collection to accompany the solid waste management efforts.
- E. Act as the liaison between solid waste service provider and Main Street merchants, including but not limited to: mitigating individual account billing issues, trash site cleanup issues, etc.
- F. The City requires that the Service Provider present updates to City staff on the following metrics. Perpetuation of this service provider contract is contingent upon the satisfactory execution of the scope of services, which is in part determined by the achievement of the goals specified here:
 - 1. Provide line-item accounting of how BID funds were spent and a copy of latest Form 990 submitted to the Finance Manager or designee by no later than March 31st.
 - 2. Annually provide a summary of how each of the services in the scope of services was met. Summary should include but is not limited to the following: a summary of trash/recycling/waste reduction efforts as a district; summary of green efforts (both individual or businesses as a whole); summary of actions for cleanliness to reduce unsanitary conditions, misuse and contamination; summary of communication efforts regarding events, parking, construction, and security submitted to the Finance Manager or designee by no later than March 31st.

3. Annually provide an updated Membership Position Paper detailing HPCA marketing goals and initiatives that includes a current membership contact list.
4. Hold quarterly trash/recycling meetings with the Trash and Recycling Committee to evaluate the program and monitor the shared account billing rates. Provide an agenda and summary of each meeting.
5. Provide the City with an informational hand-out to be given to newly licensed businesses within the BID boundaries that includes HPCA contact information submitted to the Finance Manager or designee by no later than July 31, 2019.

BID Zone Map



Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

3:45 p.m. - Break

Suggested Action:

Attachments:

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Todd Andersen

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section:

Subject:

4:00 p.m. - 2019-2020 City Manager's Recommended Budget: Presentation and Review

Suggested Action:

Staff recommends adopting the fee schedule according to the redlined version in Exhibit A. Staff recommends adopting the budget policies according to the redlined version in Exhibit C. Staff recommends Council give direction on special service contracts. Staff recommends establishing Council Compensation according to Exhibit E. Staff recommends that Council review the presented budget information, and provide staff with any desired changes or input, in preparation for the adoption of the budget on June 20th.

Attachments:

[Budget Staff Report](#)

[Exhibit A: Redlined Fee Schedule Changes](#)

[Exhibit B: Fee Schedule Resolution](#)

[Exhibit C: Redlined Budget Policy Changes](#)

[Exhibit D: Special Service Contract Funding Recommendations and Graph](#)

[Exhibit E: Council Compensation Ordinance](#)



City Council Staff Report

Subject: City Manager's Recommended Budget
Authors: Jed Briggs, Nate Rockwood & Todd Andersen
Department: Budget, Debt, & Grants
Date: June 6, 2019
Type of Item: Informational/Legislative

Executive Summary:

Staff recommends:

- adopting the fee schedule according to the redlined version in Exhibit A;
- adopting the budget policies according to the redlined version in Exhibit C;
- establishing Council Compensation according to Exhibit E;
- giving direction on special service contracts, and capital projects; and,
- reviewing the presented budget information, and providing staff with any desired changes or input, in preparation for the adoption of the budget on June 20th.

[May 30, 2019 Staff Report](#)

Background:

Analysis:

Special Service Contracts

As part of the budget process, the City Council appropriates funds to contract with nonprofit organizations offering services consistent with the needs and goals of the City. According to City policy, up to one percent of the City's total combined operating budget may be allocated. Payment may take the form of cash payment and/or rent contributions for the lease of City property in exchange for the value of in-kind services. The budget for Special Service Contracts for FY 2020 is \$630,000.

Typically, the Special Service Contracts are awarded as two-year contracts in order to mirror the two-year budget cycle. However, this year the committee is recommending that awards are made for the first year only as the Council has been working through overhauling the SSC process. Based off of Council direction, there are two separate phases of the SSC process. The first phase revolves around services that Council deems necessary. The recipients of these types of contracts would be based upon Council-identified services that are core or essential to what the City is trying to achieve long-term. These are services that the Council feels like they would want to fund in the foreseeable future. These services could be broken out by social equity and other regular services.

The second phase of this process involves innovation grants and social equity services based off of the Social Equity Advisory Committee strategic plan. For the innovation grants, the idea is to provide the community with a meaningful venue to deliver unique and innovative ideas focused on tackling challenges with regards to the community's

needs. The thought is by widening our intake of ideas, we'd be able to generate more community-driven solutions to critical community issues. These would be a small number of distributions that run from 1-3 years. It's anticipated that the second phase of the SSC process will take place in late summer or early fall.

Special Service Contracts are awarded through a competitive application process. A request for proposals (RFP) was issued in April 2018 and announced through local media. Letters announcing the RFP were also sent to previous awardees. Applications were accepted through May 17 and submitted to the Special Service Contract Subcommittee for review. This Subcommittee included Council Members Worel and Joyce as well as City staff.

The selection process involved an examination of each application to determine how well it fit the criteria outlined in the City's Public Service Contract Policy and matched with Councils goals and priorities. The applications were then evaluated based on the outcome of the criteria match. Using this evaluation, the committee allocated funding available in the special service contract budget. In allocating funds, the committees examined additional criteria to determine if funding for some applications should be adjusted. The Subcommittee also had to reserve funds for the second phase of the SSC process, which is \$208,873.

A full summary with justifications and program descriptions from the Special Service Contract Subcommittee is found in *Attachment D*. The SSC subcommittee is currently recommending awards in FY 2020 totaling \$ \$421,127. The graph in *Attachment D* shows the recommended funding as allocate by category.

Housing Additional Resources FY2020

- **Land Use Policy Planner:** A full-time planning staff position was re-defined as a Land Use Policy Planner to assist with the affordable housing code analysis (alleviate some of the Housing Manager's workload), as well as keep a close eye on the state of affordable housing legislative issues every year. The new position can also assist on all of the sale or purchase agreements and closing documents.
- **Materials/Supplies:** Additional housing funds have been added in the recommended budget in the form of consultant funding and supporting staff's professional development and engagement (\$6.5K of the \$13.9K requested).
- **Outside Legal Counsel:** The City Attorney's Office anticipates using existing Lower Park RDA bond counsel or other outside counsel for additional review of affordable housing project CC&Rs, deed restrictions, and Fair Housing matters. Such services are budgeted to be less than \$25,000.
- **Project Manager:** If Homestake and Woodside Phase II projects are able to be constructed simultaneously (still only a possibility if a Housing Authority bonding capacity be created) we would hire a contract Project Manager to split out workload with our current project manager. This position as a project specific staff member can be funded by the project budget rather than the General Fund.

- **Habitat for Humanity:** The goal of Habitat's education and outreach is to make community members aware of the numerous affordable home ownership opportunities becoming available throughout Park City, and prepare them to apply. We will track and report on the following, as well as anything requested by Park City Municipal Corporation:
 - o Quarterly delivery of HUD Certified First-Time Homebuyer workshops
 - o Quarterly Affordable Housing Outreach events
 - o 400 individuals served through education, advocacy and referral services
 - o Track and code incoming calls/emails
- **Mountainlands Community Housing Trust:** Provide a Housing Resource Center at 1960 Sidewinder Drive for local individuals and families seeking rentals, roommates, forms, and homeownership or other housing-related opportunities—serves over 1,000 residents and local employees annually. Provide and maintain a housing website with information on affordable rentals and homeownership opportunities, with links to other local resources including PCMC's housing program. Expand outreach through website improvements and promotion of new homeownership opportunities. Expand outreach by moving application and tracking systems online, making them more accessible to the community. Maintain a database of potential purchasers of affordable housing units and contact such persons via email, website and/or social media regarding resales and other housing opportunities.
- **Social Equity Housing Task Force** – Gather more robust housing information with regards to needs and approaches from a diverse group of community members in the hopes of informing the Social Equity Strategic Plan that is being developed in partnership with the PC Community Foundation.

Capital Budget Follow Up

On May 16th, City Council asked for further information on the following unfunded projects: *000477 Add Uphill Marsac Gate Above Chambers Avenue*, \$50K & *000530 Old Town Access and Circulation Plan*, \$200K. The project managers will be available to provide further detail of these proposed projects.

Department Review:

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

Attachments:

A – Redlined Fee Schedule Changes

B – Fee Schedule Resolution

C – Redlined Budget Policies Changes

D – Special Service Contract Funding Recommendations and Distribution Graph

E – Council Compensation Ordinance

PARK CITY FEE SCHEDULE – Amended ~~November 29, 2018~~ May 30, 2019

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

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

Condominium

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

1.1.2 Master Planned Development (MPD) Process *

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

1.1.3 Conditional Use Permit (CUP) *

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

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
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1.1.6 Architectural and Design Review

Historic District/Site

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

Non-Historic District/Site

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

- 1.1.7 Historic Review *
 Historic Design Review (no increase in existing area) \$210.00
 Historic Design Review (increase in existing area) \$1,030.00
 Determination of Significance \$350.00
 Certificate of Appropriateness for Demolition \$300.00
- 1.1.8 Land Management Code Review * \$2,000.00 per application
- 1.1.9 General Plan Amendment * \$2,000.00 per application
- 1.1.10 Sign Review
 Master Sign Plan Review \$320.00
 Amendment to Master Sign Plan \$120.00
 Individual sign permit \$120.00 (\$118.80) plus 1% state tax
 Sign permit under master sign plan \$130.00 (\$128.70) plus 1% state tax
 Temporary Sign Permit \$60.00 (\$59.40) plus 1% state tax
- 1.1.11 Annexation * \$5,850.00
 Annexation Fiscal Impact Analysis \$1,550.00
plus actual cost of City approved consultant fee
 Modification to Annexation Agreement \$4,150.00
- 1.1.12 Appeals Fees *
 Appeals to Board of Adjustment \$500.00
 Appeals to City Council \$500.00
 Appeals to Historic Preservation Board \$500.00
 Appeals to Planning Commission \$500.00
- 1.1.13 TDR – Development Credit Determination \$100.00
- 1.1.14 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 – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)
\$1.00 and up	1% of the total valuation of construction as herein above described with a minimum fee of \$15.00.

1.2.3 Plan Check Fees

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

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

1.2.4 Mechanical Permit Plus 1% State Surcharge

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

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

1.2.5 Electrical Permit

See fee table below.

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

1.2.6 Plumbing Permit

See fee table below.

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

1.2.7 International Fire Code Fee Issuance Fee

\$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00

Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00
Liquefied Petroleum Gases (heaters and devices) each additional unit	\$11.00
Liquefied Petroleum Gases on an active construction site (125+ gal)	\$130.00
Places of Assembly	\$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

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

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

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

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

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

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

1.2.11 Flatwork Permit

Total valuation.

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

1.2.12 Other Inspections and Fees

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

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

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

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

1.3.2 Permit to Work in Public Right-of-Way

\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance

1.4 **ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES**

1.4.1 Civil Fee Schedule

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

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

SECTION 2. UTILITY FEES

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

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2018).

2.2.1.1 Single Family Residential

Meter Size	Base Rate	Meter Price
3/4"	\$49.08 50.55	\$778.58 801.94
1 "	\$66.25 68.24	\$894.84 921.69
1.5"	\$78.57 80.93	\$1,273.08 1,311.27

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	Base Rate	Meter Price
3/4"	\$63.81 65.52	\$778.58 801.94
1"	\$107.95 111.19	\$894.84 921.69
1.5"	\$230.61 237.53	\$1,273.08 1,311.27
2 "	\$480.92 495.35	\$2,251.83 2,319.38
3"	\$1,251.60 1,289.15	\$2,663.83 2,743.85
4"	\$2,272.18 2,340.35	\$4,642.00 4,781.26
6"	\$4,283.15 4,411.64	\$7,222.03 7,438.69
8"	\$7,375.96 7,597.24	\$10,847.02 11,172.43

2.2.1.3 Irrigation

Meter Size	Base Rate	Meter Price
3/4"	\$84.25 95.20	\$778.58 801.94
1"	\$142.57 161.10	\$894.84 921.69
1.5"	\$304.55 344.14	\$1,273.08 1,311.27
2"	\$635.11 717.67	\$2,251.83 2,319.38
3"	\$1,652.73 1,867.58	\$2,663.93 2,743.85
4"	\$3,000.74 3,390.84	\$4,642.00 4,781.26
6"	\$5,656.52 6,391.87	\$7,222.03 7,438.69

2.2.1.4 Construction Base Rate: ~~\$285.21~~ \$293.77

2.2.1.5 Indigent Base Rate: ~~\$4.19~~ \$4.32

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

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6.12 6.30	\$9.81 10.10	\$10.31 10.62	\$13.37 13.76	\$15.93 16.41	\$27.84 28.68
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7.24 7.46	\$9.81 10.10	\$15.93 16.41	\$25.77 25.77
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000
4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$8.59 8.85	\$13.31 13.71
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$9.81 10.10	\$15.93 16.41
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$11.53~~ 11.88 per 1,000 gallons

2.2.2.6 Indigent

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

2.2.2.7 Contract Rules

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

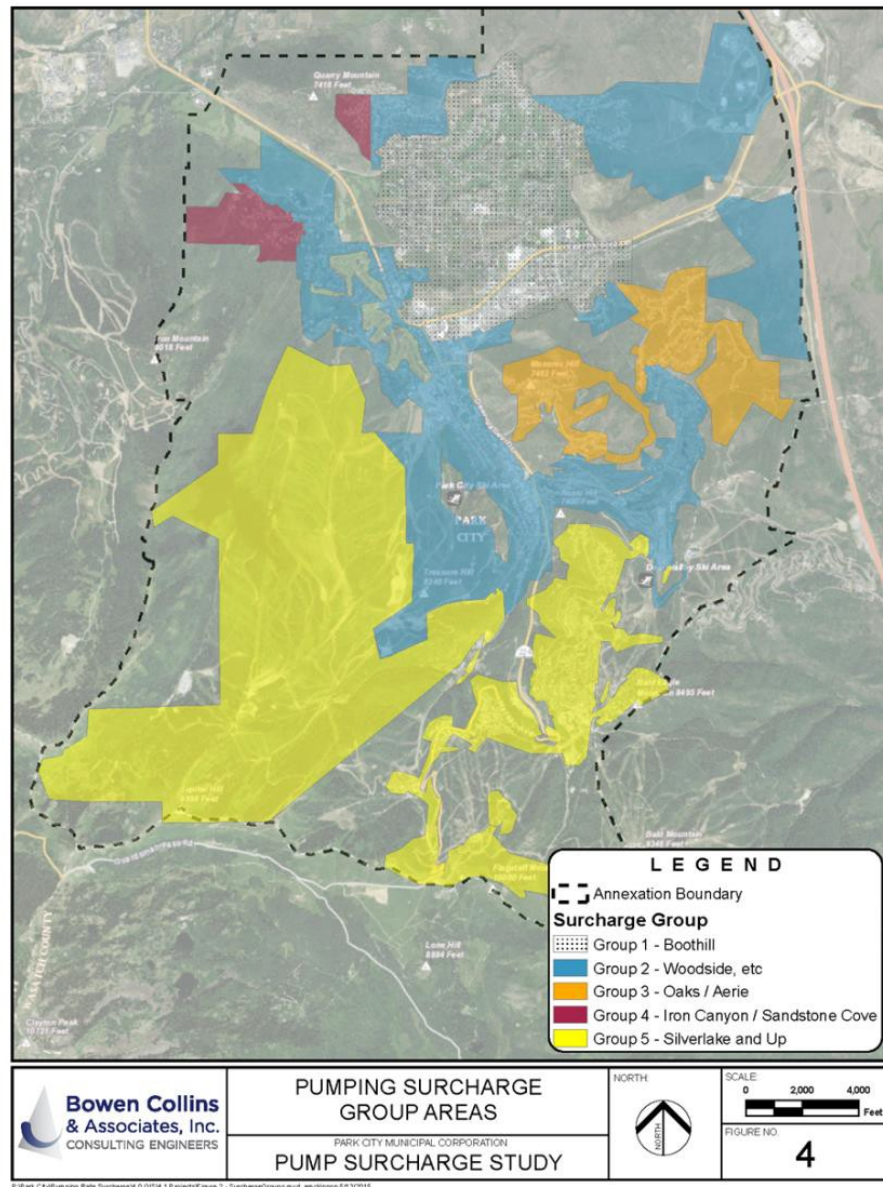
2.2.3 Energy Surcharge (For all water billed on or after July 1, 2018⁸⁹). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number.

Conflicts between the map and the table will be resolved by reference to the table.

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



2.2.3.2 Energy Surcharge

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

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

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 ~~\$100.00~~

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

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

2.5 WATER METER TESTING FEE ~~\$100.00~~ \$500.00 per test

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

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

2.8 FIRE HYDRANT METER DEPOSIT FEE

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

2.9 RENTER DEPOSIT \$50.00

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

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

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU ~~\$6.10~~ 6.28

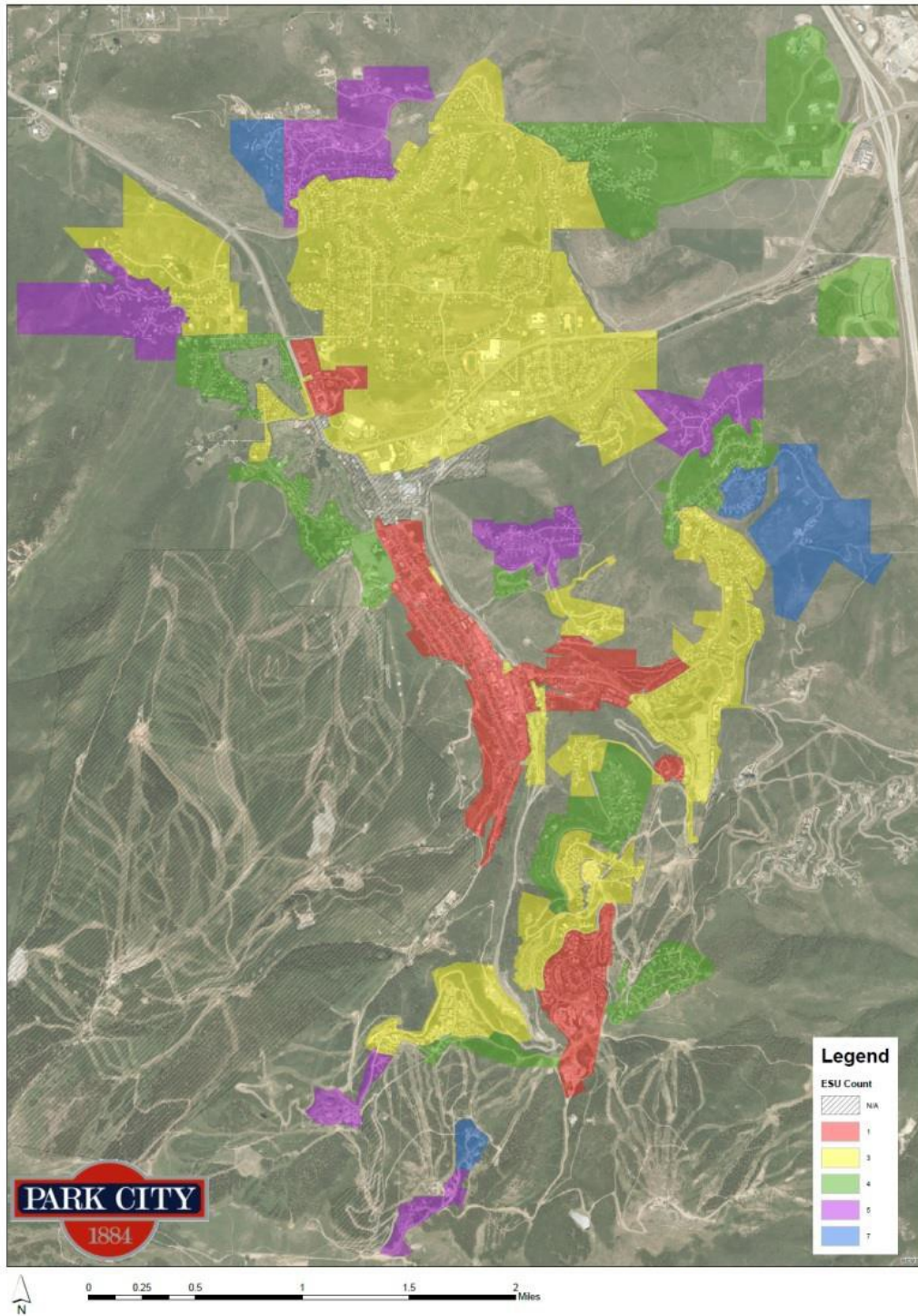
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2. This reduction shall expire on June 30th, 2020.

2.12.2 Single Family Residential Initial Assignment

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

Park City Stormwater Utility Map



2.12.3 Multi-Family Residential Initial Assignment

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

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

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

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

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

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

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$149.00 \$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License
Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$75.00 \$74.00	\$75.00 \$74.00	License

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

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

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

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

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

5.2 Direct Access Alarms

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

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

5.3 Dispatching Fee

\$100.00 Per month for each private agency being dispatched from the City Communication Center.

5.4 Vehicle Impound Fee

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

5.5 Contract Law Enforcement Services

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

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

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

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

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

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

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2008). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

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

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

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

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

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

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

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

6.6 Requests for Police Records

~~\$2.00~~ \$10.00 per police report/traffic accident report

~~\$5.00~~ \$20.00 per CD (compact disc) of Video or Photographs

~~\$2.00~~ \$5.00 per printed color photograph

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

7.1 Fines for meter violations are as follows:

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

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$70.00~~ \$38.00 after 14 days;

~~\$107.00~~ \$41.00 after 30 days;

~~\$143.00~~ \$43.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$105.00~~ \$77.00 after 14 days;

~~\$139.00~~ \$84.00 after 30 days;

~~\$173.00~~ \$88.00 after 60 days

7.2 Fines for mobility disabled space violations are as follows:

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$305.00~~ \$297.00 after 14 days;

~~\$338.00~~ \$326.00 after 30 days;

~~\$373.00~~ \$344.00 after 60 days

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

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

~~\$170.00~~ ~~\$165.00~~ after 14 days;
~~\$190.00~~ ~~\$181.00~~ after 30 days;
~~\$210.00~~ ~~\$189.00~~ after 60 days

B. Fines for all other special event parking violations.

Effective December 15, 2017

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

\$145.00 after 14 days;

\$145.00 after 30 days;

\$145.00 after 60 days

7.4 FINES FOR TIME LIMIT PARKING VIOLATIONS are as follows:

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$87.00~~ \$38.00 after 14 days;

~~\$122.00~~ \$41.00 after 30 days;

~~\$157.00~~ \$43.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$87.00~~ \$38.00 after 14 days;

~~\$122.00~~ \$41.00 after 30 days;

~~\$157.00~~ \$43.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$105.00~~ \$77.00 after 14 days;

~~\$139.00~~ \$84.00 after 30 days;

~~\$173.00~~ \$88.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

\$40.00 from the date of violation until fourteen (14) days following the violation,
escalating to:

~~\$66.00~~ \$44.00 after 14 days;

~~\$92.00~~ \$48.00 after 30 days;

~~\$116.00~~ \$50.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

\$66.00 from the date of violation until fourteen (14) days following the violation,
escalating to:

~~\$92.00~~ \$72.00 after 14 days;

~~\$116.00~~ \$79.00 after 30 days;

~~\$141.00~~ \$82.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

\$66.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$92.00~~ ~~\$72.00~~ after 14 days;

~~\$116.00~~ ~~\$79.00~~ after 30 days;

~~\$141.00~~ ~~\$82.00~~ after 60 days

7.6 Parking Permits.

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

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

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

7.9 Immobilization Fee \$35.00

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

Main Street, Heber Avenue, Park Avenue (Heber to 9 th St):	Daily rate of \$16.00 per space
Swede Alley:	Daily rate of \$12.00 per space
Sandridge, South City Park, Residential Permit Zones:	Monthly rate of \$20.00 per space
a. Up to two spaces for vehicle parking with approved and active building permit	\$0.00
b. Vehicle Permits	\$20.00 per space per month
c. Dumpster or Equipment Permit	\$50.00 per space per month
Pay station removal for construction:	\$1,000.00
Application Fee:	\$20.00

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

7.11 Garage and Surface Lot Parking Rates, Effective December 15, 2017:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.-5:00 p.m. – FREE, no hourly max

5:00 p.m.-Midnight – 1st hour FREE

\$3.00/hour after, no hourly max

Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00p.m. – FREE, 4 hour max
5:00 p.m.-Midnight – \$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – \$1.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

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

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

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

East Heber, between Main Street and Swede Alley:

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

Gateway top level:

FREE for Main Street permit holders

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

China Bridge:

11:00 a.m.-5:00 p.m. – FREE-No hourly max
5:00 p.m.-Midnight – 1st hour FREE
\$1.00/hour after free first hour, no hourly max
Hourly rate may be modified, and may not exceed \$3.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00 p.m. – \$1.50/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$1.50/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, no hourly max
5:00 p.m.-Midnight – FREE, no hourly max

