PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 28, 2015

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, May 28, 2015.

CLOSED SESSION

2:30PM To discuss Property, Personnel and Litigation

WORK SESSION

3:45PM Council Questions and Comments and Manager's Report

Manager's Reports: Blyncsy Deployment; Shared Lane Markings; Purchase a Vactor Truck for Purposes of Cleaning Storm Water System *PG 4*

4:00PM City Manager's Recommended Budget PG 9

4:45PM Pubic Art Advisory Board - Strategic Plan and Policy Changes Review and Provide Direction on Proposed Strategic Plan and Policy Changes. PG 101

5:15PM Water Elevation Based Surchage PG 108

REGULAR MEETING

6:00 PM

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

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

IV. CONSIDERATION OF MINUTES

1. Consideration of Minutes from March 26, April 2, and 16, 2015 PG 134

V. CONSENT AGENDA

1. Council Consideration to Execute a Change Order in the Amount of $23,700.34 Authorized by the City Manager for the Design and Construction Management of the Stoneridge Trails and Trailhead Project. PG 152

2. Consideration Authorizing the City Manager to Execute the First Amendment to the Professional Services Agreement, in a Form Approved by the City Attorney, with AECOM (Formerly URS Corporation) for Services Related to the Engineering Evaluation/Cost Evaluation (EE/CA) Professional Services Aspects of the Richardson Flat Tailings Site OU4 (The Prospector Drain) Administrative Order on Consent (AOC) for an Increase to the Contract in an Amount Not to Exceed $95,485 PG 157

3. 2015 Pavement Management Program Accept the 2015 Pavement Management Bids and Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney With: 1.Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the Amount of $509,908.05 2.Morgan Pavement, for Slurry Seals, and Crack Seal, in the Amount $211,136.92 3.Kilgore Companies, for Trail Seal Coat in the Amount of $18,844.65 PG 165

4. Consideration Authorizing the City Manager to Sign the Service Provider/Professional Services Agreement with Fehr and Peers for Professional Services Related to the Preparation of a Transportation Demand Management Plan in the Amount of $252,526 in a Form to be Approved by the City Attorney PG 172

VI. PUBLIC HEARING

1. Public Hearing to Receive Comment with Regard to the City's Issuance of Approximately $19,500,000 Industrial Revenue Refunding Bonds, Series 2015 (United States Ski and Snowboard Association) and Final Approval by the City Council. PG 188

VII. OLD BUSINESS

1. Consideration of the 205 Main Street Plat Condominium Record of Survey Pursuant to Findings of Fact, Conclusions of Law and Conditions of Approval in a Form Approved by the City Attorney. PG 200

VIII. NEW BUSINESS

1. Council Consideration to Ratify Terms Associated with a Public Easement for a Pedestrian and Bicycle Pathway and Related Appurtenances Between Park Avenue Condominiums (PAC) and Park City Municipal Corporation (PCMC) with a Total Compensation of Eighty Eight Thousand Dollars. ($88,000). PG 231

Public Hearing/Action

2. Consideration of the Master Festival License Application for the Library Grand Opening to be Held on June 13, 2015. PG 242

Public Hearing/Action

IX. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4 p.m. to 9 p.m. Posted: 05/26/15 See: www.parkcity.org

MANAGER'S REPORT – 5/28/2015

Submitted by: **Heinrich Deters**
Subject: **Shared Lane Markings**

On July 10 2014, City Council provided staff with direction to implement a Shared Lane Marking or 'Sharrows' pilot project. Consistent with criteria provided in the staff report and supported by certified traffic engineer, Staff recommended placing the symbol on the following streets:

- Prospector Drive
- Sidewinder Drive (Commercial area)

Council provided further direction to place the symbols on:

- Park Avenue, between Deer Valley Drive and Heber Avenue.

Since July 2014, InterPlan, the consultant working on the project, collected base line data and performed on site observations. The Streets Department has procured a contractor to provide painting services for the Sharrows, as well as, other street markings. The symbols will be implemented on Prospector Dr. and Sidewinder Dr. within the next few weeks, weather permitting. Implementation of the symbols on Park Avenue will be delayed to late July, to accommodate the scheduled mill and resurfacing of the street as part of the City's ongoing pavement management.

Staff intends to collect data associated with the project after implementation, including vehicle and bicycle spacing, bicycle counts, accident data and possible impacts to transit times along the Park Avenue corridor. This data will be compared to the baseline information. Furthermore, survey information and public input will be garnered. Finally, staff intends to return to Council in the late fall for an evaluation of the project.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

MANAGER'S REPORT – 5/28/2015

Submitted by: **Matthew Abbott**
Subject: **Blyncsy Deployment**

Blyncsy

Blyncsy <http://www.blyncsy.com/> is a Utah based technology startup with mentorship and support from Pando Labs <http://www.pandolabs.org/>. Blyncsy uses sensors (Image 1) to anonymously detect cell, WiFi, and Bluetooth signals to determine the flow of smart devices. A network of sensors can be used to determine the flow of smart devices through a given area. This data is used to generate real time heat maps and help identify population behaviors. Blyncsy has active pilot projects with The University of Utah and Snowbird Ski Resort.

Blyncsy Deployment

After multiple meetings with Blyncsy, staff has engaged Blyncsy in a basic pilot of 20-25 Blyncs™ sensors. The hope is that this anonymous data will help us better understand how our population, employee base, and visitors flow throughout town. This data should provide key insights on traffic, parking, and bottlenecks. Real time, longitudanal data of this nature will provide valuable insights to seasonal variations, special events, peak skier days, conversions to Main Street, and much more. Our work with Blyncsy is meant to complement current efforts dedicated to transit, traffic, parking, and economic diversification. Staff is working with Blyncsy to identify and share pertinent data sets. Again, this is anonymous data with no ability to identify or track individuals.

Image 1 - Blyncsy's Blyncs™ Sensor

Image 2 - Proposed Scope

Image 3 - Proposed Scope for Main Street

Respectfully:

Matthew Abbott, Enviromental Program Manager

MANAGER'S REPORT – 5/28/2015

Submitted by: **Troy Dayley**
Subject: **Purchase a Vactor Truck for Purposes of Cleaning Storm Water System**

Acronyms: SBWRD- Snyderville Basin Water Reclamation District
MS-4- Municipal Separate Storm Sewer System

As part of our overall Strom Water Program including the new MS-4 requirements staff is moving forward with the purchase of a Vactor truck. This truck will be used to clean our 39 miles of piping and 1,653 storm inlet boxes. Our current program cleans shallow inlet boxes with our street sweeper attachment (vacuum hose). While this equipment helps in removal of sediment it doesn't remove debris from our deeper boxes or clean conveyance pipe. Both the County and SBWRD have assisted Park City in the past during emergency situations cleaning obstructions and sediment from our system. This new truck will be key in creating a maintenance program as part of our overall Storm Water Program that will encompass MS-4 requirements.

Staff has determined the Vactor brand cleaner attached to a Freightliner chassis will be the best fit our needs. Both Summit County and SBWRD have owned and operated jet-vac trucks for several years and their input was helpful in our selection process. Additionally, we brought in a demo unit for Street and Fleet Staff to look at and provide input. Ultimately, we are requesting a truck similar to Summit County's. The purchase of this truck and all MS-4 requirements will increase the service levels to our storm water draining system. Much of our storm water infrastructure has had minimal maintenance due to lack of proper equipment. This new Vactor truck will be the largest truck in our fleet and capable of cleaning long runs of storm water piping allowing us to meet the requirements within the mandate, reducing pooling and flooding throughout our neighborhoods, and improving the quality of downstream water.

As part of the FY 2017 budget process staff will request two full time operators to begin cleaning the 39 miles of piping. With this new equipment, staff anticipates it will take 5 years to completely clean our system. The two full time positions will offset during the winter by eliminating two seasonal snow plow operators. Additional responsibilities will also include MS4 compliance programs. Until full time staffing is appropriated we plan to utilize existing staff to clean the troubled inlet boxes and conveyance pipe. Funding for the purchase is available through the approved Storm Water CIP. Procurement is completed through two State

Contracts, Freightliner Cab and Chassis and the Vactor cleaner unit. Below is a photo of the size and model being purchased.

Respectfully:

Troy Dayley, Streets Supervisor

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

The City Manager Recommended Budget was presented and adopted by City Council on May 7. Over the next four weeks staff will present various aspects of the budget to Council. This week staff will present the Results Team Budget Recommendation for Departmental Requests through the Biennial Strategic Plan framework. Council should provide direction to staff on any recommended changes to the Final Budget. On June 18, the City Council will hold a public hearing and City Council will adopt the Final Budget.

Respectfully:

Jed Briggs, Budget Operations Manager

City Council
Staff Report

Subject: City Manager's Recommended Budget
Author: Jed Briggs & Kory Kersavage
Department: Budget, Debt, & Grants
Date: May 28, 2015
Type of Item: Informational/Discussion

Executive Summary:

The City Manager Recommended Budget was presented and adopted by City Council on May 7. Over the next four weeks staff will present various aspects of the budget to Council. This week staff will present the Results Team Budget Recommendation for departmental requests through the Biennial Strategic Plan framework. Council should provide direction to staff on any recommended changes to the Final Budget. On June 18, the City will hold a public hearing and City Council will adopt the Final Budget.

Recommendations:

Hold a discussion on the City Manager Recommended Budget and the Results Team Budget Recommendations. Council should provide direction to staff on any recommended changes for the Final Budget.

Topic/Description:

FY 2015 Adjusted Budget and FY 2016 City Manager Recommended Budget

Acronyms

BFO – Budgeting for Outcomes
FY- Fiscal Year
CIP – Capital Improvement Plan
RDA – Redevelopment Authority
ACA - Affordable Care Act
FIAR - Financial Impact Assessment Report
URS – Utah Retirement System
CEMP – Comprehensive Emergency Management Plan
P&P - Personnel Policies and Procedures
LOS – Level of Service
PPE – Personal Protective Equipment

Background:

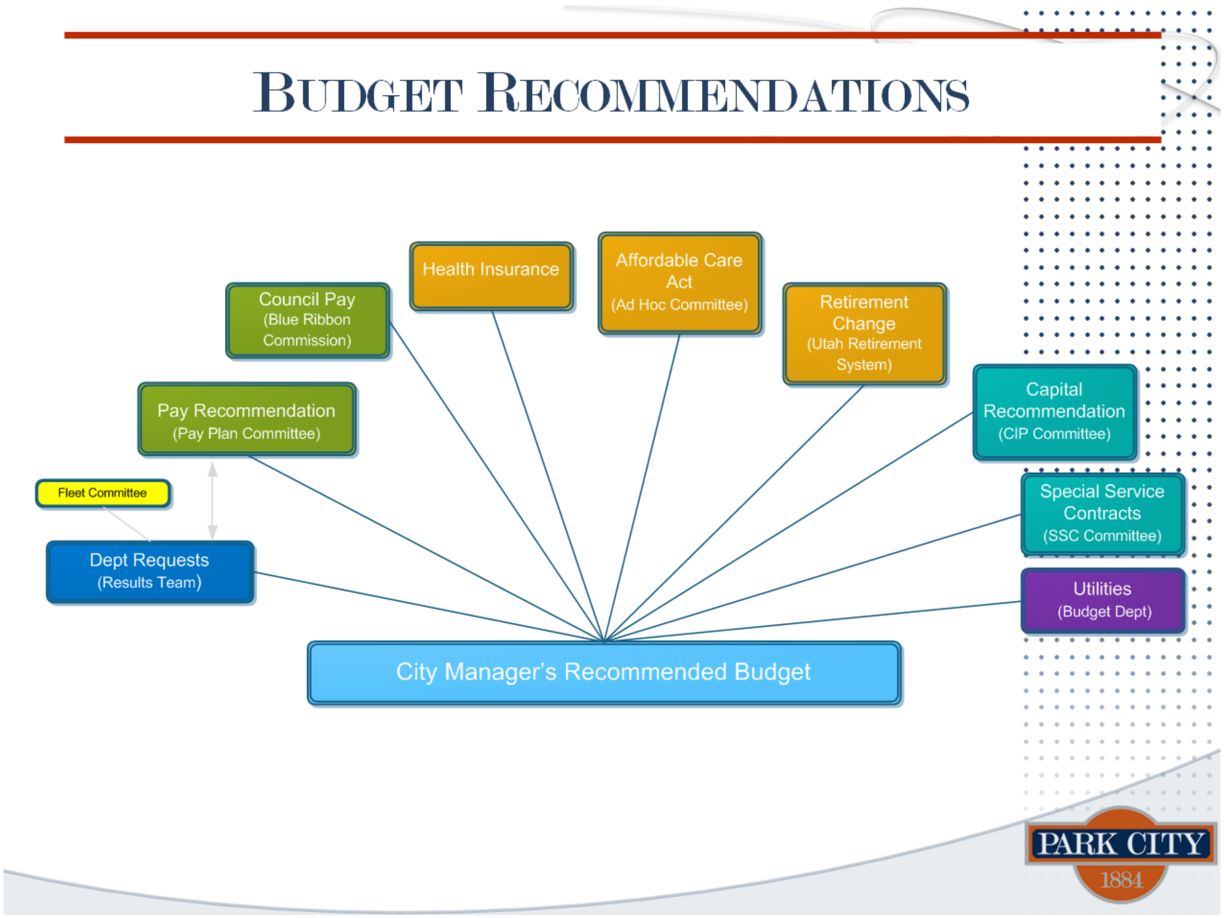
This budget season will be the second year of the budget biennium. Between now and June we will be working on adjusting the FY 2015 Budget as well as developing the FY 2016 Budget.

The City Manager Recommended Budget is constructed drawing upon Council input and direction received during the Council Retreat in January/February, as well as Council input received during work sessions and study sessions throughout the year.

During a Council work session (Feb. 26), Council was presented with the Financial Impact Assessment Report (FIAR) projection of the City's expenditures and revenues over the next ten years. In essence, the FY16 budget has to fit within the confines of the FIAR's projected expenditure increases (based off of a 10-year historical analysis of an average annual increase of Park City's expenditures), approved by Council. The funding level recommendation has to account for what could be considered "inflationary" increases like Pay Plan, health insurance, and retirement as well as more discretionary increases like Affordable Care Act (ACA) provisions, departmental requests, CIP enhancement, etc.

Below are the City's Long-Term Budget Strategies for crafting the City Manager Recommended Budget:

1. Budget draws upon Council input from Council Retreat and FIAR projections as a guide
    - Priority-driven operating budget based upon Council's goals, objectives, and desired outcomes
2. Two-year budget process with fewer budget requests coming in the "off-year" (the "off-year" is FY16 in this particular biennium budget)
    - Second-year budget requests that will be considered are ones that
        i. will come with revenue offsets;
        ii. are accompanied by expense reductions, or that;
        iii. are required by law; or
        iv. are necessitated by market/environment changes that happened since the last budget adoption (since the adoption of the FY15 budget, in this case)
3. Budget committees' recommendations will be considered
    - Committees include Results Team as well as CIP, Pay Plan, Benefit, and Fleet committees and any other ad hoc committees needed for unique circumstances
    - Results Team will make recommendations by considering BFO score, manager's bid request, established need, available resources, and performance measures
4. All operating and capital budget requests should be considered during the budget process
5. General Fund budget surplus should be used for capital projects

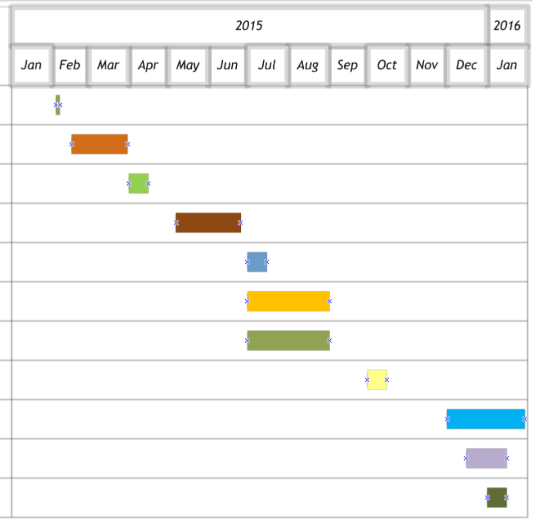


Utah State law requires that the City Manager present to Council a balanced budget at the first regularly scheduled Council meeting in May. A balanced budget is defined by Utah Code: "The total of the anticipated revenues shall equal the total of appropriated expenditures." The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. Between the first City Council meeting in May and the presentation of the Final Budget on June 18, the Council has the opportunity to review the proposed budget, consider public comment, and finally, adopt a balanced budget. Before June 22 the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget in August.

Budgetary control of each fund is managed at the department level. Department managers play an active and important role in controlling the budget. The City Council may amend the budget by motion during the fiscal year; however, increases in overall fund budgets (governmental funds) require a public hearing. Enterprise fund budgets may be increased by the City Council without a public hearing. Expenditures may not legally exceed appropriations at the overall department level.

The high level timeline for the strategic planning and budget process was provided to City Council during their annual retreat and is as follows:

ID	Task Name	Start/Ongoing	Finish	Duration
1	Council Retreat	2/4/2015	2/6/2015	3d
2	Results Team deliberation	2/16/2015	3/30/2015	31d
3	Quarterly Goal Update (Q3.FY15)	4/1/2015	4/15/2015	11d
4	Council Budget Hearings	5/7/2015	6/25/2015	36d
5	Quarterly Goal Update (Q4.FY15)	7/1/2015	7/15/2015	11d
6	Business Plan FY16 Update	7/1/2015	9/1/2015	45d
7	Biennial Plan FY16 Revision	7/1/2015	9/1/2015	45d
8	Quarterly Goal Update (Q1.FY16)	10/1/2015	10/15/2015	11d
9	BFO Departmental Submission	12/1/2015	1/29/2016	44d
10	Biennial Plan FY16 Off-year Update	12/16/2015	1/15/2016	23d
11	Quarterly Goal Update (Q2.FY16)	1/1/2016	1/15/2016	11d



The timelines and process for the budget hearings is detailed below:

Feb 26 – FIAR presentation, monthly budget report, budget kickoff (Biennial Strategic Plans update).

May 4 - Staff delivered the City Manager Recommended Budget (Tentative or Proposed Budget) to City Council. Discussion/action is slated for these dates as follows, barring changes as needed:

May 7 – Presentation of the Tentative Budget, Budget Overview & Timeline, Update of Financial Impact Assessment Report (FIAR), and Benefits (pay plan, URS-Retirement, Health Insurance). Presentation and adoption of the Tentative Budget.

May 14 – CIP Budget presented.

May 28 – Operating Expenditures - Biennial Strategic Plan Team Presentations.

June 4 – Personnel Policies and Procedures (P&P) Manual, City Fee Presentation, Council Compensation, Budget Policies, Outstanding Budget Issues, Adopt CEMP update by resolution

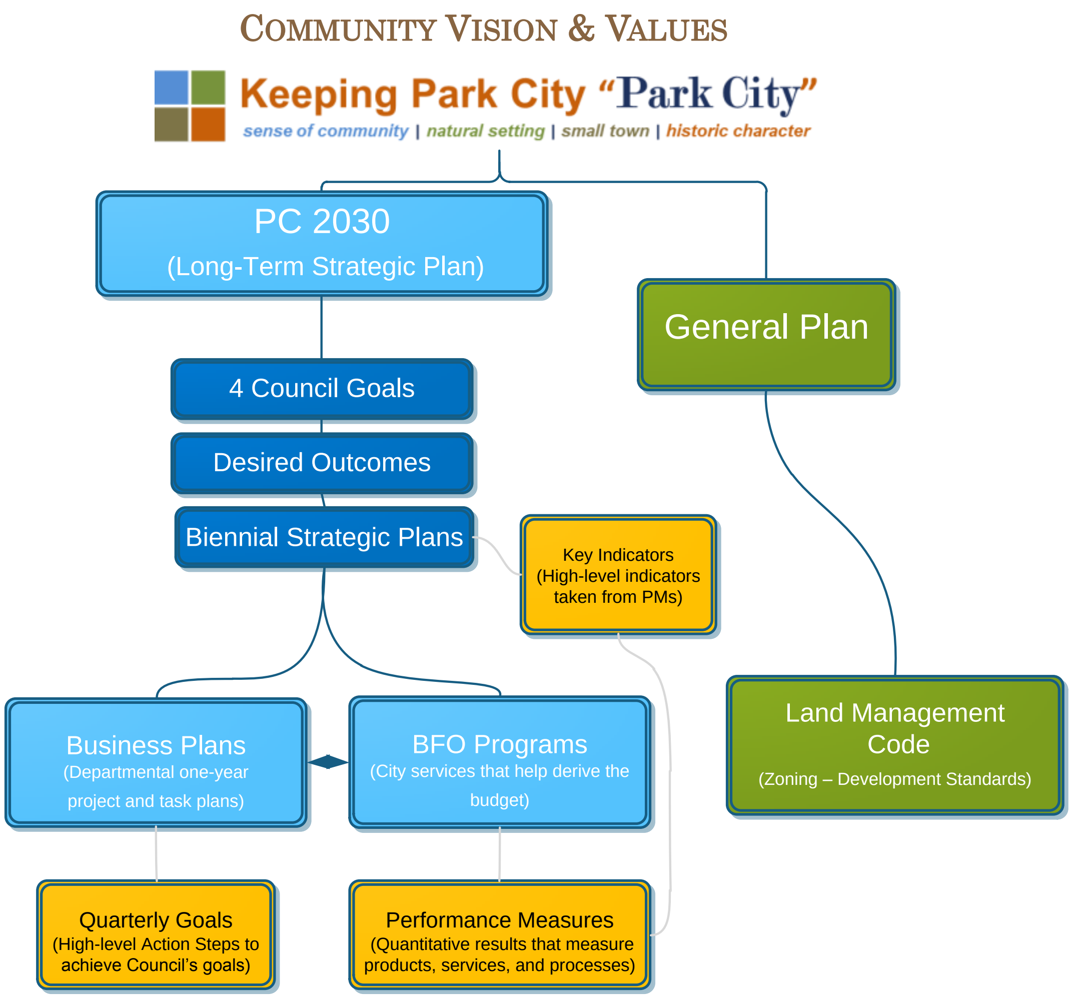
June 18 – Presentation & Adoption of Final Budget (if no property tax increase), Adoption of Provisional Budget (if property tax will be increased), City Fee Resolution, and Council Compensation adoption.

Analysis:

Biennial Strategic Plans Update

When the City Council met in January, 2014, at its annual visioning workshop, the Mayor and Council reaffirmed their long-range vision for Park City and updated their annual action plan. At that time Council reviewed and approved four goals for Park City which are highlighted below:

- Preserving & Enhancing the Natural Environment
- World Class, Multi-Seasonal Resort Destination
- An Inclusive Community of Diverse Economic and Cultural Opportunities
- Responsive, Cutting-Edge & Effective Government



The four Council Goals represent what the leadership of Park City Municipal Corporation believes is most essential to focus its attention and resources in order to realize the Community Vision. The Goals are a key component of Park City's Strategic Plan, not only for Council but for residents and Park City staff as well. They provide a philosophical foundation for the Council in its role as a policymaking body. For residents, the Goals provide a detailed definition of success. For Park City staff, they provide guidance on how to manage finite resources in the face of nearly infinite expectations.

In order to ensure results and accountability, Desired Outcomes and Key Indicators were built into the Biennial Strategic Plans. The Desired Outcomes are observable effects that visibly demonstrate success in each Goal area. They are the guideposts for making funding and planning decisions. Similarly, the Key Indicators are high-level measures that gauge effectiveness and allow Park City stakeholders to compare their performance to that of similar service providers and monitor their efforts over time. They also help determine if we are moving the "dial" on achieving the Desired Outcomes. The Key Indicators selected do not represent the totality of measures that could be used, rather they are those that best communicate whether we are meeting the expectations set forth in the community visioning process. Both the Desired Outcomes and Key Indicators are tied to the Budgeting for Outcomes process, which helps ensure that resources are allocated to the most effective efforts related to achieving the community's vision.

Budget Process

The budget process is an essential element of financial planning, management, control, and evaluation for the City. It provides an opportunity for the citizens paying for governmental services to be heard by their elected representatives.

Currently, the City employs a Budgeting for Outcomes (BFO) process that focuses on Council priorities and objectives as the driving factor for determining the annual budget. BFO is a way to link Council's policy goals to the day-to-day management operations of the City. Council's Goals are taken into account when department managers identify which Desired Outcomes will be met when requesting budget operating and capital options. Furthermore, to ensure that Council's goals are carried out, department managers must also identify and refer to them when making Quarterly Goal Action Steps, which are high-level projects and/or tasks.

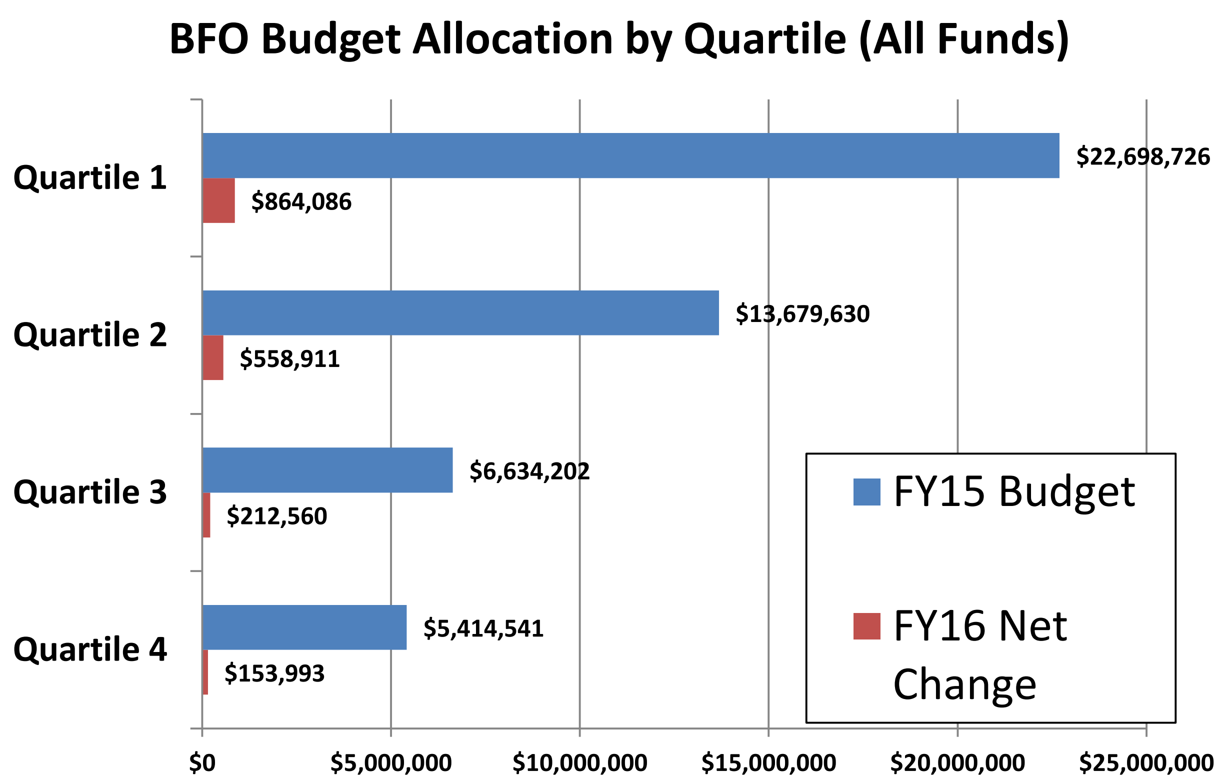
BFO provides a comprehensive review of the organization, identifying every program offered and its cost, evaluating the relevance of every program on the basis of the community's priorities, and ultimately guiding elected officials to the policy questions they can answer with the information gained from the process. Thus, BFO will inform the development of the City's 2016 Budget and serves as a tool to identify potential service reductions and eliminations. By creating Desired Outcomes within Council goals and then receiving offers from City departments, the City can make better-informed decisions regarding the prioritization and cost of City services and programs.

The Results Team

The Results Team (staff-led budget committee) receives service proposals (bids) for programs and activities in each Council goal. These BFO programs are scored by departmental managers based off of scoring criteria that were discussed during the Council Retreat. The Results Team reviews these scores and changes them to arrive at a composite score agreed on by the group. This provides the ranking of proposals within each Council goal with a quartile ranking as well, numbered from 1 to 4, with 1 being the highest ranking and 4 the lowest.

The Results Team then identifies questions or gaps in specific proposals and requests additional information from the proposal owner, including potential implications of level of service adjustments or the suggestion of additional collaboration. The scoring and prioritization of the BFO programs is the start of the discussion on where to fund programs—not the end. Decisions on budget enhancements or decreases are based on the scoring of each BFO program, as well as the department manager's rationale, established need, and availability of resources. The team discusses their overall rankings and rationale for budget enhancements or decreases and prepares a final recommendation to the City Manager, who examines and refines this recommendation and may include it in the overall budget recommendation.

The figure below shows how the ranking breaks out, by quartile, in the FY2016 recommended budget.



BFO Budget Changes Highlighted

It is important to note that a high rating of a program will not guarantee that a program will be recommended to be retained; nor does it guarantee that a lower-ranking program will be proposed for elimination. Also, the rankings do not reflect whether a program is being delivered in the most efficient manner. The prioritization process provides valuable information for budget proposal development and City Council deliberation. It is not the "only answer" on to how best to determine the City’s budget.

Budget Constraints

It is the intention of BFO for managers to submit the most cost-effective program budgets. In theory, this could result in budget decreases from previous fiscal years, however, in most cases managers feel that their current budget level is the lowest it can be without impacting levels of service. If anything, some managers feel that their current budgets are not adequate enough to provide the level of service required, due to existing and projected demands levels and because of extensive budget cuts during the recession years.

Most cities start using BFO or a similar tool when experiencing significant decreases in revenues because it allows them the opportunity to cost out and prioritize all the cities services and decrease or cut the services that score low. With modest revenue increases projected and knowing that further cuts could result in a decrease to levels of service, the Results Team made the decision to recommend a budget that minimally cuts departmental budgets and increases only for items that score high or an immediate need was obvious. Albeit, there are still programs that scored high that are not included in the proposed FY16 budget, simply due to budget constraints.

Results Team Recommendation

The Results Team has to make tough decisions in order to fit their recommendation within the confines of the FIAR’s projected expenditure increase, which also has to cover inflationary costs like Pay Plan, health insurance, retirement, and any other non-departmental budget increases. On May 28 the Results Team will present their recommendations organized through the Biennial Strategic Plans. The recommended budget increase needed to come in under $335k in the General Fund. The General Fund net increase (once revenue and expenditure offsets are taken into account) is $336k with $900k in requests. Below are some of the highlights:

Dept	Request	Description	Recommendation
Building*	$239,000	Personnel, Materials & Supplies	$40,000
Library	$220,000	Personnel, Materials & Supplies	$143,000
Engineering	$124,000	Personnel	$124,000
Planning	$100,000	Contract Services	$35,000
Recreation	$78,000	Personnel	$30,000
Bldg Maint	$53,000	Materials & Supplies	$50,000
Others	$85,000	Personnel, Materials & Supplies	$71,000
	$899,000		$493,000
		Expenditure & Revenue Offsets	-$157,000
		Net Increase	**$336,000**

Results Team Recommendation (General Fund)

*The Building Department personnel request was bumped to Executive and a $60k option is recommended. Also, $54k in computer software was requested, but this was moved to the CIP process and recommended in the CIP.

Council's Goals

The four Council Goals represent what the leadership of Park City Municipal Corporation believes is most essential to focus its attention and resources in order to realize the Community Vision. The Goals are a key component of Park City's Strategic Plan, not only for Council but for residents and Park City staff as well. They provide a philosophical foundation for the Council in its role as a policymaking body. For residents, the Goals provide a detailed definition of success. For Park City staff, they provide guidance on how to manage finite resources in the face of nearly infinite expectations.

The Desired Outcomes are observable effects that visibly demonstrate success in each Goal area. They are the guideposts for making funding and planning decisions. Desired Outcomes are tied to the Budgeting for Outcomes process, which helps ensure that resources are allocated to the most effective efforts related to achieving the community's vision.

There are four goals that the City Council has set, which all city programs are tied to:

1. Preserving and Enhancing the Natural Environment
2. World Class, Multi-Seasonal Resort Destination
3. Inclusive Community of Diverse Economic & Cultural Opportunities
4. Responsive, Cutting Edge & Effective Government

World Class, Multi-Seasonal Resort Destination

The resort experience continues to exceed expectations. Park City is known as a premier resort destination because of its distinct and recognizable brand, a seamless network of multimodal transportation, and interconnected resorts. Visitors and residents feel safe throughout the community and find that Park City has struck a unique balance between tourism and local quality of life. Tourism remains a chief driver of Park City's economy due to its accessibility, quality snow, and great summer weather. World-renowned recreational opportunities and an expansive trail network are the center of activity, complemented by multi-seasonal special events and unique, locally-owned businesses. Park City full and part-time residents recognize the exceptional benefits the economic base provides and the paramount importance of fostering and expanding the resort economy in harmony with community values. The total City Manager recommended budget for this Council Goal is $20,616,316 up from $20,213,813.

Desired Outcomes and Results Team Budget Recommendations:

- Accessible and world-class recreational facilities, parks and programs
    - **Recreation:** Increasing the level of service with a new Assistant Recreation Manager and Front Desk Team Leader and partially offsetting these positions by removing the Recreation Coordinator and Front Desk Team Leader positions. The need for these changes is due to the growth in programs, classes and the success of the PC MARC. The department has not added a full-time staff person since at least 2003 and needs to in order to continue to provide a high level of service to the community. Total increase of $29k with $13k revenue offset. Recommended due to established need and revenue offset.

Position	Grade	Tot Bud Amt
Recreation Assistant Manager	E07	$114,110
Business Marketing Coordinator	N09	-$80,878
Recreation Coordinator	N08	-$71,434
Front Desk Team Leader	N07	$66,272
	Total	**$29,538**

- Balance between tourism and local quality of life
- Varied and extensive event offerings
- Unique and diverse businesses
    - **Economy:** Recommended $50k increase to cover Economic Development Grants out of Lower Park & Main Street RDA as well as $10k out of the General Fund. Currently the budget policy allows for $20k annually in ED Grants, which has never actually been funded in the budget. Over the years the City has funded 8 grants in 9 years of availability with no allocated resource. This request would formalize funding in the budget of the existing program ($20k) plus an incremental $30k. Typically, these requests have all been paid out of the Lower Park RDA, which is why it is split amongst the RDAs as well as the General Fund. These budgets should act as placeholders—if there is no request then they should not be used. There is only $10k in the General Fund because the funding had to compete with other requests that were prioritized higher. In addition, any request over $10k can get funding from the General Contingency Fund if necessary.
- Accessibility during peak seasonal times
- Well-utilized regional public transit
- Walkable and bike-able community
- Multi-seasonal destination for recreational opportunities
- Internationally recognized & respected brand

Preserving and Enhancing the Natural Environment

Park City is proud that it is recognized as a model environmentally-conscious community. Residents develop, participate in and support initiatives to protect the long-term health of the natural environment and Park City policies and investments work in concert with these efforts. Carbon reduction, energy and water conservation programs and open space acquisition not only attract residents and visitors to Park City, but also advance community environmental goals and preserve the unique natural setting. Park City recognizes that careful planning to ensure a sustainable water supply that meets the City's current and future need is essential to our long-term viability. The total City Manager recommended budget for this Council Goal is $7,465,726, up from $7,071,221.

