

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JUNE 2, 2011**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 2, 2011.

Work Session

2:00 p.m.	Long term funding and property tax policy discussion	P. 6 - 91
3:00 p.m.	Council questions/comments	
3:10 p.m.	Fee changes	
	• Administrative inter-fund transfers	
	• Other fees	
	Council compensation	
	Budget policies	
	Comprehensive Emergency Management Plan	
	Outstanding budget issues	
3:45 p.m.	Planning Commission interviews	
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 RESIGNATIONS AND APPOINTMENTS

Consideration of three appointments to the Historic Preservation Board for terms expiring May 1, 2014

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"*)

1. Consideration of a Resolution proclaiming June 2011 as World Refugee Month in Park City, Utah and encouraging participation in the Around the World in Seven Days Event

P. 92 - 94

2. Consideration of approval three individual Quit Claim Deeds for three City-owned remnant parcels adjacent to Claimjumper Court, Park City, Utah, in forms approved by the City Attorney

P. 95 - 116

3. Consideration of a Construction Agreement Amendment for Change Order 4 in a form approved by the City Attorney, with JB Gordon Construction, Inc. for the construction of the Rail Trail Water Lines for a lump sum amount of \$192,390

P. 117 - 122

4. Consideration of award of construction contract to Miller Paving in the amount of \$613,449 for the Comstock/Sidewinder Walkability Project, in a form approved by the City Attorney P. 123 - 127

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

1. Consideration of a Master Festival License for the Wasatch Back Relay – Ragnar Events LLC P. 128 - 134
 - (a) Public hearing
 - (b) Action
2. Consideration of a Resolution establishing a memorial and community project donations policy for Park City, Utah P. 135 - 150
 - (a) Public hearing
 - (b) Action
3. Consideration of an Ordinance establishing compensation for the Mayor, City Council and Statutory Officers for Fiscal Year 2011-2012 for Park City, Utah P. 90 - 91
 - (a) Public hearing
 - (b) Action
4. Consideration of a Resolution adopting a Comprehensive Emergency Management Plan for Park City, Utah P. 59 - 89
5. Consideration of a Resolution adopting a tentative revised budget for fiscal year 2011 and the budget for fiscal year 2012 for Park City Municipal Corporation and its related agencies P. 19 - 28
 - (a) Public hearing
 - (b) Action

VII ADDITIONAL DISCUSSION – AGENDA ITEMS

VIII ADJOURNMENT

Closed Session – dinner will be served

Property, personnel and litigation

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

Posted: 06/01/11

See: www.parkcity.org

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
JUNE 9, 2011**

TENTATIVE

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, June 9, 2011.

Closed Session

Work Session

4:00 p.m. Council questions/comments
4:10 p.m. Personnel policies, Water Fund Budget and outstanding budget issues
4:40 p.m. Senior Strategic Plan
5:00 p.m. Transit Fuel Strategy
5:30 p.m. Summit Lands Conservancy conservation easements
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 26, 2011

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

1. Consideration of a Resolution authorizing the City Manager to waive building related fees for renewable energy projects in 2011

2. Consideration of the award of a banking services contract to ____, in a form approved by the City Attorney

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

1. Consideration of a Resolution adopting an inter-local agreement with Summit County regarding police database integration

2. Consideration of a Resolution adopting a personnel policies manual for Park City Municipal Corporation for 2011

3. Consideration of a Resolution amending sections of the Park City Fee Resolution and replacing and repealing Resolution No. 13-10 in its entirety

(a) Public hearing

(b) Action

4. Consideration of a Resolution adopting a tentative revised budget for fiscal year 2011 and the budget for fiscal year 2012 for Park City Municipal Corporation and its related agencies

(a) Public hearing

(b) **Motion to continue to June 16, 2011**

VI ADDITIONAL DISCUSSION – AGENDA ITEMS

VII ADJOURNMENT

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

Posted: 06/05/11

See: www.parkcity.org

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

June 2011

- 5 *Fire District – one-day academy for elected officials*
- 7 *Treasure Open House (TBD)*
Appointment of two Planning Commission members
- 16 Monthly financial update
General Plan
High altitude training
Presentation of final budget and outstanding issues – work
Public hearing and adoption of final budget
RDA and MBA adoption of final budgets
PAAB interviews (3:30 – 5:45 p.m.)
Appeal of City Manager decision on convention business license fees – Mike Sweeney
- 23 **Dick gone**
Triple Crown MOU and City services contract - MP
PAAB interviews
Delivery ordinance update
SLC-PC Inter-local Agreement – work
Quit claim of a portion of the City Owned Colman Parcel to Dennis Peterson (114 Hillside Avenue)
Ordinance – Park Avenue plat amendment - KW
- 30 **No meeting**

July 2011

- 7 Joint work session with Planning Commission and City Council (2 hours)
SLC-PC Inter-local Agreement - action
- 14 Ordinance amending LMC – HPB - administrative reconstruction process - KS
- 21 Monthly financial update
- 28 **No meeting**

August 2011

- 4
- 11
- 18 **No meeting**
- 25

September 2011

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

Pending Items:

U S Postal Service gang boxes in Old Town
Bonanza Tunnel ribbon-cutting



City Council Staff Report

Subject: City Manager's Recommended Budget
Authors: Nate Rockwood, Jed Briggs, Bret Howser, Troy Johnston
Department: Budget, Debt, & Grants
Date: June 2, 2011
Type of Item: Informational/Legislative

Summary Recommendations:

Hold a public hearing on the City Manager's Recommended Budget and adopt the Tentative Budget after provide direction concerning: Changes to the City Fee Schedule, Budget Policies, Council Compensation, and Outstanding Budget Issues. Adopt the Tentative Adjusted Budget for FY 2011, FY 2012 Proposed Budget, and FY 2013 Plan, for Park City and its related agencies. Review the updated Comprehensive Emergency Management Plan (CEMP) and adopt by resolution the CEMP in accordance with FEMA requirements and standards.

Topic/Description:

FY 2011 Revised Budget, FY 2012 Proposed Budget, and FY 2013 Plan

Background:

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

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

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

Council spent several work sessions during December and January reviewing this prioritization process, known as Budgeting for Outcomes (BFO). The process was to be more of a zero-based budgeting approach than the traditional incremental approach. It

closely resembled a Request for Proposal (RFP) process, with a Results Team made up of City staff creating Requests for Results (RFRs) related to each Council goal and departments submitting “bids” for City services, programs, capital, etc. related to each RFR at varying levels of service. In this fashion, all funding in the budget was linked directly to a Council goal and the community vision. The Results Team performed preliminary prioritization and the process culminated in a Council prioritization exercise leading up to and during Council Visioning.

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

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

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

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

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

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

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

June 2 – Fee Changes, Budget Policies, Council Compensation, Outstanding Budget Issues, Comprehensive Emergency Management Plan

June 9 – Personnel Policies and Procedures (P&P) Manual, Water Fund Budget, Outstanding Budget Issues (If necessary)

June 16 – Presentation & Adoption of Final Budget (if no property tax increase), Adoption of Provisional Budget (if property tax will be increased)

Analysis:

On June 2, staff will focus on the following topics for discussion:

1. Adoption of the Tentative Budget
2. City Service Fees (changes to the Fee Schedule)
 - a. Planning Fees
 - b. Recreation Fees
 - c. Ice Facility Fees
 - d. Golf Fees
 - e. Library Fees
 - f. Water Fees
3. Budget Policies
 - a. Operating Contingency Accounts
 - b. Post-Issuance Compliance and Policy for Tax-Exempt Governmental Bonds
 - c. Contracting and Purchasing Policy
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 2011 and FY 2012 Proposed Budget 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 16. There will be time to discuss and make any recommended changes on June 9.

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

- Increase of \$31k in Self-Insurance Fund due to higher premiums for Surety Bond because of anticipated hardening of the insurance market as well as an increase to City’s facilities as well as increase of \$40k for workers’ compensation claim reimbursement, which reflect actual reimbursement costs. There’s also an increase of \$100k to the outside legal services line-item for FY11 only due to the environmental regulatory expenses.

- A full-time regular position in the Executive Department will be reduced which equates to approx. \$74k. Duties will be moved to achieve functional improvements and costs savings. Savings to the General Fund will include \$12,000, which is roughly 20% of the total compensation value of the job. The remaining funds will be used as follows: A comprehensive safety (and potentially insurance placement) program will be contracted and overseen by the City Engineer's office for \$15,000. The City Manager Department will hire a part-time entry level grade 4, non-exempt Office Assistant I position for an annual cost of \$19,014. The Legal Department will increase their software budget line-item by \$30k.
- The updated Administrative Interfund Transfer study provides an updated estimate of cost of services to the enterprise funds from administrative departments within the General Fund. The purpose of the Admin IFT is to charge enterprise funds for indirect services provided from administrative departments. Thus, it is recommended that the enterprise funds will now pay for their own utilities and janitorial services, also the Enforcement and Administrative portion of the Business License Fee will now be received directly into the General Fund instead of through the Admin IFT. The budget option changes for each fund with utility and janitorial costs are as follows, Golf Fund: \$8,015; Water Fund: - \$66,179; and Transit Fund: \$25,770.
- Part of the costs associated with the Quinn's Water Treatment Plant are the utilities. The Water Department has requested \$50,500 to pay for natural gas, electricity, and sewer.
- The budget amount for the Special Service Contracts (SSC) was determined after the original Tentative Budget went to Council. The adjustment increase to the budget is \$91,027. The SSC amount is based on 1% of the operating budget.
- The Main St. Rink option has been pulled from the Tentative Budget per Council's request for both FY12 and FY13. The operating budget of this option was approx. \$26k. The \$20k for capital was never put into the Tentative Budget.
- As a follow up to the capital improvement plan discussion from May 12, staff now recommends that funding for the OTIS and Downtown Enhancement projects be removed from the 5-year capital plan. Due to the uncertainty surrounding the funding strategy for these projects, staff believes that a better approach would be to continue discussion on these projects and potential funding mechanisms over the next year, and defer inclusion in the capital plan until scope of the projects and funding is more certain.
- Departmental revenue offsets were taken out of the Tentative Budget since they are already included in an overall revenue option.

- Interfund transfer line-items were changed and/or corrected based off Finance Manager direction.
- On June 9, staff will present the Water Fund Model. Included in the model are several scenarios which show potential capital projects and water rights options. Depending on the scenario selected, the model will show the corresponding bond amount and rate adjustment needed per year. While it is currently not known what option will be selected, the budget assumes one likely scenario which has been included in the Tentative Budget. The Final Budget will be adjusted to show the appropriate capital project budgets and rate as decided by Council.

(See Attachment A – Resolution Adopting the Tentative Budget)

City Service Fees (changes to the Fee Schedule)

The Fee Resolution will be adopted on June 9, 2011. Staff proposes the following changes to the Fee Schedule:

- Planning Fees
- Recreation Fees
- Ice Facility Fees
- Golf Fees
- Library Fees
- Water Fees

(See Attachment C – Excerpts showing changes to Fees Schedule)

Planning Fees

Last year a study carried out by the Budget Department in conjunction with Planning determined the average cost of each their services. In most cases the average cost per service was higher than the current fee (or average fee amount). Recommended fee increases were made by the Planning Department that were done in accordance with the average costs determined by the Budget Department. Last year, it was recommended by Staff and approved by Council to take a phased approach over 3 years that would increase the fees in small increments over time. Last year's cost recovery was set at 45%. The increases for FY 12 would move that number closer to 60%.

Recreation Fees

The fees for recreation related to the Park City Recreation Center (PCRC) have been revised to account for the opening of the new facility. The biggest change is related to facility passes. Historically when a facility pass was purchased the pass holder had access to the whole facility (gym, pool, fitness classes, weight room, cardio), other than tennis, included in the purchase. For the new PCRC we will offer a lower cost pass that does not include group fitness classes or tennis. This will create a more flexible pass that is easier to customize for each individual. If a patron doesn't participate in group fitness classes they will not have to pay for that pass feature.

The Facility Pass will include all amenities except group fitness and tennis and will be offered at a lower monthly cost than previous passes. If a patron wants to participate in group fitness classes then they can add that on to their pass for a monthly fee.

Also new with the opening of PCRC is the offering of a military and senior discount on facility passes.

PCRC will also offer annual tennis passes for individuals, couples and families. The pass offers all the amenities of the facility including group fitness and unlimited tennis court time based on availability. Tennis pass holders may also book court time two weeks in advance while non-pass holders may book one week in advance.

Staff recommends eliminating Recreation & County Cards with the opening of the new PCRC. Historically these were sold to residents so that they could receive a discount at the facility and the golf course. The fee to purchase one was \$7 per person. In recent years the card has become obsolete with the policy change to allow all Park City School District Residents to use the facility for the resident rate and has actually become a barrier to providing excellent customer service. In order for the elimination of the card to be revenue neutral staff proposes a fee increase in passes and drop-in rates as well as other fees. Staff will verify residency by asking for a driver's license, utility bill or lease which is similar to what is currently done at the golf course.

Table 1 below shows the current fees, what is proposed and the corresponding percentage increase in the fee. While the percentage increases in resident children is the largest we are offering a new Youth Punch Card which actually drops the fee down to \$2.80 per visit.

Table 1: Proposed Changes to Existing Fees

Facility Fees	Current Fee	Proposed Fee	% Increase
Resident Drop-in Facility	\$6.00	\$7.00	14.29%
Visitor Drop-in Facility	\$8.00	\$10.00	20.00%
Resident Drop-in Class	\$8.00	\$9.00	11.11%
Visitor Drop-in Class	\$10.00	\$12.00	16.67%
Resident Child Under 16	\$2.50	\$4.00	37.50%
Visitor Child Under 16	\$4.50	\$5.00	10.00%
Resident 10 Punch Card	\$60.00	\$70.00	14.29%
Visitor 10 Punch Card	\$80.00	\$90.00	11.11%
1 Month Visitor Pass	\$80.00	\$90.00	11.11%
1 Month Single	\$54.00	\$60.00	10.00%
1 Month Couple	\$97.00	\$107.00	9.35%
3 Month Single	\$145.00	\$160.00	9.38%
3 Month Couple	\$259.00	\$306.00	15.36%
6 Month Single	\$259.00	\$272.00	4.78%
6 Month Couple	\$468.00	\$472.00	0.85%
12 Month Single	\$455.00	\$489.00	6.95%
12 Month Couple	\$810.00	\$850.00	4.71%
Family Swim Pass	\$247.50	\$247.50	0.00%
Child Care Per Hr	\$3.50	\$4.00	12.50%

Personal Training Punch Card	\$480.00	\$500.00	4.00%
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Tennis Fees

Resident Indoor Court Hr	\$22.00	\$24.00	8.33%
Visitor Indoor Court Hr	\$28.00	\$32.00	12.50%
Resident Outdoor Court Hr	\$7.00	\$8.00	12.50%
Visitor Outdoor Court Hr	\$10.00	\$12.00	16.67%
Private Lesson 1 Hr	\$61.00	\$61.00	0.00%
Private Lesson 1/2 Hr	\$32.00	\$32.00	0.00%
Semi Private Lesson 1 Hr	\$64.00	\$64.00	0.00%
Group of 3	\$66.00	\$66.00	0.00%
Group of 4	\$70.00	\$70.00	0.00%
Hitting Lesson	\$50.00	\$50.00	0.00%
Single Annual Tennis Pass	\$985.00	\$1,010.00	2.48%
Couple Annual Tennis Pass	\$1,760.00	\$1,815.00	3.03%
Family Annual Tennis Pass	\$1,964.00	\$2,025.00	3.01%

Table 2 below shows a comparison of similar fees between what is proposed at the PCRC and what Basin Recreation currently charges at the Fieldhouse. While fees for PCRC are higher than Fieldhouse fees, the new facility will have a greater variety of amenities not available at the Fieldhouse which enables a higher fee to be charged for usage.

Table 2: Comparison of PCRC Fees & Basin Field House

Term	Facility Rate		Class Add On		Total	
	PCRC	Field House	PCRC	Field House	PCRC	Field House
Single						
1 Month	\$40	\$33	\$20	\$20	\$60	\$53
3 Month	\$110	\$99	\$50	\$40	\$160	\$139
6 Month	\$192	\$175	\$80	\$70	\$272	\$245
12 Month	\$345	\$330	\$144	\$100	\$489	\$430
Couple						
1 Month	\$72	\$60	\$35	\$35	\$107	\$95
3 Month	\$216	\$180	\$90	\$70	\$306	\$250
6 Month	\$328	\$300	\$144	\$120	\$472	\$420
12 Month	\$590	\$550	\$260	\$180	\$850	\$730
Senior 70+ & Military						
Single						
1 Month	\$36	\$28	\$20	\$20	\$56	\$48
3 Month	\$99	\$84	\$50	\$40	\$149	\$124
6 Month	\$173	\$150	\$80	\$70	\$253	\$220
12 Month	\$310	\$264	\$144	\$100	\$454	\$364
Couple						
1 Month	\$65	\$44	\$35	\$35	\$100	\$79
3 Month	\$194	\$132	\$90	\$70	\$284	\$202
6 Month	\$295	\$250	\$144	\$120	\$439	\$370
12 Month	\$531	\$440	\$260	\$180	\$791	\$620
Drop-In Fees	Res/Vis	Res/Vis				
Toddlers 2 & Under	Free	Free				

Youth (3 to 17)	\$4/\$5	\$3/\$5				
Adult	\$7/\$10	\$5/\$8				
Senior 70+ & Military	\$6/\$7	\$3/NA				
Fitness Classes	\$9/\$12	\$6/\$8				
Senior/Military Fitness Classes	\$8/\$9	N/A				
Punch Cards	Res/Vis	Res/Vis				
Youth (3 to 17) 10 Punch	\$28/\$40	\$28/\$70				
Adult 10 Punch	\$70/\$90	\$50/\$70				
Senior & Military 10 Punch	\$60/\$70	\$50/\$70				

Ice Facility Fees

The Ice Arena's fee increase philosophy has been to increase fees gradually and consistently, rather than institute increases infrequently at higher rates. Due to the recession, the Ice Arena did not feel it was appropriate to increase fees last year, but a small increase is now appropriate due to improved economic conditions. The small increases will meet these goals as well as keep up with the rink's increased costs from utilities, staffing, the purchase of goods and services necessary for the function of the facility and its equipment, and the purchase of retail items that provide basic support to our programs' participants. Operational costs have also continued to rise due to increased facility use which necessitates more staff hours, the purchase of more cleaning and restroom supplies, and puts more wear on major building systems and equipment, the final factor thereby needs more frequent maintenance and repair part purchases and specialized contract service support.

Golf Fees

Range ball buckets went up \$.50 for a half bucket and \$1.00 for a full bucket to stay in line with area golf courses offering the same amenity.

Library Fees

The Library will make fee adjustments to organization and nonprofit Library cards. The change will make library cards more accessible and affordable for these groups. The nonresident deposit will also be eliminated because it does not cover replacement costs and requires paperwork and staff time to track.

Water Fees

On June 9, staff will present the Water Fund model and budget. Included in the model are several scenarios which show potential capital projects and water rights options. Depending on the scenario selected, the model will show the corresponding bond amount and rate adjustment needed per year. While it is currently not known what option will be selected, the budget assumes one likely scenario which has been included in the Tentative Budget. The Final Budget will be adjusted to show the appropriate budget and rate as decided by Council.

The three most likely Water Fund scenarios recommend a water rate increase of 12 percent in FY2012. The water rate adjustment shown in Attachment C shows this 12

percent increase. Due to the water rate uncertainty, the Fees Resolution will be adopted on June 9th.

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 9th. The following changes are proposed for the Budget Policies:

Contingency Policy

In an effort to clarify and standardize the usage of contingency budgets, the attached budget policy was drafted. Typically, budget policies are submitted to Council as part of the budget process in June for adoption with the annual budget. However, as multiple demands for this funding have come up in recent months, this administrative budget policy was created and presented to Council in the form of a Manager's Report on March 1, 2011. Since that time, it has been implemented on an interim basis consistent with previously authorized expenditure limits set by City Council. Now, staff is asking Council to formally adopt the policy as part of the FY 2012 budget. The policy is contained, in red-line format, in the Policies & Procedures section of the Budget Document.

The policy is summarized as follows:

- Access to contingency funding is limited to three purposes:
 - o Ensure City satisfies state budget mandates
 - o Overcome unforeseen fluctuations in cost of providing service
 - o Facilitate Council-directed level of service increases and/or capital expenditures in the short term
- The City Manager is authorized to approve requests for contingency funding under \$10,000. Any contingency expense exceeding \$10,000 requires Council approval, per the Purchasing Policy.
- Drawdowns against the contingency budget will not exceed 50% of the total amount budgeted during the course of the fiscal year. At the end of the fiscal year, the balance of the funds may be used.

The policy is contained, in red-line format, in the Policies & Procedures section of the Budget Document. Additional changes were made to the policy, which are attached to this staff report (Attachment D), in light of proposed changes to the purchasing policy and based on Council direction given on May 26. These amendments would align City Manager approval thresholds with those in the proposed purchasing policy as well as clarify that contingency funding could be used for capital expenditures at Council discretion.

Procurement Policy

In an effort to clarify portions of the City's purchasing procedures, particularly those related to local preference in procurement, staff has amended the City's policy. The amended policy was not included in the City Manager's Recommended Budget document, but is attached to this report (Attachment E).

The major changes to the policy are as follows:

- Local businesses are defined as those businesses holding a City or County business license and having a physical location within Summit County with at least one employee at that location
- \$10,000 and \$20,000 thresholds are updated to \$15,000 and \$25,000. These thresholds have not been adjusted in at least ten years and should be periodically increased to reflect inflation.
- Exceptions are specified for public auctions and local government purchasing pools
- Clarifications are made to Section E (“General Rules”) to be consistent with Section C (“General Policy”)
- Requirements to notify local businesses are expanded to procurement types beyond purchases of capital assets, and are clarified to be advertising on the City website
- Procurement of contracts for professional services and minor public improvements now require a formal documented evaluation process in addition to three written quotes
- The competitive bidding process now includes a local bidder preference provision
 - o Local bidders that are within 5% of low bid will be extended the opportunity to meet the low bid. If they do so within 48 hours, they will be awarded the contract
 - o The language included in this provision is consistent with that included in the policies of other Utah cities, such as St. George, Logan, and Duchesne

The Committee that developed these modifications to the policy believes that the inclusion of a local preference provision will directly benefit both the local economy as well as Park City Municipal Corporation. Clearly, any dollars spent locally by the City have a better chance of trickling through the local economy and benefitting Park City residents. Also, the local preference provision should provide more opportunity to strengthen working relationships between the City and local firms and service providers, which could potentially lead to more competitive bids on future projects. And of course, it’s more likely that any tax dollars and jobs related to a City project or purchase will stay here if the firm or service provider is local.

In addition to economic and financial benefits, staff believes that these changes are in harmony with the Park City’s green initiatives. Local service providers and local products require less transportation and therefore less carbon output.

Also, staff believes these changes support the Park City Chamber Bureau’s “Keep It PC” buy-local campaign. The inclusion of a local preference provision in a strict governmental purchasing policy helps accomplish the three goals set out by “Keep It PC” and illustrates to the community through example 1) the benefits of buying locally, 2) the range of competitive goods and services available in the greater Park City area, and 3) the contribution local vendors and suppliers make to our community and economy. Keep It PC has already had a significantly positive impact on the local economy and environment, as evidenced by such efforts as Summit County Beef. Staff

believes that the policy changes put forth here are a good way for the City to contribute to the Keep It PC ideal.

In addition to these policy changes and clarifications, staff is also assembling a “Best-Practices in Procurement” packet in an effort to make purchasing decisions more consistent and aligned with policy throughout the City. This packet will include a flowchart for manager’s to use in determining which steps are necessary for a certain purchase, a chart with State procurement thresholds updated for inflation, information for state and local purchasing pools, public auctions, etc., and suggested procedures and documentation for common procurement processes, such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc.

Post-Issuance Compliance

The City issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the Internal Revenue Code to take certain actions subsequent to the issuance of bonds to ensure the continuing tax-exempt status of the bonds. The Post-Issuance Compliance Procedure and Policy provides guidance for ongoing administrative activities including:

- Investment of bond proceeds
- Primary and secondary market disclosure practices, including annual certifications as required
- Arbitrage rebate monitoring and filing
- Federal and state law compliance practices
- Market and investor relations efforts

Comprehensive Emergency Management Plan (CEMP)

The City Council adopted a new Comprehensive Emergency Management Plan (CEMP) in August of 2007 and has re-adopted an updated and revised CEMP in June of each year since. The Emergency Management Group (EMG) and the City Manager made amendments to the CEMP during the 2011 fiscal year. Resolution 14-10 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 continues to receive FEMA/State Emergency Management Performance Grants (EMPG) because we have an Emergency Program Manager and have met the state and federal NIMS requirements. We will continue to apply for available EMPG grants as they become available, though this year there has been a 20% decrease in available Federal funding and all grants have been delayed due to Congressional budget wrangling.

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

The basic CEMP is before you for review (See *Attachment F*) and adoption meeting the State/Federal NIMS requirements.

