

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JUNE 3, 2010**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 3, 2010.

Closed Session

3:30 p.m. Property and litigation

Work Session

4:30 p.m. Council questions/comments

Budget review:

P. 19 - 81

City fee resolution

Budget policies

Outstanding budget issues

5:50 p.m. Break

Regular Meeting

6:00 p.m.

I ROLL CALL

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

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

IV WORK SESSION NOTES AND MINUTES OF MEETING OF MAY 20, 2010

P. 5 - 15

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

1. Consideration of authorization for accumulated change orders in an amount not to exceed \$35,563 to the contract with Simplex Grinnell for the installation of security cameras and emergency phones at the Richardson Flat Park and Ride P. 16 - 17

2, Consideration of a Resolution adopting a Comprehensive Emergency Management Plan for Park City, Utah and replacing and repealing Resolution No. 14-09 in its entirety P. 50 - 80

3. Consideration of a Resolution Amending Section 1, Planning Fees; Section 2, Water Fees; Section 7, Parking, Meter Rates, Violations, Towing and Impound Fees; Section 8, Recreation Services and Facility Rental Fees of the Park City Fee Resolution and replacing and repealing Resolution 05-10 in its entirety P. 29 - 49

4. Consideration of an Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2010-2011, Park City, Utah P. 81

(a) Public hearing

(b) Action

5. Consideration of a Resolution adopting a tentative revised budget for fiscal year 2010 and the budget for fiscal year 2011 for Park City Municipal Corporation and its related agencies
- (a) Public hearing P. 28
 - (b) Action

VI ADDITIONAL DISCUSSION – AGENDA ITEMS

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 available in Marsac Building on Wednesdays and Thursdays – 4 p.m. to 9 p.m.

**SPECIAL JOINT SESSION WITH PARK CITY COUNCIL
AND THE PARK CITY HISTORIC PRESERVATION BOARD
SUMMIT COUNTY, UTAH
JUNE 8, 2010**

PUBLIC NOTICE IS HEREBY GIVEN that the Park City Council and Park City Historic Preservation Board will conduct a work session on Tuesday, June 8, 2010 at 5 p.m. at the Marsac Municipal Building, 445 Marsac Avenue. No formal action will be taken.

Posted: 06/01/10
See www.parkcity.org

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

June 2010

- 8 Joint Meeting with HPB – 5 p.m. – 6:30 p.m.**
- 10 Budget – work
 - Public Art Board Strategic Plan - work
 - Public hearing on final budget
 - Resolution adopting the revised Personnel and Policies Manual for Park City Municipal Corporation for 2011
 - Construction contract for Bonanza Drive
- 17 Budget – work
 - Holiday Ranch project update
 - Review of two year special event policy – work
 - Firecracker Baseball Tournament July 1-2-3 – (work)
 - Joint Planning Commission work – (5 – 6 pm)
 - Resolution naming of skate park
 - Holiday Ranch Loop construction contract – work/action
 - Smith MFL
 - Public hearing on final budget
 - Adoption of final budget for all agencies
 - Contract with HRL - HD
- 24 NSL appeals

July 2010

- 1 PC-SLC Transit Service (work – 45 min)
- 8 **No meeting**
- 15 Environmental update and prioritization (1 hr)
 - Norfolk Ave Reconstruction (work - 45 min)
 - Tour of Utah MFL
- 22 **Dana gone**
- 29

Pending Items:

Open space maintenance
U S Postal Service gang boxes in Old Town - MC
Wild land interface issues

**PARK CITY COUNCIL WORK SESSION NOTES
SUMMIT COUNTY, UTAH
MAY 20, 2010**

Present: Mayor Dana Williams; Council members, Alex Butwinski, Candace Erickson, Joe Kernan, Cindy Matsumoto, and Liza Simpson

Tom Bakaly, City Manager, Tom Daley, Deputy City Attorney; Kirsten Whetstone, Planner; Nate Rockwood, Budget Analyst; Brooke Moss, Human Resources Analyst; Bret Howser, Budget Manager; see below

1. Council questions/comments. Alex Butwinski discussed HMBA and Planning Commission business. Candace Erickson commented on participating in the City's annual Clean-up Day event where it seems less trash was collected than in the past. She spoke about Friends of the Farm projects and upcoming events and a number of topics of interest discussed at the legislative policy committee meeting. Discussion ensued on the process for dealing with delinquent taxes and Bret Howser explained that the City plans for this shortfall. Cindy Matsumoto discussed the awards ceremony hosted by the Education Foundation and congratulated recipients and all educators. Dana Williams spoke about the dramatic economic downturn in Mexico where he was vacationing the last two weeks.

2. Park City Heights update. Kirsten Whetstone explained that the original application was submitted in 2005, a task force was formed, the Planning Commission conducted a six month review and in April 2008 it forwarded a positive recommendation on the annexation. The property includes 286 acres generally located in southwest corner of SR248 and US40 and the last public hearing was held in October 2009. She relayed that in the meantime, the applicants Park City and The Boyer Company have been working to resolve outstanding issues including water, transportation, phasing and affordable housing and most have been resolved. A public hearing has been noticed and scheduled for May 27, 2010 and staff will present the revised annexation agreement, water agreement, and a revised site plan that addresses some of the Planning Commission's recommendations. Ms. Whetstone indicated that a final site plan will result from the MPD process, which is a requirement of the annexation. Community-transition zoning is recommended. There were no questions or comments from members.

3. Budget discussions. Nate Rockwood referred to the \$1.8 million shortfall and resulting cuts to departmental operating budgets. This year's budget process is similar to last year's and departments were directed to reduce their budgets 5% while maintaining the same levels of services. He noted that last week, Council asked what additional cuts can be made to avoid a property tax increase. He encouraged an in-depth analysis of service levels based on priorities established by the City Council which is an entirely different way of looking at the budget. In consideration of the level of cuts reached now, a process should be created to identify further reductions because they will impact service levels.

Bret Howser addressed balancing the 2011 budget without a property tax increase by accessing reserves in the short term and then pursuing the process just described for the 2012 budget. The revenue mix plan is intended to be revisited regularly in order to be effective. He explained that the cuts are from the 2011 plan which is now represented as the 2011 budget and explained where to locate revised and actual numbers. The Mayor asked for options if the property tax is not approved and service levels are impacted. For instance, the pay plan could be delayed or the five year Capital Improvement Budget could be adjusted. It is important that the public knows that the City has looked at everything. Mr. Howser interjected that the

operating budget, pay plan, and/or capital cuts have the potential of impacting service levels and should be carefully analyzed. Mr. Bakaly noted that there are a variety of ways to cover the shortfall in the near term, but the issue is taking a longer term view. If the property tax option is troublesome, he suggested moving forward with the 2011 budget because a \$400,000 gap can be covered. Other revenues to explore could include transient room tax or a local option tax. Liza Simpson emphasized that the 15 year plan is a model and a yearly snapshot; eventually there may need to be a property tax increase but perhaps not at the levels projected.

Bret Howser explained the inherent problem with the structure of property tax is no inflationary component which diminishes the City's purchasing power. If the rate of redevelopment is higher than anticipated, revenues could be enhanced but it is important to review a plan regularly and adjusting it as necessary.

Cindy Matsumoto expressed that she understood the proposed policy presented by the Budget Department but clarified that she is not in favor of raising property taxes by 6% every other year. Joe Kernan pointed out that sales tax revenues have grown from \$8 million to \$12 million over a ten year period which is significant. He finds it difficult to commit to a 15 year plan of property tax increases and would rather consider other options to cover a bad year. Everything should be on the table, i.e., services, payroll, etc. and the burden during bad times should be shared equally by all interests. Formulating a plan for cutting expenses and covering revenue shortfalls can be a good exercise to re-evaluate services. Tom Bakaly acknowledged that imposing a property tax increase is a very hard decision and if it is not an option, he recommended taking some time to frame a longer-term policy. He warned members about not expecting the same level of revenue growth and prosperity experienced the last ten years. The Mayor expressed that he is not necessarily adverse to the 15 year policy presented, but rather the timing for implementation this year. Alex Butwinski felt it appropriate to move ahead and balance this year's budget but to begin long term planning immediately after the budget is adopted. Tom Bakaly interjected that Council could elect to impose a portion of the 6% increase as an option. Budget cuts for individual departments were detailed (see packet).

Public Works - Pace Erickson addressed water billing efficiencies and Kyle MacArthur discussed savings with chemical usage for water treatment. Kent Cashel covered the Transportation Department budget including the transfer of a planner to the Transportation Department, the delay in the Park and Ride operations and credit card transactions for parking meters. The Public Works Director position has been eliminated and responsibilities have been spread between three managers and several supervisors. Mr. Cashel discussed fleet services and reductions in fuel costs. Mike Lennon discussed reductions in cleaning supplies and services. Troy Dayley explained cuts for street maintenance and Cindy Matsumoto expressed concerns that snow be hauled from Old Town as needed which can be funded with contingency fund monies. He continued to cover street lights and signs and Pace Erickson addressed the Swede Alley Parking Structure, parks and cemetery. Liza Simpson referred to performance measures and encouraged staff to adequately charge applicants for special event services. Mr. Dayley described budget cuts for the Quinns Recreation Center and municipal golf course. Reestablishing performance measures for parking meters was suggested by Ms. Simpson.

Library and Recreation – Craig Sanchez reviewed the golf pro shop and related reductions and Ken Fisher explained that cuts in recreation and tennis were selected to ensure no impacts to revenue or local play. Linda Tillson stated that funding was removed for the Library reciprocal borrowing program because it was not matched by

the County and she discussed other cuts which should only have minor impacts. Jon Pistey described ice facility operation options and reductions.

Executive – Sharon Bauman reviewed departmental cuts relating to the City Council, City Manager and Legal Departments' budgets and the special meeting and venture funds. Alex Butwinski asked to meet with staff on the City Manager's Budget as he was not able to calculate a reduction in consideration of approved budget options.

Sustainability – Jon Weidenhamer reviewed options regarding sidewalk snow removal, overtime costs and PSSM. Phyllis Robinson clarified budget cuts and the net reduction to the budget.

Public Safety – Chief Wade Carpenter discussed the dry-cleaning budget which extends the wear of uniforms and represents long term savings in replacement costs. Hugh Daniels reviewed emergency management funds. Overtime costs have been mitigated with contract services for special events and the current police officer vacancy will not be filled.

Building, planning and engineering – Ron Ivie stated that there are no requested budget options for building except the removal of the senior building inspector position. Matt Cassel explained the option for engineering to maintain the 8th Street stairs. Planner Kayla Sintz covered cuts to planning; there are no options this year.

Internal Services – Bret Howser addressed reductions in the Budget Department, Brooke Moss Human Resources, Chelese Rawlings Finance, and Scott Robinson IT.

Nate Rockwood stated that the pay plan was delayed last year and the 2011 budget is based on the implementation of the pay plan. Brooke Moss explained the importance of Park City to provide outstanding services as a resort community and the City has set goals and objectives to attract and maintain employees. The guidelines were formalized in 2003, intended to stabilize the workforce, reach customer service goals and attain efficiencies and savings with long term employees. Through a PowerPoint presentation, she discussed national turn-over trends, overtime and training savings. Ms. Moss described an employee satisfaction survey where Park City employees rank 50% higher in satisfaction numbers than other cities, which is a huge benefit. Customer satisfaction surveys have improved and internal service surveys were explained. She pointed out that information from the state of Utah shows that many industries were down, but the feedback from February 2009 to 2010 shows that the government sector has experienced an increase of 500 positions. Ms. Moss pointed out that many City positions are specialized which creates competition among cities.

Ms. Moss explained that adjustments to positions are made on average every seven years and 36 cities are used as comparables. She noted that some positions are 10% behind which was questioned by Ms. Matsumoto. Tom Bakaly explained that the City targets the mid-point of the five highest top paid with the exception of public safety and water which is the mid-point of the top three to make sure that salaries are within 5% of that number. Brooke Moss interjected that 93 positions are recommended to be moved and once salaries are established at market, it is easier to maintain the system. There are currently about 221 full-time regular employees and 2% market adjustments are made in the off years. The 93 positions considered include both hourly and salaried jobs.