7.12 Meter rates are as follows:

Effective December 15, 2017

Peak Season

AM – FREE, no hourly max
11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max
11:00 a.m.-5:00 p.m. – \$1.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$1.50/hour

5:00 p.m.-Midnight – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

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

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

7.13 Meter payment by cell phone:

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

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

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

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use

of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

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

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the Recreation Center 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 ~~on the city's website 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	\$28.00	\$40.00
Adult 10 Punch	\$80.00	\$100.00
Senior & Military 10 Punch	\$60.00	\$70.00
Child Care 10 Punch (10 hrs.)	\$35.00	

Tennis & Pickleball Court Charges

	<u>Hourly Court Fees</u>	
	Indoor	Outdoor
Resident rate	\$28.00 32.00	\$12.00
Visitor rate	\$40.00 44.00	\$16.00

Pickleball Outdoor Court Time Passes

1 month	\$65.00
3 month	\$180.00

Other Tennis & Pickleball Fees

Private Lesson 1 hour	\$78.00
Private Lesson 1/2 hour	\$42.00

Semi Private Lesson 1 hour (Per person)	\$41.00
Group of 3 (Per person)	\$30.00
Group of 4 (Per person)	\$25.00
Clinic drop-in fee 1 hr	\$17.00
Clinic drop-in fee 1.5 hours	\$26.00
Ball Machine per hour	\$12.00
Tennis Courts Non Athletic (Daily)	\$3,000.00

Daily Drop In

	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3.00	\$5.00 6.00
Adult	\$8.00	\$12.00 15.00
Senior 70 65+ & Military	\$6.00	\$7.00 8.00
Fitness Classes	\$10.00	\$15.00 18.00
Senior/Military Fitness Classes	\$8.00	\$9.00 10.00

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

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$43.00 45	\$22	\$65.00 67
3 Month	\$120.00 125	\$60	\$180.00 185
6 Month	\$222.00 232	\$108	\$330.00 340
12 Month	\$408.00 433	\$192	\$600.00 625

Senior ~~70~~ 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$38.00 40	\$22.00	\$60.00 62
3 Month	\$107.00 112	\$60.00	\$167.00 172
6 Month	\$196.00 205	\$108.00	\$304.00 313
12 Month	\$358.00 375	\$192.00	\$550.00 567

Couple Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$77.00 82	\$38.00	\$115.00 120
3 Month	\$231.00 242	\$108.00	\$339.00 350
6 Month	\$372.00 393	\$182.00	\$554.00 575
12 Month	\$681.00 725	\$325.00	\$1,006 1,050

Senior 65+ & Military Couple Rate

Term	Facility Rate	Class Add-On	Total
1 Month	\$70.00	\$38.00	\$108.00
3 Month	\$210.00	\$108.00	\$318.00
6 Month	\$335.00	\$182.00	\$517.00
12 Month	\$613.00	\$325.00	\$938.00

PC MARC Tennis Passes

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

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65.00	\$125.00	
Half Gym	\$35.00	\$75.00	
Non Athletic			\$1,400.00

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

Visitor 10 Punch Card	\$100.00
† 1 Month Visitor Pass	\$100.00
Child Care Per Hr.	\$4.00
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Personal Training 1 Hour	\$50.00
Personal Training Punch Card (12 visits)	\$500.00
Couple Personal Training Punch Card (12 visits)	\$699.00
Birthday Party	\$150.00
Party Room per hour	\$50.00

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	\$1050.00 \$1110.00
Junior Pass	\$425.00
Jr./Sr. Punch Pass	\$300.00 \$350.00
Non-Resident Sr. Punch Pass	\$390.00
Corporate Pass	\$3,000.00
Resident 18 Hole	\$36.00 \$39.00
Resident 18 Hole with Cart	\$51.00 \$54.00
Utah Resident 18 Hole	\$46.00 \$48.00
Utah Resident 18 Hole with Cart	\$61.00 \$63.00
Non-Resident 18 Hole	\$52.00 \$55.00
Non-Resident 18 Hole with Cart	\$67.00 \$70.00
Resident 9 Hole	\$18.00 \$19.50

Resident 9 Hole with Cart	\$25.50 \$27.00
Utah Resident 9 Hole	\$23.00 \$24.00
Utah Resident 9 Hole with Cart	\$30.50 \$31.50
Non-Resident 9 Hole	\$26.00 \$27.50
Non-Resident 9 Hole with Cart	\$33.50 \$35.00
Resident Off-Season 18 Hole	\$26.00 \$28.00
Non-Resident Off-Season 18 Hole	\$30.00 \$32.00
Small Range Bucket	\$4.00 \$5.00
Large Range Bucket	\$8.00 \$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$35.00 \$50.00
Rental Clubs for 9 Holes (includes 3 golf balls)	\$17.50 \$25.00

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

Non-Resident Card Fees

Household	\$40.00 per year
Non-City Limits Visitor (6 months)	\$20.00 plus
Students residing in Summit County	Free
Educators in Park City School District	Free
Wasatch County Student Cards	\$15.00 per year
Organization card - non-profit	\$45.00 per year
Organization card - for-profit	\$55.00 per year
Interlibrary Loans	\$1.00 charge per item

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

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Single infant grave	\$150.00	\$300.00
Opening and closing adult grave	\$600.00	\$600.00
Opening and closing infant grave	\$360.00	\$360.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$480.00 \$1,000	\$480.00 \$1,000

Removal of infant for interment outside cemetery	\$360.00	\$360.00
Schil for flower beds/grave	N/A	N/A
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00

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

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

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 60.00	\$85.00 90
Non-residents/commercial +\$100 refundable cleaning deposit	\$125.00+	\$200.00+

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

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

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

Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basemen	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

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

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

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

Notes:

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

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

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

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

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

Location	Room	Occ.	Group 1	Group 2	Group 3 4	Non-Cleaning Fine

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

Santy Technology Fees:

Projection Fees: Users have two options for projection.

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

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-

Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

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

Notes:

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

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

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

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
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Youth = 6-17 year olds; Adult = 18 and over

Youth Resident Rate Honored for all Seniors (65+) and Military

Public Skate – 5 years & under	Free	Free
Public skate – youth & adult	\$6.00	\$10.00
Cheap Skate (includes skate rental)	\$6.00	\$10.00
Group Rates (20+) includes admissions & skates rental	\$6.00	\$10.00
School Rate – includes skate rental	\$6.00	\$10.00
Skate rental	\$4.00	\$4.00
Drop-in hockey - youth	\$8.00	\$12.00
Drop-in hockey - adult	\$10.50	\$14.00
Coached Drop-in Hockey – adult	\$12.50	\$16.00
Coached Drop-in Hockey – youth	\$10.00	\$13.00
Coffee Club Drop-in Hockey	\$5.00	\$5.00

*Goalies may play for free during Stick & Puck if they are available for others to shoot on and not in a lesson. Goalies can play Drop-in program for free if there is space available. The respective Drop-in hockey fee applies if the goalie is in a lesson or would like to reserve their spot.

Freestyle- 5 & Under, Only in lesson (punch card only) ~~\$5.00~~ \$50.00 ~~\$5.00~~ \$50.00

Freestyle-Youth	\$8.00	\$12.00
Freestyle-Adult	\$10.50	\$14.00

Drop-in Curling	\$20.00	\$24.00
Drop-in Broomball	\$14.00	\$18.00
Broomball Rental (individual)	\$3.50	\$3.50
Drop-in Skating Class	\$15.00	\$18.00

Off-Ice Programming:		
Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$14.00
Visiting Coach Fee	\$16.00	\$16.00

Curling Instructor Fee \$50/per hour/per instructor

10 Session Punch Cards

Punch cards are available for Public Skate, Drop-in Hockey and Freestyle sessions at a discount equal to \$.50 per session. Punch card fees are adjusted to reflect the admission of residents and non- residents. Punch cards are also available for skate sharpening ~~and Coffee~~ ~~Club drop-in hockey program~~ with no discount simply, for convenience. Punch cards should be paid in full at the time of purchase. If the balance on a punch card is not paid in full within 7 calendar days (one week) a 10% late fee will be applied.

Annual Passes

Platinum (Freestyle, Off-Ice, Public Skate, Skate Sharpening)	\$4,500
Single Annual Payment	\$4,750
Semi Annual Payment	\$4,900
Bronze (Public Skate):	
Family (Up to 4 family members)	\$550
Additional Family Member	\$50
Adult	\$260
Youth (6-17 year olds/Senior + 55 65 years)	\$190

Hourly Ice

Tax Exempt User Groups*/Employees	\$200
Local Rate	\$215
Camp	\$290
For-profit	\$325 \$375

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

Room Rental

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

Daily Facility Rental

~~The daily facility rental fee includes the use of the party rooms with the applicable hourly ice rate when eight or more hours of ice are rented in one day.~~

Birthday Parties

Basic Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes
Equipment (per hour)	

Broomball	\$50
Curling	\$25 \$50/hour/lane
Hockey (non-program rental)	\$10/week
Dividers	\$25

Cleaning Fee

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200

Skate Services

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

Hockey Skate Sharpening	\$5.50
Goalie Skate Sharpening	\$6.50
Figure Skate Sharpening	\$7.50
Custom Radius	\$20.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.00 (ea.)
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

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

Gate Fees

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

Vendor Fees

~~The Park City Ice Arena will charge a flat fee of \$50.00/day for any food, beverage or merchandise sold. Vendors are not permitted to sell products that are sold by the Park City Ice Arena.~~

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$800 \$1,600
In Ice Ads \$25/sq. foot	\$2,000
Speed Skating Pad Pockets	\$150

Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month
Scoreboard Screen	\$150/month / \$1,500/year

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.

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

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

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

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

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

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties and submit an application. ~~Program fees may be reduced up to 75% for a qualifying child. Each child may receive up to \$350 in reduced fees per fiscal year~~ Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified youth and adult programs based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

9.6 Establishing Fields User Fees: Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. ~~A service charge of 2%~~

will be applied to credit card charges over \$5,000.

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

Non-exclusive Commercial Use of Outdoor Recreation Facilities

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

Volleyball Court Fees (per court)	\$30.00/hr. Res.	\$50.00/hr. NonRes
	\$120.00/day Res	\$200.00/day NonRes
(2 courts)	\$200.00/day Res	\$300.00/day NonRes
Stakeholder Fee	\$300.00/team/season - adult	
Additional Restroom Cleaning	\$30.00 per clean	
Additional Field Prep (Softball/Baseball)	\$95.00 per field	
Special Field Prep (Low grass Cut)	\$1,000.00 per field	
Field Set Up (Lacrosse, Soccer, Football)	\$200.00 per field	
Lights - PCSC & City Park	\$20.00 per hr.	

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

- 10.1 Fee for in lieu of providing public parking \$40,000.00 per stall
- 10.2 Returned Check Charge: \$25.00

10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$53.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$93.25
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$648.70
	Street Banner Installation-every other Main	\$486.55
	Street Banner Installation-every 3rd	\$324.35
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$1,431.00 (Includes
	state permit, barricades and signage, required during install and takedown)	
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$47.70
	Pavilion Cleaning	\$157.95
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$6.75
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00
	Swede Alley Parking Space (per space, per day)	\$13.25
10.9	<u>Barricades (cost per barricade)</u>	
	Crowd Control Barricades	\$5.90
	Portable Electronic Sign/Message Board (per day)	\$151.20
	Temporary Signs (each)	\$18.50
	Street Barricades (per day)	\$1.40
10.10	<u>Dumpsters</u>	
	8 Yard (delivery + haul off fee)	\$210.00
	30 yard (delivery + haul off fee)	\$210.00
	Landfill fee for 30 yard dumpster (per ton)	\$35.00
10.12	<u>Streets Equipment and Materials Equipment (2</u>	
	hour min. - billable rate is portal to portal,	
	cost includes operator, fuel, maintenance)	
	Large Loader (per hour, 1 staff)	\$103.20
	Small Loader (per hour, 1 staff)	\$71.95
	Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
	Unimog with Snow Blower (per hour, 1 staff)	\$180.20
	Unimog Snowplow (per hour, 1 staff)	\$88.35

Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05

10.13 Materials

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

10.14 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor – restrooms, buildings and other (contract labor)	\$28.00

10.15 Special Event Application Fee (Processing and Analysis)

Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00
Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

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

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

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

10.16 Public Parking Lot Use Rates for approved Events:

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

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day

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

10.17 Trail Use Fees

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD

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

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

10.18 Credit Card Transaction Fees

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

Attachment B – Fee Schedule Resolution

Additional changes from May 30, 2019:

Police Fees

A public hearing was held on May 30, 2019 to receive public comments on the user fee increases. Several changes were made to the fee schedule since the fee schedule was presented during the May 30, 2019 Council meeting:

- 1) Addition of *Section 6.6, Request for Police Records* in the Fee Schedule:

6.6 Requests for Police Records

~~\$2.00~~ **\$10.00** per police report/traffic accident report
~~\$5.00~~ **\$20.00** per CD (compact disc) of Video or Photographs
~~\$2.00~~ **\$5.00** per printed color photograph

Recreation

Corrected Seniors demographic in Recreation from 70+ to 65+

Ice Fees

The Ice Arena generally increases fees slightly every year or every other year to keep up with expenses and with an intention to reduce the facility's subsidy. The Ice Arena's operational expenses have remained stable over the last three years and given the current desire to maintain affordability in the community staff didn't feel it was necessary to increase fees dramatically this year. Generally, the non-resident rates are comparable to facilities in other resort destinations while resident rates are set a couple dollars higher than those found in the Salt Lake valley. Staff believes that the Ice Arena is still at market rate for local users and that there is an opportunity to increase revenue for for-profit ice rentals and curling equipment rentals.



Resolution No. 12-2019

A RESOLUTION RE-ADOPTING THE FEE SCHEDULE; AND REPLACING AND REPEALING RESOLUTION 31-2018 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 May 30, 2019, 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 A.

SECTION 2. REPEALER. Resolution 31-2018 is hereby repealed.

SECTION 3. EFFECTIVE DATE. This resolution shall take effect on July 1, 2019.

PASSED AND ADOPTED this 6th day of June, 2019.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approve as to form:

Mark D. Harrington, City Attorney

CHAPTER 5 - CONTRACTS & PURCHASING POLICY

PART I - PUBLIC SERVICE CONTRACTS (AMENDED ~~JUNE 2004~~ MAY 2019)

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

A. Public Service Fund Distribution Criteria

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

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

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B. Total Public Service Fund Appropriations

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

C. Fund Categories and Percentage Allocations

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

1. Special Service Contracts

- ~~a. Youth Programming~~
- ~~b. Victim Advocacy/Legal Services~~
- ~~c. Arts~~
- ~~d. Health~~
- ~~e. Affordable Housing/Community Services~~
- ~~f. Recycling~~
- ~~g. History/Heritage~~
- ~~h. Information and Tourist Services~~

a. Regular Services

- Community Art & Culture
- Park City History and Visitor Services
- Sister City Administration
- Trails Management
- Waste/Recycling Management
- b. Social Equity**
 - Childhood Care & Development
 - Medical Treatment
 - Emergency Assistance
 - Food Pantry
 - Legal Mediation Services
 - Housing Outreach & Education
 - Safe Haven
 - Additional services related to Social Equity Strategic Plan
- c. Innovation Grants**

2. Rent Contribution

3. Historic Preservation

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

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

D. Special Service Contracts

A portion of the budget will be designated for service contracts relating to services that would otherwise be provided by the City. Special services that fall into this category would include, but not be limited to the following: ~~youth programming, victim advocacy/legal services, arts, health, affordable housing/community services, recycling, history/heritage, information and tourist services, and minority affairs.~~ **community art & culture, Park City history and visitor services, sister city administration, trails management, waste/recycling management, childhood care & development, medical treatment, emergency assistance, food pantry, legal mediation services, housing outreach & education, and safe haven. More categories will be added to social equity services based off of the Social Equity Strategic Plan.** To the extent possible, individual special services will be delineated in the budget.

Service providers are eligible to apply for a special service contract every biennial budget process, **with the exception of innovation grants which could run from one to three years.** The City will award special service contracts through a competitive bid process administered by the Service Contract Subcommittee and City Staff. The City reserves the right to accept, reject, or rebid any service contracts that are not deemed to meet the needs of the community or the contractual goals of the service contract.

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

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

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

Youth Contracts: ~~In addition to the above listed criteria, proposals for Youth Programming must meet the following requirements: (1) Provide a service to or~~

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~~enhancement of youth programs in the Park City community; and (2) Constitute a benefit to Park City area youth, community interests, and needs. Youth Programming funds must be used to benefit Park City area youth Citywide; this may be accomplished through one service contract or by dividing the funds between several contracts.~~

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

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

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

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

E. Rent Contribution

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

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

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this policy only applies when a reduced rental rate is being offered. This policy does not apply to lease arrangements at "market" rates.

F. Historic Preservation

Each year, the City Council may appropriate a specific dollar amount relating to historic preservation. The City Council will appropriate the funding for these expenditures during the annual budget process. The funding source for this category is the Lower Park Avenue and Main Street RDA. The disbursement of the funds shall be administered pursuant to applications and criteria established by the Planning Department, and awarded by the City Council consistent with UCA § 17A-3-1303, as amended. In instances where another organization is involved, a contract delineating the services will be required.

G. Exceptions

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

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

Nothing in this policy shall create a binding contract or obligation of the City. Individual Service Contracts may vary from contract to contract at the discretion of the City Council. Any award of a service contract is valid only for the term specified therein and shall not constitute a promise of future award. The City Council reserves the right to reject any and all proposals, and to waive any technical deficiency at its sole discretion. Members of the City Council, the Service Contract Sub-Committee, and any Advisory Board, Commission or special committee with the power to make recommendations regarding Public Service Contracts are ineligible to apply for such Public Service Contracts, including historic preservation funds. City Departments are also ineligible to apply for Public Service Contracts. The ineligibility of Advisory Board, Commission and special committee members shall only apply to the category of Public Service Contracts that such advisory Board, Commission and special committee provides recommendations to the City Council. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA Section 63-2-308, as amended.

PART II - CONTRACTING AND PURCHASING POLICY

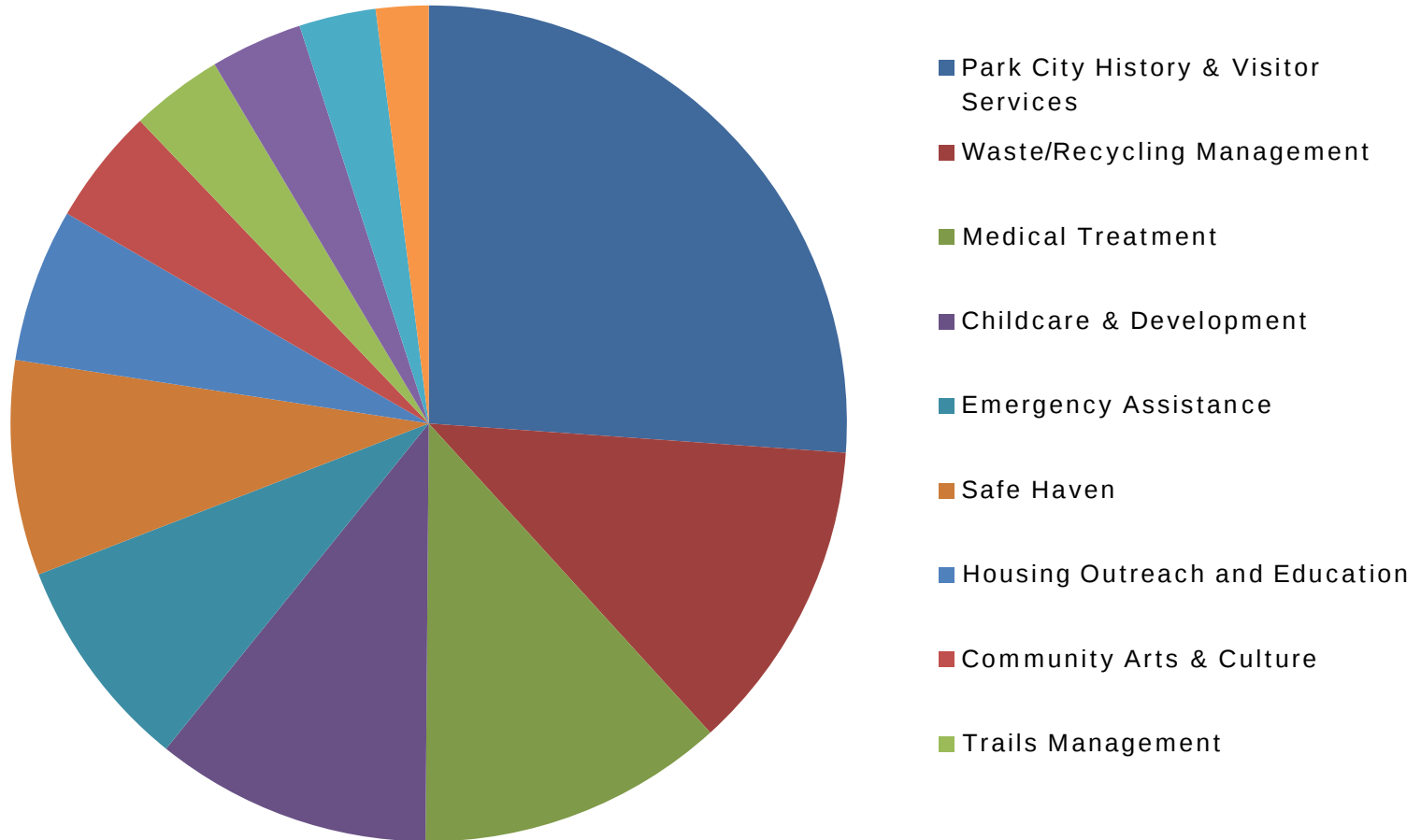
A. Purpose

Attachment D – SSC Funding Recommendation and Distribution Graph

Description	Applicant	FY19 Past Amount	FY2020 Requested Amount	FY2020 Recommended Amount	Notes
Childcare & Development - Support affordable daycare services for the City's workforce families. There is great demand from working families in Park City for quality, affordable childcare. Parents need a local service to aid in the development and education of their young children.	PC Education Foundation	\$40,000	\$25,000	\$0	Did not meet requirements of RFP.
	PC Tots	\$40,000	\$55,000	\$45,000	Met requirements as outlined in RFP.
	Youth Sports Alliance	\$12,500	\$13,000	\$0	Did not meet requirements of RFP.
Community Arts & Culture - Support for the investment in arts and culture to sustain and develop this segment of the City's economy through cultural tourism. Develop and publish an annual publication about arts and culture in Park City that showcases key projects, accomplishments, and impact as it is a City top priority. Track and report on quantitative and qualitative impact of arts and culture in Park City.	KPCW	NA	\$12,000	\$0	Did not meet requirements of RFP.
	PC Summit County Arts Council	\$30,000	\$44,000	\$19,000	\$19 K is specifically allocated for A&C publication and not for marketing or data tracking.
Emergency Assistance - There is a compelling need in Park City for serving the emergency needs of low-income individuals and families, particularly among the Latinx community. Programs may coordinate services for those looking to improve their economic status and/or experiencing unemployment, (e.g., legal aid, immigration, workforce services, etc.).	Holy Cross Ministries	\$15,000	\$15,000	\$10,000	Met requirements as outlined in RFP.
	Christian Center	\$15,000	\$25,000	\$25,000	Met requirements as outlined in RFP.
Food Pantry - In Park City there are many individuals and families who go hungry on a daily basis. Thus a food pantry service that provides free food has been identified as a core need to the community.	Christian Center	\$12,500	\$12,500	\$12,500	Met requirements as outlined in RFP.
Housing Outreach and Education - Provide program to mentor and educate Park City individuals and families in process to secure housing as well as assist seasonal employees to find temporary housing. Provide housing website and maintain a free listing of available affordable rental properties, forms, roommate requests and valuable assistance in locating affordable rentals.	Habitat for Humanity	NA	\$10,000	\$10,000	Focus on education
	Mountainlands Community Housing Trust	\$10,000	\$25,000	\$15,000	Committee decided not to fund the proposal for education and workshops, and instead to fund the housing resource center and the database/website.
Legal Mediation Services -Provide Park City community members with the support and skills needed to prevent and resolve disputes. Provide mediation for small claims cases, and free or low cost mediation in other cases to enable parties to settle disputes in an effective collaborative manner.	Mountain Mediation	\$15,000	\$20,000	\$15,000	Met requirements as outlined in RFP.