The following amendments have been made since the June 3, 2010 adoption.

Nature of the Change	Date Approved by EMG	Page Affected
Updated the conclusion of Concepts and Principals section	5/23/11	9
Updated the State and City code references	5/23/11	12,13,17
Updated the City Manager authority for a Local Declaration	5/23/11	12
Updated the definition of Recreation for the CEMP	5/23/11	29
Updated to match City code changes made over the last two years	5/23/11	Appendix A
Updated to match State code (UCA) changes made over the last two years	5/23/11	Appendix B
Updated Building Preparedness section to include new or remodeled structures	5/23/11	Appendix D
Updated Resource and Contact Lists	5/23/11	Appendix H
Updated Personnel Contact Lists	5/23/11	Appendix I
Finalize EOC plan maps and set up procedures	5/23/11	Appendix K
Added Emergency Declaration and Evacuation forms	5/23/11	Appendix O
Updated miscellaneous grammar and punctuation	5/23/11	throughout

The various appendices are not included with the CEMP to save on paper (jointly they exceed 700 pages), but are available to the Council for review. Some appendices are protected documents under UCA - 63-2-304 and UCA 62-2-106 due to personnel and security 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 G – Resolution Adopting the CEMP)

Council Compensation

The Council Compensation Ordinance must be adopted to establish compensation for the Mayor, City Council, and statutory officers. Compensation amount for FY 2012 remain unchanged from FY 2011.

(See Attachment H – 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 2011 (amended), FY 2012 Proposed Budget, and FY 2013 Plan by resolution;**
- 2. Adopt the Park City Comprehensive Emergency Management Plan (CEMP) by resolution;**
- 3. 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 16. 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 2 when the Tentative Budget is adopted. Subsequent discussions can occur on June 9, but final changes need to be adopted on June 16.

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 9 so that the Final Budget can be prepared for adoption on June 16.

Failure to adopt the CEMP, jeopardizes the City's ability to receive State and Federal grant and disaster reimbursement funds. Pending 2011 EMPG grants and other Federal grants would be in jeopardy.

Recommendation:

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

Attachments:

- A – Resolution Adopting the Tentative Budget**
- B – Budget Summaries**
- C – Excerpts showing changes to Fees Schedule**
- D – Contingency Policy Amendments**
- E – Procurement Policy**
- F – Comprehensive Emergency Management Plan**
- G – Resolution Adopting the CEMP & Park City CEMP**
- H – Compensation Ordinance**

Attachment A



Resolution No.

**A RESOLUTION ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2011
AND A TENTATIVE BUDGET FOR FISCAL YEAR 2012 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 5, May 12, and May 26, 2011, and one more scheduled for June 2, 2011 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 5, 2011 and with changes as summarized in the Attachments to this resolution is hereby adopted as the tentative revised Fiscal Year 2011 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 5, 2011 and with changes as summarized in the Attachments to this resolution is hereby adopted as the tentative budget for Fiscal Year 2012 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 2011 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect June 2, 2011 for the Fiscal Year 2011 revised budget, and July 1, 2011 for the Fiscal Year 2012 budget.

PASSED AND ADOPTED this 2th day of June, 2011

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Attachment B

Resources & Requirements - All Funds Combined									
Description	2008 Actual	2009 Actual	2010 Actual	2011 Original Budget	2011 Adj Budget	2012 Budget	Change - 2011 to 2012		2013 Plan
							Increase (reduction)	%	
RESOURCES									
Sales Tax	12,755,443	11,027,464	11,601,845	11,048,209	11,627,639	12,313,000	685,361	6%	13,245,000
Planning Building & Engineering Fees	5,828,014	5,044,383	1,287,132	2,209,500	1,512,472	1,962,187	449,716	30%	2,268,626
Charges for Services	7,463,662	9,129,312	9,497,866	10,601,000	10,106,265	10,994,471	888,206	9%	12,152,033
Intergovernmental Revenue	1,450,079	3,058,819	7,324,484	7,812,837	19,773,541	3,341,000	(16,432,541)	-83%	2,564,200
Franchise Tax	2,748,571	2,720,272	2,774,320	3,051,000	3,005,000	3,160,000	155,000	5%	3,307,000
Property Taxes	13,974,590	13,213,009	15,790,260	16,745,315	16,969,315	16,703,315	(266,000)	-2%	16,897,315
General Government	403,641	457,582	459,311	573,600	548,634	572,867	24,233	4%	596,130
Other Revenues	16,333,881	10,850,156	16,200,738	6,921,113	9,929,264	11,941,077	2,011,812	20%	6,913,455
Total	\$60,957,881	\$55,500,997	\$64,935,955	\$58,962,574	\$73,472,129	\$60,987,916	(\$12,484,213)	-17%	\$67,943,760
REQUIREMENTS (by function)									
Executive	7,408,144	7,449,017	7,801,370	8,037,345	8,054,845	8,614,816	559,971	7%	8,225,114
Police	3,648,493	3,726,449	3,859,148	4,293,389	4,333,412	4,314,177	(19,235)	0%	4,314,177
Public Works	14,541,404	13,603,552	13,635,067	15,669,056	15,671,056	16,190,439	519,383	3%	16,078,460
Library & Recreation	3,767,718	3,834,719	3,699,326	4,125,473	4,150,582	4,292,710	142,128	3%	4,325,246
Non-Departmental	2,253,926	2,631,084	2,697,864	3,296,655	3,467,655	3,444,582	(23,073)	-1%	3,381,582
Special Service Contracts	362,101	360,896	348,000	408,973	408,973	500,000	91,027	22%	500,000
Contingency	0	0	0	315,000	415,000	440,000	25,000	6%	440,000
Capital Outlay	493,666	327,443	214,453	463,822	517,156	435,176	(81,980)	-16%	405,676
Total	32,475,453	31,933,160	32,255,228	36,609,713	37,018,679	38,231,900	1,213,222	3%	37,670,255
REQUIREMENTS (by type)									
Personnel	19,540,194	20,553,234	21,098,681	22,090,129	22,100,861	23,056,282	955,420	4%	23,019,768
Materials, Supplies & Services	12,441,592	11,052,483	10,942,094	12,649,434	12,894,069	13,360,276	466,207	4%	12,867,355
Contingency	0	0	0	315,000	415,000	440,000	25,000	6%	440,000
Capital Outlay	493,666	327,443	214,453	463,822	517,156	435,176	(81,980)	-16%	405,676
Total	32,475,453	31,933,160	32,255,228	35,518,385	35,927,086	37,291,734	1,364,648	4%	36,732,799
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS	\$28,482,429	\$23,567,837	\$32,680,728	\$23,444,189	\$37,545,043	\$23,696,183	(13,848,860)	-37%	\$21,210,960
OTHER FINANCING SOURCES (uses)									
Bond Proceeds	779,793	24,477,505	6,092,682	0	13,873,471	11,800,000	(2,073,471)	-15%	5,000,000
Debt Service	(6,583,721)	(9,834,751)	(12,176,557)	(10,979,473)	(13,307,865)	(10,426,416)	2,881,449	-22%	(10,199,604)
Interfund Transfers In	15,628,653	32,800,255	14,840,021	7,118,246	9,647,412	6,705,443	(2,941,969)	-30%	6,019,988
Interfund Transfers Out	(15,628,653)	(32,800,255)	(14,840,021)	(7,118,246)	(9,647,412)	(6,705,943)	2,941,469	-30%	(6,019,988)
Capital Improvement Projects	(15,994,618)	(41,241,569)	(64,395,392)	(11,539,881)	(81,486,555)	(27,247,421)	54,239,134	-67%	(15,132,613)
Total	(21,798,545)	(26,598,814)	(70,479,267)	(22,519,354)	(80,920,949)	(25,874,337)	55,046,612	-58%	(20,332,217)
EXCESS (deficiency) OF RESOURCES OVER REQUIREMENTS AND OTHER SOURCES (uses)	\$6,683,883	(\$3,030,978)	(\$37,798,539)	\$924,835	(\$43,375,906)	(\$2,178,154)	41,197,752	-95%	\$878,743
Beginning Balance	89,775,525	97,369,362	111,667,935	22,855,772	73,869,394	30,493,488	(43,375,906)	-59%	28,315,332
Ending Balance	96,459,405	94,338,414	73,869,394	23,780,604	30,493,488	28,315,332	(2,178,156)	-7%	29,194,075

Resources & Requirements - All Funds Combined												
Description	Budget (FY 2011)				Budget (FY 2012)				Plan (FY 2013)			
	Original	Adjusted	Change from Original		Original	Adjusted	Change from Original		Original	Adjusted	Change from Original	
			Total	%			Total	%			Total	%
RESOURCES												
Sales Tax	11,048,209	11,627,639	579,430	5%	11,048,209	12,313,000	1,264,791	11%	11,048,209	13,245,000	2,196,791	20%
Planning Building & Engineering Fees	2,209,500	1,512,472	(697,028)	-32%	2,209,500	1,962,187	(247,313)	-11%	2,209,500	2,268,626	59,126	3%
Charges for Services	10,601,000	10,106,265	(494,735)	-5%	10,601,000	10,994,471	393,471	4%	10,601,000	12,152,033	1,551,033	15%
Intergovernmental Revenue	7,812,837	19,773,541	11,960,704	153%	7,812,837	3,341,000	(4,471,837)	-57%	7,812,837	2,564,200	(5,248,637)	-67%
Franchise Tax	3,051,000	3,005,000	(46,000)	-2%	3,051,000	3,160,000	109,000	4%	3,051,000	3,307,000	256,000	8%
Property Taxes	16,745,315	16,969,315	224,000	1%	16,745,315	16,703,315	(42,000)	0%	16,745,315	16,897,315	152,000	1%
General Government	573,600	548,634	(24,966)	-4%	573,600	572,867	(733)	0%	573,600	596,130	22,530	4%
Bond Proceeds	0	13,873,471	13,873,471		0	11,800,000	11,800,000		0	5,000,000	5,000,000	
Other Revenues	6,921,113	9,929,264	3,008,151	43%	6,921,113	11,941,077	5,019,964	73%	6,921,113	6,913,455	(7,658)	0%
Sub-Total	\$58,962,574	\$87,345,600	\$28,383,026	48%	\$58,962,574	\$72,787,916	\$13,825,342	23%	\$58,962,574	\$62,943,760	\$3,981,186	7%
Interfund Transfers In	7,118,246	9,647,412	2,529,166	36%	7,118,246	6,705,443	(412,803)	-6%	7,118,246	6,019,988	(1,098,258)	-15%
Beginning Balance	22,855,772	73,869,394	51,013,622	223%	22,855,772	30,493,488	7,637,716	33%	22,855,772	28,315,332	5,459,560	24%
Total	88,936,592	170,862,406	81,925,814	92%	88,936,592	109,986,847	21,050,255	24%	88,936,592	97,279,080	8,342,488	9%
REQUIREMENTS (by function)												
Executive	8,037,345	8,054,845	17,500	0%	8,037,345	8,614,816	577,471	7%	8,037,345	8,225,114	187,769	2%
Police	4,293,389	4,333,412	40,023	1%	4,293,389	4,314,177	20,788	0%	4,293,389	4,314,177	20,788	0%
Public Works	15,669,056	15,671,056	2,000	0%	15,669,056	16,190,439	521,383	3%	15,669,056	16,078,460	409,404	3%
Library & Recreation	4,125,473	4,150,582	25,109	1%	4,125,473	4,292,710	167,237	4%	4,125,473	4,325,246	199,773	5%
Non-Departmental	3,296,655	3,467,655	171,000	5%	3,296,655	3,444,582	147,927	4%	3,296,655	3,381,582	84,927	3%
Special Service Contracts	408,973	408,973	0	0%	408,973	500,000	91,027	22%	408,973	500,000	91,027	22%
Contingency	315,000	415,000	100,000	32%	315,000	440,000	125,000	40%	315,000	440,000	125,000	40%
Capital Outlay	463,822	517,156	53,334	11%	463,822	435,176	(28,646)	-6%	463,822	405,676	(58,146)	-13%
Sub-Total	\$36,609,713	\$37,018,679	\$408,966	1%	\$36,609,713	\$38,231,900	\$1,622,187	4%	\$36,609,713	\$37,670,255	\$1,060,542	3%
Debt Service	10,979,473	13,307,865	2,328,392	21%	10,979,473	10,426,416	(553,057)	-5%	10,979,473	10,199,604	(779,869)	-7%
Capital Improvement Projects	11,539,881	81,486,555	69,946,674	606%	11,539,881	27,247,421	15,707,540	136%	11,539,881	15,132,613	3,592,732	31%
Interfund Transfers Out	7,118,246	9,647,412	2,529,166	36%	7,118,246	6,705,943	(412,303)	-6%	7,118,246	6,019,988	(1,098,258)	-15%
Ending Balance	23,780,604	30,493,488	6,712,884	28%	23,780,604	28,315,332	4,534,728	19%	23,780,604	29,194,075	5,413,471	23%
Total	90,027,917	171,953,999	81,926,082	91%	90,027,917	110,927,012	20,899,095	23%	90,027,917	98,216,535	8,188,618	9%
REQUIREMENTS (by type)												
Personnel	22,090,129	22,100,861	10,732	0%	22,090,129	23,056,282	966,153	4%	22,090,129	23,019,768	929,639	4%
Materials, Supplies & Services	12,649,434	12,894,069	244,635	2%	12,649,434	13,360,276	710,842	6%	12,649,434	12,867,355	217,921	2%
Contingency	315,000	415,000	100,000	32%	315,000	440,000	125,000	40%	315,000	440,000	125,000	40%
Capital Outlay	463,822	517,156	53,334	11%	463,822	435,176	(28,646)	-6%	463,822	405,676	(58,146)	-13%
Sub-Total	\$35,518,385	\$35,927,086	\$408,701	1%	\$35,518,385	\$37,291,734	\$1,773,349	5%	\$35,518,385	\$36,732,799	\$1,214,414	3%
Debt Service	10,979,473	13,307,865	2,328,392	21%	10,979,473	10,426,416	(553,057)	-5%	10,979,473	10,199,604	(779,869)	-7%
Capital Improvement Projects	11,539,881	81,486,555	69,946,674	606%	11,539,881	27,247,421	15,707,540	136%	11,539,881	15,132,613	3,592,732	31%
Interfund Transfers Out	7,118,246	9,647,412	2,529,166	36%	7,118,246	6,705,943	(412,303)	-6%	7,118,246	6,019,988	(1,098,258)	-15%
Ending Balance	23,780,604	30,493,488	6,712,884	28%	23,780,604	28,315,332	4,534,728	19%	23,780,604	29,194,075	5,413,471	23%
Total	88,936,589	170,862,406	81,925,817	92%	88,936,589	109,986,846	21,050,257	24%	88,936,589	97,279,079	8,342,490	9%

Expenditure Summary by Fund and Unit									
Expenditures	2008	2009	2010	2011 Budget		2012 Budget		2013 Budget	
		(actual)		(original)	(adj)	(budget)	% of Total	(budget)	% of Total
Park City Municipal Corporation									
011 General Fund	32,264,937	28,242,933	28,283,748	27,841,690	28,273,422	28,954,687	26%	30,416,849	31%
012 Quinns Recreation Complex	7,727	(509,509)	(986,649)	(1,264,322)	(1,284,004)	(1,676,882)	-2%	(2,067,766)	-2%
021 Police Special Revenue Fund	21,122	22,722	25,072	0	26,482	0	0%	0	0%
022 Criminal Forfeiture Restricted Account	17,220	10,791	9,454	(0)	3,775	(0)	0%	(0)	0%
031 Capital Improvement Fund	61,514,186	78,907,419	61,976,558	5,676,445	38,455,812	17,054,733	16%	5,275,911	5%
038 Equipment Replacement Fund	3,528,896	2,497,816	1,540,205	859,801	1,765,756	953,625	1%	1,023,625	1%
051 Water Fund	20,122,090	23,341,099	38,610,649	15,190,632	29,599,432	17,434,819	16%	18,191,797	19%
055 Golf Fund	1,618,675	1,753,465	2,723,621	1,454,752	2,606,019	2,445,811	2%	2,209,755	2%
057 Transportation & Parking Fund	17,879,179	20,296,368	26,000,636	14,105,886	39,027,958	19,458,715	18%	20,626,841	21%
062 Fleet Services Fund	2,557,652	2,131,322	2,150,163	2,412,269	2,425,626	2,425,830	2%	2,416,863	2%
064 Self Insurance Fund	3,412,431	3,086,499	2,520,754	2,023,834	2,889,310	2,221,364	2%	1,691,380	2%
070 Debt Service Fund	4,345,405	4,352,316	3,949,794	3,777,806	5,376,990	4,180,253	4%	3,483,003	4%
071 Sales Tax Rev Bonds Debt Svc Fund	2,866,924	26,680,966	12,922,018	5,042,010	5,097,474	5,032,309	5%	4,990,196	5%
Park City Municipal Corporation Total	\$150,156,445	\$190,814,227	\$179,726,023	\$77,120,802	\$154,264,051	\$98,485,264	90%	\$88,258,453	91%
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	7,559,167	9,874,209	10,885,398	6,916,016	9,278,668	8,336,718	8%	6,479,743	7%
034 Redevelopment Agency Main St	4,071,289	2,645,503	3,120,765	2,422,522	3,033,313	2,400,800	2%	2,026,300	2%
072 RDA Main Street Debt Service	0	0	0	0	0	0	0%	0	0%
076 RDA Lower Park Ave Debt Service	2,555,174	2,568,492	1,480,668	1,476,945	3,143,791	(0)	0%	(0)	0%
Park City Redevelopment Agency Total	\$14,185,630	\$15,088,205	\$15,486,830	\$10,815,483	\$15,455,772	\$10,737,518	10%	\$8,506,043	9%
Municipal Building Authority									
035 Municipal Building Authority Fund	2,729,782	4,174,252	2,252,273	1,000,304	1,142,583	764,064	1%	514,583	1%
Municipal Building Authority Total	\$2,729,782	\$4,174,252	\$2,252,273	\$1,000,304	\$1,142,583	\$764,064	1%	\$514,583	1%
Park City Housing Authority									
036 Park City Housing Authority	69,993	71,465	71,465	0	0	0	0%	0	0%
Park City Housing Authority Total	\$69,993	\$71,465	\$71,465	\$0	\$0	\$0	0%	\$0	0%
GRAND TOTAL	\$167,141,849	\$210,148,148	\$197,536,591	\$98,936,589	\$170,862,406	\$109,986,846	100%	\$97,279,079	100%
(Less)									
Interfund Transfer	15,628,653	32,800,255	14,840,021	7,118,246	9,647,412	6,705,943	6%	6,019,988	6%
Ending Balance	96,459,405	94,338,414	73,869,394	23,780,604	30,493,488	28,315,332	26%	29,194,075	30%
TOTAL EXPENDITURE BUDGET	\$55,053,791	\$83,009,480	\$108,827,176	\$58,037,739	\$130,721,506	\$74,965,571	68%	\$62,065,016	64%

Expenditure Summary by Fund and Major Object (FY 2011 Adjusted Budget)										
Description	Operating Budget			Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat, Suppls, Services								
Park City Municipal Corporation										
011 General Fund	14,275,004	5,631,406	269,569	0	315,000	20,490,979	2,680,047	5,102,396	28,273,422	
012 Quinns Recreation Complex	632,333	341,545	10,000	0	0	983,878	0	(2,267,882)	(1,284,004)	
021 Police Special Revenue Fund	0	0	26,482	0	0	26,482	0	0	26,482	
022 Criminal Forfeiture Restricted Account	0	0	3,775	0	0	3,775	0	(0)	3,775	
031 Capital Improvement Fund	0	0	36,262,422	0	0	36,262,422	134,366	2,059,024	38,455,812	
038 Equipment Replacement Fund	0	0	1,610,131	0	0	1,610,131	0	155,625	1,765,756	
051 Water Fund	1,438,381	1,970,637	19,833,908	3,217,523	100,000	26,560,449	1,191,052	1,847,931	29,599,432	
055 Golf Fund	685,501	442,360	190,119	31,543	0	1,349,523	130,685	1,125,811	2,606,019	
057 Transportation & Parking Fund	4,427,418	721,886	20,922,842	0	0	26,072,146	2,252,096	10,703,716	39,027,958	
062 Fleet Services Fund	604,260	1,637,935	5,000	0	0	2,247,195	0	178,431	2,425,626	
064 Self Insurance Fund	37,964	938,300	0	0	0	976,264	0	1,913,046	2,889,310	
070 Debt Service Fund	0	0	0	2,007,851	0	2,007,851	1,505,929	1,863,210	5,376,990	
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,713,894	0	4,713,894	0	383,580	5,097,474	
Park City Municipal Corporation Total	\$22,100,861	\$11,684,069	\$79,134,248	\$9,970,811	\$415,000	\$123,304,989	\$7,894,175	\$23,064,887	\$154,264,051	
Park City Redevelopment Agency										
033 Redevelopment Agency Lower Park Av	0	805,000	2,281,950	0	0	3,086,950	380,000	5,811,718	9,278,668	
034 Redevelopment Agency Main St	0	405,000	577,513	0	0	982,513	950,000	1,100,800	3,033,313	
076 RDA Lower Park Ave Debt Service	0	0	0	2,720,554	0	2,720,554	423,237	(0)	3,143,791	
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$2,859,463	\$2,720,554	\$0	\$6,790,017	\$1,753,237	\$6,912,518	\$15,455,772	
Municipal Building Authority										
035 Municipal Building Authority Fund	0	0	10,000	616,500	0	626,500	0	516,083	1,142,583	
Municipal Building Authority Total	\$0	\$0	\$10,000	\$616,500	\$0	\$626,500	\$0	\$516,083	\$1,142,583	
GRAND TOTAL	\$22,100,861	\$12,894,069	\$82,003,711	\$13,307,865	\$415,000	\$130,721,506	\$9,647,412	\$30,493,488	\$170,862,406	

Expenditure Summary by Fund and Major Object (FY 2012 Budget)										
Description	Operating Budget			Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat. Suppl.	Services							
Park City Municipal Corporation										
011 General Fund	15,058,255	5,764,511	284,492	0	340,000		21,447,258	1,829,872	5,677,557	28,954,687
012 Quinns Recreation Complex	641,839	346,545	17,500	0	0		1,005,884	0	(2,682,766)	(1,676,882)
021 Police Special Revenue Fund	0	0	0	0	0		0	0	0	0
022 Criminal Forfeiture Restricted Account	0	0	0	0	0		0	0	(0)	(0)
031 Capital Improvement Fund	0	0	14,895,165	0	0		14,895,165	134,366	2,025,202	17,054,733
038 Equipment Replacement Fund	0	0	798,000	0	0		798,000	0	155,625	953,625
051 Water Fund	1,481,304	2,178,717	7,606,345	3,205,433	100,000		14,571,799	1,112,738	1,750,282	17,434,819
055 Golf Fund	710,367	457,460	231,005	23,624	0		1,422,456	133,600	889,755	2,445,811
057 Transportation & Parking Fund	4,551,084	926,808	303,090	0	0		5,780,982	2,190,892	11,486,842	19,458,715
062 Fleet Services Fund	613,432	1,637,935	5,000	0	0		2,256,367	0	169,464	2,425,830
064 Self Insurance Fund	2	838,300	0	0	0		838,302	0	1,383,062	2,221,364
070 Debt Service Fund	0	0	0	2,258,838	0		2,258,838	0	1,921,415	4,180,253
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,689,040	0		4,689,040	0	343,269	5,032,309
Park City Municipal Corporation Total	\$23,056,282	\$12,150,276	\$24,140,597	\$10,176,935	\$440,000		\$69,964,090	\$5,401,468	\$23,119,706	\$98,485,264
Park City Redevelopment Agency										
033 Redevelopment Agency Lower Park Av	0	805,000	3,222,500	0	0		4,027,500	354,475	3,954,743	8,336,718
034 Redevelopment Agency Main St	0	405,000	319,500	0	0		724,500	950,000	726,300	2,400,800
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$3,542,000	\$0	\$0		\$4,752,000	\$1,304,475	\$4,681,043	\$10,737,518
Municipal Building Authority										
035 Municipal Building Authority Fund	0	0	0	249,481	0		249,481	0	514,583	764,064
Municipal Building Authority Total	\$0	\$0	\$0	\$249,481	\$0		\$249,481	\$0	\$514,583	\$764,064
GRAND TOTAL	\$23,056,282	\$13,360,276	\$27,682,597	\$10,426,416	\$440,000		\$74,965,571	\$6,705,943	\$28,315,332	\$109,986,846