Desired Outcomes and Results Team Budget Recommendations:

- Abundant preserved and publicly-accessible open space
- Managed natural resources balancing ecosystem needs
    - **Storm Water (General Fund):** Add Water Resources Manager and Storm Water Utility Coordinator. In December of 2014, Park City was notified by the Utah Division of Water Quality that the City will be required to obtain coverage under a UPDES permit for storm water. It will require the City to develop a Storm Water program that does not exist currently. A large portion of the program has to be developed and in effect within 18 months. Position cost increases are in anticipation of a Storm Water Utility.

General Fund (Storm Water)			Water Fund		
Grade	**Position**	**Budget**	**Grade**	**Position**	**Budget**
E13 (30%)	Public Utilities Director	$54,843	E13 (70%)	Public Utilities Director	$127,968
E12 (20%)	Water & Streets Director	-$33,788	E12 (80%)	Water & Streets Director	-$135,150
E07 (50%)	Water Resources Manager	$57,241	E07 (50%)	Water Resources Manager	$57,241
			E06	Conservation & Tech Coordinator	-$102,112
			N12	Water Treatment Superintendent	$102,567
N10 (20%)	Executive Assistant	$17,770	N10 (80%)	Executive Assistant	$71,079
N09 (60%)	Storm Water Coordinator	$48,527	N09 (40%)	Storm Water Coordinator	$32,351
N08 (20%)	Analyst II	-$15,159	N08 (80%)	Analyst II	-$60,638
	Total	**$129,434**		**Total**	**$93,306**

- Enhanced water quality and high customer confidence
- Effective water conservation program
- Adequate and reliable water supply
    - **Water Operations:** Add Executive Assistant and Water Treatment Superintendent as well as increase grade of Public Utility Director. Increased complexity and workload requirements in water system necessitate these additions. Removing the Conserve and Tech Coordinator and 80% of Analyst II positions will help offset increases. $80k increase in materials and supplies for whole department (dept supplies, contract services, utilities, etc.). Most of the non-personnel request is attributable to increasing power costs. Other large increases are software fees, training, education, and material escalation.

Water Fund			General Fund (Storm Water)		
Grade	**Position**	**Budget**	**Grade**	**Position**	**Budget**
E13 (70%)	Public Utilities Director	$127,968	E13 (30%)	Public Utilities Director	$54,843
E12 (80%)	Water & Streets Director	-$135,150	E12 (20%)	Water & Streets Director	-$33,788
E07 (50%)	Water Resources Manager	$57,241	E07 (50%)	Water Resources Manager	$57,241
E06	Conservation & Tech Coordinator	-$102,112			
N12	Water Treatment Superintendent	$102,567			
N10 (80%)	Executive Assistant	$71,079	N10 (20%)	Executive Assistant	$17,770
N09 (40%)	Storm Water Coordinator	$32,351	N09 (60%)	Storm Water Coordinator	$48,527
N08 (80%)	Analyst II	-$60,638	N08 (20%)	Analyst II	-$15,159
	Total	**$93,306**		**Total**	**$129,434**

Materials & Supplies	Amount
Electricity	$61,195
Software	$3,000
Water Meters	$2,000
Sewer Fees	$5,000
Material Escalation	$9,370
Total	**$80,565**

- Reduced municipal, business and community carbon footprints
- Economically and environmentally feasible soil disposal
- Enhanced conservation efforts for new and rehabilitated buildings
- Every City employee is an ambassador of first-class service

Inclusive Community of Diverse Economic & Cultural Opportunities

Park City is a community where residents can live, work and play. In order to maintain Park City's appeal, PCMC invests in those areas that ensure our continued success. Through our planning and economic development efforts, we balance the historic character and small town atmosphere with the varying needs of our residents and visitors. A mix of cultures, perspectives and lifestyles is welcomed and celebrated. There are diverse job opportunities that pay a living wage and enable full-time residents to live within a reasonable distance of their jobs. Part-time residents are welcomed, engaged and contribute to the community character. Preserving our unique history is vital to the longevity of the City's character and is at the forefront when key planning and economic development decisions are made. The impact of regional growth pressures have been managed and mitigated by Park City's ongoing collaboration with local and regional stakeholders. These cooperative efforts result in innovative economic strategies, preservation of the natural setting, and partnerships that lead to prosperity throughout the region. The total City Manager recommended budget for this Council Goal is $11,044,533 up from $10,464,130.

Desired Outcomes and Results Team Budget Recommendations:

- Residents live and work locally
- Jobs paying a living wage
- Preserved and celebrated history; protected National Historic District
- Cluster development while preserving open space
- Part-time residents that invest and engage in the community
- Shared use of Main Street by locals and visitors
- Skilled, educated workforce
- Entire population utilizes community amenities
- Community gathering spaces and places
  - **Library:** Add Community Engagement Senior Librarian and Senior Library Assistant for Youth Services by and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand ($143k). The new Community Engagement program will enliven the library with activities and services that take the library beyond being “just a building” to being a place where people come year after year based on the amenities, programs, resources, collaborations, and community-building that is integrated into the services.

Position	Grade	Tot Budget Amt
Community Engagement Librarian	E05	$90,616
Youth Library Assistant	N06	$60,850
Library Assistant (Part-time)	SP06	-$40,000
		$111,466

Materials & Supplies	Amount
Dept Supplies	$2,334
Software	$11,333
Materials & Books	$6,633
Computer Equipment	$10,771
Total	**$31,071**

- Physically and socially connected neighborhoods
- Vibrant arts and culture offerings
- Diverse population (racially, socially, economically, geographically, etc.)
- Primarily locally owned businesses
- Safe Community
  - **Engineering:** Add full-time benefited budget for a Public Improvements Engineer ($124k). Recommended in order to help with Engineering workload and to reduce an Engineering bottleneck for plan checks.
  - **Building:** Addition of part-time Front Desk Building Assistant. Recommended increase $14k in materials and supplies: fire equipment, contracting fees, fire contract services,

and uniforms and personal protective equipment (PPE).

Personnel	Amount
Front Desk Assistant (Part-time)	$26,029
Contract Services	($9,500)
Total	**$16,529**

Materials & Supplies	Amount
Uniforms & PPE	$4,202
Fire Equipment	$9,425
Total	**$13,627**

Responsive, Cutting Edge & Effective Government

Park City Municipal Corporation has earned the trust of the community by engaging its citizens, being responsible stewards of tax dollars and providing uncompromising quality and customer service. This is enabled by a customer-centered organizational structure; a culture that embraces accountability and adapts to change; and funding mechanisms and policies that support innovation. Investing in our people is essential to maintaining a high-performing and strategic-minded workforce. PCMC employees are equipped with the core skills that allow them to be self-managed, creative and flexible in anticipating and responding to community needs. Our investments are protected by ensuring that systems and infrastructure are maintained, making responsible and effective use of technology and being fiscally and legally sound. The total City Manager recommended budget for this Council Goal is $11,185,422 up from $10,677,936.

Desired Outcomes and Results Team Budget Recommendations:

- Fiscally and legally sound
- Engaged, capable workforce
    - **Organizational Development**: An additional $30k to cover costs associated with citywide training. This includes LEAD Virginia and LEAD PC (leadership training), Masterful Meetings, and Facilitator training. This is a high-priority for the City Manager.
- Well-maintained assets and infrastructure
    - **Building Maintenance:** The cost of parts for high-tech equipment are more expensive and $10k will cover this costs. Since the renovation of the MARC the cost of cleaning services and supplies has gone up an additional $1,900 per month ($22,800 annually). A service level increase to the Main Street, Museum and Transit Center bathrooms, cleaning them twice a day during peak seasons at a cost of $11,000 for cleaning services and $6,000 for cleaning supplies. Recommended based off established need and high score.

Materials & Supplies	Amount
Bldg R&M	$10,000
Cleaning & Maint	$6,000
Contract Services	$33,800
Total	**$49,800**

- Engaged and informed citizenry
- Streamlined and flexible operating processes
- Ease of access to desired information for citizens and visitors

All Personnel Changes

Departments submitted personnel requests for the FY 2016 Budget. The impacts of all recommended personnel budget request increases are shown for each fund in the table below. The total increase in personnel of FY 2016 over FY 2015 Original budget is $760K. This increase is made up of changes to Library, City Recreation, Engineering, Building, Transit and Water department personnel.

Total Personnel Options by Fund
(Change from FY2015 Adopted Budget)

	FY15 Adj Budget	FY 2016 Budget
Fund 11 General Fund	$0	$496,532
Fund 12 Quinn's Recreation Complex	$0	$0
Fund 51 Water Fund	$0	$98,698
Fund 55 Golf Fund	$0	$0
Fund 57 Transportation Fund	$0	$165,071
Fund 62 Fleet Fund	$0	$0
Fund 64 Self Insurance Fund	$0	$0
Total	**$0**	**$760,301**

Recommended Personnel Requests by Fund

Personnel is accounted for using a full-time equivalent (FTE) measure, where 1 FTE indicates the equivalent of a full-time position (2,080 annual work-hours), which could be filled by multiple bodies at any given time. Generally, one Full-time Regular employee is measured as 1 FTE, whereas a Part-time Non-benefited or Seasonal employee might account for a fraction of an FTE. Changes in FTEs per department for the FY 2015 Adjusted Budget and FY 2016 Proposed Budget are found in the table below. A detailed description of all of the FTE changes follows:

- Library is increasing by FTEs with the addition of a Senior Librarian and Full-Time Library Assistant. To partially offset these changes, Library is decreasing part-time Library Assistant position. Net change is $111k.
- City Recreation has no change in FTEs, but will be adding an Assistant City Recreation Manager and a Front Desk Team Leader while getting rid of the Business and Marketing Coordinator and the PC MARC Coordinator. The cost increase is $29,538.

- Engineering is increasing by 1.25 FTEs with the addition of a Public Improvements Engineer and 25% of the Community Development Director. The cost increase is $160,243.
- Planning is decreasing by .75 FTEs with the addition of 25% of the Community Development Director and a Planning Manager, while the Planning Director and Current Planning Manager are going away. The decrease to this department is $98,787.
- Building's FTEs increased by .96 with the addition of 25% of a Community Development Director .71 FTEs of a Part-Time Office Assistant III. Building has also increased the grades of all of the Senior Building Inspectors and Plan Check Coordinators by 1 grade. The Deputy Chief Building Official's grade was increased by a half grade. The cost increase is $108,245.
- Transportation Operations is decreasing by 2.55 FTEs in Part-Time personnel. This is zero sum, as the Part-Time grades were increased, so there is no effect upon the budget. The grades for the full-time bus drivers are also increasing. The cost for this is about $200K which is mostly offset by a $175K decrease in Health Insurance.
- The Water department is increasing by .60 FTEs. This results from the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $93,306.
- The Street Maintenance Department is increasing by 1.40 FTEs with the additions of 60% of a Storm Water Coordinator, 50% of the Water Resources Manager and 20% of an Executive Assistant. In addition, 20% of the Water and Streets Director will be replaced with 30% of the Public Utilities Director and the 60% of the Storm Water Coordinator will be replacing the 20% of an Analyst II. The total cost increase is $129,434.
- All of the Dispatchers in the Communication Center have moved from Non-Police Retirement to Police Retirement level. This cost increase is about $53K.

FTE's By Department

Department	FTE's FY 2015	Adjusted FY 2015	Change FY 2015	FTE's FY 2016	Change FY 2016
CITY MANAGER	4.00	4.00		4.00	
LEGAL	7.00	7.00		7.00	
BUDGET, DEBT & GRANTS	3.25	3.25		3.25	
HUMAN RESOURCES	5.14	5.14		5.14	
FINANCE	6.65	6.65		6.65	
TECHNICAL & CUSTOMER SERVICES	9.47	9.47		9.47	
BLDG MAINT ADM	6.00	6.00		6.00	
CITY RECREATION	27.98	27.98		27.99	
TENNIS	4.73	4.73		4.73	
MCPOLIN BARN	0.25	0.25		0.25	
ICE FACILITY	8.52	8.52		8.52	
FIELDS	2.83	2.83		2.83	
COMMUNITY AFFAIRS	3.55	3.55		3.55	
ECONOMY	5.25	5.25		5.25	
INTERGOVERNMENTAL & ENVIRONMENT	2.20	2.20		2.20	
POLICE	33.95	33.95		33.95	
DRUG EDUCATION	0.20	0.20		0.20	
STATE LIQUOR ENFORCEMENT	1.30	1.30		1.30	
COMMUNICATION CENTER	10.39	10.39		10.39	
ENGINEERING	2.75	2.75		4.00	1.25
PLANNING DEPT.	9.00	9.00		9.25	0.25
BUILDING DEPT.	15.00	15.00		15.96	0.96
PARKS & CEMETERY	18.98	18.98		18.98	
STREET MAINTENANCE	15.64	15.64		17.04	1.40
WATER OPERATIONS	23.79	23.79		24.39	0.60
FLEET SERVICES DEPT	9.85	9.85		9.85	
TRANSPORTATION OPER	76.96	76.96		73.41	(3.55)
TRANSPORTATION PLANNING	2.00	2.00		2.25	0.25
PARKING	8.20	8.20		8.20	
LIBRARY	11.75	11.75		11.88	0.13
GOLF MAINTENANCE	8.98	8.98		8.98	
GOLF PRO SHOP	5.95	5.95		5.95	
LOWER PARK AVENUE RDA	0.25	0.25		0.25	
TOTAL	**351.76**	**351.76**		**353.06**	**1.29**

FTE Changes by Department

The following shows the changes in FTEs by fund. The General Fund is increasing by 4 FTEs in FY 2016 from the FY 2015 Original Budget.

Fund	FY 2015 Original	FY 2015 Adjusted	FY 2016 Budget
General Fund	204.43	204.43	208.43
Quinn's Recreation Complex	11.35	11.35	11.35
Lower Park Avenue RDA	0.25	0.25	0.25
Water Fund	23.79	23.79	24.39
Golf Fund	14.93	14.93	14.93
Transportation Fund	87.16	87.16	83.86
Fleet Services Fund	9.85	9.85	9.85
TOTAL	351.76	351.76	353.06

FTE Change by Fund

Materials, Supplies, and Services

The table below displays the increases to materials, supplies, and services by fund over the FY 2015 adopted budget. Recommended increases to materials, supplies, and services budgets in the General Fund were only included in the recommended budget if they were deemed very necessary. Increases include adjustments for Economic Development grants, new Library programs costs, necessary Building equipment, Building Maintenance inflationary cost increases, and citywide training initiatives. Water Fund increases include utility costs and other inflationary cost-of-doing-business adjustments.

Total Materials, Supplies & Services Options by Fund
(Change from FY2015 Adopted Budget)

	FY 2015 Adj Bud	FY 2016 Budget
Fund 11 General Fund	$4,993	$178,508
Fund 12 Quinn's Recreation Complex	$114	$10,114
Fund 51 Water Fund	$0	$80,565
Fund 55 Golf Fund	$0	$0
Fund 57 Transportation Fund	$2,080	$2,080
Fund 62 Fleet Fund	$0	$0
Fund 64 Self Insurance Fund	$0	$0
Total	**$7,187**	**$271,267**

Materials, Supplies & Services Options by Fund

Summary

The City Manager's Recommended Budget is what is what is being presented to City Council. The budget changes this year are being presented through the lens of the Desired Outcomes and Council Goals. We are confident BFO provides us with the tools we need to build a budget that reflects our city's values and needs. This budget process will help us do this by focusing on outcomes that matter to our residents and others who have a stake in this community.

Department Review:

Budget, Debt, & Grants Department, Legal, and City Manager

Alternatives:

A. **Approve:**
Staff recommends that Council hold a discussion regarding the Results Team Budget recommendation for the FY 2016 City Manager's Recommended Budget. Council should provide direction to staff on any recommended changes for the City Council Final Budget.

B. **Deny:**
Council could chose not to provide input or direction on the Budget.

C. **Modify:**
The Tentative (City Manager Recommended) Budget was adopted on May 7; however, changes can be made until the Final Budget adoption on June 18.

D. Continue the Item:
Council can provide input or direction on the Budget until the Final Budget is adopted on June 18.
E. Do Nothing:
The Final Budget must be adopted on June 18.

Significant Impacts:
The Final Budget will be adopted on June 18. Council may direct staff to make changes for the Final Budget. The Final Budget is the financial plan for the year and sets the funding levels for projects and programs for FY 2015 and FY 2016.

Consequences of not taking the recommended action:
The Tentative (City Manager Recommended) Budget was adopted on May 7; however, changes can be made to until the Final Budget adoption on June 18.

Summary Recommendation:
Hold a discussion on the City Manager Recommended Budget and the Results Team budget recommendation. State statute requires at least one public hearing before the adoption of a Final Budget. City Council adopted the City Manager Recommended Budget on May 7. State code requires a public hearing be held before adoption of the Final Budget on June 18.

Attachments:
A – Biennial Strategic Plans and Results Team/City Manager Recommendation Report

2015-2016 Biennial Strategic Plan

PARK CITY
1884

Community Vision

Park City is a first-name town offering first-class service. We provide exceptional, cost-effective benefits to our residents, including outstanding facilities and amenities, a small town atmosphere, a strong sense of community, and historic character. We attract visitors from around the globe with our world-class skiing and recreation, vibrant arts and culture, multi-seasonal events, and "funky" personality. We are an accessible and well-managed community, which makes Park City a unique and desirable place to call home—for a weekend or for a lifetime.

In 2009, Park City Municipal Corporation conducted a series of interviews, surveys, open houses, etc., to better understand the Community Vision or the way residents see Park City, what they value, and what they want local government to focus on. We learned that our mandate is to Keep Park City "Park City." The community has identified four Core Values that make Park City "Park City", which are identified below.

Keeping Park City "Park City"

sense of community | natural setting | small town | historic character

Council Goals

In order to realize the Community Vision, the City Council of Park City Municipal Corporation developed four goals that will guide decision making and provide the structure for ensur-ing that incremental, measurable steps are taken to achieve the Community Vision.

1. Preserving & Enhancing the Natural Environment
2. World-Class, Multi-Seasonal Resort Destination
3. An Inclusive Community of Diverse Economic & Cultural Opportunities
4. Responsive, Cutting-Edge & Effective Government

This document, the Biennial Strategic Plan, summarizes Park City's approach over the next two years to pursue Council's Goals and to keep Park City, "Park City".

World Class, Multi-Seasonal Resort Destination

Success of this priority is defined as:

The resort experience continues to exceed expectations. Park City is known as a premier resort destination because of its distinct and recognizable brand, a seamless network of multimodal transportation, and interconnected resorts. Visitors and residents feel safe throughout the community and find that Park City has struck a unique balance between tourism and local quality of life. Tourism remains a chief driver of Park City's economy due to its accessibility, quality snow, and great summer weather. World-renowned recreational opportunities and an expansive trail network are the center of activity, complemented by multi-seasonal special events and unique, locally-owned businesses. Park City full and part-time residents recognize the exceptional benefits the economic base provides and the paramount importance of fostering and expanding the resort economy in harmony with community values.

Desired Outcomes

The Community and the City Council have identified the following desired outcomes related to this priority:

- Accessible and world-class recreational facilities, parks and programs
- Balance between tourism and local quality of life
- Varied and extensive event offerings
- Unique and diverse businesses
- Accessibility during peak seasonal times
- Well-utilized regional public transit
- Walkable and bike-able community
- Multi-seasonal destination for recreational opportunities
- Internationally recognized & respected brand
- Every City employee is an ambassador of first-class service

Key Strategies

The following strategies have been identified as critical for achieving Desired Outcomes:

- Ensure the Timely Maintenance/Replacement of Core Infrastructure
- Environmentally Sensitive Regional Public Transit
- Maintain Transportation Network/Infrastructure
- Public Safety: Preparedness, Prevention, Response, and Education
- Provide Amenities, Facilities, Trails & Infrastructure
- Pursue Development and Redevelopment Consistent with General Plan & Area Plans
- Support & Manage World Class Events

World Class, Multi-Seasonal Resort Destination (cont.)

Key Indicators

KEY INDICATOR	YEAR				ASSESMENT	
	2011	2012	2013	2014	Benchmark	Trend
Percentage of survey respondents who rate recreation programs as "good" or "excellent."	94%	94%	92%	94%	Higher	Neutral
Percent of respondents who rate the golf course as "good" or "excellent."	97%	97%	97%	97%	N/A	Neutral
Satisfaction levels combining satisfied and very satisfied on satisfaction surveys for all Ice programs.	89%	92%	99%	89%	N/A	Negative
Percent of McPolin Farm events sold out.	100%	100%	100%	100%	N/A	Neutral
Percent of respondents who rated the overall quality of City Parks as "good" or "excellent."	98%	98%	97%	97%	Higher	Neutral
Percent of respondents who rated the quality of services for snow removal as "good" or "excellent."	77%	77%	83%	83%	Higher	Positive
Percent of respondents who would recommend the tennis programs to friends.	N/A	N/A	93%	97%	N/A	Positive
Percent of respondents who rate the ease of travel by public transportation as "good" or "excellent."	N/A	N/A	89%	89%	Much Higher	N/A
Percent of respondents who utilized bus services this year more than once a month.	N/A	N/A	74%	74%	N/A	N/A
Percent of respondents who rated the overall Image and Reputation of Park City as "good" or "excellent."	96%	96%	92%	92%	Higher	Negative
Percent of respondents who rate quality of Street Lighting as "good" or "excellent."	69%	69%	79%	79%	Higher	Positive
Percent of respondents who would recommend the MARC to their friends.	N/A	N/A	0.99	99%	N/A	Neutral
Percent of respondents who rate ease of Public Parking as "good" or "excellent."	N/A	N/A	50%	79%	N/A	[illegible]

The Key Indicators provide a snapshot of how the community is doing on our goal of being a World Class, Multi-Seasonal Resort Destination. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

Biennial Plan for World Class Multi-Seasonal Resort Destination

Recent Successes

- Poison Creek Trail Expansion
- Cemetery (Memorial Wall, Online Services)
- Public Works Concrete & Asphalt Recycling
- 1st Year of non-MLK Conflict with Sundance
- Rec Awards: ICMA's Voice of the People—Recreation & Wellness, Park City's Best
- Green Waste Recycling (Parks & Golf)
- Completion Stage 2 Main St Sidewalks
- $100k in Trail-Related Grants
- Expanded Wellness Benefits to Families
- Quinn's Rec Improvement (Fitness Park, Dog Park Agility)
- 89% of Walkability Projects Completed
- Golf Course Food & Beverage
- Ice is 94% Booked (6 am—midnight)
- Soul Sport Economic Development Grant
- Transit Housing—Utah Housing Coalition Project of the Year
- Recycling 15% of Asphalt
- 24 New Fully Benefited Full-time Employees
- Public Works Realignment (Transportation Planning)
- Transit Technology (App, QR codes, Mobile)
- Water Pipeline through Golf Course

Current Challenges

- Traffic, Congestion, & Parking
- Federal Funding Uncertainty
- Continued Growth in PC and Surrounding Area
- Special Event Fatigue/Threshold
- Maintaining Aging Infrastructure
- Implementation of OTIS Projects
- Keeping Pace with Supporting Technologies
- Satisfying Demand for Usage of Recreation Facilities (Tennis, Ice, Fields)
- Trail User Conflicts, Overuse and Dog-related Impacts
- Impacts of Water Treatment Facility on PC Golf Club
- Mitigation of Community & Traffic Impacts for Large Construction Projects
- Funding of Mtn Recreation Strategic Action Plan
- Onsite and Remote Snow Storage
- Public Works Maintenance and Operations Facilities Space Needs
- Peak Parking Main Street Core
- Competition from Canyons Golf Course Opening
- Planning/Impacts of future Transit Routes
- Transit Workforce Recruitment

Trends & Opportunities

- Increased Competition in Destination Tourism
- Business Accelerator/Incubator
- Golf Learning Center
- Social Media Presence
- Year-round Aquatic Programs/Water Parks
- Expanded Fields and Parks
- Walkable\Bikeable Communities & Alternative Transportation
- Expanded Regional Transit
- Smart Highway Technologies (Permanent Message Boards, Operations Center, Transit Signal Priority)
- Bonanza Park & LPA Redevelopment
- Increased Use of New Technology
- Vail's Capital Upgrade Plan
- Public Private Partnerships
- Connection of Main St. with Resort Bases
- Mountain Accord
- High Altitude Training
- User Specific and Directional Trails
- Expand Ice Facility
- Wellness & Community Education

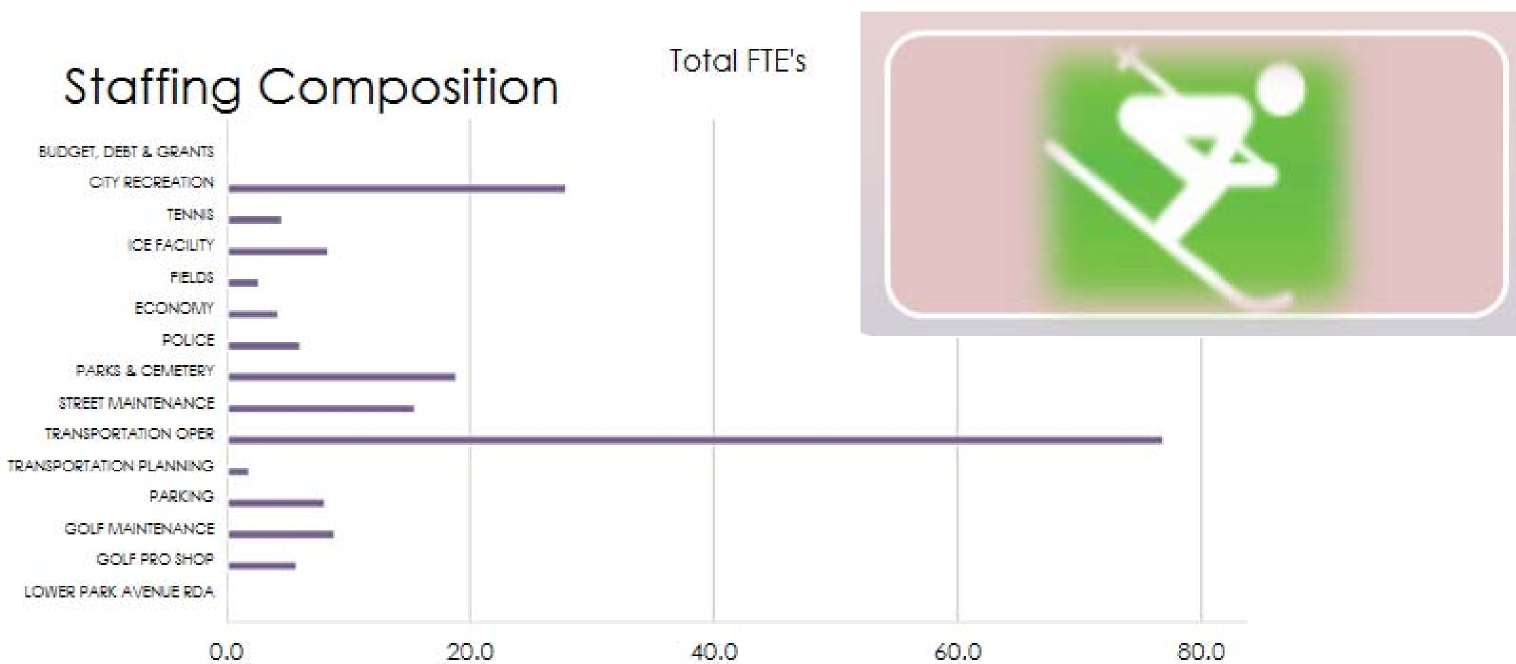
Action Plan for World Class Multi-Seasonal Resort Destination

Staff Action Plan

- Regional Transit Service Expansion
- Street and Sidewalk Condition Assessment
- Maintain Sequential Plow Priorities
- Continue Research Fiber/Broadband
- Ongoing Participation in Mountain Accord
- Dan's to Jan's Walkability Implementation
- Main Street Sidewalk Reconstruction & Streetscape
- SR 224 Corridor Plan Implementation
- SR 248 Corridor Plan Update
- Peak Parking Supply/Demand Mgmt
- Transportation Demand Mgmt
- Trails Master Plan Implementation/Bike Racks
- Determine Funding Options for Mtn Rec Strategic Action Plan
- Strategic Property Plan (City Facilities)
- Transit Marketing Technology
- Continued Community Partnerships
- Bus Stop Play Project (Innovation Challenge Winner)
- Downtown Plazas
- Short-Range Transit Development Plan Update
- Parking/Transportation Feasibility Study LoPa & BoPa

Staff Budget Plan FY15 & FY16

- Building Maint: LOS increase for Main St bathrooms to 2x a day during peak seasons ($17k).
- Transit: Bus Driver position grade increase due to difficulty in hiring these positions.
- Recreation: $29k increase in personnel including Recreation Assistant Manager and Front Desk Team Leader due to growth and success of MARC.
- Economy: $50 increase for Economic Development grant program that has never been properly budgeted.



Department Business Plans

Each city department has a business plan to identify current goals and activities. Business plans can be found at http://www.parkcity.org/index.aspx?page=541&parent=10259

Request by Program – World-Class, Multi-Seasonal Resort Destination

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40091 BLDG MAINT ADM												
Special Events	9 CITY DEPARTMENTS	1	22.50	$3,320	$20,320	$20,320	$20,320	$0	$20,320	$17,000	Bldg Maint: Staff is recommending a service level increase to the Main Street, Museum and Transit Center bathrooms, cleaning them twice a day during peak seasons at a cost of $12,000 for cleaning services and $5,000 for cleaning supplies.	Bldg Maint: Recommended based off of established need as well as Council opinion.
Total 40091 BLDG MAINT ADM		1		$3,320	$20,320	$20,320	20,320	$0	$20,320	$17,000		
40092 CITY RECREATION												
Parks, Turf & Athletic Fields	PARKS & CITY RECREATION	2	18.00	$47,878	$74,366	$74,366	$75,855	$-56,000	$19,855	$27,977	The Recreation Department is asking for several personnel changes that will result in a budget increase of $81,130 to our personnel line. The proposal is that the Business & Marketing Coordinator position would go away and would fill a Recreation Supervisor position with a Recreation Supervisor moving to the Recreation Assistant Manager position. A new Recreation Coordinator position would be created and would help to backfill some of the duties of the Recreation Supervisor that is moved to the Assistant Recreation Manager	City Rec: Increasing the level of service with a new Assistant Rec Manager and Front Desk Team Leader. Partially offset with decrease in Business Marketing Coordinator and Recreation Coordinator positions. Other position changes not recommended due to low score. Total increase of $29k with $13k offset. Fields: Technical adjustment: Utility increase for sewer $4,653.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
											position. ($14.5k increase in this program).	
Recreation Youth Programs	CITY RECREATION & TENNIS	4	14.75	$597,939	$650,226	$618,875	$627,651	$-232,700	$394,951	$29,713	Scen 1: PT increase $12k Rec Instructor VII.Scen 2: The Recreation Department is asking for several personnel changes that will result in a budget increase of $81,130 to our personnel line. The proposal is that the Business & Marketing Coordinator position would go away and would fill a Recreation Supervisor position with a Recreation Supervisor moving to the Recreation Assistant Manager position. A new Recreation Coordinator position would be created and would help to backfill some of the duties of the Recreation Supervisor that is moved to the Assistant Recreation Manager position. ($51k increase in this program).	Total increase of $29k with $13k offset.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Recreation Adult Programs	CITY RECREATION	4	14.25	$627,181	$650,225	$650,225	$661,275	$-343,850	$317,425	$34,094	Scen 1: PT increase $12k Rec Instructor VII.Scen 2: The Recreation Department is asking for several personnel changes that will result in a budget increase of $81,130 to our personnel line. The proposal is that the Business & Marketing Coordinator position would go away and would fill a Recreation Supervisor position with a Recreation Supervisor moving to the Recreation Assistant Manager position. A new Recreation Coordinator position would be created and would help to backfill some of the duties of the Recreation Supervisor that is moved to the Assistant Recreation Manager position. ($16k increase in this program).	Increasing the level of service with a new Assistant Rec Manager and Front Desk Team Leader. Partially offset with decrease in Business Marketing Coordinator and Recreation Coordinator positions. Other position changes not recommended due to low score. Total increase of $29k with $13k offset.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Rec Center Operations	CITY RECREATION & TENNIS	4	14.25	$422,623	$469,890	$453,206	$460,685	$-258,600	$202,085	$38,062	The Recreation Department is asking for several personnel changes that will result in a budget increase of $81,130 to our personnel line. The proposal is that the Business & Marketing Coordinator position would go away and would fill a Recreation Supervisor position with a Recreation Supervisor moving to the Recreation Assistant Manager position. A new Recreation Coordinator position would be created and would help to backfill some of the duties of the Recreation Supervisor that is moved to the Assistant Recreation Manager position. ($46k increase in this program).	Increasing the level of service with a new Assistant Rec Manager and Front Desk Team Leader. Partially offset with decrease in Business Marketing Coordinator and Recreation Coordinator positions. Other position changes not recommended due to low score. Total increase of $29k with $13k offset.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Marketing	CITY RECREATION & TENNIS	4	12.75	$140,343	$138,378	$60,718	$60,963	$-100,700	$-39,737	$-79,380	The Recreation Department is asking for several personnel changes that will result in a budget increase of $81,130 to our personnel line. The proposal is that the Business & Marketing Coordinator position would go away and would fill a Recreation Supervisor position with a Recreation Supervisor moving to the Recreation Assistant Manager position. A new Recreation Coordinator position would be created and would help to backfill some of the duties of the Recreation Supervisor that is moved to the Assistant Recreation Manager position. ($51k decrease in this program).	Increasing the level of service with a new Assistant Rec Manager and Front Desk Team Leader. Partially offset with decrease in Business Marketing Coordinator and Recreation Coordinator positions. Other position changes not recommended due to low score. Total increase of $29k with $13k offset.
Total 40092 CITY RECREATION		18		$1,835,964	$1,983,085	$1,857,389	1,886,429	$-991,850	$894,579	$50,466		
40424 SWEDE ALLEY PARKING STRUCT.												
Swede Alley Parking Structure	PUBLIC WORKS ADMINISTRATION	4	14.25	$50,764	$55,764	$55,764	$55,764	$0	$55,764	$5,000		Technical Adjustment: Electricity utility adjustment ($5k) to bring budget in line with expenditures
Total 40424 SWEDE ALLEY PARKING STRUCT.		4		$50,764	$55,764	$55,764	55,764	$0	$55,764	$5,000		

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40481 TRANSPORTATION OPER												
Special Events	9 CITY DEPARTMENTS	1	22.50	$271,422	$271,472	$271,472	$278,231	$0	$278,231	$6,809	Bldg Maint: Staff is recommending a service level increase to the Main Street, Museum and Transit Center bathrooms, cleaning them twice a day during peak seasons at a cost of $12,000 for cleaning services and $5,000 for cleaning supplies.	Bldg Maint: Recommended based off of established need as well as Council opinion.
Winter Service	TRANSPORTATION OPERATIONS	1	21.75	$3,828,234	$3,828,705	$3,828,705	$3,902,800	$0	$3,902,800	$74,566	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Technical adjustment: Admin IFT increase.
Summer Service	TRANSPORTATION OPERATIONS	1	21.75	$2,709,191	$2,709,197	$2,709,197	$2,763,271	$0	$2,763,271	$54,080	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Technical adjustment: Admin IFT increase.