Description	Applicant	FY19 Past Amount	FY2020 Requested Amount	FY2020 Reccomended Amount	Notes
Medical Treatment - Support the medical and mental health needs of those in Park City who are uninsured, this would include services such as diagnosis, treatment, screening, referrals to specialist and social agencies, educational programs, physical therapy, and women's health programs. In addition, connect those in need to other health care resources in the area.	Jewish Family Service	NA	\$20,000	\$10,000	Mental health resources pair well with the People's health clinic-spanish speaking.
	People's Health Clinic	\$35,000	\$42,350	\$40,000	Met requirements as outlined in RFP.
Park City History & Visitor Services - Support continual operation of Historical Museum on Main Street including the research library for property owners, visitors and City staff conducting historic research on Park City. Provide exhibits, tours, and activities for visitors including youth programming.	PC Chamber/Bureau	\$85,000	\$85,000	\$85,000	Met requirements as outlined in RFP.
	PC Museum	\$37,500	\$37,500	\$25,000	Committee decided to fund \$25K for the records library, while not funding the youth field trip program because it did not fit within the scope of the RFP.
Safe Haven - Provide a safe haven for individuals and families seeking shelter. Work to ensure safety, comfort, and resources for each person in need of help. Through prevention, awareness, and outreach strive to bring knowledge and resources to community including domestic violence shelter and therapy.	Peace House, Inc.	\$32,500	\$80,000	\$35,000	\$25k is allocated for prevention awareness and \$10k allocated for transitional housing program.
Sister City Admin - Support for administering and facilitating programs tied to fostering the City's relationship with our Sister City, Courchevel, France, (e.g., peer-learning between municipal employees, PC High School Winter/Summer Exchange, Sister Cities International Youth Leadership Summit, etc.).	PC Sister City Association	\$8,550	\$8,550	\$8,550	Met requirements as outlined in RFP. Council discussion?
Trails Management - Support for the preparation and grooming of approximately 30k of cross-country ski trails and approximately 7 miles of singletrack for public, multi-use, non-motorized winter trails, including but not limited to trails for walking, hiking, snow-shoeing, dog-walking, trail-running, snow biking and cross-country skiing. This would include Round Valley and potentially Bonanza Flat area.	Mountain Trails	\$10,000	\$15,000	\$15,000	Met requirements as outlined in RFP.
Waste/Recycling Management - Supplement the county's recycling program with collections for glass, building materials, electronics and hazardous materials. This may include community collection events and education.	Recycle Utah	\$50,000	\$92,077	\$51,077	Funding is allocated for following items -\$10 K Glass collection, \$5 K Dumpster days, \$20 K hazardous waste, \$16,077 Rent & Utilities contribution.
	Totals	\$448,550	\$636,977	\$421,127	

SSC Funding Distribution



Attachment E – Council Compensation Ordinance

The following are the recommended salaries for Mayor, Council and the Statutory Officers:

	<u>FY 2019-2020</u>
Mayor	\$3,780.56 per month
City Council	\$1,952.92 per month
City Manager	\$137,000- \$174,991 per year
City Attorney	\$130,000 - \$163,404 per year
City Treasurer	\$64,000 - \$89,747 per year
City Engineer	\$99,000 - \$124,086 per year
City Recorder	\$58,000 - \$79,039 per year

For fiscal year 2019-2020, the compensation for Mayor, City Council, and Statutory Officers is proposed to increase by 2% to reflect market rate adjustments based off the City's Pay Plan philosophy. There are no increases in health insurance premiums this fiscal year.

Ordinance No. 2019-31

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL,
AND STATUTORY OFFICERS FOR FISCAL YEAR 2019 – 2020
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 6, 2019;

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 2019-2020</u>
Mayor	\$3,780.56 per month
City Council	\$1,952.92 per month
City Manager	\$137,000- \$174,991 per year
City Attorney	\$130,000 - \$163,404 per year
City Treasurer	\$64,000 - \$89,747 per year
City Engineer	\$99,000 - \$124,086 per year
City Recorder	\$58,000 - \$79,039 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-Tem. 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, 2019.

PASSED AND ADOPTED this 6th day of June, 2019

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Jed Briggs

Submitting Department: Budget, Debt & Grants

Item Type: Staff Report

Agenda Section:

Subject:

5:15 p.m. - Discuss Memorandum of Understanding (MOU) with Summit County Health Department for Continued Financial Contributions with Regard to Mental Health Services

Suggested Action:

On May 30, Council asked to continue the approval of the Mental Health Memorandum of Understanding (MOU) to a future date. Council asked for a work session to go over the mental health services more in-depth with the Summit County Director and Health Officer, Richard C. Bullough. Areas to cover:

1. Consideration to fund another part of the Mental Wellness Strategic Plan instead of the Mental Health Director position.
2. Understand better how the Mental Health Director position is funded at the County.
3. Potentially discuss funding philosophy with regards to services at Summit County.

Attachments:

[Mental Wellness Staff Report](#)

[Exhibit A: Mental Health MOU](#)

[Job Description](#)



City Council Staff Report

Subject: PCMC Financial Contribution for Mental Health Services
Author: Jed Briggs, Budget Operations and Strategic Planning Manager
Department: Budget Department
Date: June 6, 2019
Type of Item: Administrative

Summary Recommendation

On May 30, Council asked to continue the approval of the Mental Health Memorandum of Understanding (MOU) to a future date. Council asked for a work session to go over the mental health services more in-depth with the Summit County Director and Health Officer, Richard C. Bullough. Areas to cover:

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2. Understand better how the Mental Health Director position is funded at the County.
3. Potentially discuss funding philosophy with regards to services at Summit County.

Background

In [November of 2016](#) Park City Council reviewed the results of the recently completed Summit County Mental Health Services and Needs Assessment. To reach the results of the assessment, a citizen survey was distributed. From the responses, it was learned there was a shortage of mental health providers and services in Summit County. Strategic directives resulting from the assessment were to educate and cultivate awareness of mental illness within the community, increase capacity and access to timely treatment, improve coordination of treatment between providers, focus on building community partnerships and address funding gaps.

Before launching a plan to create, improve, and/or increase services, it was important to assess resident experiences and potential gaps in what services were needed and provided with regards to mental health. Council reviewed the process for gathering the information in the "Summit County Mental Health Assessment," and supported the next steps of developing a strategic plan to implement programs that could help members of the community. The Summit County Mental Wellness Strategic Plan was then created as a community-based effort led by a new contracted Mental Health Coordinator.

The Summit County Mental Wellness Strategic Plan serves, not only as a document to guide the community in a shared direction, but also as a point of resilience in moving past the tragedies of 2016. With the passing of two Treasure Mountain Junior High School students, brought about by the synthetic opioid Pink (U-47700), three community

initiatives arose as a direct result of these incidents. Brought together by the Park City Community Foundation, the Park City School District, CONNECT Summit County, and the Summit County Health Department collaborated on a unified response to mental health and substance abuse within Summit County. Expanding to include additional stakeholders such as law enforcement, mental health practitioners, non-profits, religious leaders, local governments, students, parents, concerned citizens, school board members and superintendents representing all three districts, the [Summit County Mental Health Alliance](#) was established.

Building off of the Summit County Health Department's 2016 "Summit County Mental Health Assessment," the Alliance crafted five Strategic Directives and established five workgroups to address community needs as identified in the assessment. It was recognized that responsibility for improving mental health and substance abuse programs and services must be shared by public and private interests in the County. No single entity has all of the solutions and progress will require participation by the citizenry.

Central to the five Strategic Directives was the need for a plan focused on improving the overall state of mental health and substance abuse within the County. In order to truly be effective, a detailed implementation plan with clear timelines and specific steps needed to be developed in alignment with these Goals. It is vital that all stakeholders play a role in the implementation and are involved in the process of creating these timelines and specific steps. The test of the plan's usefulness will be defined by how effective it is in guiding decisions and creating the future to which citizens aspire.

Recognized as a priority, the Summit County Council approved the funding to oversee the development and implementation of a strategic plan for all Summit County in their 2017 budget. Summit County also funded a contracted Mental Health Coordinator position in order to address these issues. At the time, it wasn't clear whether or not the position would be a full-time, benefited position past 2017. The City entered into an MOU with Summit County in order to ensure that the County continue to fund the Mental Health Coordinator. Terms of the MOU require a 6 month update of progress regarding the strategic plan progress—this was last given on [May 31, 2018 \(p. 85\)](#). The most recent version of the [Summit County Mental Wellness Strategic Plan is found here](#).

Previous Recommendations from May 30, 2019

The MOU continues Park City's financial contribution to mental health services at Summit County via a full-time Mental Health Director position at the Summit County Health Department. It has long been recognized that mental health is critical to population health, however, the public conversation around mental health and substance abuse has elevated in recent years. As the discussion increased many in the community began to ask for possible changes related to the mental health and substance abuse treatment system and programs in Summit County. One of the responses was Park City Council, reflecting the desires of the community, identified Citizen Wellbeing as a community Top Priority during their 2017 Council Retreat.

Summit County Council created a new contract Mental Health Coordinator position, which lacked benefits and a guarantee that it would continue past 2017. During the budget process (June 2017) Park City Council budgeted \$60k with the desire to contribute financially to this important cause. The MOU between Park City and Summit County details this financial contribution in order to ensure that the Mental Health Director position remains at the County as a full-time, benefitted position.

Department Review

The Budget, Legal, and Executive Departments have reviewed this report.

Funding Source

The funding for this MOU was budgeted for during the FY17 budget process and is recommended to continue in FY20. This is paid out of the General Fund.

EXHIBITS

A – Memorandum of Understanding (MOU) between Summit County and Park City Municipal for Contribution for a Mental Health Coordinator

MEMORANDUM OF UNDERSTANDING
Between
SUMMIT COUNTY AND PARK CITY MUNICIPAL
For
CONTRIBUTION TO MENTAL HEALTH SERVICES

THIS MEMORANDUM OF UNDERSTANDING, (the “MOU”) made and entered into this _____ day of _____ 2019, by and between **SUMMIT COUNTY**, a political subdivision of the State of Utah, hereinafter referred to as “**County,**” and **PARK CITY MUNICIPAL CORPORATION**, a municipal corporation of the State of Utah, hereinafter referred to as “**City.**” The City and the County are hereafter sometimes referred to individually as a “Party” and collectively as the “Parties.”

WITNESSETH:

WHEREAS, the County and the City are working closely together towards funding and maintaining a full-time Mental Health Director to benefit residents within Summit County and Park City; and

WHEREAS, the County currently provides mental health and substance abuse resources as part of the Summit County Health Department; and

WHEREAS, the County currently staffs a Mental Health Director position in the Summit County Health Department; and

WHEREAS, the Summit County Mental Wellness Alliance is made up of Summit County committees that include an Executive and Steering Committee and provide direction to the Mental Health Director; and

WHEREAS, the Summit County Mental Wellness Alliance has created a strategic plan detailing the major goals and objectives of mental health in Summit County; and

WHEREAS, it has been agreed to the advantage of both Parties hereto to support the above said position; and

WHEREAS, the Parties desire to cooperate with each other in funding and sharing the costs of the position;

WHEREAS, the Parties desire to enter into an MOU whereby their respective responsibilities concerning the position are specifically set forth.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the Parties agree as follows:

1) **Finance and Budget:** The City agrees to contribute Sixty Thousand Dollars (\$60,000.00) in funding toward the Mental Health Director position. This funding will be distributed in two installments, one in July 2019 and one in January of 2020 after an update of the strategic plan is given to Park City Council. The County shall send the City an invoice for Thirty Thousand Dollars (\$30,000.00) which the City agrees to pay within thirty (30) days of receipt if the strategic plan update has been given for the six month period.

This financial contribution shall only be used for the salary and/or benefits of the Mental Health Director position. If the County terminates or uses this position for other duties and responsibilities outside that of those outlined in the job description (Addendum 1), this MOU will be terminated.

2) **County Responsibilities:** The County shall be responsible for all matters pertaining to administering the program, the Mental Health Director position, and implementing and updating the strategic plan. The County shall further be responsible for invoicing the City as set forth in Paragraph 1 above.

The County agrees to present or provide to the Park City Council an updated progress report on the strategic plan within thirty (30) days after July 1 and again within thirty (30) days after January 1 in order to receive the financial allocations, unless an alternate date is agreed upon by the City.

Through the term of this MOU, the City is guaranteed a seat on the Summit County Mental Wellness Alliance Executive Committee and Steering Committee.

The County will budget at least Sixty Thousand Dollars (\$60,000.00) in matching funds during their 2019 budget process in support of the mental health resources for the 2020 calendar year.

3) **City Responsibilities:** The City shall be responsible for providing funding as set forth in Paragraph 1 above.

4) **Term:** The term of this MOU shall commence upon the Effective Date and shall terminate June 30, 2020. This MOU may be extended by mutual written consent of the Parties.

5) This MOU shall be governed by and construed and enforced in accordance with the laws of the State of Utah.

6) None of the provisions of this MOU are intended by the Parties, nor shall they be deemed, to confer any benefit on any person or entity not a Party to this MOU.

7) No Party may assign or transfer its rights and obligations under this MOU, unless advanced, written approval of such assignment or transfer is provided by all Parties.

8) Except as otherwise provided for herein, each Party shall pay its own costs and expenses in connection with the acts contemplated by this MOU. If any arbitration or legal action is brought by any Party to enforce any provision of this MOU, the prevailing Party shall be entitled to recover its court costs, arbitration expenses, and reasonable attorneys' fees.

9) If any provision of this MOU is adjudged to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions will not in any way be affected or impaired, and the Parties will use their best efforts to substitute a valid, legal, and enforceable provision which, insofar as practical, implements the purposes of this MOU.

10) This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same MOU, binding on the Parties hereto. This MOU constitutes the entire agreement between the Parties with respect to the matters contemplated by this MOU and no prior negotiation, understanding, arrangement, or course of dealing or performance will be of any effect. This MOU may not be amended, except by an instrument in writing signed on behalf of each of the parties hereto.

11) The principal contacts for this instrument are:

For the County:
Tom C. Fisher
County Manager
PO Box 128
Coalville, UT 84017
tfisher@summitcounty.org

For the City:

Diane Foster
City Manager
445 Marsac Ave. PO Box 1480
Park City, UT 84060
dfoster@parkcity.org
435-615-5151

With a copy to:
Jed Briggs
jbriggs@parkcity.org

12) The Parties are governmental entities subject to the Governmental Immunity Act of Utah, Utah Code §§63G-7-101 thru 904 (as amended). The County agrees to indemnify, defend, and save harmless the City from and against all claims, suits and costs, including attorneys' fees for injury or damage of any kind, arising out the negligent acts, errors, or omissions of the County's Party's officers, agents, contractors, or employees in the performance of this MOU. Nothing in this paragraph is intended to create additional rights to third parties or to waive any provision of the Governmental Immunity Act of Utah, provided said Act applies to the action or omission giving rise to the protections in this paragraph. The indemnification in this paragraph shall survive the expiration or termination of this MOU.

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers as of the day and year first above written.

SUMMIT COUNTY
a political subdivision of the State of Utah

By _____
TOM FISHER, County Manager

Date _____

ATTEST:

Approved as to form:

County Attorney

PARK CITY MUNICIPAL CORPORATION,
a municipal corporation of the State of Utah

By _____
DIANE FOSTER, City Manager

Date _____

ATTEST:

MICHELLE KELLOGG, City Recorder

Approved as to form:

City Attorney

Addendum 1
SUMMIT COUNTY
JOB DESCRIPTION

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Director, Mental Health and Substance Abuse Administration
Division: Mental Health
Department: Public Health

Effective Date: 1/19
Last Revised: 11/18

GENERAL PURPOSE

Performs administrative and supervisory duties to manage county mental health & substance abuse services and programs as outlined in state code (*Utah Code: 17-43-201 and 17-43-301*) and the Summit County Mental Wellness Strategic Plan.

SUPERVISION RECEIVED

Works under the general supervision of the Health Director.

SUPERVISION EXERCISED

Provides direct contractual supervision to the Communities That Care Coordinator. Provides direct compliance oversight of the Mental Health & Substance Abuse Local Contracted Provider(s) and the Local Substance Use Prevention Staff as appointed by the State Division of Substance Abuse and Mental Health (*Up to four (4) state-funded positions.*). Ancillary supervision of community volunteers chairing committees focused on implementation of the Summit County Mental Wellness Strategic Plan.

ESSENTIAL FUNCTIONS

Local Mental Health & Substance Abuse Authority Representative (*Utah Code: 17-43-301-5a*):

- Supervise all State and Federal Mental Health funding in a means to ensure they are used in accordance with the Division of Substance Abuse and Mental Health (*DSAMH*) policies and relevant statutes.
- Supervise compliance of all mental health & substance abuse directives as issued by the State and *DSAMH* are adhered to by the Local Contracted Provider(s).
- Supervise the annual review and evaluation of mental health & substance abuse needs and services, including those for incarcerated individuals, and establish means to address deficiencies.
- Coordinating with the Local Contracted Provider(s), prepare and present for yearly approval, the Local Area Plan as required by *DSAMH*. Upon approval by the County Council, submit the plan for final approval to *DSAMH* and implementation.
- Supervise the establishment and implementation of mental health & substance abuse service mandated by the Utah Legislature through the Local Contracted Provider(s).
- Supervise county crisis response units in accordance with state law related to Mobile Crisis Outreach Teams.
- Supervise the annual *DSAMH* audit of the Local Contracted provider(s).
- Supervise accountability over the Local Contracted Provider(s) to all State, Federal, and County contracts, including the contract for service between the County and the Local Contracted Provider(s).
- Provide feedback to *DSAMH* on proposed policies and bill related to mental health & substance abuse.
- Supervise and approve all mental health & substance abuse grants, fundraising, and marketing of the Local Contracted Provider(s).

Medicaid Oversight:

- Supervise all State and Federal Medicaid funding, including block grants for prevention services. Ensure all Medicaid passthrough and oversight funds are used in accordance with established rules and regulations.
- Review all Amendments to Medicaid contracts and make appropriate recommendations to the signing authority for the County.
- Supervise the yearly DSAMH and Utah Department of Health contract funding for Mental Health, Substance Use Disorder, and Substance Use Prevention Medicaid dollars.
- Oversee compliance with the 20% County Match regulation for Medicaid and ensure all Medicaid mental health carve-outs are not intermingled with other Medicaid awards for the County.

Summit County Mental Wellness Strategic Plan:

- Supervise the implementation and continued development of the Summit County Mental Wellness Strategic Plan.
- Supervise, in partnership with the Park City Community Foundation, all fundraising, grant writing, and partner contributions in relation to achieving the goals of the strategic plan.
- Develop and implement a yearly Operational Plan, based on the strategic plan, with input from the Alliance Executive Committee and Board Directors which addresses budgeting, volunteer staffing, fundraising/development, and partnerships.
- Supervises community partnership cultivation and maintenance of current and potential supporters in order to ensure sustainability and implementation of the Summit County Mental Wellness Strategic Plan.
- Report annually to the Summit County Council and the Park City Council on the current state and progress of the Strategic Plan.

Summit County Mental Wellness Alliance:

- Serve as the Director of the Summit County Mental Wellness Alliance (Alliance) and ensure continued community support of the Summit County Mental Wellness Strategic Plan from Alliance members and the community.
- Coordinating with the Alliance Executive Committee and Board Directors, develop and implement a yearly Operational Plan based on the strategic plan, which addresses budgeting, volunteer staffing, fundraising/development, and partnerships.
- Provides guidance to the Board of Directors to help them fulfill their responsibilities as Board members in formulating policy, financial oversight, fundraising, and assessing the performance of the agency.
- Acts as the spokesperson to media on policy and mental health information through coordination of community outreach and public relations; participate in community activities as a representative of the Alliance and Summit County, as appropriate; coordinate and arrange trainings; use the required data systems for reporting.
- Coordinate with chairs by attend monthly committee meetings and various workgroup meetings; support workgroup chairs and the coalition chair coordinating, attending, and participating in meetings - communicate meeting times, agendas, accomplishments, and assigned tasks.
- Assist the Alliance and its workgroup members to create and facilitate recruitment plans, encourage attendance, and meet with the membership periodically outside of partnership meetings, as deemed necessary; maintain a list of active members and member organizations; ensure that each workgroup has assigned chair and secretary.
- Provide technical assistance to all workgroups and the partnership to work consistently with all relevant guidelines; assist the funding workgroup in securing additional funds for proposed services and to sustain current funding.
- Attend local collaborative meetings, continuum of care meetings, and other local service-based meetings to increase visibility and increase interest in the coalition as necessary; inform and educate potential partners throughout the county about the partnership process and potential value of participation; receive and disseminate information from partner organizations and outside sources.

Other Duties:

- Ensure participation in regional meetings as well as on statewide workgroups as requested.
- As appointed, represent Summit County on the Utah Coalition for Opioid Overdose Prevention.
- Working with County Superintendents, coordinate mental health & substance abuse crisis services.
- Provide support to Drug Court Staff as needed, and ensure ancillary funding from DSAMH for the Drug Court Program remains within the Medicaid contract.
- Maintain awareness of all pending legislative bills and resolutions involving mental health & substance abuse which may affect services or programs in Summit County. When needed, be available to testify before legislative committees.
- Supervise payment and headcount of Summit County beds currently utilized in the Utah State Hospital.
- Coordinate with the State Medical Examiner and local emergency department for accurate suicide reporting for Summit County.
- Represent the Summit County Council on the Utah Behavioral Health Council, a subcommittee of the Utah Association of Counties.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree from an accredited college or university;

AND

- B. Eight (8) years' experience in managing community based coalitions involving public health or other community benefits and related strategic planning;

OR

- C. An equivalent combination of education and experience;

2. Required Knowledge, Skills, and Abilities:

- A. **Considerable knowledge of** interpersonal communication skills; community coalitions; modern development (fundraising) practices; grant writing; office practices and procedures; telephone etiquette; document management, filing procedures and methodologies; English composition, spelling, grammar, punctuation, etc.; personal computer operations, and various program applications; state laws as they apply to agency financial practices; basic database management; basic statistics and mathematics.
- B. **Working knowledge of** the principles of local government administration and personnel administration; county personnel policies and procedures; state and federal codes related to mental health and substance abuse; Medicaid administration; Local Mental Health & Substance Abuse Authorities as outlined in Utah Code;
- C. **Ability to** supervise community volunteers; oversee multiple projects and functions at one time; supervise major projects and programs; plan and organize comprehensive research studies; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, elected officials, partnership members, business owners, elected officials, partnership members, and the public; independently and manage work assignments in a high interpersonal contact environment; build a coalition of community-wide partners to achieve population-level outcomes; recruit, engage, and lead volunteers on behalf of the mission of the

initiative

3. **Special Qualifications:**

A. Valid, non-restricted driver's license and reliable transportation.

4. **Work Environment:**

A. This position is a community-based position, and as such, approximately 50% of the time is spent in community meetings or fundraising activities. The remaining 50% is served in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity required for essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Michelle Downard

Submitting Department: Building

Item Type: Work Session

Agenda Section:

Subject:

Consideration to Appoint Deanna Rhodes and Thomas Horton (alternate) to the Citizen Member Position on the Police Complaint Review Committee, with a Term Beginning July 1, 2019

(A) Public Input (B) Action

Suggested Action:

Attachments:

[Police Complaint Review Committee Staff Report](#)



City Council Staff Report

Subject: Police Complaint Review Committee Appointment
Author: Michelle Downard, Deputy Chief Building Official/
Resident Advocate
Department: Building/Executive Department
Date: June 6, 2019
Type of Item: Administrative

Summary Recommendation

Staff recommends City Council to appoint Deanna Rhodes to the Police Complaint Review Committee (PCRC) vacancy for a terms starting on July 1, 2019 and Thomas Horton as an alternate, should any citizen member not be able to serve their term.

Background

Park City Municipal has an expectation for Police Department personnel to consistently act in accordance with established policies and procedures. Accordingly, the PCRC was created to act as an advisory body, which reviews complaints filed against police personnel and/or police procedure.

The PCRC consists of five members. Two are City Manager appointed City staff members, one of whom is the Chairperson. Three of the members are citizen members appointed by the City Council. With staggered terms. One of the citizen member positions has reached the end of its term. In accordance with the Policies and Procedures, staff recommends staggered terms to always maintain experienced committee members and consistency.

Analysis

The PCRC vacancies were advertised at the Spring Projects Open House on March 12, 2019 and on the Park City Website for six (6) weeks. Interviews were conducted on [May 30, 2019](#).

Staff recommends for Council to appoint Deanna Rhodes as a citizen member of the PCRC and Thomas Horton (alternate). Staff has notified the selected appointee to complete and submit a background check that complies with the PCRC Policies and Procedures.

Department Review

The Police, Legal and Executive Department have reviewed this report.

Funding Source

No funding is needed for appointment, as members are not compensated.

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Michelle Downard

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

Backhoe Report - June 2019

Suggested Action:

Informational Only

Attachments:

[Backhoe Staff Report](#)

[Backhoe Report - June 2019](#)



City Council Staff Communication Report

Subject: Backhoe Report Update
Author: Michelle Downard, Resident Advocate
Department: Executive Department
Date: June 6, 2019
Type of Item: Informational

With the 2019 construction season upon us, staff has been working to update the Backhoe Report, which includes both public and significant private projects. This report will be updated on an ongoing basis as construction projects progress throughout the summer months. This report can be found online at www.parkcity.org in both narrative and map format. In addition, hard copies have been provided at City Hall, the Library, MARC and the seniors group.