Cindy Matsumoto expressed her appreciation of the benefits of the pay plan philosophy and stated that she would like to give everyone a raise and everyone in town a raise, for that matter. It makes sense to pay city employees well but sometimes not all policies can be implemented and Ms. Matsumoto stated that she is having a hard time funding the pay plan to the maximum this year. It is difficult for struggling businesses in town to accept funding 10% raises for some City employees while they are cutting back and making sacrifices. Ms. Moss acknowledged that the private sector is still experiencing challenges while the public sector is improving. Alex Butwinski believed Ms. Matsumoto is asking that the policy be revisited and he agreed that everything should be on the table. Liza Simpson disagreed and stated that staff is the City's greatest asset and she is more inclined to cut capital projects.

Bret Howser discussed the increased contribution to the state retirement plan mandated by the legislature and explained changes to the health insurance plan. Benefits are provided to full-time regular employees and vary for contract employees. Mr. Howser explained the creation of a lump merit bonus pool; bonuses used to be covered by individual departments. In response to a question from Joe Kernan, he explained how the savings on single health insurance compared to family health insurance is distributed.

Prepared by Janet M. Scott, City Recorder

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
MAY 20, 2010**

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, May 20, 2010. Members in attendance were Dana Williams, Alex Butwinski, Candace Erickson, Joe Kernan, Cindy Matsumoto, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Tom Daley, Deputy City Attorney; Bret Howser, Budget Manager; Brooks Robinson, Planner; Jed Briggs, Budget Analyst; Jon Weidenhamer, Economic Development Manager; Katie Cattan, Planner; Tommy Youngblood, Special Events Coordinator; Shelley Hatch, Finance Analyst; and Kayla Sintz, Planner.

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

None.

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

None.

IV WORK SESSION NOTES AND MINUTES OF THE MEETINGS OF APRIL 22, 2010 AND MAY 6, 2010

Joe Kernan, "I move we approve the notes and minutes of April 22nd and May 6th". Candace Erickson seconded. Motion unanimously carried.

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

Alex Butwinski, "I move approval of Items 1 and 2 (and to move Item 3 for discussion purposes)". Liza Simpson seconded. Motion unanimously carried.

1. Consideration of acceptance and award of Pavement Management bids, in forms approved by the City Attorney:

- (a) Kilgore Paving for pavement overlays in the amount of \$277,810
- (b) Morgan Pavement Maintenance for slurry seals in the amount of \$65,537
- (c) M&M Asphalt Services for crack seal in the amount of \$66,990
- (d) Morgan Pavement Maintenance for trail sealcoat sealing in the amount of \$6,597
- (e) Morgan Pavement Maintenance for micro-surfacing in the amount of \$18,940
- (f) CTS Utilities for utility adjustments in the amount of \$30,715

2. Consideration of a construction agreement, in a form approved by the City Attorney, with Scott Schofield Construction, Inc. for construction of the Ridge Avenue Waterline Extension in an amount of \$28,905 - See staff reports.

3. Consideration of Leases of City property/right-of-way, in forms approved by the City Attorney, for outdoor dining for: (a) Ciseros Ristorante, located at 306 Main Street; and (b) Bistro 412, located at 412 Main Street – This item was removed from the Consent Agenda for discussion purposes and was addressed after Item 2 under New Business. It appears here in the minutes for ease of reference. Planner Brooks Robinson explained that concerns have been raised from the applicant about limiting the time frame from Memorial Day to Labor Day as he would like it extended into the fall. Because of the expense related to the temporary deck, Mr. McComb would like the term extended beyond one year. Mr. Robinson brought up potential conflicts with the use of the deck during special events like the Arts Festival or the 4th of July and Miners Day parades. The current code does not allow off-premise signs which has also been requested. Staff has been directed by the City Council to support efforts to help energize the street and would like some input on these issues. Mr. Robinson added that paid parking revenues are recommended to be waived.

Steve McComb, owner, added that he was concerned about the City's increased insurance requirements to \$4 million but has worked that out with his insurance agent. Tom Daley assured Council that the City's requirements are in accordance with the state risk manager. Joe Kernan felt that this may be a good topic for work session because the City may be missing opportunities with this requirement which can only be satisfied with purchasing special umbrella policies because there is no policy available with these specific limits.

Members were supportive of an extended season. Closing the deck by 10 p.m. was discussed at length as well as other requirements like no plastic furniture and/or affixing the umbrella. An adjustment to the business license fee because of additional square footage was not supported by members. Alex Butwinski stated that he is comfortable with a longer term like three years and asked about the off-premise sign. Mr. McComb explained his plan of painting the decks to match the buildings so they become part of the business property. Additionally, anything under 200 square feet is unregulated. Members supported the three year term.

Steve McComb expressed objections to not being able to operate during special events. He has already been delayed and will not be operating by Memorial Weekend. Liza Simpson felt he shouldn't be allowed during Arts Festival as the streets is programmed for the Kimball Art Center. Tom Bakaly suggested that this issue be further explored. Ms. Erickson relayed that she feels the street seriously lacks dining during Arts Festival.

Mary Black, HMBA, stated that other businesses may want to do this that don't have street front property.

Joe Kernan, "I move we approve Consent Agenda Item 3". Liza Simpson seconded. Motion unanimously carried.

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

1. Consideration of a construction agreement, in a form approved by the City Attorney, with Bowen Construction Company for construction of the SR-248 and Comstock Pedestrian Tunnel in an amount of \$1,051,509 – Matt Cassel explained that seven bids were received and they were relatively close in amount and favorable. In response to a question from Alex Butwinski, Mr. Cassel explained that the City will not have to issue additional walkability bonds to cover the project. The Mayor invited public input; there was none. Liza Simpson, "I move we approve a construction agreement, in a form approved by the City Attorney, with Bowen Construction

Company for construction of the SR-248 and Comstock Pedestrian Tunnel in an amount of \$1,051,509". Alex Butwinski seconded. Motion unanimously carried.

2. Consideration of a Resolution adopting a tentative revised budget for fiscal year 2009 and the budget for fiscal year 2010 for Park City Municipal Corporation and its related agencies
- This item was discussed after the approval of the Consent Agenda, but appears here for ease of reference. The Mayor referred to the work session discussion on the budget and opened the public hearing:

Chuck Klingenstein, resident, encouraged Council to engage in a philosophical discussion on where we were and where we're going. He referred to our high growth years and credited the staff will trying to formulate a fiscal plan for the next 15 years. This might not be the right year for a property tax increase but the time has come to create a public forum about how to pay for the future.

Hans Fuegi, resident and business owner, relayed that the timing for a property tax increase is not good and should not be considered until the economy recovers. He doesn't sense that the City has tried hard enough and encouraged making further cuts like freezing salaries, if necessary.

Chris Iverton, Park City Area Lodging Association, relayed that the transient room tax collection for 2009 was \$4 million which doesn't include the sales taxes generated by tourists and the second home owner is a significant contributor supporting City services. This is the wrong time to burden property owners with a property tax increase. He believes Park City should be doing the opposite so that it is easier for businesses to compete with other resort communities. Everyone needs to share the pain as the economy improves. He strongly encouraged Council to examine every line item in the budget to prevent a property tax increase. The Association disagrees with the recommended revenue mix strategy.

Bob McAllister, resident, stated that it is time for the City to reevaluate all of the City's operations so that no waste exists. Citizens and businesses are making sacrifices or going out of business and all states have had budget problems. Park City's \$65 million budget reflects \$1 million in cuts which seem to be superficial at best. Many departments like planning and building have substantially less work and he asked if staff or salaries have been reduced. City employees should be paying for health coverage and there should be a charge for riding the bus. The Racquet Club remodel should be delayed and every City function should be put to the test of efficiency. He stated that a study should be conducted by an outside firm specializing in city operations so property owners know the facts.

Bret Howser read a lengthy letter from resident Clay Stuard, opposed to the property tax increase and encouraging scaling back capital spending. This letter was already distributed to members.

Kevin King, resident, believed there is redundancy in local government and there are too many employees. He relayed that Park City has 22 employees between building and planning while Aspen has 12 and Vail has nine. Personnel services could be contracted out, there are too many vehicles, and retirement benefits should be cut. Expensive programs like the flowers on Main Street should be eliminated and the City should get back to basics.

Carol Tesch, resident, pointed out that the snow removal costs for extended play at the Quinns fields was omitted from the budget document; she emphasized that 1,000 athletes would be

served. She will be addressing Council next week. The Mayor encouraged her to consider increased fees for participants to cover costs.

Diane Thompson understood that the glossy multi-color budget mailer cost \$2,000 when it could have been put in the paper. The Mayor noted that the Park Record would have probably charged the same amount and Ms. Erickson stated that in order to get the information out to every citizen, it is important to mail a piece because not everyone listens to the radio or reads the paper. Ms. Thompson insisted that costs can be trimmed. Jed Briggs noted that the total for printing and mailing was \$1,600.

The City Recorder requested a motion to continue to May 27, 2010. Candace Erickson, "I so move". Liza Simpson seconded. Motion unanimously carried.

Jed Briggs explained the capital improvement committee process and looking at new projects requiring new funding. The General Fund transfer has been cut by about \$600,000. He discussed criteria for ranking projects, noting that the Racquet Club remodel has been supported by the committee for two years. He asked members if additional information should be collected for next week's discussion. The City Manager's recommended budget for this project is \$11.5 million but the bids came in a lot lower at \$8.5 million (including soft costs \$10 million). The annual debt service savings is \$158,000 per year. He emphasized that construction costs are extremely low now and the City's bond rating is excellent, both good reasons to consider this project this year.

Jon Weidenhamer stated that Council gave direction to bid the project in February 2009 and the Planning Commission review resulted in some design changes. The City has invested about \$550,000 in architectural fees, consulting services, and the Iron Horse lease reservation. He reviewed alternatives. Consultant Steve Brown spoke about carefully analyzing the drawings to find ways to save money on the project and what went to bid was accurate. He was very pleased to see the bids come in at roughly \$8 million for hard costs and the low bidder is Okland Construction who has a great reputation and the capacity to perform. Mr. Brown relayed that this an opportunity for the City to maximize the value of the Racquet Club in a favorable market which is in dire need of upgrading. He stressed that a delay or redesign would exponentially increase costs to cover the requirements for consulting and engineering fees. The completed building will be available as an emergency center during a catastrophe. Liza Simpson asked if the solar and photovoltaic could be delayed a year to save costs and whether there is funding available from emergency management agencies for making this facility an essential building. Alex Butwinski felt it important to examine all options including downsizing or phasing tennis courts and funding the project in cash from the CIP. Cindy Matsumoto was informed that the remodel can be accomplished without a property tax increase. The Mayor invited John Halsey from the Recreation Board to speak.

John Halsey relayed that the Board has been working on this for two years and the City probably could not have bonded for this at that time. The economy is showing signs of recovery and the Council gave them direction to proceed in the worst economic times. The bid numbers are great and we should seize this opportunity and move forward.

Alex Butwinski reiterated his interest in funding the project with cash. Joe Kernan expressed interest in downsizing the project and paying for the project with cash. The Mayor invited public input.

Jodi Gross emphasized that the project is really about the kids. Although the economy has been down, people can afford to take vacations and families are still enrolling in recreation programs. The Racquet Club is always packed.

Mr. Kernan asked for additional information on essential buildings. Candace Erickson relayed her surprise that a serious injury hasn't occurred in the building. Lawsuits can be in the millions and the facility is not ADA compliant. She spoke about the City conducting an unsuccessful bond about ten years ago requesting \$6 million for the building which failed because there was not enough information provided to voters. Ms. Erickson would rather take money from other capital projects to get this remodel accomplished because next year, it could be a \$12 million project.

Tom Fey, resident and frequent user of the Racquet Club, suggested using the design drawings but building a recreation facility at Quinns Junction and keeping the existing Racquet Club open for the next two years while it is being built. It's cheaper to build from the ground up than it is to remodel.

Candace Erickson stated that a recreation survey revealed that most residents want the facility to stay within the City core and on the bus route. Steve Brown advised that the current design of the building and engineering are completely site-specific. Additionally, there are existing pools and courts at the Racquet Club and the cost of relocating the project would be exponentially greater than the current project. Tom Bakaly understood that Council would like to review CIP sources for funding next week.