Expenditure Summary by Fund and Major Object (FY 2013 Plan)									
Description	Operating Budget		Capital	Debt Service	Contingency	Sub-Total	Interfund Transfer	Ending Balance	Total
	Personnel	Mat. Suppls. Services							
Park City Municipal Corporation									
011 General Fund	15,021,741	5,371,699	262,492	0	340,000	20,995,932	1,900,647	7,520,269	30,416,849
012 Quinns Recreation Complex	641,839	346,545	10,000	0	0	998,384	0	(3,066,150)	(2,067,766)
021 Police Special Revenue Fund	0	0	0	0	0	0	0	0	0
022 Criminal Forfeiture Restricted Account	0	0	0	0	0	0	0	(0)	(0)
031 Capital Improvement Fund	0	0	3,150,165	0	0	3,150,165	134,366	1,991,380	5,275,911
038 Equipment Replacement Fund	0	0	868,000	0	0	868,000	0	155,625	1,023,625
051 Water Fund	1,481,304	2,066,608	7,834,710	3,942,998	100,000	15,425,620	623,000	2,143,177	18,191,797
055 Golf Fund	710,367	457,460	151,005	0	0	1,318,832	133,600	757,323	2,209,755
057 Transportation & Parking Fund	4,551,084	926,808	146,917	0	0	5,624,809	1,922,000	13,080,033	20,626,841
062 Fleet Services Fund	613,432	1,637,935	5,000	0	0	2,256,367	0	160,497	2,416,863
064 Self Insurance Fund	2	850,300	0	0	0	850,302	0	841,078	1,691,380
070 Debt Service Fund	0	0	0	1,569,713	0	1,569,713	0	1,913,290	3,483,003
071 Sales Tax Rev Bonds Debt Svc Fund	0	0	0	4,686,893	0	4,686,893	0	303,303	4,990,196
Park City Municipal Corporation Total	\$23,019,768	\$11,657,355	\$12,428,289	\$10,199,604	\$440,000	\$57,745,016	\$4,713,613	\$25,799,824	\$88,258,453
Park City Redevelopment Agency									
033 Redevelopment Agency Lower Park Av	0	805,000	3,107,500	0	0	3,912,500	356,375	2,210,868	6,479,743
034 Redevelopment Agency Main St	0	405,000	2,500	0	0	407,500	950,000	668,800	2,026,300
Park City Redevelopment Agency Total	\$0	\$1,210,000	\$3,110,000	\$0	\$0	\$4,320,000	\$1,306,375	\$2,879,668	\$8,506,043
Municipal Building Authority									
035 Municipal Building Authority Fund	0	0	0	0	0	0	0	514,583	514,583
Municipal Building Authority Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$514,583	\$514,583
GRAND TOTAL	\$23,019,768	\$12,867,355	\$15,538,289	\$10,199,604	\$440,000	\$62,065,016	\$6,019,988	\$29,194,075	\$97,279,079

All Funds Combined											
Revenue	2008	2009	2010	2011		2012		2013			
		(actual)		(original)	(adj)	(budget)	% of Total	(plan)	% of Total		
RESOURCES											
Property Taxes	13,974,590	13,213,009	15,790,260	16,745,315	16,969,315	16,703,315	15%	16,897,315	17%		
Sales Tax	12,755,443	11,027,464	11,601,845	11,048,209	11,627,639	12,313,000	11%	13,245,000	14%		
Franchise Tax	2,748,571	2,720,272	2,774,320	3,051,000	3,005,000	3,160,000	3%	3,307,000	3%		
Licenses	1,095,247	1,172,040	1,253,143	1,423,000	1,321,000	1,381,000	1%	1,389,000	1%		
Planning Building & Engineering Fees	5,828,014	5,044,383	1,287,132	2,209,500	1,512,472	1,962,187	2%	2,268,626	2%		
Other Fees	22,556	13,799	49,221	16,000	25,000	17,000	0%	23,000	0%		
Intergovernmental Revenue	1,450,079	3,058,819	7,324,484	7,812,837	19,773,541	3,341,000	3%	2,564,200	3%		
Charges for Services	7,463,662	9,129,312	9,497,866	10,601,000	10,106,265	10,994,471	10%	12,152,033	13%		
Recreation	2,489,483	2,588,326	2,280,322	2,422,270	2,041,000	2,189,000	2%	2,722,000	3%		
Other Service Revenue	92,500	101,177	105,644	108,000	100,000	105,000	0%	107,000	0%		
Fines & Forfeitures	720,031	527,991	669,476	655,500	803,000	754,000	1%	761,000	1%		
Misc. Revenue	8,091,717	3,223,604	6,233,985	1,791,343	3,004,342	7,061,096	6%	1,708,455	2%		
Interfund Transfers In	15,628,653	32,800,255	14,840,021	7,118,246	9,647,412	6,705,443	6%	6,019,988	6%		
Special Revenue & Resources	3,822,346	3,223,219	5,608,948	505,000	2,634,922	433,981	0%	203,000	0%		
Bond Proceeds	779,793	24,477,505	6,092,682	0	13,873,471	11,800,000	11%	5,000,000	5%		
Beginning Balance	89,775,525	97,369,362	111,667,935	22,855,772	73,869,394	30,493,488	28%	28,315,332	29%		
Total	166,738,212	209,690,537	197,077,282	88,362,992	170,313,772	109,413,981	100%	96,682,949	100%		

Change in Fund Balance												
Fund	2008 Actual	2009 Actual	2010 Actual	2011 Adjusted	Change - 2010 to 2011		2012 Budget	Change - 2011 to 2012		2013 Plan	Change - 2012 to 2013	
					Increase (reduction)	%		Increase (reduction)	%		Increase (reduction)	%
Park City Municipal Corporation												
011 General Fund	4,642,588	5,165,031	5,678,978	5,102,396	(576,582)	-10%	5,677,557	575,161	11%	7,520,269	1,842,712	32%
012 Quinns Recreation Complex	(967,091)	(1,445,959)	(1,850,004)	(2,267,882)	(417,878)	23%	(2,682,766)	(414,884)	18%	(3,066,150)	(383,384)	14%
021 Police Special Revenue Fund	21,122	22,522	24,872	0	(24,872)	-100%	0	0	-	0	0	-
022 Criminal Forfeiture Restricted Account	10,696	9,455	3,775	(0)	(3,775)	-100%	(0)	0	0%	(0)	0	0%
031 Capital Improvement Fund	51,554,158	51,656,557	33,954,635	2,059,024	(31,895,611)	-94%	2,025,202	(33,822)	-2%	1,991,380	(33,822)	-2%
038 Equipment Replacement Fund	1,781,301	895,151	900,756	155,625	(745,131)	-83%	155,625	0	0%	155,625	0	0%
051 Water Fund	12,204,897	13,010,035	6,941,202	1,847,931	(5,093,271)	-73%	1,750,282	(97,649)	-5%	2,143,177	392,895	22%
055 Golf Fund	422,118	489,077	1,342,519	1,125,811	(216,708)	-16%	889,755	(236,056)	-21%	757,323	(132,432)	-15%
057 Transportation & Parking Fund	11,668,449	11,902,704	13,945,235	10,703,716	(3,241,519)	-23%	11,486,842	783,126	7%	13,080,033	1,593,191	14%
062 Fleet Services Fund	199,690	171,968	178,431	205	(178,431)	205	169,464	(8,967)	-5%	160,497	(8,967)	-5%
064 Self Insurance Fund	2,778,181	2,212,435	1,730,992	1,913,046	182,054	11%	1,383,062	(529,984)	-28%	841,078	(541,984)	-39%
070 Debt Service Fund	1,743,242	1,924,529	1,822,996	1,863,210	40,214	2%	1,921,415	58,205	3%	1,913,290	(8,125)	0%
071 Sales Tax Rev Bonds Debt Svc Fund	691,114	686,335	420,157	383,580	(36,577)	-9%	343,269	(40,311)	-11%	303,303	(39,966)	-12%
Park City Municipal Corporation Total	\$86,750,465	\$86,699,839	\$65,094,338	\$23,064,887	\$42,029,451	-48%	\$23,119,706	\$54,819	0%	\$25,799,824	\$2,680,118	12%
Park City Redevelopment Agency												
033 Redevelopment Agency Lower Park Ave	5,854,007	5,283,466	5,634,431	5,811,718	177,287	3%	3,954,743	(1,856,975)	-32%	2,210,868	(1,743,875)	-44%
034 Redevelopment Agency Main St	1,295,338	844,425	1,728,313	1,100,800	(627,513)	-36%	726,300	(374,500)	-34%	668,800	(57,500)	-8%
076 RDA Lower Park Ave Debt Service	1,963,226	877,945	884,729	(0)	(884,729)	-100%	(0)	0	0%	(0)	0	0%
Park City Redevelopment Agency Total	\$9,112,572	\$7,005,836	\$8,247,473	\$6,912,518	\$1,334,955	-19%	\$4,681,043	\$2,231,475	-32%	\$2,879,668	\$1,801,375	-38%
Municipal Building Authority												
035 Municipal Building Authority Fund	526,376	561,274	527,583	516,083	(11,500)	-2%	514,583	(1,500)	0%	514,583	0	0%
Municipal Building Authority Total	\$526,376	\$561,274	\$527,583	\$516,083	\$11,500	-2%	\$514,583	(\$1,500)	0%	\$514,583	\$0	0%
Park City Housing Authority												
036 Park City Housing Authority	69,993	71,465	0	0	0	0%	0	0	0%	0	0	0%
Park City Housing Authority Total	\$69,993	\$71,465	\$0	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
Notes and Explanations of Change in Fund Balance:												
- Fund Balance refers to the amount of revenues on hand in a given year that are not used for expenditures in that year. It is closely related to the concept of a balanced budget, where beginning fund balance (the amount of revenues on hand at the beginning of a year) and the revenues received that year are equal to the expenditures for that year and the ending fund balance (or the amount of revenues remaining on hand at the end of the year). Fund balance is comprised of elements of reserves, funds dedicated to capital projects, and other earmarked funds. For budget purposes, fund balance is calculated on a cash basis and is not to be confused with the net assets or fund balance numbers presented in the Comprehensive Annual Financial Report.												
- Figures shown are the ending balance (or balance as of June 30) for each fiscal year. The beginning balance for any given year is the ending balance from the previous year.												
- Capital projects funds (Funds 31, 33, 34, 35, 36, 38) tend to show large decreases in fund balance between the prior year actual and current year adjusted budget. This is explained by the fact that much of fund balance in these funds is reserved for capital expenses which were budgeted in previous years. Unexpended capital budgets are rolled forward each year as part of the adjusted budget. So funding for capital projects shows up in fund balance <i>actual</i> figures, but disappears in the current year adjusted budget because there is an offsetting budgeted "carryforward" expense. This same phenomenon generally explains large decreases in fund balances for proprietary funds (such as Fund 51, 55, and 57).												
- The Water Fund shows a large increase in fund balance in FY 2011. This is due to anticipated capital infrastructure improvements which will be funded with accumulated impact fees, resulting in a sharp decrease in fund balance in the forthcoming fiscal years.												
- The Fleet Fund is an internal service fund which is intended to run a zero or near-zero balance. As such, any change in fund balance will appear drastic when viewed as a percent change, but the changes are simply the product of the nature of the fund.												

Notes and Explanations of Change in Fund Balance:

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

Attachment C

PARK CITY FEE SCHEDULE (REVISED JUNE 9, 2011)

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$750	\$600 per application
Subdivision	\$250	\$220 per lot/parcel
Administrative lot line adjustment		\$300 per application
Extension of Approval	\$300	\$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	\$300	\$280 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,000	\$810
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,000 \$810 will apply toward the application fee.</i>		
Master Planned Development	\$500	\$450 per unit equivalent
Modification to an MPD	\$300	\$280 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,000	\$860 per application
Steep Slope Review	\$1,000	\$680 per application
Administrative Staff Review	\$250	\$180 per application
Extension or Modification	\$300	\$280 per application

1.1.4 Zone Changes *

~~\$1,500~~ ~~\$1,380~~

1.1.5 Board of Adjustment *

Special Exception	\$750	\$560 per application
Variance	\$750	\$560 per application

1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200	\$190 per application
New residential construction >=1000 sf	\$750	\$480 per application
Commercial review		\$200 per unit equivalent for the first 10 units \$15/ue after

Non-Historic District/Site

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

Commercial Additions		\$100 per unit equivalent up to 10 units then \$15/ue after
1.1.7 <u>Historic Review *</u>		
Historic Design Review < >1000 sf	\$200	\$190
Historic Design Review >= <= 1000 sf	\$750	\$480
Determination of Significance	\$300	\$250
Certificate of Appropriateness for Demolition		\$300
1.1.8 <u>Land Management Code Review *</u>		\$2,000 per application
1.1.9 <u>General Plan Amendment *</u>		\$2,000 per application
1.1.10 <u>Sign Review</u>		
Master Sign Plan Review	\$250	\$180
Amendment to Master Sign Plan	\$100	\$80
Individual sign permit	\$100 (\$99.00	\$80 (\$79.21 plus 1% state tax)
Sign permit under master sign plan	\$100 (\$99.00	\$70 (\$69.30 plus 1% state tax)
Temporary Sign Permit	\$50 (\$49.50	\$30 (\$29.70 plus 1% state tax)
1.1.11 <u>Annexation *</u>	\$5,000	\$4,150
Annexation Fiscal Impact Analysis		\$1,550
<i>plus actual cost of City approved consultant fee</i>		
Modification to Annexation Agreement		\$4,150
1.1.12 <u>Appeals Fees *</u>		
Appeals to Board of Adjustment	\$500	\$450
Appeals to City Council	\$500	\$450
Appeals to Historic Preservation Board	\$500	\$300
Appeals to Planning Commission	\$500	\$300
1.1.13 TDR – Development Credit Determination		\$100

1.1.14 ~~3~~ Refund of Withdrawn Planning Applications

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

1.1.15 ~~4~~ 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 ~~5~~ Attorney or Other Professional Services

Reimbursement for actual expense incurred

* Projects under these classifications 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.

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, 2010~~10~~11).

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"	\$25.23 \$28.26	\$332 \$372
1"	\$34.06 \$38.15	\$403 \$451
1-1/2"	\$40.39 \$45.24	\$632 \$708

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"	\$32.80 \$36.74	\$472 \$529
1"	\$55.50 \$62.16	\$543 \$608
1 2"	\$118.56 \$132.79	\$772 \$865
2"	\$247.24 \$276.91	\$1,366 \$1,530
3"	\$643.38 \$720.59	\$1,616 \$1,810
4"	\$1,168.14 \$1,308.32	\$2,816 \$3,154
6"	\$2,202.56 \$2,466.87	\$4,381 \$4,907
8"	\$3,792.06 \$4,247.11	\$6,580 \$7,370
Construction Meter	\$146.63 \$164.23	
Indigent Rate*	\$2 \$2.24	

*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 ~~\$4.42~~ **\$4.95** 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, 2010~~10~~11). 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:

<u>Type</u>	<u>Block 1 \$3.14 \$3.52 per 1,000 gals</u>	<u>Block 2 \$5.04 \$5.64 per 1,000 gals</u>	<u>Block 3 \$8.19 \$9.17 per 1,000 gals</u>	<u>Block 4 \$12.61 \$14.12 per 1,000 gals</u>
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		\$4.95 \$4.42 per 1,000 gals	\$7.66 \$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	\$4.95 \$4.42 per thousand gals			
Construction Water	\$164.23 \$146.63 Monthly Base Chg.	\$6.51 \$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 8. RECREATION SERVICES AND FACILITY RENTAL FEES

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

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

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

8.2 COST RECOVERY. It is the intent of the City to recover roughly ~~70%~~ 80% of the operations and maintenance expenses incurred by the Recreation Department and the ~~Recreation Center 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 **receive a discount on user fees for the Recreation Center and Golf Course.** ~~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 Recreation Center** ~~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 (**PLAY Magazine**). In most cases, fees will be kept commensurate with fees charged by others providing like service.

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

The **Recreation Center** ~~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 **70%** ~~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 **their** ~~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. **RECREATION CENTER RACQUET CLUB FEES:**

8.4.1 Annual City Resident Recreation Card

~~\$ 7.00 Per 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. **1 3 Recreation Center Fees** Racquet Club Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for **Recreation Center 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.

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

Tennis Court Charges

	Indoor	Hourly Court Fees
		Outdoor
Resident discount rate	\$24 \$22.00	\$8 \$ 7.00
Visitor Regular rate	\$32 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 Tennis Fees 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

Tennis Courts Non Athletic (Daily) \$3,000

Facility use

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

Daily Drop In

	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$4	\$5
Adult	\$7	\$10
Senior 70+ & Military	\$6	\$7
Fitness Classes	\$9	\$12
Senior/Military Fitness Classes	\$8	\$9

~~Monthly and multiple month Facility Passes: Passes may include use of any or all facility classes and amenities, except tennis.~~ There are two types of facility passes one which includes all amenities except tennis and the other which includes all amenities except group fitness and tennis. Program fees are additional and are not included in pass fees.

<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

Individual Rate

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

Senior 70+ & Military Individual Rate

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

Couple Rate

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

Senior 70+ & Military Couple Rate

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

Tennis Passes

Single Annual	\$1,010
Couple Annual	\$1,815
Family Annual (3 members)	\$2,025
Each Additional member	\$205

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

Other Fees passes and punch cards

Children Under 3	\$0
Resident 10 Punch Card	\$60.00
Visitor 10 Punch Card	\$90 \$80.00
1 Month Visitor Pass	\$90 \$80.00
Family Swim Pass	\$247.50
Child Care Per Hr	\$4 \$3.50
Personal Training 1 Hour	\$50
Personal Training Punch Card (12 visits)	\$500 \$480.00
Couple Personal Training Punch Card (12 visits)	\$699
Birthday Party	\$150
Party Room per hour	\$50
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 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
Junior Pass	\$425
Jr./Sr. Punch Pass	\$275
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	\$25
Non-Resident Off-Season 18 Hole	\$28
Small Range Bucket	\$3 \$3.50
Large Range Bucket	\$6 \$7.00

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 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 \$45 per year
Organization card - for-profit	\$100.00 per year \$55 per year

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

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

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

Public Skate – 5 & under		Free		Free
Public skate – youth/senior	\$6.00	\$5.50	\$9.50	\$9.25
Public skate – adult	6.50	6.00		10.00
Cheap Skate (includes skate rental)	6.00	7.00		9.00
Group Rates (20+) includes admissions & skates	6.00	5.50	10.50	9.50
Skate rental	3.50	3.00	3.50	3.00
Drop-in hockey - youth	7.50	7.00	10.50	10.00
Drop-in hockey - adult	10.00	9.50	13.00	12.50
Stick & Puck - youth	7.50	7.00	10.50	10.00
Stick & Puck - adult	10.00	9.50	13.00	12.50
Skills & Drills - youth		10.00		13.00
Skills & Drills- adult		12.50		15.50
Coached Drop-in Hockey – adult		12.50		16.00
Drop-in Speed Skating – youth	8.50	7.00	10.50	10.00
Drop-in Speed Skating – adult		9.50	13.00	12.50
Freestyle – all	7.50	7.00	11.50	10.00
Drop-in curling	11.50	11.00	14.50	14.00

10 Session Punch Cards will be sold to locals only - **\$1.50** ~~\$1~~ off each session or **\$15** ~~\$10~~ off in total.

Admission Passes (10 admissions)

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

Hourly Ice

User Groups*/Employees	\$180	\$175
Locals / Businesses	200	195
For-profit	260	255

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

Season Passes (11 month season)

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

Equipment (per hour)

Broomball	\$25.00
Curling (2 hour minimum)	\$50.00
<u>Skate Services</u>	
Hockey Skate Sharpening	
24 Hours	\$5.00
Immediate	\$8.00
Goalie Skate Sharpening	
24 Hours	\$6.00
Immediate	\$9.00
Figure Skate Sharpening	
24 Hours	\$7.00
Immediate	\$10.00
Custom Radius	\$20.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.00 (ea.)
Blade Holder Replacements	varies with skate and blade type
Figure Skate Blade Mounting	\$10.00

Room Rental

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

Gate Fees

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

Vendor Fees

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

Advertising Fees and Sponsorship Fees

Dasher Board Ads	West Wall	\$1,500 (136.36/mo.)
	East Wall	\$725 (65.91/mo.)
In Ice Ads \$25/sq. foot		\$2,000 (182.82/mo.)
Speed Skating Pad Pockets		\$150 (13.64/mo.)
North Wall Banners		\$1,100 (100/mo.)
Score Clock Banner		\$2,500 (227.27/mo.)
Glass Decals		\$400 (36.36/mo.)
Program Sponsorship		\$1,000
Information Screen		\$150 (per month)
Scoreboard Screen		\$150 (per month)

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

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

published in the Recreation Services annual brochure. In most cases, fees will be kept commensurate with fees charged by others providing like service.

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

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

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

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

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

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

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

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

					FULL COMPLEX RATES	
	FULL DAY VISITOR	FULL DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC Stadium	\$500	– \$200	\$100			
SB	\$400	\$300	\$75	\$50	-	-

PCSC Stadium	\$500					
SOC	\$400	\$200	\$300	\$100 \$75	\$50	-
PCSC	\$375					
multipurpose	\$350	\$100 \$250	- \$75 \$60	\$40	\$1,600	\$1,000
PCSC Sportexe	\$1,000	\$500	\$200	\$100	-	-
PCHS BB	- \$375 \$350	- \$100 \$250	- - \$75 \$60	- \$40	-	-
PCHS SB	\$375 \$350	\$100 \$250	\$75 \$60	\$40		
PCHS LL	\$375 \$350	\$100 \$250	\$75 \$60	\$40	\$800	\$575
North 40 North	\$375 \$350	\$250	\$75 \$60	\$40	-	-
North 40 South	\$375 \$300	\$250 \$200	\$75 \$45	\$40 \$35	-	-
	-	-	-	-	\$500	\$350
City Park	- \$375 \$350	- \$250	- \$75 \$60	- \$40	- \$350	- \$250
PCHS Dozier	- \$1,000	- \$500	- \$200	- \$100	- \$1,000	- \$500
Dozier w/gate	add'l \$200	add'l \$200	add'l \$25/hr	add'l \$25/hr	add'l \$200	add'l \$200
TMIS	\$375	\$100	\$75	\$40	-	-
TMIS-Pony	\$300	\$200	\$45	\$35	-	-
TMIS-LL1	\$300	\$200	\$45	\$35	\$675	\$450
TMIS-LL2						\$200 per team per season
Stakeholder Fee	\$300	\$200	\$45	\$35	-	

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

Attachment D

Operating Contingency Accounts

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

A. Access to Contingency Funds

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

- 1) Ensure that the City satisfies State mandated budget requirements
 - a) This purpose may include, but is not necessarily limited to, the following scenarios:
 - i) The City realizes less than the anticipated and budget personnel vacancy
 - ii) One or more budget functions (as recognized by the state auditor) exceed budgeted expenditure levels in a fiscal year
 - iii) Other non-compliances with state budget requirements which could be resolved through utilization of contingency budget
 - b) The City Manager is authorized to approve requests under this section for any expense under ~~\$10,000~~ \$15,000. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
- 2) Enable the City to meet Council directed levels of service despite significant shifts in circumstances unforeseen when the budget was adopted
 - a) These circumstances may include, but are not necessarily limited to, the following:
 - i) A significant increase in the cost of goods or contracted services
 - ii) Large fluctuations in customer or user demand
 - iii) Organizational changes requiring short-term or bridge solutions to meet existing LOS
 - iv) Large-scale mechanical or equipment failure requiring immediate replacement
 - v) Other unforeseen changes to the cost of providing City services
 - b) Requests for use of contingency funds under this section must be submitted in writing to the City Manager and the Budget Department with justification clearly detailed

- c) The City Manager is authorized to approve requests under this section for any expense under ~~\$10,000~~ \$15,000. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).
- 3) Facilitate Council directed increases in level of service in the short term
 - a) Council may direct staff to use contingency funds for purposes of initiating an increased level of service in the middle of a budget year **or for capital projects not previously funded in the 5-Year Capital Improvement Plan**
 - b) Long term funding for increased levels of service should be identified in the budget process
 - c) All requests for ongoing level of service increases should pass through the Request for Elevated Level of Service (RELS) process and the Budgeting for Outcomes (BFO) framework, whether the funding source is contingency or another source
 - d) The City Manager is authorized to approve requests under this section for any expense under ~~\$10,000~~ \$15,000, following direction from the City Council to expand levels of service. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget is subject to Council approval (see Purchasing Policy).

B. Monitoring

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

PART II - CONTRACTING AND PURCHASING POLICY

A. Purpose

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

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

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

B. Definitions

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

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

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

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

Local Business: a business having:

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

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

Manager: City Manager or designee.

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

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

C. General Policy

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

- c. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget.
 - d. Accumulated "Change Orders" which would overall increase a previously approved contract by:
 - i. the lesser of 20% or ~~\$20,000~~ \$25,000 for contracts of ~~\$200,000~~ \$250,000 or less
 - ii. more than 10% for contracts over ~~\$200,000~~ \$250,000.
- 12.** Acquisition of the following Items must be awarded through the formal bidding process:
- a. All contracts for building improvements over the amount specified by state code, specifically:
 - i. for the year 2003, \$40,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - b. All contracts for public works projects over the amount specified by state code, specifically:
 - i. for the year 2003, \$125,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
 - c. Contracts for grading, clearing, demolition or construction in excess of \$2,500 undertaken by the Community Redevelopment Agency.
- 13.** The following items require a cost benefit analysis where there is a quantifiable return on investment as defined by the Budget, Debt, and Grants Department before approved:
- a. All contracts, projects and purchases over ~~\$20,000~~ \$25,000
 - b. All contracts and purchases awarded through the formal bidding process.
 - c. Any item over ~~\$10,000~~ \$15,000 that is not anticipated in the current budget process.
- 14.** City staff may not accept economic benefit tantamount to a gift (with a value greater than \$50) from any vendor or provider of services in conjunction with their capacity in granting City contracts.