Request by Program – World-Class, Multi-Seasonal Resort Destination

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Transportation Management	TRANSPORTATION OPERATIONS	1	21.50	$163,337	$162,870	$162,870	$167,526	$0	$167,526	$4,189	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Transportation Planning: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease Transportation Planning Manager from E13 ($185k) to E12 ($169k). Technical adjustment: Admin IFT increase.
Park City Mobility	TRANSPORTATION OPERATIONS	2	19.75	$701,892	$701,926	$701,926	$710,125	$0	$710,125	$8,232	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Technical adjustment: Admin IFT increase.
Parking Management	PARKING & TRANSIT	3	17.00	$173,014	$173,014	$173,014	$176,973	$0	$176,973	$3,959	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Technical adjustment: Admin IFT increase.
Total 40481 TRANSPORTATION OPER		9		$7,847,090	$7,847,184	$7,847,184	7,998,925	$0	$7,998,925	$151,835		

Request by Program – World-Class, Multi-Seasonal Resort Destination

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40485 TRANSPORTATION PLANNING												
Transportation Management	TRANSPORTATION OPERATIONS	1	21.50	$436,019	$439,478	$439,478	$472,439	$0	$472,439	$36,420	Transit: Bus driver grade increase for all positions.	City Manager Recommendation - Transportation Ops: Bus driver grade increase for all positions. Transportation Planning: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease Transportation Planning Manager from E13 ($185k) to E12 ($169k). Technical adjustment: Admin IFT increase.
Total 40485 TRANSPORTATION PLANNING		1		$436,019	$439,478	$439,478	472,439	$0	$472,439	$36,420		
TOTAL				**$10,173,156**	**$10,345,831**	**$10,220,135**	**10,433,877**	**$-991,850**	**$9,442,027**	**$260,721**		

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40101 ECONOMY										
0470 Round Valley Annexation	ECONOMY	PCMC Annexation of approximately 1300 acres, primarily open space	Complete	3		10/15/2014		High	Heinrich Deters (Trails and OS Project Manager)	Council Priority: Open Space Acquisition
0468 Dans-Jans Phase II Project	ECONOMY	Separated pathway on east side of Park Ave. & Pedestrian Underpass	On Track	2		11/01/2015		High	Heinrich Deters (Trails and OS Project Manager)	Implementation of Walkability Projects (construction scheduled for Summer/Fall 15)
0463 Implementation of RDA	ECONOMY	Housing, Traffic, circulation and parking plans	Delayed	1	Dept	06/15/2014		Top	Jon Weidenhamer (ED Manager)	Council work session scheduled in April/ May to review timeline and deliverables Council Priority: LPRDA Master Plan
0429 Special Events Municipal Code	ECONOMY	Review & Refinement of Municipal Code as it relates to Special Events	Delayed	1	Dept	04/15/2014	10/31/2014	High	Jason Glidden (ED Program Mgr)	
0326 Poison Creek Pathway Project	ECONOMY	Improve Safety and Experience of Poison Creek Trail	Complete	3		07/01/2014		High	Heinrich Deters (Trails and OS Project Manager)	Implementation of Walkability Projects (construction scheduled for June 14)
0183 Parking Redevelopment at PCMR Lot	ECONOMY	1) LOI2) RDA Extension3) Signed Agreement4) Phase I - Woodward Facility5) Parking & Transit Ctr Construction	Complete	3	Dept	10/01/2013	10/1/2014	High	Jon Weidenhamer (Economic Development Manager)	Under new ownership
0179 City Hall Plaza	ECONOMY	Completed Plaza	Delayed	1	Dept	10/01/2014		High	Matt Twombly (Sr. Project Manager)	Council directed this to be included as an additive alternate as part of the 2014 summer projects. It will be reviewed as part of the final project budget in May 2014.
0176 Sidewalk Reconstruction & Streetscape	ECONOMY	Sidewalk & Streetscape Improvements	On Track	2	Dept	01/01/2020		High	Matt Twombly (Sr. Project Manager)	Ongoing. Claimjumper to Heber ave on West side and 5th street to Heber, and 300 block west side to be done summer 2014
0172 Wyatt Earp Implementation	ECONOMY	Completed Street Improvements	Complete	3	Dept	10/01/2013	10/15/2014	High	Heinrich Deters (Trails and OS Project Manager)	Take 2, Under Construction, Completion Oct. 15, 2014
40564 GOLF MAINTENANCE										
0136 Replace aging driving range fence	GOLF MAINT.	Keep range balls within golf course property	Complete	3	Dept	10/01/2014	11/15/2014	High	Clint Dayley	Project completed after the range closed for the season.
40571 GOLF PRO SHOP										
0294 Food and Beverage in house operation	GOLF PRO SHOP	Evaluate profit margin, products and personnel of Food and Beverage Operation.	On Track	2	Dept	01/15/2014	4/15/2015	High	Denise Carey (Golf Farm Coordinator)	Program was new for 2014 season and successful. This will be a yearly evaluation.

May 28, 2015

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40095 ICE FACILITY										
0422 Subsidy Reduction	ICE FACILITY	Through generation of additional revenue, and judicious expenditures, continue to reduce the PCIA subsidy.	On Track	2	Dept	07/01/2014	7/1/2016	High	Amanda Noel (Ice Manager)	Amanda is working closely with Jed and Nate to understand the budgeting process and learn how to monitor the budget. Amanda is working with Jed on making improvements to how budgeting is done at ICE and creating more ownership of budget matters across the Ice Management Team. Amanda is focused on continuing to lower the facility's subsidy.
0505 Create a Training Checklist	ICE FACILITY	Complile a very specific list of training points to go through with each new front desk employee	Complete	3		11/01/2014	2/2/2015	High	Beth Roberts (Front Desk Team Leader)	Beth has created a training program and check list for the front desk. She has used the new program to train a new hire and has some additional enhancements she will add.
40500 PARKING										
0456 Peak Day Main Street Employee Parking	TRANSPORTATION OPER	Develop and test plan to reduce employee parking in historic core duting peak hours and days.	On Track	2	Dept	07/01/2014	12/15/2015	Top	Blake Fonnesbeck, (Public Works Director), Jon Weidenhamer (ED Manager)	Currently meeting with HPCA task force reviewing performance of winter trial program and developing recommendations for ongoing employee parking management program. Scheduled to return to Council Late Winter-Early Spring 2015. Council Priority: Traffic Mitigation
40412 PARKS & CEMETERY										
0135 Create a headstone Inspection program, repair unsafe monuments	PARKS & CEMETERY	Visitor safety / preservation of monuments	On Track	2	Dept	Ongoing		High	Clint Dayley Jarren Chamberlain	An annual inspection program has been implemented. Unstable headstones will be repaired.
0141 Replace outdated 20 year old controllers	PARKS & CEMETERY	Reduce system failures due to aging equipment.	On Track	2	Dept	01/01/2020		High	Clint Dayley	Several new controllers have been installed this year.
0142 Provide Hanging Basket to Main Street & Prospector area	PARKS & CEMETERY	Streetscape beautification	On Track	2	Dept	Ongoing		High	Clint Dayley Maria Barndt	Hanging baskets were installed on-time. This project is on-going.

Quarterly Goals – World-Class , Multi-Seasonal Resort Destination

May 28, 2015

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0444 Spriggs Barn	BLDG MAINT ADM	Determine the final use for the Spriggs Barn and create a plan for preservation.	On Track	2	Dept	04/01/2015		High	Blake Fonnesbeck (Public Works Operations Manager)	A structural evaluation and preservation plan will be performed on this facility along with McPolin Barn, Miner's Hospital and City Park Recreation Building. With these buildings we will also id possible use scenarios for policy and funding discussion. This historical structure is continuing to deteriorate and needs a preservation strategy. In 2012 an interior wall was built to shore up the roof and east side from collapse from snow load. The exterior wood continues to degrade as well as disappear from the site even though we have installed a chain link fence around the building.
40421 STREET MAINTENANCE										
0118 Continue Implementation of Main Street Mini-haul program	STREET MAINTENANCE	Improved parking, vehicular and pedestrian travel	On Track	2	Dept	Ongoing		High	Troy Dayley	This concept has proven to be very successful we are able to reduce the hauling costs while increasing service levels during typical snow storms. Challenges are the reduction in temporary snow storage sites in Swede Alley. We plan to continue this program next winter.
0121 Perform an annual internal street, sidewalk and bike path condition assessment	STREET MAINTENANCE	Identify and prioritize repair and maintenance efforts	On Track	2	Dept	Ongoing		High	Troy Dayley; Ever Armendariz	Streets assessment was completed the information gathered was used to help the development of the 2015 Pavement Management Program. Sidewalk and Bike Path assessments are underway.
0122 Inspect / replace regulatory street signage to comply with new MUTCD requirements	STREET MAINTENANCE	Compliance of all city regulatory signs	On Track	2	Dept	Ongoing		High	Troy Dayley	Sign retroreflectivity inspections is completed. Signs that fell below the minimum reflectivity threshold have been replaced.
0124 Apply 5,000 ton asphalt	STREET MAINTENANCE	A City street network with an average RSL (Remaining Service Life) of 10 years	On Track	2	Dept	Ongoing		High	Troy Dayley	Staff will ask City Council to approve the 2015 Pavement Management Program. Staff anticipates we will exceed the 5,000 ton goal.
0125 Repair potential hazards in streets, sidewalks and bike paths	STREET MAINTENANCE	Provide safe walkable sidewalks and bike paths	On Track	2	Dept	Ongoing		High	Troy Dayley	Assessment is scheduled for June and a prioritized list for repairs will be scheduled.
40093 TENNIS										
0156 Increase/Offer destination tennis tournaments.	TENNIS	Host site for level 4 National Tournament run by Utah Tennis; Regional youth tournament; St.	Complete	3	Dept	Ongoing		High	Michael O'Keefe (Tennis Director)	

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
		Paddy's Day Level 1 Tournament								
40481 TRANSPORTATION OPER										
0239 Transit Coaches Replacement and renewal	TRANSPORTATION OPER	Procure 5 buses and 5 support vehicles	On Track	2	Dept	12/01/2013	7/30/2015	High	Darren Davis	Low Floor RFP completed and adverstised for Deisel, Hybrid and CNG options.
0376 Service Expansion: Continued support of PC-SLC Connect Winter Transit Service	TRANSPORTATION OPER	Continued Support of PC-SLC Connect	On Track	2	Dept	Ongoing		High	Blake Fonnesbeck (PW Director)	Request for continued subsidy of system scheduled for Council 4-3-14
0378 Service Expansion: Continued support of PC-SLC Connect Summer Transit Service	TRANSPORTATION OPER	Continued Support of PC-SLC Connect	On Track	2	Dept	Ongoing		High	Blake Fonnesbeck (PW Director)	Request for continued subsidy of system scheduled for Council 4-3-14
40485 TRANSPORTATION PLANNING										
0438 Mountain Accord	TRANSPORTATION OPER	Mountain Accord/Wasatch Summit transportation	On Track	2	Dept	03/01/2015		Top	Kent Cashel (Transportation Planning Director), Jon Weidenhamer (Economic Development Manager), Ann Ober (Regional Community Development Director)	System Teams are meeting regularly working toward the next significant milestone (Individual System Scenarios). System Teams are scheduled to forward recommendations to Executive committee in August 2014. Council Priority: Traffic Mitigation
0454 Summit County Long Range Transportation Plan	TRANSPORTATION OPER	Asssit Summit County with Development of updates LRTP.	Complete	3	Dept	12/15/2014		Top	Kent Cashel (Transportation Planning Director)	Study Completed November 2014. County Council yet to adopt.
0455 Kamas\Heber Transit Plan	TRANSPORTATION OPER	Develop plan for Heber\Kamas Transit Service	Delayed	1	Dept	10/01/2014	10/1/2015	Top	Kent Cashel (Transportation Planning Director)	Study Complete. Progress delayed due to Wasatch County requesting City housing resolution be ammended to remove ability for developers to meet affordable housing goals outside City limits if on City Bus Route. Further delays due to Wasatch County\Heber City unwillingness to meet to discuss study and lay out required next steps.
0166 Transportation Master Plan Report Card	TRANSPORTATION OPER	Annual Report Card	On Track	2	Dept	Ongoing		High	Brooks Robinson (Principal Planner) and Heinrich Deters (Trails and OS Project Manager)	Will be completed in June every year. Will be compiled in a report and presented to Council.
0171 Dan's to Jan's Implementation	TRANSPORTATION OPER	Completed Phase I Projects	On Track	2	Dept	10/01/2014	10/15/2014	High	Heinrich Deters (Trails and OS Project Manager)	Public Open House on design 3/18Strong Public supportStart of Construction scheduled summer 2014.

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0224 SR 224 Corridor Plan Implementation: Project co-op agreement with UDOT on SR-224 Lame Dog-Homestake Signal and Intersection Improvements	TRANSPORTATION OPER	Project co-op agreement with UDOT on SR-224 Lame Dog-Homestake signal and intersection improvements	Delayed	1	Dept	10/01/2013	6/15/2014	High	Brooks Robinson (Transit-Transportation Manager)	Delay in deliverable results from process delays, delay while awaiting completion of Snyderville Basin Long Range Transportation Plan and staff changes at UDOT. Draft of Amended Corridor Preservation Agreement in Process. Council Priority: Traffic Mitigation

Preserving & Enhancing The Natural Environment

Success of this Priority is defined as:

Park City is proud that it is recognized as a model environmentally-conscious community. Residents develop, participate in and support initiatives to protect the long-term health of the natural environment and Park City policies and investments work in concert with these efforts. Carbon reduction, energy and water conservation programs and open space acquisition not only attract residents and visitors to Park City, but also advance community environmental goals and preserve the unique natural setting. Park City recognizes that careful planning to ensure a sustainable water supply that meets the City's current and future need is essential to our long-term viability.

Desired Outcomes

The Community and the City Council have identified the following desired outcomes related to this priority:

- Abundant preserved and publicly-accessible open space
- Managed natural resources balancing eco-system needs
- Enhanced water quality and high customer confidence
- Effective water conservation program
- Adequate and reliable water supply
- Reduced municipal, business and community carbon footprints
- Economically and environmentally feasible soil disposal
- Enhanced conservation efforts for new and rehabilitated buildings

Key Strategies

The following strategies have been identified as critical for achieving Desired Outcomes:

- Enhance Municipal and Community Carbon Mitigation, Energy Reduction and Conservation
- Mitigate Mining Legacy Including Mine Waste, Soils and Physical Hazards
- Acquisition, Maintenance, and Preservation of Open Space
- Diversified Water Rights, Leases & Agreements, and Regional Partnerships
- Water Quality and Treatment Program
- Water Conservation, Customer Service, Outreach, and Involvement

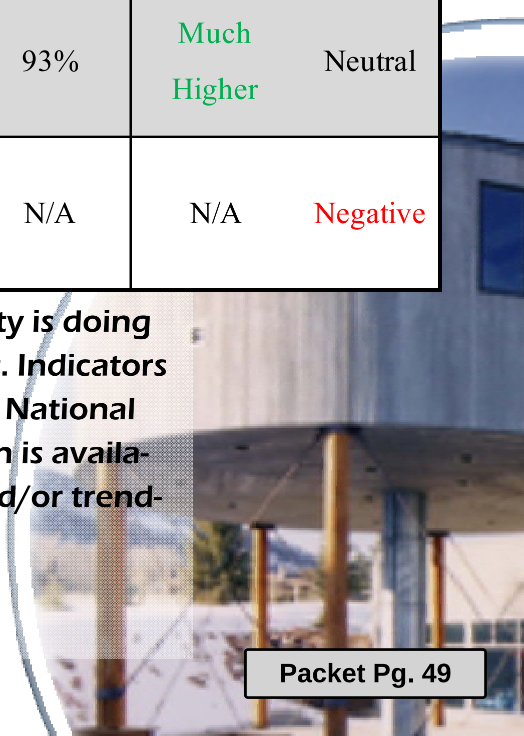
Preserving & Enhancing the Natural Environment (cont.)

Key Indicators

KEY INDICATOR	YEAR				ASSESMENT	
	2011	2012	2013	2014	Benchmark	Trend
Increase in number of properties within the Soil Ordinance Boundary that have obtained Certificate of Compliance.	N/A	3	4	3	N/A	Positive
Meet all water quality regulations.	Yes	Yes	Yes	Yes	Similar	Neutral
Total numbers of acres preserved for open space.	8,405	8,405	8,697	9,034	N/A	Positive
Percent of Citizens actively conserving water at least once a month.	N/A	N/A	87%	87%	N/A	Neutral
Percent of citizens who walked or biked instead of driving at least once a month.	N/A	N/A	87%	87%	N/A	Neutral
Percent of citizens who rate drinking water quality as "good" or "excellent."	43%	43%	49%	49%	Lower	Positive
Percent of citizens who rate overall natural environment as "good" or "excellent."	94%	94%	93%	93%	Much Higher	Neutral
Annual Carbon Footprint for Municipal Facilities (CO_2 in Tons).*	14,770	18,715	19,171	N/A	N/A	Negative

The Key Indicators above provide a snapshot of how the community is doing on our goal of Preserving and Enhancing the Natural Environment. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

*Carbon Footprint data from the previous year will be presented to Council mid-year



Recent Successes

- Mine Tunnel Treatment Agreement
- Park Meadows Well Treatment Agreement
- Waterline Replacement: Estates Drive
- Water Energy Management Cohort
- Watersmart Deployment
- Water Impact Fee Update
- Water Financial Model Update
- Distribution System Water Quality Improvements
- Expanded Renewable Energy Portfolio—Solar on the MARC (Triples Portfolio)
- Annual, On-Going Energy Savings of $206,000 due to Retrofits
- Georgetown University Energy Prize Semi-finalist
- LED Streetlight Retrofit Innovation Challenge Winner
- Clark Ranch Open Space Acquisition
- Gamble Oak & Risner Ridge Conservation Agreement
- Continued Progress on Prospector Drain AOC
- Entities have begun mine hazard mitigations
- Public Outreach

Current Challenges

- Mining Influenced Water Discharges
- Source Water Quality
- Drought and Water Conservation
- Lack of Water Storage
- Water Capital Project Management
- Water SCADA System
- Managing Environmental Liabilities
- Implementing New Technology
- Soil Disposal Limitations
- Public Outreach
- Storm Water Master Plan
- Storm Water Permit (Phase II)
- Management and Maintenance of Open Space
- Climate Change & Extreme Weather Situations
- Energy Source Diversification
- Competition for Potential Open Space Acquisitions
- Alternative Transportation Initiatives
- Open Space Acquisition Impacts on Housing Affordability

Trends & Opportunities

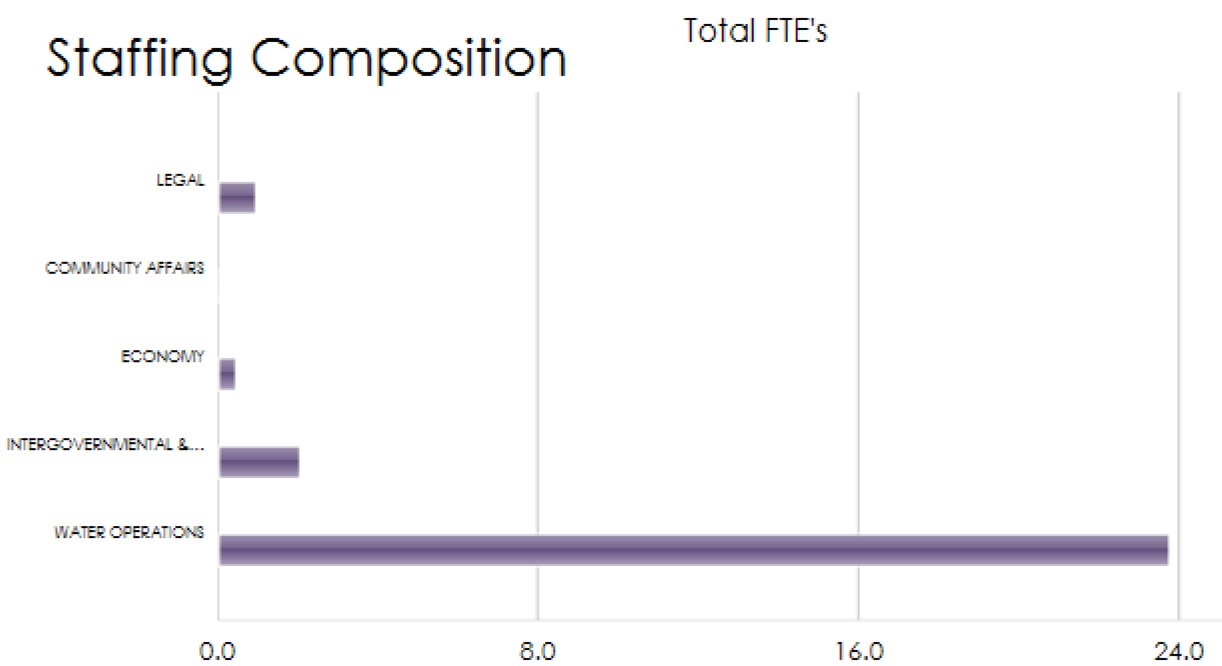
- Increasing Regulations
- Advanced Treatment & Monitoring
- Integrated Water Resources Planning
- Technology & Data driven Decision-Making
- Energy Cost Inflation
- Public Information Availability
- Open Data
- Soil Disposal Options
- Ecosystem Services
- Regional Collaboration
- Commercial Property Assessed Clean Energy
- Climate Adaptation Planning
- Increased Water Storage
- Renewable Energy Financing
- Recycling Center Relocation
- Public Lands Initiatives
- Water Efficiency

Staff Focus Areas

- Technology and Water Treatment Upgrades
- Storm Water Program and Funding Development
- Deploy Energy Mitigation Strategies
- Deploy Green Building Policy
- Operational Facility Needs Development
- Strategic Land Planning
- Continue to address mining impacted soils
- Ecosystem Services

Staff Budget Plan FY15 & FY16

- Storm Water: Add Water Resources Manager and Utility Coordinator in anticipation of Storm Water Utility ($129k)
- Water: Budget increasing by $81K to cover the increased cost for utilities, pumping, treatment, and material costs. Also adding Executive Assistant and Water Treatment Superintendent as well as increase grade for Public Utility Director due to increased complexity and workload requirements in water system ($93k).



Department Business Plans

Each city department has a business plan to identify current goals and activities. Business plans can be found at http://www.parkcity.org/index.aspx?page=541&parent=10259



May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40104 INTERGOVERNMENTAL & ENVIRONMENT												
Environmental Regulatory/EPA	INTERGOVERNMENTAL & ENVIRONMENT; LEGAL	1	22.75	$271,829	$273,394	$232,394	$236,880	$-6,755	$230,126	$-34,949		CM Rec - Intergovernmental & Environment: Reallocation between programs within existing resources & technical adjustment 2% salary increase for contract and URS.
Carbon Reduction	INTERGOVERNMENTAL & ENVIRONMENT	2	18.75	$158,460	$175,036	$175,036	$179,475	$0	$179,475	$21,014		CM Rec - Intergovernmental & Environment: Reallocation between programs within existing resources & technical adjustment 2% salary increase for contract and URS.
Total 40104 INTERGOVERNMENTAL & ENVIRONMENT		3		$430,289	$448,430	$407,430	416,355	$-6,755	$409,600	$-13,934		
40421 STREET MAINTENANCE												
Storm Water Utility	PUBLIC UTILITIES	1	26.50		$142,751	$142,751	$145,960	$0	$145,960	$145,960	50% of the Water Resources Coordinator; 60% of the Utility Coordinator; 15% of the Public Utility Director; and 10% of the Executive Assistant	Recommended increases due to high score and established need. Position cost increases are in anticipation of a Storm Water Utility.
Total 40421 STREET MAINTENANCE		1			$142,751	$142,751	145,960	$0	$145,960	$145,960		

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40451 WATER OPERATIONS												
Water Quality	WATER OPERATIONS	1	27.50	$1,925,931	$2,035,918	$2,035,918	$2,060,162	$0	$2,060,162	$134,232	The Water Fund is requesting to increase by a total of .60 FTEs with the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $67,390. $72k increase in materials & supplies for whole department (dept supplies, contract services, utilities, etc.)	Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT increase as well.
Distribution and Maintenance	WATER OPERATIONS	1	26.50	$2,844,635	$2,897,186	$2,897,186	$2,921,525	$0	$2,921,525	$76,890	The Water Fund is requesting to increase by a total of .60 FTEs with the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the	Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
											Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $67,390. $72k increase in materials & supplies for whole department (dept supplies, contract services, utilities, etc.)	increase as well.
Service Orders	WATER OPERATIONS	1	26.50	$437,339	$434,106	$426,682	$436,825	$0	$436,825	$-514	The Water Fund is requesting to increase by a total of .60 FTEs with the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $67,390. $72k increase in materials & supplies for whole department (dept supplies, contract services, utilities, etc.)	Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT increase as well.

Request by Program – Preserving & Enhancing the Natural Environment

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Conservation	WATER OPERATIONS	1	23.25	$264,624	$262,066	$249,000	$256,777	$0	$256,777	$-7,847	The Water Fund is requesting to increase by a total of .60 FTEs with the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $67,390. $72k increase in materials & supplies for whole department (dept supplies, contract services, utilities, etc.)	Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT increase as well.
Water Billing	WATER OPERATIONS	1	23.00	$319,341	$330,205	$330,205	$333,858	$0	$333,858	$14,517		Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT increase as well.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Environmental Regulatory/EPA	INTERGOVERNMENTAL & ENVIRONMENT; LEGAL	1	22.75	$134,277	$132,032	$128,465	$134,655	$-6,755	$127,900	$379		CM Rec - Intergovernmental & Environment: Reallocation between programs within existing resources & technical adjustment 2% salary increase for contract and URS.
Project Management	WATER OPERATIONS	1	21.50	$403,712	$432,909	$432,909	$444,235	$0	$444,235	$40,523	The Water Fund is requesting to increase by a total of .60 FTEs with the addition of a Water Treatment Superintendent, and 80% of an Executive Assistant. 80% of the Water and Streets Director is being replaced by 70% of the Public Utilities Director, the Conserve and Tech Coordinator is being replaced by 50% of the Water Resources Manager and 80% of the Analyst II is being replaced by 40% of the Storm Water Coordinator. The total cost increase is $67,390. $72k increase in materials & supplies for whole department (dept supplies, contract services, utilities, etc.)	Recommended increases due to high score and established need. The utility and software increases are to keep up with increasing costs. Position cost increases are recommended due to need and meeting level of service demands. Admin IFT increase as well.
Total 40451 WATER OPERATIONS		7		$6,329,859	$6,524,422	$6,500,365	6,588,038	$-6,755	$6,581,283	$258,179		
TOTAL				**$6,760,149**	**$7,115,602**	**$7,050,545**	**7,150,354**	**$-13,510**	**$7,136,844**	**$390,205**		

Quarterly Goals – Preserving & Enhancing the Natural Environment

May 28, 2015

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40100 COMMUNITY AFFAIRS										
0207 Enhance Consumer Confidence in Water	COMMUNITY & ENVIRONMENT	Water PI contract and program management	On Track	2	Dept	Ongoing		High	Phyllis Robinson; Water Staff	Contract approved. Work on pipeline and website underway. Quarterly samping and reporting initiated.
40101 ECONOMY										
0464 Open Space Acquisition	ECONOMY	-Staff attend monthly Basin Open Space Advisory Committee-Staff manage monthly COSAC meetings and update Council-Continued open space acquisition negotiations with landowners -Continued updates to Council in CLOSED per ongoing landowner discussions/budget -Coordination of RCST Bonding timeline per possible acquisition targets	On Track	2	Dept	Ongoing		High	Heinrich Dieters (Open Space Project Manager)Nate Rockwood (Capital Budget Manager)	Council Priority: Open Space Acquisition
40313 ENGINEERING										
0023 Storm Water Utility Study	ENGINEERING	Study to look at the issues associated with creating and maintaining a storm water utility	Delayed	1	Dept	06/01/2013	7/31/2015	High	Matt Cassel (City Engineer)	Moved to Public Utilities
0412 Storm Water Improvements	ENGINEERING	Identify, obtain funding, fix and repair one(1) project storm water issue within the city annually	On Track	2	Dept	Ongoing		High	Matt Cassel (City Engineer)	Annually
40104 INTERGOVERNMENTAL & ENVIRONMENT										
0223 Evaluate future uses and when those uses will be needed.	ENVIRONMENTAL REGULATORY	Analysis and recommendation to Council.	On Track	2	Dept	Ongoing		High	Jim Blankenau (Environmental Reg. Program Manager)	Blue Ribbon Commission is set to begin meeting in February. Have contacted EPA about proposed changes to Soils Ordinance. Council Priority: Clean Soils
0432 Determine City Council's "Green Vision"	INTERGOVERNMENTAL & ENVIRONMENT	Council Renewables Study Session	On Track	2	Dept	04/01/2014	12/31/2014	High	Matt Abbott	Feedback from this meeting will structure ongoing deliverables. This goal is about three quarters of the way complete, and will be completed by the end of the year. Council Priority: Community-wide renewable energy policy and action plan
0433 Municipal & Community Green Building Standards	INTERGOVERNMENTAL & ENVIRONMENT	Green Building Council Study Session	On Track	2	Dept	Ongoing		High	Matt Abbott, Chad Root	First meeting with Council will be 6/26/2014 Council Priority: Municipal & Community Green Building Standards
0434 Solar Panels	INTERGOVERNMENT	Solar panels on the roof of PC	On Track	2	Dept	06/01/2015		High	Matt Abbott, Ken	Delayed due to lack of funding.