Current Construction Projects Include:

- Sewer Line Replacement – Kearns Blvd (Wyatt Earp Way to Comstock Dr)
- Star Hotel, 227 Main St
- Golf Course Maintenance Building
- King's Crown
- Kearns Blvd/SR-248 Tunnel
- Bike Share Stations- Multiple Sites
- Quinn's Junction Water Treatment Plant Improvements
- Prospector Condos- Transit Housing
- Woodside Park- Phase 1
- Prospector Avenue
- Tower Residences
- St Regis Hotel, Phase 2
- Empire Residences
- Goldener Hirsch, Phase 2
- Park City Heights Subdivision
- Moon Shadow Condominiums
- National Ability Center Arena Expansion and Recreation Building
- Pavement Management Projects

Anticipated Projects Include:

- Iron Horse Bus Barn Renovation
- 3 Kings Water Treatment Plant
- Centennial Circle- Water Line Repair
- Hwy 248 Water Line Project
- Woodside Park- Phase 2



BACKHOE REPORT: JUNE 2019

The following report summarizes active construction projects around Park City. This report is online at www.parkcity.org. Please contact Resident Advocate, Michelle Downard at mdownard@parkcity.org or 435.615.5109 with questions.

SEWER LINE REPLACEMENT – KEARNS BLVD. (APPROX. WYATT EARP WAY TO COMSTOCK DRIVE)

Utility Project
In progress

CONSTRUCTION DATES

Currently under construction on HWY-248, project conclusion anticipated September 2019.

PROJECT DETAILS

- Rehabilitate 1,300 linear feet of large diameter (21-24 inch) sewer pipe.
- Lane diversions and crews working on the shoulder of the road expected.

CONTACT INFORMATION

Brian Atwood | Snyderville Basin Water Reclamation District | batwood@sbwrd.org | 435.649.7993

STAR HOTEL, 227 MAIN STREET (TOP OF STREET)

Private Project
In progress

CONSTRUCTION DATES

Deconstruction work is complete. The reconstruction building permit has not yet been issued.

PROJECT DETAILS

Complete reconstruction of the Historic Star Hotel with a rear addition.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

KING'S CROWN RESIDENTIAL DEVELOPMENT

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- New development including townhomes, homes, condominiums and workforce housing.



CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

GOLF COURSE MAINTENANCE BUILDING

Municipal Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated October 2019.

PROJECT DETAILS

- The existing parks maintenance building will be demolished in late 2019 to prepare for the new 3Kings Water Treatment Plant (replacing the Spiro plant).
- Located between the municipal driving range and 10th fairway, the new building will consist of approx. 8,500 sq. ft. of equipment and materials storage, repair and washing facilities, and office space.
- The maintenance building incorporates sustainable design elements such as a living roof and is anticipated to achieve net-zero energy consumption.

CONTACT INFORMATION

Nick Graue | Public Utilities Engineer | nick.graue@parkcity.org | 435.615.5314

KEARNS BLVD./SR-248 TUNNEL (HIGH SCHOOL)

Joint Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated August 2019.

PROJECT DETAILS

- A pedestrian tunnel between PC High School and Cooke Drive will replace the current street-level crossing.
- The tunnel will alleviate traffic congestion and provide safer access for pedestrians.
- Access to the transit stop near PC High School may be temporarily relocated and pedestrian traffic rerouted.

CONTACT INFORMATION

info@SR248tunnel.com | 385.375.2111

SUMMIT BIKE SHARE STATIONS – MULTIPLE LOCATIONS

Joint Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated summer of 2019.



PROJECT DETAILS

- Using a Federal grant, 11 new stations will be installed within greater Park City. The new stations support 60 new bikes, improving availability and convenience.
- New locations include: North City Park, Deer Valley Resort, Upper Main Street, PC MARC, Basin Recreation Fieldhouse, Summit County Health Department, Willow Creek Park, Silver Springs, Justice Center and Ecker Park & Ride. The Jeremy Ranch Park and Ride location is anticipated 2020.
- The Bike Share Program is already open for the 2019 season.

CONTACT INFORMATION

Scott Henriksen | scott@ja-today.com | 888.342.1555

QUINN'S JUNCTION WATER TREATMENT PLANT

Municipal Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated October 2019.

PROJECT DETAILS

- Increases treatment capacity during construction of the new 3Kings Water Treatment Plant.
- Allows treatment staff to clean raw water pipes and reduce plant downtime, and office, meeting, and storage space for operations.

CONTACT INFORMATION

Griffin Lloyd | Public Utilities Engineer | griffin.lloyd@parkcity.org | 435.615.5314

PROSPECTOR CONDOS – TRANSIT EMPLOYEE HOUSING

Municipal Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated September 2019.

PROJECT DETAILS

- Located on Prospector Avenue. Remodeling of 23 studio condos for Transit employee housing.
- Remodel incorporates sustainable design elements that will help to reduce energy consumption.

CONTACT INFORMATION

Jason Glidden | Affordable Housing Manager | jglidden@parkcity.org | 435.615.5268



WOODSIDE PARK WORKFORCE HOUSING, PHASE I

Municipal Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated July 2019.

PROJECT DETAILS

- Located on the 1300 block between Park Avenue and Woodside Avenue. Affordable housing project that includes four single family homes and four townhomes.

CONTACT INFORMATION

Jason Glidden | Affordable Housing Manager | jglidden@parkcity.org | 435.615.5268

PROSPECTOR AVENUE RECONSTRUCTION

Joint Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated July 2019.

PROJECT DETAILS

- Final landscaping within the Park Strip.
- Work occurring on the shoulders of the street. No road closures anticipated.

CONTACT INFORMATION

Corey Legge | Public Improvements Engineer | corey.legge@parkcity.org | 435.615.5057

TOWER RESIDENCES (AND EMPIRE CLUB) – 8680 EMPIRE CLUB DRIVE AND VILLAGE WAY

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- A new private development including residential condos, one employee unit, and expansion of the existing Tower Club within the Village at Empire Pass.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100



ST. REGIS HOTEL, PHASE II – 2300 DEER VALLEY DRIVE

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- A new development including residential condos and support commercial located south of the funicular.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

EMPIRE RESIDENCES – 7695 VILLAGE WAY

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- A new development including residential condos, one employee unit, underground parking, located within the Village at Empire Pass.
- Excavated materials were hauled to the B2 East site adjacent to Empire Day Lodge.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

GOLDENER HIRSCH, PHASE II – 7520-7570 ROYAL STREET EAST

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- A new development including residential condos and support commercial with underground parking, and remodel of Goldener Hirsch.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100



PARK CITY HEIGHTS SUBDIVISION – PARK, CLUBHOUSE, AND RESIDENCES

Private Project
In progress

CONSTRUCTION DATES

Phase I currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- New subdivision with a public park and trail connection from PC Heights to Rail Trail.
- 239 residential units (single family and multifamily) developed during 5 phases of construction. The clubhouse being accessible to Park City Heights residents only.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

MOON SHADOW CONDOMINIUMS AND PRIVATE STREET/UTILITY IMPROVEMENTS – 8945 MARSAC AVE

Private Project
Scheduled

CONSTRUCTION DATES

Currently under construction, project anticipated to be multi-year.

PROJECT DETAILS

- A new development of detached condos north of Marsac Avenue within the Village at Empire Pass. Construction of the private road and utilities has begun.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100

NATIONAL ABILITY CENTER ARENA EXPANSION AND RECREATION BUILDING – 1000 ABILITY WAY

Private Project
In progress

CONSTRUCTION DATES

Currently under construction, project conclusion anticipated summer 2019.

PROJECT DETAILS

- Expansion of the Riding Arena (including support space) and new construction of a Recreation Building.

CONTACT INFORMATION

Ruth Mather | Park City Building Department | ruth.mather@parkcity.org | 435.615.5100



PAVEMENT MANAGEMENT PROJECT

Municipal Project
In progress

CONSTRUCTION DATES

Throughout summer 2019.

PROJECT DETAILS

Rotomilling: Removing asphalt from the existing pavement to a desired depth. (Typically 1-4 inches)

Asphalt Overlay: Asphalt laid and compacted, creating a new road surface.

Utility Adjustments: Raise manholes, water valves, gas valves, and monument markers to the same grade as the new pavement surface after an overlay.

Utility Adjustments, Asphalt Overlay and Rotomilling:

- Holiday Ranch Loop Road (SR-224 to Little Kate Road)
- Brew Pub Parking Lot
- Park Avenue (Heber Avenue to King Road)
- Heber Avenue (Park Avenue to Swede Alley)
- Library Parking Lot
- Cooke Drive (SR-248 to SR-248)
- Stryker Avenue (Cooke Drive to Cooke Drive)
- Quinn's Ice Rink Parking Lot
- Eagle Way (Mellow Mountain Road to the cul-de-sac)
- Deer Valley North (Queen Esther to Solamere Drive)
- Mellow Mountain Road (Deer Valley Drive to Seasons Drive)

Slurry Seal: A pavement preservation treatment to extend the life of the street. Street side parking restricted.

- Gillmor Way (Round Valley Drive to Ability Way)
- Sidewinder Drive (SR-248 to Buffalo Bill Drive)
- Comstock Drive (Sidewinder Drive to SR-248)
- Belle Star Court (Sidewinder Drive to cul-de-sac)
- Buffalo Bill Drive (Sidewinder Drive to SR-248)
- Mellow Mountain Road (April Mountain to Aerie Drive)
- Four Lakes Drive (Estates Drive to Estates Drive)
- Evening Star Drive (Little Kate Road to Lucky John Drive)
- Meadows Drive (Evening Star Drive to Sunny Slopes Drive)
- Queen Esther Drive (Deer Valley Drive to Telemark Drive)
- Park Avenue (Heber Avenue to Deer Valley Drive)

Bike Paths: High Density Mineral Bond (resurfacing)

- SR-248 (North Side), Snow Creek Drive, Comstock Drive

CONTACT INFORMATION

Troy Dayley | Streets and Streetscapes Manager | troy@parkcity.org | 435.615.5637



IRON HORSE BUS BARN RENOVATION

Municipal Project
Scheduled

CONSTRUCTION DATES

Construction to begin summer 2019, project conclusion anticipated December 2019.

PROJECT DETAILS

- Renovate and covert 5,000 square feet of the bus barn into offices.

CONTACT INFORMATION

Matt Twombly | Senior Project Manager | mtwombly@parkcity.org | 435.615.5177

3KINGS WATER TREATMENT PLANT

Municipal Project
Scheduled

CONSTRUCTION DATES

- Off-site utility improvements for the project, on Three Kings Drive scheduled late summer of 2019.
- Demolition of existing facility scheduled September of 2019.
- Reconstruction scheduled early 2020.

PROJECT DETAILS

Additional information available on the Water Department webpage:

<https://www.parkcity.org/departments/public-utilities-streets/engineering-construction-division/water-projects/3kings-water-treatment-plant>

CONTACT INFORMATION

Roger McClain | Water Utilities Engineering Manager | roger.mcclain@parkcity.org | 435.615.5329

CENTENNIAL CIRCLE – WATER LINE REPAIR

Municipal Project
Scheduled

CONSTRUCTION DATES

Construction to begin June 2019, project conclusion anticipated October 2019.

PROJECT DETAILS

- Replacement of aging water service lines from the water main to the meter.
- Mill and pave road upon completion of water work.

CONTACT INFORMATION

Griffin Lloyd | Public Utilities Engineer | griffin.lloyd@parkcity.org | 435.615.5314



SR-248 WATER LINE PROJECT

Municipal Project
Scheduled

CONSTRUCTION DATES

Currently bidding. Construction to begin fall 2019, project conclusion anticipated October 2021.

PROJECT DETAILS

- Replace aging transmission lines between Wyatt Earp Way and Boothill Tanks and the 3 Kings Water Treatment Plant and Boothill.
- Water line from Rockport to the golf course (for stream water right delivery).

CONTACT INFORMATION

Griffin Lloyd | Public Utilities Engineer | griffin.lloyd@parkcity.org | 435.615.5314

WOODSIDE PARK, PHASE II

Municipal Project
Scheduled

CONSTRUCTION DATES

If approved, construction to begin late summer/early fall 2019, project conclusion anticipated December 2020.

PROJECT DETAILS

- Located on the 1300 block between Woodside Avenue and Empire Avenue
- Currently proposed 52 affordable/attainable units and 6 market rate units and incorporate sustainable design elements to achieve net-zero.

CONTACT INFORMATION

Jason Glidden | Affordable Housing Manager | jglidden@parkcity.org | 435.615.5268

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Michelle Downard

Submitting Department: Building

Item Type: Staff Report

Agenda Section:

Subject:

Task Force Formed- Historic District Design Guidelines

Suggested Action:

Attachments:

[Historic District Design Guidelines Task Force Staff Report](#)



City Council Staff Communication Report

Subject: Task Force Update- Design Guidelines for Historic Districts and Historic Sites
Author: Michelle Downard, Resident Advocate
Department: Executive Department
Date: June 6, 2019
Type of Item: Informational

On May 16, 2019, City Council approved [Ordinance 2019-06](#), amending the Design Guidelines for Historic Districts and Historic Sites. In order to address concerns regarding Guidelines and process complexity, the City Council requested for staff to develop a task force to further analyze both the Guidelines and the related permitting process.

The initial goal of the task force will be to create an opportunity for open discussion regarding the Design Guidelines and individual experiences during the permitting process. With this information, staff intends to maximize the preservation of the character of Park City's historic district while also allowing for livability and process improvements. In order to accomplish this, staff intends to first ask the task force members to complete surveys or participate in discussions to identify specific concerns and recommendations. The variation of concerns and initial recommendations will determine the speed and progression of the conversations. The discussions will be intended to be broad reaching and conceptual, without limitation. As a result, solutions may require additional action prior to implementation, including additional amendments to the Guidelines, permitting process or code amendments. Solutions may also be in the form of unified recommendations or multiple options with alternatives for further City Council discussion.

Staff intends to return to City Council every 2 months with task force updates until the task force is complete. The anticipated timeline of the task force is 6 months or less.

The following individuals have committed to be Task Force members. In addition to the list below, the Environmental Sustainability Department has committed to acting in an advisory role for discussions related to the Historic District Design Guidelines.

Facilitator: Michelle Downard

Architects: Jonathan DeGray, Craig Elliott, Jack Thomas

Contractors/Owners/Builders: Pete Olsen, Brian Brassey, Gordon Duffin, Tom Peek, Jeff Love, Dave Baglino, Doug Stevens (Owner and HPB Member)

Staff: Anne Laurent, Bruce Erickson, Dave Thacker, Corey Legge, Hannah Tyler, Caitlyn Barhorst

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Mike McComb

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

2019 Spring Runoff Update

Suggested Action:

None, information only

Attachments:

[Spring Runoff Update](#)



City Council Staff Communications Report

Subject: 2019 Spring Runoff
Authors: Mike McComb & Troy Dayley
Department: Emergency Management & Storm Water
Date: May 28, 2019
Type of Item: Informational

Background: The 2018-19 winter produced a significant amount of snowpack which may impact our spring runoff. With this year's area snowpack reaching 142-162% of the 1981-2010 average, staff wanted to provide Council and the community updated information on current conditions and the availability of sandbags for use by the community. As spring temperatures continue to rise, runoff has the potential to increase quickly. The higher than normal snow pack doesn't necessarily mean flooding is imminent, however. This year's snowpack melt pattern continues to follow a similar pattern to that observed in 1998, which is an overall slightly slower rate than the 30-year average (1981-2010).

As of May 28, National Weather Service (NWS) reports temperatures will remain below seasonal averages through the end of the week, with average temperatures forecast for the weekend. We should see scattered/isolated showers towards end of week, with only minimal if any snow accumulation at higher elevations. The system is currently forecast to gradually change towards end of next week, with a high pressure ridge building into the area, bringing average to above-average temperatures towards end of next week, but no rapid temperature increases are forecast. As forecast, the recent active weather pattern increased the Snow-Water Equivalent at Thaynes Canyon and other higher elevations by about 2 inches, and the duration and timeline of the active weather pattern has lasted into a period when seasonal daily temperatures tend to be higher – so there is potential for a higher volume of water to come off the mountains in a short period of time, meaning creeks and streams in and around Park City, and the region, will continue running high, fast, and cold.

The Streets and Storm Water staff continues inspecting 27 key locations around the City twice per day for the duration of the spring runoff period. There has not been any significant debris loading observed at the locations inspected to date, however. A leased excavator is pre-positioned at the top of Daly Avenue in the event rapid clearing of debris is required at that location.

In an effort to provide more context, current measurements follow:

The U.S. Department of Agriculture's snow telemetry (SNOTEL) site at Thaynes Canyon (located at 9230 feet altitude) shows a Snow-Water Equivalent (SWE) of 22.0 inches, with a three-day average SWE melt rate of -0.1 inches per 24-hour period. As of May 28, the Brighton SNOTEL site (located at 8750 feet) was not reporting, so we have included the Snowbird SNOTEL site's readings for reference only. As of May 28, that site (located at 9640 feet) currently shows a SWE of 47.1 inches, with a three-day average SWE accumulation rate of 0.4 inches per day. Chart measurements from these sites, and a comparison to average precipitation accumulation and past-year SWE values from 1981-2010 are included as Attachment A.

Streamflow conditions from local gages operated by the U.S. Geological Survey indicate:

- McLeod Creek, located on the northwestern corner of Quarry Mountain along Highway 224, currently at 6.8 feet, gage height fluctuating between 7.19 and 6.77 feet during the period of May 18-28 (flood stage is 8.9 feet).
- East Canyon Creek just north of I-80 and west of the Highway 40 overpass, currently at 5.8 feet, gage height fluctuating between 6.13 and 5.84 feet during the period of May 18-28 (flood stage is 9.3 feet).
- Silver Creek near Silver Springs Junction, currently at 5.3 feet, gage height fluctuating between 6.05 and 5.09 feet during the period of May 18-28 (flood stage is 9.0 feet).

Sandbags are available at Public Works to help respond to what could be a high water runoff year.

Who: Park City residents and business.

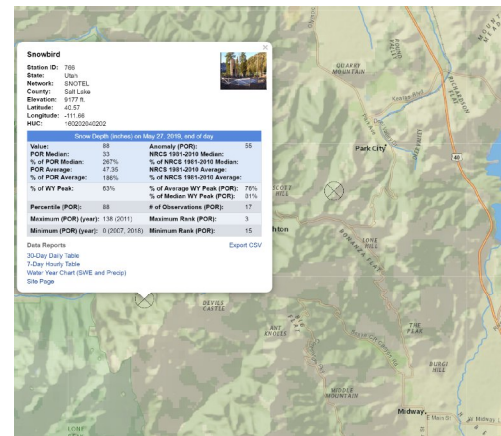
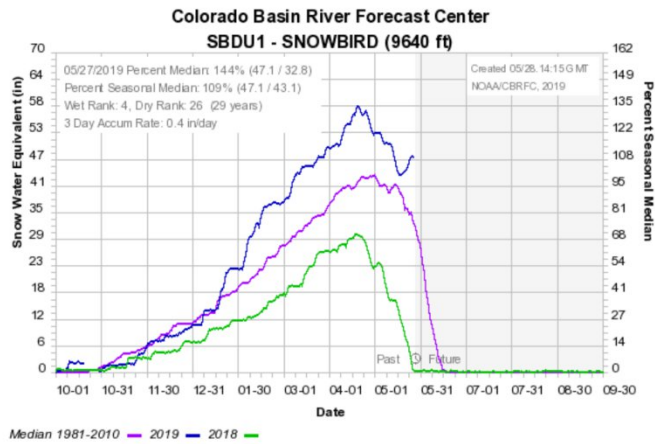
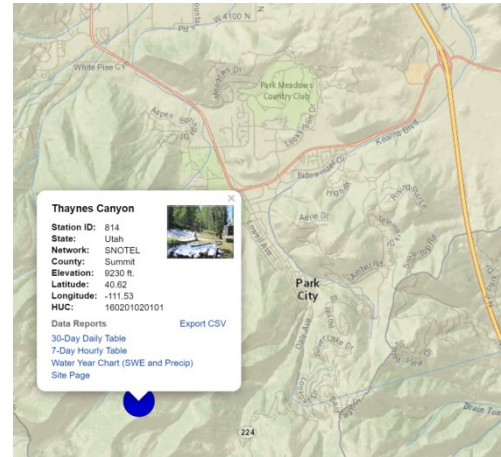
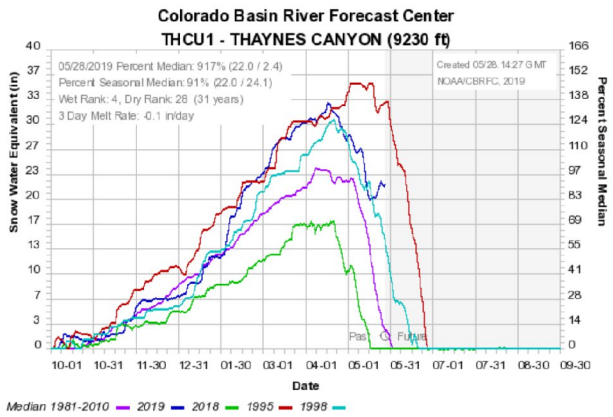
What: Park City residents and businesses for pick up with a limit of 25 prefilled bags (per address) with the option to fill additional bags themselves, free of charge, if needed. Home and business owners can help by inspecting ditches that run through their property, removing debris that might impede flow as well as removing rocks that they may have placed to make water features until end of spring runoff.

When: In progress, and continuing through the duration of spring runoff.

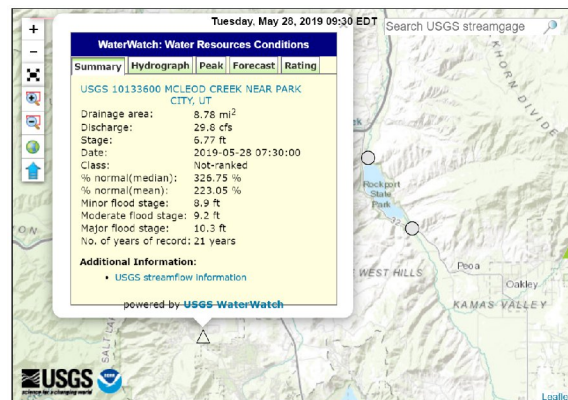
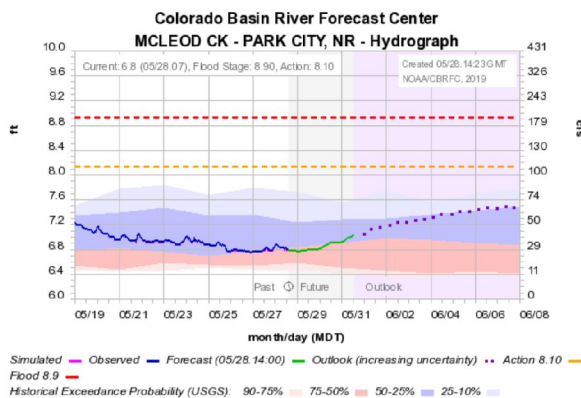
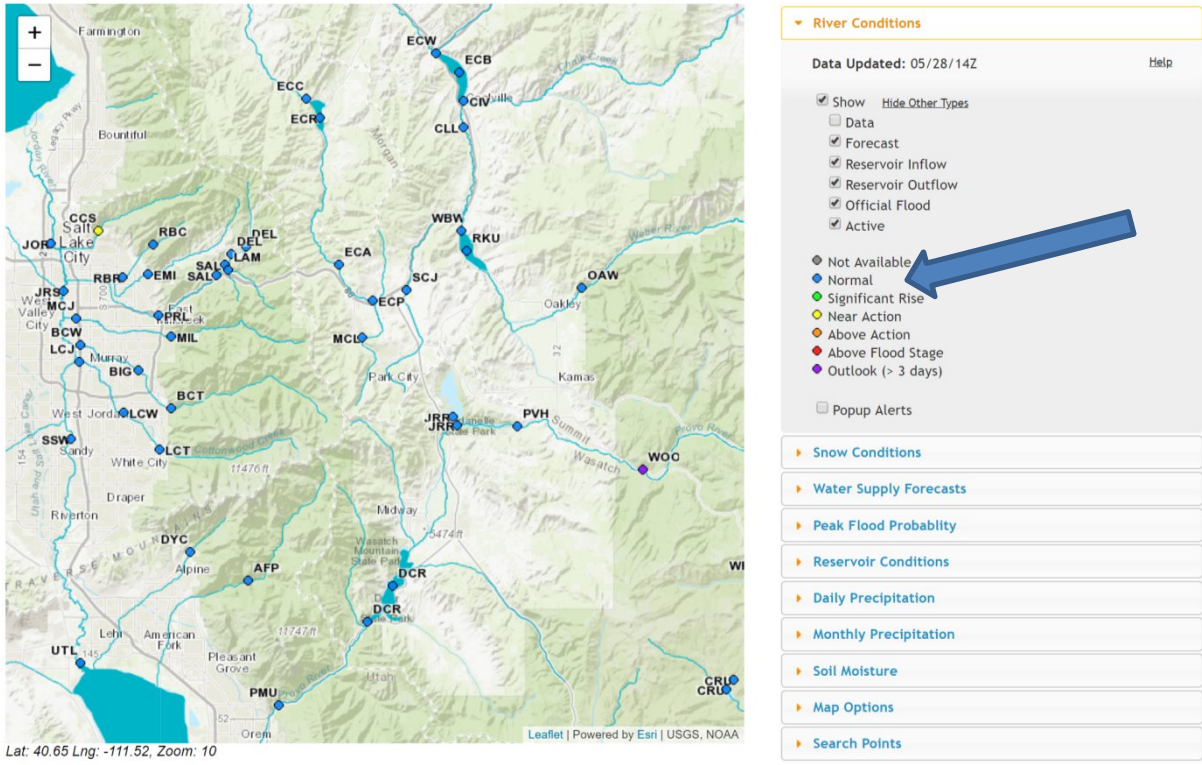
Where: Public Works, 1053 Iron Horse Drive, 615-5320. Please check in at the front desk. A log will be kept to track quantity of bags provided to specific addresses and to assist the Stormwater team in investigating areas of possible flood and to attempt to resolve the issue(s).