3. Consideration of an Ordinance approving the Snow County Condominiums Amendment to Record of Survey Plat, located at 1150 Deer Valley Drive, Park City, Utah – The Mayor opened the public hearing. There were no comments. He requested a motion to continue to a date uncertain. Alex Butwinski, "I so move". Cindy Matsumoto seconded. Motion unanimously carried.

4. Consideration of an Ordinance approving the Second Amended Sterling Lodge at Deer Valley Record of Survey Plat located at 7660 Royal Street East, Park City, Utah – Katie Cattan explained that the amendment relates to the common area and does not affect density. The Planning Commission forwarded a positive recommendation. The Mayor opened the public hearing; there were no comments. Liza Simpson, "I move we approve an Ordinance approving the Second Amended Sterling Lodge at Deer Valley Record of Survey Plat located at 7660 Royal Street East, as outlined in the staff report". Joe Kernan seconded. Motion unanimously carried.

5. Consideration of a Master Festival License for Make A Wish Walk for Wishes to be held May 23, 2010 – Make A Wish Foundation – Tommy Youngblood described the event noting that there are no operational issues and staff recommends approval. The Mayor opened the public hearing; there was no input. Joe Kernan, "I move we approve Item 5, the MFL for Make A Wish". Cindy Matsumoto seconded. Motion unanimously carried.

6. Consideration of an Ordinance amending Title 4, Licensing, of the Municipal Code of Park City, Utah for consistency with Utah Alcohol Laws, establishment of other alcohol licenses, and other related matters – Shelley Hatch pointed out that the amendments are basically a house-keeping matter, making our regulations consistent with state code. The Mayor opened the public hearing; there were no comments. Joe Kernan, "I move we approve New Business

Item 6 concerning the alcohol laws in Utah and Park City". Liza Simpson seconded. Motion unanimously carried.

7. Consideration of an Ordinance approving the 1059 Park Avenue Subdivision, located within Lot 14 and the southerly 10 feet of Lot 15 in Block 4, Snyders Addition to the Park City Survey, Park City, Summit County, Utah – Planner Katie Cattin explained that a property line intersects an historic home on the property and a plat amendment is necessary to remodel the residence. The Mayor opened the public hearing; there were no comments from the audience. Candace Erickson, "I move we approve a plat amendment for 1059 Park Avenue according to the findings of fact, conclusions of law and conditions of approval". Joe Kernan seconded. Motion unanimously carried.

8. Consideration of an Ordinance approving the Prospector Square Amended Subdivision Plat, located at 1895 Sidewinder Drive, Park City, Utah – Planner Brooks Robinson explained that the request is to combine a number of lots into one lot of record and the Planning Commission forwarded a positive recommendation. The Mayor opened the public hearing; there was no input. Liza Simpson, "I move we approve the Prospector Square Amended Subdivision Plat based on the findings of fact, conclusions of law and conditions of approval as found in the draft Ordinance". Joe Kernan seconded. Motion unanimously carried.

9. Consideration of an Ordinance approving the Nakoma Condominiums First Amendment to the Amended and Restated Nakoma Condominiums Record of survey plat located at 8800 Marsac Avenue, Park City, Utah – Brooks Robinson referred to his staff report and briefly described the history of the project. The Mayor opened the public hearing; there were no comments. Liza Simpson, "I move we approve an Ordinance approving the Nakoma Condominiums First Amendment to the Amended and Restated Nakoma Condominiums Record of survey plat located at 8800 Marsac Avenue based on the findings of fact, conclusions of law and conditions of approval as found in the draft Ordinance". Alex Butwinski seconded. Motion unanimously carried.

10. Consideration of an Amendment to Condition of Approval #3(c) of the 1991 City Council Conceptual Approval of the Town Lift Project requiring Historic District Commission review and approval of all building designs relating to the project – This item was moved up on the agenda but appears here for ease of reference. Brooks Robinson explained that this relates to the original Town Lift Project and detailed the history of the 692 Main Street property. He pointed out that one of the conditions of approval throughout the process was required design review by the Town Lift Design Review Task Force, consisting of members from Council, Planning Commission and the Historic District Commission. Since an application has been submitted for a remodel, it is recommended that the condition be changed to require compliance with current Historic District Design Review Guidelines and consistency with current processes. David Luber added that the Planning Commission unanimously supported the amendment and the action is really a house-keeping matter. The Mayor opened the public hearing; there were no comments from the audience. Liza Simpson, "I move we approve an Amendment to Condition of Approval #3(c) of the 1991 City Council Conceptual Approval of the Town Lift Project requiring Historic District Commission review and approval of all building designs relating to the project, as suggested in the staff report". Joe Kernan seconded. Motion unanimously carried.

11. Consideration of an Ordinance approving the 352 Main Street and First Amended 352 Main Street Plat Amendment, located at 352-354 Main Street, Park City, Utah – Planner Kayla Sintz explained the parcel combination; the Planning Commission forwarded a positive recommendation. The Mayor opened the public hearing; there were no comments from the

audience. Joe Kernan, "I move we approve New Business Item 11". Liza Simpson seconded. Motion unanimously carried.

VII ADDITIONAL DISCUSSION – AGENDA ITEMS

Pay Plan discussion – The Mayor suggested looking at the top ten cities as opposed to the top five and Candace Erickson commented that that is a policy change and should not be done arbitrarily. Liza Simpson believed that the pay plan should be discussed after the budget adoption. It would be good to know how many people are adjusted every two years as an example, but the review should be comprehensive and there isn't enough time before the adoption of the tentative budget. Alex Butwinski suggested the City Manager cut 2% from lump merit bonuses and the pay plan parameters need to be thought through. In response to a comment from Candace Erickson, Tom Bakaly explained that positions can move to working level which usually happens in the context of a performance review which is set within 5% of the market. If the jump is more than one grade, the increase is spread out over six months. He acknowledged that a majority of members are concerned about a property tax increase and would like to take a longer term look at the pay plan philosophy and look at other ways to fund the Racquet Club. Staff will return with options to balance the budget and meet Council's goals. Lump merits bonuses are budgeted in departments this year and it is recommended that they occur. Joe Kernan pointed out the significant increase in personnel numbers since 2007 and strongly believed the pay plan needs to be examined to make sure its growth is sustainable. Cindy Matsumoto expressed confusion about how some employees could become 10% behind the market in three years. Tom Bakaly explained that some of the growth is due to County-wide bus service but staff will return with a discussion.

VIII ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned.

MEMORANDUM OF CLOSED SESSION

The City Council met in closed session at approximately 1 p.m. Members in attendance were Mayor Dana Williams, Alex Butwinski, Candace Erickson, Joe Kernan, Cindy Matsumoto, and Liza Simpson. Staff present was Tom Bakaly, City Manager; Tom Daley, Deputy City Attorney; Jon Weidenhamer, Economic Development Manager; Michael Kovacs, Assistant City Manager; Kayla Sintz, Planner, Diane Foster, Sustainability Manager; Jason Glidden, Marketing Analyst; and Mark Harrington, City Attorney. Joe Kernan, "I move to close the meeting to discuss property and litigation". Liza Simpson seconded. Motion carried unanimously. The meeting opened at approximately 3 p.m. Liza Simpson, "I move to open the meeting". Cindy Matsumoto seconded. Motion unanimously carried.

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

Prepared by Janet M. Scott

Janet M. Scott, City Recorder



City Council Staff Report

Subject: Emergency Call Box & Video Surveillance Camera System
Author: Darren Davis, Transportation Admin Team Leader
Department: Transit
Date: May 25, 2010
Type of Item: Administrative

Summary Recommendations:

Authorize Staff to approve accumulated change orders from Simplex Grinnell in an amount not to exceed **\$35,562** for the installation of security cameras and emergency phones at the Richardson Flat park and ride.

Background:

On September 17, 2009 City Council authorized a contract with Simplex Grinnell in the amount of \$161,167 for 6 emergency call boxes and 15 surveillance cameras to be installed at the Park & Ride lot in the Richardson Flat area. The phones and cameras are an integral component of the park and ride security plan. The system will provide the Park City Police Department with video surveillance of the lot and allow park and ride users to directly contact Park City Dispatch in an emergency.

The emergency call boxes and video surveillance camera system is funded in part by the Federal Transit Administration (FTA).

Analysis:

As Simplex Grinnell neared completion of the project it became known that the buried electrical conduits installed by Talisker Corp, as a favor, for the City were not of the diameter reflected in the construction drawings provided by the developer. Additionally, the conduits were not connected to each light pole as had been requested by City Staff. Staff did not detect this variance until Simplex Grinnell brought it to the City's attention. To resolve this issue two solutions are available:

1. Saw cut the new pavement\concrete and run new conduit for system wiring.
2. Reconfigure the system to use wireless connectivity instead of hardwire for camera transmission (no need for conduit).

Saw cutting to run new conduit would require

- Significant patching of the new pavement which would compromise pavement life expectancy and increase pavement maintenance costs.
- Handling of hazardous soils capped beneath the pavement.

- Review and approval of project plans, including project oversight by the U.S. Environmental Protection Agency.
- Cost for this solution is estimated at \$40,000.

The saw cutting solution would significantly delay project completion, compromise pavement life and result in higher costs than the wireless solution.

Staff representatives from Public Works and the City's Information Technology department reviewed both options and recommended the wireless solution.

Simplex Grinnell submitted two change orders to complete the wireless solution. The first is for \$19,999 for the purchase of wireless network hardware, and the second is for \$15,564 for required installation equipment and labor.

The combined total for the change orders is \$35,562 (total contract cost of \$196,729). This accumulated change exceeds Staff's \$20,000 change order authority provided under the City's Contracting and Purchasing Policy section C. General Policy 11.d. i.

Staff has carefully reviewed the change order requests and thinks they are fair and reasonable for the work required. Adequate funding for this contract increase exists in CIP Project 0216.

Staff does not believe that Talisker Corp. can be held responsible for this change order as their project manager installed the conduit, although incorrectly, as a favor to assist the City in installing the security system. This contract increase will be offset with savings in other project areas and will not require a corresponding increase in the overall project budget. The increase will be funded with 80% FTA funds (28,450) and 20% Transportation fund balance (\$7,112).

Department Review:

This report was reviewed by the City Attorney's office, the City Manager's office and Public Works.

Alternatives:

A. Approve Staff's Request:

Authorize Staff to approve accumulated change orders from Simplex Grinnell in an amount not to exceed **\$ 35,562** for the installation of security cameras and emergency phones at the Richardson Flat Park and Ride.

B. Deny Staff's Request :

Council could deny Staff's request. This will result in an incomplete security system, Staff does not recommend this alternative.

C. Continue the Item:

Council could continue the item. Any further project delay could expose the City to additional claims from the contractor. This is not staff's recommendation.

D. Do Nothing:

This alternative would have the same as alternative C. This is not staff's recommendation.

Consequences of not taking the recommended action:

If Council should direct Staff not to complete the security system funds expended to date will not be eligible for FTA reimbursement (\$181,166). These costs would need to be funded using Transportation fund balance.

Recommendation:

Authorize Staff to approve accumulated change orders from Simplex Grinnell in an amount not to exceed **\$35,562** for the installation of security cameras and emergency phones at the Richardson Flat park and ride.

City Council Staff Report

Subject: FY 2011 BUDGET
Author: Nate Rockwood, Hugh Daniels
Department: Budget, Debt, & Grants
Date: June 3, 2010
Type of Item: Informational/Legislative



Budget, Debt, & Grants

Summary Recommendations:

Hold a public hearing on the City Manager's Recommended Budget. Provide direction concerning: City Fee Resolution, Budget Policies, Outstanding Budget Issues. Adopt the Tentative Adjusted Budget for FY 2010 and Tentative Budget for FY 2011, for Park City and its related agencies. Review the updated Comprehensive Emergency Management Plan (CEMP) and adopt by resolution the CEMP in accordance with FEMA requirements and standards.

Topic:

FY 2010 Adjusted Budget, FY 2011 Budget, City's updated CEMP

Background:

The City's budget process began in January with the annual Council Visioning Session. At that time, the Budget Department presented updated revenue projections which portrayed a budget shortfall of \$1.8 million in FY 2010. Staff proposed a shortfall reduction matrix which outlined a strategy for addressing the shortfall through operating budget reductions, capital reprioritization, and revenue enhancement. Council affirmed a "Minor" shortfall level according to the City's revenue shortfall policy. Staff also presented an update of the long-range financial projections, the Financial Impact Assessment Report (FIAR), and the service level assessment, or SLAC. The Budget Department noted during visioning the long-term issues associated with property tax laws and the lack of an inflationary component built into the certified property tax rate. Council was told that it was unlikely that Park City could continue to provide existing service levels in the long run without considering property tax increases. Staff received additional direction from Council at Visioning Session concerning other topics, requests, and discussions to include in the upcoming budget.