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
	AL & ENVIRONMENT	MARC.							Fisher (Recreation Manager)	Council Priority: Municipal & Community Green Building Standards; CIP request submitted waiting to hear on funding
0457 Soil Ordinance Outreach Plan	INTERGOVERNMENTAL & ENVIRONMENT	Web page and mailers	Complete	3	Dept	07/01/2014	11/1/2014	High	Jim Blankenau	Delay of goal completion is based on delay of soils ordinance change delays. Council Priority: Clean Soils
0458 New Soils Ordinance Web Page	INTERGOVERNMENTAL & ENVIRONMENT	New web map and new web page	On Track	2	Dept	05/01/2014	11/1/2014	High	Jim Blankenau	Web map is active. Designing new web page. Council Priority: Clean Soils
0459 Soil Transfer Station	INTERGOVERNMENTAL & ENVIRONMENT	Meet with EPA; Feasibility Study	On Track	2	Dept	01/01/2015		High	Jim Blankenau	Council Priority: Clean Soils
0460 Amend Soils Ordinance	INTERGOVERNMENTAL & ENVIRONMENT	Meet with EPA; Adapt changes	On Track	2	Dept	08/01/2014	12/1/2014	High	Jim Blankenau	Updated date based on meetings with the EPA. Council Priority: Clean Soils
40031 LEGAL										
0436 Prosecution E-filing and Paperless Case Management	LEGAL		On Track	2	Dept	10/01/2014		High	Lisa Rogers and Tricia Lake	
40451 WATER OPERATIONS										
0298 Complete and submit detailed engineering and financial analysis of options for UPDES compliance for Judge Tunnel and identification of the preferred alternative	WATER OPERATIONS	Recommended Treatment option for Judge	On Track	2	Dept	10/01/2015	12/31/2017	High	Clint McAffee	Staff is working on an alternatives analysis. Date was renegotiated in favor of Park City
0356 Judge/Spiro Mine Maintenance	WATER OPERATIONS	Long Term, reliable water sources	On Track	2	Dept	Ongoing		High	Kyle MacArthur (Water Operations Team Leader)	Mine Maintenance is up to date. Will be installing communication infrastructure by the end of 2014.
0357 Well and Spring Maintenance	WATER OPERATIONS	Long Term, reliable water sources	On Track	2	Dept	Ongoing		High	Kyle MacArthur (Water Operations Team Leader)	This is up to date.
0358 Update and Enforce Source Protection Plan	WATER OPERATIONS	Long Term, Reliable Water Sources	On Track	2	Dept	Ongoing		High	Kyle MacArthur (Water Operations Team Leader)	This plan is up to date with the Utah Division of Drinking Water
0359 Empire Tank Replacement	WATER OPERATIONS	Staff Recommendation of Size and Schedule	On Track	2	Dept	12/15/2013	12/31/2014	High	Roger McClain (Water Engineer)	The existing Empire Tank has been repurposed to a raw water tank. This storage for drinking water will need to be replaced in the next few years. However, in order to delay this cost, we are looking at some pressure

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
										zone changes that would tap into the storage of the existing Aire Tank. These modifications will provide adequate fire flow and peak day storage for the near term. As the plans for the Treasure Development and the lower PCMR area start to come together, we will be able to more accurately determine the size and location of the replacement tank.
0362 Analyze and potentially, propose rate structure alternatives to meet revenue requirements and encourage water conservation	WATER OPERATIONS	Potential Rate alternative	On Track	2	Dept	Ongoing		High	Clint McAffee (Water Manager)	We will be looking at our rate structure to determine if a more aggressive conservation approach could be implemented. We will also be considering a higher base rate to cover fixed water operating costs. Staff will present options and recommendations to Council.
0363 Propose water code changes to clarify collections and other process improvements	WATER OPERATIONS	Proposed municipal code revisions	On Track	2	Dept	12/15/2013	10/1/2014	High	Jason Christensen (Water Conservation Business Coordinator)	We will be proposing changes to certain sections of the water code, most of which will be to clarify sections and improve existing processes.
0365 WTP Micro-hydro Power Generation Station	WATER OPERATIONS	Power production from new station	On Track	2	Dept	08/01/2014	1/1/2017	High	Roger McClain (Water Engineer)	Two sites have been identified for micro-hydro: at Quinns WTP and at Spiro WTP. The cost of this infrastructure is in the financial model but there is still work to do before we can design and construct a working facility. Micro Hydro will be a part of the treatment processes that will treat the Judge and Spiro Tunnels. Micro-hydro will be integrated into the design and construction of these facilities.
0368 Update water impact fee study and upgrade financial model for water fund	WATER OPERATIONS	Impact Fee Adoption and Upadated Model	On Track	2	Dept	07/01/2014	10/1/2014	High	Clint McAffee	Work is 95% complete. We are a few months behind schedule due to a variety of reasons including the complexity of the study and the level of detail in the analysis.
0370 Judge Tunnel Pipeline	WATER OPERATIONS	Complete from Judge to Spiro WTP	On Track	2	Dept	12/15/2015		High	Roger McClain (Water Engineer)	This project is the first major step toward improving the water quality from the mine tunnels and complying

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
										with the Safe Drinking and Clean Water Acts. This project is in progress. This project is partially funded by a STAG Grant in the amount of $1.9M.
0371 Obtain UPDES permits for the Judge and Spiro Tunnels	WATER OPERATIONS	UPDES permits	On Track	2	Dept	12/15/2014		High	Clint McAffee (Water Manager)	We are close to permits and an agreement with the Utah Division of Water Quality on a compliance schedule and terms. Both the City and DWQ have interest in finalizing the permits and the agreement asap.
0372 Continue to Participate in Western Summit County Project	WATER OPERATIONS	Annual Updates on Supply and Demand, regionalization fees, and provide input on future regional projects	On Track	2	Dept	12/15/2015		High	Clint McAffee (Water Manager)	This is on track, The Master Agreement was executed mid-2013. A three way interconnection between Park City, Mountain Regional, and Summit Water is being studied.
0373 Continue optimization of Spiro WTP to gain more stable production capacity, better process functionality and more robust compliance reliability.	WATER OPERATIONS	Facility assessment and associated technical memorandum.	On Track	2	Dept	12/15/2013	12/31/2014	High	Michelle DeHaan (Water Quality and Treatment Manager)	This is an ongoing effort. Much progress has been made with this process including in the chemical feed system, PLC system, filter run times, influent WQ parameters, solids handling and processing and many others. Recent changes to the structure of the Water Department have also greatly improved the ability to have dedicated operators running the WTP rather than the entire team. With more consistent operating time, each treatment operator has become closer to an expert as they have more time to dedicate to the process with fewer distractions.
0386 Meter Maintenance program	WATER OPERATIONS	meter maintenance programs	On Track	2	Dept	06/15/2013	7/1/2016	High	Jason Christensen (Water Conservation Business Coordinator)	Initially, we identified and replaced about 20 large meters that had a slow decline in reported usage over the years. We are in the process of identifying more meters to replace as a result of the success of the first 20 in term of financial payback. Ultimately, we will have a plan to replace all meters over a period of time in order to accurately capture and charge for water use. We have

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
										replaced over half of the large dual meters within the system. We anticipate entering another contract this fiscal year to do another quarter. We are expending all the budgeted funds each fiscal year toward this goal. We anticipate the large dual meters with be complete FY 2016, at which time we will transition to another group of high priority meters.
0395 Estates Drive Water Line Replacement	WATER OPERATIONS	Replace 750 ft. of corroded water main	On Track	2	Dept	11/01/2013	10/31/2014	High	Roger McClain (Water Engineer)	This section of pipe has regular failures. This contract has been awarded and work is expected to begin in August of 2014.
0402 Water Master Plan Update - 2013	WATER OPERATIONS	Updated potable and raw water system planning update / to be incorporated in the IWRP / Council approval	On Track	2	Dept	01/01/2014	12/31/2014	High	Roger McClain (Water Engineer)	The master plan is another task that is always evolving and updated. The purpose is to accurately plan for improvements in the system related to growth and existing deficiencies. This project has been delayed due to delays in other large projects including the work relating to the discharge permits for the Judge and Spiro Tunnels.
0408 Pursue working leak detection.	WATER OPERATIONS	A process that maximizes our ability to detect leaks within our current software suite	On Track	2	Dept	09/15/2013	7/1/2015	High	Jason Christensen (Water Conservation Business Coordinator)	There are two pieces to leak detection. First, detecting and notifying customers of leaks after their meter. With the deployment of the Customer Portal we are now automatically through email notifying any customer if there usage meets criteria consistent with a leak. Second, identifying leaks and losses out within the system. We are working to identify the best approach to this item, and will continue to explore a detection method.
0418 Complete and submit PCMC Integrated UPDES Plan to Division of Water Quality	WATER OPERATIONS	Draft Integrated Plan	On Track	2	Dept	10/01/2014	12/31/2015	High	Clint McAffee	Staff is drafting Plan. Date was renegotiated in favor of Park City

An Inclusive Community of Diverse Economic & Cultural Opportunities

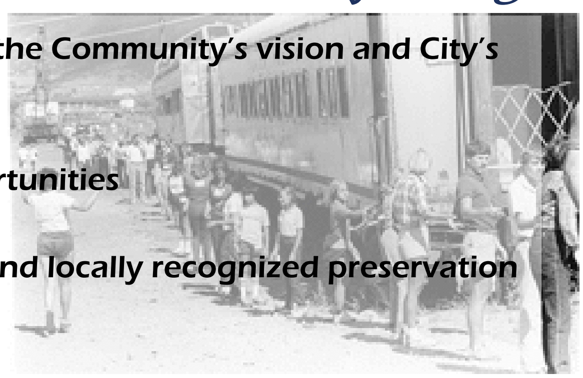
Success of this Priority is defined as:

Park City is a community where residents can live, work and play. In order to maintain Park City's appeal, PCMC invests in those areas that ensure our continued success. Through our planning and economic development efforts, we balance the historic character and small town atmosphere with the varying needs of our residents and visitors. A mix of cultures, perspectives and lifestyles is welcomed and celebrated. There are diverse job opportunities that pay a living wage and enable full-time residents to live within a reasonable distance of their jobs. Part-time residents are welcomed, engaged and contribute to the community character. Preserving our unique history is vital to the longevity of the City's character and is at the forefront when key planning and economic development decisions are made. The impact of regional growth pressures have been managed and mitigated by Park City's ongoing collaboration with local and regional stakeholders. These cooperative efforts result in innovative economic strategies, preservation of the natural setting, and partnerships that lead to prosperity throughout the region.

Desired Outcomes The Community and the City Council have identified the following desired outcomes related to this priority:

- Residents live and work locally
- Jobs paying a living wage
- Preserved and celebrated history; protected National Historic District
- Cluster development while preserving open space
- Part-time residents that invest and engage in the community
- Shared use of Main Street by locals and visitors
- Skilled, educated workforce
- Entire population utilizes community amenities
- Community gathering spaces and places
- Physically and socially connected neighborhoods
- Vibrant arts and culture offerings
- Diverse population (racially, socially, economically, geographically, etc.)
- Primarily locally owned businesses
- Safe Community

Key Strategies



- Develop long range planning practices that achieve the Community's vision and City's Core Values
- Foster Affordable Housing and Senior Services
- Provide a Variety of High Quality Recreational Opportunities
- Retain & Attract Diversified Business Types
- Safeguard Historic Preservation through nationally and locally recognized preservation standards
- Emphasize & Expand Educational Aspect of Library

COMMUNITY OF DIVERSE ECONOMIC & CULTURAL OPP'S (CONT.)

Key Indicators

KEY INDICATOR	YEAR				ASSESSMENT	
	2011	2012	2013	2014	Benchmark	Trend
Annual percent conviction rate of misdemeanor charges.	90%	90%	90%	90%	N/A	Neutral
Annual number of Building Permits.	903	989	1042	1350	N/A	Positive
Percent of residents who rate the opportunities to attend or participate in community matters as "good" or "excellent."	84%	84%	84%	84%	Higher	Neutral
Percent of residents who rate Quality of Economic Development Services as "good" or "excellent."	58%	58%	57%	57%	Similar	Neutral
Number of Community Preparedness outreach items (print, radio, newspaper, web, presentations etc.).	N/A	22	33	1,583	N/A	Positive
Percent of construction projects "Substantially" completed within a construction season.	N/A	N/A	50%	40%	N/A	Negative
Number of library visits per capita (annually).	16.05	14.60	14.21	7.95	Below	Negative
Annual number of planning applications.	282	332	424	452	N/A	Positive
Percent of resident who rate the quality of Police Services as "good" or "excellent.	81%	81%	77%	77%	Similar	Negative
Percentage of housing units that are "affordable."	6.50%	5.00%	5.10%	5.30%	N/A	Neutral

The Key Indicators above provide a snapshot of how the community is doing on our goal of fostering an Inclusive Community of Diverse Economic and Cultural Opportunities. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

Biennial Plan for Community of Diverse Economic & Cultural Opp's

Recent Successes

- Increase in Library Participation, Programs, and Outreach
- Seed Program for Library Digital Lab
- Designing 21st Century Library
- Completed Memorial Wall in Cemetery
- Maximized McPolin Farm Event Participation
- Police Body Cams for Transparent Government
- Enhanced Victim Advocate Program with full-time staffing
- Evidence Room Staffing
- Created Lieutenant Position
- Creation of Safety Committee and Training Program
- Affordable Housing Fraud Criminal Ordinance
- New Historic Grant Criteria
- General Plan Completion and APA Award
- New Business License Inspector

Current Challenges

- Balance Between Tourism & Quality of Life for Local Residents
- Rapidly Changing Technology
- Local & Regional Growth Pressures
- Transition to New Library Facility
- Funding for Capital Projects
- Protection of Historic Fabric, Main Street Historic District Designation and Park City's Iconic McPolin Farm National Historic Designation
- Significant Increase in Planning Application and Building Permit Submittals
- Public Safety Staffing Pressures due to Special Events, Calls for Service, & Community Needs
- Meeting Workforce Housing Needs
- Staffing Needs due to McPolin Events
- Impact of Regional Development
- Competing for Qualified Staff Members
- Funding for Stabilization of Historic Barn
- Affordable Commercial Development

Trends & Opportunities

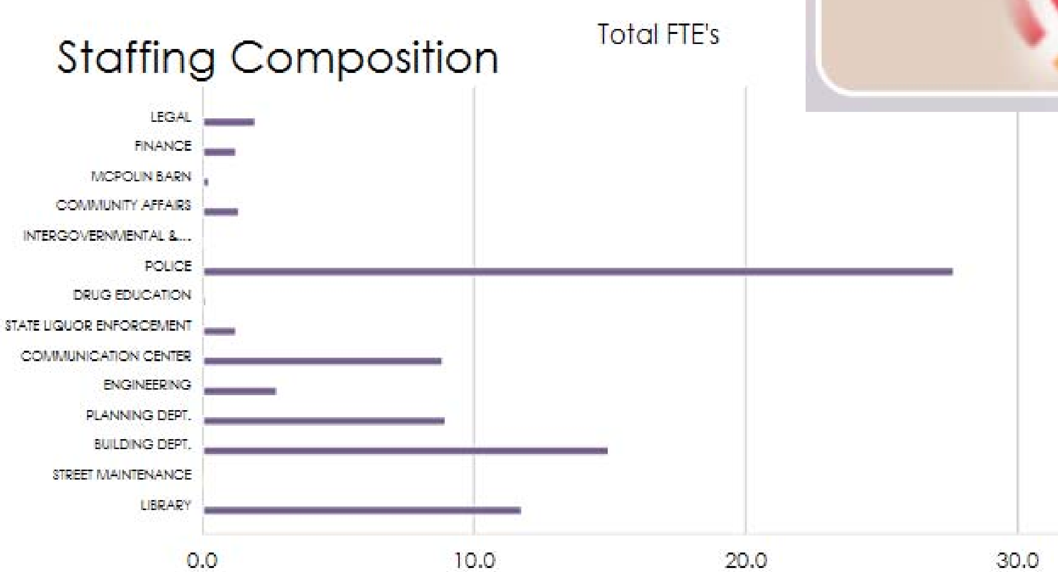
- Aging Population
- Regional Collaborative Planning
- E-books & Digital Media Labs in Libraries
- Libraries as Community Centers
- Rising Property Values
- Increased Demand for Technology
- Increased Technological Services, including New Programs
- Annexation Boundaries
- New Technology and Apps
- Public Private Partnerships
- 2nd Mortgage/Equity Sharing Programs
- Bonanza Park, Lower Park Avenue, & Prospector Square Area Plans
- Business Incubator
- Resort Ownership Change
- University Partnerships
- Inclusion of Ski Era Architecture in Preservation Planning

Staff Action Plan

- General Plan Implementation
- Bonanza Park Area Plan and Form Based Code
- Lower Park Redevelopment Area Plan, including Senior & Affordable Housing
- Prospector Square Area Plan
- Less Intensive Rocky Mountain Power Substation Upgrade
- Identify Target Properties & Development for Direct Business Recruitment Plan
- Staffing Needs due to Increased Bldg Activity
- Intensive Level Survey of Main Street Historic District
- Completion of McPolin Complex Preservation Plan and Analysis
- Complete Library Expansion Project
- Staffing Plan for Post-Library Expansion
- Mortgage Assistance Tool
- Continued partnership with Summit County to carry out the Senior Strategic Plan through the Senior Working Group
- Short and Longer-Term Affordable Housing Implementation Plans

Budget Plan FY16

- Building: Fire Information Signs, contract service increases for Fire Inspection and Plan Check reviews and part-time Front Desk Assistant ($40k).
- Planning: Increase ($30k) in consultant services for Bonanza Park and Prospector Area Plans.
- Library: New Community Engagement program with the completion of the new Library Building. Add Community Engagement Librarian and Youth Library Assistant ($111k). $31k increase for materials and supplies.
- Dispatch: URS benefit increase for Dispatch personnel to match other Public Safety positions ($53k).
- Engineering: Add Public Improvements Engineer to help with workload and plan check bottleneck.



Department Business Plans

Each city department has a business plan to identify current goals and activities. Business plans can be found at http://www.parkcity.org/index.aspx?page=541&parent=10259

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40104 INTERGOVERNMENTAL & ENVIRONMENT												
Leadership Park City	INTERGOVERNMENTAL & ENVIRONMENT	4	13.50	$133,059	$121,058			$0		$-133,059	Assistant City Manager to take over budget for this program.	City Manager Recommendation: Leadership Budget will be moved out of Intergovernmental/Env. into its own dept. Some personnel reallocated to other programs within Intergovernmental/Env Dept.
Total 40104 INTERGOVERNMENTAL & ENVIRONMENT		4		$133,059	$121,058			$0		$-133,059		
40136 LEADERSHIP												
Leadership Park City	INTERGOVERNMENTAL & ENVIRONMENT	4	13.50		$91,680	$91,680	$91,680	$0	$91,680	$91,680	Assistant City Manager to take over budget for this program.	City Manager Recommendation: Leadership Budget will be moved out of Intergovernmental/Env. into its own dept. Some personnel reallocated to other programs within Intergovernmental/Env Dept.
Total 40136 LEADERSHIP		4			$91,680	$91,680	91,680	$0	$91,680	$91,680		
40231 COMMUNICATION CENTER												
Dispatch	POLICE	1	21.50	$722,890	$729,199	$729,199	$790,524	$-46,000	$744,524	$67,635	Police management: URS has opened up the possibility of increasing the URS benefit for Dispatcher personnel to 34.05% over their current 18.47%.	City Manager recommended increase in hopes of discouraging turnover and helping with recruitment ($53k).

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Total 40231 COMMUNICATION CENTER		1		$722,890	$729,199	$729,199	790,524	$-46,000	$744,524	$67,635		
40313 ENGINEERING												
Inspections	BUILDING & ENGINEERING	2	19.00	$182,896	$125,410	$125,410	$132,290	$-226,395	$-94,106	$-50,606	Engineering: $65k in contract services goes away in FY16 for PC Heights (one-time). Engineering: Increase Full-time Benefited budget for a Public Improvements Engineer ($124k).	Engineering: Position recommended based off of high-score and established need. Public Improvements Engineer is recommended in order to help with Engineering workload, and to reduce a plan check bottleneck. Contract services recommended based on revenue offset.
Engineering Project Management	ENGINEERING	2	17.75	$228,547	$324,137	$324,137	$350,134	$-35,013	$315,120	$121,587	Engineering: Increase Full-time Benefited budget for a Public Improvements Engineer ($124k).	Engineering: Position recommended based off of high-score and established need. Public Improvements Engineer is recommended in order to help with Engineering workload, and to reduce a plan check bottleneck.
Plan/Application Review	BUILDING, PLANNING & ENGINEERING	3	17.25	$59,439	$64,989	$64,989	$86,461	$-15,000	$71,461	$27,022	Engineering: Increase Full-time Benefited budget for a Public Improvements Engineer ($124k).	Engineering: Engineering: Position recommended based off of high-score and established need. Public Improvements Engineer is recommended in order to help with Engineering workload, and to reduce a plan

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
												check bottleneck. City Manager Recommendation: add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and
Total 40313 ENGINEERING		7		$470,882	$514,536	$514,536	568,884	$-276,409	$292,475	$98,002		
40342 PLANNING DEPT.												
Long Range Planning	PLANNING	2	17.75	$243,485	$341,131	$279,095	$231,799	$0	$231,799	$-11,687	$97k increase to contract services for various projects.	RT Rec: $35k recommended increase based off of high score and established need. CM Rec: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease contract Current Planning Manager ($132k) and add FTR position (E09: $143k).

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Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Historic District Design Review	PLANNING	4	14.00	$255,973	$221,693	$221,693	$216,085	$0	$216,085	$-39,888	Move $35k to 'Long Range Planning' program.	Results Team recommends contract service transfer. CM Rec: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease contract Current Planning Manager ($132k) and add FTR position (E09: $143k).
Special Planning Projects - Inter-Dept	PLANNING	4	12.75	$99,536	$99,742	$99,742	$82,773	$0	$82,773	$-16,763		City Manager Recommendation: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease contract Current Planning Manager ($132k) and add FTR position (E09: $143k).
Total 40342 PLANNING DEPT.		10		$598,994	$662,566	$600,530	530,657	$0	$530,657	$-68,337		

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40352 BUILDING DEPT.												
Code Enforcement	BUILDING	2	19.75	$230,305	$243,627	$231,356	$245,302	$-84,790	$160,512	$14,998	Building: Increase in materials due to increased workload and demand. Fire equipment and contracting fees, contract services (fire and inspections), uniforms and personal protective equipment, software, laptops, training & conference travel, mileage reimbursement, etc. Total materials and supplies request: $147,835. Increase 2 grades for 4 Senior Building Inspectors and 1 grade for 2 Plan Check Coordinators, Building Inspector Supervisor, and 1 Deputy Building Official ($87k).	Building - Results Team recommendation: Increase of $30k in materials and supplies based off of department prioritization, established need, and revenues: Fire equipment, contracting fees, fire contract services, and uniforms and PPE. Front desk contract paid for within existing resources, inspection contracts paid for out of contingency (if needed), and software moved to CIP process. City Manager recommendation: Increase grades for 4 Senior Building Inspectors, 2 Plan Check Coordinators, Building Inspector Supervisor, and 1 Deputy Building Official ($58k)City Manager Recommendation: Remove Planning Director position (E10: $151k) and add Community

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
												Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning.
Inspections	BUILDING & ENGINEERING	2	19.00	$916,395	$989,724	$929,608	$967,624	$-697,395	$270,229	$51,229	Building: Increase in materials due to increased workload and demand. Fire equipment and contracting fees, contract services (fire and inspections), uniforms and personal protective equipment, software, laptops, training & conference travel, mileage reimbursement, etc. Total materials and supplies request: $147,835.	Building - Results Team recommendation: Increase of $30k in materials and supplies based off of department prioritization, established need, and revenues: Fire equipment, contracting fees, fire contract services, and uniforms and PPE. Front desk contract paid for within existing resources, inspection contracts paid for out of contingency (if needed), and software moved to CIP process. City Manager recommendation: Increase grades for 4 Senior Building Inspectors, 2 Plan Check Coordinators, Building Inspector Supervisor, and 1 Deputy Building Official ($58k)

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Fire Safety	BUILDING	2	17.75	$325,842	$360,770	$333,849	$349,227	$-64,170	$285,057	$23,385	Building: Increase in materials due to increased workload and demand. Fire equipment and contracting fees, contract services (fire and inspections), uniforms and personal protective equipment, software, laptops, training & conference travel, mileage reimbursement, etc. Total materials and supplies request: $147,835. Increase 2 grades for 4 Senior Building Inspectors and 1 grade for 2 Plan Check Coordinators, Building Inspector Supervisor, and 1 Deputy Building Official ($87k).	Building - Results Team recommendation: Increase of $30k in materials and supplies based off of department prioritization, established need, and revenues: Fire equipment, contracting fees, fire contract services, and uniforms and PPE. Front desk contract paid for within existing resources, inspection contracts paid for out of contingency (if needed), and software moved to CIP process. City Manager recommendation: Increase grades for 4 Senior Building Inspectors, 2 Plan Check Coordinators, Building Inspector Supervisor, and 1 Deputy Building Official ($58k)City Manager Recommendation: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
												each in Planning, Building, Engineering, and Transportation Planning.
Plan/Application Review	BUILDING, PLANNING & ENGINEERING	3	17.25	$287,126	$307,689	$287,653	$349,472	$-282,040	$67,432	$62,347	Building: Increase in materials due to increased workload and demand. Fire equipment and contracting fees, contract services (fire and inspections), uniforms and personal protective equipment, software, laptops, training & conference travel, mileage reimbursement, etc. Total materials and supplies request: $147,835.	Building: Recommended increase of $30k in materials and supplies based off of department prioritization, established need, and revenues: Fire equipment, contracting fees, fire contract services, and uniforms and PPE. Front desk contract paid for within existing resources, inspection contracts paid for out of contingency (if needed), and software moved to CIP process. City Manager Recommendation: Remove Planning Director position (E10: $151k) and add Community Development position (E13: $185k) at 0.25 each in Planning, Building, Engineering, and Transportation Planning. Decrease contract Current Planning Manager ($132k) and add FTR

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
												position (E09: $143k).
Total 40352 BUILDING DEPT.		9		$1,759,667	$1,901,809	$1,782,465	1,911,626	$-1,128,395	$783,231	$151,959		
40551 LIBRARY												
Circulation Services	LIBRARY	1	22.50	$296,670	$312,499	$298,906	$297,437	$-6,300	$291,137	$767	Senior Librarian for Community Engagement ($90,000, which includes benefits), a Community Engagement Library Assistant ($14,700), and a Senior Library Assistant for Youth Services ($60,000, which includes benefits) plus computer resources and software, personnel training, books and materials ($51,000).	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.
Reciprocal Borrowing	LIBRARY	1	22.00	$8,986	$17,340	$16,441	$16,620	$0	$16,620	$7,634	Senior Librarian for Community Engagement ($90,000, which includes benefits), a Community Engagement Library Assistant ($14,700), and a Senior Library Assistant for Youth Services ($60,000, which includes benefits) plus computer resources and software, personnel training,	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
											books and materials ($51,000).	for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.
Community Engagement	LIBRARY	3	17.00		$121,806	$109,795	$111,599	$0	$111,599	$111,599	90% of a Senior Librarian ($82,350), 82% of a Part-Time Library Assistant ($12k) and $2k in extra money requested for Library special events programs. These requests would be partially offset by fees generated by room rental at the Library.	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Technical Services	LIBRARY	1	22.50	$281,899	$280,010	$277,292	$282,240	$-4,200	$278,040	$341	Senior Librarian for Community Engagement ($90,000, which includes benefits), a Community Engagement Library Assistant ($14,700), and a Senior Library Assistant for Youth Services ($60,000, which includes benefits) plus computer resources and software, personnel training, books and materials ($51,000).	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.
Youth & Spanish Services	LIBRARY	1	22.50	$162,962	$220,514	$177,770	$189,015	$-4,200	$184,815	$26,053	Senior Librarian for Community Engagement ($90,000, which includes benefits), a Community Engagement Library Assistant ($14,700), and a Senior Library Assistant for Youth Services ($60,000, which includes benefits) plus computer resources and software, personnel training, books and materials ($51,000).	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
												sum budget.
Adult Services	LIBRARY	1	22.50	$235,818	$252,481	$249,156	$249,762	$-6,300	$243,462	$13,944	Senior Librarian for Community Engagement ($90,000, which includes benefits), a Community Engagement Library Assistant ($14,700), and a Senior Library Assistant for Youth Services ($60,000, which includes benefits) plus computer resources and software, personnel training, books and materials ($51,000).	RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.
Total 40551 LIBRARY		8		$986,335	$1,204,650	$1,129,359	1,146,674	$-21,000	$1,125,674	$160,339		
40990 EMERGENCY CONTINGENCY												
Emergency Management	EMERGENCY MANAGEMENT & POLICE	1	21.75	$96,000	$121,000	$121,000	$100,000	$-1,998	$98,002	$4,000	EM: $25k every year added to this account.	City Manager Recommendation: $100k cap. Work on policies regarding accessing fund balance for emergencies.
Total 40990 EMERGENCY CONTINGENCY		1		$96,000	$121,000	$121,000	100,000	$-1,998	$98,002	$4,000		

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42181 ECONOMIC DEVELOPMENT GRANT												
Economic Development Grant	ECONOMY	4	13.50		$10,000	$10,000	$10,000	$0	$10,000	$10,000	The request is for $50k in non-departmental money to fund an ED Grant Program	Recommended $40k increase to cover Economic Development Grants out of Lower Park & Main Street RDA as well as $10k out of the General Fund.
Total 42181 ECONOMIC DEVELOPMENT GRANT		4			$10,000	$10,000	10,000	$0	$10,000	$10,000		
43303 MAIN STREET RDA												
Historical Incentive Grant	PLANNING	4	14.00				$30,000	$0	$30,000	$30,000		Technical adjustment, recommended last year.
Economic Development Grant	ECONOMY	4	13.50		$20,000	$20,000	$20,000	$0	$20,000	$20,000	The request is for $50k in non-departmental money to fund an ED Grant Program	Recommended $40k increase to cover Economic Development Grants out of Lower Park & Main Street RDA as well as $10k out of the General Fund.
Total 43303 MAIN STREET RDA		8			$20,000	$20,000	50,000	$0	$50,000	$50,000		
43328 LOWER PARK AVENUE RDA												
Economic Development Grant	ECONOMY	4	13.50		$20,000	$20,000	$20,000	$0	$20,000	$20,000	The request is for $50k in non-departmental money to fund an ED Grant Program	Recommended $40k increase to cover Economic Development Grants out of Lower Park & Main Street RDA as well as $10k out of the General Fund.

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Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
Historical Incentive Grant	PLANNING	4	14.00				$50,000	$0	$50,000	$50,000		Technical adjustment, recommended last year.
Total 43328 LOWER PARK AVENUE RDA		8			$20,000	$20,000	70,000	$0	$70,000	$70,000		
TOTAL				**$4,767,827**	**$5,396,498**	**$5,018,768**	**5,270,045**	**$-1,473,802**	**$3,796,243**	**$502,218**		

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40352 BUILDING DEPT.										
0423 Construction Site Mititgation	BUILDING DEPT.	Mitigate construction impacts on Main Street	On Track	2	Dept	07/01/2014	1/1/2020	High	Chad Root (Chief Building Official)	Ongoing with new CMP's done by code enforcementThis deadline is ongoing
0424 Business License Investigation	BUILDING DEPT.	Address businesses that do not have valid business licenses/nightly rental licenses	On Track	2	Dept	01/01/2015	1/1/2020	High	Chad Root (Chief Building Official)	New Business License InspectorThis deadline is ongoing
0425 Meet Increased Inspection Demands for Large Scale Projects	BUILDING DEPT.	provide building inspections within a 72 hrs from initial request	On Track	2	Dept	01/01/2015	1/1/2020	High	Chad Root (Chief Building Official)	98% completed within 24 hoursThis deadline is ongoing
40100 COMMUNITY AFFAIRS										
0448 City Housing Plan Implementation	COMMUNITY AFFAIRS	Implementing the goals of the city housing plan including developing funding options to foster homeownership opportunities in Park City.	On Track	2	Dept	Ongoing		Top	Rhoda Stauffer (Affordable Housing)	Deed Restriction template completed in January 2015. Resolution revisions still in process - reviewing additional research and studies by outside experts to present to Council in Spring of 2015. Mortgage program tool still in consideration as part of new program. Council Priority: Affordable, attainable, middle-income housing
0452 Complete area scan	COMMUNITY AFFAIRS	Complete area scan of planned and proposed middle income projects – including Park City Heights and projects in Summit County	Complete	3	Dept	07/01/2014		Top	Rhoda Stauffer (Affordable Housing)	Council Priority: Affordable, attainable, middle-income housing
0453 Complete a white paper on proposed projects	COMMUNITY AFFAIRS	Complete a white paper on proposed projects, projected need, and tools for meeting those needs for a study session with City Council in September	Complete	3	Dept	10/01/2014		Top	Rhoda Stauffer (Affordable Housing)	Council Priority: Affordable, attainable, middle-income housing
0461 Community Engagement Process Lower Park RDA	COMMUNITY AFFAIRS	a. ID community & council goalsb. Expert/ professional recommendations	On Track	2	Dept	09/01/2014	3/1/2015	Top	Phyllis Robinson (Community Affairs Manager)	Council Priority: Citizen Engagement. Project was delayed until Library and Ed Center construction was underway. Design Competition scheduled for Fall/Winter 2014. Construction slated for 2016
0465 Complete revisions to Deed Restriction template and Housing Resolution	COMMUNITY AFFAIRS	Complete revisions to Deed Restriction template and Housing Resolution by October	On Track	2	Dept	11/01/2014	6/30/2015	Top	Rhoda Stauffer (Affordable Housing)	Deed Restriction template completed in January 2015. Resolution revisions still in process - reviewing additional research and studies by outside experts to present to Council in Spring of 2015. 'Council Priority: Affordable, attainable, middle-income housing

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0440 Main Street Enhancements	COMMUNITY AFFAIRS	Completion of infrastructure and sidewalk renovation.	On Track	2	Dept	Ongoing		High	Craig Sanchez (Golf Manager / Community Engagement Liaison)	
40101 ECONOMY										
0186 Develop Business Retention and Attraction Plan	ECONOMY	Adopted Business Retention and Attraction Plan	Delayed	1	Dept	Ongoing		High	Jon Weidenhamer (Economic Development Manager) & Jason Glidden (ED Program Mgr)	A draft plan was reviewed by Council in December 2014. The ED task force was delayed until a new Council liaison was appointed during visioning. A work session update on the ED work plan should be anticipated by July 1, 2014. Council will review priorities and discuss next steps.
0190 Upon Completion of General Plan, Isolate ED Strategies into a document	ECONOMY	Create a summary of General Plan Economic Development strategies.	Delayed	1	Dept	02/01/2014	12/31/2014	High	Jon Weidenhamer (Economic Development Manager)	The General Plan was adopted in March 2014. This is delayed until December 2014
0194 Identify target properties and Development of a Direct Business Recruitment Plan	ECONOMY	Business Recruitment Program	On Track	2	Dept	Ongoing		High	Jon Weidenhamer (Economic Development Manager) & ED Pgm. Mgr.	A work session update on the ED work plan should be anticipated by July 1, 2014. Council will review priorities and discuss next steps.
40148 EMERGENCY MANAGEMENT										
0037 Develop an online employee preparedness program	EMERGENCY MANAGEMENT	Develop an audio-visual program for employee preparedness review for all city staff.	Delayed	1	Dept	07/01/2013	7/1/2015	High	H Daniels (Emergency Manager)	Just need to tape video and distribute. Delayed by other projects.
0047 Update Hazard Inventory & Vulnerability Analysis (HIVA)	EMERGENCY MANAGEMENT	Updated section in the CEMP	Complete	3	Dept	Ongoing	3/31/2015	High	H Daniels (Emergency Manager) & Emergency Management Group (EMG)	Reviews are completed every two years and the CEMP updated. Completed 2015 updates.
0048 Develop a Continuity of Operations Plan (COOP)	EMERGENCY MANAGEMENT	Completed Plan	Delayed	1	Dept	12/01/2015	6/30/2016	High	H Daniels (Emergency Manager)	New Safety program has taken priority and this is also a complicated and long process project. An initial outline for proceeding is in process
0052 Purchase necessary equipment and upgrade to digital where possible	EMERGENCY MANAGEMENT	All CCVS moved to the central network and analog cameras replaced with digital	On Track	2	Dept	06/01/2015	12/31/2017	High	H Daniels (Emergency Manager), S Robertson (IT Manager) & M Lennon (Building Maintenance Manager)	87 (64%) of our cameras are digital and another 49 need to be converted over the next several years as funding allows.
0300 Develop a citywide Safety program that is consistent throughout all departments and develops a culture of Safety for all	EMERGENCY MANAGEMENT	Utah Occupational Safety and Health (UOSH) Compliance	On Track	2	Dept	12/01/2014	6/1/2016	High	H Daniels (Emergency Manager), D Foster (City Manager), M Dias (Assistant City Manager) & Management Team	Program in its second year of organization and implementation. Probably will take an additional two years to be completely established and functional. Policy and Training in final drafts, Manual in process

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
employees										
0304 Online SDS system citywide	EMERGENCY MANAGEMENT	System contracted for and implemented for all buildings and employees	Complete	3	Dept	06/01/2014	12/31/2014	High	H Daniels (Emergency Manager), M Dias (Assistant City Manager) & Select Departments	
40313 ENGINEERING										
0003 Rocky Mountain Power System Upgrade	ENGINEERING	1) Approvals for new substation2) Replacement of overhead power lines3) Judge Station upgrade	On Track	2	Dept	01/01/2015	1/1/2016	High	Matt Cassel (City Engineer)	Major changes by Rocky Mtn Power. Waiting for RMP to finalize their agreement with Heber Power. Still waiting
0021 Reconstruction project: Construction of Retaining Wall	ENGINEERING	2013 – repair failed section of Royal Street. 2014 – construction of retaining wall	Complete	3	Dept	07/01/2014	10/31/2014	High	Matt Cassel (City Engineer)	Project in design. On schedule to complete design and have out to bid this spring with construction this summer. Project completed summer of 2014
0439 Update Engineering Standards	ENGINEERING	Update of Engineering Standards and Specification and creation of standard front end construction documents	On Track	2	Dept	12/15/2016		High	Matt Cassel (Engineering Manager)	
40551 LIBRARY										
0474 Develop opening day collections	LIBRARY	Develop Opening Day Collections	Complete	3		12/01/2015		High	Jessie Manis-Librarian, Candy Markle-Librarian, Angela Arreche-Librarian, Chris Roh - Librarian	Opening Day collections are being acquired and set aside specifically for the new building, this comes out of the normal budget. Collectioons are acquired, sorted, and being cataloged.
0476 Continue to work with the selected architectural firm to develop the library renovation	LIBRARY	A completed library that includes solutions for FF&E, technology, flexible spaces, and service provision that meets 21st Century Library standards	Complete	3		10/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian	The Library Renovation Team continued to meet with architectural team to finalize project plans. FF&E meetings are taking place every three weeks. Team is developing shelving plan, signage order, children's area features, work areas, and the technology plan. Work with architecht complete in preparation for opening day.
0477 Develop a plan in coordination with PCMC for oversight of library community rooms	LIBRARY	Policies and procedures, including staffing assignments, for handling reservations in the new facility	On Track	2		10/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markls-Librarian, Chris Roh-Librarian, Angela Arreche-Librarian, Pam Evans-Circ Team Leader	Angela and Pam have received one software training. Adriane met with Jonathan Weidenhamer & Jason Glidden to begin policy discussion. Adriane submitted models for development via email. Community Engagement Librarian starting July 1.