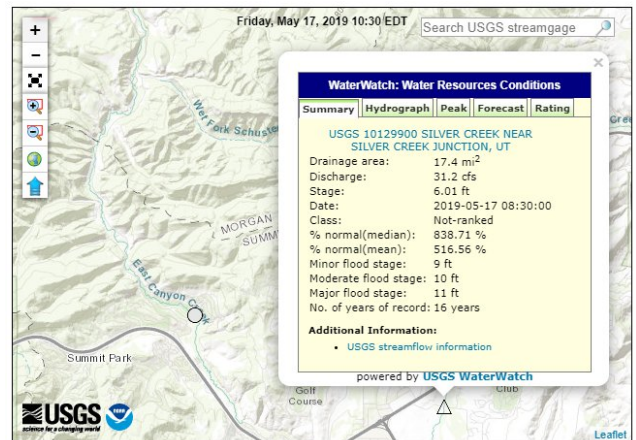
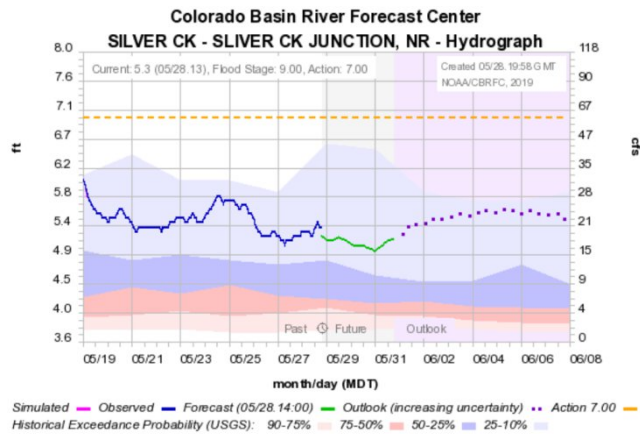
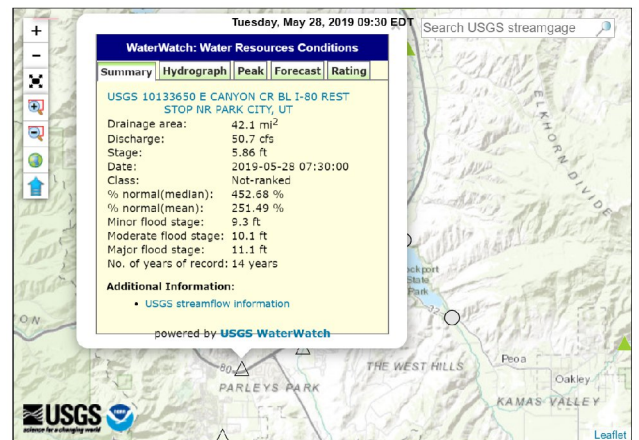
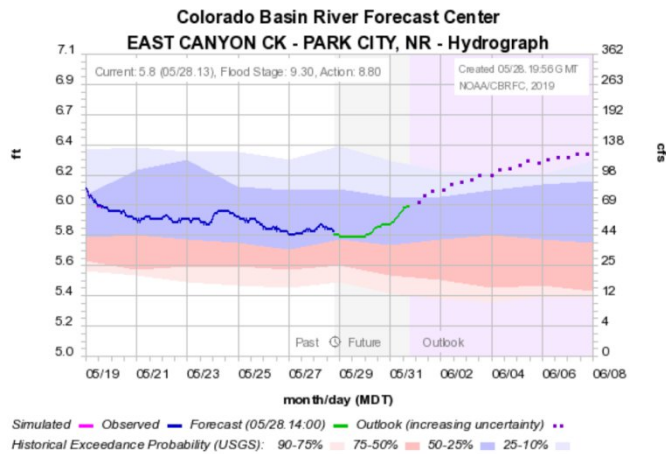
Recommendation:

This is informational and no recommendation is proposed at this time



Current Regional River Conditions as of 5/28





Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Hannah Tyler

Submitting Department: Planning

Item Type: Staff Report

Agenda Section:

Subject:

Referral of Any Appeal of the Woodside Park Phase II Conditional Use Permit and/or Master Planned Development approved on May 23, 2019, to the Board of Adjustment Pursuant to Land Management Code 15-1-18(C)

Suggested Action:

Attachments:

[Woodside Park Phase II Appeal Staff Report](#)



City Council Staff Report

Subject: Referral of any appeal of the Woodside Park Phase II Conditional Use Permit and/or Master Planned Development approved 5/23/19 to the Board of Adjustment pursuant to LMC 15-1-18(C).
Author: Hannah M. Tyler
Department: Planning Department
Date: June 6, 2019
Type of Item: Administrative

Summary Recommendations

Staff recommends the City Council by motion affirmatively refer any appeal of the Woodside Park Phase II Conditional Use Permit and/or Master Planned Development approved by the Planning Commission on May 23, 2019 to the Board of Adjustment pursuant to LMC 15-1-18(C).

Executive Summary/Proposal

On May 23, 2019, the Planning Commission approved the Conditional Use Permit and Master Planned Development application for the Woodside Park Phase II Affordable Housing Project located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue. The Woodside Park Phase II Affordable Housing Project is a City Development.

Pursuant to LMC 15-1-18(C), Final Action by the Planning Commission on Conditional Use permits and Master Planned Developments (MPDs) involving City Development may be appealed to the Board of Adjustment at the City Council's request.

Staff recommends the City Council refer any appeal of the Woodside Park Phase II Conditional Use Permit and/or Master Planned Development approved by the Planning Commission on May 23, 2019 to the Board of Adjustment pursuant to LMC 15-1-18(C).

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Hannah Tyler

Submitting Department: Planning

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve Ordinance 2019-32, an Ordinance Approving the Woodside Park Subdivision Plat-Phase II, Located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue, Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Woodside Park Phase II Staff Report and Ordinance](#)

[Exhibit A: Proposed Plat](#)

[Exhibit B: Survey](#)

[Exhibit C: Site Photographs](#)

City Council Staff Report

Subject: Woodside Park Subdivision - Phase II (1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue)
Author: Hannah M. Tyler, AICP – Senior Planner
Project Number: PL-18-03817
Date: June 6, 2019
Type of Item: Legislative – Plat Amendment

Summary Recommendations

Staff recommends the City Council hold a public hearing for the Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue and consider approving the proposed plat amendment based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Executive Summary/Proposal

The Woodside Park Phase II Project Team (Method Studios, Housing, and Community Development) is proposing the Land Use applications for the Phase II of the Woodside Park Affordable Housing Project as a significant step towards implementing the City's Affordable Housing critical priority goals. The proposed site location consists of 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue. The scope of Phase II required a Plat Amendment application to create a three (3) lot subdivision with an Access Easement running east-west. A portion of existing Woodside Avenue is on the easterly side of the property and will be formalized as a public right-of-way on this proposed subdivision plat.

On May 22, 2019, the Planning Commission reviewed the proposed Plat Amendment and forwarded a unanimous positive recommendation to City Council.

Description

Applicant: Park City Municipal Corporation, Represented by Marshall King (Alliance Engineering)
Location: 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue
Zoning: Recreation Commercial (RC) Zoning District
Adjacent Land Uses: Single-Family, Multi-Family, Municipal Uses, Recreation/Resort Uses, Parking
Reason for Review: Plat Amendments require Planning Commission review and City Council review and action

Disclosure: Park City Municipal Corporation owns the property.

Background

This project would be known as the Woodside Park Affordable Housing Project Phase II. The Plat Amendment application was submitted on March 13, 2018 for the Woodside Park Subdivision - Phase II. The Plat Amendment application was deemed complete on March 21, 2018, but was not scheduled due to finalization of property matters associated with Phase 1 and additional property acquisition. The City acquired 1302 Norfolk Avenue in December of 2018 which increased the scope of the proposed Plat Amendment.

The proposed site location consists of 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue. A portion of existing Woodside Avenue is on the easterly side of the property and will be formalized as a public right-of-way as a part of this proposed subdivision plat.

Table 1 outlines the site history for each existing address:

Address	Site History Description
1330 Empire Avenue	A vacant lot which consists of Lot A of the Knudsen Subdivision. The Knudsen Subdivision was approved and recorded in 2014 (Staff Report – pg. 68 and Minutes – pg. 7).
1323 Woodside Avenue	In 2017, the Historic Preservation Board approved the Relocation of the “Significant” single-family dwelling from 1323 Woodside Avenue to 1353 Park Avenue. The “Significant” single-family dwelling at 1323 Woodside Avenue was Deconstructed in 2009 (Deconstruction was approved by the Historic Preservation Board in 2009). As of 2017, the “Significant” single-family dwelling had not been Reconstructed at its original location (1323 Woodside Avenue). The “Significant” single-family dwelling will be reconstructed at the new site (1353 Park Avenue).
1361 Woodside Avenue	The existing Senior Center located at 1361 Woodside Avenue will be removed from the site.
1302 Norfolk Avenue	“Significant” Site on the Park City Historic Sites Inventory (HSI). This property was acquired by Park City Municipal Corporation in December of 2018 and included into the scope of the proposed Plat Amendment at that time.

On May 22, 2019, the Planning Commission reviewed the proposed Plat Amendment and forwarded a unanimous positive recommendation to City Council ([Staff Report](#)).

Purpose

The purpose of the Recreation Commercial (RC) Zoning District can be found [here](#).

Analysis

Woodside Park Subdivision - Phase II will create a three (3) lot subdivision with an Access Easement running east-west. The majority of the property is located in Block 24, Snyder’s Addition to Park City Survey. A smaller portion includes part of vacated Norfolk Avenue and Lot A of the Knudson Subdivision which is located in Block 19, Snyder’s Addition to Park City Survey. A portion of existing Woodside Avenue is on the

easterly side of the property and will be formalized as a public right-of-way as a part of the proposed subdivision plat.

Table 2: Woodside Park Subdivision – Phase II Lots - Existing Condition Narratives

Lot Number	Existing Condition Narrative
Lot 1	Lot A of the Knudson Subdivision and the vacated portion of Norfolk Avenue
Lot 2	The area west of existing Woodside Avenue and within Block 24
Lot 3	1302 Norfolk Avenue

The larger scope of Woodside Park – Phase II Affordable Housing Project is proposed to include the following developments on each lot:

- Lot 1
 - o Five (5) Market-Rate townhouse-type Multi-Unit Dwelling with an underground Parking Structure.
 - o One (1) driveway with access off of Empire Avenue.
 - o An Access Easement running east-west
- Lot 2
 - o Four (4) Buildings Total
 - Two (2) townhouse Multi-Unit Dwellings
 - Two (2) stacked flat Multi-Unit Dwellings
 - o An underground Parking Structure servicing all four (4) Buildings
 - o Two (2) driveways with access off of Woodside Avenue
 - o An Access Easement running east-west with a public plaza component
- Lot 3
 - o One (1) Market Rate “Significant” Single-Family Dwelling

A Master Planned Development application and Conditional Use Permit were approved by Planning Commission on May 22, 2019. All development will have to comply with the applicable LMC requirements. Table 3 identifies the Setbacks approved by the Planning Commission on May 22, 2019 through the Master Planned Development.

Table 3: Approved Setbacks through the Master Planned Development Process:

	Proposed:			LMC Requirement:
	Lot 1	Lot 2	Lot 3	
Front Yard Setbacks by Use – feet (ft.)	Multi-Unit Dwelling (Empire Avenue) 20 ft.	Multi-Unit Dwellings (Woodside Avenue) 20 ft.	Single-Family Dwelling 6 ft. 11 in.	Multi-Family Dwelling 20 ft.; <i>complies</i> Single-Family 10 ft. <i>complies, Historic Structure (existing condition)</i>
Rear Yard Setbacks – feet (ft.)	Multi-Unit Dwelling (Empire Avenue) 28	Multi-Unit Dwellings (Woodside Avenue) 10	Single-Family Dwelling 33 ft. – 34 ft. (south to north)	Multi-Family Dwelling 10 ft. (5ft. reduction); <i>complies, pending MPD approval.</i>

	ft. 7 in.	ft. and 5 ft.		Single-Family 10 ft.; <i>complies</i>
Side Yard Setbacks—feet (ft.)	Multi-Unit Dwelling (Empire Avenue) 15 ft. 4 in. (south) 23 ft. 7 in. (north)	Multi-Unit Dwellings (Woodside Avenue) 10 ft. (south and north)	Single-Family Dwelling 5 ft. 7 in. (south) 12 ft. (north)	Single-Family 5 ft., total 14 ft.; <i>complies</i> Multi-Family Dwelling 10 ft.; <i>complies</i>

The City Engineer will also require the applicant to grant ten foot (10') public snow storage easements along Norfolk Avenue, Woodside Avenue and Empire Avenue indicated by Condition of Approval #5.

Good Cause

Staff finds good cause for this Plat Amendment as the proposed subdivision will create the necessary lot configurations for an Affordable Housing development. In addition, the surrounding Multi-Unit Developments are sited on similar lot configurations, including Woodside Park Phase I (1353 Park Avenue), Silver Cliff Village (1375 Woodside Avenue), Wildwood Condominiums (1401 Woodside Avenue), Shadow Ridge, etc. Below is an aerial photograph identifying the similar developments when compared to the proposed lot sizes of Woodside Park Phase II.



Process

The approval of this plat amendment application by the City Council constitutes Final Action that may be appealed following the procedures found in LMC § 15-1-18.

Department Review

This project has been reviewed by Planning, Engineering, Legal, and Executive.

Notice

On May 8, 2019 the property was posted and courtesy notice was mailed to property owners within 300 feet. Legal notice was also published on the Utah Public Notice Website and Park Record on May 4, 2019 according to requirements of the Land Management Code.

Public Input

Public Input is included as [Exhibit E](#) of the MPD Staff Report from the May 22, 2019 Planning Commission Meeting Packet.

Alternatives

- The City Council may approve the Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue as conditioned or amended; or
- The City Council may deny the Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue to a future date.

Significant Impacts

There are no significant fiscal or environmental impacts from this application.

Consequences of not taking recommended action

Consequences of not taking the Planning Department's recommendation are that the Site would remain as is. The new development could not be constructed as proposed.

Summary Recommendation

Staff recommends the City Council hold a public hearing for the Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue and consider approving the proposed plat amendment based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

Exhibit A – Draft Ordinance with Proposed Plat (Attachment 1)

Exhibit B – Survey

Exhibit C – Site Photographs

Exhibit D – May 22, 2019 Planning Commission [Staff Report](#)

Exhibit A – Draft Ordinance
Ordinance No. 2019-32

AN ORDINANCE APPROVING THE WOODSIDE PARK SUBDIVISION - PHASE II LOCATED AT 1323 WOODSIDE AVENUE, 1361 WOODSIDE AVENUE, 1302 NORFOLK AVENUE, AND 1330 EMPIRE AVENUE, PARK CITY, UTAH.

WHEREAS, the owners of the property located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue have petitioned the City Council for approval of the Plat Amendment; and

WHEREAS, on May 8, 2019, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, on May 4, 2019, proper legal notice was sent to all affected property owners and published in the Park Record and on the Utah Public Notice Website; and

WHEREAS, the Planning Commission held a public hearing on May 22, 2019, to receive input on plat amendment; and

WHEREAS, the Planning Commission, on May 22, 2019, forwarded a unanimous positive recommendation to the City Council; and,

WHEREAS, on June 6, 2019, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, it is in the best interest of Park City, Utah to approve the Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue.

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

SECTION 1. APPROVAL. The Woodside Park Subdivision - Phase II located at 1323 Woodside Avenue, 1361 Woodside Avenue, 1302 Norfolk Avenue, and 1330 Empire Avenue, as shown in Attachment 1, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The proposed site location consists of 1330 Empire Avenue, 1302 Norfolk Avenue ("Significant" Single-Family Dwelling), 1361 Woodside Avenue, and 1323 Woodside Avenue.
2. The proposed site is located in the Recreation Commercial (RC) Zoning District.
3. The site is known as the Woodside Park Affordable Housing Project Phase II.

4. Woodside Park Subdivision - Phase II will create a three (3) lot subdivision with an Access Easement running east-west. The majority of the property is located in Block 24, Snyder's Addition to Park City Survey. A smaller portion includes part of vacated Norfolk Avenue and Lot A of the Knudson Subdivision which is located in Block 19, Snyder's Addition to Park City Survey. A portion of existing Woodside Avenue is on the easterly side of the property and will be formalized as a public right-of-way as a part of the proposed subdivision plat.
5. Phase II of the Woodside Park Affordable Housing Project will be located between Woodside Avenue and Empire Avenue, with a small portion of the development abutting Norfolk Avenue. There will be a total of 58 units, 52 of which will be deed restricted Affordable Housing units. The scope will include the following:
 - Deed-restricted Affordable Housing Units (52 total):
 - Two (2) Triplex Dwellings abutting Woodside Avenue. The Triplex Dwellings take the form of "townhome style" units.
 - Two (2) Multi-Unit Dwellings centrally located on Lot 2 and accessed via Woodside Avenue. There will be a total of 46 "flats" comprised of studio, one (1), and two (2), bedroom units split between two (2) Multi-Unit Dwellings
 - Market Rate Units (six [6] total):
 - A Multi-Unit Dwelling abutting Empire Avenue which will contain five (5) townhomes style attached units – 1330 Empire Avenue
 - One (1) "Significant" Single-Family Dwelling – 1302 Norfolk Avenue
 - A Parking Garage located beneath the Woodside Avenue townhomes and Multi-Unit Dwellings (flats)
 - A Public Access Easement running east-west which will link to the Woodside Park Phase I Access Easement. The Public Access Easement will also contain Public Art as determined by the Park City Public Art Board.
 - Central gathering areas in the plaza space adjacent to the Public Access Easement.
 - A trail connecting Norfolk Avenue to the central gathering area in the plaza and Public Access Easement.
6. Throughout the process, the Affordable Housing Team has conducted public outreach efforts during the following events:

Public Open Houses:

 - Tuesday, March 20th, 2018 – 4pm-6pm – Miner's Hospital
 - Tuesday, March 27th, 2018 – 5pm-7pm – Park City Library
 - Tuesday, September 11th, 2018 – 7pm – Park City Library (in cooperation with the Sustainability Department)
 - Tuesday, September 18th, 2018 – 5pm-7pm – Park City Library

Digital Public Engagement:

 - Neighborhood E-mail Blasts: the Affordable Housing staff collected emails from interested neighbors to the project and sent out informational emails letting them know of any public events were taking place along with contact information if they had further questions or comments.
 - Engage Park City: The project has been posted on the Engage Park City website. This site allows the general public to look at proposed plans and provide feedback.

7. All development will have to comply with the applicable LMC requirements.
8. A Master Planned Development application and Conditional Use Permit for the Woodside Park Phase II Affordable Housing Project were approved by Planning Commission on May 22, 2019.
9. The Planning Commission approved a setback reduction to the Zone required Setbacks in the Recreation Commercial (RC) Zoning District for the Woodside Park Affordable Housing Phase II project Master Planned Development application. This setback reduction will not result in increased density.
10. The Planning Commission determined that the minimum Setbacks for the proposed Multi-Unit Dwelling on Lot 1 shall be:
 - Front Yard: 20 feet (20')
 - Side Yard: 10 feet (10')
 - Rear Yard 10 feet (10')
11. The Planning Commission determined that the minimum Setbacks for the Multi-Unit Dwellings on Lot 2 shall be:
 - Front Yard: 20 feet (20')
 - Side Yard: 10 feet (10')
 - Rear Yard: 10 feet (10') and reduced to five feet (5') for the area highlighted in Figure 8 on page 8 in the May 22, 2019 Planning Commission Packet Master Planned Development staff report. The applicant is requesting an additional Rear Yard setback reduction to five feet (5') from the required 10 feet (10') for a portion of Lot 2. The purpose of the Setback Reduction is to accommodate a utility easement for Lot 1 (1330 Empire Avenue).
12. The Planning Commission determined that the minimum Setbacks for existing Historic Single-Family Dwelling on Lot 3 shall be:
 - Front Yard: 10 ft. for new construction; however the existing Historic Structure is a Legal Non-Complying Structure with a Front Yard Setback measuring six feet eleven inches (6'11")
 - Side Yard: Minimum five feet (5') and a minimum total of 14 feet (14')
 - Rear Yard: 10 feet
13. A Single-Family Dwelling is an allowed use in the RC Zoning District.
14. A Multi-Unit Dwelling is a Conditional Use in the RC Zoning District.
15. City Council finds good cause for this Plat Amendment as the proposed subdivision will create the necessary lot configurations for a compatible infill of Affordable Housing and Market Rate housing in the RC Zoning District. In addition, the surrounding Multi-Unit Developments are sited on similar lot configurations, including Woodside Park Phase I (1353 Park Avenue), Silver Cliff Village (1375 Woodside Avenue), Wildwood Condominiums (1401 Woodside Avenue), Shadow Ridge, etc. Below is an aerial photograph identifying the similar developments when compared to the proposed lot sizes of Woodside Park Phase II.
16. The site is not located within the Sensitive Lands Overlay District. There are no known physical mine hazards. The site is within the Soils Ordinance Boundary and the site will have to meet the Soils Ordinance.
17. On May 8, 2019 the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published on the Utah Public Notice Website

and Park Record on May 4, 2019 according to requirements of the Land Management Code.

18. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

Conclusions of Law:

1. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding lot combinations.
2. Neither the public nor any person will be materially injured by the proposed Plat Amendment.
3. Approval of the Plat Amendment, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.
4. There is good cause for this Plat Amendment as the proposed subdivision will create the necessary lot configurations for a compatible infill of Affordable Housing and Market Rate housing in the RC Zoning District. In addition, the surrounding Multi-Unit Developments are sited on similar lot configurations.

Conditions of Approval:

1. The City Attorney and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the City Council.
3. The property is located within the Park City Landscaping and Maintenance of Soil Cover Ordinance (Soils Ordinance) boundary. Final construction must comply with the Soils Ordinance.
4. The applicant shall show and label their easement with Snyderville Basin Water Reclamation District (SBWRD) on the plat amendment.
5. A ten feet (10') wide public snow storage easement will be required along the Norfolk Avenue, Empire Avenue, and Woodside Avenue frontage of the property.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 6th day of June, 2019.