Department managers then compiled operating budget reduction plans to present to the City Manager during February and March. These operating reduction plans, which identified up to 5% operating reductions, as well as any budget increase requests were considered during a series of meetings between functional teams and the City Manager. Portions of the 5% reduction plans as well as some budget increase options were then approved, denied, or modified with the intent of realizing an overall operating budget with little to no increase from 2010 original budget levels.

New capital project requests were evaluated by the CIP Committee during March and prioritized following the same criteria used during the full CIP re-prioritization done last year. The CIP Committee worked with the direction to cover \$650,000 of the projected shortfall in FY 2010 with a reduction of the General Fund transfer to capital. The Committee forwarded their recommendation to the City Manager in late March. The City Manager made final decisions on operating and capital recommendations in April.

On May 3rd, staff delivered the City Manager's Recommended Budget (Tentative or Proposed Budget) to City Council. On May 6 the Tentative Budget, Budget Overview & Timeline, Update of Financial Impact Report (FIAR), Revenue Mix Analysis & 15-Year Revenue Action Plan, New Expenditure Funding Strategy, and Property Tax Increase were presented to Council. Public hearings were held on May 6th, May 20th, and May 27th. Additional public hearings are currently scheduled for June 3rd, and 17th. Council work session on June 10th may be used for further budget discussion if the time is needed.

On May 20th staff presented the operating budget expenditures to Council by department. Included in these presentations were the recommended cuts and their impacts. Staff then explained the recommended Pay Plan, Lump Merit Pool, and Benefits (Retirement & Health Insurance) budget. Council asked for more clarification on the Pay Plan process. Staff then presented the CIP budget, which was discussed again on May 27th. Included in the CIP budget presentation was the Racquet Club Remodel update. Staff was directed by Council for the May 27th meeting to provide more detail with regard to varying options concerning the scope of the project as well as funding, which may include the reprioritization of other CIP projects.

On May 27th staff presented information on Fee Changes – Building, Planning & Engineering Fees, Water Fees, Parking Fees, Golf Fees, Fleet Right-Sizing Study, CIP Budgets – CIP Alternative Matrix, Racquet Club Remodel, Expanding Field Service at Quinns; Pay Plan Review; Budget Balancing Options; and Process Engineering Program. Council directed staff to remove the proposed property tax increase, reduce the lump merit pool, remove Council compensation, and remove the debt service for the racquet club remodel. Council directed staff to move forward with the racquet club remodel using existing cash as the funding source with no bonding options. Council directed staff to keep the Pay Plan in the budget as originally recommended. A majority of Council did not provide policy direction to amend the City's previous goal of paying towards the top of the range. Staff will continue to clarify with Council "how" the Pay Plan is implemented by staff.

Discussion/action is slated for these dates as follows, barring changes as needed:

June 3 – Budget Policies, Fee Resolution, **Adoption of Tentative Budget**, Outstanding Budget Issues

June 10 – Personnel Policies and Procedures (P&P), Outstanding Budget Issues (if necessary)

June 17 – Presentation & Adoption of Final Budget

Analysis:

On June 3, staff will focus on the following topics for discussion:

1. Adoption of the Tentative Budget
2. City Service Fees (changes to the Fee Resolution)
3. Budget Policies
 - a. Asset Management Policy
 - b. Recession/Net Revenue Plan
4. Comprehensive Emergency Management Plan
5. Council Compensation

Adoption of the Tentative Budget

Attached to this staff report is a resolution adopting a Tentative Revised Budget for FY 2010 and a Tentative Budget for FY 2011 for Park City and its related agencies. The resolution also gives the Budget Officer the ability to set the property tax rate at a “no tax increase rate” and file it with the County.

City Council is not scheduled to adopt the final budget until June 17. There will be time to discuss and make any recommended changes on June 10.

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

- Remove 6 percent property tax increase
- Reduce Lump Merit Pool option by \$170,000. Reduce lump merit from 6% to 4%
- Remove \$22,717 Council compensation option and place in personnel reserve
- Reduce Sustainability-Economy Department contract services (Events Project Manager request) by \$40,000
- Reduce Ice Building II part-time position from .75 to .25 FTE, -\$14,753 (Ice Rink Reorganization option)
- Remove debt service associated with Racquet Club Remodel project
- Increase Emergency Management operating budget by \$45,000
- Create Quinn’s Soccer Field Snow Removal CIP with budget of \$20,000, Revenue sources will include \$8,000 from the GF and \$12,000 to be funded through cooperative agreements with partner agencies.
- Adjustments to CIP projects to cover additional requirements of Racquet Club Remodel project. A detail list of CIP changes will be presented to Council during the June 3rd Council Meeting.
- Budget revenue for additional grants collected in FY 2010
 - Library CLEF funds - \$5881
 - Police E911 Grant – \$4,982
 - Racquet Club Renovation RAP Tax funds - \$100,000
 - UTA/FTA transit operation grants
- Additional items include technical adjustments to funds 31, 35, 51, 70, and 71 regarding bond proceeds and interest, carry forward budget, and interfund transfers.

Budget Policies

Each year, staff reviews the City's various policies including the Budget and Personnel Policies and Procedures documents. City Council generally adopts these policies, along with any changes, as a part of the budget process. Changes to the Personnel Policies and Procedures document will be presented to Council June 10th. The following changes are proposed for the Budget Policies:

- Asset Management Policy (See Policies and Procedures – Chapter 3, Part III)
- Recession/Net Revenue Shortfall Plan (See Policies and Procedures – Chapter 1, Part IV)

Asset Management Policy:

Staff is recommending the following changes to the purpose section of the Asset Management Policy.

PART III - ASSET MANAGEMENT POLICY

A. Purpose

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

Goals of the Program:

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

B. Management

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

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

C. **Accessing Funds**

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

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

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

Recession/ Revenue Shortfall Plan:

Staff is recommending changes to the Recession/ Revenue Shortfall Plan, which include further detail on City Manager oversight for personnel action during a minor level. Alert level numbers were also added.

PART IV - RECESSION/ REVENUE SHORTFALL PLAN

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

1. **Indicators** which serve as warnings that potential budgetary impacts are increasing in probability. The City will monitor key revenue sources such as sales tax, property tax, and building activity, as well as inflation factors and national and state trends.
2. **Phases** which will serve to classify and communicate the severity of the situation, as well as identify the actions to be taken at the given phase.
3. **Actions** which are the preplanned steps to be taken in order to prudently address and counteract the anticipated shortfall.

B. The recession plan and classification of the severity of the economic downturn will be used in conjunction with the City's policy regarding the importance of maintaining revenues to address economic uncertainties. As always, the City will look to ensure that revenues are calculated adequately to provide an appropriate level of city services. As any recessionary impact reduces the City's projected revenues, corrective action will increase proportionately. Following is a summary of the phase classifications and the corresponding actions to be taken.

1. **Level 1 - ALERT: An anticipated net reduction in available projected revenues from 1% up to 5%.** The actions associated with this phase would best be described as delaying expenditures where reasonably possible, while maintaining the "Same Level" of service. Each department will be responsible for monitoring its individual budgets to ensure only essential expenditures are made.
2. **Level 2 - MINOR: A reduction in projected revenues in excess of 5%, but less than 15%.** The objective at this level is still to maintain "Same Level" of service where possible. Actions associated with this level would be as follows:
 - a. Implementing the previously determined "Same Level" Budget.

- b. Intensifying the review process for large items such as contract services, consulting services, and capital expenditures, including capital improvements. Previously approved capital project expenditures which rely on General Fund surplus for funding should be subject to review by the Budget Department.
 - c. Closely scrutinizing hiring for vacant positions, delaying the recruitment process, and using temporary help to fill in where possible (soft freeze). **The City Manager will review all personnel action with heightened scrutiny, including career development and interim reorganizations, to ensure consistency and equitable application of the soft freeze across the organization.**
 - d. Closely monitoring and reducing expenditures for travel, seminars, retreats, and bonuses.
 - e. Identifying expenditures that would result in a 5% cut to departmental operating budgets while still maintaining the same level of service where possible.
 - f. Reprioritizing capital projects with the intent to de-obligate non-critical capital projects.
 - g. Limit access to contingency funds.
 - 3. **Level 3 - MODERATE: A reduction in projected revenues in excess of 15%, but less than 30%.** Initiating cuts of service levels by doing the following:
 - a. Requiring greater justification for large expenditures.
 - b. Deferring non-critical capital expenditures.
 - c. Reducing CIP appropriations from the affected fund.
 - d. Hiring to fill vacant positions only with special justification and authorization.
 - e. Identifying expenditures that would result in a 10% cut to departmental operating budgets while trying to minimize service level impacts where possible.
 - f. Eliminate access to contingency funds.
 - 4. **Level 4 - MAJOR: A reduction in projected revenues of 30% to 50%.** Implementation of major service cuts.
 - a. Instituting a hiring freeze.
 - b. Reducing the Part-time Non-Benefited and Seasonal work force.
 - c. Deferring merit wage increases.
 - d. Further reducing capital expenditures.
 - e. Preparing a strategy for reduction in force.
 - 5. **Level 5 - CRISIS: A reduction in projected revenues in excess of 50%.**
 - a. Implementing reduction in force or other personnel cost-reduction strategies.
 - b. Eliminating programs.
 - c. Deferring indefinitely capital improvements.
- C. If an economic uncertainty is expected to last for consecutive years, the cumulative effect of the projected reduction in reserves will be used for determining the appropriate phase and corresponding actions.

City Service Fees

As part of the Budget Process, City staff has reviewed the City's Fee Resolution and proposes adjustments for:

- Planning Fees

- Water Fees
- Parking, Meter Rates, Violations, Towing, And Impound Fees
- Recreation Services and Facility Rental Fees

On May 27, Council was presented with proposed changes to the City's Fee Resolution. After discussion, Council agreed with the changes to the fee schedule. Attachment B to this report is the amended sections of the Park City Fee Schedule and Fee Resolution. Staff recommends the adoption of the resolution in order to make the appropriate fee changes.

(See Attachment B – Fee Resolution with Excerpts of Fee Changes)

Comprehensive Emergency Management Plan (CEMP)

The City Council adopted a new Comprehensive Emergency Management Plan (CEMP) in August of 2007 and re-adopted an updated CEMP in June of 2008 and 2009. The Emergency Management Group (EMG) and the City Manager made amendments to the CEMP during the 2010 fiscal year (see attachment C). Resolution 14-09 requires all amendments to the CEMP to be ratified by the City Council within one year. Further, the City's CEMP must be readopted annually to meet the National Incident Management System (NIMS) and FEMA compliance requirements.

Without formal adoption of a CEMP, the City is not eligible for certain federal grants and certain federal disaster reimbursements. Further, NIMS compliance is becoming a requirement for other federal assistance and grants. State assistance to municipalities is also available with approved emergency management plans, training, an Emergency Manager and CEMP adoption. Park City recently received \$6,000 in FEMA/State Emergency Management Performance Grants (EMPG) because we have an Emergency Program Manager and have met the state and federal NIMS requirements. We have applied for three EMPG Project Grants totaling \$31,600 and are awaiting notification of the results of the grant competition.

In addition to the basic plan, seventeen (17) Appendices lay out the details of Mitigation, Preparedness, Response and Recovery.

The basic CEMP is before you for review and adoption meeting the State/Federal NIMS requirements.

The following amendments have been made since the June 4, 2009 adoption.