D. Exceptions

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

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

E. General Rules

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

consultant, dentist, artist, appraiser or photographer. Professional service contracts are exempt from competitive bidding. All reasonable attempts shall be made to obtain at least three written quotations on all contracts exceeding \$15,000 and to notify via the City website any local businesses that, in the normal course of business, provide the service required by the City. A written record of the source and the amount of the quotations must be kept.

The selection of professional service contracts in an amount exceeding \$25,000 shall be based on ~~an~~ a formal documented evaluation process such as Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts. Major professional service contracts (~~\$20,000~~ \$25,000 and over) must be approved by the City Council.

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

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

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

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

5. **Contracts for Professional Services, where the Service Provider is responsible for Public Improvements (Construction Manager / General Contractor "CMGC" Method)** are contracts where the owner contracts with a Construction Manager for services to construct public

improvements. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on ~~an~~ a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over ~~\$20,000~~ \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages under a competitive bid requirement.

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.
2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and in as many additional issues and publications as the manager may determine, at least five days prior to the opening of bids. Advertising for bids relating to Class B and C road improvement projects shall be published in a newspaper of general circulation in the county at least once a week for three consecutive weeks.

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;
 - b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
 - c. The character of the work to be done or the materials or things to be purchased;
 - d. The office where the specifications for the work, material or things may be seen;
 - e. The name and title of the person designated for receipt of bids;
 - f. The type and amount of bid security if required;
 - g. The date, time, and place that the bids will be publicly opened.
3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:
 - a. In writing;
 - b. Filed with the manager;

- c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
 - d. Have the appropriate bid security attached, if required.
- 4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result in forfeit of the bid security.
 - a. **Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents. If there are more than two local bidders who are within 5% then the contract shall be awarded to the local bidder which had the lowest bid according to the procedure above.
- 5. **Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.
- 6. **Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:
 - a. The bidder does not have sufficient financial ability to perform the contract;
 - b. The bidder does not have equipment available to perform the contract;
 - c. The bidder does not have key personnel available, of sufficient experience, to perform the contract;
 - d. The person has repeatedly breached contractual obligations with public and private agencies;
 - e. The bidder fails to comply with the requests of an investigation by the manager.
- 7. **Pre-qualification of Bidders:** The City may require pre-qualification of bidders. Upon establishment of the applicant's qualifications, the manager shall issue a qualification statement. The statement shall inform the applicant of the project for which the qualification is valid, as well as any other conditions that may be imposed on the qualification. It shall advise the applicant to notify the manager promptly if there has been any substantial change of conditions or circumstances which would make any statement contained in the pre-qualification application no longer applicable or untrue. If the manager does not qualify an applicant, written notice to the applicant is required, stating the reasons the pre-

qualification was denied, and informing the applicant of his right to appeal the decision within five business days after receipt of the notice. Appeals shall be made to the City Council. The manager may, upon discovering that a pre-qualified person is no longer qualified, revoke pre-qualification by sending notification to the person. The notice shall state the reason for revocation and inform the person that revocation will be effective immediately.

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

Manager: City Manager or designee.

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

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1. All City purchases for goods and services and contracts for goods and services shall be subject to these rules.
2. No contract or purchase shall be so arranged, fragmented, or divided with the purpose or intent to circumvent these rules. ~~All thresholds specified in this policy are to be applied to the total cost of a contract over the entire term of the contract, as opposed to annualized amounts.~~
3. City departments shall not engage in any manner of barter or trade when procuring goods and services from entities both public and private.
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 - a. All contracts (as defined) over ~~\$20,000~~ ~~\$25,000~~
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12. Acquisition of the following Items must be awarded through the formal bidding process:
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 - i. for the year 2003, \$40,000
 - ii. for each year after 2003, the amount of the bid limit for the previous year, plus an amount calculated by multiplying the amount of the bid limit for the previous year by the lesser of 3% or the actual percent change in the CPI during the previous calendar year. (see Park City's Best Practices in Procurement for updated thresholds)
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3. **Contracts for Professional Services** are usually contracts for services performed by an independent contractor, in a professional capacity, who produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, dentist, artist, appraiser or photographer. Professional service contracts are exempt from competitive bidding. All reasonable attempts shall be made to obtain at least three written quotations on all contracts exceeding \$15,000 and to notify via the City website any local businesses that, in the normal course of business, provide the service required by the City. A written record of the source and the amount of the quotations must be kept.

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

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

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

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

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

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

5. **Contracts for Professional Services, where the Service Provider is responsible for Public Improvements (Construction Manager / General Contractor "CMGC" Method)** are contracts where the owner contracts with a Construction Manager for services to construct public improvements. The CMGC contract is exempt from competitive bidding. The selection of CMGC contracts shall be based on ~~an~~ a documented evaluation process such as a Request for Proposals (RFP), Statement of Qualifications (SOQ), Qualification Based Selection (QBS), etc. (see Park City's Best Practices in Procurement for details). The evaluation process should include an objective assessment, preferably by multiple reviewers, of the services needed, the abilities of the contractors, the uniqueness of the service, the cost of the service, and the general performance of the contractor. Special consideration may also be given to local businesses during the evaluation in instances where knowledge of local issues, geography, statutes, etc., may enhance the quality of service rendered. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are CMGC contracts. Major CMGC contracts (over ~~\$20,000~~ \$25,000) must be approved by the City Council. The selected CMGC will then implement all bid packages under a competitive bid requirement.

F. Formal or Competitive Bidding Provisions

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.
2. **Advertising Requirements:** An advertisement for bids is to be published at least twice in a newspaper of general circulation, printed and published in the city and

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

All advertisements for bids shall state the following:

- a. The date and time after which bids will not be accepted;
 - b. The date that pre-qualification applications must be filed, and the class or classes of work for which bidders must be pre-qualified if pre-qualification is a requirement;
 - c. The character of the work to be done or the materials or things to be purchased;
 - d. The office where the specifications for the work, material or things may be seen;
 - e. The name and title of the person designated for receipt of bids;
 - f. The type and amount of bid security if required;
 - g. The date, time, and place that the bids will be publicly opened.
3. **Requirements for Bids:** All bids made to the city shall comply with the following requirements:
 - a. In writing;
 - b. Filed with the manager;
 - c. Opened publicly by the manager at the time designated in the advertisement and filed for public inspection;
 - d. Have the appropriate bid security attached, if required.
4. **Award of Contract:** After bids are opened, and a determination made that a contract be awarded, the award shall be made to the lowest responsible bidder. "Lowest responsible bidder" shall mean the lowest bidder who has substantially complied with all prescribed requirements and who has not been disqualified as set forth herein. The successful bidder shall promptly execute a formal contract and, if required, deliver a bond, cashier's check, or certified check to the manager in a sum equal to the contract price, together with proof of appropriate insurance. Upon execution of the contract, bond, and insurance, the bid security shall be returned. Failure to execute the contract, bond, or insurance shall result in forfeit of the bid security.
 - a. **Local Bidder Preference:** If the bid of a nonlocal bidder is lowest and there was a local bidder who also submitted a bid which was within five percent (5%) of the low bid, then the contract shall be awarded to the local bidder if the bidder agrees in writing within forty-eight (48) hours after being notified of the low bid, that the bidder will meet the bid price while the bidder meets all the prescribed requirements set forth in the bid documents.
5. **Rejection of Bids:** The manager or the City Council may reject any bid not in compliance with all prescribed requirements and reject all bids if it is determined to be in the best interest of the City.
6. **Disqualification of Bidders:** The manager, upon investigation, may disqualify a bidder if he or she does not comply with any of the following:
 - a. The bidder does not have sufficient financial ability to perform the contract;
 - b. The bidder does not have equipment available to perform the contract;

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



PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

June 2011

Re-adopted 6/2/2011

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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, 2011 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 2nd day of June, 2011

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney



Resolution No. 23-07

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

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

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

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

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

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

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

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

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

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

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

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

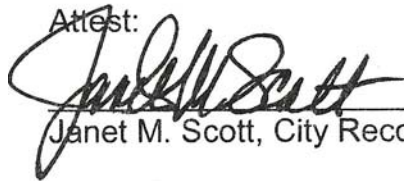
SECTION 2. EFFECTIVE DATE. This resolution shall take effect upon adoption.

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

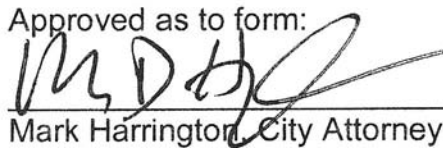
PARK CITY MUNICIPAL CORPORATION



Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder



Approved as to form:

Mark Harrington, City Attorney

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

Pursuant to Resolution XX-11, 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 63K-4-202. The Mayor heads the Emergency Policy Council.

Proclamation of Local Emergency

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

Appointment of Special Police

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

City Council

Emergency Ordinances

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

Emergency Interim Successors

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

City Manager

Statutory Authority

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

Administrative Authority

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

City Attorney

Statutory Authority

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

Chief of Police

Statutory Authority

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

Emergency Program Manager

Administrative Authority

The Emergency Program Manager (EPM), also sometimes known as the Emergency Manager (EM) is hereby appointed by the City Manager to act as the City's designated manager to be involved in all areas of emergency management for the City. His or her responsibilities include; the keeping of the CEMP with all of its appendices (which must be updated annually); establishing and maintaining the City's state and federal NIMS compliance in the FEMA database; Emergency Operations Center (EOC) manager; establishes, maintains and participates in the training of all City staff in emergency preparedness and response; helps set City building preparedness and response to building specific emergencies; identifies and analyzes potential hazards to the community and the City's response; liaison to the County Emergency Manager and 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.

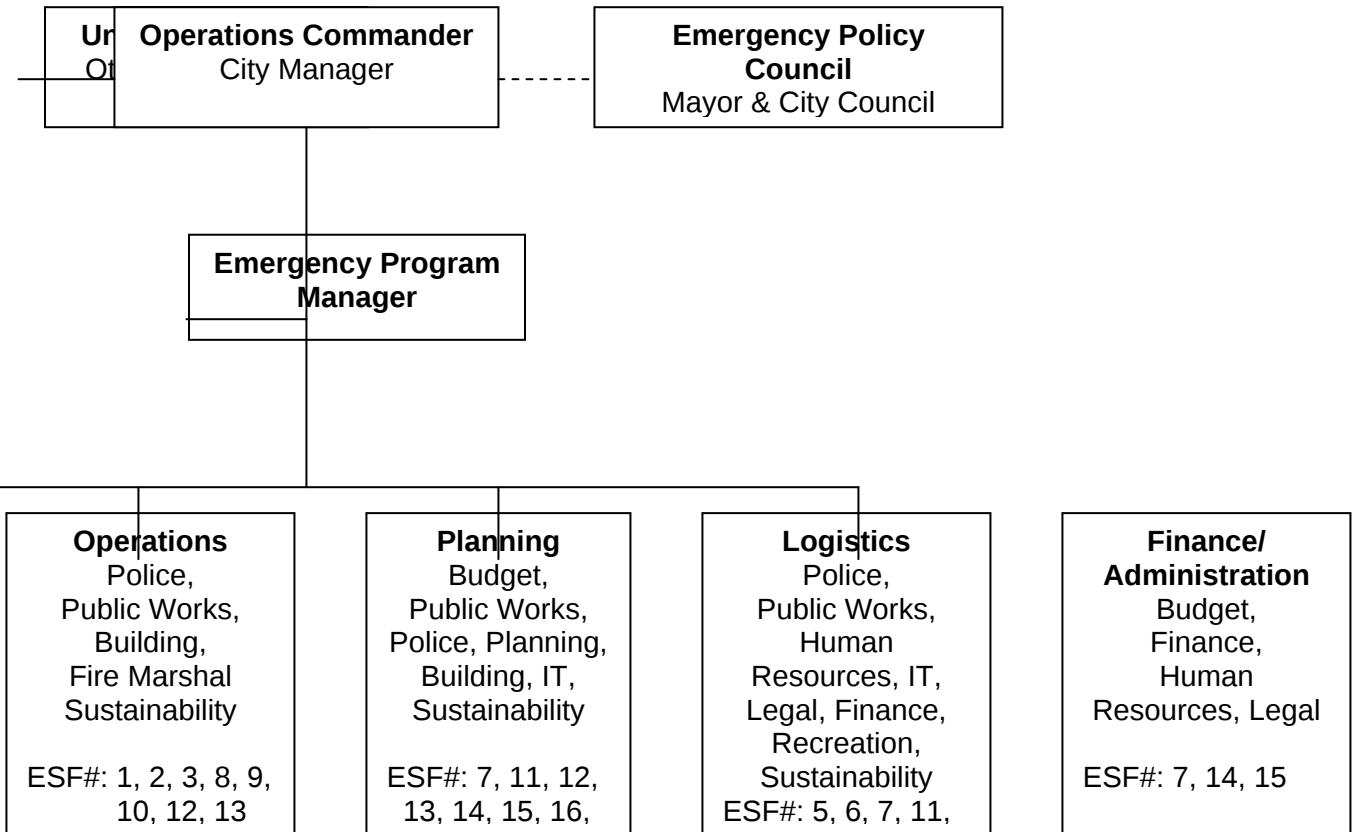
Direction and Control

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

Emergency Management Plan 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 63K-1-401 shall be to the Planning Commission, starting with the Chair, and then to the Chair Pro Tempore, if any, and then to the next most senior member of the Planning Commission.

Preservation of Records

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

Administrative Items

Emergency Authority

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

Mutual Aid

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

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

Public Works/Transit /Fleet

ESF 2 COMMUNICATIONS

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

Police/Information Technology

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 Responsibilities

General Responsibilities

1. General Preparedness Responsibilities

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

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

2. General Response Responsibilities

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

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteer augmentees assigned response duties.
- As appropriate:
 - Suspend or curtail normal business activities
 - Recall essential off-duty employees
 - Send non-essential employees home
 - Evacuate departmental facilities
- As requested, augment the City's effort to warn the public through use of vehicles equipped with public address systems, sirens, radio, employees going from door to door, etc.
- Keep the Operations Commander informed of field activities, and maintain a communications link to the Incident Commander and/or EOC.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information within the ICS or EOC.
- Report damages and status of critical facilities within the ICS or EOC.
- If appropriate or requested, send a representative to the EOC.
- Ensure staff members tasked to work with the EOC have the authority to commit resources and set policies.
- Coordinate with the EOC to establish protocols for interfacing with county, state, federal responders.
- Utilize only the Public Information Officer to release any information to the media.

- Submit reports to the EPM detailing departmental emergency expenditures and obligations.

Individual Responsibilities

1. Chief Administrative Officer/City Manager (Executive)

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

2. Emergency Program Manager (Executive)

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

3. Mayor and City Council

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

4. Finance

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

5. City Attorney

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

6. City Recorder (Executive)

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

7. Police

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

8. Budget and Grants

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field 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 [for the purpose of this document, "Recreation" refers to the Ice, Golf, Library and Recreation departments working jointly]

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with the assessment of human needs during and after a disaster
- e. Obtain and supply food and water to city and emergency staff
- f. Coordinate with the Red Cross, and other agencies as necessary to provide

- emergency programs for basic human needs to include reception centers, shelters,
mass feeding at City designated shelters
- g. Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding)
 - h. Work in close concert with Red Cross and others in activation and operation of short term, and longer-term shelters/disaster centers
 - i. Assist Human Resources in managing and coordinating volunteers and donations
 - j. Provide facilities for emergency shelter, food, and water distribution points, child care facilities as needed
 - k. Provide receiving and distribution sites
 - l. Assist with the delivery of goods

CHAPTER 5 – Damage Assessment and Recovery

Damage Assessment and Analysis Information

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

Damage Assessment and Reporting

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

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

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

- Outline the extent (geographic area) and magnitude (severity) of the damage.
- Assess the socioeconomic impact on the City.
- Discuss the need for requesting outside assistance, the nature of such assistance

and
implications of accepting aid.

- Specify the geographic areas and damage categories, which need to be examined in greater detail.

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

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

Incident Reporting

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

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

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

Reports and Record Keeping

1. A number of prescribed documents, reports and records must be executed and

maintained during disaster operations. These ensure prompt and coordinated state and federal disaster response and maximize financial assistance.

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

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

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

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

END

Attachment G



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

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

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

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June, 2011 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

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

PASSED AND ADOPTED this 2nd day of June, 2011

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Attachment H

Ordinance No. XX-XX

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

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

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

WHEREAS, a public hearing was duly advertised and held on July 2, 2011;

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

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

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

	<u>FY 2011-2012</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, 2011.

PASSED AND ADOPTED this 2th day of July, 2011

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark Harrington, City Attorney



City Council Staff Report

Subject: Resolution proclaiming June 2011 as World Refugee Month in Park City, Utah and encouraging participation in the Around the World in Seven Days Event
Author: Jan Scott, City Recorder
Department: City Manager
Date: June 2, 2011
Type of Item: Administrative

Summary Recommendations:

Adopt a Resolution proclaiming June 2011 as World Refugee Month in Park City, Utah and encouraging participation in the Around the World in Seven Days Event

Topic/Description:

The Mayor's Office was first contacted by Mayor Peter Caroon about Park City's interest in supporting this event. Staff met with Ze Xiao of the Utah Refugee Coalition and feels this is a good event for the community and that a proclamation publicizing it is appropriate. No City services or special licensing are associated with this fund-raiser. Ralph Becker, Peter Caroon and Dana Williams have all agreed to be *event ambassadors*.

Background:

Around the World in Seven Days is a culinary event where local master chefs collaborate with trained experts from around the world to develop a dish representative of a specific region. These special offerings are served by participating restaurants throughout the week of June 10 and June 17 and 50% of the proceeds go to the Utah Refugee Coalition. Last year's event was the first and held in Salt Lake City. This year it has been expanded to include ten Park City restaurants and ten Salt Lake restaurants. See attachment for more information.

Significant Impacts:

None.

Recommendation:

Adopt a Resolution proclaiming June 2011 as World Refugee Month in Park City, Utah and encouraging participation in the Around the World in Seven Days Event



**RESOLUTION PROCLAIMING JUNE 2011 AS WORLD REFUGEE MONTH
IN PARK CITY, UTAH AND ENCOURAGING PARTICIPATION IN THE
AROUND THE WORLD IN SEVEN DAYS EVENT**

WHEREAS, ensuring that everyone has the right to live in conditions of dignity, respect and peace is a goal of the Utah Refugee Coalition and shared by the Park City community; and

WHEREAS, because Park City emerged as a mining town, it has historically been one of the most diverse cities in the State of Utah attracting immigrants and refugees from around the world hoping for a better life; and

WHEREAS, on December 4, 2000, the United Nations General Assembly adopted a Resolution naming June 20th as "World Refugee Day" to affirm the values and collective efforts of all concerned and engaged groups committed to refugee protection; and

WHEREAS, Around the World in Seven Days is a culinary event produced by the Utah Refugee Coalition intended to raise community awareness about the thousands of undaunted refugees who have replanted their lives and their dreams among us and to honor their rich cultural heritages and share in their traditions and talents; and

WHEREAS, ten local Park City chefs will team with traditionally trained experts from regions around the world such as Bhutan, Sudan, Iraq, Burma and others symbolizing the coming together of cultures, and offering patrons a fusion of flavors and a celebration of the richness of diversity;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Council deem it appropriate to declare June 2011 as

WORLD REFUGEE MONTH IN PARK CITY UTAH

And encourage residents and visitors alike to participate in the Around the World in Seven Days Event by dining at local participating restaurants from June 10 to June 17, 2011.

PASSED AND ADOPTED this 2nd day of June, 2011.

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder



AROUND THE WORLD IN 7 DAYS

JUNE 10 TO JUNE 17TH, 2011

Event Ambassadors

- Dana Williams
Park City Mayor
- Peter Corroon
Salt Lake County
Mayor
- Ralph Becker
Salt Lake City
Mayor

Executive Planning Committee

- Byron Russell
- Jeff Wright
- Missy Larsen
- Vanessa
Di-Palma Wright
- Ze Min Xiao

Around the World in Seven Days is an event to raise community awareness about the 30,000 undaunted refugees who have survived the worst this world can offer, and have re-planted their lives- and their dreams- among us. Riding on hope, they come to us with a wealth of traditions, talents and ambition for the future. This event honors the rich cultural heritage of refugees and share in their traditions and talents.

For this event, local master chefs team with traditionally trained experts from regions around the world, such as Bhutan, Sudan, Iraq, Burma, and others. Together, they develop dishes inspired from cultures around the world. Last year's restaurants include: Squatters, the Oasis Cafe, the Log Haven, the Metropolitan, Cafe Trio, Tony Caputos, Sages Cafe, Luganos, Cafe Madrid, and Liberty Heights Fresh. Half of the proceeds of the dishes will be donated to the Utah Refugee Coalition. This year the Coalition will be working with 10 Salt Lake City and 10 Park City restaurants. We invite you to be a part of our 2011 Around the World team.

Around the World in Seven Days is a symbolic coming together of cultures, a fusion of flavors and a celebration of the richness and diversity that can be found in our own neighborhoods. This is one of the reasons the various Mayor's have join forces to support this event. As ambassadors, Mayor Corroon, Mayor Becker and Mayor Williams will encouraged their residents to experience this community's diversity by dinning at local participating restaurants. A joined press conference will be held in June to mark this celebration.

Attached is the application package that will explain more about the process. Please let us know if you have any questions or concerns. One of our committee members will be happy to meet with you one on one to answer any questions you might have. Please call Zee at 801-468-2953 or zxiao@slco.org to coordinate.

Sincerely,

Around the World 2011 Executive Committee

City Council Staff Report



Subject: Sale of City-Owned Property Adjacent to Claimjumper Court
Author: Diane Foster
Department: Sustainability & Planning
Date: June 2, 2011
Type of Item: Administrative

Summary Recommendations: Staff recommends Council vote to give final approval of the three individual Quit Claim Deeds to sell three City-owned remnant parcels adjacent to Claimjumper Court.

Background:

On February 10, 2011 Council approved the sale of three City-owned remnant Claimjumper properties to each of the property owners who live in front of the parcels. Further background details can be found in Exhibit B.

Analysis:

Council supported staff moving forward with the sale of the properties adjacent to Claimjumper Court on February 10, 2011. The motion made to in support of the sales requires further Council approval of the individual agreements (see appendix A).

During the February 10 discussion with Council, staff asked Council if they wanted to require lot combinations or an additional deed restriction (there are already deed restrictions on the property that prohibit building on the parcels). Council responded that they did not want to require either of these or any other encumbrances.

Below is the text of the minutes from the February 10, 2011 Council meeting (motion highlighted by staff):

2. Consideration of authorization to sell City-owned remnant parcels adjacent to Claimjumper Court, Park City, Utah to adjacent property owners, purchase agreements and deeds in forms approved by the City Attorney – Diane Foster explained that the City owns four remnant parcels located in the Thaynes Canyon Subdivision behind Claimjumper Court. There is no access to the parcels, the remnants are not of interest to the City, and it is recommended to sell them to adjacent property owners. Three of the affected four home owners are interested. The Mayor opened the public hearing; there were no comments from the audience. She read the options outlined in her staff report. Mark Harrington indicated that the deeds will return to Council for final approval. There was consensus to allocate sale proceeds to the open space fund. Alex Butwinski, "I move to authorize the City Manager to enter into one or more purchase agreements with the respective adjacent home owners, subject to final Council approval of individual agreements the Mayor will be authorized to executive the deeds". Liza Simpson seconded. Motion unanimously carried.
(<http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=7173>)

Where these are remnant parcels that are very, very small, not of value to the general public and will cost the City more than the appraised value to maintain, Council approved the following three sales at the appraised value of \$0.50 per square foot:

<u>Parcel</u>	<u>Owner</u>	<u>Address</u>	<u>City parcel</u>	<u>Price</u>
TH-68	Christina Sally	8 Claimjumper Court	THA-68-X	\$2,613.50
TH-69	Kurt Damschroder	6 Claimjumper Court	THA-69-X	\$1,742.50
TH-70	Nancy Shott	4 Claimjumper Court	THA-70X	\$653.50

During the meeting on February 10th, staff also presented the one additional Claimjumper remnant parcel, THA-73-X that the City would like to sell to the owner of TH-73, John Rich. Staff had made several attempts to contact Mr. Rich that were unsuccessful. Council directed staff that if Mr. Rich wanted to purchase that parcel in the future, that staff should return to Council with that request. Staff is not actively attempting to contact Mr. Rich at this time.

Department Review: This report has been reviewed by the Sustainability and Legal Departments.

Significant Impacts: All property owned by the City comes with responsibilities not limited to weed management and other maintenance requirements. Remnant parcels such as the aforementioned parcels could burden City resources to properly maintain them.

Summary Recommendations: Staff recommends Council vote in favor of final approval of three Quit Claim Deeds to sell three City-owned remnant parcels adjacent to Claimjumper Court and give the Mayor authority to execute the deeds.