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, Mayor

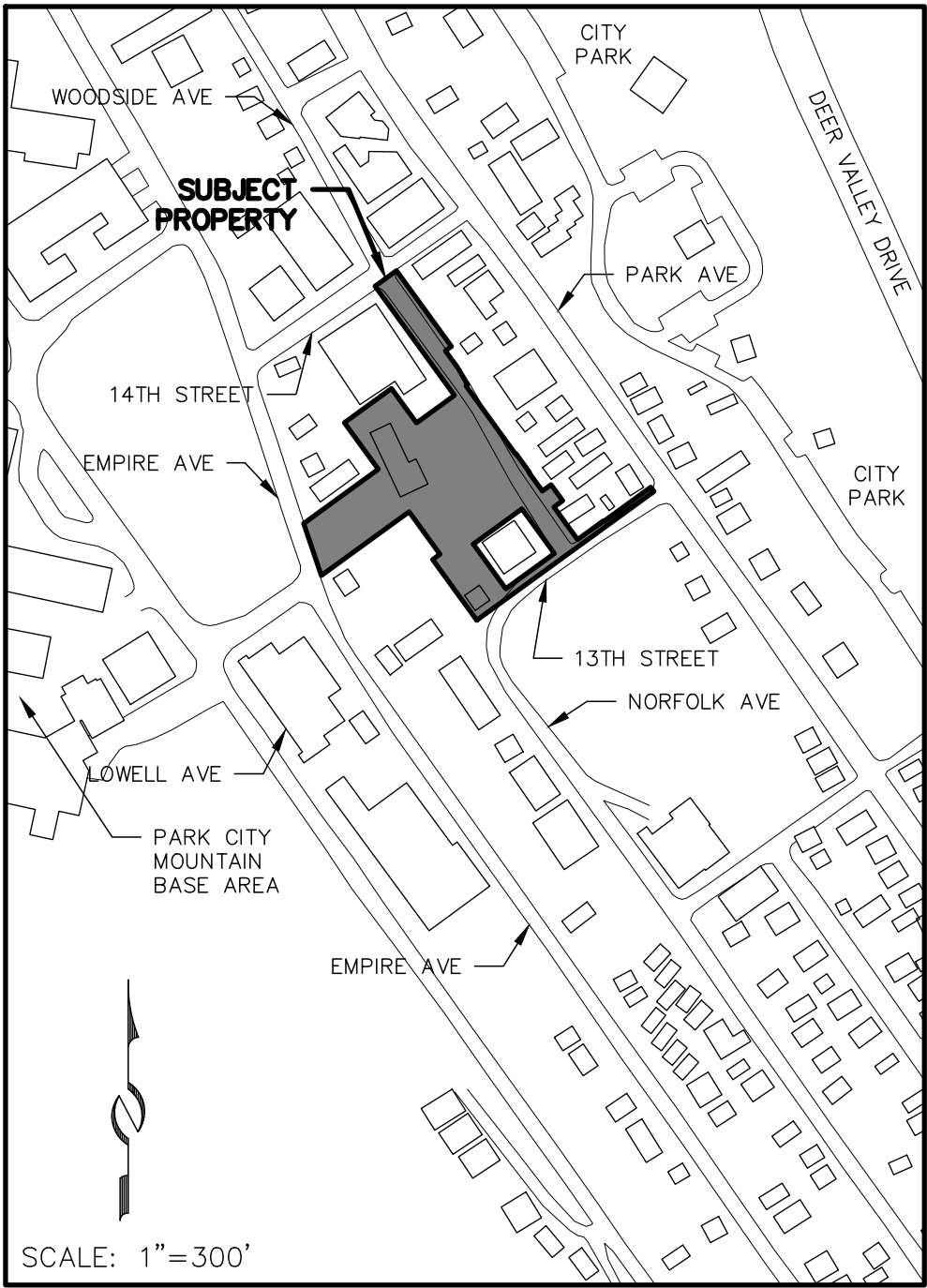
ATTEST:

City Recorder

APPROVED AS TO FORM:

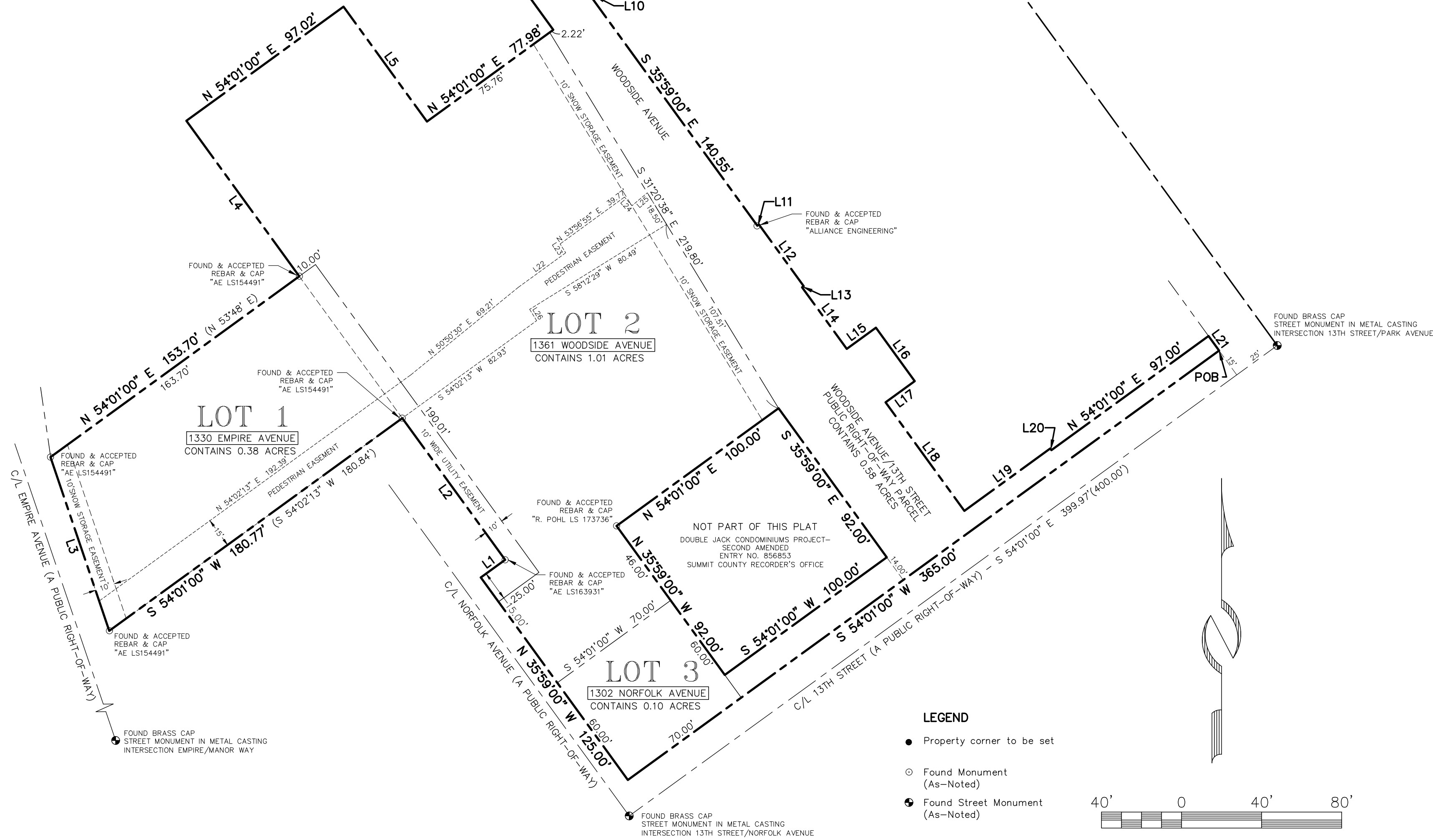
Mark Harrington, City Attorney

Attachment 1 – Proposed Plat



VICINITY MAP

LINE TABLE		
LINE	DIRECTION	LENGTH
L1	N 54°01'00" E	15.00'
L2	N 35°59'00" W	87.44'
L3	N 18°41'00" W	91.65'
L4	N 35°59'00" W	95.99'
L5	S 35°59'00" E	70.92'
L6	N 54°01'00" E	44.00'
L7	S 54°01'00" W	12.35'
L8	S 36°03'49" E	35.00'
L9	S 30°13'29" E	32.58'
L10	S 53°28'00" W	3.43'
L11	N 54°01'00" E	1.00'
L12	S 35°59'00" E	38.00'
L13	S 54°01'00" W	1.00'
L14	S 35°59'00" E	38.00'
L15	N 54°01'00" E	18.00'
L16	S 35°59'00" E	33.00'
L17	S 54°01'00" W	18.00'
L18	S 35°59'00" E	67.00'
L19	N 54°01'00" E	53.00'
L20	S 35°59'00" E	1.00'
L21	S 35°59'00" E	9.00'
L22	N 53°56'55" E	29.27'
L23	N 32°02'40" W	5.25'
L24	S 40°48'33" E	5.71'
L25	N 49°56'55" E	10.02'
L26	S 31°47'31" E	6.65'



WOODSIDE PARK SUBDIVISION-PHASE II

LOCATED IN THE NORTHWEST QUARTER OF SECTION 16
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

NOTES

1. This plat amendment is subject to the Conditions of Approval in Ordinance 2019-_____
2. Measured bearings and distances, when different from record, are shown in parenthesis ().
3. See Record of Survey S-_____

AS-SURVEYED DESCRIPTION

Beginning at a point, said point being South 54°01'00" West 25.00 feet and North 35°59'00" West 15.00 feet from an existing street monument at the intersection of 13th Street and Park Ave (Basis of Bearing between said monument and an existing street monument at the intersection of 14th Street and Park Ave bearing North 35°59'00" West), said point also being the intersection of the westerly right of way line of Park Avenue and the northerly right of way line of 13th street; and running thence South 54°01'00" West 295.00 feet coincident with said northerly right of way, thence North 35°59'00" West 14.00 feet to the southwest corner of Double Jack Condominium-Second Amended Subdivision; thence coincident with said subdivision the following three (3) courses: 1) North 54°01'00" East 100.00 feet; thence 2) North 35°59'00" West 92.00 feet; thence 3) South 54°01'00" West 80.00 feet; thence North 35°59'00" West 21.27 feet; thence South 54°01'00" West 75.00 feet to the east line of Lot C of Knudson Subdivision; thence coincident with said Lot C North 36°00'06" West 85.17 feet to the northeast corner of said Lot C. Thence coincident with Lots C and B of said Knudson Subdivision South 54°02'13" West 180.84 feet to the eastern right of way of Empire Avenue; thence coincident with said right of way North 18°41'05" West 91.59 feet to the northerly line of Lot A Knudson Subdivision; thence coincident with said northerly line North 53°59'48" East 153.70 feet to the western line of Block 24, Snyder's Addition to Park City; thence coincident with said western block line North 36°01'42" West 95.99 feet to the southwest corner of Silver Cliff Village Condominium Subdivision; thence coincident with said subdivision boundary the following four (4) courses: 1) North 54°01'00" East 97.02 feet; thence 2) South 35°59'00" East 70.92 feet; thence 3) North 54°01'00" East 77.98 feet; thence 4) North 35°59'00" West 224.92 feet to the southerly right of way line of 14th Street; thence North 54°01'00" East 44.00 feet coincident with said southerly right of way line to the northwest corner of 14th Street Townhomes Subdivision; thence South 35°59'00" East 156.00 feet coincident with the western most lines of 14th Street Townhomes Subdivision, 1375 Park Avenue Subdivision and 1372 Woodside Avenue Condominium Subdivision to the northern boundary of Woodside Park Subdivision-Phase I; thence coincident with said Woodside Park Subdivision-Phase I the following five (5) courses: 1) South 54°01'00" West 12.35 feet; thence 2) South 36°03'49" East 35.00 feet; thence 3) South 30°13'29" East 32.58 feet; thence 4) South 53°28'00" West 3.43 feet; thence 5) South 35°59'00" East 140.55 feet; thence North 54°01'00" East 1.00 feet; thence South 35°59'00" East 38.00 feet; thence North 54°01'00" East 18.00 feet; thence South 35°59'00" East 33.00 feet; thence South 54°01'00" West 18.00 feet; thence South 35°59'00" East 67.00 feet; thence North 54°01'00" East 53.00 feet; thence South 35°59'00" East 1.00 feet; thence North 54°01'00" East 97.00 feet to the westerly right of way line of Park Avenue; thence coincident with said right of way line South 35°59'00" East 9.00 to the point of beginning.

Description contains 2.07 acres.

CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that Park City Redevelopment Authority, as to Parcel 2, to be known hereafter as WOODSIDE PARK SUBDIVISION-PHASE II, does hereby certify that it has caused this Plat Amendment to be prepared, and does hereby consent to the recordation of this Plat.

In witness whereof, the undersigned set his hand this _____ day of _____ 2019.

PARK CITY REDEVELOPMENT AUTHORITY

By: _____
Andy Beerman, Chair

ACKNOWLEDGMENT

State of Utah)
County of Summit) ss.

On this _____ day of _____, 2019, Andy Beerman personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, Andy Beerman acknowledged to me that he is the authorized representative of Park City Redevelopment Authority and that he signed the above Consent to Record freely and voluntarily.

Notary Public
A Notary Public commissioned in Utah

Printed Name

Residing in: _____

My commission expires: _____

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that Park City Municipal Corporation, a Utah municipal corporation, as to Parcel 1, to be known hereafter as WOODSIDE PARK SUBDIVISION-PHASE II, does hereby certify that it has caused this Plat Amendment to be prepared, and does hereby consent to the recordation of this Plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the City of Park City the streets, land for local government uses, easements, and required utilities and easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this _____ day of _____ 2019.

PARK CITY MUNICIPAL CORPORATION

By: _____
Andy Beerman, Mayor

ACKNOWLEDGMENT

State of Utah)
County of Summit) ss.

On this _____ day of _____, 2019, Andy Beerman personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, Andy Beerman acknowledged to me that he is the authorized representative of Park City Municipal Corporation and that he signed the above Owner's Dedication and Consent to Record freely and voluntarily.

Notary Public
A Notary Public commissioned in Utah

Printed Name

Residing in: _____

My commission expires: _____

SURVEYOR'S CERTIFICATE

I, Charles Galati, do hereby certify that I am a Professional Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah, and that by authority of the owner, WOODSIDE PARK SUBDIVISION-PHASE II has been reviewed under my direction, and that the same has been or will be monumented on the ground as shown on this plat. I further certify that the information on this plat is accurate.

LEGAL DESCRIPTION

PARCEL 1:
All that portion of Block 24, Snyder's Addition to the Park City Survey, according to the official plat thereof, on file and of record in the office of the Summit County Recorder lying Westerly of the West right of way line of Park Avenue.

Excepting therefrom any portions thereof lying within the following:

EXCEPTION PARCEL 1:
All of SILVER CLIFF VILLAGE, a Utah Condominium Project, together with its appurtenant undivided ownership interest in the common areas and facilities according to the Record of Survey recorded January 6, 1982 as Entry No. 187228 and the Condominium Declarations recorded January 6, 1982 as Entry No. 187229 in Book M207 at Page 541, and the Amended Condominium Declarations recorded March 24, 1984 as Entry No. 218838 in Book 295 at Page 212 of the official records.

EXCEPTION PARCEL 3:
All of 1375 Park Avenue Subdivision, according to the official plat thereof, recorded August 8, 2008 as Entry No. 851988 of the official records in the office of the Summit County Recorder.

EXCEPTION PARCEL 4:
All of 1372 Woodside Avenue Condominiums, according to the official plat thereof, recorded August 3, 2000 as Entry No. 570237 of the official records in the office of the Summit County Recorder.

EXCEPTION PARCEL 5:
Beginning at a point that is North 54°01' East 356 feet and South 35°59' East 81 feet from the Southwest corner of Block 24, Snyder's Addition, Park City, Utah; and running thence South 35°59' East 75 feet; thence South 54°01' West 77 feet; thence North 35°59' West 75 feet; thence North 54°01' East 77 feet to the beginning.

EXCEPTION PARCEL 6:
Lot 1, Sernyak Subdivision, according to the official plat thereof, recorded July 7, 2005 as Entry No. 741763 of the official records in the office of the Summit County Recorder.

EXCEPTION PARCEL 7:
Subdivision-Phase 1, according to the official plat thereof, recorded January 4, 2018 as Entry No. 1084351 of the official records in the office of the Summit County Recorder.

EXCEPTION PARCEL 8:
Beginning at a point that is North 54°01' East 356 feet and North 35°59' West 186 feet from the Southwest corner of Block 24, Snyder's Addition, Park City, Utah; thence South 35°59' East 38 feet; thence South 54°01' West 155 feet; thence North 35°59' West 38 feet; thence North 54°01' East 155 feet to the beginning.

EXCEPTION PARCEL 9:
Beginning at a point North 54°01' East 275 feet and North 35°59' West 110 feet from the Southwest corner (previously described as the southeast corner) of Block 24, Snyder's Addition to the Park City Survey, according to the official plat thereof on file and of record in the Summit County Recorder's Office; and running thence North 35°59' West 38 feet; thence South 54°01' West 75 feet; thence South 35°59' East 38 feet; thence North 54°01' East 75 feet to the point of beginning.

EXCEPTION PARCEL 10:
Beginning at a point North 54°01' East 350 feet and North 35°59' West 110 feet from the Southwest corner, previously described as the southeast corner of Block 24, Snyder's Addition to the Park City, said point being on the Westerly right of way line of Park Avenue; running thence along said westerly line North 35°59' West 38 feet; thence South 54°01' West 75 feet; thence South 35°59' East 38 feet; thence North 54°01' East 75 feet to the point of beginning.

EXCEPTION PARCEL 11:
Beginning at a point North 54°01' East 353 feet and North 35°59' West 110 feet from the Southwest corner formerly described as the southeast corner of Block 24, Snyder's Addition to the Park City, and running thence South 35°59' East 35 feet; thence South 54°01' West 135 feet; thence North 35°59' West 35 feet; thence North 54°01' East 135 feet to the point of beginning.

EXCEPTION PARCEL 12:
Beginning at a point North 54°01' East 200 feet and North 35°59' West 10 feet from the Southwest corner of Block 24, Snyder's Addition, Park City, Utah; thence North 35°59' West 67 feet; thence North 54°01' East 53 feet; thence South 35°59' East 67 feet; thence South 54°01' West 53 feet to the beginning.

EXCEPTION PARCEL 13:
Beginning at a point North 54°01' East 263 feet and North 35°59' West 9 feet from the Southwest corner of Snyder's Addition, Park City, Utah; and running thence North 35°59' West 66 feet; thence South 54°01' West 10 feet; thence South 35°59' East 66 feet; thence North 54°01' East 10 feet to the point of beginning.

EXCEPTION PARCEL 14:
Beginning at a point which bears North 54°01' East 355 feet and North 35°59' West 9 feet from the Southwest corner of Block 24, Snyder's Addition to Park City, and running thence North 35°59' West 66 feet; thence South 54°01' West 92 feet; thence South 35°59' East 66 feet; thence North 54°01' East 92 feet to the point of beginning.

EXCEPTION PARCEL 15:
All of Double Jack Condominiums, according to the Amended Record of Survey Map, recorded November 17, 1989 as Entry No. 315896 of the official records in the office of the Summit County Recorder.

EXCEPTION PARCEL 16:
Beginning at a point North 35°59' West along the Southwesterly line of Block 24, Snyder's Addition to Park City, Utah, 80.00 feet from the most southerly corner of said Block 24, said corner also known as the Southwest corner of said Block 24; and running thence North 54°01' East 55.00 feet; thence North 35°59' West 26.00 feet to the Westerly most corner of The Double Jack Condominium Parcel; thence North 54°01' East along the Northwesterly line of said Double Jack Condominium Parcel 20.00 feet; thence North 35°59' West along the Southwesterly line of that certain parcel conveyed to David and Carol Downs by Deed recorded in Book M199 at Page 268, Summit County Records, 21.267 feet; thence South 54°01' West 75.00 feet to the Southwesterly line of said Block 24; thence South 35°59' East along said southwesterly Block line 47.267 feet to the point of beginning.

EXCEPTION PARCEL 17:
Beginning at the Southeast corner of Block 24, Snyder's Addition to Park City; thence North 54°01' East 45 feet; thence North 35°59' West 80 feet; thence South 54°01' West 45 feet; thence South 35°59' East 80 feet to the point of beginning, known as 1302 Norfolk Avenue, Park City Utah.

EXCEPTION PARCEL 18:
Beginning at a point North 54°01' East 45 feet from the Southwest corner of Block 24, Snyder's Addition to Park City; and running thence North 35°59' West 80.00 feet; thence North 54°01' East 10.0 feet; thence South 35°59' East 80 feet; thence South 54°01' West 10.0 feet to the point of beginning.

PARCEL 2:
Lot A Knudson Subdivision, according to the official plat thereof, recorded February 27, 2014 as Entry No. 990328 of the official records in the office of the Summit County Recorder.

ALSO,

Beginning at the southwest corner of Block 24, SNYDER'S ADDITION TO PARK CITY, thence North 54°01' East 45 feet; thence North 35°59' West 80 feet; thence South 54°01' West 45 feet; thence South 35°59' East 80 feet to the point of beginning.

Beginning at a point North 54°01' East 45.0 feet from the southwest corner of Block 24, SNYDER'S ADDITION TO PARK CITY, and running thence North 35°59' West 80.0 feet; thence North 54°01' East 10.0 feet; thence South 35°59' East 80.0 feet; thence South 54°01' West 10.0 feet to the point of beginning.

Beginning at a point North 35°59' West along the southwesterly line of Block 24, SNYDER'S ADDITION TO PARK CITY, 80.00 feet from the most southerly corner of said Block 24, said corner also known as the southwest corner of said Block 24, and running thence North 54°01' East 55.00 feet; thence North 35°59' West 26.00 feet to the westerly most corner of the Double Jack Condominium parcel; thence North 54°01' East along the northwesterly line of said Double Jack Condominium parcel 20.00 feet; thence North 35°59' West along the southwesterly line of that certain parcel conveyed in David and Carol Downs by deed recorded in Book M199, Page 268, Summit County Records, 21.267 feet; thence South 54°01' West 75.00 feet to the southwesterly line of said Block 24; thence South 35°59' East along said southwesterly block line 47.267 feet to the point of beginning.

Beginning at the most southerly corner of Block 24, SNYDER'S ADDITION TO PARK CITY, said corner also known as the southwest corner of said Block 24; and running thence North 35°59' West along the southwesterly line of said Block 24, 125.00 feet; thence South 54°01' West 15.00 feet; thence South 35°59' East 125.00 feet; thence North 54°01' East 15.00 feet to the point of beginning.

SHEET 1 OF 1

1/26/19 JOB NO.: 9-2-18 FILE: X:\SnydersAddition\dwg\sr\plat2018\090218.dwg

 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2019 BY _____ S.B.W.R.D.	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS _____ DAY OF _____, 2019 BY _____ CHAIR	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF _____, 2019 BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS _____ DAY OF _____, 2019 BY _____ PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS _____ DAY OF _____, 2019 BY _____ MAYOR	CERTIFICATE OF ATTEST I CERTIFY THIS PLAT MAP WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF _____, 2019 BY _____ PARK CITY RECORDER	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF _____ FEE _____ RECORDER _____ TIME _____ DATE _____ ENTRY NO. _____

UNLESS A PROFESSIONAL SEAL WITH SIGNATURE AND DATE IS AFFIXED, THIS DOCUMENT IS PRELIMINARY AND IS NOT INTENDED FOR CONSTRUCTION, RECORDING, OR FURTHER ACTION.

method studio
360 W. Aspen Ave.
Salt Lake City, Utah 84101
phone: (801) 532-4422

consultant:

**PROGRESS SET
NOT FOR
CONSTRUCTION**

THE FIGURES SHOWN AND DESCRIBED HEREIN RELY ON ALL TECHNICAL DRAWINGS, DATA, REPRESENTATIONS, AND DATA COMMERCIALY OBTAINED IN WHOLE OR IN PART THROUGH THE SOLE AGENTS OF METHOD STUDIO, INC. (MDSI) AND ITS AFFILIATES.

project:
PARK CITY
AFFORDABLE
HOUSING -
WOODSIDE PHASE II

project#:	17-0755
date:	04/15/2019
REVISIONS	DATE

title:
Survey

sheet:

A901.1

MPD APPLICATION



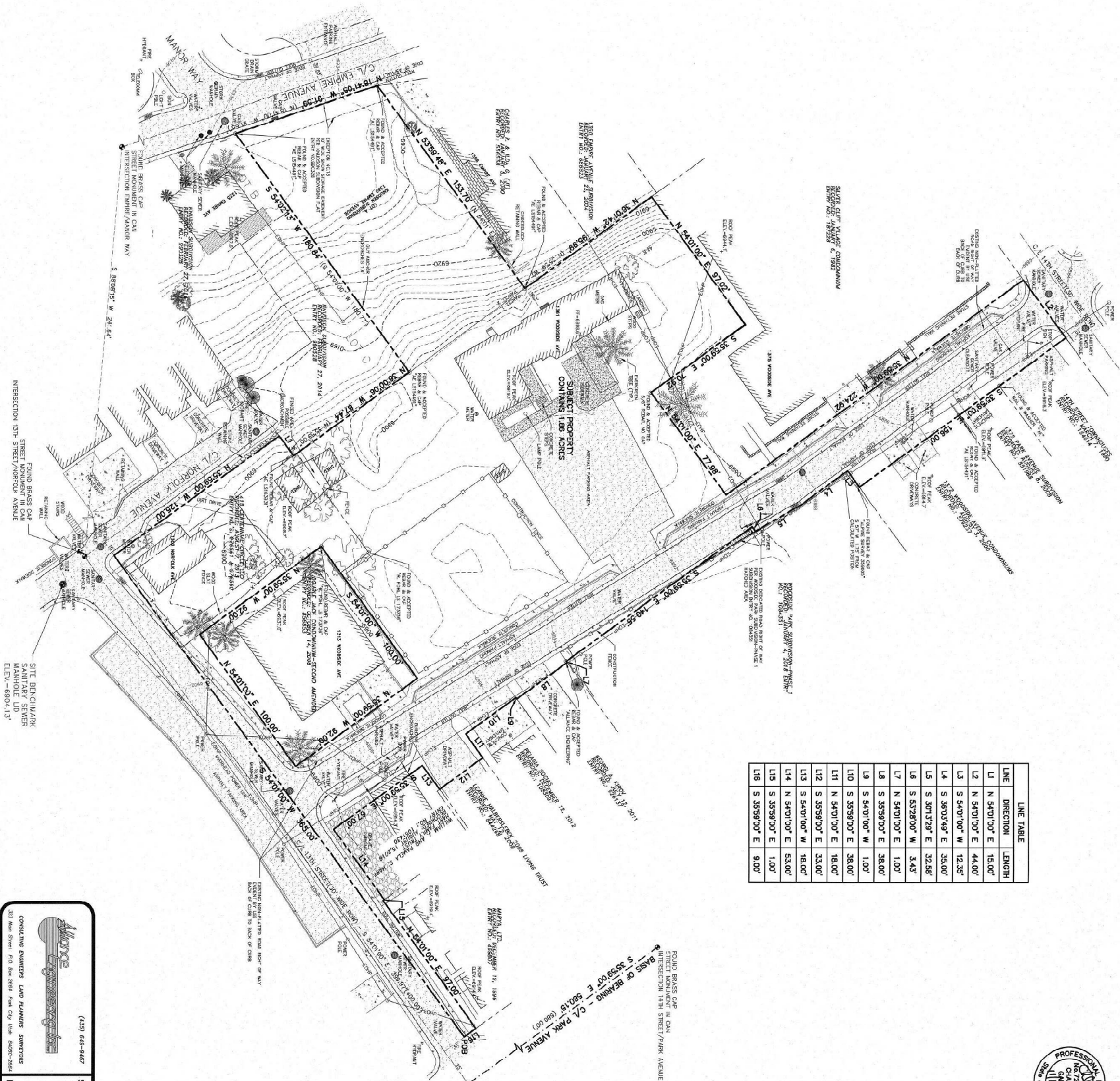
SURVEYOR'S CERTIFICATE

I, Charles Gault, certify that I am a Professional Land Surveyor and that I hold License No. 728891, as prescribed by the laws of the State of Utah. I further certify that under my direct supervision and control, this survey was made in accordance with the laws of the State of Utah and my knowledge this plot is a correct representation of said survey.