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0478 Explore the possibility of utilizing a bookstore browing model for utilization in the new library	LIBRARY	A deliberated and informed plan to implement community-friendly browsing collections, including face-out displays, signage, and ease of way-finding	On Track	2		10/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian, Angela Arreche-Librarian, Pam Evans-Circ Team Leader	Former Cataloging Librarian researched a variety of models. Conversations with architect continue to explore this option. Staff has explored options for highlighting Dewey areas with signage and creating abundant display areas. Display areas in place throughout the library including bookstore browsing model in new information desk area.
0479 Train staff in the elbow-to-elbow service model	LIBRARY	All staff members understand and are prepared for the expectation of providing responsive service utilizing new technology and community spaces in an upgraded building	Complete	3		10/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian, Angela Arreche-Librarian, Pam Evans-Circ Team Leader	Staff visited the Springville Library to view a working model. Responsible parties are writing a training plan. Finalization of service model is currently taking place and trainings have begun.
0481 Expand the library's Digital Media Lab and promote the amenities to the community	LIBRARY	An updated Digital Media Lab developed in cooperation with the PCMC IT Department and project planners	Complete	3		10/01/2015		High	Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian	A 3-D printer has been procured, installed, and policies are in place. This has been debuted to the public. A video has been developed to train the public on the equipment. YouCreate Lab in place for opening day.
0482 Promote the library's technology enhancements	LIBRARY	A marketing and awareness campaign that lets the public know what is available at the library for their use	On Track	2		10/01/2016		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian, Pam Evans-Circ Team Leader	Adriane has done KPCW radio interviews. Librarians have developed a blog. Staff is being trained on technology and promoting word of mouth in the community. Bookmarks, flyers, newsletter items, all created and disseminated.
0483 Implement trainings in the library to educate the public about the library's technology resources	LIBRARY	A developed training-series that is utilized by educated staff to teach technology classes in the library	Complete	3		10/01/2016		High	Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian	Staff trainings have been started and will continue to be developed. Jessie trains all new staff.
0484 Assess community interest and needs for programs, classes & exhibits	LIBRARY	Planning for programs & classes that match community interests and needs, to be implemented in new building	Complete	3		06/01/2015		High	Jessie Manis-Librarian, Candy Markle- Librarian	Partnered on Civil War Exhibit with Summit County, One Book, Holy Cross Ministries Summer School, Books to Movies, Summer Reading Performers at the MARC, Gimme! Online Storytimes, Summer Reading, Grand Opening Planning.
0486 Identify classes for the Digital Media Lab that highlight the new and	LIBRARY	A community experience that creates interest and buzz surrounding the high-tech	Complete	3		06/01/2015		High	Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian	Class Schedule Under Development. We are looking at getting a premium online computer training software called Lynda.

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
exciting expansion		offerings in the library								
0487 Work with the Summit County Library, Dolly's Bookstore & other partners to continue the OneBook Program in 2015 & 2016	LIBRARY	A collaborative OneBook program that includes broad community involvement based on an evaluation of desired program outcomes	Complete	3		08/15/2014		High	Jessie Manis-Librarian	Program has been put into place with partners. Book displays being developed. Initial meeting took place to derterming this year's title.
0488 Highlight the library's educational resources to meet current community needs and respond to growing trends	LIBRARY	Publicity designed to bring attention to the wealth of offerings at the library	Complete	3		06/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian	Radio interviews, calendar, website events, newsletter, social media, flyers & bookmarks al being utilized.
0489 Develop early literacy programming for the new building	LIBRARY	Programming that meets needs & incorporates learning that will prepare children with 21st Century skills	Complete	3		06/01/2015		High	Candy Markle-Librarian	Early literacy cards printed with a Spanish version this year. Candy Markle has done Spanish/English outreach at St. Mary's. Development of Dia de los Ninos/Dia de los Libros is underway. New insturments were acquired for music and movement.
0490 Implement Utah Kids Ready to Read (UKRTR) programming	LIBRARY	Storytimes and children's programs that incorporate pre-reading concepts developed by UKRTR	Complete	3		07/01/2016		High	Candy Markle-Librarian	Candy is working with with KUED and partner libraries to develop a super reader program for spring. Our youth program implemented early reading skills in all programming.
0491 Create branding for the renovation through marketing efforts	LIBRARY	A plan developed in conjunction with the PCMC Public Affairs Department that creates excitement and understanding in the community about the library center	Complete	3		12/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian	Adriane worked with Phyllis and the Whitney's marketing firm to develop the 'transitioning' imagery during the library move and will continue to develop this as we move back to the renovated building. New logo was developd by architectural firm.
0492 Develop library marketing for programs and services	LIBRARY	Publicity & outreach that educates the public about the new and ongoing offerings of the library and they hold for many segments of the community, to include bringing on a library marketing consultant to assist with the graphics and messaging	Complete	3		12/01/2015		High	Adriane Herrick Juarez-Director, Jessie Manis-Librarian, Candy Markle-Librarian, Chris Roh-Librarian, Pam Evans-Circ Team Leader, Angela Arreche-Librarian	Marketing consultant brought on board September 2014. Responsible parties are working together to develop branding ideas and a 'template' program to solidify brand and messaging. In 2016, this responsibility will fall to the Community Engagement Librarian.

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40094 MCPOLIN BARN										
0462 Preservation Plan and Structural Engineer Report	MCPOLIN BARN	Preservation Plan and Structural Engineer Report	Delayed	1	Dept	08/01/2014	7/15/2015	High	Denise Carey	Council Priority: Historic Sites Plan. Structural Plan is complete, Preservation Plan is 90% complete. Staff has met with City Council on the Preservation Plan and will return to Council in Fall 2015 with survey results. Staff hopes to complete a breakdown of the dollar amounts for the minimum to stabilize the Barn and a bid for limited use i.e. tours in the bottom fo the barn. Staff continues to work with Planning Department's Historic Preservation Planner Anne Oliver of SWCA Environmental Consultants to discuss the final draft of the preservation plan and with Brett Goodman, BHB Engineers on the Structural Report and $$. Utilizing this plan, work efforts can be phased to explore and achieve desired goals. Further, the preservation plan will allow owners and stewards of the historic site to prioritize their work and responsibly plan for the future.
40342 PLANNING DEPT.										
0004 Lower Park Redevelopment	PLANNING DEPT.	Draft of an area plan presented to City Council, approve goals, strategies and concepts, and ID preferred build-out	On Track	2	Dept	12/01/2013	5/31/2015	Top	Thomas Eddington (Planning Director)	Pending public outreach/charette, work will begin on the draft of the Lower Park Redevelopment Area Plan. The current proposal is to conduct a community charrette process in the spring/summer of 2015, then begin the actual planning document. Council Priority: LPRDA Master Plan
0006 Annual Historic Site Inventory update	PLANNING DEPT.	Updated Historic Site Inventory and individual property site forms adopted by the Historic Preservation Board	On Track	2	Dept	07/01/2013	4/30/2015	Top	Thomas Eddington (Planning Director)	The Planning Department will review the full HSI and reconcile Landmark / Significant structures based upon work completed during the year. Council Priority: Historic Sites Plan

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0007 Annual Historic Guidelines update	PLANNING DEPT.	Updated Historic Guidelines adopted by the Historic Preservation Board and daily utilization by Planning Staff	On Track	2	Dept	07/01/2013	6/30/2015	Top	Thomas Eddington (Planning Director)	A draft update will be produced and brought before the Historic Preservation Board - the nature of these updates will be dependent upon possible expansion of the HSI to include incentivising (not mandatory) ski-era buildings and mine structures. This work will commence upon completion of the HSI work being led by CRSA. Council Priority: Historic Sites Plan
0009 Intensive Level Survey of Main Street Historic District	PLANNING DEPT.	An intensive level survey of each historically designated site to identify important characteristics for preservation (CRSA)	On Track	2	Dept	07/01/2014	4/30/2015	Top	Thomas Eddington (Planning Director)	CRSA was awarded an intensive level survey contract for Main Street - it is scheduled to be concluded by early 2015. Results may require an update to the Historic Site Inventory. The contract was awarded to CRSA in May.Council Priority: Historic Sites Plan
0001 Bonanza Park Redevelopment Area Plan	PLANNING DEPT.	Implementation of Form Based Code for BOPA as adopted by City Council	On Track	2	Dept	07/01/2013	5/31/2015	High	Thomas Eddington (Planning Director)	The General Plan was complete and Council directed staff to work on BOPA FBC planning efforts after the GP. With the additional public outreach efforts incorporated, there has been a delay in finalizing the FBC. Staff would like to see the FBC in place prior to the summer construction schedule.
40221 POLICE										
0106 Establish and continue education with Park City Community Anti-bullying Coalition	POLICE	Continue to meet with community coalition and set yearly agenda.	On Track	2	Dept	01/01/2013	1/1/2016	High	Wade Carpenter	We work with the United Against Bullying Coalition (UABC) on several prevention grants and on their yearly projects related to anti-bullying and student leadership. We are currently evaluating speakers and curriculum for the upcoming 2015 UABC/Leaders 4 Life event. We plan to schedule it on a Friday & Saturday within the first two weeks of November.

Quarterly Goals – An Inclusive Community of Diverse Economic & Cultural Opportunities

May 28, 2015

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0109 Physical Fitness Requirements	POLICE	All officers meet year one requirements according to four year plan.	On Track	2	Dept	Ongoing	11/30/2015	High	Department Administration	• 2011: We initiated our department physical fitness program in 2011 which requires our sworn staff to complete a POST PT test every 6 months and pass the final standards by the Fall of 2014. • 2012: We continued to encourage our employees to take advantage of the City Wellness program & to exercise during their work shift time & call load permitting to prepare for the biannual PT test. • 2013: In 2013 Officer Corey Allinson developed a Superior Fitness award program for those employees who wanted to achieve even a higher level of fitness. • 2014: Fall 2014 test only 2 employees failed to achieve all four of the PT standards and 4 employees achieved a Superior Fitness level.• 2015: Spring 2015 test only 3 employees failed to achieve all four of the PT standards and 4 employees achieved the much more difficult Superior Fitness level.
0112 Evaluate traffic enforcement efforts to improve walkability and bike-ability of community.	POLICE	Report on effectiveness of traffic enforcement, education and engineering to promote safer roads for pedestrians, bikes and motorists.	On Track	2	Dept	Ongoing		High	Phil Kirk	Phil works with the traffic sergeant, currently Jay Randall, on a monthly basis to evaluate our traffic enforcement efforts. Phil posts the updated location of the department's speed enforcement trailers on Facebook and sends the speed data collected from the trailers to the City Engineer.

Responsive, Cutting-Edge, & Effective Government

Success of this Priority is defined as:

Park City Municipal Corporation has earned the trust of the community by engaging its citizens, being responsible stewards of tax dollars and providing uncompromising quality and customer service. This is enabled by a customer-centered organizational structure; a culture that embraces accountability and adapts to change; and funding mechanisms and policies that support innovation. Investing in our people is essential to maintaining a high-performing and strategic-minded workforce. PCMC employees are equipped with the core skills that allow them to be self-managed, creative and flexible in anticipating and responding to community needs. Our investments are protected by ensuring that systems and infrastructure are maintained, making responsible and effective use of technology and being fiscally and legally sound.

Desired Outcomes

The Community and the City Council have identified the following desired outcomes related to this priority:

- Fiscally and legally sound
- Engaged, capable workforce
- Well-maintained assets and infrastructure
- Engaged and informed citizenry
- Streamlined and flexible operating processes
- Ease of access to desired information for citizens and visitors

Key Strategies

The following strategies have been identified as critical for achieving Desired Outcomes:

- Stewards of the Public Trust
- Engaged Workforce
- Access/Information
- Strategic Leadership
- Facilitate Citizen Engagement, Public Participation and Timely Communication

Key Indicators

KEY INDICATOR	YEAR				ASSESMENT	
	2011	2012	2013	2014	Benchmark	Trend
General Obligation bond rating (Fitch and S&P).	AA+	AA+	AA+	AA+	N/A	Neutral
Percent of respondents who rated the overall direction PCMC is taking as "good" or "excellent."	70%	70%	64%	64%	Similar	Negative
Percent of respondents who rated the quality of services from PCMC as "good" or "excellent."	83%	83%	80%	80%	Similar	Negative
Annual number of Audit Findings.	0	1	2	0	N/A	Positive
Percent of building repairs made within 30 days of receiving a complaint or request for service.	93%	94%	94%	95%	N/A	Positive
Percentage of Fleet mechanic time spent servicing vehicles and equipment (“Wrench-turning” hours to total hours).	N/A	N/A	75%	79%	N/A	Neutral
Percent of applicant pool qualified for the posted position.	N/A	N/A	90%		N/A	Neutral
Percentage of Facility customer complaints responded to within 72 hours, 24 hours for minor emergencies and 2 hours for major emergencies after receiving a service request.	95%	95%	95%	93%	N/A	Negative
Percent of respondents who rated their overall confidence in Park City as "good" or "excellent."	N/A	N/A	66%	66%	N/A	Neutral
Percent of respondents who rated the overall customer service from Park City as "good" or "excellent."	78%	78%	83%	83%	Similar	Positive
Percent of respondents who rated the public information services in Park City as "good" or "excellent."	83%	83%	82%	82%	Higher	Neutral
Annual number of website hits.	1,182,519	1,345,654	1,267,171	1,338,493	N/A	Positive
Annual number of website hits (mobile).	118,902	153,451	210,982	225,601	N/A	Positive

The Key Indicators above provide a snapshot of how the community is doing on our goal of promoting a Responsive, Cutting-Edge, and Effective Government. Indicators were taken from Department Performance Measures as well as the National Citizens' Survey, which is given every two years. Where information is available, the indicators are benchmarked against other communities and/or trended over time to highlight areas for improvement.

Biennial Plan for Responsive, Cutting-Edge, & Effective Government

Recent Successes

- Building Security Plan (Electronic Key Implementation, Digital Cameras)
- LEAD PC and IREACH
- Clean Audit for 2014 & 25th consecutive GFOA Excellence Award
- Upgraded 2 miles of Fiber Optic Cable to Municipal Facilities
- Initiated Projects Funded through Additional Resort Sales Tax for Open Space, Main St Projects, and Empire Ave
- Wellness Benefits Extended to Families
- Blue Ribbon Commission Implementation
- Implementation of Meeting Management Software
- Active Participant in Mountain Accord
- Digital Acceptance of Water Billing Checks
- Five Voice of the People Awards from ICMA
- Reengaged with Sister City
- Certificate of Achievement from the ICMA Center for Performance Analytics

Current Challenges

- Engaging Diverse Constituencies
- New Facilities & Greater Complexity in Operating Systems (HVAC, Fleet Complexities)
- Pace of Technology Improvements
- Resource Allocation, Staff Workload & Succession
- Limited Resources for Training, Professional, Legal and Licensing Requirements
- Increasingly Specialized Positions due to Digital Technology and Government Regulations
- Workforce Competition with Salt Lake Valley due to Cost of Housing and Commuting
- Funding Capital Improvement Programs (CIP) Priorities (Affordable Housing, Open Space, etc.)
- Long-term Fleet Fuel Strategy (Selected Fuels, Emergency Availability)
- Cyber Security Insurance
- Increases to Health Care Costs and Implementation of Health Care Reform
- Limited Opportunities for Additional Revenue
- Pending State Transportation Tax
- Aligning Regional Goals

Trends & Opportunities

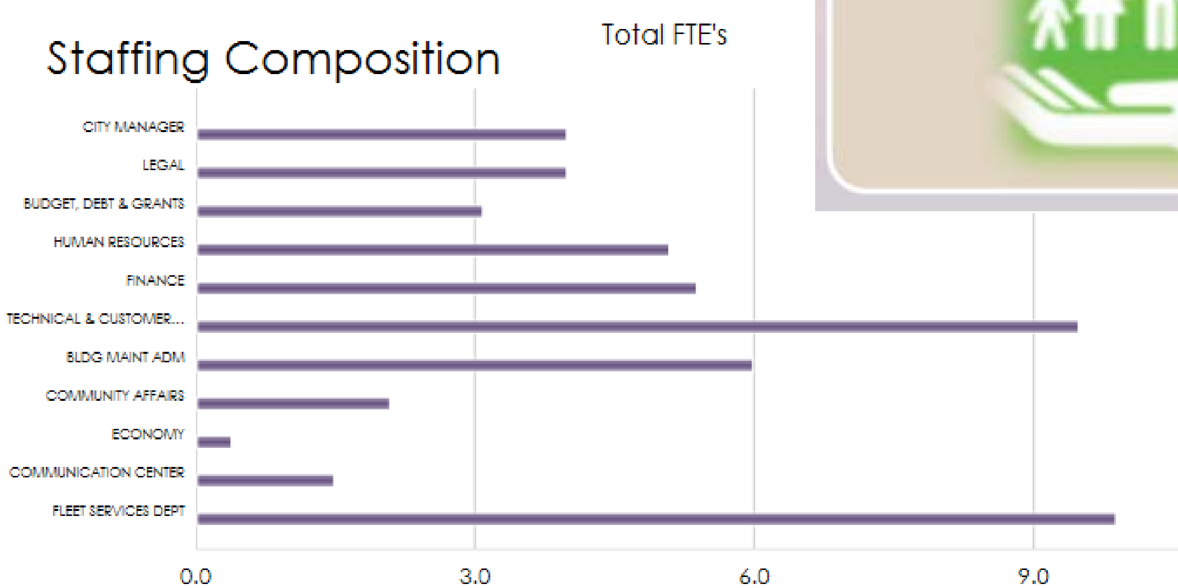
- Alternative Energy and Conservation Infrastructure for Capital Assets
- Increasing Regulatory Environment Requires Monitoring and Training for Financial Reporting
- Environmentally Friendly Cleaning Products
- Consolidation of Local Government Functions & Joint Initiatives Aimed at Overall Cost Reduction
- Technology Trends Change how People Interact with Government and each other
- Increase the Tools and Tactics Needed to Reach a More Diverse Audience and the Need for Non-English Language and Cultural Competency Skills.
- Technology Increasing Cost of Fleet Acquisition & Maintenance
- Additional Building/System Maintenance Specialized Staff
- Widget and Application Development
- Paperless/e-filing in State/Federal Courts
- Expanding Broadband Fiber Network

Staff Action Plan

- Citizen Engagement and Community Forums
- Implementing EDEN model to store documents electronically
- Formal Organizational Development Program (LEAD PC, Park City Own It, IREACH, New Employee Orientation)
- Invest in Security IT infrastructure
- Implementation of Meeting Management Software
- Enhance Digital Technology to Enhance Citizen Access and Communication
- Centralized Building Security System
- Expanded Computerized Control Systems for Maintenance
- Upgrade Fleet Management Software
- Implement Paperless Criminal Prosecution
- Website Remodel
- Community Broadband Fiber
- Vacation Rental by Owner Regional Survey
- Enhance Workplace Safety
- Joint Council Meetings with Regional Partners
- Mountain Accord Phase II
- Media Monitoring Program

Staff Budget Plan FY15 & FY16

- Executive: $30k increase for citywide training.
- Building Maintenance: $33k cost-of-doing-business increases: high-tech equipment, MARC cleaning and supplies.
- HR: $15k increase for annual software maintenance.
- Elections: Increase in materials for FY16 by $13K due to election year.



Department Business Plans

Each city department has a business plan to identify current goals and activities. Business plans can be found at http://www.parkcity.org/index.aspx?page=541&parent=10259

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40023 ELECTIONS												
Elections	EXECUTIVE	1	27.00	$500	$13,500	$13,500	$13,500	$0	$13,500	$13,000	$13k increase due to election year.	Recommended due to high score.
Total 40023 ELECTIONS		1		$500	$13,500	$13,500	13,500	$0	$13,500	$13,000		
40062 HUMAN RESOURCES												
Recruitment	HUMAN RESOURCES	3	15.75	$84,623	$99,548	$99,548	$100,887	$-33,008	$67,879	$16,264	This budget is requested to increase by $14,925. The HR Department would like to purchase (using CIP funds) software to automate and improve how the City does employment recruiting Citywide.	Recommended based on CIP recommendation. The new software should streamline recruitments and be of service to a number of different departments.
Valuing Employees	HUMAN RESOURCES	3	15.75	$187,346	$192,746	$187,346	$196,210	$-64,195	$132,015	$8,864	There are two requests outlined here: One for an increase to the Annual Holiday Party of $5,000. The budget for this event is not sufficient to supply alcoholic beverages to attendees. The second request is for $400 going into the Organizational Development budget.	Recommended to fund within existing resources due to cap space available. City Manager Recommendation: 2% increase for contract positions.
Total 40062 HUMAN RESOURCES		6		$271,969	$292,294	$286,894	297,096	$-97,202	$199,894	$25,128		

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40091 BLDG MAINT ADM												
Building Repairs and Maintenance	BUILDING MAINTENANCE	2	17.75	$361,406	$353,406	$353,406	$359,248	$-53,957	$305,291	$-2,158	Staff is not recommending a service level increase. However, the cost of parts for this high-tech equipment are more expensive, therefore we are asking for an additional $10,000 to cover these costs. There is an $18,000 decrease due a one-time vehicle purchase last year, which is no longer needed this year.	Recommended based off established need and high score.
Janitorial Services	BUILDING MAINTENANCE	3	15.75	$335,920	$375,720	$358,720	$361,240	$0	$361,240	$25,320	Since the renovation of the MARC the cost of cleaning services and supplies has gone up an additional $1,900 per month ($22,800 annually).	Recommended based off of established need.
Total 40091 BLDG MAINT ADM		5		$697,326	$729,126	$712,126	720,488	$-53,957	$666,532	$23,162		
40104 INTERGOVERNMENTAL & ENVIRONMENT												
Policy Creation & Implementation	CITY COUNCIL; EXECUTIVE; & INTERGOVERNMENTAL & ENVIRONMENT	1	21.50	$52,703	$112,944	$112,944	$117,997	$0	$117,997	$65,294		CM Rec-Inter. Gov. & Environment: Reallocation between programs within existing resources & technical adjustment 2% salary increase for contract and URS.
Total 40104 INTERGOVERNMENTAL & ENVIRONMENT				$52,703	$112,944	$112,944	117,997	$0	$117,997	$65,294		

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40118 LEAD TRAINING												
LEAD	EXECUTIVE & HUMAN RESOURCES	3	16.00	$40,000	$70,000	$70,000	$70,000	$0	$70,000	$30,000	The request is for an additional $30k to cover costs associated with citywide training. This includes LEAD Virginia, Effective Meetings, and Facilitator training. This is a high-priority for the City Manager.	Recommended based off of being a high priority from City Manager.
Total 40118 LEAD TRAINING		3		$40,000	$70,000	$70,000	70,000	$0	$70,000	$30,000		
40141 DENTAL SELF FUNDING												
Dental Self-Funding	DENTAL SELF-FUNDING	2	18.00				$200,000	$-69,286	$130,714	$200,000		RT Rec: Senior Librarian and materials recommended in order to implement a new program within the newly constructed library based off of established need and demand. Other positions not recommended due to low position voting scores. CM Rec: Add Senior Library Assistant for Youth Services by decreasing part-time budget ($40k) and materials and supplies request ($20k). Zero-sum budget.
Total 40141 DENTAL SELF FUNDING		2					200,000	$-69,286	$130,714	$200,000		

May 28, 2015

Program	Departments -	Q FY 2016	S FY 2016	BASE FY 2016	DEPT REQ FY 2016	RT REC FY 2016	CM REC FY 2016	REV FY 2016	TOT REC COST FY 2016	VARIANCE FY 2016	REQUEST FY 2016	RATIONALE FY 2016
40231 COMMUNICATION CENTER												
Records Management	IT & POLICE	2	21.00	$106,396	$107,509	$107,509	$118,692	$0	$118,692	$12,296	Police management: URS has opened up the possibility of increasing the URS benefit for Dispatcher personnel to 34.05% over their current 18.47%.	City Manager recommended increase in hopes of discouraging turnover and helping with recruitment ($53k).
Total 40231 COMMUNICATION CENTER		2		$106,396	$107,509	$107,509	118,692	$0	$118,692	$12,296		
TOTAL				$1,168,893	$1,325,373	$1,302,973	1,537,773	$-220,445	$1,317,329	$368,880		

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40091 BLDG MAINT ADM										
0127 Elevator Inspection	BLDG MAINT ADM	Safety, regulatory compliance	On Track	2	Dept	Ongoing		High	Mike Lennon	Annual inspection completed
0129 Implementation of building security access cards(FOB)	BLDG MAINT ADM	Improved building security and safety	On Track	2	Dept	07/01/2014	7/1/2015	High	Mike Lennon; Hugh Daniels; Scott Robertson	Competed the Marsac Building and Police Building work on the Library and Public Works
0130 Re-Bid Janitorial Service Contract	BLDG MAINT ADM	New Contract	Delayed	1	Dept	07/01/2013	9/1/2015	High	Mike Lennon	This goal is delayed so that special events can be included in the cleaning contract. The number of special events that the city does this year will be assessed and included in the re-bid in 2015.
0133 Install truncated domes to Prospector bike path at intersections	BLDG MAINT ADM	Handicap accessible / ADA compliance	Delayed	1	Dept	10/01/2015		High	Troy Dayley	Due to the alignment of the water line this project has been delayed. However, asphalt patches were completed as a temporary repair.
0443 Public Works Land Procurement	BLDG MAINT ADM	"Secure Land for the Following Priorities in Public Works Operations: Snow Dump Storage, Public Works Operations Facility	On Track	2	Dept	04/01/2015		High	Clint McAffee	Parks, Streets, and Building Maintenance are all feeling pressure to vacate spaces needed by other departments and projects due to their growth.
40034 BUDGET, DEBT & GRANTS										
0278 Coordinate with Department Managers to create a balanced budget	BUDGET, DEBT & GRANTS	Budget Adoption, Budget Documents, State budget audits	On Track	2	Dept	Ongoing		High	Jed Briggs (Budget Operations Manager), Kory Kersavage (Budget Analyst)	
0280 Create/update usable performance measures that accurately track the effectiveness and efficiency of each program.	BUDGET, DEBT & GRANTS	Performance Measure Database in BOARD	On Track	2	Dept	Ongoing		High	Kory Kersavage (Performance Measure Analyst)	
0282 Coordinate with Project Managers to create a 5-year Capital Improvement Plan and 2-year Capital Budget	BUDGET, DEBT & GRANTS	CIP Plan & Budget Adoption, Budget Documents, State Budget Audit	On Track	2	Dept	Ongoing		High	Nate Rockwood (Captial, Debt & Grants Manager)	
40011 CITY COUNCIL										
0331 Coordination and management of Council records and proceedings, minutes and motions.	CITY COUNCIL	Timely compilation and distribution of packets, minutes, and maintenance of official documents.	On Track	2	Dept	Ongoing		High	Marci Heil (City Recorder)	Ongoing

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
Maintenance of official documents.										
40021 CITY MANAGER										
0333 Increase interagency outreach among regional partners	CITY MANAGER	Schedule and participate in bi-monthly meetings with County Council, weekly staff meetings with County Manager and staff, and several regional meetings planned with Heber/Wasatch officials. Council Priority: Regional Collaboration.	On Track	2	Dept	Ongoing		High	Diane Foster (City Manager) and Ann Ober	Bi-monthly Meetings with County Council, weekly staff meetings with County Manager and staff, and several regional meetings planned with Heber/Wasatch officials. Council Priority: Regional Collaboration
0334 Robust communications to residents via multi-media	CITY MANAGER	Weekly interviews on KPCW; timely posting of new events; social media.	On Track	2	Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Weekly
0336 Proactively develop initiatives to respond to community challenges and shape policy for Council	CITY MANAGER	Guide and help support proactive policy formation.	On Track	2	Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Daily
0342 Foster relationships at local, State and Federal levels	CITY MANAGER	With Federal and State Associates, identify bills that could negatively impact Park City.	On Track	2	Dept	Ongoing		High	Matt Dias (Assistant City Manager)	Mayor/Staff Fall 2013 trip to D.C. included meetings with Hatch, Lee, and Bishop. Mayor/Staff met with Powell and Van Tassell prior to 2014 Leg session. Regular attendance at ULCT and weekly BACI meetings during 2014 Legislative Session.
0345 Communication with Council and Mayor	CITY MANAGER	Manager prepares weekly reports to Council. Manager meets every four to six weeks individually with the Mayor and Council Members.	On Track	2	Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Weekly
0348 Manage daily operations	CITY MANAGER	Provide staff with prompt feedback regarding operational issues.	On Track	2	Dept	Ongoing		High	Diane Foster (City Manager) and Matt Dias (Assistant City Manager)	Daily
0404 Facilitate attendance at ICMA LEAD Workshops seminars in Virginia	CITY MANAGER	Providing monetary assistance to supplement fees.	On Track	2	Dept	Ongoing		High	Jolene Weston	Looking at budget for next fiscal year and keeping track of individuals interested in attending.
40100 COMMUNITY AFFAIRS										
0467 "Taking It to the Streets" Initiatives	COMMUNITY AFFAIRS	Develop and implement a series of engagement activities	On Track	2		05/01/2015		High	Phyllis Robinson (Community Affairs)	Council Priority: Citizen Engagement

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
40023 ELECTIONS										
0339 Manage Municipal Elections (candidate filings and financial reporting)	ELECTIONS	Meet legal deadlines and ensure proper reporting to the Lt. Governor's Office.	On Track	2	Dept	Ongoing		High	Marci Heil (Senior Recorder)	Odd years 2015
0340 Manage polling/staffing for municipal elections	ELECTIONS	Arrange polling locations. Ensure that polling location are staffed with trained poll workers.	On Track	2	Dept	Ongoing		High	Marci Heil (Senior Recorder)	Odd years 2015
0341 Satellite Registration and Polling Location for County	ELECTIONS	Facilitate voter registrations and absentee ballot requests. Manage Early Voting and Primary and General Elections in City Hall.	On Track	2	Dept	Ongoing		High	Marci Heil (Senior Recorder)	Even Years
40072 FINANCE										
0437 Eden Software Green Initiative	FINANCE	Implementation of Tyler Content Manager (Eden) software in accounts payable processing. This is a green initiative to transform paper-based information to electronic documents and streamline the flow of digital information throughout the City. The long-term goal is to implement use of this software with all Eden software modules.	On Track	2	Dept	07/01/2014	3/31/2015	High	Lori Collett (Finance Manager)	In April we began department implementation. Council Priority: Community-wide renewable energy policy and action plan. Department implementation and training is complete, paper documents will be kept alongside the electronic documents until June 30, 2015. Effective July 1, 2015 paper documentation will no longer be kept for those documents kept within TCM. Training is ongoing Citywide. All staff/managers entering and approving Purchase Orders will be completed prior to July 1, 2015.
0497 GASB Implementation	FINANCE	Implement GASB 68, Accounting and Financial Reporting for Pensions	On Track	2		12/15/2015		High	Lori W. Collett (Finance Manager)	
40062 HUMAN RESOURCES										
0252 Day to Day Policy Implementation	HUMAN RESOURCES	Compliance in daily operations and systems	On Track	2	Dept	Ongoing		High	Brooke Moss (HR Manager) and all Finance personnel	
0255 Policy Design and Implementation	HUMAN RESOURCES	Compliance	On Track	2	Dept	Ongoing		High	HR	
0256 Annual benefit program review & bid	HUMAN RESOURCES	Affordable, practical & competitive employee	On Track	2	Dept	Ongoing		High	Brooke Moss (HR Manager)	

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
process		benefit package								
0259 Full Time Regular Recruitments	HUMAN RESOURCES	Highly qualified and engaged workforce	On Track	2	Dept	Ongoing		High	HR Staff	
0413 Develop Park City LEAD program	HUMAN RESOURCES	Weekly Meetings	On Track	2	Dept	Ongoing		High	Jolene Weston	Jolene will be working with the LEAD team to develop the programs and hope to have it implemented by August 1st.
0445 Organizational Development Program	HUMAN RESOURCES	"Continue to develop the Organizational Development Program	On Track	2	Dept	Ongoing		High	Brooke Moss (HR Manager)	
0446 Training Development	HUMAN RESOURCES	"Continue to develop training needed by managers	On Track	2	Dept	Ongoing		High	Brooke Moss (HR Manager)	
0447 New Staff Training	HUMAN RESOURCES	Train new staff and re-establish department priorities	On Track	2	Dept	Ongoing		High	Brooke Moss (HR Manager)	
40104 INTERGOVERNMENTAL & ENVIRONMENT										
0466 Regional Collaboration	INTERGOVERNMENTAL & ENVIRONMENT	: The Council has scheduled regional meetings for 2014. There is one per month through December	On Track	2	Dept	Ongoing		High	Ann Ober	Council Priority: Regional Collaboration
40132 SELF INS & SEC BOND										
0299 Establish a citywide Safety Training Program for all departments including a job specific training matrix	SELF INS & SEC BOND	Completed Training Matrix and begin training program for all identified employees	On Track	2	Dept	06/01/2014	6/1/2016	High	H Daniels (Emergency Manager) & Management Team	Program in its first year of organization and implementation. Probably will take an additional two to three years to be completely established and functional.
40082 TECHNICAL & CUSTOMER SERVICES										
0167 Broadband Network Feasibility Analysis	TECHNICAL & CUSTOMER SERVICES	Put out RFP for fiber to the home w/in 5 years. Review RFP responses and provide information to Council.	Delayed	1	Dept	03/01/2013	4/11/2014	High	Scott Robertson (IT Manager), Matt Dias (Assistant City Manager), Blake Fonnesbeck (Public Works Operations Manager) and Ann Ober (Director of Intergovernmental Relations)	This project is delayed pending the resort lawsuit.
0262 Systems Support	TECHNICAL & CUSTOMER SERVICES	Advanced management of systems and disaster recovery	On Track	2	Dept	Ongoing		High	Andrea Mitchell (Systems Administrator)	

Action Step	Dept.	Deliverable/ Description	Status		Type	Original Deadline	Revised Deadline	Priority	Responsible Party	Comments/ Update
0265 GIS Support	TECHNICAL & CUSTOMER SERVICES	Facilitate customer centric GIS & mapping	On Track	2	Dept	Ongoing		High	Spencer Lace (GIS Coordinator)	
0268 Website management	TECHNICAL & CUSTOMER SERVICES	Verification and publication within website guidelines	On Track	2	Dept	Ongoing		High	Shannon Dale (IT Customer Service)	Continuing to monitor web pages to verify that they are using the style guide to comply with Park City standards.
0270 User support and training of core software applications	TECHNICAL & CUSTOMER SERVICES	Excellent customer support experience	On Track	2	Dept	Ongoing		High	Jolene Johnson (Helpdesk)	
0271 Network Support	TECHNICAL & CUSTOMER SERVICES	Support and management of network operations	On Track	2	Dept	Ongoing		High	Brad Pennock (Network Engineer)	
0274 Replacement of aging computer equipment	TECHNICAL & CUSTOMER SERVICES	Timely upgrades to end-user equipment and core IT systems	On Track	2	Dept	Ongoing		High	Jolene Johnson (Helpdesk)	
0441 Council & Board Meeting Software	TECHNICAL & CUSTOMER SERVICES	Council & Board Meeting Software: provides staff workflow and audio recordings for public review. A joint Executive and IT Department project.	Delayed	1	Dept	11/01/2014		High	Scott Robertson (IT Manager)	The selected software company was acquired resulting in a change in direction. A new RFP was posted and currently applicants are being reviewed for selection.