Nature of the Change	Date Approved by EMG	Page Affected
Updated the Concepts and Principals - Resources	3/15/2010	9
Updated the Emergency Manager definition	3/15/2010	13
Updated the EMG to include the Assistant City Manager	3/15/2010	14
Change Public Works Director to Public Works Management Representative on the EMG list	3/15/2010	14
Changed the City Manager successors	3/15/2010	16
Changed the Operations Commander successors	3/15/2010	16
Changed secondary EOC to Marsac	3/15/2010	21
Updated ESF #11 definition	3/15/2010	23
Updated Public Works ESF responsibilities	3/15/2010	27
Updated Planning ESF responsibilities	3/15/2010	28
Updated Damage Assessment definition	3/15/2010	29
Updated miscellaneous grammar and punctuation	3/15/2010	throughout
Added updated NIMS training matrix	3/15/2010	Appendix E
Updated Training, Implementation and Exercise section	3/15/2010	Appendix E
Added the Emergency Declaration Form	3/15/2010	Appendix O
Added Press Release Template	3/15/2010	Appendix O

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

(See Attachment D – Resolution Adopting the CEMP & Park City CEMP)

Council Compensation

During the May 27 Council Meeting, Council directed staff to remove the Council compensation option which corrected a technical omission of an approved option from the FY 2009 budget process. At that time, staff proposed benchmarked pay data for elected official compensation, which was to be implemented in FY 2011 after a 2% increase in FY 2010, mirroring the strategy employed by the City for the rest of the pay plan. Council directed staff to move forward with this, but the Budget Department neglected to incorporate this into the FY 2011 Plan. Removing this option will reduce the personnel budget for FY 2011 by \$22,717. The savings will be placed in a personnel contingency fund. The Compensation Ordinance must be adopted to reflect changes in statutory officers, which have moved as a result of the Pay Plan (City Engineer & City Treasurer).

(See Attachment E – Compensation Ordinance)

Department Review:

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

Alternatives:**A. City Council should do the following:**

- 1. Adopt the Tentative Budget for FY 2010 (amended) and FY 2011 by resolution;**
- 2. Adopt the Fee Resolution;**
- 3. Adopt the Park City Comprehensive Emergency Management Plan (CEMP) by resolution;**
- 4. Give Direction to Staff regarding Desired Changes to the Budget to be made before Final Adoption.**

B. Continue the Item: The Final Budget needs to be adopted on June 17. Per State law, the Tentative Budget needs to be adopted and available for public review for 10 days prior to Final Budget adoption. Any possible changes to the Final Budget should be addressed on June 3 when the Tentative Budget is adopted. Subsequent discussions can occur on June 10, but final changes need to be adopted on June 17.

C. Do Nothing**Significant Impacts:**

The City's budget must be balanced. Staff recommends that Council provide policy direction on budget issues. Any unresolved issues should be discussed by June 10 so that the Final Budget can be prepared for adoption on June 17.

Failure to adopt the CEMP, jeopardizes the City's ability to receive State and Federal grant and disaster reimbursement funds. The existing \$6,000 EMPG grant recently received would be in jeopardy.

Recommendation:

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

Attachments:

A – Resolution Adopting the Tentative Budget

B – Fee Resolution with Excerpts of Fee Changes

C – Comprehensive Emergency Management Plan

D – Resolution Adopting the CEMP & Park City CEMP

E – Compensation Ordinance

Attachment A

Resolution No.

A RESOLUTION ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2010 AND A TENTATIVE BUDGET FOR FISCAL YEAR 2011 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

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

WHEREAS, a public hearing was held on May 6, May 20, and May 27, 2010, and one more scheduled for June 3, 2010 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 6, 2010 and with changes as summarized in the Attachments to this resolution is hereby adopted as the tentative revised Fiscal Year 2010 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. TENTATIVE BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 6, 2010 and with changes as summarized in the Attachments to this resolution is hereby adopted as the tentative budget for Fiscal Year 2011 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for 2010 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect June 3, 2010 for the Fiscal Year 2010 revised budget, and July 1, 2010 for the Fiscal Year 2011 budget.

PASSED AND ADOPTED this 3th day of June, 2010.

Resolution No. XX-XX

A RESOLUTION AMENDING SECTION 1, PLANNING FEES; SECTION 2, WATER FEES; SECTION 7, PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES; SECTION 8, RECREATION SERVICES AND FACILITY RENTAL FEES; AND REPLACING AND REPEALING RESOLUTION 5-10 IN ITS ENTIRETY

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

WHEREAS, a public hearing was held on June 3, 2010, 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. EFFECTIVE DATE. This resolution shall take effect upon adoption.

PASSED AND ADOPTED this 3th day of June, 2010.

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approve as to form:

Mark D. Harrington, City Attorney

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Special Meeting Fee ~~_____~~ \$610

~~One formal staff review and one Planning Commission Work Session. If an applicant files a formal application, the \$610 will be applied toward the application fee.~~

1.1.21 Plat/Subdivision *

Plat Amendment	\$450 \$600 per application
Subdivision	\$180 \$220 per lot/parcel
Administrative Lot line adjustment	\$290 \$300 per application
Revision to conditions of final plat	\$585 per revision
Extension of Approval	\$250 \$280 per application

Condominium

Condominium or timeshare conversion	\$450 per unit
Record of Survey	\$450 per unit
Amendment to Record of Survey	\$100 per unit affected
Extension of Approval	\$250 \$280 per application

1.1.32 Master Planned Development (MPD) Process *

Pre-Master Planned Development ~~_____~~ \$610-\$810

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 \$610 will apply toward the application fee.

Master Planned Development (with preliminary plat) ~~_____~~ \$390

	\$450 per unit equivalent
Modification to an MPD	\$195 \$280 per unit equivalent

1.1.43 Conditional Use Permit (CUP) *

Planning Commission-Discretionary Review	\$720 \$860 per application
Steep Slope Review	\$350 \$680 per application
Administrative Staff Review	\$100 \$180 per application
Extension or Modification	\$250 \$280 per application

1.1.54 Zone Changes *

Change to existing zone	\$1,250 \$1380
Request to create new zoning district	\$2,600
Modification of existing zone language	\$2,000

1.1.65 Board of Adjustment *

	\$365 per application
Special Exception	\$365 \$560 per application
Variance	\$365 \$560 per application

1.1.76 Architectural and Design Review

1.1.7.1 Historic District/Site -Review

New residential construction	\$185
involving up to 1,000 sf, including renovation or remodels	
New residential construction <1000 sf	\$190 per application
New residential construction or additions in excess of 1,000 sf	\$200
New residential construction >=1000 sf	\$480 per application
Commercial review	\$200 per unit equivalent for the first 10 units \$15/ue after (1,000 sq. ft.)
Determination of Insignificance	\$200 per structure
Certificate of Appropriateness for Demolition (CAD)	\$400 plus hourly fee for fiscal economic analysis
Economic Analysis for CAD	Billed at actual cost

1.1.7.2 Non-Historic District/Site (All Other Districts)

New Residential - SF/Duplex (per appl)	\$200 per application
Multi-Family/Commercial (per appl)	\$550 \$100 per unit equivalent up to 10 units then \$15/ue after
Residential Additions (per appl)	\$100 per application
Commercial Additions (per appl)	\$440 \$100 per unit equivalent up to 10 units then \$15/ue after

1.1.7 Historic Review *

Historic Design Review >1000 sf	\$185 \$190
Historic Design Review =< 1000 sf	\$200 \$480
Determination of Significance	\$200 \$250
Certificate of Appropriateness for Demolition	\$400 \$300

1.1.8 Land Management Code Review *

\$2000 per application

1.1.89 General Plan Amendment *

\$3,475 \$2000 per application

1.1.910 Sign Review

Master Sign Plan Review	\$110 \$180
Amendment to Master Sign Plan	\$55.55 \$80
Individual sign permit s or minor amendment	\$55.55 \$80 (\$79.21 plus 1% state tax)
to existing Master Sign Plan	
Individual signs when a master sign plan has been approved	\$35.35

Sign permit under master sign plan	\$35.35 \$70 (\$69.30 plus 1% state tax)
Temporary Signs Permit	\$20.20 \$30 (\$29.70 plus 1% state tax)
<u>1.1.10 Satellite Receiving Stations</u>	\$170
<u>1.1.11 Annexation *</u>	\$4150
Pre-application	\$3,300
Upon certification of completeness of the pre-application and prior to the filing of the annexation petition, the applicant shall submit a \$10,000 deposit for annexation petitions exceeding 40 acres. A \$2,000 deposit shall be required for annexation petitions less than 40 acres. The applicant shall be charged for actual City staff time for the annexation processing and this time will be charged against the deposit. When the deposit is depleted, the application shall submit another equivalent deposit for the continued review. All deposited funds will be reimbursed to the applicant upon completion of the annexation and agreements.	
Annexation Fiscal Impact Analysis	\$1,550
<i>plus actual cost of City approved consultant fee</i>	
Modification to Annexation Agreement	\$3,300 \$4150
<u>1.1.12 Appeals Fees *</u>	
The following administrative fees, which will include processing costs for mailing notice and postage, shall apply:	
Appeals of Planning Commission and/or	
Historic District Commission conditions	\$365
Appeals to the U.B.C. Board of Appeals	\$365
Appeals of staff interpretation of Land	\$100
Management Code Regulations or	
Historic District Guidelines/Design Guidelines	
Appeals to Board of Adjustment	\$365 \$450
Appeals to City Council	\$365 \$450
Appeals to Historic Preservation Board	\$100 \$300
Appeals to Planning Commission	\$100 \$300
<u>1.1.13 Refund of Withdrawn Planning Applications</u>	
In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.	
<u>1.1.14 Re-application Fees</u>	
For projects that have been cancelled by the applicant from a scheduled meeting	\$100

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 (sections 1.1.1 - 1.1.5, 1.1.7 – 1.1.9, 1.1.11, 1.1.12) will be assessed the additional cost of the property posting and courtesy mailing as required by Land Management Code regulations at the time of submittal.**

1.2 **Building Fees**

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

1.2.2 Building Permit

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

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of ~~two~~ **five** hundred dollars ~~(\$200.00)~~ **\$500.00** for buildings up to three (3) units or 3000 square feet of commercial area; ~~five hundred~~ **one thousand** dollars ~~(\$500.00)~~ **\$1,000.00** for buildings up to six (6) units or 6000 square feet of commercial area; and ~~one~~ **two** thousand dollars ~~(\$1000.00)~~ **\$2,000.00** for buildings in exceeding six (6) units or 6000 square feet of commercial area. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of \$54.26 per hour of total Community Development staff time. As used herein, Aidentical 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 ~~Security to Secure Code Required Landscaping~~ ~~—————~~ ~~\$1,000~~

1.2.54 Mechanical Permit ISSUANCE FEE ~~\$10.00~~ \$20.00

In Addition:

Furnace	\$10.00 \$15.00
Suspended Heater & Vent	\$10.00 \$15.00
Wall Heater & Vent	\$10.00 \$15.00
Floor-Mounted Heater & Vent	\$10.00 \$15.00
Cooling, Absorption	\$8.00
Air Conditioner	\$15.00
Boiler or Compressor 36,000 3 HP/up 0-100,000 BTU	\$10.00 \$15.00
3 to 15 HP/36,000 101,000 BTU to 180,000 500,000 BTU	\$15.00 \$20.00
15 to 30 HP/180 501-000 BTU to 360,000 1,000,000 BTU	\$20.00 \$25.00
30 to 50 HP/360,000 1,001,000 BTU to 600,000 1,750,000 BTU	\$30.00 \$40.00
50 HP and up/600,000 Over 1,750,000 BTU & up	\$50.00 \$60.00
Air Handling Unit	\$5.00 \$15.00
Evaporative Cooler	\$7.50
Humidifier	\$15.00
Vent Fan	\$3.00 \$5.00
Vent System	\$4.50 \$10.00
Hood Exhaust	\$4.50 \$25.00
Incinerator	\$10.00
Comm. Incinerator	\$30.00
Fireplace inserts	\$15.00
Radiant heat tube	\$20.00
Gas pipe systems	\$15.00
Others not listed	\$5.00 \$15.00

PLUS 1% STATE SURCHARGE

1.2.65 Electrical Permit ISSUANCE FEE ~~\$10.00~~ \$20.00

In Addition:

RESIDENTIAL

New and Addition 34 ~~\$~~ .04 per
square ft

RESIDENTIAL AND COMMERCIAL

Remodel or Service Change	\$20.00 \$30.00
Temporary Power: on pole or underground	\$20.00 \$30.00
Hot tubs	\$20.00
Heat tape	\$30.00

COMMERCIAL

Total Service \$20 ~~\$~~ 30.00 for first 100 Amps

		\$3- \$10.00 for each adl. 100
Amps		
Sub or Branch Circuits		
0-30		\$1.00 \$2.00
31-60 Amps		\$2.00 \$3.00
61-100 Amps		\$3.00 \$4.00
Over	2 + 1.00	\$4.00 ea. adl. 100 Amps or fraction thereof.