Attachments:

Exhibit A: Quit Claim Deeds

Exhibit B: February 10, 2011 staff report

When recorded, return to:
Kurt Terrill Damschroder
6 Claim Jumper Ct
Park City, UT 84060

Quit Claim Deed

PARK CITY MUNICIPAL CORPORATION, P. O. Box 1480, Park City UT 84060, a municipal corporation and a political subdivision of the State of Utah, as Grantor, hereby quitclaims to Kurt Damschrider, as Grantee for the good & valuable consideration, the following described property in Summit County, State of Utah, to wit:

LOT 69A, ADDITION TO THAYNES CANYON SUBSEC8T2SR4E, SLBM, CONT

3337 SQ FT

THA-69-X

DATED this ____ day of _____, 2011.

PARK CITY MUNICIPAL CORPORATION

By: _____
Dana Williams, Mayor

Attest:

City Recorder

Approved as to Form:

City Attorney

STATE OF)
 SS
COUNTY OF)

The above Quit Claim Deed was acknowledged before me this ____ day of _____, 2011, by Dana Williams, Mayor of Park City Municipal Corporation who executed the same on behalf of and with the authority of Park City Municipal Corporation.

Notary Public

When recorded, return to:
Christina Sally
8 Claimjumper Court
Park City, UT 84060

Quit Claim Deed

PARK CITY MUNICIPAL CORPORATION, P. O. Box 1480, Park City UT 84060, a municipal corporation and a political subdivision of the State of Utah, as Grantor, hereby quitclaims to Christina Sally, as Grantee for the good & valuable consideration, the following described property in Summit County, State of Utah, to wit:

LOT 68A, ADDITION TO THAYNES CANYON SUBSEC8T2SR4E, SLBM, CONT

5215 SQ FT

THA-68-X

DATED this ____ day of _____, 2011.

PARK CITY MUNICIPAL CORPORATION

By: _____
Dana Williams, Mayor

Attest:

City Recorder

Approved as to Form:

City Attorney

STATE OF)
 SS
COUNTY OF)

The above Quit Claim Deed was acknowledged before me this ____ day of _____, 2011, by Dana Williams, Mayor of Park City Municipal Corporation who executed the same on behalf of and with the authority of Park City Municipal Corporation.

Notary Public

When recorded, return to:
Nancy Schott
4 Claimjumper Court
Park City, UT 84060

Quit Claim Deed

PARK CITY MUNICIPAL CORPORATION, P. O. Box 1480, Park City UT 84060, a municipal corporation and a political subdivision of the State of Utah, as Grantor, hereby quitclaims to Nancy Schott, as Grantee for the good & valuable consideration, the following described property in Summit County, State of Utah, to wit:

LOT 70A, ADDITION TO THAYNES CANYON SUBSEC 8 T2SR4E, SLBM, CONT

1380 SQ FT

THA-70-X

DATED this ____ day of _____, 2011.

PARK CITY MUNICIPAL CORPORATION

By: _____
Dana Williams, Mayor

Attest:

City Recorder

Approved as to Form:

City Attorney

STATE OF)
 SS
COUNTY OF)

The above Quit Claim Deed was acknowledged before me this ____ day of _____, 2011, by Dana Williams, Mayor of Park City Municipal Corporation who executed the same on behalf of and with the authority of Park City Municipal Corporation.

Notary Public

City Council Staff Report



Subject: Potential Sale of City-Owned Property Adjacent to Claimjumper Court
Author: Diane Foster, Kirsten Whetstone
Department: Sustainability & Planning
Date: February 10, 2011
Type of Item: Discussion and Direction

Summary Recommendations: Staff recommends Council hold a public hearing on this item and consider selling the City-owned parcels adjacent to Claimjumper Court to the property owners who would have had an opportunity to purchase the lots, had the lots not been given to the City. Should Council wish to sell these parcels, staff recommends that Council authorize the City Manager to enter into one or more Purchase Agreement(s) with the respective adjacent homeowners, subject to final Council approval. Upon Council approval of individual agreements, the Mayor would be authorized to execute the deed(s).

Background:

The Thaynes Canyon Subdivision plat was recorded in July 1971 by Greater Park City Company. In May of 1977 by the Royal Street Land Company, [the document] Additions to Lots 65-84 Thaynes Canyon Subdivision plat was recorded creating Lots 65A - 84A from excess Golf Course land located between Claimjumper Ct, Hidden Splendor Ct, and Thaynes Canyon Dr. The land was split down the middle creating "A" lots on either side of the middle line. These "A" lots are adjacent to Thaynes Canyon Subdivision platted lots located on Claimjumper Ct, Hidden Splendor Ct, or Thaynes Canyon Dr. See Exhibit A.

Greater Park City acquired the Golf Course from UPCM. The front 9 were constructed in the 1960's and back 9 constructed in the late 1970s. The excess land was not developed as part of the golf course. Park City acquired Golf Course from Greater Park City (which was part of Royal Land Company at the time). Royal Land Company executives were primary lot owners in Thaynes Canyon on Hidden Splendor Ct. adjacent to Thaynes Lots 79A to 84A.

According to research by the Planning Staff most lots 65A to 84A were quit claimed to adjacent property owners of Thaynes Lots 65 to 84 from Royal Land Company in the 70's prior to transfer of the golf course to Park City Municipal.

An Agreement between Royal Street Land Company and Park City Municipal Corporation was recorded on May 2, 1977 with the Additions to Lots 65-84 Thaynes Canyon Subdivision plat. The Agreement places special deed restrictions on these Lots, including the following

"These lots shall be offered for sale by the owner-developer to only those persons who have right, title and interest in Lots 65-84, inclusive of the existing Thaynes Canyon Subdivision."

"The use of Lots 65A to 84A, inclusive shall be restricted and limited to only landscaping, private recreation facilities, and fencing."

“There shall be no construction, erection or maintenance of any buildings for use as primary dwelling buildings on the said lots of 65A-84A, but the construction of garages and other ancillary buildings may, be permitted... discretion of City with CUP....”.

Twelve (12) of the 16 Lots are owned by the directly adjacent Lot owner-- exceptions are the four parcels owned by Park City Municipal Corporation (Lots 68A, 69A, 70A, and 73A) (Exhibit A, lots in yellow). There is not a single case of one property owner owning a parcel across the middle line. The remaining parcels range in size (area) from 0.12 acres to 0.03 acres. Zoning is Single Family (SF).

Back in 2005 Christina Sally, owner of lot TH-68 (also known as 8 Claimjumper Court – See Exhibit A) contacted the City’s Planning Department to inquire about purchasing the City-owned THA-68-X from the City. Staff discussed it at the time and was preparing to bring the item to Council; however, personal circumstances precluded Ms Sally from continued discussions with the City at that time.

Ms Sally returned to the City in early 2010 to revive the request, asking either for the City to sell her the property or, as appears to have happened with other lots, Quit Claim the lot. For the past 8 years, Ms Sally has maintained the THA-68-X parcel. She is willing to pay fair market value for the lot and had an appraisal completed on the property (Exhibit E).

Analysis:

Based on several factors, staff believes that it is in the City’s best interest to sell these parcels. The have a very low monetary value and, if properly maintained, would actually cost the City more to own than the property is worth. Below are the factors considered when providing the opinion that it would be in the City’s best interest to sell these parcels:

Access: The lots are not accessible, as they do not have any access easement(s).

Maintenance: While the City has maintenance responsibility for the four parcels, the City has not maintained the lots. If the City did need to maintain the lots, it would be both difficult and costly, due to the lack of access to the parcels.

Current Use: According to Ms Sally, area youth have been using the lot behind her house as a “hang out” site. When Ms Sally approached one ten year old girl, asking her to vacate the premises, the young child apparently said “You don’t own this lot, so you can’t kick me off.”

Golf Course potential use: Craig Sanchez has walked the lot and “the property has no value or usability for the golf course” (Craig Sanchez email to Kirsten Whestone & Thomas Eddington on December 6, 2010)

If Council believes that it is in the public’s interest to sell the parcels, staff would recommend offering the parcels at the appraised value to the respective homeowners that live in front of

each parcel. This would best maintain the pattern that was established in the 1977 agreements. In the case where one of the owners does not want to purchase the property behind their respective home, and another adjacent landowner (not the homeowner who lives in front of that parcel) have an interest in that parcel, staff could return to Council at a later date with that proposal.

Staff has asked the other property owners if they are interested buying the City-owned remnant parcels behind each of their homes. Staff has not yet had discussions with all of these owners, but will work to have more information prior to the Council meeting on February 10th.

<u>Parcel</u>	<u>Owner</u>	<u>Address</u>	<u>City parcel</u>	<u>Interested in purchase?</u>
TH-68	Christina Sally	8 Claimjumper Court	THA-68-X	Yes
TH-69	Kurt Damschroder	6 Claimjumper Court	THA-69-X	Yes
TH-70	Nancy Shott	4 Claimjumper Court	THA-70X	Yes
TH73	John Rich	4162 Dover Circle	THA-73-X	Not yet sure

Appraised value: Ms Sally had an appraisal completed this past August (Exhibit E). The land was valued at \$0.50 per square foot. Accordingly, the aforementioned lots would be valued at:

<u>Parcel</u>	<u>Square Footage</u>	<u>@ \$0.50 per sf</u>
THA-68-X	5,227 square feet	\$2,613.50
THA-69-X	3,485 square feet	\$1,742.50
THA-70X	1,307 square feet	\$653.50
THA-73-X	1,307 square feet	\$653.50

Willingness to do a lot combination or a deed restriction

These remnant “X” parcels are subject to a 1977 Agreement between the City and Royal Street Land Company, recorded simultaneously with the Additions to Lots 65-84 Thaynes Canyon Subdivision plat on May 2, 1977. The Agreement outlines development limitations for these lots (see Exhibit B). Staff was concerned that it might be possible, if the deed restriction was challenged, for the parcel in question to acquire building rights. In discussions with Ms Sally, she expressed a willingness to either do a lot combination or place a deed restriction on the parcel – whichever was Council’s pleasure. Staff would like Council direction on this, should Council wish to sell the parcels.

Questions for Council:

1. Does Council wish to offer these lots to the respective homeowner who lives in front of each lot?
2. If a particular homeowner is not interested in purchasing the lot behind his or her home, does Council want staff to offer the parcel to a different, but adjacent landowner? If so, does Council want to provide any guidelines to staff? If staff finds a willing buyer, does Council want staff to return to Council with that proposal?

3. Are there restrictions that Council would want to place upon property that the City would like to sell?
 - a. Additional deed restrictions
 - b. Required lot combinations
 - c. Other
4. If the City sells a parcel, would Council like to direct the funds to the open space maintenance account?

Department Review: This report has been reviewed by the Sustainability and Planning Departments.

Significant Impacts: The City owns a number of parcels. Staff is currently working to establish an inventory and recommended processes for managing City-owned unbuilt land in the future.

All property owned by the City comes with responsibilities not limited to weed management and other maintenance requirements. Remnant parcels such as the aforementioned parcels could burden City resources if properly maintained.

Summary Recommendations: Staff recommends Council hold a public hearing on this item and consider selling the City-owned parcels adjacent to Claimjumper Court to the property owners who would have had an opportunity to purchase the lots, had the lots not been given to the City. Should Council wish to sell these parcels, staff recommends that Council authorize the City Manager to enter into one or more Purchase Agreement(s) with the respective adjacent homeowners, subject to final Council approval. Upon Council approval of individual agreements, the Mayor would be authorized to execute the deed(s).

Attachments:

Exhibit A: Map of area around 8 Claimjumper Court

Exhibit B: 1977 Agreement

Exhibit C: Original Thaynes Canyon Subdivision

Exhibit D: Additions to Lots 64-84 Thaynes Canyon Subdivision

Exhibit E: Appraisal of THA-68-X



Sally Property Investigation

0 35 70 140 Feet



SERIAL	OWNER	TAXVAL	MRKTVAL	MRKTVAL/IM
TH-87	TAUBER HENRY E	380000	380000	0
TH-76	QUINN JOHN H TRUSTEE	1000	1000	0
THA66-A1	SWEENEY KENYON HIW (JT)	1000	1000	0
THA73-X	PARK CITY MUNICIPAL CORP	0	0	0
TH-45	NRK HOLDING LTD	330360	320000	280650
TH-83-A	BOWEN KENT P & REBECCAM HIW (JT)	500	500	0
TH-57	JOHNSON KENT B & VALERIE T HIW (JT)	505865	250000	669755
THA-81	STEPHENS DOUGLAS C HIW (JT)	1000	1000	0
THA-82	BOWEN KENT P & REBECCAM HIW (JT)	1000	1000	0
THA-83	BOWEN KENT P & REBECCAM HIW (JT)	1000	1000	0
TH-48-49	MUNSON ERIKA ELIZABETH PETERSON TIC	565025	320000	707335
TH-82	BOWEN KENT P & REBECCAM HIW (JT)	425135	185000	587971
THA77	POLYCHRONIS GEORGE E & JESSIE	1000	1000	0
THA80	BEHR ERICH L	1000	1000	0
PCA1001-8	BENTON EVRETT W & CHERYL	41245	41247	0
TH-51	JOHNSON KENT B & VALERIE T HIW (JT)	648970	250000	388973
PCA1001-9	STUART JAMES E B & EILEEN A (JT)	215	218	0
THA74	POLYCHRONIS GEORGE E & JESSIE	1000	1000	0
THA79	CARESTIA SHIRLEY P TRUSTEE	701945	320000	381948
TH-46	DAVISON MICHAEL J & JANET R (JT)	344895	320000	307078
TH-55	ARNITZ MICHAEL J & TRACY PAUL HIW (JT)	427885	250000	527975
TH-54	LANEY INVESTMENTS LTD	393465	250000	465388
TH-52	SMITH BRADLEY P	356790	250000	380708
TH-61	RIESTER TIMOTHY WILLIAM TRUSTEE	470095	320000	150098
TH-60	DECKER DAVID W HIW (JT)	428590	320000	459094
TH-58	HOLLAND JAMES H	464210	320000	524014
TH-34	ALLRED HORIZONS LLC	320000	320000	0
TH-35	HERSKOVITZ CORP LLC	312635	320000	411267
THA58-X	PARK CITY MUNICIPAL CORP	40000	40000	0
THA58-X	PARK CITY MUNICIPAL CORP	0	0	0
TH-80	BEHR ERICH L	288160	185000	338928
TH-47	HEROLD ROBERT M & GERALDINE F HIW (JT)	473435	320000	540790
TH-47	<Null>	<Null>	<Null>	<Null>
TH-83	ERIKSEN STEIN	169870	185000	124038
SHACK-96A	EDWARDS CAROLYN B TRUSTEE	816325	165000	1319223
SHACK-94A	DEDERO GORDON W	511740	320000	610433
THA66-A2	SWEENEY KENYON HIW (JT)	323155	225000	380288
TH-78	SLOW GINA	1000	1000	0
<Null>	<Null>	423795	185000	586448
TH-77	POLYCHRONIS GEORGE E & JESSIE M TRUSTEES	292105	185000	346100
TH-76	QUINN JOHN H TRUSTEE	695870	185000	510870
TH-62	LOWELL D JAMES	320000	320000	0
TH-91	PAULUS LORETTA TRUSTEE	96250	190000	25000
TH-89	RUSSELL SHERI M	989880	320000	689983
TH-88	COCHRAN DEL J & JOY L HIW (JT)	377925	320000	367140
TH-71	SCHUELER STEPHEN C & COADY HIW (JT)	336480	225000	386780
TH-70	SHOTT NANCY W TRUSTEE	360975	185000	471315
TH-69	DAMSCHRODER KURT T	279900	185000	323905
TH-68	SALLY CHRISTINA	260690	185000	288983
TH-67	LAPAGE TIMOTHY CHARLES	397610	185000	537925
<Null>	<Null>	<Null>	<Null>	<Null>
THA67	LAPAGE TIMOTHY CHARLES	1000	1000	0
THA70-X	PARK CITY MUNICIPAL CORP	0	0	0
TH-81	STEPHENS DOUGLAS C HIW (JT)	319405	185000	385735
TH-79	HO DAVID S HIW (JT)	373183	185000	373183
TH-74	STUART JAMES E B & EILEEN A (JT)	334825	185000	423770
TH-72	SLETON ROBERT V HIW (JT)	378650	185000	504178
TH-65	DRAPKIN RUTH	340990	39626	280150
TH-65	SCAPICCHI ADELLO	404835	320000	415170
PCA1001-6-X	PARK CITY MUNICIPAL CORP	0	0	0
THA8-1	TAUBER HENRY E	1132175	250000	1808503
TH-53	KENNY JAMES J TRUSTEE	387615	250000	418388
TH-50	BENTON EVRETT W	454650	250000	578270
TH-34	FINK JEFFREY A HIW (JT)	544570	320000	670130
TH-82	PAULUS LORETTA TRUSTEE	448615	200000	617483
TH-56	THOMPSON ROBERT J JR & IRIS B TRUSTEES	260375	225000	248410
TH-73	RICH JOHN L TRUSTEE	735255	185000	550258
TH-66	SWEENEY KENYON HIW (JT)	371445	185000	490355
TH-64	SCAPICCHI ADELLO	475705	508123	356788
PCA1001-D-X	PARK CITY MUNICIPAL CORP	0	0	0
61-TC0-1	HERSKOVITZ STANLEY HIW (JT)	356275	185000	462773



INDEXED: _____
 GRANTOR: _____
 GRANTEE: _____
 RELEASED: _____
 ABSTRACTED: _____
 STAMPED: _____

AGREEMENT

Entry No. <u>137582</u>	Book <u>M 93</u>
RECORDED <u>5-2-77</u>	at <u>10:31</u> M Page <u>324-7</u>
REQUEST of <u>Royal Street Land Co.</u>	
FEES	WANDA Y. SPRIGGS, SUMMIT CO. RECORDER
\$ <u>5.00</u>	By <u>Wanda Y. Spriggs</u>
INDEXED	ABSTRACT

This Agreement made and entered into this 23RD day of March, 1977, by and between ROYAL STREET LAND COMPANY, a Utah corporation, hereinafter referred to as the "developer," and PARK CITY, a municipal corporation, hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, Developer is the owner and developer of a certain tract of land, located within the city limits, and more specifically described in the attached Exhibit "A" which by reference is incorporated herein and made a part hereof; and

WHEREAS, said tract of land has been subdivided into lots and affects lots 65 to 84 of the existing Thaynes Canyon Subdivision; and

WHEREAS, the City Council wishes to approve the subdivision of the said tract of land as a platted subdivision, subject, however, to certain conditions hereinafter enumerated; and

WHEREAS, said conditions of approval as contained herein, shall be recorded simultaneously with the recordation of the final approved plat of said subdivision, and shall affect only lots 65 to 84 of the Thaynes Canyon subdivision.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and other good and valuable considerations, the parties agree as follows:

BOOK #93 PAGE 324

1. The property described in the attached Exhibit "A", as subdivided in lots numbering 65A to 84A inclusive, shall be offered for sale by the owner-developer, to only those persons who have right, title and interest in lots 65 to 84, inclusive, of the existing Thaynes Canyon Subdivision.

2. The use of lots 65A to 84A, inclusive, shall be restricted and limited to only landscaping, private recreation facilities, and fencing.

3. There shall be no construction, erection or maintenance of any buildings for use as primary dwelling buildings on the said lots of 65A to 84A inclusive, but the construction of garages and other ancillary buildings may, at the discretion of the City, be permitted, provided further, however, that a conditional use permit is first obtained from the City.

4. This agreement shall be part of and be annexed as an Exhibit to the final approved plat of the plat known as "Addition to Lots 65 to 84 Thaynes Canyon Subdivision, and shall be recorded as such, said subdivision plat being recorded as

number 137581.
DEVELOPER

ROYAL STREET LAND COMPANY

PARK CITY CORPORATION

By Warren King
President

By Leon Thriate
Mayor

BOOK # 93 PAGE 325

ATTEST:

ATTEST:

Scott Woodland Secretary
Bruce C. Decker City Recorder

STATE OF UTAH)
: ss
COUNTY OF SALT LAKE)

On the 23rd day of March, 1977, personally appeared
before me Warren King and M.
Scott Woodland, who being by me duly sworn did
say, each for himself, that he, the said Warren King
, is the President, and
he, the said M. Scott Woodland, is the secretary
of ROYAL STREET LAND COMPANY, and that the within and foregoing
instrument was signed in behalf of said corporation by
authority of a resolution of its board of directors, and said
Warren King and M. Scott Woodland each duly
acknowledged to me that the said corporation executed the
same for the purposes contained hereinabove.

MY commission expires:

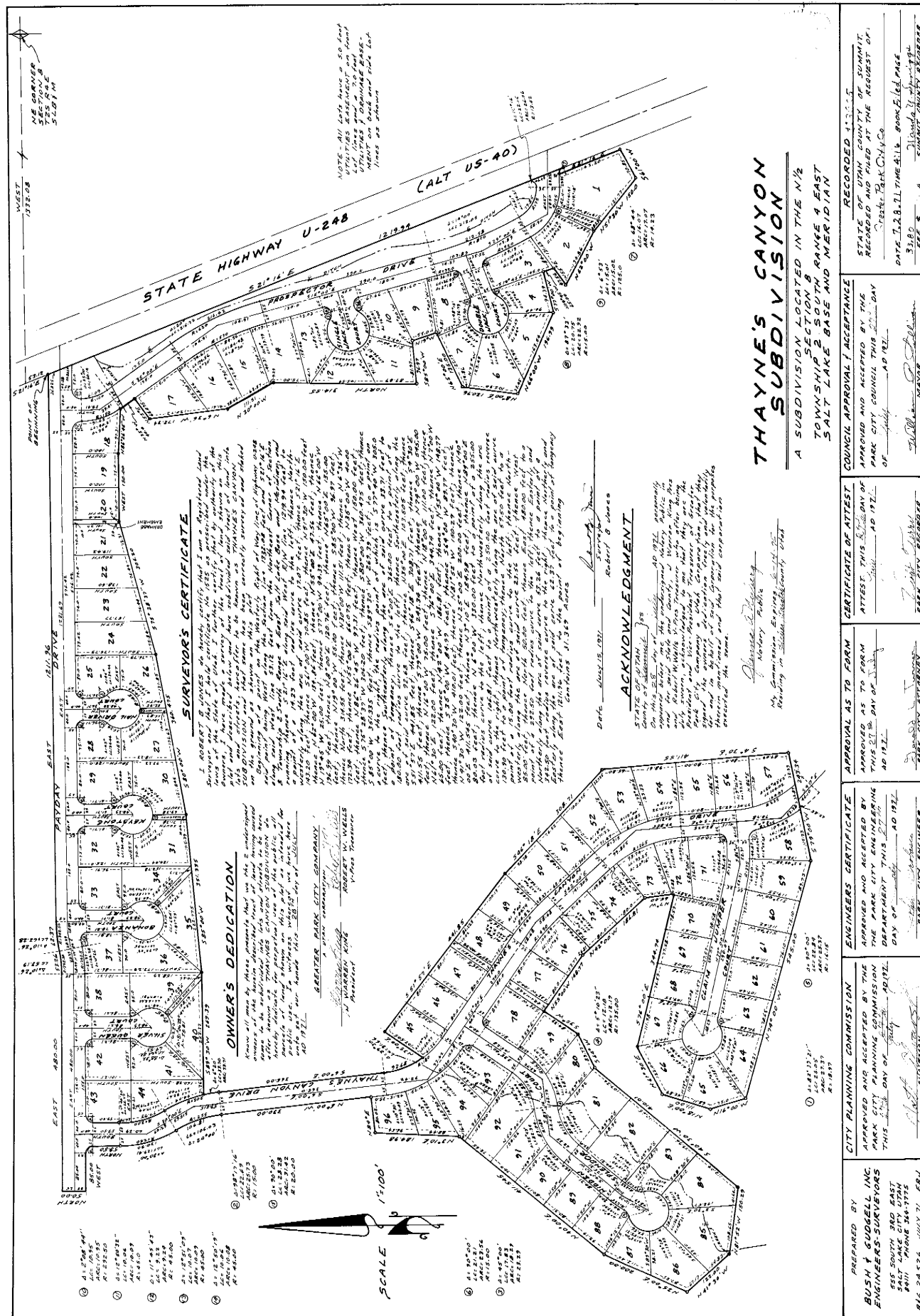
July 15, 1980

Harold M. Taylor
NOTARY PUBLIC; Residing in
Salt Lake County, Utah

EXHIBIT "A"

Beginning at a point south 1120.00 Feet and West 2732.55 Feet from the north east corner of Section 8, Township 2 South, Range 4 East. Salt Lake Base and Meridian. Said point also being the most southerly corner of lot 78 of the Thaynes Canyon Subdivision as recorded; thence running along the boundary line of said Thaynes Canyon Subdivision as follows: South 55°00'00" East 148.77 feet; thence South 42°08'00" East 186.81 feet, thence South 7°00'00" East 65.00 feet; thence North 76°00'00" West 344.74 feet; thence South 61°30'00" West 122.00 feet; thence South 18°00'00" West 111.00 feet; thence South 16°00'00" East 75.00 feet; thence leaving the boundary line of said Thaynes Canyon Subdivision, North 84°01'55" West 196.22 Feet to the South East corner of Lot 84; thence along the boundary line of said subdivision north 40°30'00" East 410.01 feet; thence North 64°00'00" East 89.77 feet; thence North 35°00'00" East 84.99 feet to the point of beginning. Contains 2.027 acres.