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Staff is seeking direction on a number of changes to the policies regarding the Public Art Advisory Board as well as providing and update on the projects that have been completed, are currently being installed, as well as projects the board is looking at in the future.

Respectfully:

Jason Glidden, Economic Development Program Manager

City Council
Staff Report

Subject: Public Art Advisory Board
Author: Jenny Diersen
Department: Sustainability
Date: Thursday, May 28, 2015
Type of Item: Informational- Work Session Update Public Art

Summary Recommendations:
Review and provide direction on the Park City Public Art Advisory Board (PAAB) Policies and Strategic Plan 2015-2016.

Acronyms:
PAAB – Park City Public Art Advisory Board
RFQs – Request for Qualifications
RFPs - Request for Proposals

Executive Summary
Staff is seeking direction on a number of changes to the policies regarding the Public Art Advisory Board as well as providing and update on the projects that have been completed, are currently being installed, as well as projects the board is looking at in the future.

Background:
In 2003, the City established the Public Art Advisory Board and Policy. In 2010, the Public Art Advisory Board developed a strategic plan designed to improve the quality and purpose of public art. The PAAB continues to review its policies and strategic plans on a yearly basis. Council was supportive of the plan and the Board used the plan to focus their efforts on programs and projects that related to specific goals.

Analysis:
Public Art Board Policy Review
In July of 2014 Council requested an update/review of the PAAB Guidelines. Staff has outlined proposed policy changes below and if directed will return to Council at a regular meeting for adoption.

- Each voting member may serve two (2), two (2)-year terms. Voting members must reapply for a second term. Appointments to fulfill vacant terms do not include term limits.
- Two (2) absences in a total year are allowed. Those members who are absent for more than the allowed limit shall be reviewed by the Public Art Advisory Board. Should the Public Art Advisory Board find reason to recommend removal of a member that does not uphold the attendance policy, City Council shall review the matter and confirm or deny the recommendation of the board.

- Electronic Participation is allowed and shall be counted as attendance, however, there must be a quorum at the meeting site (for PAAB, this is 4 members).
    - Members will not be allowed to vote on purchases or donations by phone or email or other forms of electronic correspondence. Members will be allowed to vote on motions made during the meeting.
    - Board members are responsible for notifying the City Staff Liaison regarding Electronic Participation no later than three (3) business days in advance of their absence so that electronic connections and necessary documents can be acquired.
    - No more than two (2) forms of electronic participation shall be permitted at one meeting.
- Super Majority Voting is required for purchase or donation recommendations on projects with budgets exceeding twenty-five thousand dollars ($25,000.00). PAAB participation is required for such purchase recommendations, with a minimum of six (6) voting members at the physical site of the meeting. Electronic participation is not permitted during these discussions. To recommend such projects, a majority of no less than four (4) voting Board members is required.
- Purchases or donation recommendations on projects with budgets that are less than twenty-five thousand dollars will require a minimum of four (4) voting members at the physical site of the meeting. Electronic participation is allowed, but those who are participating electronically may not vote on the recommendation of the purchase or donation. To recommend such projects, a majority vote of no less than three (3) voting Board members is required for such projects, as long as it does not result in a split decision.

Strategic Plan 2015 - 2016
This winter and spring the PAAB has been reviewing and updated the Strategic Plan for 2015/2016. Board Members continue to develop strategies and programs that will enable them to meet the goals of the group. The PAAB identified the following goals in the 2015-2016 Strategic Plan:

1. Identify and prioritize future public art projects and sites.
2. Improve the quality and creativity of the collection of public art so that it relates both to the site as well as to the collection as a whole.
3. Develop and implement comprehensive and consistent signage for all public art.
4. Develop City Maintenance Policy for public art.
5. Develop a De-acquisition Policy for public art.
6. Develop and implement Communications and Education Plan for public art.
7. Update the existing website to showcase the public art inventory.
8. Clarify and document public art processes.
9. Develop plan for future funding of public art projects.
10. Identify and implement ways that Public Art will continue to add both cultural and economic vibrancy and diversity to Park City in many forms of art, including: visual, preforming, literary and culinary arts.

.**Park City Public Art Program Communications Plan**

This year, the PAAB has developed a more detailed communications plan designed to more effectively promote the City's public art program to the public and the media. This continues to include:

Communications methods for promoting upcoming projects and calls-to-artists,
selections of artists for current projects,
Completion of public art projects,
and input on future projects.

The PAAB identified the following objectives in their Communications Plan: To promote Park City's public art, educate citizens about the public art program, and communicate information about public art projects. The communications plan outlines steps to develop a plan for media, public relations, the public art page of the City website, and partnerships, and to clarify procedures and responsibilities for communications regarding public art.

The Art Board is excited to have Council review their proposed Communications Plan 2015-16 and provide direction on their efforts and will schedule annual updates to advise Council of their progress.

In-Process and Completed Projects in 2015:
Quinn's Junction – In 2014, the PAAB identified Quinn's Junction as a site for public art and released an RFQ for the site. Artist Joshua Weiner of Boulder, Colorado was selected and he is to have his piece completed by mid-August in the summer of 2015.

Library Entry Hall – With the excitement of the newly remodeled Library, the PAAB selected an interior space in the Library Building. Artist Danielle C. Wycokoff was selected as the artist and she worked with the community to solicit stories of Park City's residents. The piece will be completed by May 31, 2015.

Poison Creek Tunnel Mural – Four (4) students from the University of Utah approached the PAAB regarding a volunteer project at the Poison Creek Tunnel located about 100 yards North of Vinto. The students, through collecting their own funds and donations, will be painting the interior of the mural with the help of the community. The project will be completed by the end of August 2015.

Public Art Inventory – In 2012, the PAAB updated the City's public art inventory with information and photos. City Staff is in the process of adding the inventory to the Public Art web page.

Site Visits – PAAB members took a driving tour this past summer and reviewed potential locations for public art. The Board also walked Main Street to review plazas and sidewalks that are part of the Main Street Improvements project. The PAAB will continue site visits at various times of the year to review both new and current sites.

Future Projects – High Priority in 2016
Per the PAAB Policies, all recommendations for new projects are presented to Council for approval.

Bear Bench Walk Way – After the completion of the Bear Bench walkway, the PAAB has placed a high priority on acquiring a work of art for the space. The PAAB plans to release a RFP or RFQ for the space within the next 6 months. PAAB places a high priority on this project, as the site connects the City's Transit Station as the entrance to Main Street.

Wasatch Brew Pub (2016/2017)- With the excitement of the Wasatch Brew Pub Renovations, the PAAB feels that the newly renovated space will be an anchor to upper Main Street. The Board continues to discuss this space and anticipates releasing an RFP or RFQ with-in the next year. With this project in particular, the PAAB would like to continue to discuss how they can be involved in the design process during the renovations.

Additional Projects – High to Moderate Priority

Swede Alley – Main Street Projects –The Board supports inclusion of artistic elements in the Main Street Enhancement Projects. The Board will continue to work with City departments to identify opportunities for public art as part of the Main Street renovations and other projects on Main Street and Swede Alley.

China Bridge Parking Structure – The PAAB is interested in pursuing ways to incorporate artistic way-finding elements throughout the China Bridge Parking Structure. The Board will continue to work with City Departments and Community Partners to identify innovative ways to create opportunities for public art in the structure.

MARC Project – 1% of Solar Project – The PAAB will continue to discuss the possibility of releasing an Call for Entries for an interior piece at the MARC. The Board has discussed a piece that might go around the running track and will follow up on plans in the future.

On-going Projects –

Updating Webpage & Public Art Inventory

The City works to obtain new works of art yearly. City Staff will work to continue to update the website as well as document the inventory of the works. The PAAB will continue to discuss possible ways to make the website more user-friendly. Ideas have included a printable brochure with a walkability/City Transit map including art-sites.

Development of Decommissioning Policy

With some artwork in Park City's Collection of Public Art dating back to 2003, some of the work is falling into disrepair. The Board has discussed interest in developing a De-acquisition Policy for pieces that cannot be maintained or repaired without great expense. City Staff would like to come and discuss this matter at a later date.

Signage & Maintenance Policy

The PAAB is continuing to review signage at art-sites. In addition, the PAAB will begin to review all works of art with in the collection to ensure proper maintenance before the piece enters into disrepair.

Foster Community Involvement and Education in the City's Public Art Program

Through all projects the PAAB aims to include the community in the conversation about Public Art through both unique outreach opportunities and continued community education regarding our existing works. As part of the Communications Plan, City staff would like to come back and update Council on various ideas of how to re-invigorate community involvement and education regarding the City's Public Art Program.

<u>Partnerships & Donations –</u>
The PAAB continues to review Donation Policies for physical works of art and monetary donations or sponsorships of works. Currently the PAAB has a policy for accepting artwork, but does not have a policy for accepting monetary donations. Before moving forward on creating a policy, the PAAB is seeking feedback regarding the following:

- Works of art valued at under $25,000.00 will continue to be reviewed by the Board. Upon acceptance, the work will be accepted in a form approved by the City Manager.
- Works of art valued at over $25,000.00 will be reviewed by the Board, and must receive a Super Majority Vote to be accepted. Upon acceptance, a recommendation from the PAAB will be presented to City Council for final approval.
- All monetary donations and adoptions of projects from individuals, organizations or other groups will be reviewed by the PAAB. Recommendations for such donations or adoptions valued at under $10,000.000 shall be reviewed by the City Manager. All recommendations for such donations or adoptions with budgets valued at over $10,000.00 shall be presented to City Council for final approval.
- The PAAB may not solicit donations for works of art, monetary donations or adoptions of projects.
- The PAAB will continue to discuss how they can partner with various City Departments to involve Public Art through multiple departments and facets of the City (Integrated Planning)
- Those who choose to make donations for works of art, monetary donations and adoptions of projects shall not be permitted to vote on the placement or acceptance of the project. They are permitted to attend meetings and discuss their requested gifts with the PAAB.
- Signage associated with such donations shall not include logos from businesses, organizations or individuals.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Balance between tourism and local quality of life		+ Vibrant arts and culture offerings + Shared use of Main Street by locals and visitors	+ Engaged and informed citizenry + Well-maintained assets and infrastructure + Streamlined and flexible operating processes
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Positive ⇧	Neutral ⇔	Positive ⇧	Positive ⇧
Comments:				

The adoption of a Strategic Plan will provide the Public Art Advisory Board with the necessary tools to improve their processes and the quality of public art. A cohesive plan provides the Board with a roadmap to successfully address Council Goal 2: World Class, Multi-seasonal/Resort Community - implementation of art in public places. Council's budget includes an allocation for Public Art and the Board is eager to meet Council's expectations.

The adoption of a Communications Plan will allow the Public Art Advisory Board to more effectively communicate about and promote the City's public art program and will provide clarity on how to work with the City, particularly the Public Relations Department, to accomplish this.

Department Review:
Executive and Legal Departments have reviewed the staff report and comments have been incorporated within the report.

RECOMMENDATION:
Review and provide direction on the Park City Public Art Advisory Board's (PAAB) Strategic Plan 2015-2016, and the Communications Plan and provide input and direction to the Public Art Advisory Board Policies.

PARK CITY
1884

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Staff has prepared an elevation based surcharge that would assign unique pumping costs to the customers that create those costs. Council may direct staff to include this elevation based surcharge in the fee code that will be adopted as part of the FY 2016 budget process. In the alternative, Council could decide to continue to spread unique pumping costs across the entire customer base, as is currently the City’s practice.

Respectfully:

Jason Christensen, Conservation & Tech Coordinator

City Council
Staff Report

Subject: Elevation Based Surcharge
Author: Jason Christensen, Water Resources Manager
Department: Water & Streets Department
Date: May 28, 2015
Type of Item: Administrative

Summary Recommendations:
Staff recommends that Council direct staff to include an elevation based surcharge as part of the fee code update scheduled to occur on June 4, 2015. The proposed fee code update should capture the cost of pumping and assign that cost to customers creating that cost starting on July 1, 2015.

Executive Summary:
Staff has prepared an analysis of an elevation based surcharge that would assign unique pumping costs to the customers that create those costs. Council may direct staff to include this elevation based surcharge in the fee code that will be adopted as part of the FY 2016 budget process. In the alternative, Council could decide to continue to spread unique pumping costs across the entire customer base, as is currently the City's practice.

Background:
In a prior Study Session, Council expresses an interest in exploring an elevation-based surcharge to be included as part of the Fee Schedule. Staff engaged Bowen & Collins to calculate what the added cost is to move water uphill in Park City. The resulting study is attached to this staff report and will be discussed further in the Analysis section.

Analysis:
The policy question before Council is whether to change water billing philosophy so that accounts that have a higher cost per unit of water delivered generally pay for those additional costs. Currently those costs are distributed among all rate payers regardless of whether they create that cost or not. Water use in Park City is generally energy intensive. This is attributable to the service elevation range of 6,500 to 10,000 feet. Current operational practice is to move most water into the Boothill tank before moving that water to different end users. This means that water must be pumped from Boothill uphill, except for those users within the Boothill service area that can receive their water by gravity. The higher a service connection the more energy and pumps must be used to service that connection.

Other water utilities that provide service to varying elevations have already adopted pumping based surcharges. Mountain Regional Water Special Service District has a pumping surcharge that ranges from $0.63 to $3.07. Jordan Valley Water Conservancy District has a unique rate for pumped areas that increases the cost per 1,000 gallons by $0.19 to $0.33.

Bowen & Collins has completed their study and has identified the following possible pumping based surcharge.

Total Potential Pumping Surcharge Costs

Table 1

Surcharge Group No.	Surcharge Group	Average Billed Use 2013 – 2014 (kgal)	Power Costs ($/kgal)	O&M Cost ($/kgal)	Rehab & Replacement Cost ($/kgal)	Total All Potential Surcharge Costs ($/kgal)
1	Boothill	331,797	$0.00	0	$0.00	**$0.00**
2	Woodside / Neck / Quarry Mtn / Fairway Hills	432,440	$0.25	$0.09	$0.18	**$0.52**
3	Oaks / Aerie	60,755	$0.56	$0.19	$0.42	**$1.17**
4	Iron Canyon / Sandstone Cove	13,433	$0.75	$0.26	$0.55	**$1.55**
5	Silver Lake / Bald Eagle / Flagstaff / Red Cloud	172,309.5	$1.08	$0.37	$0.80	**$2.25**
		1,010,734				

A home in Surcharge Group No. 2 that used 30,000 gallons in the summer would see their bill go from $318 to $333.60 with the pumping surcharge. A home in Surcharge Group No. 5 would go from $318 to $385.50 with the pumping surcharge. Park City is highly variable when it comes to individual water consumption patterns, but as a benchmark half of Single Family Residential accounts used less than 8,000 gallons in July of 2014. Cost curves are provided at the end of this staff report that show how the dollar impact changes with consumption.

Table 1 shows the three costs that could be included in an elevation based surcharge. Those are power costs, operations and maintenance costs, and rehab and replacement costs. If all three of those costs are included water customers would see a surcharge from $0 to $2.25 per thousand gallons. This would be on top of the existing consumption charge that starts at $5.49 to $8.80 depending on the season and account type. While the option exists to reduce the pumping surcharge by removing one or two of the individual components, staff is recommending that this be approached at the policy level. The policy question being should accounts that create these costs, bear these costs.

Table 1 contains a total of five pumping surcharge groups. The higher the group number, the greater the pumping costs associated with moving water to these customers. The reason a $0 charge exists is not because those customers within that zone have no pumping impact, but because the pumping impact that exists is not unique, but is needed by all customers. This type of expense is best recovered through existing connection and use fees.

If an elevation based surcharge is implemented it will reduce or eliminate a general rate increase for FY 16. The exact rate change will be finalized and presented as part of the adoption of the fee schedule currently scheduled for June 4^{th}, 2015.

If implemented, the percentage rate increase on a customer will vary by season, and consumption habits. To provide an idea of the impact, two graphs are provided below. The first, figure 5, shows what the impact would be if the full elevation based surcharge was implemented for customers within the lowest non-zero pumping charge group. As the graph shows, the percentage increase varies depending on the amount of water used, but at its highest is slightly over a 5% rate increase.

The second, figure 6, shows what the impact would be if the full elevation based surcharge was implemented for those within the highest pumping charge group. Again the percentage varies but approaches 24% at its highest. A 24% increase is likely unexpected but in practice this will more often be felt as a rate increase of around 15%. Should Council wish to give the community more time to adapt to the imposition of an elevation based surcharge, Council could direct staff to delay implementation of this surcharge until January 1, 2016. Doing so would provide time for HOA's and other users to budget for this increase in water costs. On the flip side, doing so will likely require an across the board rate increase to replace the revenue lost during the six months of FY 2016 the rate is not being collected.

Figure 5
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 2 Scenario 4

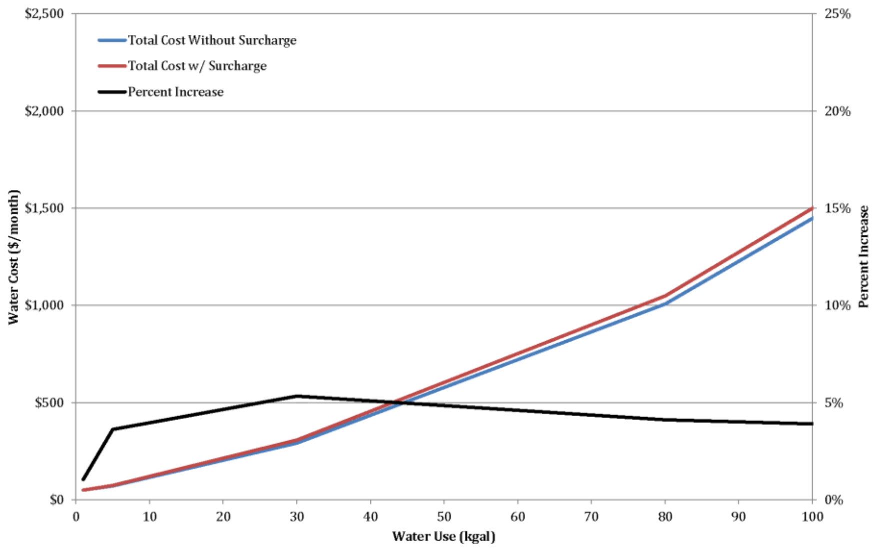
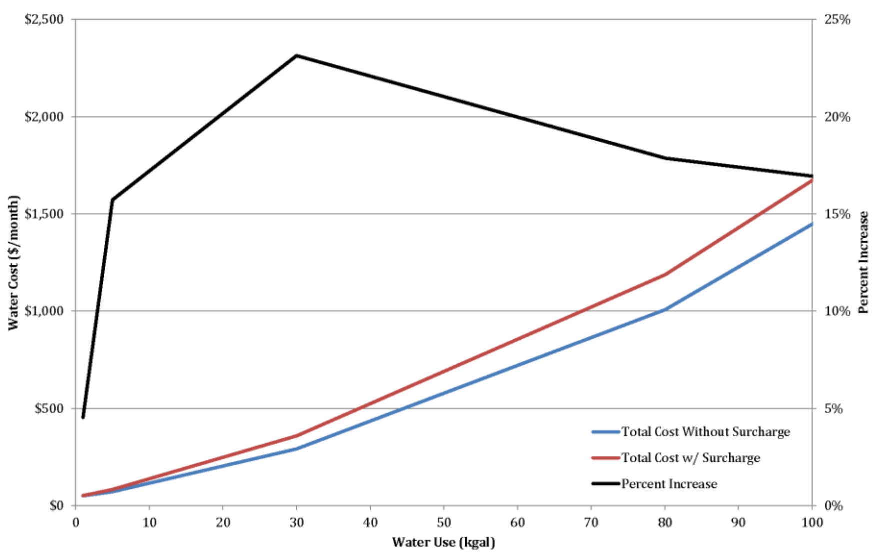
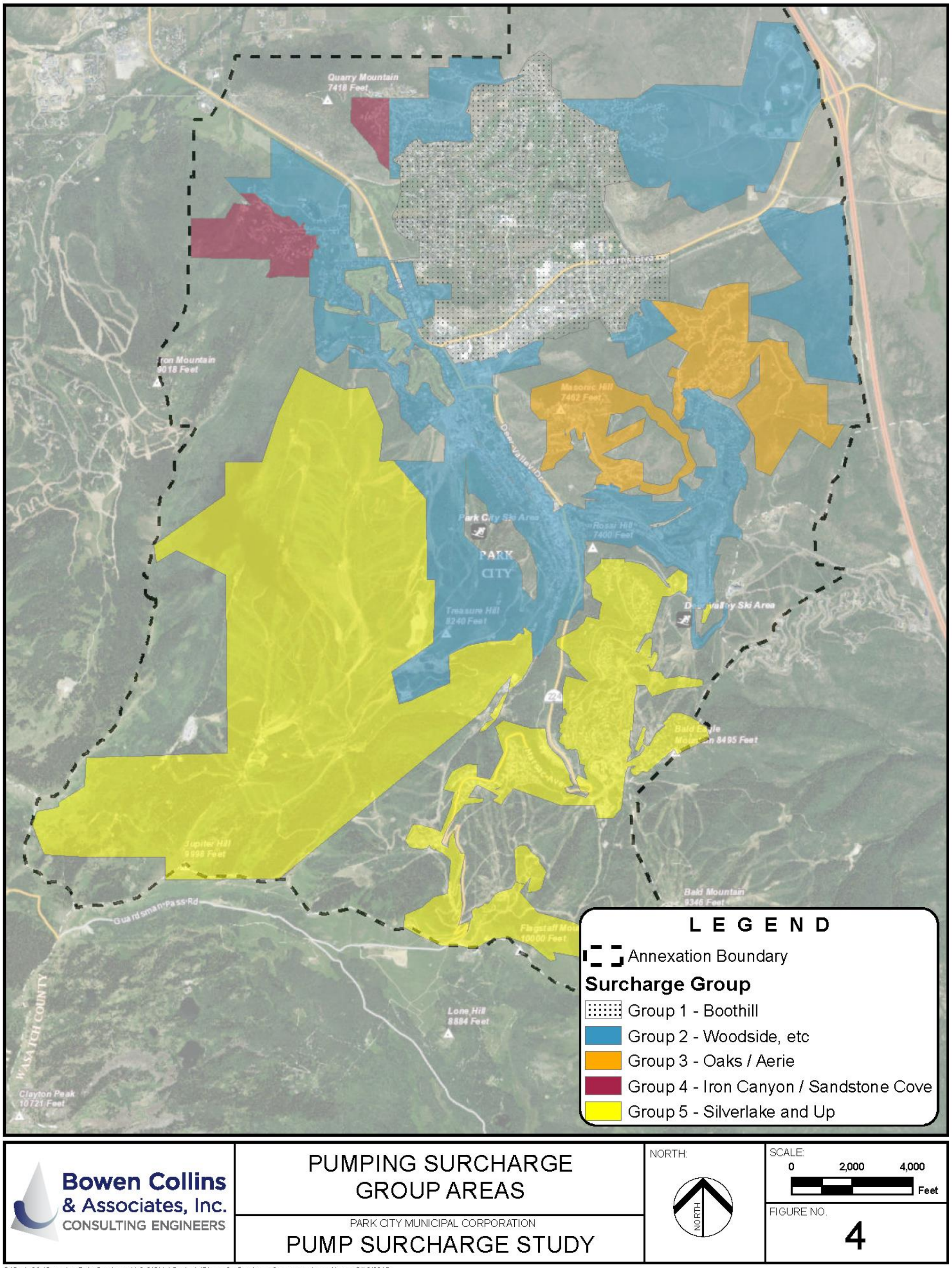


Figure 6
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 5 Scenario 4





P:\Park City\Pumping Rate Surcharge\4.0 GIS\4.1 Projects\Figure 2 - SurchargeGroups.mxd amckinnon 5/13/2015

Attached: Technical Memorandum Pumping Surcharge Study

Department Review:
This report has been reviewed by the Public Utilities, Legal, and the City Manager's Office.

Alternatives:

A. Approve:
This is staff's recommendation.

B. Deny:
Will result in staff proposing an across the board rate increase to meet water funding needs.

C. Modify:
Likely will result in a different mix between an across the board rate increase and a pumping based surcharge.

D. Continue the Item:
This could delay adopting the 2015 budget, and is not recommended.

E. Do Nothing:
Same result as deny.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?		+ Adequate and reliable water supply + Reduced municipal, business and community carbon footprints		+ Fiscally and legally sound + Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Neutral ⇔	Positive ⇧	Neutral ⇔	Positive ⇧
Comments:				

Consequences of not taking the recommended action:

If Council does not desire an elevation based surcharge, staff will provide a fee code update on June 4, 2015 that provides an across the board rate increase.

Recommendation:

Staff recommends that Council direct staff to include an elevation based surcharge as part of the fee code updated scheduled to occur on June 4, 2015. The proposed fee code update should capture the cost of pumping and assign that cost to customers creating that cost starting on July 1, 2015.

TECHNICAL MEMORANDUM

TO:	Jason Christensen Park City Municipal Corp P.O. Box 1480 Park City, UT 84060-1480
COPIES:	Clint McAffee, Brenda Wilde, Kyle MacArthur, Tena Campbell, BC&A File
FROM:	Andrew McKinnon, Keith Larson Bowen, Collins & Associates 154 East 14000 South
DATE:	May 13, 2015
SUBJECT:	Pump Surcharge Study
JOB NO.:	155-15-01

INTRODUCTION

Park City Municipal Corp's water system serves customers between an elevation range of approximately 6,600 feet to 9,100 feet. This requires a large number of booster pumps to provide service to higher elevation areas of the City. The City's current water rate structure currently assumes all pumping costs are distributed uniformly throughout the City. As a result, many of the lower elevation customers in the City currently subsidize the cost of distributing water to higher elevation customers. The City has retained Bowen, Collins & Associates (BC&A) to study methods to calculate pumping surcharges to distribute pumping costs proportionate to pumping use. The purpose of this memorandum is to summarize potential methods to calculate pumping surcharges within the City, develop a model for calculating the surcharges, and calculate recommended surcharges based on available data

WATER SYSTEM OPERATION

To understand how a booster surcharge might be implemented, it is important to have a basic understanding of how the City's water system is connected. To illustrate this, a schematic of the City's distribution system is included as Figure 1 and a map of major components is included as Figure 2. The schematic illustrates how multiple pressure zones, tanks, and pump stations in the City's water system are connected:

- Black Lines – Indicate large transmission lines identified by City personnel that usually do not have services or hydrants directly connected because of high pressures.
- Green Lines – Indicate connections from booster stations up to higher pressure zones.
- Red Lines – Indicate connections between pressure zones that are connected via pressure reducing valves.
- Blue Lines – Indicate connections between pressure zones with equal or approximately equal pressures that may be opened or closed by City personnel to convey water.

Figure 1 & 2 have been redacted from this public report. If Council wishes to review these items they could be presented during a closed sesssion report.

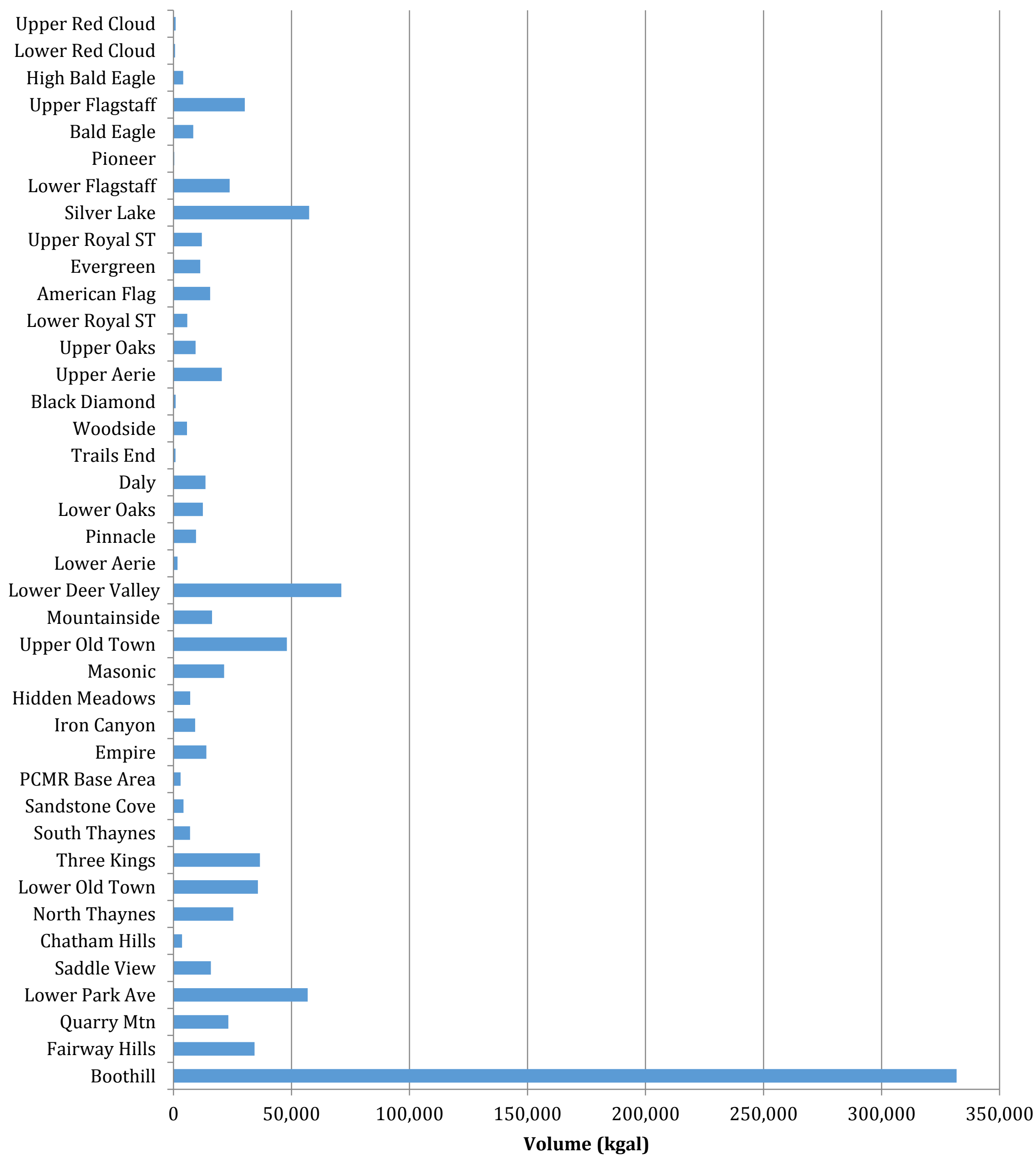
Table 1 and Figure 3 show the approximate distribution of annual demand within the various pressure zones of City.

Table 1
Distribution of Annual Demand for Fiscal Years 2013 & 2014

Pressure Zone Number	Pressure Zone Name	Approximate Hydraulic grade of Pressure Zone (ft)	Average Billed Use (Fiscal Year 2013 & 2014)	Average Unbilled Use (Fiscal Year 2013 & 2014)	Percentage of Overall Demand
1	Bald Eagle	8,485	8,405	0	0.7%
2	Silver Lake	8,325	156,831	99,328	12.9%
3	Upper Royal ST	8,175	12,019	0	1.0%
4	Evergreen	8,008	11,358	0	0.9%
5	American Flag	7,900	15,582	0	1.3%
6	Lower Royal ST	7,657	5,883	0	0.5%
7	Trails End	7,502	850	0	0.1%
8	Lower Deer Valley	7,362	135,992	64,883	11.2%
10	Chatham Hills	7,057	3,637	0	0.3%
11	Upper Oaks	7,600	9,369	0	0.8%
12	Lower Oaks	7,445	12,452	0	1.0%
13	Hidden Meadows	7,263	7,121	0	0.6%
14	Upper Aerie	7,592	20,473	0	1.7%
15	Lower Aerie	7,362	1,758	0	0.1%
16	Pinnacle	7,410	9,583	0	0.8%
17	Daly	7,450	13,576	0	1.1%
18	Woodside	7,507	5,744	0	0.5%
19	Upper Old Town	7,330	50,985	2,928	4.2%
20	Empire	7,165	13,972	0	1.1%
21	Lower Old Town	7,130	43,209	7,420	3.6%
22	Lower Park Ave	7,045	58,569	1,676	4.8%
23	Masonic	7,272	21,812	314	1.8%
24	Three Kings	7,145	36,798	176	3.0%
25	South Thaynes	7,145	7,014	0	0.6%
26	North Thaynes	7,065	27,350	2022	2.2%
27	Saddle View	7,045	16,461	618	1.4%
28	Iron Canyon	7,195	9,184	0	0.8%
29	Boothill	6,955	354,674	22877	29.1%
30	Quarry Mtn	7,042	23,244	0	1.9%
31	Sandstone Cove	7,145	4,249	0	0.3%
32	Fairway Hills	7,040	38,339	3990	3.2%
34	Black Diamond	7,508	936	0	0.1%
37	High Bald Eagle	8,655	4,146	0	0.3%
38	Lower Flagstaff	8,335	23,790	0	2.0%
39	Upper Flagstaff	8,511	30,218	0	2.5%
40	Lower Red Cloud	8,940	658	0	0.1%
41	Upper Red Cloud	9,077	964	0	0.1%
42	Pioneer	8,400	384	0	0.0%
48	Mountainside	7,360	16,347	0	1.3%
49	PCMR Base Area	7,145	3,036	0	0.2%
			1,216,964	206,230	100.0%

Average metered use and average metered unbilled use are included in Table 1. Average unbilled use includes meters that the City does not generate revenue through water rates. These include parks, municipal buildings, and other municipal services that the City does not charge a fee. It should be noted that snowmaking demands in the Silver Lake and Lower Deer Valley pressure zones are included as "unbilled". Water metered through these connection is charged to Deer Valley per a separate agreement. This water will not be included in the pump surcharge calculations.

Figure 3
Distribution of Average Billed Metered Use by Pressure Zone for Fiscal Years 2013 & 2014



Note that the Boothill pressure zone (the lowest elevation pressure zone in the City) makes up the largest percentage of use by a single pressure zone.