PLUS 1% STATE SURCHARGE

1.2.76 Plumbing Permit ISSUANCE FEE ~~\$10.00~~ 20.00

In Addition:

For each plumbing fixture or trap on set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$ 4.00 \$7.00
For each building and trailer park sewer	\$15.00
For each water heater and/or vent	\$7.00 \$10.00
for each industrial water pretreatment interceptor, including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	\$7.00
For installation, alternation, or repair of water piping and/or water treating equipment	\$7.00 \$10.00
For repair or alteration of drainage or vent piping	\$7.00 \$10.00
For each lawn sprinkler system on any one meter, including backflow protection devices therefore	\$7.00 \$15.00
For vacuum breakers or backflow protective devices vats, etc. or for installation on unprotected plumbing fixtures	\$5.00 \$7.00
For each gas piping system	\$5.00 \$15.00
Others not listed	\$15.00

PLUS 1% STATE SURCHARGE

1.2.87 Uniform Fire Code Fees ISSUANCE FEE ~~\$10.00~~ ~~\$20.00~~ (Amended by
Resolution No. 7-01)

In Addition:

Aircraft Refueling Vehicles	\$30.00
Bonfires or Rubbish Fires	\$10.00
Burning in Public Places	\$10.00
Candles and Open Flames in Assembly Area	\$15.00
Excavations Near Flammable or Combustible Liquid Pipelines	\$15.00
Explosives or Blasting Agents	\$45.00 \$150.00
Fireworks	\$30.00 \$120.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$15.00
Garages	\$15.00

Liquefied Petroleum Gases	\$15.00
Places of Assembly	\$15.00
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

1.2.98 Grading Plan Review and Permit Fees

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

1.2.109 Soil Sample Fee \$100

1.2.1110 Other Inspections and Fees

Inspections outside normal hours] \$75.00 [minimum charge – two (2) business hours*
(per hour)

Re-inspection fee hour] \$75.00 [minimum charge – one (1)
(per hour)

Additional inspection services* hour] \$75.00 [minimum charge – one (1)
(per hour)

For use of outside consultants for plan reviews, inspections or both Actual Cost**

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

** Actual Cost includes administrative and overhead costs.

1.3 Engineering Fees

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of \$25.00

~~75~~ per man-hour to recoup costs to the city above the fee charged. The city may also charge ~~\$25.00~~ ~~75~~ per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

~~\$100~~ ~~200~~ fee plus ~~\$1,000~~ ~~2,000~~ letter of credit or cashier's check plus proof of insurance

1.4 **Administrative Code Enforcement (ACE) Fees**

1.4.1 Civil Fee Schedule

Daily Violation Fee	\$25
Minimum Fee for Noncompliance	\$50
Maximum Fee for Daily Violations	\$2,000
Re-inspection Fee	\$50 \$75
Reoccurrence Fee	\$250
Hearing Request Fee	\$365 \$100
Late Payment Fee	\$100

SECTION 2. WATER FEES

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

2.2 Monthly Water Metered Services Fee Schedule:

2.2.1 Base Rates (For all water billed on or after July 1, 2009~~10~~).

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

<u>Meter size</u>	<u>Monthly Base/ Demand Charge</u>	<u>Meter Price</u>
5/8 x 3/4"	\$23.36 25.23	\$332
1"	31.54 34.06	\$403
1-1/2"	37.40 40.39	\$632

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

<u>Meter Size</u>	<u>Monthly Base/ Demand Charge</u>	<u>Meter Price</u>
3/4"	\$ 30.37 32.80	\$ 472
1"	\$ 51.39 55.50	\$ 543
1 2"	\$ 109.78 118.56	\$ 772
2"	\$ 228.93 247.24	\$1,366
3"	\$ 595.72 643.38	\$1,616
4"	\$ 1,081.61 1,168.14	\$2,816
6"	\$ 2,039.41 2,202.56	\$4,381
8"	\$ 3,511.17 3,792.06	\$6,580

Construction Meter ~~\$135.77~~ **146.63**

Indigent Rate* \$2

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

2.2.2 Water Consumption Rates All water delivered through each meter, excepting commercial meters, between November 1 and May 31 of each year shall be charged at the rate of ~~\$4.09~~ **4.42** per thousand gallons. All water delivered through commercial meters shall be charged per Paragraph 2.2.3 year-round.

2.2.3 Water Conservation Rates (For all water billed on or after July 1st, 2009**10**).

All water delivered through each meter serving single family residential, multi-family residential, commercial and landscape irrigation customers per month between June 1 and September 30 of each year shall be billed at the following rates:

Type	Block 1 \$2.91 3.14 per 1,000 gals	Block 2 \$4.67 5.04 per 1,000 gals	Block 3 \$7.58 8.19 per 1,000 gals	Block 4 \$11.68 12.61 per 1,000 gals
Single Family	0-5,000	5,001 - 30,000	30,001 - 80,000	Over 80,000
Multi-Family				
3/4"	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1"	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5"	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2"	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3"	0-96,000	96,001-320,000	320,001-640,000	Over 640,000
4"	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6"	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000
Irrigation				
3/4"		0-56,000	Over 56,000	
1"		0-90,000	Over 90,000	
1.5"		0-185,000	Over 185,000	
2"		0-300,000	Over 300,000	
3"		0-600,000	Over 600,000	
4"		0-935,000	Over 935,000	
6"		0-1,865,000	Over 1,865,000	

Commercial Year round		\$4.09 4.42 per 1,000 gals	\$6.33 6.84 per 1,000 gals	
3/4"		0-150,000	Over 150,000	
1"		0-300,000	Over 300,000	
1.5"		0-500,000	Over 500,000	
2"		0-750,000	Over 750,000	
3"		0-1,200,000	Over 1,200,000	
4"		0-1,700,000	Over 1,700,000	
6"		0-1,700,000	Over 1,700,000	
All users except construction between November & May	\$4.09 4.42 per thousand gals			
Construction Water	\$135.77 146.63 Monthly Base Chg.	\$5.38 5.81 per thousand gals.		

2.3 Water Violation Penalties

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

2.4 Water Service Reinstatement Fee

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

2.5 Water Meter Testing Fee \$100 per test

2.6 Water Labor Rate \$50 per Hour

2.7 Water Parts & Supplies Rate Cost + 15% stocking fee

2.8 Fire Hydrant Meter Deposit Fee \$1,050
Fire hydrant wrench deposit fee \$50

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

7.1 Fines for meter violations are as follows:

First violation per registered owner(s):

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

~~\$20 after 5 days;~~

~~\$40 after 14 days;~~

~~\$60 after 30 days;~~
~~\$80 after 60 days~~

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 pay-and-display meter system.

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

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

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

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

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

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

7.2 Fines for mobility disabled space violations are as follows:

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

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

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

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

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

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

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

7.4 Fines for time limit parking violations are as follows:

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

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

More than five (>5) violations in the previous three years per registered owner(s):
\$40 from the date of violation until fourteen (14) days following the violation, escalating to:

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

7.45 Fines for all other parking violations are as follows:

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

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

More than five (>5) violations in the previous three years per registered owner(s):
\$50 from the date of violation until fourteen (14) days following the violation, escalating to:

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

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

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

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

7.89 Immobilization Fee \$35

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

Main Street, Heber Avenue, Park Avenue (Heber to 9 th St), and Brew Pub Lot:	Daily rate of \$126 per space
Swede Alley:	Daily rate of \$12 per space
Sandridge, South City Park, Residential Permit Zones:	Monthly rate of \$20 per space
Pay station removal for construction:	\$1,000
Application Fee:	\$20

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

7.10 11 Meter rates are as follows:

For Main Street and the Brew Pub lot: \$1.50 per hour up to a three hour limit

Minimum purchases at meters are: Minimum purchase is 20 minutes with coin, parking card, and tokens. No less than one hour can be purchased with a credit card. (For event rates see Section 7.6)

7.11 12 In-car meter devices: ~~\$50 each~~

Free with purchase of \$50 or more of prepaid parking time.

In-car meter and ~~QuickCard~~ prepaid card parking time is available to residents at a 20
46.67% discount, equivalent to \$0.80 per hour.

7.12 13 Tokens are available for sale as follows:

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

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

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

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

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

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

8.2 Cost Recovery. It is the intent of the City to recover roughly 80% of the operations and maintenance expenses incurred by the Recreation Department and the Racquet Club 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 obtain a recreation or county card. This allows the holder to receive a discount on user fees for the Racquet Club and Golf Course.

8.3.2 Recreation Program Fees The Recreation Department, the Racquet Club and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published in the Recreation Services annual brochure. 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 Racquet Club Facility The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and b) recovery of lost revenue.

The Racquet Club 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 80% 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 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. Racquet Club Fees:

8.4.1 Annual City Resident Recreation Card

\$ 7.00 First card per family
7.00 Each card thereafter
7.00 Per card renewal fee

8.4.2 Annual County Resident Recreation Card

\$ 7.00 First card per family
\$ 7.00 Each card thereafter
\$ 7.00 per card renewal fee

8.4.3 Racquet Club Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for Racquet Club programs and activities. Tennis court time and drop-in use may be purchased in advance and used when needed. The purchase of a punch card may result in a savings off the regular rate.

Court Charges

	<u>Hourly Court Fees</u>	
	Indoor	Outdoor
Resident discount rate	\$22.00	\$ 7.00
Regular rate	28.00	10.00

Drop-in Fees: Drop-in activities fall into two categories - those with instructors, and those without.

Instructed classes	
Resident discount rate	\$ 8.00
Regular rate	10.00

Other lessons

Private Lesson 1 Hr	\$61.00
Private Lesson 1/2 Hr	32.00
Semi Private Lesson 1 Hr	64.00
Group of 3	66.00
Group of 4	70.00
Hitting Lesson	50.00
Clinic Drop-in Fee	20.00
Ball Machine	—9.00

Facility use

Resident discount rate	\$6.00
Regular rate	8.00
Resident 15 and under	2.50
Regular 15 and under	4.50

Monthly and multiple month passes: Passes may include use of any or all facility classes and amenities, except tennis.

<u>Resident and county passes</u>	<u>Single</u>	<u>Couple</u>
1 month	\$ 54	\$ 97
3 month pass	145	259
6 month pass	259	468
12 month pass	455	810

Other passes and punch cards

Children Under 3	\$ 0.00
Resident 10 Punch Card	60.00
Visitor 10 Punch Card	80.00
1 Month Visitor Pass	80.00
Family Swim Pass	247.50
Child Care Per Hr	3.50
Personal Training Punch Card	480.00
Lesson Punch Card	275.00
Court Time Punch Card	223.00
Single Annual Tennis Pass	985.00
Couple Annual Tennis Pass	1,760.00
Family Annual Tennis Pass	1,964.00
Single Winter Tennis Pass	693.00
Couple Winter Tennis Pass	1,249.00
Family Winter Tennis Pass	1,386.00
Single Summer Tennis Pass	347.00
Couple Summer Tennis Pass	621.50
Family Summer Tennis Pass	726.00

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 ~~Pro~~ **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	\$990
Non-Resident Season Pass	\$1,200
Junior Pass	\$425
Jr./Sr. Punch Pass	\$275
Non-Resident Punch Pass	\$375
Corporate Pass	\$2,850
Resident 18 Hole	\$32
Resident 18 Hole with Cart	\$46
Non-Resident 18 Hole	\$43
Non-Resident 18 Hole with Cart	\$57
Resident 9 Hole	\$16.00
Resident 9 Hole with Cart	\$23.00
Non-Resident 9 Hole	\$21.50
Non-Resident 9 Hole with Cart	\$28.50
Resident Off-Season 18 Hole	\$23 25
Non-Resident Off-Season 18 Hole	\$26 28
Small Range Bucket	\$3
Large Range Bucket	\$6

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

Non-Resident Card Fees

Family membership	\$40.00 per year
Temporary membership (90 days)	\$20.00 plus \$10.00 refundable deposit
Students residing in Summit County (ages 5-18)	Free
Organization card - non-profit	\$50.00 per year
Organization card - for-profit	\$100.00 per year