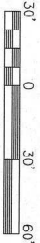
NOTES

- Field work for this Topography was completed October 10, 2018, and is in compliance with generally accepted industry standards for accuracy.
- The purpose of this survey was to perform an Existing Conditions and Topography Survey for the possibility of future improvements to the property.
- Site Benchmark: Sanitary Sewer Manhole Lid, Elevation = 6904.13, set as shown.

LINE	DIRECTION	LENGTH
L1	N 54°01'30" E	15.00'
L2	N 54°01'30" E	44.00'
L3	S 54°01'00" W	12.35'
L4	S 36°03'49" E	35.00'
L5	S 30°13'29" E	32.56'
L6	S 53°28'00" W	3.43'
L7	N 54°01'30" E	1.00'
L8	S 35°59'00" E	38.00'
L9	S 54°01'00" W	1.00'
L10	S 35°59'00" E	38.00'
L11	N 54°01'30" E	18.00'
L12	S 35°59'00" E	33.00'
L13	S 54°01'00" W	18.00'
L14	N 54°01'30" E	53.00'
L15	S 35°59'00" E	1.00'
L16	S 35°59'00" E	9.00'



- LEGEND**
- 5' x 5' 'where W/Long' (unless noted otherwise)
 - Found Monument (as-taken)
 - Found Street Monument (as-taken)



Worcester Engineering
(435) 645-5457
CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
330 Main Street P.O. Box 2654 Provo, UT 84601-2654

STAFF:
CHARLES GAULT
JASON WYNN
CHIP TOWNSEND

EXISTING CONDITIONS & TOPOGRAPHIC MAP
A PORTION OF BLOCK 24
SNYDER'S ADDITION TO PARK CITY SURVEY
FOR: PARK CITY MUNICIPAL CORPORATION
JOB NO.: S-2-18
FILE: X:\Snyder\addition\dwg\serv\wv\2018\090218\Woodside Park PH II Existing Conditions.dwg

SHEET
1
OF
1



Woodside Park – Phase II looking easterly



Woodside Park – Phase II looking northwesterly



Woodside Park – Phase II looking southeasterly



Woodside Park – Phase II looking southwesterly



Woodside Park – Phase II looking westerly

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

2019-20 City Manager's Recommended Budget
(A) Public Hearing (B) Continue to June 20, 2019

Suggested Action:

Attachments:

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Todd Andersen

Submitting Department: Budget, Debt & Grants

Item Type: Resolution

Agenda Section:

Subject:

Consideration to Approve Resolution 12-2019, a Resolution Re-Adopting the Fee Schedule; and Replacing and Repealing Resolution 31-2018 In Its Entirety
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Fee Resolution FY20.docx](#)

[Redlined Fee Schedule](#)



Resolution No. 12-2019

A RESOLUTION RE-ADOPTING THE FEE SCHEDULE; AND REPLACING AND REPEALING RESOLUTION 31-2018 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 May 30, 2019, 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 A.

SECTION 2. REPEALER. Resolution 31-2018 is hereby repealed.

SECTION 3. EFFECTIVE DATE. This resolution shall take effect on July 1, 2019.

PASSED AND ADOPTED this 6th day of June, 2019.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approve as to form:

Mark D. Harrington, City Attorney

PARK CITY FEE SCHEDULE – Amended ~~November 29, 2018~~ May 30, 2019

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SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

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

Condominium

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

1.1.2 Master Planned Development (MPD) Process *

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

1.1.3 Conditional Use Permit (CUP) *

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

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
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1.1.6 Architectural and Design Review

Historic District/Site

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

Non-Historic District/Site

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

- 1.1.7 Historic Review *
 Historic Design Review (no increase in existing area) \$210.00
 Historic Design Review (increase in existing area) \$1,030.00
 Determination of Significance \$350.00
 Certificate of Appropriateness for Demolition \$300.00
- 1.1.8 Land Management Code Review * \$2,000.00 per application
- 1.1.9 General Plan Amendment * \$2,000.00 per application
- 1.1.10 Sign Review
 Master Sign Plan Review \$320.00
 Amendment to Master Sign Plan \$120.00
 Individual sign permit \$120.00 (\$118.80) plus 1% state tax
 Sign permit under master sign plan \$130.00 (\$128.70) plus 1% state tax
 Temporary Sign Permit \$60.00 (\$59.40) plus 1% state tax
- 1.1.11 Annexation * \$5,850.00
 Annexation Fiscal Impact Analysis \$1,550.00
plus actual cost of City approved consultant fee
 Modification to Annexation Agreement \$4,150.00
- 1.1.12 Appeals Fees *
 Appeals to Board of Adjustment \$500.00
 Appeals to City Council \$500.00
 Appeals to Historic Preservation Board \$500.00
 Appeals to Planning Commission \$500.00
- 1.1.13 TDR – Development Credit Determination \$100.00
- 1.1.14 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 – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)
\$1.00 and up	1% of the total valuation of construction as herein above described with a minimum fee of \$15.00.

1.2.3 Plan Check Fees

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

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

1.2.4 Mechanical Permit Plus 1% State Surcharge

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

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

1.2.5 Electrical Permit

See fee table below.

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

1.2.6 Plumbing Permit

See fee table below.

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

1.2.7 International Fire Code Fee Issuance Fee \$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00

Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00
Liquefied Petroleum Gases (heaters and devices) each additional unit	\$11.00
Liquefied Petroleum Gases on an active construction site (125+ gal)	\$130.00
Places of Assembly	\$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

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

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

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

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

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

1.2.11 Flatwork Permit

Total valuation.

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

1.2.12 Other Inspections and Fees

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

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

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

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

1.3.2 Permit to Work in Public Right-of-Way

\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance

1.4 **ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES**

1.4.1 Civil Fee Schedule

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

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

SECTION 2. UTILITY FEES

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

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2018).

2.2.1.1 Single Family Residential

Meter Size	Base Rate	Meter Price
3/4"	\$49.08 50.55	\$778.58 801.94
1 "	\$66.25 68.24	\$894.84 921.69
1.5"	\$78.57 80.93	\$1,273.08 1,311.27

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	Base Rate	Meter Price
3/4"	\$63.81 65.52	\$778.58 801.94
1"	\$107.95 111.19	\$894.84 921.69
1.5"	\$230.61 237.53	\$1,273.08 1,311.27
2 "	\$480.92 495.35	\$2,251.83 2,319.38
3"	\$1,251.60 1,289.15	\$2,663.83 2,743.85
4"	\$2,272.18 2,340.35	\$4,642.00 4,781.26
6"	\$4,283.15 4,411.64	\$7,222.03 7,438.69
8"	\$7,375.96 7,597.24	\$10,847.02 11,172.43

2.2.1.3 Irrigation

Meter Size	Base Rate	Meter Price
3/4"	\$84.25 95.20	\$778.58 801.94
1"	\$142.57 161.10	\$894.84 921.69
1.5"	\$304.55 344.14	\$1,273.08 1,311.27
2"	\$635.11 717.67	\$2,251.83 2,319.38
3"	\$1,652.73 1,867.58	\$2,663.93 2,743.85
4"	\$3,000.74 3,390.84	\$4,642.00 4,781.26
6"	\$5,656.52 6,391.87	\$7,222.03 7,438.69

2.2.1.4 Construction Base Rate: ~~\$285.21~~ \$293.77

2.2.1.5 Indigent Base Rate: ~~\$4.19~~ \$4.32

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

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6.12 6.30	\$9.81 10.10	\$10.31 10.62	\$13.37 13.76	\$15.93 16.41	\$27.84 28.68
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7.24 7.46	\$9.81 10.10	\$15.93 16.41	\$25.77 25.77
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000
4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$8.59 8.85	\$13.31 13.71
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$9.81 10.10	\$15.93 16.41
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$11.53~~ 11.88 per 1,000 gallons

2.2.2.6 Indigent

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

2.2.2.7 Contract Rules

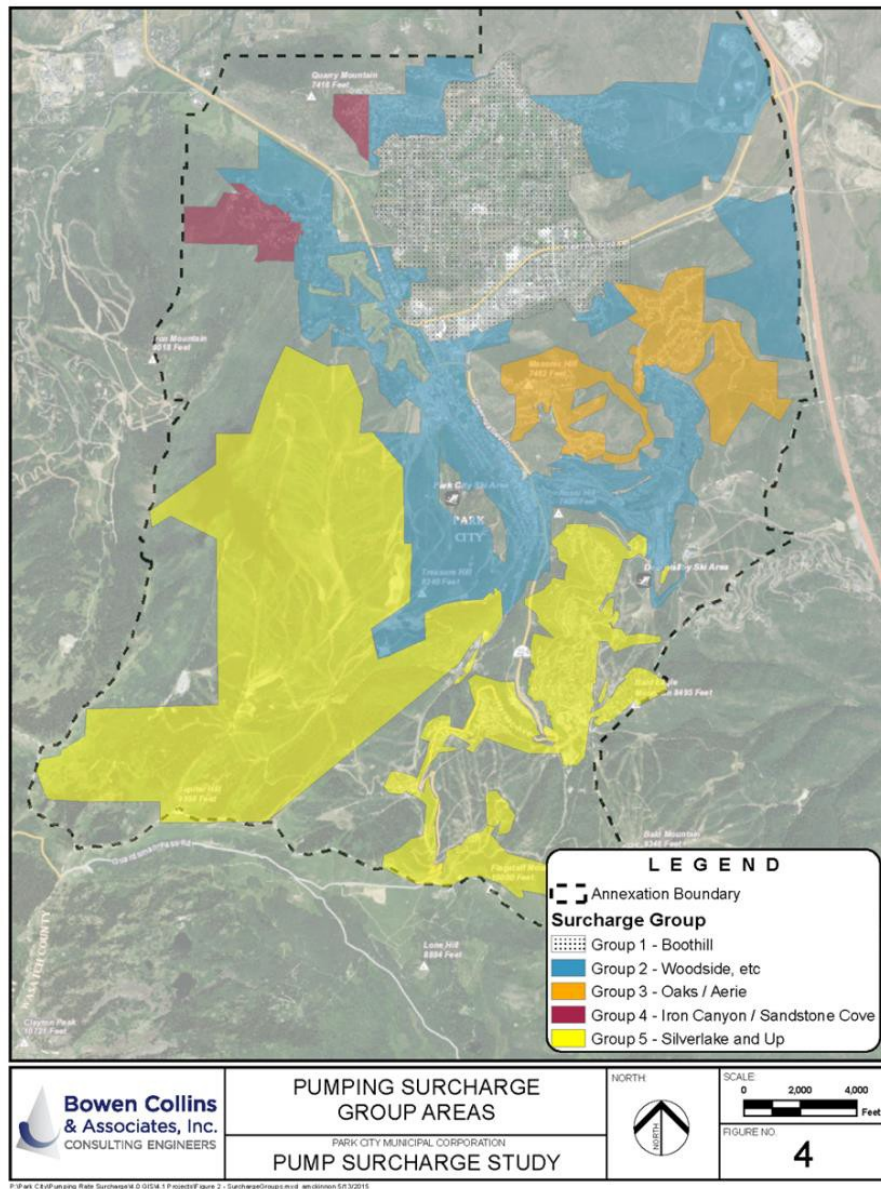
The City will honor the rates as they are set by a Council approved contract.

2.2.3 Energy Surcharge (For all water billed on or after July 1, 2018~~9~~). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

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

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



2.2.3.2 Energy Surcharge

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

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

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 ~~\$100.00~~

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

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

2.5 WATER METER TESTING FEE ~~\$100.00~~ \$500.00 per test

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

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

2.8 FIRE HYDRANT METER DEPOSIT FEE

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

2.9 RENTER DEPOSIT \$50.00

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

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

2.12 STORMWATER FEE

2.12.1 An Equivalent Surface Unit or ESU ~~\$6.10~~ 6.28

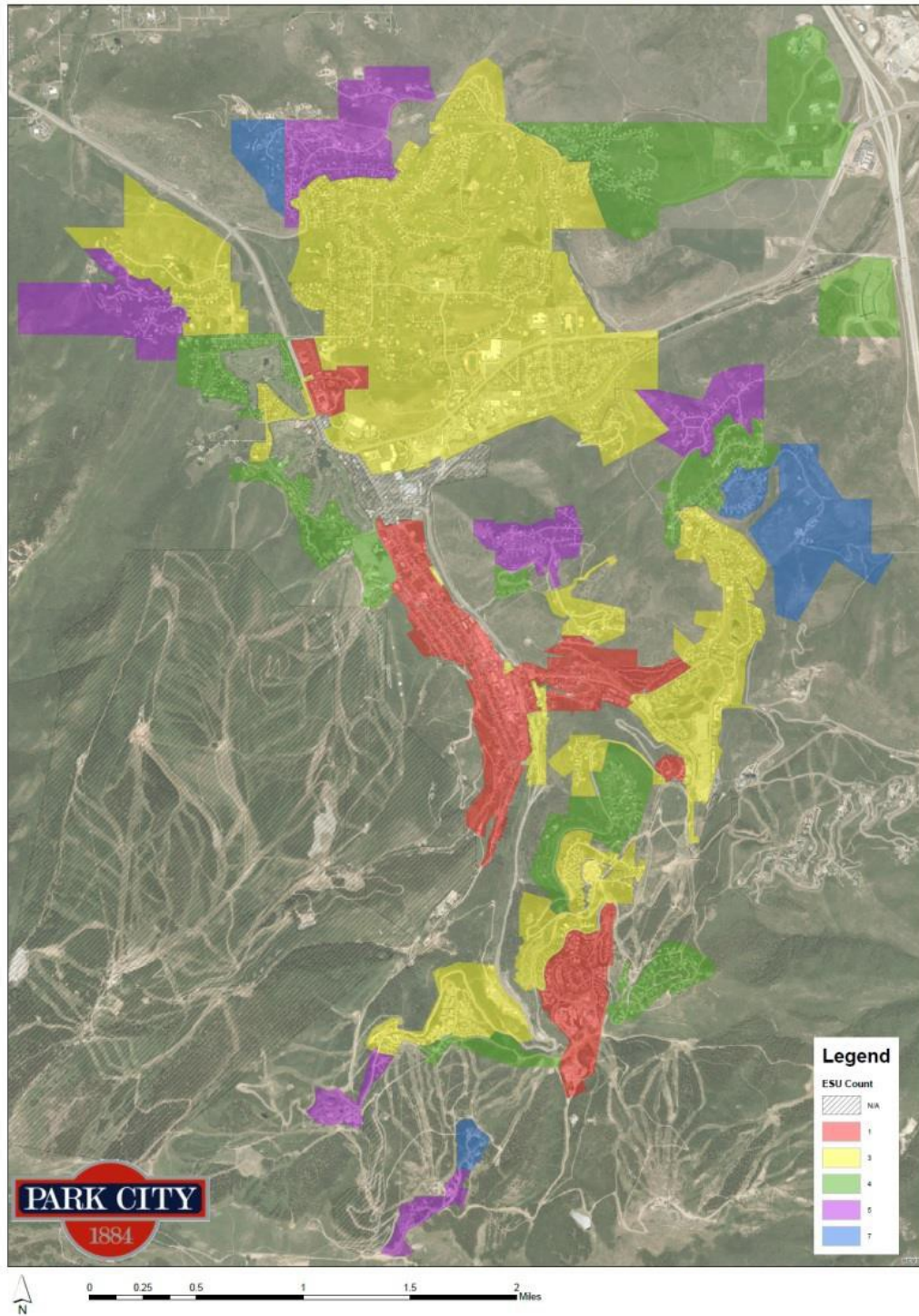
2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2. This reduction shall expire on June 30th, 2020.

2.12.2 Single Family Residential Initial Assignment

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

Park City Stormwater Utility Map



2.12.3 Multi-Family Residential Initial Assignment

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

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

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

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

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

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

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$149.00 \$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License
Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$75.00 \$74.00	\$75.00 \$74.00	License

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

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

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

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

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

5.2 Direct Access Alarms

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

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

5.3 Dispatching Fee

\$100.00 Per month for each private agency being dispatched from the City Communication Center.

5.4 Vehicle Impound Fee

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

5.5 Contract Law Enforcement Services

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

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

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

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

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

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

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2008). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

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

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

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

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

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

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

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

6.6 Requests for Police Records

~~\$2.00~~ \$10.00 per police report/traffic accident report

~~\$5.00~~ \$20.00 per CD (compact disc) of Video or Photographs

~~\$2.00~~ \$5.00 per printed color photograph

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

7.1 Fines for meter violations are as follows:

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

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$70.00~~ \$38.00 after 14 days;

~~\$107.00~~ \$41.00 after 30 days;

~~\$143.00~~ \$43.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$105.00~~ \$77.00 after 14 days;

~~\$139.00~~ \$84.00 after 30 days;

~~\$173.00~~ \$88.00 after 60 days

7.2 Fines for mobility disabled space violations are as follows:

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

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

~~\$305.00~~ \$297.00 after 14 days;

~~\$338.00~~ \$326.00 after 30 days;

~~\$373.00~~ \$344.00 after 60 days

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

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

~~\$170.00~~ \$165.00 after 14 days;
~~\$190.00~~ \$181.00 after 30 days;
~~\$210.00~~ \$189.00 after 60 days

B. Fines for all other special event parking violations.

Effective December 15, 2017

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

\$145.00 after 14 days;

\$145.00 after 30 days;

\$145.00 after 60 days

7.4 FINES FOR TIME LIMIT PARKING VIOLATIONS are as follows:

Effective July 1, 2019 ~~December 15, 2017~~

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

~~\$87.00~~ \$38.00 after 14 days;

~~\$122.00~~ \$41.00 after 30 days;

~~\$157.00~~ \$43.00 after 60 days

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

Effective July 1, 2019 ~~December 15, 2017~~

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

~~\$87.00~~ \$38.00 after 14 days;

~~\$122.00~~ \$41.00 after 30 days;

~~\$157.00~~ \$43.00 after 60 days

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

Effective July 1, 2019 ~~December 15, 2017~~

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

~~\$105.00~~ \$77.00 after 14 days;

~~\$139.00~~ \$84.00 after 30 days;

~~\$173.00~~ \$88.00 after 60 days

7.5 Fines for all other parking violations are as follows:

Effective July 1, 2019 ~~December 15, 2017~~

\$40.00 from the date of violation until fourteen (14) days following the violation,
escalating to:

~~\$66.00~~ \$44.00 after 14 days;

~~\$92.00~~ \$48.00 after 30 days;

~~\$116.00~~ \$50.00 after 60 days

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

Effective July 1, 2019 ~~December 15, 2017~~

\$66.00 from the date of violation until fourteen (14) days following the violation,
escalating to:

~~\$92.00~~ \$72.00 after 14 days;

~~\$116.00~~ \$79.00 after 30 days;

~~\$141.00~~ \$82.00 after 60 days

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

Effective ~~July 1, 2019~~ ~~December 15, 2017~~

\$66.00 from the date of violation until fourteen (14) days following the violation, escalating to:

~~\$92.00~~ ~~\$72.00~~ after 14 days;

~~\$116.00~~ ~~\$79.00~~ after 30 days;

~~\$141.00~~ ~~\$82.00~~ after 60 days

7.6 Parking Permits.

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

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

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

7.9 Immobilization Fee \$35.00

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

Main Street, Heber Avenue, Park Avenue (Heber to 9 th St):	Daily rate of \$16.00 per space
Swede Alley:	Daily rate of \$12.00 per space
Sandridge, South City Park, Residential Permit Zones:	Monthly rate of \$20.00 per space
a. Up to two spaces for vehicle parking with approved and active building permit	\$0.00
b. Vehicle Permits	\$20.00 per space per month
c. Dumpster or Equipment Permit	\$50.00 per space per month
Pay station removal for construction:	\$1,000.00
Application Fee:	\$20.00

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

7.11 Garage and Surface Lot Parking Rates, Effective December 15, 2017:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.-5:00 p.m. – FREE, no hourly max

5:00 p.m.-Midnight – 1st hour FREE

\$3.00/hour after, no hourly max

Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00p.m. – FREE, 4 hour max
5:00 p.m.-Midnight – \$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – \$1.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

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

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

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

East Heber, between Main Street and Swede Alley:

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

Gateway top level:

FREE for Main Street permit holders

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

China Bridge:

11:00 a.m.-5:00 p.m. – FREE-No hourly max
5:00 p.m.-Midnight – 1st hour FREE
\$1.00/hour after free first hour, no hourly max
Hourly rate may be modified, and may not exceed \$3.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00 p.m. – \$1.50/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$1.50/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, no hourly max
5:00 p.m.-Midnight – FREE, no hourly max

7.12 Meter rates are as follows:

Effective December 15, 2017

Peak Season

AM – FREE, no hourly max
11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max
11:00 a.m.-5:00 p.m. – \$1.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$1.50/hour

5:00 p.m.-Midnight – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

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

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

7.13 Meter payment by cell phone:

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

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

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

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use

of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

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

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the Recreation Center 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 ~~on the city's website 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	\$28.00	\$40.00
Adult 10 Punch	\$80.00	\$100.00
Senior & Military 10 Punch	\$60.00	\$70.00
Child Care 10 Punch (10 hrs.)	\$35.00	

Tennis & Pickleball Court Charges

	<u>Hourly Court Fees</u>	
	Indoor	Outdoor
Resident rate	\$28.00 32.00	\$12.00
Visitor rate	\$40.00 44.00	\$16.00

Pickleball Outdoor Court Time Passes

1 month	\$65.00
3 month	\$180.00

Other Tennis & Pickleball Fees

Private Lesson 1 hour	\$78.00
Private Lesson 1/2 hour	\$42.00

Semi Private Lesson 1 hour (Per person)	\$41.00
Group of 3 (Per person)	\$30.00
Group of 4 (Per person)	\$25.00
Clinic drop-in fee 1 hr	\$17.00
Clinic drop-in fee 1.5 hours	\$26.00
Ball Machine per hour	\$12.00
Tennis Courts Non Athletic (Daily)	\$3,000.00

Daily Drop In

	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3.00	\$5.00 6.00
Adult	\$8.00	\$12.00 15.00
Senior 70 65+ & Military	\$6.00	\$7.00 8.00
Fitness Classes	\$10.00	\$15.00 18.00
Senior/Military Fitness Classes	\$8.00	\$9.00 10.00

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

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$43.00 45	\$22	\$65.00 67
3 Month	\$120.00 125	\$60	\$180.00 185
6 Month	\$222.00 232	\$108	\$330.00 340
12 Month	\$408.00 433	\$192	\$600.00 625

Senior ~~70~~ 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$38.00 40	\$22.00	\$60.00 62
3 Month	\$107.00 112	\$60.00	\$167.00 172
6 Month	\$196.00 205	\$108.00	\$304.00 313
12 Month	\$358.00 375	\$192.00	\$550.00 567