PUMP SURCHARGE GUIDELINES

This relatively complex water system could have hundreds of potential different surcharge rates depending on how the City wants to implement a surcharge. To keep the surcharges simple enough to be implemented and administered, the City developed the following guidelines for development of the surcharge:

1. **Sources Excluded** – Because most of the City's sources can be used almost anywhere in the City, sources have been excluded from the surcharge study. City operators are constantly trying to optimize use of sources based on available water rights, proximity, and demand to keep costs low while maintaining adequate service pressure. The cost of producing water can therefore be distributed uniformly throughout the City.
2. **Lowest Elevation Excluded** – Because all water within the City has to be pumped to a minimum elevation of the Boothill tanks, the Boothill pressure zone (Zone No. 29 in Figure 1) will represent the base line for pumping costs in the surcharge study. Surcharges will be calculated based on the additional cost of pumping above this baseline.
3. **Surcharge Groups** –The City already has 40 billing groups within the City associated with different meter sizes, user types, and conservation rates. Because the number of pumping surcharge groups will multiply the number of billing groups, the City would like to limit the number of pumping surcharge groups to keep billing requirements manageable. BC&A identified at least 12 potential surcharge groups based on those areas served by roughly the same pump stations and tanks. However, for the purpose of this study, BC&A further grouped these 12 into 5 surcharge groups that have similar attributes. Methods to develop these groups will be discussed below.
4. **Annual Calculation** – Operation costs for pumping can fluctuate monthly with power bills and actual use. The surcharge calculated as part of this study has used the average operation costs for the 2013 and 2014 fiscal years along with the average annual metered use for the 2013 and 2014 fiscal years. Because pumping costs will be calculated at most once a year using previous year costs or historical average costs, the power surcharge revenue will rarely match exactly with actual power costs. However, the basis for the surcharge should help compensate for actual pumping costs.

POWER COSTS

Because the power costs of sources is being excluded along with any power costs associated with delivering water to the elevation of the Boothill Tanks, only booster station costs within the distribution system will be included in the surcharge calculation. Table 2 summarizes the average annual power costs for pump stations included in the surcharge calculation.

Table 2
Average Power Cost at Pertinent Pump Stations for Fiscal Years 2013 & 2014

RMP Meter #	PCMC Description	Service No	Average Annual Power Cost	Average Metered Use for Service Area of Booster (kgal)	Unit Cost ($/kgal)
28412154	13th Street Pump Station	950089786001	$2,036	6,981	$0.29
1266148	Aerie Pump Station	239582187001	$12,431	31,814	$0.39
28206761	Bald Eagle Pump Station	150528855001	$6,026	12,551	$0.48
35560017	Boothill Pump Station	717442480001	$108,815	373,086	$0.29
28502006	Chatham Pump Station	461674276001	$59,931	416,392	$0.14
28506957	Daly Pump Station[1]	750357538001	$58,000	55,629	$1.04
	Fairway Hills Pump Cost Estimate[2]	NA	$6,318	38,339	$0.16
23520916	Redcloud/Flagstaff Pump Station	227328698001	$13,085	1,621	$8.07
2992052	Iron Canyon Pump Station	766721142001	$5,158	9,184	$0.56
2425054	Last Chance Pump Station	554594887001	$141,246	216,009	$0.65
1266149	Quarry Mtn. Pump Station	924928066001	$4,531	27,492	$0.16
50815358	Sandstone Cove Pump Station	851048466001	$1,531	4,249	$0.36
50908248	Solamere Pump Station	153294925001	$13,097	28,942	$0.45
1248135	Woodside Tank & Pump Station	612683585001	$5,370	3,036	$1.77
Total Power Costs Included in Surcharge Calculation			$437,557		

[1] – Rocky Mountain Power billing data was not available for same time period as other data. This power cost was estimated using average monthly costs for available data.
[2] – Cost estimate based on unit cost of Quarry Mountain Pump Station and metered volume for Fairway Hills pressure zone. See additional information below.

Table 2 also includes the Rocky Mountain Power meter number and service number for reference.

Unit Costs

To aid in the calculation of pump surcharges rates, a unit cost was calculated for each pump station based on the measured use at customer connections served by the pump station. This is the power cost of each pump station divided by the measured use at connections (including metered unbilled use). Note that this is not necessarily the same as the metered use at each pump station. System losses (from hydrant tests, water system leaks, or meter inaccuracy) usually cause measured use at connections to be less than actual production from the pump. Note that because of the complicated interconnectivity of the system in some areas of the City, assumptions for approximate use by various pressure zones were used to estimate pump use. Estimates were checked with Park City operation personnel prior to finalizing surcharge rates.

Fairway Hills

In general, all of the power costs in Table 2 come directly from Rocky Mountain Power bills for each of the pump stations. The cost indicated for Fairway Hills pump costs, however, is estimated. The Quinn's Water Treatment Plant pumps directly to the Fairway Hills pump station under most operating conditions. Power costs for pumping to Fairway Hills versus treatment for the whole City are not separated. To estimate the pumping cost for Fairway Hills, the unit cost of pumping calculated for the Quarry Mountain Pump Station was applied to the volume of water metered in the Fairway Hills pressure zone. This approach was used because the lift to deliver water from the Boothill Tanks to the Quarry Mountain Tank is approximately the same as the lift required to deliver water from the Boothill Tanks to the Fairway Hills Tank. Even if power costs to pump directly to Fairway Hills from the Quinn's Water Treatment Plant were available, the power cost would include a higher lift than would be necessary to pump from the Boothill Tanks (contrary to the established surcharge guidelines).

PRELIMINARY SURCHARGE GROUPS

Based on Figure 1, it is possible to identify the approximate service areas of various pump stations. Based on these service areas, 12 surcharge groups were developed to distribute pumping costs throughout the City based on conveyance requirements. For each surcharge group, the unit costs of each contributing pump station were summed together to get an overall surcharge cost for the group. Table 3 shows the pumping surcharge cost related to power only for each group with projected revenue.

Table 3
Surcharge Group Costs and Projected Revenue (Power Only)

Surcharge Group	Pressure Zone Numbers Included in Group	Average Billed Use 2013 - 2014 (kgal)	Power Surcharge Cost ($/kgal)	Projected Power Revenue ($/year)
Boothill	29	331,797	0	$0
Lower Deer Valley	8, 10	74,746	$0.14	$10,758
Woodside	17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 42, 48, 49	300,102	$0.29	$87,528
Quarry Mountain	30, 32	57,593	$0.16	$9,491
Oaks	11, 12, 13	28,942	$0.60	$17,263
Aerie	14, 15, 16	31,814	$0.53	$17,010
Iron Canyon	28	9,184	$0.85	$7,837
Sandstone Cove	31	4,249	$0.53	$2,231
Bald Eagle	1, 37	12,551	$1.28	$16,039
Silver Lake	2, 3, 4, 5, 6, 7, 34	104,130	$0.80	$83,077
Flagstaff	38, 39	54,008	$1.33	$72,062
Red Cloud	40, 41	1,621	$9.41	$15,248
		1,010,734		**$338,544**

Projected revenue in Table 3 is approximately 25 percent less than average power costs indicated in Table 2. The net difference in these costs is primarily a result of pumping requirements needed to deliver water to Park City unbilled meter connections. These connections mostly consist of connections for parks or municipal buildings in the City. Note that two of these "unbilled" meters are actually snow making connections for Deer Valley Resort. The City has separate agreements with Deer Valley covering these meters. The cost to provide water to all remaining unbilled connections will be distributed uniformly throughout the City and will not be recovered as part of the pump surcharge fee.

SIMPLIFIED SURCHARGE GROUPS

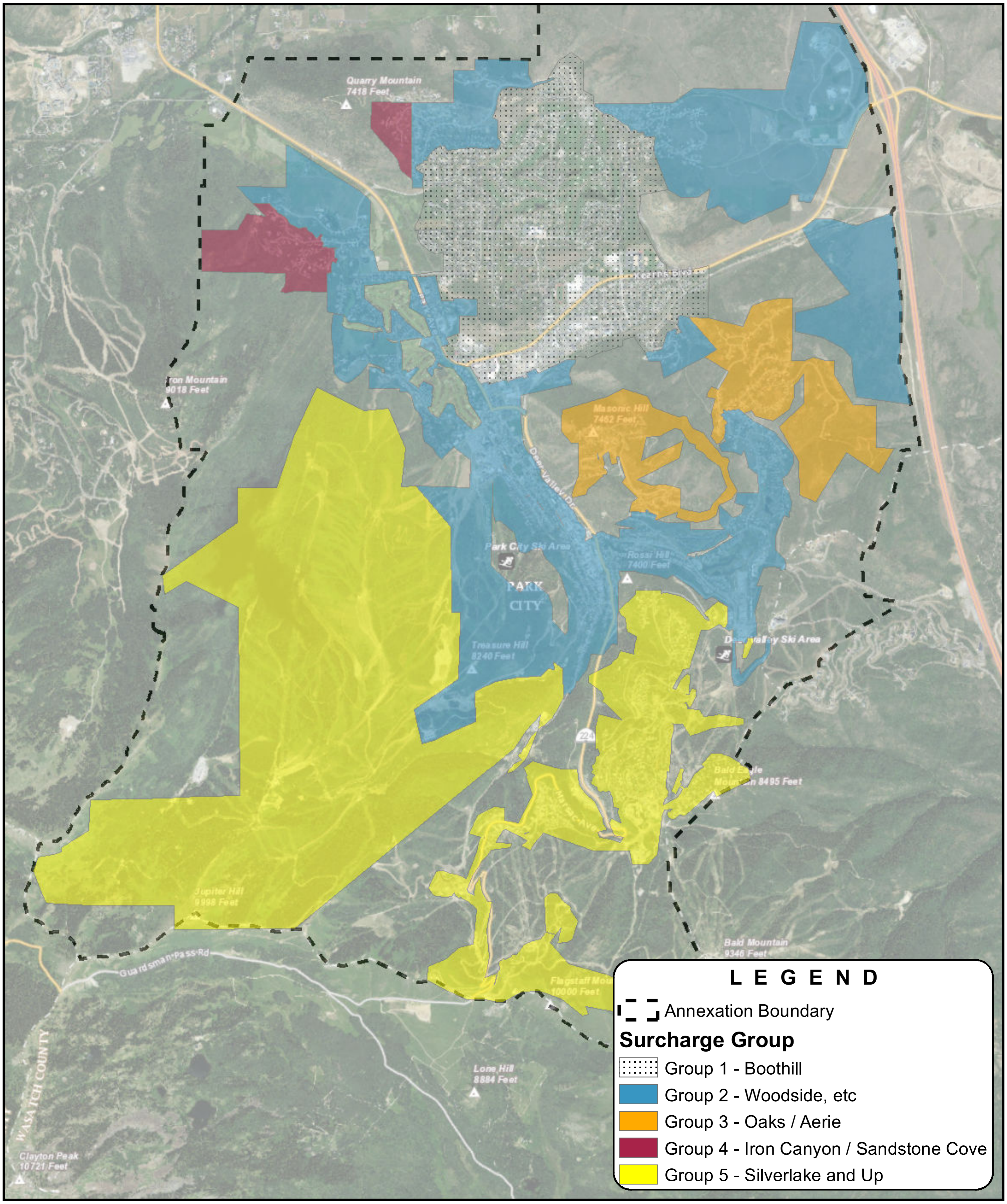
While the surcharge groups identified in Table 3 may represent the most direct method to distribute pumping costs in the City, implementation of the surcharge rates would multiply the complexity of the City's billing system significantly. Figure 4 and Table 4 show simplified surcharge groups based on similar conveyance requirements and attributes.

Table 4
Simplified Surcharge Group Costs and Projected Revenue

Surcharge Group No.	Surcharge Group Name	Pressure Zone Numbers Included in Group	Power Costs ($/kgal)	Average Billed Use 2013 – 2014 (kgal)	Projected Power Revenue ($/year)
1	Boothill	29	$0.00	331,797	$0
2	Woodside / Neck / Quarry Mtn / Fairway Hills	8, 10, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 42, 48, 49, 30, 32	$0.25	432,440	$107,777
3	Oaks / Aerie	11, 12, 13, 14, 15, 16	$0.56	60,755	$34,273
4	Iron Canyon / Sandstone Cove	28, 31	$0.75	13,433	$10,068
5	Silver Lake and Up	1, 37, 2, 3, 4, 5, 6, 7, 34, 38, 39, 40, 41	$1.08	172,310	$186,426
				1,010,734	**$338,544**

Reasoning for combining the groups in Table 3 are described below:

1. **Boothill** – No change to the Boothill group has been proposed. Boothill is the lowest tank in the system.
2. **Woodside / Neck / Quarry Mtn / Fairway Hills –** Most of this group is only one pump station away from the Boothill pressure zone and power surcharge costs in Table 3 are relatively close to the same for this group.
3. **Oaks & Aerie** – These two groups are both two pump stations away from the Boothill pressure zone and have equivalent elevations and lifts (difference between service tank and source tank).
4. **Iron Canyon & Sandstone Cove –** These two groups are both two pump stations away from the Boothill pressure zone and have equivalent elevations and lifts (difference between service tanks and source tank).
5. **Silver Lake / Bald Eagle / Flagstaff / Red Cloud –** All of these groups require a significant lift compared to other pressure zones in the City (800 feet or 350 psi higher than the next nearest pressure zone).



Bowen Collins & Associates, Inc.
CONSULTING ENGINEERS

PUMPING SURCHARGE GROUP AREAS

PARK CITY MUNICIPAL CORPORATION

PUMP SURCHARGE STUDY

NORTH:

NORTH

SCALE:

0 2,000 4,000 Feet

FIGURE NO.

4

P:\Park City\Pumping Rate Surcharge\4.0 GIS\4.1 Projects\Figure 2 - SurchargeGroups.mxd amckinnon 5/13/2015

Note that a typical residential customer will use on-average approximately 8,000 gallons (8 kgal) per month during a year. So the pumping surcharge costs indicated in Table 3 would lead to an average surcharge cost between $2/month and $8/month.

OPERATION MAINTENANCE & REPLACEMENT COSTS

Note that Table 4 only indicates pumping power costs. It does not currently recoup operation, maintenance, and replacement (OM&R) costs for booster stations. Operation and maintenance costs are annual expenses needed to operate and maintain booster stations while replacement costs include a sinking fund needed to rehabilitate or replace booster stations every 20 to 40 years (depending on components). Table 5 shows the estimated OM&R costs for the Park City booster stations identified in Table 2. Included in Table 5 is an estimate of that portion of costs associated with unbilled connections that will not be included in the calculation of the OM&R portion of the pumping surcharge.

Table 5
OM&R Costs for Booster Stations

Cost Category	Total Cost per Year (2014 Dollars)	Cost Attributed to Unbilled Connections	Cost to be Recovered by Pumping Surcharge
Operation & Maintenance Cost[1]	$140,000	$24,000	$116,000
Rehabilitation and Replacement Cost[2]	$300,000	$51,000	$249,000

[1] – operation and maintenance costs for pump stations are estimated by Park City O&M personnel.
[2] – rehabilitation and replacement value for pump stations in Table 2 is estimated to be approximately $12 million with a 40-year life cycle for pump stations.

SURCHARGE ALTERNATIVES

The previous sections have identified the potential magnitude of a pumping surcharge. With this information, there are a few decisions for the City to make regarding how the pumping surcharged might be implemented:

1. **Total Surcharge Cost.** As discussed above, a pump surcharge could potentially include three components:

   - Pumping power costs
   - Operation and maintenance costs
   - Pump station rehabilitation and replacement costs

   The first decision for City policy makers is to determine how many of these factors they wish to include in the surcharge. For a typical residential connection (8,000 gallons/month), pumping surcharge costs for direct power costs only would result in an average surcharge cost of between $2/month and $8/month. If full OM&R costs are added, the average monthly surcharge would more than double to between $4/month and $20/month.

Table 6 includes a calculation of the surcharge costs by zone for each of the potential cost categories (power, operation and maintenance, and rehabilitation and replacement). For the purposes of this table, all costs have been calculated on a per gallon basis for each zone based on pump use.

Table 6
Total Potential Pumping Surcharge Costs

Surcharge Group No.	Surcharge Group	Average Billed Use 2013 – 2014 (kgal)	Power Costs ($/kgal)	O&M Cost ($/kgal)	Rehab & Replacement Cost ($/kgal)	Total All Potential Surcharge Costs ($/kgal)	Total Projected Revenue
1	Boothill	331,797	$0.00	0	$0.00	$0.00	$0
2	Woodside / Neck / Quarry Mtn / Fairway Hills	432,440	$0.25	$0.09	$0.18	$0.52	$223,977
3	Oaks / Aerie	60,755	$0.56	$0.19	$0.42	$1.17	$71,224
4	Iron Canyon / Sandstone Cove	13,433	$0.75	$0.26	$0.55	$1.55	$20,922
5	Silver Lake / Bald Eagle / Flagstaff / Red Cloud	172,309.5	$1.08	$0.37	$0.80	$2.25	$387,420
		1,010,734					**$703,544**

2. **Fixed Cost vs. Variable Cost.** Table 6 calculates surcharges using a volume rate that is proportional to power costs. If this approach were adopted, everyone would pay a surcharge proportional to the volume of water used. This type of approach is most appropriate when an entity is trying to recover costs that vary with water use. Because power costs are generally proportional to volume of use, this seems a reasonable approach for at least the power component of the surcharge. However, OM&R costs may not entirely be attributable to volume of use. Some of these costs are fixed costs and may be more appropriately collected through a monthly base fee (per connection) and not by volume. Because of the complexity of administering a fixed pumping surcharge in combination with a volume charge, the City has opted to use a volume charge for all pumping surcharge costs.

Based on the two variables above, there are 4 probable pumping surcharge scenarios the City could consider.

- Scenario 1 – Power consumption costs only
- Scenario 2 – Power consumption and O&M
- Scenario 3 – Power consumption and rehabilitation & replacement
- Scenario 4 – Power consumption, O&M, and rehabilitation & replacement

Calculated rates for each scenario are summarized in Table 7.

Table 7
Pumping Surcharge Cost Alternatives

	Surcharge Group No. 1	Surcharge Group No. 2	Surcharge Group No. 3	Surcharge Group No. 4	Surcharge Group No. 5
Volume Charge ($/kgal)					
Scenario 1	$0.00	$0.25	$0.56	$0.75	$1.08
Scenario 2	$0.00	$0.33	$0.76	$1.00	$1.45
Scenario 3	$0.00	$0.43	$0.98	$1.29	$1.88
Scenario 4	$0.00	$0.52	$1.17	$1.55	$2.25

The impact of these surcharges on individual bills will vary depending on the amount of water used each month. To illustrate the potential impact of the surcharges, Figures 5 and 6 show the relative increase in water costs for Surcharge Group No. 2 and 5 (respectively) using scenario 4 above for a ¾" connection. Note that the changes in slope indicated in the figures are related to the four block rates used by the City to encourage conservation.

RATE SURCHARGE MODEL

Because the surcharge will be based on power costs, water use patterns, and other issues that can fluctuate over time, the rate surcharge should be recalculated on a periodic basis. Based on input from City personnel, it is recommended that an update is considered annually just prior to in implementation of annual rate changes. To facilitate this annual update, BC&A created a rate surcharge model in Excel format. Included in the appendix of this memorandum is a summary of the data inputs to be updated each year in the calculation of a rate surcharge. Required information in the model includes:

- Annual power cost for each of the City's water pump stations
- Number of billing accounts in each pressure zone
- Annual billed usage by pressure zone
- Annual usage through unbilled meters
- Estimated annual costs for pump station O&M
- Recommended annual rehabilitation and replacement budget

Once this data is entered, the model will calculate corresponding pumping surcharges to be used in the upcoming year. The model includes the four alternative rate surcharge scenarios identified above.

Figure 5
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 2 Scenario 4

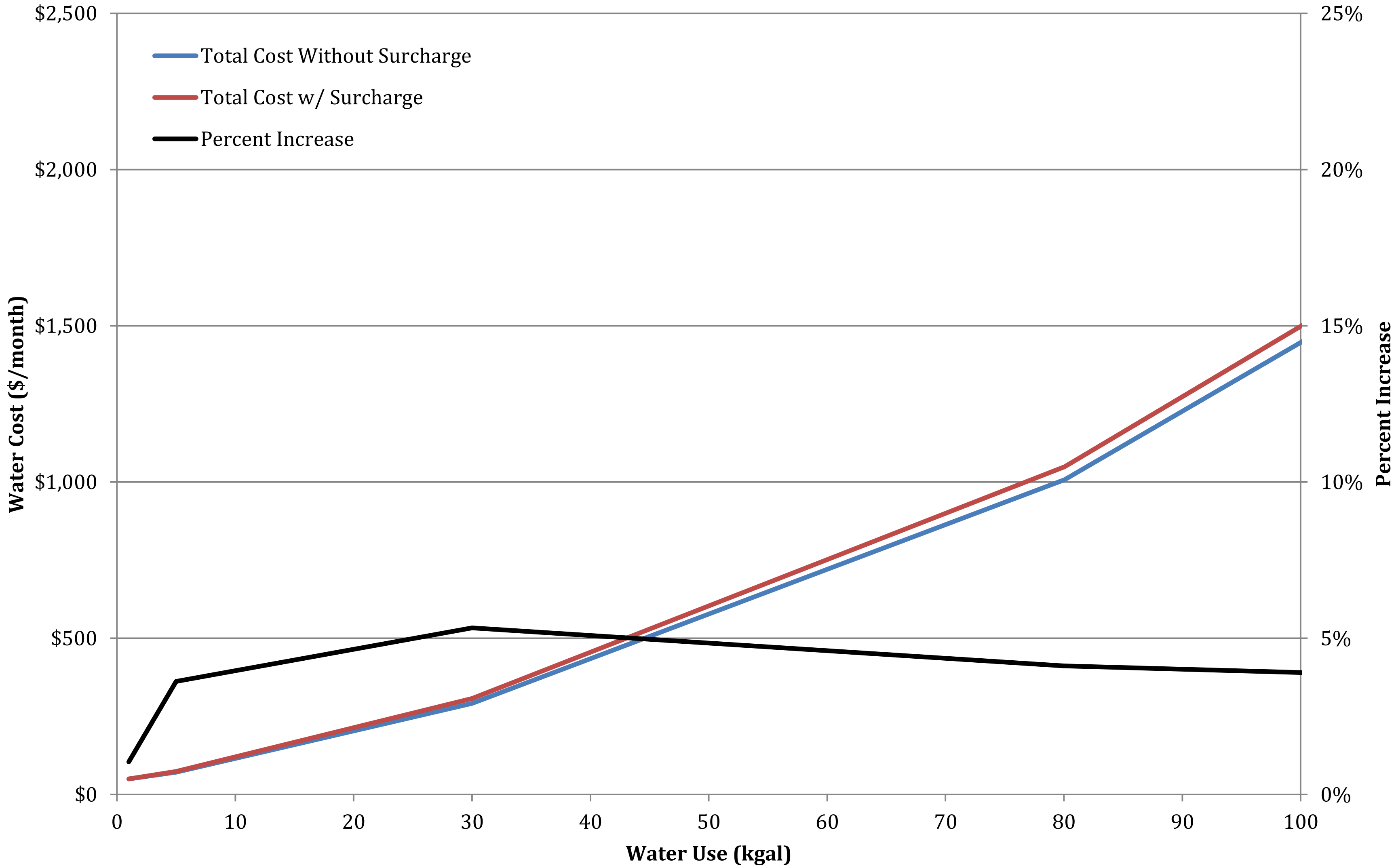
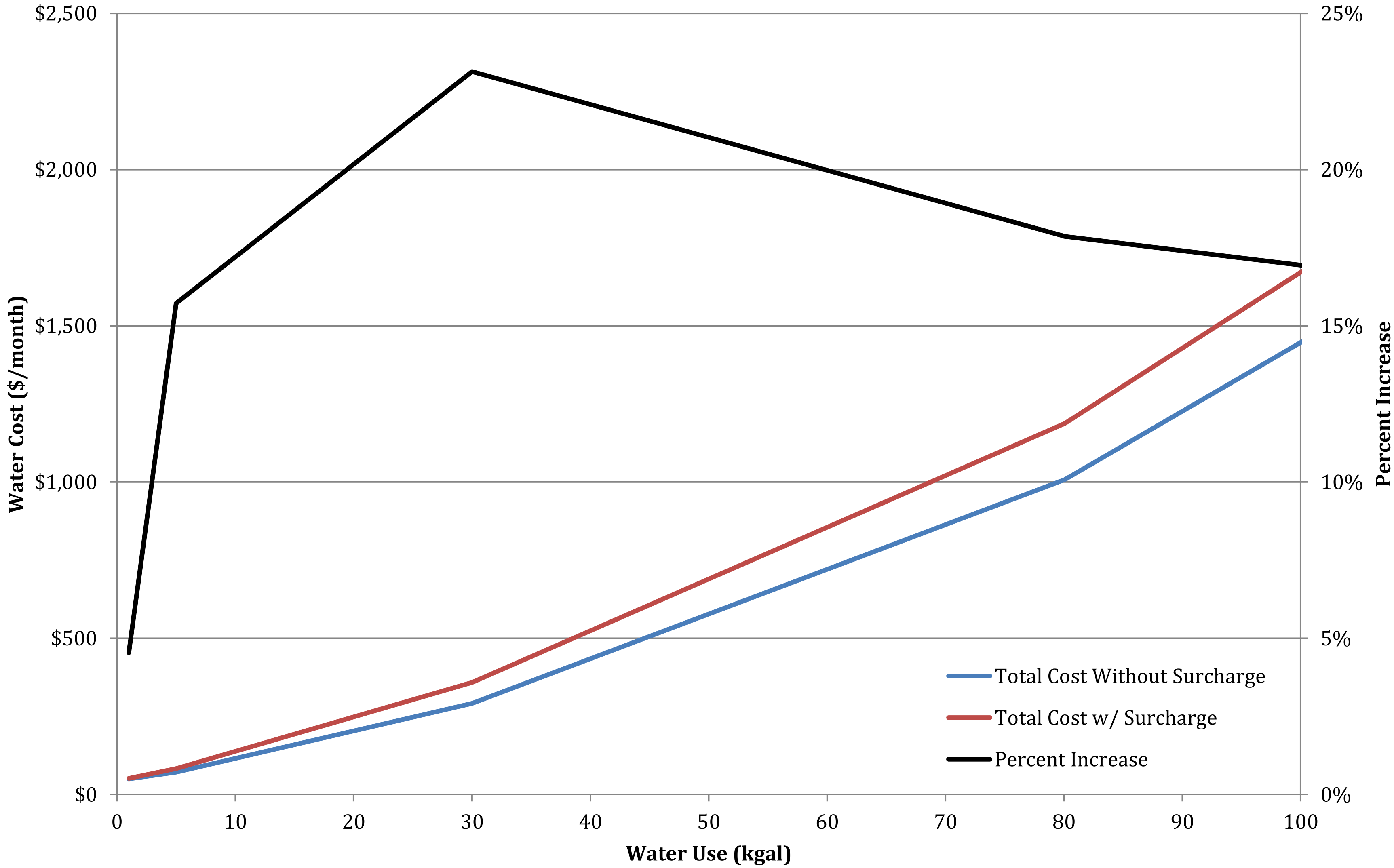


Figure 6
Comparison of Water Cost per Month
With and Without Pumping Surcharge for Surcharge Group 5 Scenario 4



CONCLUSIONS AND RECOMMENDATIONS

Based on the pumping surcharge calculations developed as part of this study, a number of conclusions and recommendations are summarized below:

1. **Average Annual Data –** Calculations represented in this memo are based primarily on an average of 2013 and 2014 fiscal year data. Future calculations of the surcharge may be based on an average of historical data or on the previous year. If historical data is used to calculate an average power and operation cost, it is recommended that no more than 3 years be used for surcharge calculations so that the surcharge can keep up with increasing power and operation costs. Because the calculated surcharge will primarily be based on a previous year's annual power costs and annual demand, surcharge revenue will not precisely match actual pumping costs for the year revenue is charged. There is essentially a year lag associated with the pumping surcharge calculation.
2. **Metered Unbilled Connections** – Unbilled meter connections use roughly 25 percent of pumping costs for the facilities included as part of the surcharge. A large portion of this demand is Deer Valley Resort snow. These connections and the other unbilled connections are not included as part of the surcharge calculations.
3. **Surcharge Alternatives**
    a. **Total Surcharge –** There are several different costs components that could be recovered through a pumping surcharge. The range of surcharge rates may vary between $2/month to $20/month (based on an average use of 8,000 gallons/month) depending on which components of the surcharge the City chooses to implement and where a customer resides.
    b. **Surcharge Alternatives** – Four pumping surcharges have been calculated in association with the memorandum. The options have been based on various iterations of the issues outlined above. Selection of a final alternative for implementation has been left to City decision makers depending on their goals for the surcharge.

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APPENDIX
PUMP SURCHARGE MODEL

The shaded fields in the tables below correspond to the input fields used in the pumping surcharge model. A preliminary surcharge model was delivered to Park City with this technical memorandum.

Table A-1
Power Cost Input

RMP Meter #	PCMC Description	Rocky Mountain Power Service No	Annual Power Cost*
28412154	13th Street Pump Station	950089786001	$2,036
1266148	Aerie Pump Station	239582187001	$12,431
28206761	Bald Eagle Pump Station	150528855001	$6,026
35560017	Boothill Pump Station	717442480001	$108,815
28502006	Chatham Pump Station	461674276001	$59,931
28506957	Daly Pump Station	750357538001	$58,000
23520916	Redcloud/Flagstaff Pump Station	227328698001	$13,085
2992052	Iron Canyon Pump Station	766721142001	$5,158
2425054	Last Chance Pump Station	554594887001	$141,246
1266149	Quarry Mtn. Pump Station	924928066001	$4,531
50815358	Sandstone Cove Pump Station	851048466001	$1,531
50908248	Solamere Pump Station	153294925001	$13,097
1248135	Woodside Tank & Pump Station	612683585001	$5,370

*The annual power cost for each pump station needs to be documented and entered into the shaded fields

Table A-2
OM&R Cost Input

Type of Cost	Annual Cost
Annual O&M Cost for Pump Stations[1]	$140,000
Annual Rehab / Replacement Fund (2015 Dollars)[2]	$300,000

1 – This should be the estimated or documented cost of annual O&M for the booster stations identified in Table A-1.
2 – This should be the estimated replacement value of the pump stations indicated in Table A-1 assuming a 40-year life cycle. This value should be escalated to match Inflation (3 percent per year unless otherwise documented).

Table A-3
Water Use Input

Zone Number	Zone Name	Number of Billing Accounts	Annual Billed Useage (kgal)	Annual Unbilled Useage (kgal)
1	Bald Eagle	47	8405	0
2	Silver Lake	277	57503	99328
3	Upper Royal ST	91	12019	0
4	Evergreen	85	11358	0
5	American Flag	57	15582	0
6	Lower Royal ST	32	5883	0
7	Trails End	16	850	0
8	Lower Deer Valley	399	71109	64883
10	Chatham Hills	30	3637	0
11	Upper Oaks	56	9369	0
12	Lower Oaks	103	12452	0
13	Hidden Meadows	43	7121	0
14	Upper Aerie	140	20473	0
15	Lower Aerie	13	1758	0
16	Pinnacle	102	9583	0
17	Daly	333	13576	0
18	Woodside	111	5744	0
19	Upper Old Town	623	48057	2928
20	Empire	276	13972	0
21	Lower Old Town	315	35789	7420
22	Lower Park Ave	77	56893	1676
23	Masonic	29	21498	314
24	Three Kings	70	36623	176
25	South Thaynes	68	7014	0
26	North Thaynes	216	25328	2022
27	Saddle View	57	15843	618
28	Iron Canyon	56	9184	0
29	Boothill	2292	331797	22877
30	Quarry Mtn	142	23244	0
31	Sandstone Cove	22	4249	0
32	Fairway Hills	152	34349	3990
34	Black Diamond	2	936	0
37	High Bald Eagle	22	4146	0
38	Lower Flagstaff	75	23790	0
39	Upper Flagstaff	12	30218	0
40	Lower Red Cloud	5	658	0
41	Upper Red Cloud	7	964	0
42	Pioneer	1	384	0
48	Mountainside	2	16347	0
49	PCMR Base Area	4	3036	0
			1010734	206230

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Please review the attached minutes and provide corrections or changes as necessary. Please note that since the new software system has been implemented staff has been working on correcting errors in the packets and has only recently discovered a seamless way to review and approve minutes. That being said you will have three sets of minutes to review this week and three sets next week which will bring us current on approval of minutes. Thank you for your patience and understanding as we bring this new system online.

Respectfully:

Marci Heil, City Recorder

PARK CITY COUNCIL MEETING MINUTES- DRAFT
SUMMIT COUNTY, UTAH,
March 26, 2015

Work Session

Council Questions and Comments and Manager's Report

Council member Simpson had nothing to report.

Council member Beerman stated Mountain Accord is moving along. Congratulated staff on a great open house. Gave Matt Dias, Assistant City Manager a "shout-out" for the work at the Leg this year. Invited everyone to a Deeper Understanding meeting at St. Luke's at 7:00pm.

Council member Matsumoto attended the Chamber Board meeting

Council member Peek had nothing to report.

Council member Henney commented on the new LED street lights.

Transportation Planning Update

Kent Cashel, Transportation and Transit Manager and Brooks Robinson, Senior Transportation Planner spoke to the Transportation Planning update. Cashel discussed the Short Range Transit Development Plan stating that the Request for Proposal will run this weekend. Cashel touched on the Public and Council engagement in the process including 2 Open Houses as well as City Manager Weekly Updates, Monthly Manager's Reports and Work Session Updates. Cashel spoke to the finance plan for the Transportation Demand Plan. Cashel spoke to the information gathering phase of the Transportation Demand Management Plan which is also being advertised as an RFP that will close tomorrow. Discussed the SR-248 Corridor Plan update with undated data and models, re-engaging with UDOT on Corridor plans. Discussed the Weather Responsive Transportation Management plan stating that staff monitored the data collected from traffic information, weather information and Road maintenance information and distributed the information to the resorts and will continue to work on this plan to phase the plan out to the end users. Robinson spoke to the Intelligent Transportation System stating staff is looking at adding message boards, additional cameras and real time use of all PC cameras. Also spoke to the UDOT Real Time data discussing traffic counters on 224 & 248 as well as Traffic Signal counters stating that staff found no significant changes in the data collected but will continue to monitor. Cashel stated that a key point to the 2014 monthly averages chart is that the base numbers showing the non-peak tourist times as a base for the residents.