8.7. Cemetery Fees. Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery

property or may be buried in the Park City Cemetery. **All cemetery plots will be sold on a first-come, first-served basis.**

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

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

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

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 50	\$ 85
Non-residents/commercial +\$100 refundable cleaning deposit	125+	200+

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

Park City/Snyderville Basin Resident or	Non-Resident or
--	-----------------

<u>Function/Use</u>		<u>Non-Profit Group*Commercial</u>
Single level:		
Hourly:		
First/additional up to 3 hrs.	\$15/\$10	\$25/\$15
Half day (4 hrs.)**		40
		60
Whole day (8 hrs.)***	75	110
Entire building:		
Two hrs. minimum	60	110
Half day**	100	175
Whole Day (8am - 5pm)**	25	200
Special events (weddings, receptions, etc.)***	400	550

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

Cancellation Policies for entire building reservations:

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

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

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

Notes:

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

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

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

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

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

8.10. Park City Library & Education Center Auditorium Rental Rates

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

Number of Refundable <u>Patrons</u>	5 Hours <u>(or less)</u>	<u>Per Day</u>	<u>Deposit</u>
Fewer than 50	\$ 50	\$100	\$100
50 -100	75	150	150
100 - 150	150	300	300
150 - 250	250	500	500
More than 250 500		1,000	1,000

Notes:

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



PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

June 2010

Re-adopted 6/3/2010

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APPENDICES (provided under separate covers)

Appendix A.	Park City Municipal Code - Emergency Management & Responsibilities
Appendix B.	State of Utah Code Annotated 1953 - Title 63 - Disaster Response & Recovery
Appendix C.	Hazard Identification and Vulnerability Analysis Worksheets and Emergency/Disaster Action Plans (HIVA/EAP) (Protected*)
Appendix D.	Emergency Preparedness for City Facilities (Protected*)
Appendix E.	Training, Implementation and Exercise Plan
Appendix F.	Incident Command Structure (ICS)
Appendix G.	Mutual Aid Agreements
Appendix H.	Resource List and Contracts
Appendix I.	Employee Contact List (Protected*)
Appendix J.	Available FEMA Training Courses
Appendix K.	Emergency Operations Center (EOC) (Protected*)
Appendix L.	Emergency Support Functions (ESF) (Protected*)
Appendix M.	Community Preparedness Information and Plan
Appendix N.	Acronyms and Glossary
Appendix O.	Form and Log Templates
Appendix P.	Emergency Manager (EM) Notification Procedure
Appendix Q.	Standard Operating Procedures (SOP) in Support of ESF (Protected*)

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



Resolution No.

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

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

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

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

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

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

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

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

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June, 2010 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously

adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

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

PASSED AND ADOPTED this 3rd day of June, 2010

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney



Resolution No. 23-07

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

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

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

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

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

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

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

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

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

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

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

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

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

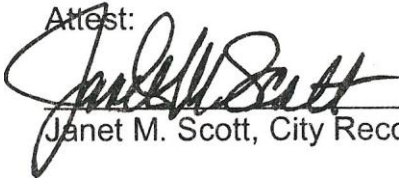
PASSED AND ADOPTED by the City Council this 9th day of August, 2007.

PARK CITY MUNICIPAL CORPORATION



Mayor Dana Williams

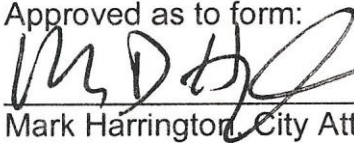
Attest:



Janet M. Scott, City Recorder



Approved as to form:



Mark Harrington, City Attorney

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

Pursuant to Resolution 1_-10, the City Manager may approve amendments to the Comprehensive Emergency Management Plan (CEMP), which shall remain in effect for up to one year or until permanently ratified by the City Council.

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

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

PURPOSE

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

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

CONCEPT & PRINCIPALS

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

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

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

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

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

Phases of Emergency Management

1. Mitigation: Mitigation activities are those that eliminate or reduce the probability of an occurrence. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage, and are the most cost effective. City departments will enforce all public safety mandates including land use management and building codes; and recommend to governing bodies legislation required to improve the emergency readiness of the City. These activities also include long-term efforts that lessen the undesirable effects of unavoidable hazards.
2. Preparedness: Preparedness activities develop the response capabilities needed if an emergency arises. Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Emergency/Disaster Action Plans spell out the scope of activities required for community response. Departments/agencies shall ensure that employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercises selected by the Emergency Program Manager (EPM). Other government jurisdictions within and outside the city boundaries shall also participate in these exercises. Exercise results shall be documented and used in a continuous planning effort to improve the city's emergency readiness posture. In addition to the ongoing training and education of City employees and elected officials in the CEMP, local citizens and businesses shall also be educated on their responsibilities in preparing for an emergency.
3. Response: Response is the actual provision of services during the incident or crisis. These activities help reduce casualties and damage and speeds recovery from the incident. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency Emergency/Disaster Action Plans. They include emergency and short-term medical care, return of vital life-support systems to minimum operating conditions, mass communications, evacuations and initial damage assessment. When any department/agency within the city receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be described in department/agency Emergency/Disaster Action Plans and may involve activating the Emergency Operations Center (EOC) for coordination and support of the Incident Command System (ICS). Departments/agencies will strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment.

4. Recovery: Recovery is both a short-term and long-term process. They involve detailed damage assessments, complete restoration of vital life-support systems, financial assistance, and long-term medical care. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation, and will be integrated with day-to-day functions. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent incident. Examples of recovery actions would be: provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

OBJECTIVES CONTAINED WITHIN THE CEMP

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

CHAPTER 1 – Authority

Emergency Authority

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

Mayor

Statutory Authority

The Mayor, as outlined in City Code 2-2-3, shall be the chief executive of the City. He/she shall be recognized as the head of the City government for all ceremonial and legal purposes, and he shall execute and authenticate legal instruments requiring his signature as such official. Further, the Mayor has emergency powers as set out in UCA 63-5a-4. The Mayor heads the Emergency Policy Council.

Proclamation of Local Emergency

In the event of or threat of, as disaster, attack, internal disturbance, natural phenomenon, or technological hazard, as defined in UCA 63-5a-2, the Mayor may proclaim a state of “Local Emergency” under UCA 63-5a-6.

Appointment of Special Police

Under City Code 2-4-15, the Mayor may upon any emergency, riot, pestilence, invasion, or at any time he shall deem necessary for the peace, good order or health of the City, order the Chief of Police to appoint special policemen for a specified time.

City Council

Emergency Ordinances

Emergency ordinances, as outlined in City Code 2-3-11, may be enacted by City Council for the preservation of public property, health, peace or safety. Further, the City Council may authorize expenditures for an emergency in excess of the budget as outlined in UCA 10-6-129.

Emergency Interim Successors

The City Council and Mayor shall annually set out Emergency Interim Successors for Local Officers as set out in UCA 63-5b-401. (see also Continuity of Government Operations - Succession of Command)

City Manager

Statutory Authority

The City Manager is the Chief Administrative Officer of the City as defined in City Code 2-4-1 and will administer all affairs of the City as directed in City Code 2-4-1 A through M.

Administrative Authority

The City Manager or his/her designee or successor, as Chief Administrative Officer shall

administer all emergency or disaster operations as outlined in the CEMP, including but not limited to EOC Operations Commander, Unified Commander and/or Incident Commander (IC).

City Attorney

Statutory Authority

The City Attorney shall be the legal representative of the City and he shall advise the Mayor and Council and City officials in matters relating to their official powers and duties and perform such other duties as the Mayor and Council may prescribe by ordinance, resolution or otherwise as outlined in City Code 2-4-11.

Chief of Police

Statutory Authority

The Chief of Police shall direct the police department in the enforcement of all the laws of the City and all statutes of the State of Utah applicable to the City as outlined in City Code 2-4-13, 6-3-6 and 11-9-2

Emergency Program Manager

Administrative Authority

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

Community and Public Affairs Manager

Administrative Authority

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

Chief Building Official/Fire Marshal

Statutory Authority

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

CHAPTER 2 – Organization

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

Emergency Management Group (EMG)

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

The Emergency Management Group (EMG) members are:

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

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

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

Departmental Emergency Management

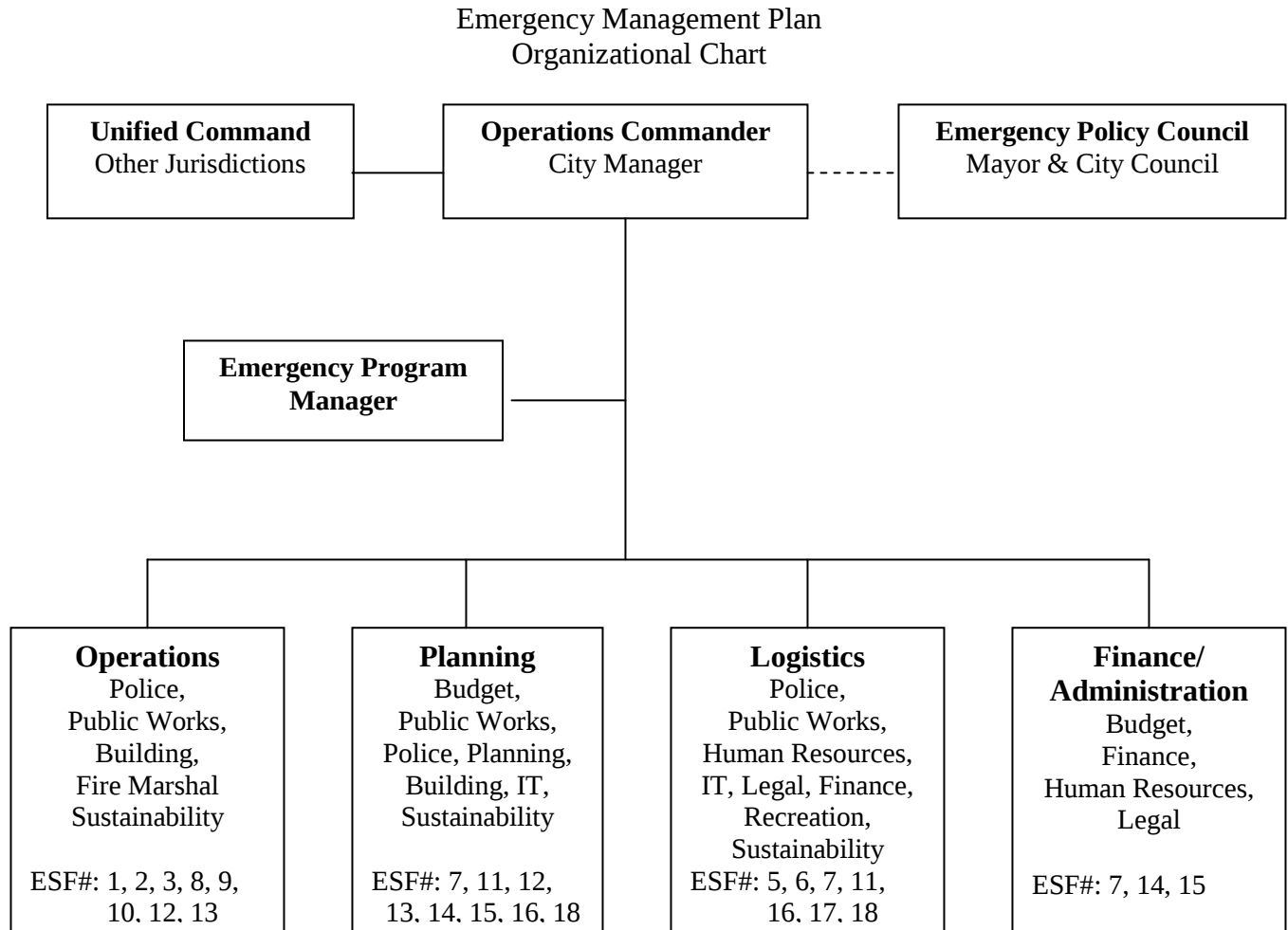
Under the direction of each City department manager or designee, each department will educate its employees on the CEMP and how it impacts their department, including individual and department roles and responsibilities, specific facility action plans and they will conduct regular training to meet the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

Direction and Control

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

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

CEMP Organizational Chart



Continuity of Government Operations

Succession of Command

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

The line of succession of the City Manager for his position as City Manager, i.e. appointment of an Acting City Manager, is to the Assistant City Manager, then to the City Attorney.