Couple Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$77.00 82	\$38.00	\$115.00 120
3 Month	\$231.00 242	\$108.00	\$339.00 350
6 Month	\$372.00 393	\$182.00	\$554.00 575
12 Month	\$681.00 725	\$325.00	\$1,006 1,050

Senior 65+ & Military Couple Rate

Term	Facility Rate	Class Add-On	Total
1 Month	\$70.00	\$38.00	\$108.00
3 Month	\$210.00	\$108.00	\$318.00
6 Month	\$335.00	\$182.00	\$517.00
12 Month	\$613.00	\$325.00	\$938.00

PC MARC Tennis Passes

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

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65.00	\$125.00	
Half Gym	\$35.00	\$75.00	
Non Athletic			\$1,400.00

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

Visitor 10 Punch Card	\$100.00
+ 1 Month Visitor Pass	\$100.00
Child Care Per Hr.	\$4.00
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Personal Training 1 Hour	\$50.00
Personal Training Punch Card (12 visits)	\$500.00
Couple Personal Training Punch Card (12 visits)	\$699.00
Birthday Party	\$150.00
Party Room per hour	\$50.00

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	\$1050.00 \$1110.00
Junior Pass	\$425.00
Jr./Sr. Punch Pass	\$300.00 \$350.00
Non-Resident Sr. Punch Pass	\$390.00
Corporate Pass	\$3,000.00
Resident 18 Hole	\$36.00 \$39.00
Resident 18 Hole with Cart	\$51.00 \$54.00
Utah Resident 18 Hole	\$46.00 \$48.00
Utah Resident 18 Hole with Cart	\$61.00 \$63.00
Non-Resident 18 Hole	\$52.00 \$55.00
Non-Resident 18 Hole with Cart	\$67.00 \$70.00
Resident 9 Hole	\$18.00 \$19.50

Resident 9 Hole with Cart	\$25.50 \$27.00
Utah Resident 9 Hole	\$23.00 \$24.00
Utah Resident 9 Hole with Cart	\$30.50 \$31.50
Non-Resident 9 Hole	\$26.00 \$27.50
Non-Resident 9 Hole with Cart	\$33.50 \$35.00
Resident Off-Season 18 Hole	\$26.00 \$28.00
Non-Resident Off-Season 18 Hole	\$30.00 \$32.00
Small Range Bucket	\$4.00 \$5.00
Large Range Bucket	\$8.00 \$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$35.00 \$50.00
Rental Clubs for 9 Holes (includes 3 golf balls)	\$17.50 \$25.00

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

Non-Resident Card Fees

Household	\$40.00 per year
Non-City Limits Visitor (6 months)	\$20.00 plus
Students residing in Summit County	Free
Educators in Park City School District	Free
Wasatch County Student Cards	\$15.00 per year
Organization card - non-profit	\$45.00 per year
Organization card - for-profit	\$55.00 per year
Interlibrary Loans	\$1.00 charge per item

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

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Single infant grave	\$150.00	\$300.00
Opening and closing adult grave	\$600.00	\$600.00
Opening and closing infant grave	\$360.00	\$360.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$480.00 \$1,000	\$480.00 \$1,000

Removal of infant for interment outside cemetery	\$360.00	\$360.00
Schil for flower beds/grave	N/A	N/A
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00

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

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

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 60.00	\$85.00 90
Non-residents/commercial +\$100 refundable cleaning deposit	\$125.00+	\$200.00+

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

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

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

Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basemen	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

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

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

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

Notes:

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

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

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

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

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

Location	Room	Occ.	Group 1	Group 2	Group 3 4	Non-Cleaning Fine
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Library 1 st Floor	Entry Hall	43	Unavailable	Unavailable	\$300/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Entry Hall Patio	90	Unavailable	Unavailable	\$400/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Free (Unavailable outside library hours)	\$20/hour, \$40 minimum
Library 2 nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	South Conference Room	12	Free	\$20/Hour	\$40 (unavailable outside Library hours)	\$20/hour, \$40 minimum
Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Community Room	85	Free	\$75/Hour	\$150/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40	\$20/hour, \$40 minimum

Santy Technology Fees:

Projection Fees: Users have two options for projection.

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

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-

Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

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

Notes:

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

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

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

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
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Youth = 6-17 year olds; Adult = 18 and over

Youth Resident Rate Honored for all Seniors (65+) and Military

Public Skate – 5 years & under	Free	Free
Public skate – youth & adult	\$6.00	\$10.00
Cheap Skate (includes skate rental)	\$6.00	\$10.00
Group Rates (20+) includes admissions & skates rental	\$6.00	\$10.00
School Rate – includes skate rental	\$6.00	\$10.00
Skate rental	\$4.00	\$4.00
Drop-in hockey - youth	\$8.00	\$12.00
Drop-in hockey - adult	\$10.50	\$14.00
Coached Drop-in Hockey – adult	\$12.50	\$16.00
Coached Drop-in Hockey – youth	\$10.00	\$13.00
Coffee Club Drop-in Hockey	\$5.00	\$5.00

*Goalies may play for free during Stick & Puck if they are available for others to shoot on and not in a lesson. Goalies can play Drop-in program for free if there is space available. The respective Drop-in hockey fee applies if the goalie is in a lesson or would like to reserve their spot.

Freestyle- 5 & Under, Only in lesson (punch card only) ~~\$5.00~~ \$50.00 ~~\$5.00~~ \$50.00

Freestyle-Youth	\$8.00	\$12.00
Freestyle-Adult	\$10.50	\$14.00

Drop-in Curling	\$20.00	\$24.00
Drop-in Broomball	\$14.00	\$18.00
Broomball Rental (individual)	\$3.50	\$3.50
Drop-in Skating Class	\$15.00	\$18.00

Off-Ice Programming:		
Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$14.00
Visiting Coach Fee	\$16.00	\$16.00

Curling Instructor Fee \$50/per hour/per instructor

10 Session Punch Cards

Punch cards are available for Public Skate, Drop-in Hockey and Freestyle sessions at a discount equal to \$.50 per session. Punch card fees are adjusted to reflect the admission of residents and non- residents. Punch cards are also available for skate sharpening ~~and Coffee Club drop-in hockey program~~ with no discount simply, for convenience. Punch cards should be paid in full at the time of purchase. If the balance on a punch card is not paid in full within 7 calendar days (one week) a 10% late fee will be applied.

Annual Passes

Platinum (Freestyle, Off-Ice, Public Skate, Skate Sharpening)	\$4,500
Single Annual Payment	\$4,750
Semi Annual Payment	\$4,900
Bronze (Public Skate):	
Family (Up to 4 family members)	\$550
Additional Family Member	\$50
Adult	\$260
Youth (6-17 year olds/Senior + 55 65 years)	\$190

Hourly Ice

Tax Exempt User Groups*/Employees	\$200
Local Rate	\$215
Camp	\$290
For-profit	\$325 \$375

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

Room Rental

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

Daily Facility Rental

~~The daily facility rental fee includes the use of the party rooms with the applicable hourly ice rate when eight or more hours of ice are rented in one day.~~

Birthday Parties

Basic Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes
Equipment (per hour)	

Broomball	\$50
Curling	\$25 \$50/hour/lane
Hockey (non-program rental)	\$10/week
Dividers	\$25

Cleaning Fee

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200

Skate Services

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

Hockey Skate Sharpening	\$5.50
Goalie Skate Sharpening	\$6.50
Figure Skate Sharpening	\$7.50
Custom Radius	\$20.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.00 (ea.)
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

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

Gate Fees

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

Vendor Fees

~~The Park City Ice Arena will charge a flat fee of \$50.00/day for any food, beverage or merchandise sold. Vendors are not permitted to sell products that are sold by the Park City Ice Arena.~~

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$800 \$1,600
In Ice Ads \$25/sq. foot	\$2,000
Speed Skating Pad Pockets	\$150

Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month
Scoreboard Screen	\$150/month / \$1,500/year

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.

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

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

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

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

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

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties and submit an application. ~~Program fees may be reduced up to 75% for a qualifying child. Each child may receive up to \$350 in reduced fees per fiscal year.~~ Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified youth and adult programs based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

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

will be applied to credit card charges over \$5,000.

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

Non-exclusive Commercial Use of Outdoor Recreation Facilities

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

Volleyball Court Fees (per court)	\$30.00/hr. Res.	\$50.00/hr. NonRes
	\$120.00/day Res	\$200.00/day NonRes
(2 courts)	\$200.00/day Res	\$300.00/day NonRes
Stakeholder Fee	\$300.00/team/season - adult	
Additional Restroom Cleaning	\$30.00 per clean	
Additional Field Prep (Softball/Baseball)	\$95.00 per field	
Special Field Prep (Low grass Cut)	\$1,000.00 per field	
Field Set Up (Lacrosse, Soccer, Football)	\$200.00 per field	
Lights - PCSC & City Park	\$20.00 per hr.	

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

- 10.1 Fee for in lieu of providing public parking \$40,000.00 per stall
- 10.2 Returned Check Charge: \$25.00

10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$53.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$93.25
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$648.70
	Street Banner Installation-every other Main	\$486.55
	Street Banner Installation-every 3rd	\$324.35
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$1,431.00 (Includes
	state permit, barricades and signage, required during install and takedown)	
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$47.70
	Pavilion Cleaning	\$157.95
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$6.75
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00
	Swede Alley Parking Space (per space, per day)	\$13.25
10.9	<u>Barricades (cost per barricade)</u>	
	Crowd Control Barricades	\$5.90
	Portable Electronic Sign/Message Board (per day)	\$151.20
	Temporary Signs (each)	\$18.50
	Street Barricades (per day)	\$1.40
10.10	<u>Dumpsters</u>	
	8 Yard (delivery + haul off fee)	\$210.00
	30 yard (delivery + haul off fee)	\$210.00
	Landfill fee for 30 yard dumpster (per ton)	\$35.00
10.12	<u>Streets Equipment and Materials Equipment (2</u>	
	hour min. - billable rate is portal to portal,	
	cost includes operator, fuel, maintenance)	
	Large Loader (per hour, 1 staff)	\$103.20
	Small Loader (per hour, 1 staff)	\$71.95
	Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
	Unimog with Snow Blower (per hour, 1 staff)	\$180.20
	Unimog Snowplow (per hour, 1 staff)	\$88.35

Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05

10.13 Materials

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

10.14 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor – restrooms, buildings and other (contract labor)	\$28.00

10.15 Special Event Application Fee (Processing and Analysis)

Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00
Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

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

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

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

10.16 Public Parking Lot Use Rates for approved Events:

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

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day

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

10.17 Trail Use Fees

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD

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

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

10.18 Credit Card Transaction Fees

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

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Todd Andersen

Submitting Department: Budget, Debt & Grants

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Ordinance 2019-31, an Ordinance Establishing Compensation for the Mayor, City Council, and Statutory Officers for Fiscal Year 2019-2020 in Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Council Compensation Ordinance](#)

Ordinance No. 2019-31

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL,
AND STATUTORY OFFICERS FOR FISCAL YEAR 2019 – 2020
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 6, 2019;

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 2019-2020</u>
Mayor	\$3,780.56 per month
City Council	\$1,952.92 per month
City Manager	\$137,000- \$174,991 per year
City Attorney	\$130,000 - \$163,404 per year
City Treasurer	\$64,000 - \$89,747 per year
City Engineer	\$99,000 - \$124,086 per year
City Recorder	\$58,000 - \$79,039 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-Tem. 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, 2019.

PASSED AND ADOPTED this 6th day of June, 2019

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Brooke Moss

Submitting Department: Human Resources

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve Resolution 13-2019, a Resolution Adopting the Revised Personnel Policies and Procedures Manual, Effective July 1, 2019, for Park City Municipal Corporation
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Personnel Policies Staff Report and Resolution](#)



City Council Staff Report

Subject: Policies and Procedures Manual updates 2019
Author: Brooke Moss & Jason Checketts
Department: Human Resources
Date: June 6th, 2019
Type of Item: Legislative

Summary Recommendations:

Adopt a resolution (attached) revising the Personnel Policies and Procedures Manual dated July 1, 2018 for Park City Municipal Corporation.

Executive Summary:

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 1, 2018.

The Problem:

Changes to the Personnel Policies and Procedures Manual

The recommendation for revisions to the employee Policies and Procedure Manual results from changes in federal regulations, updates to hiring practices and changes in technology, input provided by the City Manager, Legal Department, Policies & Procedures Committee, Human Resources, and City Council. Policy requires the manual be updated every calendar year through this revision process.

The following are the suggested updates, amendments and changes to the 2018 Employee Policies & Procedures Manual. These will better accommodate personnel, federal law, and correct revisions to City's timeline events (i.e. deadlines, etc.).

3.2 Promotions

When an employee is promoted to a higher position classification, the employee shall be eligible for an increase in pay within the pay range of the higher position classification. The exact percentage of the increase shall be recommended by the Department Manager, reviewed by the Human Resources Manager and submitted to the City Manager for final approval. The employee's new pay rate should be within the range for the pay grade assigned to that position. ~~and generally no more than the new hire maximum.~~ Employees who are promoted to a new position are subject to a probationary period

3.5 Resignation & Discharge

Employees may not use ~~vacation~~ any paid time (i.e. vacation, funeral, sick, etc.) hours other than holiday pay in lieu of straight time hours during their final two or four week notice period.

4.2 Employee Pay

City policy and practice comply with all laws, both State and Federal. In the event of an inadvertent or improper pay deduction, affected employees are requested to bring the situation to the attention of the Payroll Coordinator ~~Human Resources Department~~ immediately. The City will review the situation thoroughly and make any corrections to an employee's pay deemed necessary. Questions or concerns about the City's policy should also be directed to the Human Resources Department.

4.16 Sick Leave & Sick Leave FMLA

Sick leave is leave with pay granted to a full-time regular employee who is suffering from an illness or a disability which prevents him/her from performing his/her usual duties and responsibilities. If an employee is sick, he/she will be paid at his/her regular pay rate for work hours missed due to the illness up to 120 hours per illness or occurrence, and no more than a total of 140 hours per calendar year.

Employees with consistent patterns of ~~absences~~ sick leave, whether on paid or unpaid leave status, may be subject to disciplinary action up to and including termination. Consistent patterns of ~~illness~~ absences may include Monday and Friday absences, absences prior to scheduled time off, holidays or sick leave taken on more than two consecutive scheduled work days in any month or consistent sick leave taken in any month or over a period of several months. This applies to both non-exempt and exempt status employees.

Upon resignation, employees may not use any sick leave hours within the last 2 or 4 weeks of their notice.

4.19 Family Medical Leave

Employees are not eligible to accrue vacation hours or use other types of paid leave once on unpaid leave. An employee may, if eligible, request a vacation payout during any and all portions of unpaid or partially paid FMLA leave, up to 100% of regular salary.

4.21 Light Duty

Light duty assignments are developed at the City's discretion based on the physical capability, skills of the worker, City needs and the availability of light duty assignments. Light duty assignments will be re-evaluated every 80 hours.

4.24 Vacation Pay

Upon resignation, employees may not use any vacation hours within the last 2 weeks (or for Management Team, 4 weeks) of their notice. Only those employees who give proper notice and resign voluntarily will be paid for their unused vacation leave bank up to the employee's allowed carry forward balance unless otherwise stated on the separation agreement.

5.5 Driving on City Business & Use of City Vehicles

Motor Vehicle Driving Records

As a means of promoting a safe work environment, driver's license checks will be performed on all applicants after a conditional offer of employment has been made ~~and annually thereafter~~ for all employees where driving may be necessary to conduct City business.

5.6 City Vehicles

City-owned vehicles are to be used for official business purposes only, and shall carry no passengers in them other than in connection with official City business. An employee authorized to drive a City vehicle must have a current State Issued Utah driver's license. In the case of heavy equipment operators and bus drivers, a driver must possess a valid State Issued Commercial Driver's License (CDL).

6.2 Discharge and Pre-Termination Hearing

Only the City Manager or his/her designee may discharge a Full-Time Regular employee. Prior to being discharged, an employee shall have the right to know the reason for his/her discharge and have the opportunity to discuss the discharge with his/her Department Manager. Full-Time Regular status employees may have the opportunity to discuss their discharge with the City Manager if he/she wishes to do so.

6.3 Employee Transfer and Discharge Appeal Rights and Procedure

*Updated job titles in this section

Alternatives for City Council to Consider:

1. Not approving the Policy changes:
 - a. Pros: N/A
 - b. Cons:
 - i. Policy will remain outdated
 - ii. Input from the employee appointed committee may appear under-valued.

Department Review:

Legal, Human Resources, and the City Manager reviewed this report.

Attachments:

A – Resolution Adopting the Personnel Policies and Procedures Manual



Resolution No. 13-2019

A RESOLUTION ADOPTING THE REVISED PERSONNEL POLICIES AND PROCEDURES MANUAL, EFFECTIVE JULY 1, 2019, FOR PARK CITY MUNICIPAL CORPORATION

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the City Council and are subject and subordinate to applicable federal and state laws, rules, and regulations, and local ordinances; and

WHEREAS, purpose of the manual is to provide for guidance regarding the fair and consistent administration of city personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, the City Manager, Legal Department, Human Resources Department, and management team has reviewed the proposed amendments of the Revised Personnel Policies and Procedures and recommends adoption by the City Council; and

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

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

SECTION 1. ADOPTION . The Personnel Policies and Procedures Manual, dated July 1st, 2019 attached hereto, is hereby adopted and the 2018 version is hereby repealed including any temporary amendments thereto adopted by the City Manager

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect on July 1st, 2019.

PASSED AND ADOPTED this 6th day of June, 2019.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 6, 2019

Submitted by: Corey Legge

Submitting Department: Engineering

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve the Requested Elevated Level of Service (RELS) Related to the Maintenance of Landscaping within the Park Strip on Prospector Avenue and Gold Dust Lane with an Estimated Budget Increase of \$9,540.68 Per Year

(A) Public Input (B) Action

Suggested Action:

Attachments:

[Prospector Avenue Landscaping Staff Report](#)

[Attachment 1: RELS Process](#)

City Council Staff Report



Subject: Requested Elevated Level of Service for City maintenance of landscaping within the park strips of Prospector Avenue and Gold Dust Lane

Author: Corey Legge, E.I.T, Staff Engineer

Department: Engineering

Date: June 6th, 2019

Type of Item: Administrative

Summary Recommendations:

Staff recommends City Council approve the Requested Elevated Level of Service (RELS) related to the maintenance of landscaping within the park strip on Prospector Avenue and Gold Dust Lane. This request would have an estimated budget increase of \$9,540.68 per year, plus a one-time installation capital expense of \$9,451.50. The Prospector Square Property Owners Association will pay the additional 50% of the total installation capital cost of \$18,093.00.

Executive Summary:

A betterment project on Prospector Avenue will provide the necessary landscaping within the park strips for beautification of the corridor. Staff contracted with MGB+A to provide the necessary landscape and irrigation design work of the area between the rolled curb and gutter and the sidewalks (park strip) on Prospector Avenue and Gold Dust Lane. City Council approved the contract with MGB+A on [April 18th, 2019](#).

The Prospector Square Property Owners Association (PSPOA) has submitted a Requested Elevated Level of Service (RELS) for the City to maintain landscaping and irrigation within the park strips on Prospector Avenue and Gold Dust Lane. Any increased costs to the City related to this request would be included in the upcoming budget hearings.

The Problem:

PSPOA submitted a formal request for the City to take over maintenance responsibilities of the park strips along Prospector Avenue and Gold Dust Lane on March 19th, 2019. Although minimum budget thresholds defined in the RELS process (Attachment A) are not exceeded, the late timing of the request requires staff to efficiently process by requesting City Council action in order to provide installation of landscaping during the optimal planting season.

Background:

Landscape design of the park strip was not included in the 2018 Prospector Avenue Reconstruction project scope because staff intended to coordinate landscaping needs with the PSPOA. Prior to re-construction of Prospector Avenue, staff agreed to contract with MGB+A to perform landscape architecture services to design the irrigation and plantings within the park strip. At this time MGB+A had already been selected by PSPOA to design the private landscaping along interior walkways. Staff felt use of the

same landscape architect would provide a design that blends throughout the community. In addition, staff agreed to install the necessary landscaping within the park strips as a betterment project for beautification of the corridor with the understanding that PSPOA would take responsibility for the maintenance upon completion.

Alternatives:

A. Approve the Request:

RELS approval provides landscaping along Prospector Avenue and Gold Dust Lane to be maintained by the City. This is staff's recommendation.

Pros – Landscaping will be consistent along the entire corridor between Bonanza Avenue and Sidewinder Drive. This alternative limits the private improvements within Public Right-of-Way which allows the Engineering Department to better manage this space for any future needs or facilities. City maintenance of landscaping within the park strips on Prospector Avenue and Gold Dust Lane ensures the area will continue to utilize water wise techniques.

Cons – This alternative requires additional staff resources from the Parks Department resulting in a yearly maintenance cost of approximately \$9,540.68.

B. Deny the Request:

Pros – The City's local funds allocated to this request could be used for other projects or needs.

Cons – Landscaping may vary within the park strip as a motorist travels Prospector Avenue and Gold Dust Lane due to property needs for those located outside of the PSPOA along the corridor.

C. Continue the Item:

If the Council needs more information the item can be continued, but this would delay staff's ability to bid the project and install landscaping immediately.

Analysis:

Upon completion of the Prospector Avenue Reconstruction project, the corridor now features widened sidewalks on both sides of the street. At this time, the City began snow removal on the sidewalks along both sides of the street. The area is deemed as a 1st priority walkway on the inner loop (north side of the street) and a 2nd priority walkway on the outside loop (south side of the street). The widened sidewalks coupled with the narrower park strip and addition of rolled curb increases the likelihood of landscaping becoming damaged by snow removal or on-street parallel parking. City responsibility of both snow removal on the sidewalks and landscaping limits the potential for conflict with a private party.

Streetscape improvements maintained by the City generally meet service level II standards. This high level maintenance is normally associated with well-developed park areas with reasonably high visitation and/or use. This level of service is consistent with other streetscape areas including, Comstock Drive, Park Avenue Entryway, and Holiday Ranch Loop. The description of service level II is as follows:

Flowerbeds - Some floral planting present, two rotations of bloom per year, up to 10 different species of plants. Care taken on water, fertilizer, deadheading and weeding. Areas are mostly weed free.

Litter Control – Weekly monitoring and removal, more frequent when events dedicate. Litter is controlled within flower & shrub beds, never unsightly.

Irrigation - Centrally controlled system, with ability to connect to weather station. Minimum requirements of Distribution uniformity (D.U.) are 60% or less. System checked weekly for proper operation.

Pruning, Deadheading - Once per season, unless species dictates more frequent attention. Floral plantings require more deadheading than natural style.

The Parks Department recommends additional funding of \$6,119.00 per year to offset maintenance costs based on a variety of factors including the on-street parallel parking, small sections of park strip, project size, ect. MGB+A has indicated water needs can be serviced by two 1" meters. Each meter has a monthly base rate of \$142.57. Thus, the yearly maintenance cost recognized by the City sums \$9,540.68 per year.

There is also an additional installation cost that must be considered. The increased capital costs include:

Item	Quantity	Unit	Cost	Subtotal
Planting: Shrubs 1 Gallon	184	EA	\$ 25.00	\$ 4,600.00
Shredded Mulch 3" Depth	38	CY	\$ 35.00	\$ 1,330.00
Irrigation 1" Meter	2	EA	\$ 800.00	\$ 1,600.00
Irrigation System	1	LS	\$6,243.00	\$ 6,243.00
Concrete-Colored (TBD)	360	SF	\$ 12.00	\$ 4,320.00
				\$18,093.00

PSPOA has indicated in writing they would split the upfront capital and planning costs. Staff finds this financial contribution agreeable. Therefore, the upfront capital expense by the City is estimated to be \$9,046.50. The Parks Department already maintains landscaping of park strips along similar streets include Comstock Drive.

Department Review:

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

Funding Source:

The selected contractor to install landscaping within the park strip will be responsible to maintain the improvements for a one year period. Staff would need to submit a budget request for ongoing maintenance during the upcoming 2020 fiscal year.

Recommendation:

Staff recommends City Council approve the RELS related to the maintenance of landscaping within the park strip on Prospector Avenue and Gold Dust Lane. This request would have an estimated budget increase of \$9,540.68 per year.

Attachments:

Attachment 1: RELS Requests Policy

NEIGHBORHOOD RELS REQUESTS POLICY

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

A. Submission of petition to the Executive Office

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

B. Initial Internal Review

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

C. Initial Communication to Council (Managers Report)

1. Inform Council of request for assistance - outlines specific issues/requests.
2. Inform Council of any basic service(s) Staff has begun to provide.
3. No input or direction from Council will be requested at this time.

D. Comprehensive Internal Review

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

each individual item as listed

v. Identify available resources & relative workload

E. Initiate Public Forum (Applicant & Staff partnership)

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

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

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