BOOK 93 PAGE 327



SURVEYOR'S CERTIFICATE

JAMES G. WEST DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR AND THAT I HOLD CERTIFICATE NO. 3082 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT, HERE- APTLY TO BE KNOWN AS ADDITIONS TO LOTS 65-84 THAYNES CANYON SUBDIVISION AND THAT SAME HAS BEEN CORRECTLY SURVEYED AND STAKED ON THE GROUND AS SHOWN ON THIS PLAT.

BEGINNING AT A POINT SOUTH 100.00 FEET AND WEST 2742.99 FEET FROM THE SOUTHWEST CORNER OF SECTION 16, T4S, R4E, S4E1/4, AND THENCE SOUTH 89° 55' 00" EAST 4877 FEET; THENCE SOUTH 89° 55' 00" EAST 159.81 FEET; THENCE SOUTH 77° 00' 00" EAST 144.74 FEET; THENCE SOUTH 81° 40' 00" WEST 33.00 FEET; THENCE SOUTH 18° 00' 00" WEST 11.00 FEET; THENCE SOUTH 19° 00' 00" EAST 75.00 FEET; THENCE LEAVING THE BOUNDARY LINE OF SAID THAYNES CANYON SUBDIVISION, THENCE SOUTH 81° 40' 00" WEST 144.74 FEET; THENCE SOUTH 77° 00' 00" EAST 159.81 FEET; THENCE SOUTH 89° 55' 00" EAST 4877 FEET; THENCE TO THE POINT OF BEGINNING.

CONTAINS 2.021 ACRES

James G. West
JAMES G. WEST
Feb 2, 1977



T4S, R4E, S4E1/4

SCALE - 1" = 50'

SECTION 16, T4S, R4E, S4E1/4
TOWNSHIP 4 SOUTH, RANGE 4 EAST, SECTION 16

ADDITIONS TO LOTS 65-84 THAYNES CANYON SUBDIVISION

OWNERS DEDICATION

KNOW ALL MEN BY THESE PRESENTS THAT WE THE UNDERSIGNED OWNERS OF THE LAND SHOWN ON THE ATTACHED PLAT HAVE AGREED TO BE SUBDIVIDED INTO LOTS TO BE HEREINAFTER KNOWN AS ADDITIONS TO LOTS 65-84 THAYNES CANYON SUBDIVISION DO HEREBY DEDICATE FOR PUBLIC USE OF THE PUBLIC ALL PARCELS OF LAND SHOWN ON THE PLAT AS INTENDED FOR PUBLIC USE IN WHOLE OR IN PART WHERE OF WE HAVE HERETO SET OUR HANDS THIS 2nd DAY OF February, A.D. 1977

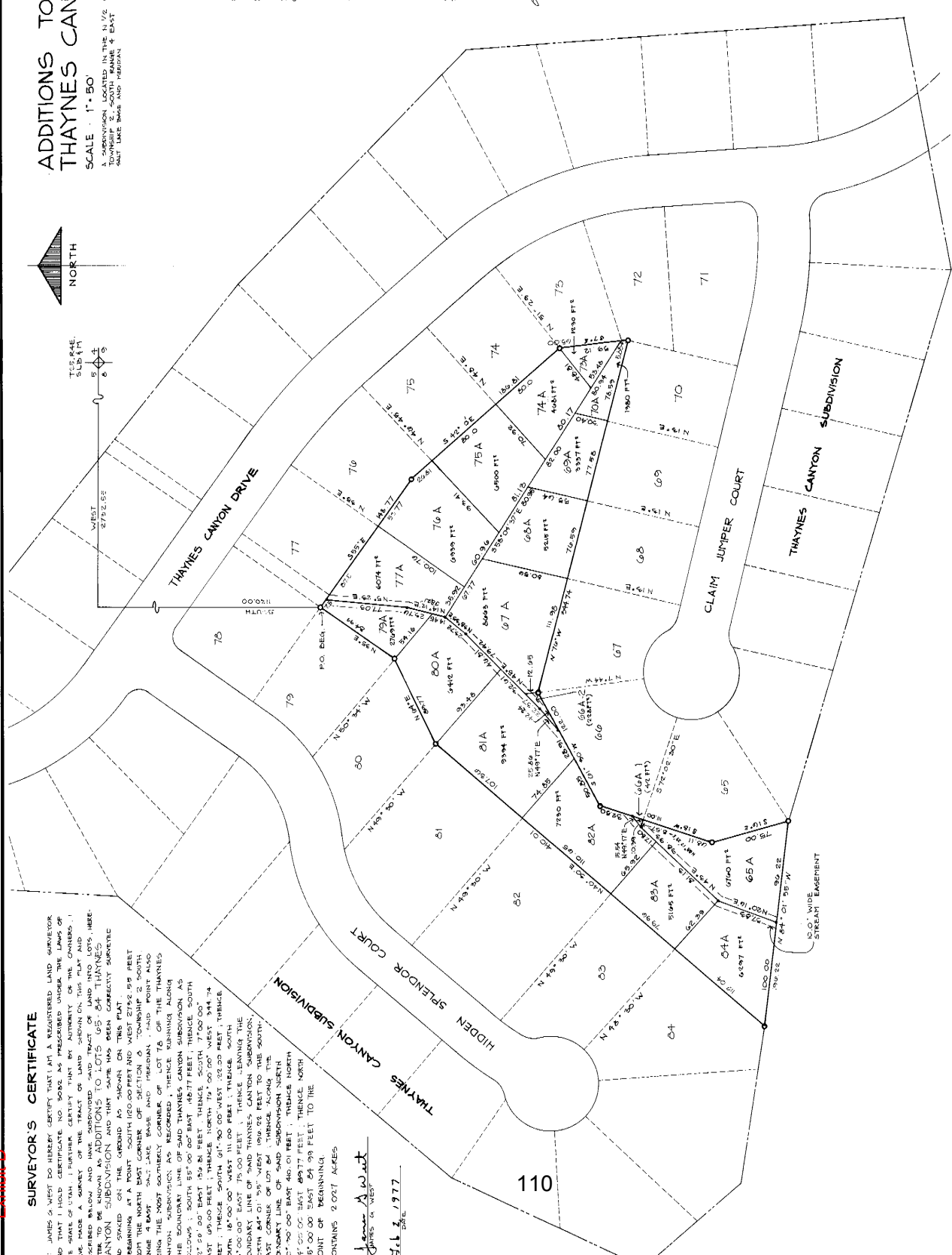
Royal Street Land Company
A UTAH CORPORATION

William King
J. WILKINSON
PRESIDENT

ACKNOWLEDGMENT

STATE OF UTAH
COUNTY OF SUMMIT
ON THIS 2nd DAY OF February, A.D. 1977 PERSONALLY APPEARED BEFORE ME THE UNDERSIGNED NOTARY PUBLIC IN AND FOR SAID STATE AND COUNTY, J. WILKINSON KING, PRESIDENT OF ROYAL STREET LAND COMPANY, A UTAH CORPORATION, THAT HE DID SIGN THE OWNERS DEDICATION FREELY AND VOLUNTARILY IN BEHALF OF SAID CORPORATION FOR THE PURPOSES THEREIN MENTIONED AND THAT SAID CORPORATION EXECUTED THE SAME IN COMMISSION DATES 12-10-70
William King
NOTARY PUBLIC
RESIDING IN SUMMIT COUNTY, UTAH

RECORDATION INFORMATION	
PLAT RECORDED No.	197501
AT THE REQUEST OF	Royal Street Land Co
DATE	May 2, 1977
TIME	10:30
BY	Handy & Co - 950
FEES	SUMMIT COUNTY RECORDER
CONCURRENTLY RECORDED WITH A CERTAIN AGREEMENT BY AND BETWEEN ROYAL STREET LAND COMPANY AND PARK CITY MUNICIPAL CORPORATION.	
AGREEMENT RECORDED No.	197502
AT THE REQUEST OF	Royal Street Land Co
DATE	May 2, 1977
TIME	10:30
BY	Handy & Co - 950
FEES	SUMMIT COUNTY RECORDER



PREPARED BY: J.J. JOHNSON & ASSOCIATES CIVIL ENGINEERING, PLANNING, SURVEYING 1515 PARK AVENUE, PO BOX 1066 PARK CITY, UTAH 84060	CITY PLANNING COMMISSION APPROVED AND ACCEPTED BY THE PARK CITY PLANNING COMMISSION THIS 16th DAY OF Feb. A.D. 1977 <i>Bernie Shatto</i> CHAIRMAN	ENGINEERS CERTIFICATE APPROVED AND ACCEPTED BY THE PARK CITY ENGINEERING DEPARTMENT THIS 23rd DAY OF March A.D. 1977 <i>John L. Johnson</i> PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS 23rd DAY OF March A.D. 1977 <i>Nick Polinski</i> PARK CITY ATTORNEY	CERTIFICATE OF ATTEST ATTEST THIS 24th DAY OF March A.D. 1977 <i>Bruce C. Decker</i> PARK CITY RECORDER	COUNCIL APPROVAL & ACCEPTANCE APPROVED & ACCEPTED BY THE PARK CITY COUNCIL THIS 17th DAY OF February A.D. 1977 <i>Dean Wright</i> MAYOR
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August 30, 2010

To: Kirsten A. Whetstone, AICP
Park City Planning Department

Re: Lot 68A (AKA TH-68-X) Thaynes Canyon Subdivision
Restricted Use Letter



Dear Ms. Whetstone,

I was hired by Christina Sally to perform an opinion of value for the open space noted above. In consideration of value, I researched the minimal recent market data in the Thaynes Canyon area, the greater Park City area, as well as purchases of open space by Park City Municipal Corporation. Although many are older comparables, they offer a view into the value of open space in the Park City limits. I also consider the purchases by Park City Municipal Corporation to be most applicable in this situation.

I have determined the usage of this property to be excess land which is only visible from the adjacent lots and has limited economic value as it does not add to the size of the structure which can be built on the primary lot. As of today, August 30, 2010, my opinion of value of this land is \$.50 per square foot to the owner of the adjacent lot 68, Christina Sally.

$$1 \text{ acre} = 43,560 \text{ sq ft} \times .12 \text{ acre} = 5,227 \text{ sq ft} \times \$.50 = \mathbf{\$2,613.00}$$

The value is based on purchases ranging from \$.19 to \$17.57 per square foot. While some of the smaller parcels have some of the higher cost per square foot, they have a greater impact to the public if they remain open. The land in question is excess land with little, if any value impact to the general public and allowing this land locked property to remain in the city's inventory is a nuisance due to the policing needs from use by neighboring teens.

Please feel free to call if you have any questions.

Respectfully Submitted,

Sean P. Railton
5452001-CR00

Cc: Christina Sally
8 Claimjumper Court
Park City, Utah 84060



P. O. Box 681373
Park City, UT 84068
Phone 435.649.1100
Fax 435.649.2358
www.reasutah.com

CERTIFICATION

As the Undersigned appraiser I certify that I have personally analyzed the property herein know as excess land known as Lot 68A (AKA TH-68-X) Thaynes Canyon Subdivision, and to the best of my knowledge and belief,



1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and is my personal unbiased professional analyses, opinions and conclusions.
3. I have no past, present, or prospective direct or indirect interest in the property that is the subject of this report and I have no personal interest or bias with respect to the parties involved
4. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event. The appraisal assignment was not based on a required minimum valuation, a specific valuation, or the approval of a loan.
5. I am competent to appraise the property that is subject of this report based on our previous experience appraising similar type properties.
6. My analyses, opinions, and conclusions were developed, and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
7. The use of this report is subject to the requirements of the State of Utah Real Estate division relating to review by its duly authorized representatives.
8. The appraisal Institute has a policy of continuing education "As of the date of this report. I, Sean P. Railton, 5452001-CR00, have completed the requirements under the continuing education program of the State of Utah."
9. The reported analyses, opinions, and conclusion were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the State Of Utah.
10. Sean P. Railton, 5452001-CR00, finds the content and conclusions of the appraisal and the report was performed in accordance with the Uniform Standards of Professional Appraisal Practice adopted by the Appraisal Institute. Sean P. Railton has made a personal inspection of the subject property and many of the comparable properties.

Respectfully Submitted,


Sean P. Railton



P. O. Box 681373
Park City, UT 84068
Phone 435.649.1100
Fax 435.649.2358
www.reasutah.com

<u>Property</u>	<u>Purchase Date</u>	<u>Purchase Price</u>	<u>Average</u>	<u>Price</u>	<u>Acres</u>	<u>Price per Acre</u>	<u>Sq. Ft.</u>	<u>Price per sq. ft.</u>
Richards Ranch	September 19, 1999	\$1,657,482	Approx. 20 acres	\$1,657,482	20.00	\$82,874	871,200	\$1.90
Virginia Mining Claim	October 19, 1999	\$852,960	Approx. 13.3 acres	\$852,960	13.30	\$64,132	579,348	\$1.47
Union Pacific Rail Trail	March 1, 2000	\$220,000	1.977 acres	\$220,000	1.98	\$111,280	86,118	\$2.55
UP&L Parcel	March 31, 2000	\$390,260	Approx. .51 acres	\$390,260	0.51	\$765,216	22,216	\$17.57
Grover Round Valley	May 5, 2000	\$325,100	40 acres	\$325,100	40.00	\$8,128	1,742,400	\$0.19
McMillan Round Valley	December 14, 2001	\$5,500,330	280 acres	\$5,500,330	280.00	\$19,644	12,196,800	\$0.45
Bilglio Round Valley	December 28, 2001	\$2,250,180	144 acres	\$2,250,180	144.00	\$15,626	6,272,640	\$0.36
Edward Gillmor Estate, Siv, Charles Round Valley	November 19, 2003	\$3,750,601	188 acres	\$3,750,601	188.00	\$19,950	8,189,280	\$0.46
Cranbrook Round Valley	December 29, 2003	\$1,000,190	40 acres	\$1,000,190	40.00	\$25,005	1,742,400	\$0.57
Hope Mining Claims	December 16, 2004	\$1,100,763	113 acres	\$1,100,763	113.00	\$9,741	4,922,280	\$0.22
Laws Properties	March 31, 2005	\$285,125	3.92 acres	\$285,125	3.92	\$72,736	170,755	\$1.67
Royal Street/Aerie *	September 30, 2005	\$150,000	4.51 acres	\$150,000	4.51	\$33,259	196,456	\$0.76
Sanchez Lot	October 15, 2006	\$120,000	1.0 acre	\$120,000	1.00	\$120,000	43,560	\$2.75
Clissold/Quarry Mtn	December 28, 2007	\$4m total (\$2 City & \$2 County)	183.7 acres	\$4,000,000	183.70	\$21,775	8,001,972	\$0.50
Kimball Junction PRI	December 31, 2008	\$16 million (\$3.5 City & \$12.5 County)	330 acres	\$16,000,000	330.00	\$48,485	14,374,800	\$1.11
Round Valley PRI	December 31, 2008	\$8.5 million	377 acres	\$8,500,000	377.00	\$22,546	16,422,120	\$0.52
Armstrong / Thaynes Canyon	September 30, 2009	\$5.00 million	135 acres	\$5,000,000	135.00	\$37,037	5,880,600	\$0.85
	February 12, 2010	\$5.75 million (\$4.75 PCMC & \$1 million Summit Land Conservancy	121 acres	\$5,750,000	121.00	\$47,521	5,270,760	\$1.09
Osguthorpe Conservation Easement								
Total		\$56,852,993	2,220 acres	\$56,852,991	1996.92	\$28,470	81,714,945	\$0.70
Park City Municipal Spend \$46,352,993								
<i>(excludes Summit County spend)</i>								



Full Report

Property and Owner Information

Parcel ID THA-68-X	Owner Name1 PARK CITY MUNICIPAL CORP
Tax ID 0052393	Owner Name2
Address	Owner 1 Label PARK CITY MUNICIPAL CORP
Street Number	Owner Add1 PO BOX 1480
Street Pre Direction	Owner Add2
Street Name	Owner City PARK CITY
Street Designator	Owner State UT
Street Post Dir	Owner Zip 84060-1480
Unit Number	Owner 1 First
Property City	Owner 1 Last PARK CITY MUNICIPAL CORP
Property State UT	Owner 2 First
Zip Code	Owner 2 Last
County Summit	Acres 0.120

Taxes and Assessments

Assessed Value \$0	Taxes Charged \$0.00
District 07	Tax Year 2010
Market Value \$0	Buildings Mkt Value \$0
Land Mkt Value \$0	Market Value Ratio

<u>Assess Class</u>	<u>Class Mkt Value</u>	<u>Class Taxable Value</u>
ExemptLand	\$0	\$0

Legal Description

Legal Description
 LOT 68A, ADDITION TO THAYNES CANYON SUBSEC8T2SR4E, SLBM, CONT 5215 SQ FT M242-236 CO COMMISSION D H ON 11-22-83

Building Characteristics

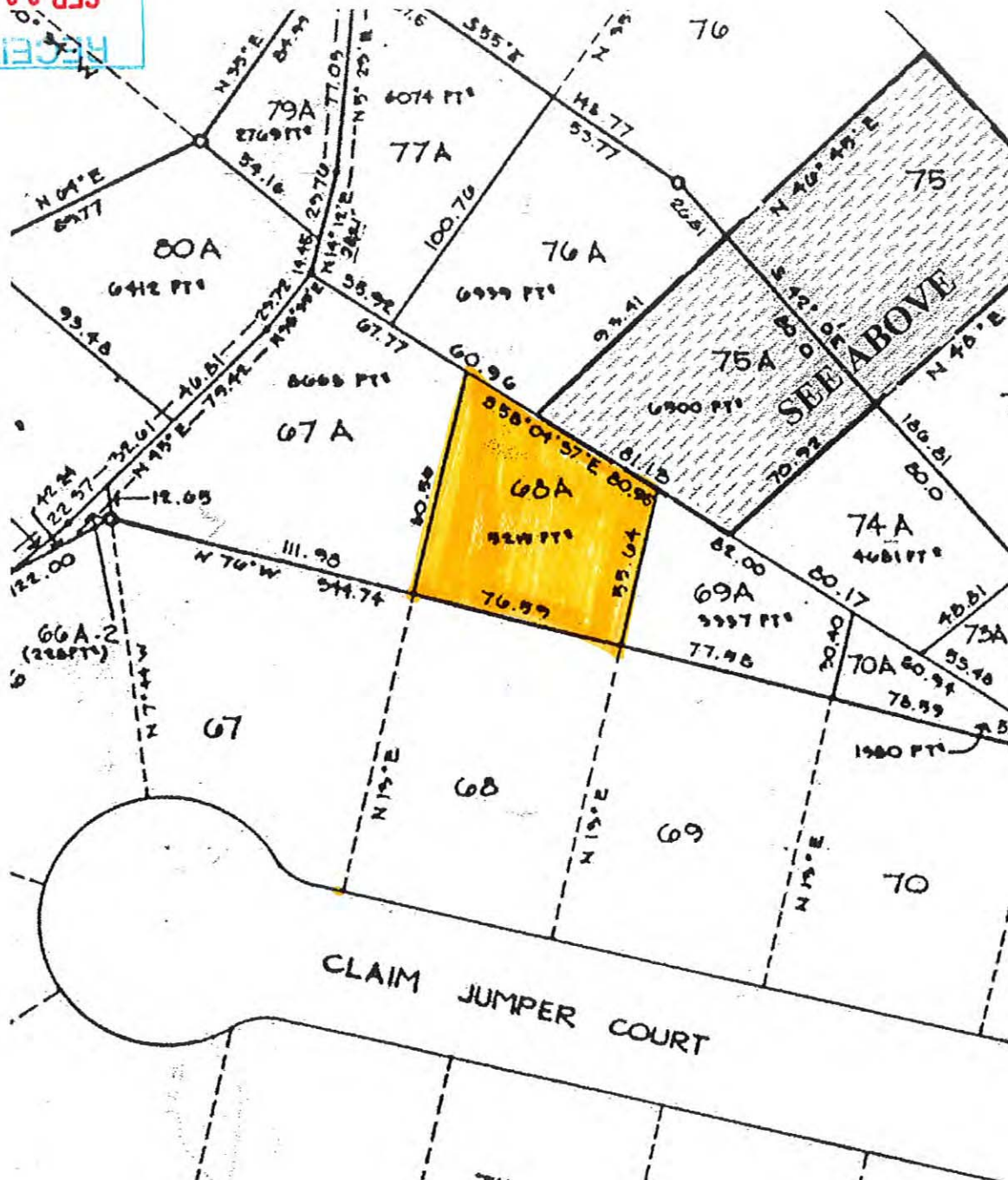
Bathrooms	Year Built	Carport Area
Half Baths	Fireplaces	Garage Area
Living Area	Bsmt Pct Finish	Garage Type
	FAA	

Label Information

Owner 1 Label PARK CITY MUNICIPAL CORP	Owner 2 Label
Company Name PARK CITY MUNICIPAL CORP	



RECEIVED
SEP 23 2010
PARK CITY
PLANNING DEPT.





City Council Staff Report

Author: Clint McAfee and Roger McClain
Subject: RAIL TRAIL WATERLINES
CONSTRUCTION CONTRACT
AMENDMENT 1

Date: June 2, 2011
Type of Item: Administrative

PUBLIC WORKS

Summary Recommendations:

Staff recommends Council authorize the City Manager to execute a Construction Agreement Amendment for Change Order 4 in a form approved by the City Attorney, with JB Gordon Construction, Inc. for the construction of the Rail Trail Water Lines for a lump sum amount of \$192,389.07.

Staff would like to point out that under the description of Change Order 4, there is a description of a prerequisite UDOT permit.

Description:

The Water Strategic Plan outlines major objectives and associated strategies/policies in areas of water rights, leases and agreements, source, financial stability, water quality, infrastructure, water conservation, and customer service/outreach. This project is consistent with the Park City Municipal Water Strategic Plan under the following: Topic: Infrastructure, Strategy/Policy: Implement Capital Facilities Plan.

Topic:

Rail Trail Waterlines from Quinn's Junction Water Treatment Plant to Wyatt Earp Way. The waterline corridor includes an 18-inch raw water line, a 20-inch potable water line, a segment of the 12-inch Judge Tunnel Water Line, and a 12-inch stub to the future Park City Heights development.

Background:

On July 1, 2010 Council Authorized the City Manager to execute the Construction agreement in the amount of \$2,137,848 with JB Gordon Construction to construct the Rail Trail Water Lines Project. The contract amount included the base bid of \$1,972,511, a \$148,902 additive item for the Park City Heights water line stub, and a \$16,435 additive item for Snyderville Basin Water Reclamation District's manhole access work. The Water Department has been reimbursed for both additive items by the respective parties.

During the construction season of 2010 most of the work on this project was completed. There are a few items remaining for the 2011 construction season including installation

of a deep anode cathodic protection system, paving the remaining length of the rail trail to Wyatt Earp, repair a leak in one of the water lines, and general clean up and re-vegetation. All remaining work is required to be complete by August 31, 2011 and should have minimum impact on trail users.

Analysis:

During the construction of the Rail Trail Water Lines Project several changes received administrative approval by the Water Project Manager, under the direction of the Water Engineer, in the form of Change Orders 1, 2, and 3 to address changes per direction from the City and changes due to unforeseen field conditions. Change Orders 1, 2, and 3 are summarized below and total 9.7% of the original contract amount. Change Order 4 will result in an amended contract amount of 18.7% of the original approved amount and requires City Council approval. Park City Municipal Corporation's Contracting and Purchasing Policy states that accumulated Change Orders which would increase the previously approved contract amount by more than 10% (on contracts over \$200,000) require City Council approval.

Change Orders 1, 2, and 3 are summarized below.

Change Order	Date	Amount	Cumulative Percent Change
1	September 9, 2010	\$ 0	0.0%
2	October 5, 2010	\$58,694.49	2.7%
3	December 8, 2010	\$149,497.18	9.7%
4	Pending Approval	\$192,389.07	18.7%

Change Order 1 - No cost change, but was a time adjustment to an interim milestone.

Change Order 2 - Added specialized isolation joints for cathodic protection, additional air-release stations at pipe line high points, special pipe jointing at waterline bends, and supplemental flagging for trail users at the Rail Trail / construction access road crossing. Change included a credit for Value Engineering of waterline realignment to avoid existing Allwest fiber optic cable.

Change Order 3 - Added cathodic deep anode well site modifications, wetland restoration at Silver Creek crossing to meet the ACOE permit, 1,500 lf of hard rock blasting, and contract adjustment for Rail Trail Waterlines installed quantities.