2. The line of succession of each City department is according to the operating procedures established by each department and should be no less than three deep.
3. The line of succession of the Mayor is to the Mayor Pro Tempore, to the Alternate Mayor Pro Tempore and then to the most senior member of the City Council.
4. The line of succession of the City Council shall be governed by Park City Municipal Code 2-2-9. In the event a majority of Council members is unavailable or unable to fill vacancies by appointment, then emergency interim succession pursuant to UCA 63-5b-401 shall be to the Planning Commission, starting with the Chair, and then to the Chair Pro Tempore, if any, and then to the next most senior member of the Planning Commission.

Preservation of Records

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

Administrative Items

Emergency Authority

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

Mutual Aid

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

Consumer Protection

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

Accounting for Resources, Costs and Losses

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

Incident Command System (ICS)

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

Plan Development and Maintenance

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

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

CHAPTER 3 – Procedures and Operations

Emergency Levels

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

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

Level I: NO OUTSIDE ASSISTANCE NECESSARY

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

Level II: ENHANCED RESPONSE REQUIRED

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

Level III: MAJOR INCIDENT

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

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

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

Response Conditions

Response Condition - I: NO OUTSIDE ASSISTANCE NECESSARY

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

Response Condition II: ENHANCED RESPONSE REQUIRED

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

- and equipment may be implemented.
4. Place personnel on standby status as needed.

Response Condition III: MAJOR INCIDENT

1. Place Emergency Operations Center on full staffing.
2. Bring equipment and supplies to full operational status.
3. Recall personnel as necessary.
4. Freeze supplies and resources and commit them to the emergency as needed.

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

Declaration of Emergency

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

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

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

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

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

Emergency Operations Center (EOC)

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

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

EOC Resources:

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

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

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

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

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

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

CHAPTER 4 – Incident Response and Management

Emergency Support Functions (ESF) Concept

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

ESF Overview

The tasks that may need to be performed in emergency situations have been categorized as Emergency Support Functions (ESFs) under the National Incident Management System (NIMS) and Park City's CEMP has chosen to follow that categorization. The tasks have been grouped into 18 Emergency Support Functions. Each ESF is supported by Standard Operating Procedures (SOP) for that ESF. See ESF and SOP details in Appendix L.

ESF 1 TRANSPORTATION

Public Works/Transit /Fleet

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

ESF 2 COMMUNICATIONS

Police/Information Technology

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

ESF 3 PUBLIC WORKS

Public Works/Streets/Building/Engineering

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

ESF 4 FIRE FIGHTING

Park City Fire District (PCFD)

Manage and coordinate fire fighting and emergency medical activity.

ESF 5 INFORMATION MANAGEMENT

Sustainability

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

ESF 6 MASS CARE

FEMA/Red Cross

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

ESF 7 RESOURCE SUPPORT

Sustainability/Emergency Mgr

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

ESF 8 HEALTH & MEDICAL SERVICES

Summit County Health/PCFD

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

ESF 9 URBAN SEARCH & RESCUE**Park City Fire District (PCFD)**

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

ESF 10 HAZARDOUS MATERIALS**PCFD/Summit County Health**

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

ESF 11 FOOD & WATER**Recreation/ Library/Ice/Golf**

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

ESF 12 UTILITIES**Public Works/Water/Utility Companies**

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

ESF 13 LAW ENFORCEMENT**Police**

Provide sufficient resources to maintain civil order under emergency conditions.

ESF 14 LEGAL**City Attorney/Legal**

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

ESF 15 FINANCE MANAGEMENT**Finance**

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

ESF 16 FACILITIES**Building/Engineering/Building Maintenance**

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

ESF 17 VOLUNTEERS & DONATIONS**Human Resources**

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

ESF 18 ANIMALS**Summit County Animal Services**

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

Departmental Roles and ResponsibilitiesGeneral Responsibilities**1. General Preparedness Responsibilities**

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

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Working with other departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should work to complement each other.
- Establishing education and training programs so that each division and employee will know exactly where, when and how to respond.
- Developing site specific plans for department facilities as necessary.
- Ensuring that employee job descriptions reflect their emergency duties.
- Training staff and volunteer augmentees to perform emergency duties, tasks.

- Identifying, categorizing and inventorying all available departmental resources, including but not limited to fixed assets, personnel and contracts.
 - Developing procedures for mobilizing and employing additional resources.
 - Ensuring communication capabilities.
 - Preparing to provide internal logistical support to department operations during the initial emergency response phase.
 - Prepare Standard Operating Procedures (SOP) in support of ESF responsibilities.
2. General Response Responsibilities
- The following common responsibilities are assigned to each department listed in this plan.
- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteer augmentees assigned response duties.
 - As appropriate:
 - Suspend or curtail normal business activities
 - Recall essential off-duty employees
 - Send non-essential employees home
 - Evacuate departmental facilities
 - As requested, augment the City's effort to warn the public through use of vehicles equipped with public address systems, sirens, radio, employees going from door to door, etc.
 - Keep the Operations Commander informed of field activities, and maintain a communications link to the Incident Commander and/or EOC.
 - Activate a control center to support and facilitate department response activities, maintain events log, and report information within the ICS or EOC.
 - Report damages and status of critical facilities within the ICS or EOC.
 - If appropriate or requested, send a representative to the EOC.
 - Ensure staff members tasked to work with the EOC have the authority to commit resources and set policies.
 - Coordinate with the EOC to establish protocols for interfacing with county, state, federal responders.
 - Utilize only the Public Information Officer to release any information to the media.
 - Submit reports to the EPM detailing departmental emergency expenditures and obligations.

Individual Responsibilities

1. Chief Administrative Officer/City Manager (Executive)
 - a. Provides overall administration, direction and control of the emergency, damage assessment and response operation within Park City
 - b. Is a member of the Emergency Management Group (EMG)
 - c. Commands the EOC
 - d. Coordinates with the Mayor and Emergency Policy Council
 - e. Provide risk management reporting and city insurance program

f. Provide supplies, equipment, and personnel as requested

2. Emergency Program Manager (Executive)

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

3. Mayor and City Council

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

4. Finance

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field units observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Provide appraisers to assist with damage assessments
- e. Process emergency purchases/procurement
- f. Establish and maintain a system whereby incident costs are identified and accumulated

- for county, state and federal reimbursement
 - g. Ensure payroll system setup to pay employees and contractors
 - h. Coordinate financial resources
 - i. Maintains records of expenditures and use of resources.
 - j. Under the direction of the City Manager, helps with the resolution of claims and accounting for resources expended during the emergency.
5. City Attorney
- a. Provides legal advice to staff and Council
 - b. Becomes familiar with laws governing emergency powers and provides advice on all related issues
 - c. Reviews and approves as to form all emergency documents signed by the Mayor or designee
 - d. Perform functions in the EOC as needed or assigned
6. City Recorder (Executive)
- a. Provides safekeeping of vital records during the emergency
 - b. Co-signs all emergency documents signed by the Mayor or designee
 - c. Assists in logging and documenting all actions during the emergency
7. Police
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning
 - e. Coordinate to lost persons, search and rescue, and coordination of heavy rescue operations in conjunction with PCFD and SCSD as needed
 - f. Maintain law and order and provide public safety activities as required
 - g. Provide security for key facilities
 - h. Protect property in evacuated area
 - i. Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
 - j. Provide law enforcement and traffic control in support of emergency actions
 - k. Organizes auxiliary law enforcement personnel and commits available resources to maintain peace
 - l. Coordinate City radio communication capabilities
8. Budget and Grants
- a. Perform functions in the EOC or on-scene as assigned
 - b. Provide IC and/or EOC initial situation/damage reports as per field units observations and reports from the general public
 - c. Provide supplies, equipment, and personnel as requested
 - d. Provides planning, logistic and financial support to operations

9. Sustainability/Community and Public Affairs

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field units observations and reports from the general public
- c. Provide logistical and resource support as requested, which may include, the provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel
- d. Serves as the Public Information Officer (PIO)
- e. Under the direction of the City Manager, collects, organizes, prepares and distributes public information materials about a potential or actual disaster or emergency.
- f. Participates with the EPM in disseminating and training in citizen and business preparedness plans
- g. In conjunction with the Mayor acts as the designated contact for the news media and public
- h. Ensures that special needs populations receive information regarding actions taken for them to protect their life and property

10. Public Works

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, etc.
- e. Provide heavy equipment to support rescue operations
- f. Provide technical information on damaged structures
- g. Provide traffic control signs and barricades
- h. Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles
- i. Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding)
- j. Coordinate emergency utility support requirements with public and private utilities
- k. Operate fleet repair facility
- l. Provide for availability of motor fuels, vehicles and fuel driven equipment
- m. Provide for storage of equipment and vehicles in a safe place
- n. Provide comprehensive list of City vehicles and equipment to IC or EOC
- o. Provides for the removal of debris and maintenance of roadways
- p. Obtains additional equipment and transportation resources
- q. Establishes contracts for outside services in compliance with FEMA schedules
- r. Coordinate transportation requirements for special needs agencies/individuals
- s. Provide buses for evacuations and temporary shelters
- t. Provide additional bus transportation resources
- u. Coordinate mobilization of emergency transportation services
- v. Use transportation communication links to provide damage assessment information
- w. Insures that transportation assets meet the demands of emergency response personnel
- x. Maintains a resource list of all Park City fleet equipment and provides the EOC with

updates of disaster damage to fleet

11. Information Technology

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Maintain all communication and data systems
- e. Protect archives and necessary documents
- f. Provide supplies, equipment, and personnel as requested

12. Building/Fire Marshal/Engineering

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- e. Direct building inspectors and/or rapid assessment teams to assist with damage assessment and safety of City facilities
- f. Provide Fire Marshal services

13. Planning

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist in initial planning and on going planning during an emergency
- e. Organize staff into damage assessment teams and participate in City wide damage assessment and recovery
- e. Provide documents and maps to assist in response and recovery
- f. Support building and engineering in their emergency functions.

14. Human Resources

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Establish an employee call back system
- e. Establish a system to check on employee's families and communicate that information
- f. Assist with employee needs at work and with their families
- g. Track man power requests and needs and assist with obtaining outside staffing
- h. Coordinate volunteers and donations with the assistance of Recreation

15. Recreation

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public

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

CHAPTER 5 – Damage Assessment and Recovery

Damage Assessment and Analysis Information

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

Damage Assessment and Reporting

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

2. Damage Assessment Forms. During the response and recovery phases of a disaster, it is vital that the State Coordinating Officer and the Governor have accurate damage, cost and socioeconomic impact information available in summary form. This will determine how best to supplement the action taken by Park City and whether federal assistance is required. See

Appendix O.

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

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

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

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

Incident Reporting

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

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

- a. Location and nature of damage.

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

Reports and Record Keeping

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

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

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

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

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

END

Ordinance No. XX-XX

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL, AND
STATUTORY OFFICERS FOR FISCAL YEAR 2010 – 2011
IN PARK CITY, UTAH**

WHEREAS, the City Council has the power to establish compensation schedules pursuant to UCA Section 10-3-818; and

WHEREAS, the number of duties for the Mayor and City Council is significant and each elected officer is required to devote considerable time and expense to public service and community affairs; and

WHEREAS, a public hearing was duly advertised and held on July 3, 2010;

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 2010-2011</u>
Mayor	\$1,917.26 per month
City Council	\$ 969.42 per month
City Manager	\$114,444 - \$135,980 per year
City Attorney	\$109,315 - \$132,131 per year
City Treasurer	\$95,396 - \$114,444 per year
City Engineer	\$83,905 - \$106,121 per year
City Recorder	\$26,488 - \$40,641 per year

SECTION 3. BENEFITS: The Mayor and each member of the City Council shall receive family medical insurance. This benefit may be received as cash in lieu of the insurance coverage. The Mayor shall also receive \$250 per month in car allowance. In addition, the Mayor and Mayor Pro-Term shall receive \$100 per wedding performed. Statutory officers are eligible for all benefits available to regular FTE, unless otherwise determined by the Mayor and City Council.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on publication and shall apply retroactively to July 1, 2010.

PASSED AND ADOPTED this 3rd day of July, 2010.