Change Order 4 (Pending Council Approval)

This work will include extending Park City's Raw Water Line and a buried fiber optic conduit from their current location at the intersection of Sidewinder Drive and Wyatt Earp to the north side of Kearns Boulevard (Hwy 248). The Raw Water Line is a key component of the Park City water system which conveys water from the Weber River near Rockport Reservoir to the new Quinn's Junction Water Treatment Plant currently

under construction. The Raw Water Line extends west from the Treatment Plant along the Rail Trail to Wyatt Earp. In addition to providing water to the new Treatment Plant, the Raw Water Line will provide raw water for outdoor irrigation at golf courses, ball fields, and parks which significantly reduces the amount of treated potable water used. In the future, the Raw Water Line will extend to the west across town and will terminate at a future reservoir west of the Park City Municipal Golf Course.

During the summer of 2011 and beginning in early July, UDOT will be repaving much of Hwy 248 from the Park City High School to Kamas. This proposed work was unknown to Park City's Water Department until recently. The Water Department would like to take advantage of this schedule and extend the Raw Water Line and a buried fiber optic conduit across Hwy 248 before UDOT's work. This will allow the water line to be installed using an open cut method rather than a jack and bore method. The open cut method is much simpler, will have the least impact to the community and will result in cost and time savings. The jack and bore method involves excavating large pits on either side of the road way and pushing the pipe under the road. Once the new pavement is installed, the open cut method will not be possible as UDOT would require the jack and bore method.

Advantages to open cutting and the water line/fiber optic conduit extension are:

- Cost savings of approximately \$50,000.
- Time savings of several weeks.
- Reduced impact to the residents and traffic.
- Provides access to fiber conduit that will provide enhanced communication services to City facilities.
- Expands City's network infrastructure.
- Allow for future communication opportunities and growth.

The water line extension is within the Park City Soils Ordinance Boundary. The required construction methods for managing the soils and groundwater discharges will meet the Soils Ordinance and a State of Utah UPDES Discharge Permit. All excavated soils will be reintroduced on site and managed as trench backfill and site fill in designated areas. All disturbed and site fill areas will be capped with imported topsoil and seeded. Where in-situ testing of the disturbed and site fill areas indicates the surface soils exceed the Soils Ordinance vacant property Lead limit of 1000 mg/Kg, imported topsoil will be placed to a depth of 6 inches in accordance with the Soils Ordinance. The Contractor is required to manage the construction dewatering and pipeline testing water and not discharge into Silver Creek without prior sampling and treatment if necessary.

The water line extension also includes a fiber optic conduit to facilitate the future installation of security and communication lines from Park City to the QWTP and possibly other City facilities.

The water line extension is expected to take less than three weeks to complete. This project will be in Wyatt Earp and the intersection of Highway 248 and Wyatt Earp and will be simultaneous with the Comstock road way improvements. The Water Department is working closely with the public involvement effort associated with Comstock and will minimize impacts as much as possible.

Prerequisite UDOT Permit

The Scope of work in Changer Order 4 is contingent upon UDOT permitting an open cut method of construction across Highway 248. The Water Department has been in contact with UDOT regarding this issue and received a positive response and a message that they want to help us by allowing open cutting across the roadway. If UDOT does not issue the permit, Change Order 4 will be not be executed and the work will be delayed and included in the future Phase 2 Raw Water Line Project which will extend the raw water line to the Park City Municipal Golf Course. The Water Department in conjunction with Horrock's Engineers is currently working with UDOT on this permitting process.

The City's Project Manager, Roger McClain, will be working under the guidance of the Water Engineer.

Department Review:

This report has been reviewed by representatives of Public Works, Legal, and the City Manager's Office and their comments have been integrated into this report.

Alternatives:

A. Approve the Request:

Council could authorize the City Manager to execute a Construction Agreement Amendment in a form approved by the City Attorney, with JB Gordon Construction, Inc., for the construction of the Rail Trail Waterlines in the amount of \$192,389.07. (Staff Recommendation)

B. Deny the Request:

Council could deny Staff's request. Denying the request would delay the extension of the raw water line to the future when the water line will be extended to the Park City Municipal Golf Course. This would add an estimated \$50,000 to the future project as a result of the jack and bore method UDOT would require.

C. Continue the Item:

Council could continue the request. Continuing the request and not authorizing Change Order 4 would result in the Water Department cancelling Change Order 4 due to the scheduled UDOT work in July. Once UDOT paves Highway 248, open cutting the roadway will not be possible.

D. Do Nothing:

Staff does not recommend this alternative. Doing nothing would also result in the Water Department cancelling Change Order 4 due to the scheduled UDOT work in July. Once UDOT paves Highway 248, open cutting the roadway will not be possible.

Significant Impacts:

The costs associated with this project are approved in the FY2011 CIP budget.

The water line extension is expected to take less than three weeks to complete. This project will be in Wyatt Earp and the intersection of Highway 248 and Wyatt Earp and will be simultaneous with the Comstock road way improvements. The Water Department is working closely with the public involvement effort associated with Comstock and will minimize impacts as much as possible.

Recommendation:

Staff recommends Council authorize the City Manager to execute a Construction Agreement Amendment for Change Order 4 in a form approved by the City Attorney, with JB Gordon Construction, Inc. for the construction of the Rail Trail Water Lines for a lump sum amount of \$192,389.07.

Exhibits:

Exhibit A – Change Order 4

**EXHIBIT A
DOCUMENT 00990
CONTRACT CHANGE ORDER**

Project: Park City Municipal Corporation
Rail Trail Waterlines Project

Date _____

Change Order No.: 4

To: JB Gordon Construction

You are hereby requested to comply with the following changes from the contract plans and specifications:

Labor and Material Portion of Change Order 4

Raw Water Line Extension:

The sum of \$192,389.07 is hereby added to the total contract price.

Original Contract Price - 2,137,848.00

Current Contract Price as adjusted by previous Change Orders - \$ 2,346,039.67

Contract Price as increased by this Change Order - \$ 2,538,437.74

You are hereby requested to comply with the following changes from the contract plans and specifications:

Labor and Material Portion of Change Order 4:

Install raw water line according to the contract specification and drawings.

The contractor shall have final completion of this work by July 1, 2011. This Document shall become an amendment to the contract & all provisions of the contract will apply hereto.

Accepted by: _____
Joe Gordon
Contractor

Date

Approved by: _____
Owner

Date

City Council Staff Report



Author: Heinrich Deters
Subject: Comstock/Sidewinder Project
Award of Construction Contract
Date: June 2, 2011
Type of Item: Administrative - Award of Contract

Sustainability

Summary Recommendation –

Staff requests authorization to proceed with the Comstock/Sidewinder Walkability Project and authorize the City Manager to enter into a construction contract in a form approved by the City Attorney's Office with Miller Paving Inc. in the amount of six hundred thirteen thousand four hundred forty nine dollars. **(\$613,449)**

Topic: Comstock/Sidewinder Walkability Project Construction contract.

Background:

The Walking and Biking Liaison Committee (WALC) identified the Comstock/Sidewinder Project as a priority for completion in 2010; however, due to the volume of construction already scheduled for 2010, the project was pushed to the 2011 season. The scope of the project includes the following: an 8' wide concrete shared use pathway. Removal and re-construction of approximately 6500 square yards of asphalt and roll curb of existing roadway, including the narrowing of roadway and installation of new landscape strip. Additional roadway work includes the roto-milling and re-paving of approximately 4600 square yards of existing roadway and installation of 6' concrete sidewalk. This project will also have small elements of concrete roadway installation, storm sewer pipe and box installation miscellaneous relocations, and overlay of existing asphalt path. Drip irrigation and xeriscape landscaping is designed in the buffer between the roadway and the trail. The project budget as identified by WALC is \$1,340,000.

The project is located within the Park City Soil Ordinance on Comstock Drive; and Sidewinder Drive, between Gold Dust Lane and Comstock Drive. One further aspect of the project, to be performed by Questar Gas, in coordination with the walkability project, includes the replacement of the existing gas line on the east side of Comstock Drive and the North side of Sidewinder Drive, between Comstock and Gold Dust Lane. Questar has recommended changes from previous plans, which replaced gas lines on both sides of Comstock, and represents a lessening of impacts to the residents on the west side of Comstock.

Staff has held three separate open houses to discuss this project, in addition to sending out mailers and placing door hangers in the project vicinity. An additional open house is scheduled for June 8th, at the Treasure Mountain Middle School Cafeteria (3:30-6:30PM), to present the construction schedules for both the walkability project and the

Questar portion of the construction. Furthermore, representatives from the Water Department will be on hand to present the waterline project on Wyatt Earp.

Analysis:

The Project was advertised on April 30th and May 4th, 2011 in the Park Record and April 30th and May 1st in the Salt Lake Tribune. Additionally, the Request for bids was posted on the City's website.

A mandatory pre-bid meeting was held on May 12th, 2011. Only general contractors present at the meeting were able to bid on the project. Miller Paving attended this meeting.

On May 19th, a public bid opening was held at the Marsac building 3rd floor. The bids are as follows:

Bidder	Bid Amount
Miller Paving Inc.	\$613,448.89
Granite Construction	\$635,861.50
Kilgore Paving	\$669,607.39
Brubaker Construction	\$767,126.00
<i>Engineer's Estimate</i>	<i>\$699,843.65</i>

The lowest 'responsible' and responsive bidder was Miller Paving at **\$613,448.89**. The engineer's estimate was \$699,843.65.

Construction is scheduled to begin by June 13th, 2011 after the agreement is executed and all bonds and insurance requirements are submitted to the City. The substantial completion date for the project is October 10th 2011.

Department Review: This report has been reviewed by representatives of Sustainability, Legal, City Engineer, Parks and the City Manager's Office and their comments have been integrated into this report.

Alternatives:

- A. **Approve the request, and authorize the City Manager to enter into a construction contract in a form approved by the City Attorney's Office with Miller Paving Inc. in the amount of six hundred thirteen thousand four hundred forty nine dollars. (\$613,449): (Staff recommendation)**
- B. Modify the request: Council could choose to modify the project and re-bid, which would likely delay the schedule of the project.
- C. Deny the request: Council could choose to not continue with the project at this time.

- D. Continue the Item: Council may feel there is not enough information to make a decision, which will delay the project and the proposed schedule.
- E. Do Nothing: Same effect as continuance.

Significant Impacts:

There is currently approximately \$1,340,000 budgeted for the Comstock/Sidewinder Project in WALC bond funds based on WALC recommendations. Sustainability and on a limited basis other City staff resources will be required to complete the project. Remaining WALC monies from the Comstock/Sidewinder project are slated to fund further improvements in Prospector, specifically, on Wyatt Earp Way in 2012.

In January, 2011, the City entered into a Professional Service Contract, in the amount of \$136,504, with Horrock's Engineering for design of the project.

A Public Involvement Team will be providing communication conduits for residents that include weekly visits to the neighborhood, a dedicated project website and hotline, as well as ongoing construction updates.

Construction activity will be managed by a full time inspector, a twenty hour a week construction manager and the City Project Manager, to ensure construction impacts are properly mitigated and issues are addressed promptly.

Landscaping

Staff is proposing xeriscape plantings and native plants that will require drip irrigation. This proposal may require up to 3 years before it fully matures, as well as additional maintenance prior to maturation.

Operations and Maintenance

The annual maintenance costs associated with the project include the following:

8' concrete path: **\$1,628**

6' concrete sidewalk: **\$1,134**

Landscaping: **\$2,800**

Total: **\$5,562**

These numbers do not include sign replacement, striping and replacement of the concrete crosswalks.

Snow removal

Staff is recommending that the Comstock and Sidewinder paths receive plowing services. A 'snow plow bundle' has been added to the 2011 budget that includes services to the Comstock and Sidewinder paths.

Water Impact Fees

There will be water Impact fees for addition landscaping (1700sq/ft) in the amount of \$2996.

Staff Recommendations:

Staff requests authorization to proceed with the Holiday Ranch Loop Pathway project and authorize the City Manager to enter into a construction contract in a form approved by the City Attorney's Office with Miller Paving Inc. in the amount of six hundred thirteen thousand four hundred forty nine dollars. (**\$613,449**)

Exhibits:

Exhibit A – Bid Recommendation Letter

Exhibit A

2162 West Grove Parkway Ste 400
Pleasant Grove, Utah 84062
www.horrocks.com



Tel: 801.763.5100
Salt Lake line: 532.1545
Fax: 801.763.5101
In state toll free: 800.662.1644

May 23, 2011

Heinrich Deters
Office of Sustainability
Park City Municipal Corp.
445 Marsac Ave.
PO Box 1480
Park City, Utah 84060

Subject: 2011 Comstock Sidewinder Walkability Bid Results

Heinrich:

Attached is the bid tabulation for the 2011 Comstock Sidewinder Walkability Project. The low bidder was Miller Paving, Inc. Their bid was for \$613,448.89, which was 12 percent below the engineer's estimate. There were a total of three bidders for this project with an average bid price of \$671,510.95 which was 4 percent below the engineer's estimate

We recommend the project be awarded to Miller Paving, Inc. We have checked their license, bonding, and references and have found everything in order.

Attached are three (3) copies of the Notice of Award if the City so chooses to award this project to Miller Paving, Inc.

If you have any questions please call.

Sincerely,
HORROCKS ENGINEERS

A handwritten signature in black ink, appearing to read "Rob Sunderlage". The signature is written over the printed name and title of the signatory.

Rob Sunderlage, P.E.
Project Engineer

cc: file

City Council Staff Report



Subject: Wasatch Back Relay
Author: Tommy Youngblood
Department: Sustainability
Date: June 2, 2011
Type of Item: Master Festival License

Summary Recommendations:

City Council should review the Master Festival License application, conduct a public hearing, and approve the license for the Wasatch Back Relay, as conditioned,

Description:

Topic:

Review the Master Festival License Application, submitted by Ragnar Events LLC (RAGNAR), for the Wasatch Back Relay on June 18, 2011.

Application Timeline:

The application was received on February 1, 2011 with an alternate proposed finish line location which staff deemed incomplete and operationally deficient, the application has been amended to present the following. This meets the 90 day submittal requirement for Master Festival License Application.

Background:

Overview

This is the original race of the Ragnar Race Series which began in 2004 and currently consists of approximately 30,000 participants in 14 races nationwide. The following chart demonstrates the evolution of the event since its inception:

YEAR	VENUE	PARTICIPANTS	APPROVAL
2004	Town Lift Plaza	400-600	Administrative- Special Event
2005	South City Park	400-700	Council- MFL
2006	Lower Main- 7th & 9th	3000	Council- MFL
2007	Lower Main- 7th & 9th	3600	Administrative- MFL
2008	Quinn's	6600	Council- MFL
2009	Quinn's	8000	Administrative- MFL
2010	Canyons	12,600	Administrative- MFL

The current application is for 1050 teams with two (2) vans per team (2,100 vehicles) totaling approximately 12, 285 participants with 5,000 -7,000 spectators (2,500-3,000 vehicles).

Debrief of 2010 Event

In 2010 the Wasatch Back Relay's finish line was at the Canyons Resort. The

addition of the events' participant and spectator traffic, combined with the areas normal traffic, caused major delays along Hwy 224 for a 4- hour period in the afternoon. The congestion also caused the rerouting of the Park City Transit System. In the post event debrief Ragnar was informed of these issues as well as concerns from other jurisdictions along the race route. In February 2010 the Park City Special Event Department reviewed and deemed inadequate a plan for the finish line at Quinn's Sports Complex. Afterward Ragnar Events LLC investigated returning to the Canyons as well as concluding the race in Heber or Midway, Utah. The events organizers approached PCMC and Summit County in early April 2011 to attempt to resolve the previous year's operational concerns. From that time the organizers have been working consistently on a plan to reduce the traffic congestion and provide more positive economic impacts to the community. The organizers realize that their event has grown greatly in the past 4 years. They desire to maintain the finish line in Park City or the Snyderville Basin for future years and have agreed to work with the Park City Chamber and local agencies to mitigate the negative impacts and increase the economic benefits to the area. To this end Ragnar Events LLC has agreed not to register participants for the 2012 race until after a debrief of the 2011 event has been completed by all governmental agencies involved. This debrief will focus on the overall operational activities along the route and give a recommendation of maximum number of teams, participants and spectators that can be safely managed.

Changes from last year

The event begins in Logan, UT on Friday, June 17 and the first runners would begin to arrive in Park City at around 8:00 am on the morning of Saturday, June 18. The runners would continue to arrive in Park City throughout the day until about 7:00 pm on Saturday evening.

The RAGNAR submitted an application requesting a Master Festival License to end their 186 mile team relay race from Logan to Park City with Finish Line location at the Park City High School. The specific finish line will be at Dozier Field and RAGNAR will also use of the all school district surface parking at the campus including Park City High School, McPolin Elementary School, and Treasure Mountain Middle School.

The Deer Valley Resort Parking Lots will be used as the last of 35 exchange points and participant parking along the race route, where all teams switch runners. Exchange points are the only places team vans can switch out runners. Additional spectator offsite parking will be located at the Canyons lower cabriolet lot, and the Richardson Flats Park and ride lot and will be integrated with a connecting private shuttle system.

The Wasatch Back Relay is consistent with City Council's Goals of Preservation of Park City Character and to promote Park City as a multi-seasonal resort by maintaining its status as a World Class Resort which hosts such events as this and to increase the number of events.

Analysis:

The event organizers have requested to hold their event on June 18, 2011. The Park City portion would begin at 6:00 am at Dozier Field, Deer Valley Parking Lots

and other locations and conclude at around 9:00 pm. The applicant would begin their build out of the finish line and other structures for support of the event at Dozier Field on June 16, 2011. Pre-event message signs will be in place along Hwy 224 and Hwy 248 up to a week prior to the event to notify the public.

This application is being reviewed as a Master Festival License due to the request for amplified music, attraction of large crowds which causes significant public impacts via disturbance, crowd, traffic, and parking and use of City property and the use of off-site parking facilities.

Race Route

The runners and participant vehicles will enter Park City via Guardsman Pass from the Heber Valley. Runners will continue down Royal Street to the final exchange point at the lower Deer Valley Parking Lots. Participant Vans will access the Lower Deer Valley parking lots via Marsac Ave, Runners will continue up Solamere Road to connect to the Park City rail trail in Prospect, continue out to Round Valley, entering Park Meadows from the east down to Dozier field to complete the final leg of the relay. Participant vehicles will not be allowed in residential neighborhoods.

The applicant has met with Park City Police, Utah Highway Patrol; Summit County Sheriff's to determine any staffing needs at key intersections. The applicant is completing a race management plan which includes a private shuttle system for event spectators and participants.

Dozier Field and School District Activities

The events finish line will be at Dozier Field and school district properties along Kearns Blvd activities will include the participant and staff parking, timing area, vendor booths, sponsor tents, concession area, a massage table area, shade tents, and the placement a stage for entertainment and announcements, staff, participant parking, and spectator drop off. A barricade plan along Hwy 248, Monitor Drive, and Lucky John Drive will be implemented to discourage errant parking along those roadways and in the adjacent residential neighborhoods. It will be similar to the barricading we do for the Sundance Film festival in those areas. The organizers have also reserved use of the LDS Church Lot on Monitor for overflow and staff parking.

Deer Valley Exchange Point and Participant Van Parking

The lower Deer Valley parking lots will be used as the final exchange point. Runners and Van 2 will come from the Heber Valley exchange point over Guardsman Pass continuing down Royal Street to the lower Deer Valley parking lots. Once parked, the participants will be shuttled to and from the finish line at Park City High School to reduce traffic congestion. From the Deer Valley parking lots runners will continue up Solamere Road to connect to the Park City rail trail in Prospect, continue out to Round Valley, entering Park Meadows from the east at Sunny Slopes Drive and continue down Meadows Drive to Dozier field to complete the final leg of the relay. Participant vehicles will not be allowed in residential neighborhoods. The applicant will have approved signs and infrastructure for runner and vehicular safety within residential neighborhood.

Parking

Due to the amount of vehicles needed to run a race of this nature, 2,100 team vehicles and 2,500-3,000 spectator vehicles, a comprehensive parking plan has been proposed. 90% of the spectators are expected to arrive via I-80 from the Salt Lake Valley and will be directed to use the Canyons and will then be shuttled to Dozier Field. Those arriving using Hwy 40 will be directed to Richardson Flats Park and Ride Lot and will then be shuttled to Dozier Field. Spectators who do not park at the assigned locations and proceeded into town will be redirected back to spectator parking; however provisions have been made to include spectator parking and queuing in all of the use parking lots if traffic congestion occurs. The organizers have arranged for a private transportation company to provide shuttles to bring spectators and participants between all parking lots. The runner's vehicles of Van 1 (1,050 vehicles) can be accommodated on site at the School District Parking located on Kearns Blvd. The runner's vehicles of Van 2 (1,050 vehicles) will be accommodated at the Deer Valley exchange site. All parking locations will be actively managed. Once parked at Deer Valley the participants will be shuttled to and from the finish line. The organizers have employed the services of a Parking Management Company to maximize the efficiency of parking at each site.

Department Review:

PCMC event operational departments consisting of Special Events, Police, Planning, Building, Business Licensing, Parks, Building Maintenance, Public Works, Parking Services, Transit and the appropriate external governmental agencies have reviewed the application for the Wasatch Back Relay application and their comments have been incorporated into the report.

Alternatives:

Approve the Request:

Approve the Master Festival License allowing the Wasatch Back Relay as described. This is staff's recommendation

Deny the Request:

Deny the Master Festival License, preventing the addition of the Wasatch Back Relay to Park City's schedule of events.

Continue the Item:

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

Consequences of not taking the recommended action:

The Wasatch Back Relay would not take place within Park City as described.

Significant Impacts:

Wasatch Back Relay's has 12, 285 participants (2100 vehicles) this plus 5,000 -7,000 spectators (2,500-3,000 vehicles) would represent the largest signal day event outside of the Sundance Film Festival within Park City Limits. Impacts caused by the amount of vehicles created by the nature of this relay continue to be of paramount concern. By actively addressing the parking challenges impacts will be kept to a manageable level. The activities will be contained within described venues and will conclude by 10:00 pm on Saturday, June 18, 2011

RECOMMENDATION:

Staff recommends the City Council conduct a public hearing and approve a Master Festival License for the Wasatch Back Relay on June 18, 2011 based on the following Findings of Fact, Conclusions of Law and Conditions of Approval.

Findings of Fact:

1. The Wasatch Back Relay finish will be held on Saturday, June, 18, 2011. The event will last from 8:00 am to 10:00 pm and will occur at Dozier Field and school district property along Kearns Blvd. Activities at this location will include the participant and staff parking, finish line and timing area, vendor booths, sponsor tents, concession area, a massage table area, shade tents, and the placement a stage for entertainment and announcements, staff, participant parking, and spectator drop off.
2. Parking for the anticipated crowd 19,000 participants and spectators of 2,100 team vehicles and 2,500-3,000 spectator vehicles will be accommodated as follows: 90% of the spectators are expected to arrive via I-80 from the Salt Lake Valley and will be directed to use the Canyons and will then be shuttled to Dozier Field. Those spectators arriving using Hwy 40 will be directed to Richardson Flats Park and Ride Lot and will then be shuttled to Dozier Field. Spectators who do not park at the assigned locations and proceeded into town will be redirected back to spectator parking. Provisions have been made to include spectator parking at the other three use parking lots. The organizers have arranged for a private transportation company to provide shuttles to bring spectators and participants between all parking lots. The runner's vehicles of Van 1 (1,050 vehicles) can be accommodated on-site at the School District Parking located on Kearns Blvd. The runner's vehicles of Van 2 (1,050 vehicles) will be accommodated at the Deer Valley exchange site. All parking locations will be actively managed. Once parked at Deer Valley the participants will be shuttled to and from the finish line. The organizers have employed the services of a Parking Management Company to maximize the efficiency of parking at each site.
3. The events associated with the Wasatch Back Relay will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
4. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
5. There are other Master Festival and Special Event Licenses that have been granted for June 18, 2011. The table below will show in column (A) - Geographic separation of events; column (B) - Proposed time and duration of the events; column (C)- Anticipated attendance. The Wasatch Back Relay will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
June 18, 2011	Skitown LAX	Quinn's Sports Complex	8am – 8pm	1500

6. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
7. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and

willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.

Conclusions of Law:

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

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The applicant will work with City Staff to orient the activities so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
 - (A) The program manager, or his/her designee, shall provide on-site management for each aspect of the event.
 - (B) The program manager shall be responsible to ensure that the sound system maintains the sound at an A-weighted sound level adjustment and maximum decibel level of 90, as measured twenty-five feet (25') in front of the stage.
 - (C) All events except race fee entry shall be open to the public and free of charge.
3. Applicants shall provide proof of liability insurance in the amount of three million dollars (\$3,000,000) or more as may be required by the Special Events Manager or the City Attorney's Office, and shall further name Park City Municipal Corporation as additional insured. All Applicants shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees.
4. All plans for tents, stages and other temporary structures shall be submitted to the Building Department for review and permitting by June 15, 2011.
5. The applicant is responsible for a Race Operation, Parking and Pedestrian Management Plan in a form approved by the Park City Municipal Event Manager and Chief of Police.
6. Applicant is advised they are utilizing city open space protected by Conservation Easements. Race activity shall be limited to existing trails and approved rights-of-way and easements. Participants and spectators shall be advised to stay on trails and minimize impacts. Writing/spray painting messages (other than official pre-approved trail markings) and discarding water bottles, empty food packets or other litter on trails is prohibited. Applicant accepts the use of all public rights of way, easements and trails in an "as is" condition and Park City make no representations regarding fitness for particular purposes authorized herein.
7. The Park City Trail Coordinator may cancel use of the Trail System if it is determined that such use by the event may harm the trails due to there current condition and/or potential weather that would effect that condition.
8. The applicant use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
9. All Summit and Wasatch County permit approvals required for this event shall be secured by June 17, 2011 and submitted to Park City Municipal.

Attachments

Exhibit A- Applicant's Summary of Activities

Exhibit A - Event Application



Park City Municipal Corporation

Master Festival & Special Event Application

Submit by Email

Special Events
435.615.5150
specialevents@parkcity.org

Master Festival (MFL) & Special Event Applications **MUST** be complete and submitted to the Special Events Department no Less than **90 Days Prior** to a MFL and no less than **60 Days Prior** to a Special Event for staff review. Applications not submitted within that timeframe may not be granted approval. Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions
This application **DOES NOT** constitute a valid permit until approved by the Special Events Department and/or Park City Council

APPLICATION FEES

All new applications require a \$100.00 non-refundable application processing fee

All applications for returning events require a \$50.00 non-refundable application processing fee

Additional fees for other services, including Health Department, Fire Department, and City Services will be estimated and provided to the applicant.

EVENT INFORMATION

MASTER FESTIVAL CRITERIA (PUBLIC EVENT) (If one box is checked the event is automatically an MFL)	☒ Attraction of crowds over 500 participants and or spectators	☐ Requires Partial or Full Street Closure or use of Public Right of Way	☐ Use of City park, buildings or other properties	☐ Use of off-site parking facility	☒ Use of Amplified Music
SPECIAL EVENT CRITERIA (PUBLIC OR PRIVATE EVENT)	☒ Causes significant public impacts via disturbance, crowd, traffic, and or parking	☒ Disruption of the normal routine of the community or affected neighborhood	☒ Necessitates temporary business or liquor licensing	☒ Event signs visible from public property or right of way	☒ Temporary structures, including inflatable's

EVENT TYPE

☐ Street Fair/Festival	☒ Run - Walk	☐ Parade	☐ Trail Event	☐ Concert	☐ Road Bike Event
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Other Type of Event (Please Specify):

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME: <u>Tanner Bell</u>		POSITION: <u>Co-Founder</u>	
STREET ADDRESS: <u>1188 W. Sportsplex Dr, Suite 201</u>		CITY, STATE, ZIP CODE: <u>Kaysville, UT, 84037</u>	
MAILING ADDRESS: (If different from above)		CITY, STATE, ZIP CODE:	
TELEPHONE (WORK): <u>877-83-RELAY</u>	MOBILE PHONE: <u>801-608-2486</u>	OTHER:	
EMAIL ADDRESS: <u>tanner@ragnarrelay.com</u>		FAX NUMBER: <u>801-499-5023</u>	
SPONSORING ORGANIZATION: <u>Ragnar Events, LLC</u>		Is organization a registered non-profit? ☐ Yes ☒ No (If yes, please provide copy of registration paperwork)	
ONSITE CONTACT: (day/s of event) <u>Tanner Bell</u>		MOBILE PHONE: <u>801-608-2486</u>	
NAME OF EVENT: <u>Ragnar Relay Wasatch Back</u>			
☐ FIRST TIME EVENT	☒ ANNUAL EVENT (How many years?) <u>8</u>	Will a fee be charged for attendance or participation? ☒ Yes ☐ No	

Overall Event Description (Briefly explain event and activities): It is a 200 mile relay race that starts in Logan, UT and ends in Park City, UT. Teams of 12 run relay style for 24 hours to complete the event.

EVENT DATES AND TIMES

EVENT DATE(S): <u>June 18, 2011</u>	EVENT HOURS - START TIME: <u>8 AM</u>	END TIME: <u>10:30 PM</u>
SET-UP DATE/S: <u>June 16-17</u>	TIME/S: <u>8 AM - 6 PM</u>	BREAKDOWN DATE/S: <u>June 17</u>
ESTIMATED ATTENDANCE - PARTICIPANTS: <u>12,285</u>	SPECTATORS: <u>4588</u>	TOTAL: <u>16,873</u>
EVENT LOCATION: <u>Park City High School</u>		

EVENTS WITH ATTENDANCE HIGHER THAT 500 REQUIRES A SUMMIT COUNTY MASS GATHERING PERMIT

City Council Staff Report



Author: Heinrich Deters, Trails Coordinator
Subject: Administrative Policy: Memorial and Community Project Donations
Date: June 2, 2011
Type of Item: Administrative

Recommendation: City Council should hold a public hearing, consider input, and act on the Resolution.

Topic: A policy which facilitates, coordinates, and governs formal City acceptance of memorials, community projects or personal property donations (other than Art) on City owned property or facilities.

Background

For many years, residents of Park City have made and inquired about making donations on City property. Examples of these inquiries include memorial items, such as benches and trees, and community project items associated with programs. While these items can have a clear benefit by augmenting the provision of City services and creating a vested connection to place by contributing residents, no specific policy has been set forth to help provide a process and guidelines to those interested.

Council previously adopted policies pertaining specifically to 'Art' donations, name dedication, and a Volunteer Policy, which applies to community service projects by organizations like Rotary or Eagle Scouts.

This matter was discussed on January 27, 2011, in which staff recommended an administrative policy that would be managed at the staff level. Council however determined that formal public action at Council meetings would result in higher Council accountability and provide opportunity for public input. Therefore, Council directed staff to amend the policy to require City Council approval of all donations and return with a Resolution that could be adopted by Council.

The matter was further discussed on February 17th, 2011, where Council modified aspects of the January 27th direction, per the process, notification and review of each donation. This input included direction to explore a 'tiered' system of processing donations. Under this system, certain donations would require Council approval, while others may be approved administratively.

Analysis

By creating a donation policy, (Exhibit A) staff can provide a process, point of contact and a timeline for requesting residents. Furthermore, staff may be able to help facilitate infrastructure that is not currently budgeted through the "Donations List" (Exhibit G) (may be updated periodically by staff).

General Criteria

All requests will consider the following: Any existing property agreements, regulations or deed restrictions, scope, donor and proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety/risk management, estimated value, relationship to the natural environment, users of the proposed site, future

development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the PCMC “Donations List.” All requests will need to provide a written proposal detailing the offer of donation, in addition to a letter of intent finalizing approved details, design and installation upon acceptance by the City.

Location and Process

Donations will be processed appropriately within a tier system dependent of the proposals location.

Tier 1: Donations which are included in the PCMC Donations List and proposed location is within City Parks, Urban green spaces and along trail corridors (Exhibit F), may be approved administratively by a review committee consisting of Parks, Public Works, Executive and Sustainability Department staffers. The City Manager will notify City Council of any such approval, by means of a Manager's Report.

Tier 2: Donations which are NOT included in the PCMC Donations List and proposed location is within City Parks, Urban green spaces and along trail corridors shall be reviewed by City Council in a regularly scheduled work session meeting.

Tier 3: Donations proposed on City Owned Open Space, identified in Exhibit E, must be compliant with the locations management plan, conservation easement, if any, and shall require City Council approval in a regularly scheduled meeting.

Point of Contact

Prior to this policy, requests were often times made through various departments and staff on an ad hoc basis without city-wide communication. This created issues not only for staff but for applicants. As the policy is written, the Executive Department will provide applicants with a single point of contact and a clarifying policy document. Once an application is completed in its entirety, a review committee, consisting of the Parks Department, Executive Department, Sustainability Department and Public Works, will oversee the remainder of the process.

Installation and Maintenance

The Parks Department may oversee all installations to ensure materials and construction meets City specifications. Routine maintenance for items will be provided at the City's expense. Any “special” maintenance may be requested by the applicant, at their expense. Special maintenance shall be defined as exceeding routine maintenance provided by the Parks Department.

Emergency Donations

Donations made during times of Emergency are exempt from this policy.

Alternatives:

- A. **Approve: Council may approve the attached Resolution adopting a policy for memorial and community project donations on City owned property.**
- B. Modify the request: Council could choose to modify the donations policy as presented in the Resolution. Instead of taking formal action for each donation, Council could direct staff to hold a staff public hearing and then do a Manager's Report before implementing. Thus, Council can see each donation first and if any issues arise, ask for the item to return as a work session item. This is consistent with art located in public places.
- C. Deny the request: Council could not approve the policy at this time.

- D. Continue the Item: Council may feel there is not enough information to make a decision, and have staff return with more information.
- E. Do Nothing: Same effect as continuance.

Significant Impacts

A donations policy and guidelines will help clarify expectations for citizens and staff and help reduce possible conflicts. Furthermore, a cost savings to the City may be achieved through memorial and community project donations that are obtained through the "PCMC Donations List." Finally, rather than providing a staff report for each donation, staff will likely just place each donation on the agenda in order to conserve staff resources.

Departmental Review

This report has been reviewed by the Sustainability Team, Public Works Departments, Parks Department, Executive Department and City Manager.

Recommendation: City Council should hold a public hearing, consider input, and act on the Resolution.

Attachments:

Attachment A: Resolution

Exhibit A to Resolution: Donation Policy for memorial and community projects.

Exhibit B to Donation Policy: Written Proposal

Exhibit C to Donation Policy: Letter of Intent

Exhibit E to Donation Policy: City Open Space

Exhibit F to Donation Policy: City Parks and Urban Green Spaces

Exhibit G to Donation Policy: Donations List

Attachment A

Resolution No. -11

**A RESOLUTION ADOPTING MEMORIAL AND COMMUNITY PROJECT
DONATION POLICY FOR PARK CITY, UTAH**

WHEREAS, creating community character is a top priority for City Council; and

WHEREAS, providing customer service consistent with open and responsive government is a top priority for City Council; and

WHEREAS, protecting the integrity of City property is paramount for the residents in Park City; and

WHEREAS, the City Council discussed the policy on January 27, 2011, and finds the attached policy to be in the best interests of the residents of Park City.

NOW THEREFORE, be it resolved by the City Council of Park City as follows:

1. **Policy Adoption.** The Park City Memorial and Community Project Donation Policy attached as Exhibit A is hereby adopted.
2. **Effective Date.** This Resolution shall take effect upon publication.

PASSED AND ADOPTED this 2nd day of June, 2011.

PARK CITY MUNICIPAL CORPORATION

Mayor Dana Williams

Attest:

Janet M. Scott, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

(Exhibit A)
PARK CITY DONATION POLICY

I. Purpose

To establish a policy for non-artistic donations proposed in public parks, facilities, open space and trails on City property or on public easements.

II. Authorization

The City Council shall retain final authority for accepting donations and/or authorizing any use of City owned property.

III. Objectives

- Ensure uniformity and a timeline for requests
- Facilitate and encourage contributions to the City
- Protect the integrity of City property
- Provide opportunities for residents to augment the provision of City services and create a vested connection to place and community
- Provide customer service consistent with open and responsive government

IV. Qualifying Donations

- Community project enhancements and/or services, such as eagle scout and youth program projects
- Memorial items, such as benches or trees
- Artistic donations **will not be considered**. PCMC has a specific donation policy for art, which is reviewed by the Art Board.
- Third party consideration prohibited. Unless specifically approved by the City Council, third parties, including non-profit organizations, may not market or include donations to the City as part of a donation or additional consideration to that party or organization. The City Council may only approve such arrangements where the consideration is used to offset costs or enhance existing services or donations directly provided by that organization to the City (such as Adopt a Trail programs).

V. PCMC 'Donation List'

PCMC has created a list of items that may represent a benefit to the community but are not currently funded within the budget. It is recommended that all proposals review this list of approved items. Donations identified on this list have a very high probability of being approved.

VI. Process

The purpose of this policy is to establish a uniform process for donations in public parks, facilities, open space and trails on City property or public easements.

The following guidelines will be used when donating items:

A. Written Proposal and Letter of Intent

A written proposal (Exhibit B) must be submitted to the Executive Office at Park City Municipal Corporation for review. The proposal submitted should include: an explanation or scope of the proposed donation; specifications, including type, dimensions, material and proposed location; estimated value of the donation; and any other pertinent information. Additionally, a draft Letter of Intent (Exhibit C), detailing the general criteria and obligations for a donation needs to accompany the proposal.

B. General Criteria

In general, the following criteria will be considered: Any existing agreements, regulations or deeds, proposal, scope, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety, estimated value, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "donations list."

All applications may be reviewed by such city agencies as Engineering, Finance, Parks, Public Works, Sustainability, Water, Recreation or Planning before making a recommendation. Should the donation be proposed for a historic building, site or district, PCMC will consult with the Planning staff and the appropriate Historic Commission. Finally, donations made on property with a conservation easement or deed restriction shall require approval from the easement holder if required per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property.

C. Timeline and Review Process

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal. One of the following responses will be provided:

1. Application acceptance and prepare for Council approval.
2. Application denial due to the applicant not meeting the terms of agreement of general criteria.
3. Application modification request which may include a general modification to the scope of the project
4. No timeframe shall be set for Council approval.

Location and Process

Donations will be processed appropriately within a tier system dependent on the proposals location.

Tier 1: Donations which are included in the PCMC Donations List (Exhibit G) and proposed location is within City Parks, Urban green spaces and along trail corridors (Exhibit F), may be approved administratively by a review committee consisting of Parks, Public Works, Executive and Sustainability Department staffers. The City Manager will notify City Council of any such approval, by means of a Manager's Report.

Tier 2: Donations which are NOT included in the PCMC Donations List and proposed location is within City Parks, Urban green spaces and along trail corridors shall be reviewed by City Council in a regularly scheduled work session meeting.

Tier 3: Donations proposed on City Owned Open Space, identified in (Exhibit E), must be compliant with the locations management plan, conservation easements, if any, and shall require City Council approval in a regularly scheduled meeting.

D. Implementation

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

This donation agreement shall be appurtenant to the following location and project: _____

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

3. Installation

Park City Parks Department will oversee and provide for the installation of all donations. Donations requiring installation services outside of the Parks Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks Department shall approve final locations and the installation timeline for all donations.

4. Location

PCMC reserves the right to amend and/or reject any location provided by the applicant, based on any existing agreements, regulations or deeds, scope, proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

5. Vandalism & Maintenance

All normal maintenance costs are at the City's expense, however, no special maintenance and/or replacement will be undertaken. Special maintenance shall be defined as exceeding normal maintenance as determined and provided by the Parks Department. Payment will be made by check payable to Park City Municipal Parks Department. The Parks Department will replace a tree within one year of the planting of the tree but will not be responsible after two years. The City reserves the right to relocate any donation.

6. Plaques

No upright, free standing signs or plaque donations are allowed without City Council approval. The City will allow at specified sites an engraved (12"x 8") 96 square inch or smaller engraved flat stone that can be placed at the foot of a donation. Other items may have a plaque placed or engraved. These Plaques/engravings will be (4"x 4") sixteen square inches in size. Other details such as materials and wording must be approved by the City as part of the written proposal.

7. Materials

All donated benches and species of trees must be approved by the Parks Department. Materials or items not specified within this document will be reviewed and approved by the City Engineer. Trees may only be planted

between May 15th to October 1st; weather permitting approved and coordinated with the Parks Department.

8. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

9. Other

This agreement shall be in effect for the life of the donated item in accordance with generally applicable standards administered by the Finance Department.

(Exhibit B)
Written Proposal

Date: _____

Applicant: _____

Address: _____

Phone: _____

Email: _____

Scope of donation(s) *(Why and what are you submitting for this request?)*

Location *(Where are you proposing to donate the item(s)? maps, photos are encouraged. Please be specific)*

Type of Donation *(Please provide size, shape, materials, quantity of donation.)* _____

Approximate Cost of Donation

(Exhibit C)
Donation Letter of Intent

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

This donation agreement shall be appurtenant to the following location and project: _____

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

3. Installation

Park City Parks Department will oversee and provide for the installation of all donations. Donations requiring installation services outside of the Parks Department's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Parks Department shall approve final locations and the installation timeline for all donations.

4. Location

PCMC reserves the right to amend and/or reject any location provided by the applicant, based on Any existing agreements, regulations or deeds, scope, **donor or proposal**, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental concerns, visibility and accessibility and if the item is identified on the PCMC "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

5. Vandalism & Maintenance

All normal maintenance costs are at the City's expense, however, no special maintenance and/or replacement will be undertaken. Special maintenance shall be defined as exceeding normal maintenance as determined and provided by the Parks Department. Payment will be made by check payable to Park City Municipal Parks Department. The Parks Department will replace a tree within one year of the planting of the tree but will not be responsible after two years. The City reserves the right to relocate any donation.

6. Plaques

No upright, free standing signs or plaque donations are allowed without City Council approval. The City will allow at specified sites an engraved (12" x 8") 96 square inch or smaller engraved flat stone that can be placed at the foot of a donation. Other items may have a plaque placed or engraved. These Plaques/engravings will be (4" x 4") 16 square inches in size. Other details such

as materials and wording must be approved by the City as part of the written proposal.

7. Materials

All donated benches and species of trees must be approved by the Parks Department. Materials or items not specified within this document will be reviewed and approved by the City Engineer. Trees may only be planted between May 15th to October 1st; weather permitting approved and coordinated with the Parks Department.

8. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

9. Other

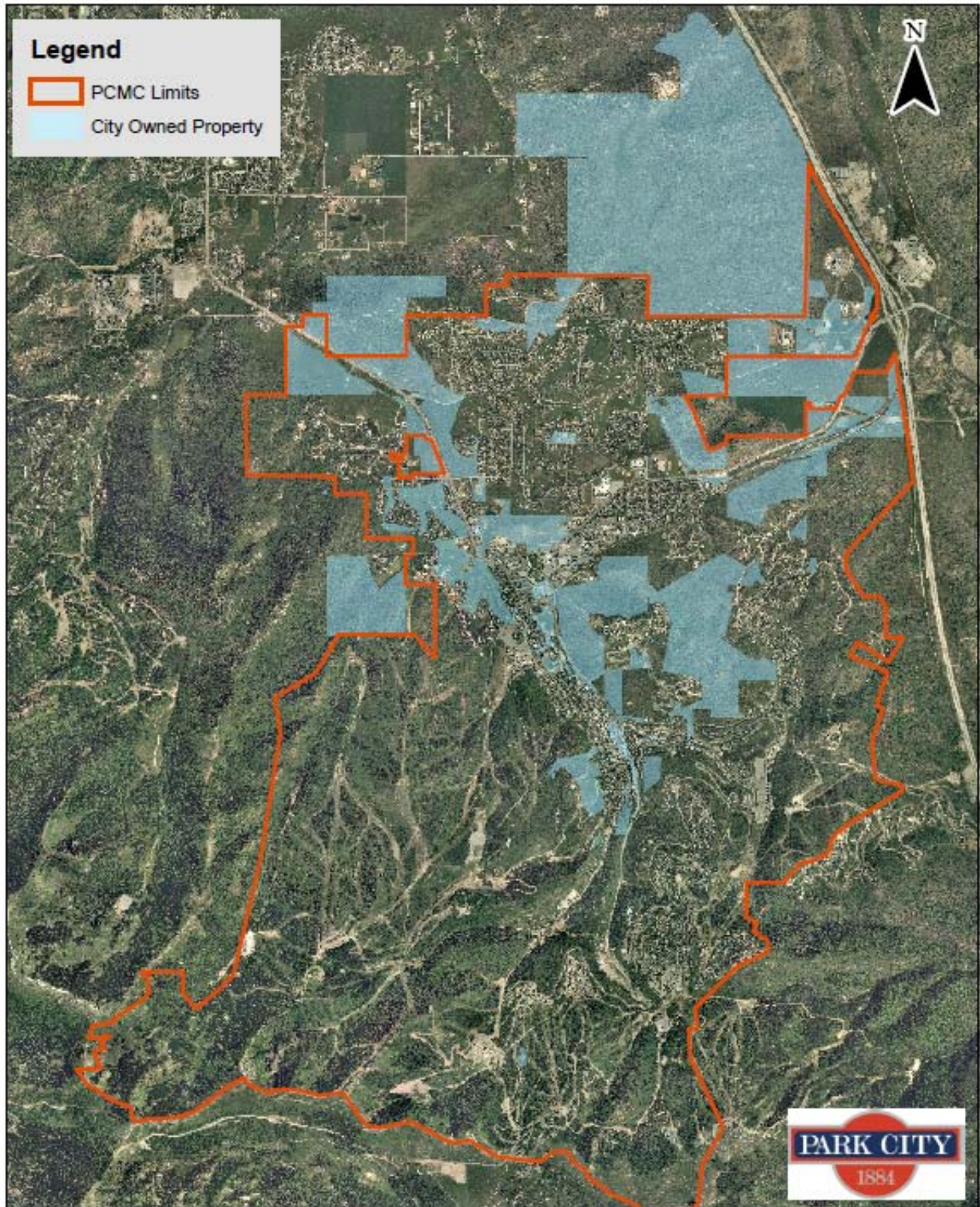
This agreement shall be in effect for the life of the donated item in accordance with generally applicable standards administered by the Finance Department.

THIS AGREEMENT is made by and between PARK CITY MUNICIPAL CORPORATION (City) and _____(Donor(s)) to set forth the terms and conditions under which the City will permit the applicant to donate certain improvements on City property at _____ (location), Park City, Utah. Subject to the following terms and conditions of this agreement.

DATED this _____ day of _____, 20__.

EXHIBIT E

PCMC Owned Property



Park City Open Space (Exhibit E description continued)

1. Round Valley Open Space
2. Osguthorpe Conservation Easement
3. Armstrong Open Space
4. April Mountain/Masonic Hill Open Space
5. McPolin Farm Open Space (does not include barn structures and patio area)
6. Willow Ranch/Aspen Springs Open Space
7. Coalition Park Open Space
8. Rail Trail
9. Virginia Mining Claims/Rossi Hill Open Space
10. Iron Mountain/Colony Open Space
11. Town Lift
12. Quinn's Complex Open Space
13. PRI parcel
14. Quarry Mountain Open Space
15. Park City Heights Open Space
16. McLeod Creek Open Space (not including trail corridor)
17. Pace Open Space
18. North 40 Open Space
19. Triangle Parcel
20. Eagle Mountain Open Space
21. Huntsman Parcel adjacent to Hwy 224

Park City Urban Spaces and Parks (Exhibit F)

PARK CITY CEMETERY
CARL WINTERS
CITY PARK
MARSAC (No trees)
RACQUET CLUB
THAYNES CREEK RANCH
TRANSIT CENTER (No trees)
UPPER CHINA BRIDGE (No trees)
LOWER CHINA BRIDGE (No trees)
T.M.I. PARKING (No trees)
OLYMPIC WELCOME PARK
6TH STREET (No trees)
CREEKSIDE PARK
COALITION PARK
MAIN STREET WALK (No trees)
CITY PARK REC. BUILDING
SOUTH END OF CITY PARK
PROSPECTOR PARK
PROSPECTOR BUFFER STRIP
MAKING TRACKS
HUNTSMAN PARK
TROLLEY TURN AROUND
224 MEDIAN (No trees)
SANDRIDGE PARKING
SKATE PARK
248 MEDIAN (No trees)
ROTARY PARK (No trees)
RAIL CENTRAL (on open space list)
HILLSIDE PARK
SENIOR CITIZENS CENTER
SIDEWINDER PARK
PUBLIC WORKS
MAWHINNIE PARK
HACKNEY COURT
SUNSET COURT
RIVER BURCH COURT
WHITE PINE
RED MAPLE
QUAKING ASPEN
MOUNTAIN OAK
RED PINE
QUINN'S – PARK CITY SPORTS COMPLEX
HOLIDAY RANCH PARK STRIP
COMSTOCK PARK STRIP (COMING SOON)
HILLSIDE PARKING LOT
ROUNDAABOUT
BONANZA MEDIAN/PARK STRIP (COMING SOON)
Poison Creek Pathway
McLeod Creek Pathway

Crescent Tram area
Round Valley Way Trailhead
Cove Trailhead
Quinn's Trailhead
Lost Prospector Trailhead
Guardsman Pass Trailhead
Park City Recreation Center Park/Outdoor areas
Solamere Trailhead
Mid Mountain Trailheads
Lost Prospector Trailhead

DONATIONS LIST (Exhibit G)

All proposed donations must meet City specifications and be approved by the Parks Department.

- Interior Plants
- Trees
- Shrubs
- Flowers
- Picnic tables
- Benches
- Playground equipment
- Drinking fountains (existing water service must be considered)
- Doggy dispensers or bags
- Ball Field Conditioner
- Ball Field Bleachers
- Recreational Equipment – (ball sports, swimming, exercise, etc.)
- Soccer or Lacrosse goals or nets
- Garbage cans
- Shade Structures
- Memorial Markers
- Flags (national or municipal)
- Trailhead (tools) kiosk/informational items
- Signage (informational and without sponsorship)
- Trailhead Kiosk
- Bicycle Racks