Special Events Update

Jason Glidden, Economic Development Project Manager; Tommy Youngblood, Special Events; and Jenny Diersen, Special Events, spoke to next steps and goals for Special Events in Park City. Glidden spoke to the creation of the Special Event Advisory Committee stating the purpose of the committee would be to provide input regarding event threshold levels, recommendations of level of service and provide a debrief following an event. Discussed the Make-up of the group including local organizations and 4 community at-large members. Council member Matsumoto stated that she would like to see these 4 members not be affiliated with the local organizations. Council member Simpson stated she would like to see geographical aspect be represented. Glidden stated that staff has been looking into the Resident Notification Requirements with types of notification being flyers and radio. Council member Beerman stated that he feels flyers are overkill. Council member Peek stated that he would caution placing flyers on every door to call out t homes which are unoccupied. Glidden discussed 4th of July goals by bringing back the local feel and making it a family friendly event. Looking at areas of improvement with the parade and family activities discussing lengthening the parade, level of quality of the entries, and reducing the commercial feel. Council member Matsumoto reminded everyone that the ambassador program, the volunteer group that organized the parade, is no longer together. Glidden pointed out that Bob Kohler and Summit County will partner with the City regarding the parade. Council member Henney inquired, as a regulator and strong partner, how does the City “bring back the funk and family feel”. Council member Simpson stated that they could have a jury selection process. City Attorney Harrington reminded Council that they could suggest criteria to their partner to enforce. Council member Peek stated that we need to advertise that we have cooler weather than Salt Lake as well as emphasize the prizes. Glidden discussed implanting a one page information sheet that outlines venue guidelines including: parking inventory, hours of operation, restrooms, and utilities to help verify which venue would work for the type of activity proposed. Council thanked staff for the great work.

Regular Meeting

I. ROLL CALL-- Mayor Jack Thomas called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, March 26, 2015. Members in attendance were Jack Thomas, Andy Beerman, Dick Peek, Liza Simpson, Tim Henney and Cindy Matsumoto. Staff members present were Diane Foster, City Manager; Matt Dias, Assistant City Manager; Mark Harrington, City Attorney; Marci Heil, City Recorder

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

There were no communications or disclosures from Council or Staff

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

There were no public comments made.

IV. CONSIDERATION OF MINUTES FROM FEBRUARY 4, 5, & 6 CITY COUNCIL RETREAT MEETING

Council member Simpson moved to approve the minutes
from February 4, 5, & 6 CITY Council Retreat Meeting
Council member Peek seconded
Approved unanimously

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)*

1. Consideration to approval of the lease with the Egyptian Theatre, as approved by the City Attorney, to use Miner’s Hospital for YouTheatre program during the 2015 Summer.

2. Consideration of authorization of a three year lease with the Park City Coffee Roaster to operate a coffee shop at the Park City Library.

Council member Simpson moved to approve the consent agenda
Council member Peek seconded

Approved unanimously

VII. ADJOURNMENT

Council member Peek moved to adjourn the meeting
Council member Beerman seconded
Approved unanimously

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

Prepared by Marci S. Heil, City Recorder.

Marci S. Heil, City Recorder

PARK CITY COUNCIL MEETING MINUTES- DRAFT
SUMMIT COUNTY, UTAH
April 2, 2015

CLOSED SESSION

To discuss Property, Personnel and Litigation

WORK SESSION

Council Questions and Comments and Manager's Report

Council member Henney stated he was in the Boo Radley area and thought it would be a great area for a few affordable units and would encourage staff to keep this area in mind.

Council member Peek attended the Department of Transportation annual visit and found it very interesting.

Council member Beerman sat on a panel with Kent Cashel who did a fantastic job. Attended a few Mountain Accord Meetings where they have discussed the forest service land from white pines to park city. Thanked Mayor Thomas for the article regarding subsidies to the coal industry.

Council member Simpson looked at the new LED lights on Bonanza and Iron Horse reporting they look smashing.

Council member Matsumoto also attended the Deeper Understanding forum where Andy did a great job as well. She also checked out the LED lights and also likes them. Attended the HPB meeting where they discussed funding and added another house to the significant list.

Mayor Thomas vacationed in Death Valley which brought upon a discussion about the lack of water.

Ann Ober, Community Relations, checked in with the Council to hold a joint meeting with the County on May 4th from 1-3pm. Council concurred.

Whistler Site Visit

Matt Dias, Assistant City Manager and Kristin Parker, Executive Assistant discussed the possibility of a site visit to Whistler to look into housing and transportation. Stating that they do have great success with affordable/workforce housing and transportation which makes it a great place to look at visiting one day. Council member Matsumoto felt that they do have a handle on the two main priorities and feels that it should be on the horizon. Council member Simpson thanked Parker for the great staff report. She stated that the thing that struck her was the seamless transportation aspect. Simpson reminded staff that when City Tour started it was a Council and staff tour rather than the leadership class. She also stated that she would like to see a packed 2 day business meeting rather than the additional tourist visits. Council member Beerman stated that he was the one to start this ball rolling and would like to make sure that the numbers that were repeated from a previous meeting were correct. He does feel City Tour is very valuable but would find this valuable too. Simpson would like to know if what they have managed to accomplish is remotely possible in Park City. She would like Foster to help Council remember that staff is very busy and if there are Council direction requests that priorities need to be looked at. Council member Peek sees a value of the Council going to Whistler to le from them. Council member Henney likes the idea. Mayor Thomas feels that Whistler is an interesting place that he has visited 8 times and feels that it is not an apples to apples comparison as they started as a resort not a community as well as the glacier aspect. Dias stated that he feels that staff can continue to work on gathering further information for a discussion at a later date.

Economic Development Strategic Plan

Jonathan Weidenhamer, Economic Development Manager, Jason Glidden, Economic Development Project Manager, Matt Abbott, Environmental Project Manager, Sustainability Team, discussed the Economic Development Strategic Plan. Discussing the work plan to build place with specific strategies to tie broader goals and performance measures for each as well as Economic diversification. Discussed the economic grant process speaking to more funding for more grants. Weidenhamer stated that Mark Kramer has volunteered his time to research a One Stop Shop. Discussed the work plan goals to include: place making through development & maintenance of infrastructure, providing sustainable business environment, enhancing the local economy, and mitigating the impacts of the resort community.

Council member Henney stated that he feels looking at complimentary businesses limits the amount and type of businesses that Park City will bring in. Council member Simpson likes the idea of a more robust grant program; she would like to keep the complimentary language in the criteria. Matsumoto also likes the more robust grant program. She wanted to make sure that the criteria do not negatively affect the community. Council member Beerman likes the criteria language and agrees with the grant program increase. He feels that Council has pigeon holed themselves with not looking at diversification and would like staff to be creative and keep that in the sites. Council member Peek agrees with the grant increase and the complimentary language. He feels that the resort aspect will always be here as long as we keep the Park City brand. Mayor Thomas also likes the complimentary aspect of the criteria. Foster clarified that Council was in favor of increasing the grant program and keeping the complimentary criteria. She asked for clarification regarding the diversification piece suggesting that if Council would like more information on that front that staff would go out of house to look further into that. Council member Beerman stated that he is not looking at going out and finding a new market but pushing the aspects we have already looked at with High Altitude training. Council member Henney wants to maintain the sense of place and loves the discussion to the community ethos standard. Council member Peek reiterated preserving the brand of Park City speaking to Sundance and Sol Poles to work with evening out the ratios. Council member Simpson agreed and felt that continuing with the same ethic while continuing to evolve. Mayor Thomas stated that 20 years will fly by in the blink of an eye and feels that all the economies are supplemental to the ski industry and feels that they need to support and sustain it as the main priority.

Transportation Planning Update

Kent Cashel and Brooks Robinson continued the discussion from the March 26th meeting. Cashel outlined the main points from the last meeting. Discussing growth and the portfolio solution to address the supply and demand. Beerman inquired about the transportation tax legislation changes. Foster stated that City staff and County staff will be meeting to discuss those changes. Cashel stated that there are many options available that staff will keep on the radar. Cashel briefly outlined the multiple plans that staff has been working on stating that all the plans will have robust input from Council and community with final plans completed by winter. Mayor Thomas discussed the aspect of having the police help to have boots on the ground during these peak times like they do in Courchevel. Cashel stated that they have used officers on the ground but has found that often it hinders the flow of traffic. Robinson commented on the streets department philosophy to watch the weather reports and to be able to clear the snow or pre-treat the roads prior to the high load of traffic. Council member Henney inquired if the active management tool will allow for real time updates of the signals to keep the flow of traffic. Cashel stated that UDOT has committed to Park City if we call on a traffic back up they will use the real time cameras to view the p within 60 seconds of the call. Cashel discussed the Park City School District Master Plan stating that he has engaged with the committee and the District Traffic Engineers looking at better ways to improve the driveways at the schools. Robinson discussed the intelligent transportation system stating that staff is working with UDOT to add additional cameras and message sign plans. Council member Beerman stated that he feels that all this is great but would like to look into car counters to see real data during events. Robinson stated that the Engineering department has counters and staff has mobilized these counters during events to see how the traffic flows. Cashel stated that Matt Abbott has brought forth a group that is looking at a pilot program to provide real time traffic counters.

Legislative Update

Matt Dias, Assistant City Manager, recapped the 2015 Legislative update speaking to the multiple bills passed including: transportation funding, air quality, criminal justice reform, non-discrimination and failed bills including: Historic District, DABC, wood burning, Medicaid, cannabis, daylight savings, sales tax redistribution. Dias highlighted the transportation funding debate stating that at the end there was a grand compromise with the local option and gas tax. Dias complimented Senator Van Tassel for his work on the compromise. Council member Simpson inquired about the street legal ATV bill, Dias stated that it passed and he is working with the City Attorney on any appropriate code changes. Council member Beerman inquired about HB287 regarding TDR's. Dias stated that it did not make it out of committee but it will be something to watch in the future. Council thanked Dias for his work on this project.

REGULAR MEETING
6:00 PM

I. ROLL CALL- Mayor Jack Thomas called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, April 2, 2015. Members in attendance were Jack Thomas, Andy Beerman, Dick Peek, Liza Simpson, Tim Henney and Cindy Matsumoto. Staff members present were Diane Foster, City Manager; Matt Dias, Assistant City Manager; Mark Harrington, City Attorney; Marci Heil, City Recorder; Karen Anderson, Deputy City Recorder; Jason Glidden, Special Events/ Economic Development Project Manager; Jonathan Weidenhamer, Economic Development Manager; Matt Abbott, Environmental Sustainability; Phil Kirk, Police Captain, Brian Anderson, Parking and Fleet Manager.

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Jason Glidden introduced Danielle WyCoff the artist selected for the art at the library. Discussed the project stating that the two dimensional piece that will be comprised of stories from the residents, council and anyone who has a connection to park city and she will screen print them on to panels as well as a 3D aspect.

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

Robert Ett, Retired Architect, planner and transit orientation coordinator. Is now retired and offering his services all over. He is a transplant from Charlotte NC and has seen the sprawl speaking to his experience with growth planning. He spoke to his concerns about Mountain Accord stating that is was geared toward transportation rather than land use discussions. Discussed the transit aspect of making it a pleasurable experience and making the transit node/centers a place full of activities. He also spoke to sprawl and an infrastructure plan to outline where the utilities would be placed and if the property owner wants something different they would have to pay for that.

Clay Stuard discussed the Mountain Accord transportation plan. He stated that it is fast approaching for the Mountain Accord to make an executive decision regarding tunnels and trains. He presented Mayor Thomas and Council each a train conductor hat and encouraged them to wear their hats proudly if they support the train option. Spoke to the proposed trip to Whistler stating that he has been there multiple times and feels that it will not be advantageous and feels that there is nothing to learn outlining the hassle of the transportation in Whistler. Feels that the problem is getting people from the airport; stating that we need to provide comfortable, cheap and reliable transportation to the resorts.

Mary Wintzer stated that she was very impressed with the new County Sheriff and his willingness to listen to the public and invite those who have experience to voice an opinion, stating she was disappointed that the Blue Ribbon Commission's recommendation for an Elder Council was dismissed by Council and asked them to contemplate that idea again. Council member Simpson stated that she did not feel that the Elder Council was dismissed and she, personally, meets with Elders and Youngers in the community to learn to solve issues. Wintzer stated that at this cross road in the community it may be helpful to look at the past.

Bill Humbert also discussed the Mountain Accord stating that he has had a discussion with Ann Ober this week and found that he does stand with the Council but feels it is important to let the public know. Used the Adam and Eve analogy of the serpent leading Eve to eat the forbidden fruit stating that nothing bad could happen. Then spoke to the notes from the Mountain Accord meeting that had a bullet outlining the Little Cottonwood/Park City corridor. He discussed the meaning of the word corridor, passageway. He would like to see it be labeled Little Cottonwood/Park City destination. Stated the first thing that happens when you bite an apple is it starts to spoil.

IV. CONSIDERATION OF MINUTES FROM FEBRUARY 26, 2015 CITY COUNCIL MEETING

Council member Simpson moved to approve the City Council Meeting Minutes from February 26, 2015
Council member Beerman seconded
Approved unanimously

V. NEW BUSINESS

1. Consideration of the Request for Proposal for Design of the Brewpub Parking Garage and Plaza

Jonathan Weidenhamer, Economic Development Manager stated that staff is ready to put the RFP out for the Brew Pub Plaza. Weidenhamer spoke to the discussion that took place over two years ago regarding this space including creating an anchor and destination at the top of Main Street. Asked for Input on scope regarding: construction phasing, design approach, budget, and housing feasibility. Weidenhamer stated that staff could put a parking deck in quickly and work on a phasing approach starting/finishing in 2016. Mayor Thomas stated that he feels that their needs to be a big picture approach to this space. Council member Simpson is fully supportive of a phased approach. Council member Beerman stated that he too is in agreement with a phased approach. He spoke to the past discussions regarding this space with leaving it unencumbered for event space. Council member Simpson stated that she remembered the discussions as an event space to be outlined in the programing phase. Matsumoto stated that she remembered that discussion as well. She would like to look at two levels of parking. Council member Peek stated that he is in favor of a phased approach. Discussed multiple aspects of his ideas. Council member Henney stated that he feels it looks like a great event space and feels that it's highest use is for that use and not housing. Mayor Thomas also spoke to the connectivity. Council was in favor items 1-3. They felt housing would be more appropriate on China Bridge. Weidenhamer stated that his team member Phyllis Robinson was unavailable for this discussion and had promised her that he would discuss adding housing to project RFP. Council member Simpson stated that she usually does what Robinson says but she does not feel that it will be compatible in this space and would not want to waste staff's time. Council member Beerman agreed

Simpson and felt that this is the discussion looking at the housing aspect. Council member Peek stated that this is blank canvas and feels during this conceptual stage it should be considered. Council member Beerman felt that with the limited staff bandwidth it is not a good use of time when they should be looking at other areas. Council member Matsumoto stated that she is ok looking at housing but still feels the major use should be event space and parking.

Mayor Thomas opened the floor for public input.

Allison Butz, HPCA, read from the initial plan for the area, stating that philosophically the HPCA is excited to look at this event space and multiple restroom facilites.

Mike Sweeny, stated that he has more experience at doing events in Park City than most and has a technical way of looking at things stating that in order to make the plaza work you will need back of house. Discussed the events that he has that need staging areas and restrooms. Feels that the space needs to be defined before the programming discussion begins. Simpson stated that Sweeney's comments were taken well asking for staff to look at the building holistically.

Bill Humbert, cautioned Council to be careful of conflicting goals. Discussing wanting car traffic out of the City and now planning a space to bring car traffic.

Weidenhamer stated that the design team will bring back options to Council.

2. Consideration of an Ordinance amending the Anti-Idling Ordinance

Matt Abbott, Environmental Sustainability; Brian Anderson, Fleet and Parking Manger; Phil Kirk, Police Captain, outlined the enforcement transition with Parking and Police. Abbott outlined the ordinance changes including lessening the time from 3 minutes to 1 minutes, health and safety aspect and private property aspect in regards to signage to allow for enforcement. Council discussed signs and the cost of signs. Council member Henney inquired where the police see enforcement now. Kirk stated that a fair amount comes from Main Street with taxis idling. Anderson stated that the education piece is very important.

Mayor Thomas opened the Public Hearing.

Mike Sweeney, stated that he does not like idling, has looked at the changes made feeling that one minutes is a very short amount of time and feels that it is difficult to follow the law with a 1 minute change. Stated that he feels that the drive thru banks and fast food restaurants are abusive aspect as well as the truck drivers/delivery trucks. Stated that he would be supportive of enforcement in his garage. He feels that it is a matter of education.

Council member Henney inquired about a bus that had a generator running, inquiring if there was any enforcement on those. Abbott stated that there is not a tidy way to wrap that into the ordinance but staff is looking into that for future discussions.

Council member Peek moved to approve an Ordinance amending the Anti-Idling Ordinance
Council member Beerman seconded
Approved unanimously

3. Consideration of an ordinance for Alice Claim Subdivision and Plat Amendment located south of intersection of King Road and Ridge Avenue, Park City, Utah pursuant to findings of fact, conclusions of law and conditions of approval in a form approved by the City Attorney

Mayor Thomas opened the public hearing. None, closed

Council member Beerman moved to Continue the ordinance for Alice Claim Subdivision and Plat Amendment located south of intersection of King Road and Ridge Avenue, Park City to a Date Uncertain
Council member Simpson seconded
Approved unanimously

VI. ADJOURNMENT

Council member Beerman moved to adjourn the meeting
Council member Matsumoto seconded
Approved Unanimously

CLOSED SESSION MEMORANDUM

The City Council met in a closed session at approximately 3:45p.m. Members in attendance were Mayor Jack Thomas, Andy Beerman, Dick Peek, Cindy Matsumoto and Tim Henney. Staff members present were; Diane Foster, City Manager; Mark Harrington, City Attorney; Matt Dias, Assistant City Manager. **Council member Simpson moved to close the meeting to discuss Property, Litigation and Personnel. Council member Peek seconded. Motion carried.**

Council member Beerman moved to open the closed session. Council member Simpson seconded. Motion carried

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

Prepared by Marci S. Heil, City Recorder.

Marci S. Heil, City Recorder

PARK CITY COUNCIL MEETING MINUTES-DRAFT
SUMMIT COUNTY, UTAH,
April 16, 2015

Closed Session
To discuss Property, Personnel and Pending Litigation

Work Session
Council Questions and Comments and Manager's Report
Council member Simpson states she enjoyed attending the ULCT conference last week in St. George. She will type up her notes to share. Attended the quarterly police meeting where they extended Chief Hewitt's contract. Attended the joint Public Transit Advisory Board meeting.

Council member Henney echoed Simpson's comments on the ULCT conference. Attended the Mountain Lands Community Trust board meeting where they discussed a plaque to commemorate Bob Wells. They're also working on a mission statement. Attended the quarterly police meeting where Diane Foster spoke and several great trainings were presented. He states the chief spoke on community policing and law enforcement. Attended the Summit Mosquito Abatement meeting yesterday and reports they are gearing up for the season and hiring new workers but not anticipating a bad mosquito season. Henney acknowledged the recent wedding of Council Member Peek and wishes him a happy birthday.

Council member Beerman also attended the police quarterly meeting and states Jolene Weston, HR, did a great job on respect in the workplace training. He thanks the police for their help with the hostage and bomb threat hoax at his hotel over Easter as their response was tremendous. Reports he has attended some Mountain Accord meetings. Mentions the locals are out in force now that most of the tourists have gone home.

Council member Matsumoto attended the Planning Commission meeting last week where they forwarded a negative recommendation. Attended the Library Board meeting and reports they plan to open to the public on June 13th. She went to Zions National Park over Easter with her family and reports the grocery store in Springdale charges 5 cents for grocery bags but boxes are free.

Mayor Thomas also attended the ULCT conference and was able to reconnect with old colleagues. He felt the presentations were very worthwhile. Attended a roast at the Wasatch Bagel Shop where he was interviewed by the LSDM group.

Mountain Accord Update
Mayor Thomas thanked Ann Ober for the manager's report on the Mountain Accord update and asks if there are any comments. No comments were made.

LED Street Lights - The Smart Option

Matt Abbott, Jason Christensen and Troy Daley spoke to the retrofit of the LED lights citywide. Daley states staff received positive public feedback and would like to move forward on the project and states Staff would do the replacement in house to save money. Council member Simpson asks how long the LED bulbs will last. Daley states approximately 20 years. Council member Beerman asks how many lights will be retrofitted. Abbot states they will all be replaced in phases. Council member Matsumoto reports the lights on Bonanza look great and is on board with the retrofit, as is Council member Peek; however, he states he would like to keep the night sky as dark as possible. Council member Henney spoke to the redundancy in lighting to avoid overkill, especially in residential areas. Council member Beerman asks if the Rocky Mountain Power lights will also be changed out. Abbott says they are on the schedule but some of them will have to be bought by the city. Foster asks if Council is in favor of a work session on a lighting study.

Regular Meeting

I. ROLL CALL – Mayor Jack Thomas called the regular meeting of the City Council to order at approximately 6:00 p.m. at the Marsac Municipal Building on Thursday, April 16, 2015. Members in attendance were Jack Thomas, Andy Beerman, Dick Peek, Liza Simpson, Tim Henney and Cindy Matsumoto. Staff members present were Diane Foster, City Manager; Matt Dias, Assistant City Manager; Mark Harrington, City Attorney; Marci Heil, City Recorder; Karen Anderson, Deputy City Recorder; Ann Ober, Community Relations Manager; Jonathan Weidenhamer, Economic Development Manager; Heinrich Dieters, Sustainability; Hannah Turpin, Planning.

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council member Matsumoto attended Planning Commission last week and reports a member's quarter is up and that she would be happy to take over their spot.

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

Dana Williams, former Park City mayor, congratulates Council member Peek on getting married. Williams spoke to the Mountain Accord public forum held at the Eccles Center and walked away very frustrated and shocked at the facilitator's treatment of the public as he thought people were fairly civil. He states the facilitator shut down talk about tunnels and didn't allow much public input. He is concerned about a tunnel in regards to fractured rock from boring and also who would be responsible for the water in the tunnel. He urges elected officials to say no to a tunnel.

Neal Krasnick, resident, says our City makes its living on outdoor activities and that the City should focus more on providing a world-class experience for tourists in the off season.

IV. CONSIDERATION OF MINUTES FROM MARCH 5 & 19, 2015 CITY COUNCIL MEETINGS

Council member Peek and Henney provided corrections for the City Recorder.

Council member Henney moved to approve the minutes from March 5 & 19, 2015 City Council meetings

Council member Simpson seconded
Approved unanimously with corrections

V. CONSENT *(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)*

1. Consideration of a contract for Deer Valley Drive Phase 2

2. Consideration of a Professional Services Contract for Consulting Services - Transportation and Parking Siting and Feasibility Plan

3. Consideration of the USSA/MARC agreement

Council member Peek moved to approve the consent agenda
Council member Simpson seconded
Approved unanimously

VII. PUBLIC HEARING

Sales Tax Revenue Bond Series 2015 public hearing to receive input with respect to (a) the issuance of sales tax revenue bonds and (b) any potential economic impact that the project to be financed with the proceeds of such bonds may have on the private sector.

Mayor Thomas opened the public hearing. No comments were heard. Mayor Thomas closed the public hearing.

VIII. NEW BUSINESS

1. Award Presentation by Kim Olsen, Executive Director of Utah Recreation & Parks Association (URPA)

   Kim Olsen, Dan Harrison and Kristin Reichert from URPA state they are a membership association with over 1000 members here in the state. They presented two awards to Park City Parks and Recreation, one for Outstanding Innovation for the memorial wall in the cemetery, and one to the department as a whole for the most outstanding in their class. Harrison states Tate Shaw was elected as a new member and Karen Yocum was re-elected to serve on the URPA board.

   Council member Simpson recognizes and thanks staff for all of their efforts, as did Mayor Thomas.

2. Consideration of an Economic Development Grant awarded to Ritual Chocolate in the amount of $20,000

Jonathon Weidenhamer, Economic Development Manager, along with Ritual Chocolate owners Robbie Stout and Anna Davies, welcomes them to Park City. Stout and Davies report they started their business in Denver but are glad to be back in Park City and believe the city provides a great opportunity for them to grow their business.

Mayor Thomas acknowledged a letter he received in opposition to the business. Council member Simpson reports she is supportive of this business venture and asks Weidenhamer to clarify grant eligibility for businesses. Weidenhamer states qualifications are more flexible since they amended the grand criteria this past July to accommodate Council's goals. Council member Matsumoto is in favor of the grant as this new business fits the criteria and adds another element to our resort economy. Council member Beerman is in support as well and thanks owners for coming back to Park City.

Council member Simpson moved to approve the Economic Development Grant awarded to Ritual Chocolate in the amount of $20,000
Council member Beerman seconded
Approved Unanimously

3. Consideration of the Electric Assist Bicycle Pilot project and Ordinance Amendment.

Heinrich Dieters, Sustainability, asks Council to adopt a one-year pilot project for electric assist bicycles, which meets Council's priority of alternative transportation. Dieters states the program will temporarily allow bikes on multi-use pathways but not on natural surface trails. Program implementation involves education and outreach to the public. Infrastructure involving signage will be the major component of the project. Dieters reports Staff will also be collecting data about the bikes to be used for future studies and projects.

Council members Beerman, Henney and Thomas are not in favor of a speed limit sign. Council member Peek is in favor of signage but not a designated speed limit sign. Council member Simpson is in favor of leaving a speed number on the signs. Foster states the speed limit signs will help citizens self-regulate.

Dieters reports local groups are in favor of the program. He suggests staff collect speed data, which he will report on at a future time. Foster suggests using speed limit signs in certain areas on the trails only as part of the pilot program. Council member Beerman asks Dieters and Mountain Trails to work on coming up with something better than the speed limit signs.

Mayor Thomas opened the public hearing.

David Rasmussen, owner of eSpokes, the largest E bikes dealer in the Intermountain area, commends Dieters for his work on E bikes and mentions Utah is one of the few states to adopt E bikes policies. Clarifies that Utah code exempts E bikes from being motor vehicles and that the language in this ordinance mirrors the state code. Mentions he is working with a state legislator to amend the language in House Bill 299 to separate E bikes from mopeds and asks Council to consider taking out any moped language in their ordinance. States they are working with Utah state parks to allow E bikes in those parks. Defines who E bicycle riders are and explains it's not serious cyclists but older, everyday citizens who are careful riders. He suggests Council allow E bicyclists to get out and ride first before implementing restrictions.

Charlie Sturgis, Mountain Trails, states Mountain Trails is in favor of the pilot program. Regarding signage he, Dieters and Bob came up with is a rough draft and says they could refine their ideas and recommends speed signs be put in places where speed is already a problem. Personally he is concerned about speed and feels the signs are necessary. States he does not support any single-track riding of E bikes.

Neal Krasnick, resident, tells Council he feels the most important topic in this discussion should not be whether an E bike is a motorized vehicle but rather restricting speed for safety. Says mixing E bikes where there are pedestrians is too dangerous.

Cheryl Fox, Summit Land Conservancy, states the McPolin and Quarry Mountain easements do not permit motorized use. She states they support E bikes and getting people out of their cars but feels conflicted since the easement restricts their use as things stand now. Council member Beerman asks if the Conservancy would be able to support the pilot program until restrictions become more defined. Fox states they have to live within the lines of the easement.

Mayor Thomas asks Harrington for guidance. Harrington recommends not categorizing the use of E bikes as a violation until we have further clarification on exactly where they fall under the law and to instead agree upon a category/definition during the testing period. Council member Simpson asks if this topic has gone before the County and feels there needs to be further discussion about what surfaces the bikes will be allowed on as well as speed. She would like to be in agreement with the County. Council member Beerman feels there are benefits to putting the pilot program in place since people are already using E bikes. Feels educating the public on multi-use and respect for others on trails is a bigger issue than speed. Council member Henney agrees with Beerman in feeling comfortable stepping ahead of the County.

Council member Simpson moved to approve the Electric Assist Bicycle Pilot project and Ordinance Amendment as amended
Beerman seconded
Approved Unanimously

4. Consideration of approval for the annual City Property Disposition list resolution

Heinrich Dieters, Sustainability, asks Council to approve the 2015 City Disposition List, which intends to provide transparency and possible intent of the city's use of available parcels for potential municipal purposes or disposition.

Council member Matsumoto states she would like to see city facilities listed on the North 40. Council concurred.

Mayor Thomas opened the public hearing. No comments were heard. Mayor Thomas closed the public hearing.

Council member Beerman moved to approve the 2015 City Property Disposition list resolution as amended
Council member Simpson seconded
Approved Unanimously

5. Consideration of an Ordinance approving a plat amendment for 1119 Park Avenue pursuant to findings of fact, conclusions of law and conditions of approval in a form approved by the City Attorney

Hannah Turpin, Planning, reports the area consists of lot 5 and the southerly half of lot 6 which the owner desires to combine into one lot. There is also an historic structure listed as landmark on the Historic Sites inventory that straddles the lots. Owner has submitted an historic district design review application for renovation to the historic structure. Turpin reports Staff recommends Council approve.

Mayor Thomas opened the public hearing. No comments were heard. Mayor Thomas closed the public hearing.

Council member Peek moved to approve the ordinance approving a plat amendment For 1119 Park Avenue pursuant to findings of fact, conclusions of law and Conditions of approval in a form approved by the City Attorney
Council member Simpson seconded
Approved Unanimously

6. Consideration of the First Amended Upper Norfolk Subdivision Plat located at 259, 261, & 263 Norfolk Avenue, Park City, UT pursuant to findings of fact, conclusions of law and conditions of approval in a form approved by the City Attorney

Mayor Thomas opened the public hearing. No comments were heard. Mayor Thomas closed the public hearing.

Council member Matsumoto moved to continue to June 4, 2015
Council member Simpson seconded
Approved Unanimously

IX. ADJOURNMENT

Council member Simpson moved to adjourn the meeting
Council member Beerman seconded
Approved Unanimously

CLOSED SESSION MEMORANDUM

The City Council met in a closed session at approximately 3:15p.m. Members in attendance were Mayor Jack Thomas, Andy Beerman, Dick Peek, Cindy Matsumoto and Tim Henney. Staff members present were; Diane Foster, City Manager; Mark Harrington, City Attorney; Jonathan Weidenhamer, Economic Development Manager; Heinrich Deters, Trails and Open Space; Clint McAffee, Water and Streets Manager; Nate Rockwood, Capital Budget, Debts and Grants Manager; Roger McClain, Water Engineer; Matt Abbott, Environmental Sustainability; Ann Ober, Community Relations; Tom Daley, Deputy City Attorney; Polly Samuels McLean, Assistant City Attorney; Aaron Benson, Paralegal. **Council member Beerman moved to close the meeting to discuss Property, Litigation and Personnel. Council member Simpson seconded. Motion carried.**

Council member Henney moved to open the closed session. Council member Beerman seconded. Motion carried

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

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Council consideration to execute a change order in the amount of $23,700.34 for the design and construction management of the Stoneridge Trails and Trailhead project. The contract modification encompasses costs associated with numerous design changes made to the trails and trailhead. These changes were part of the coordination efforts associated with input from the local stakeholders as well as required approval from Snyderville Basin Recreation District. Additionally, design amendments and planning requirements, including geo technical reports and traffic studies, made during the County's Planning and Engineering review impacted the overall contract. Finally, minor design changes and required survey work associated with the City's existing Old Ranch Road trailhead, where the proposed Stoneridge trails terminate, were impacted by the widening of Old Ranch Road by Summit County Public Works Department. **The scopes of these changes were unforeseen and result in additional costs in the amount of $23,700.34.**

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council
Staff Report

Subject:	**Stoneridge Trail and Trailhead Design Contract- Contract Modification**
Author:	**Heinrich Deters; Trails and Open Space Program Manager**
Department:	**Sustainability**
Date:	**May 28, 2015**
Type of Item:	**Administrative**

Staff Recommendation:
Staff recommends Council approve a change order in the amount of $23,700.34 authorized by the City Manager for the design and construction management of the Stoneridge Trails and Trailhead project.

Executive Summary:
Council consideration to execute a change order in the amount of $23,700.34 for the design and construction management of the Stoneridge Trails and Trailhead project. The contract modification encompasses costs associated with numerous design changes made to the trails and trailhead. These changes were part of the coordination efforts associated with input from the local stakeholders as well as required approval from Snyderville Basin Recreation District. Additionally, design amendments and planning requirements, including geo technical reports and traffic studies, made during the County's Planning and Engineering review impacted the overall contract. Finally, minor design changes and required survey work associated with the City's existing Old Ranch Road trailhead, where the proposed Stoneridge trails terminate, were impacted by the widening of Old Ranch Road by Summit County Public Works Department. **The scopes of these changes were unforeseen and result in additional costs in the amount of $23,700.34.**

Background:
In April 2013, Park City Municipal attained the 296 acre Stoneridge open space parcel. The parcel is located outside of Park City limits, within Summit County. The parcel is encumbered with a conservation easement held by Utah Open Lands, which allows for non-motorized recreational uses including, but not limited to, trails, a trailhead, and a small maintenance building. Staff, in conjunction with Utah Open Lands, created a recreational plan for the property and presented the plan to Council on October 3, 2013. Additionally, the plan was presented at a public open house on October 21, 2013.

On March 26, 2014, the City submitted a grant, in the amount of $130,000 to the Summit County Restaurant Tax Committee.

On May 8, 2014, Council awarded a Professional Service Contract to PEC Engineering, in the amount of $24,735 for the design and construction management of trails and a trailhead, consistent with the recreational plan and conservation easement.

On July 7, 2014, the City was awarded a Summit County Restaurant Grant in the amount of $100,000 for the implementation of a trailhead facility on the Stoneridge parcel.

Over the past year, staff and PEC Engineering have coordinated numerous trailhead and trail design iterations with local stakeholders associated with the open space, including Utah Open Lands and Snyderville Basin Special Recreation District. After numerous meetings a design was agreed to by all parties and staff worked with the Summit County Planning and Engineering Departments to acquire appropriate planning approvals noted within the County's land management code (LMC). Summit County requires a full conditional use permit (CUP) for major (more than 10 spaces) and an administrative low impact permit (LIP) for minor trailheads (10 spaces or less) within their jurisdiction.

On April 28th, Park City received a Low Impact Permit (LIP) from the Snyderville Planning Commission for the ten car trailhead located on the Stoneridge Parcel.

Analysis:
The contract modification encompasses costs associated with numerous design changes made to the trails and trailhead. These changes were part of the coordination efforts associated with input from the local stakeholders as well as required approval from Snyderville Basin Recreation District. Additionally, design amendments and planning requirements, including geo technical reports and traffic studies, made during the County's Planning and Engineering review impacted the overall contract. Finally, minor design changes and required survey work associated with the City's existing Old Ranch Road trailhead, where the proposed Stoneridge trails terminate, were impacted by the widening of Old Ranch Road by Summit County Public Works Department. **The scopes of these changes were unforeseen and result in additional costs in the amount of $23,700.34. (Exhibit A)**

Current billing for the project totals $24,735 (Design costs and overrun associated). Contract modification #1, Bidding support and construction management costs from the original contract remain as part of the project. Staff finds that these services are required to complete the project as proposed. Total contract amount of $48,435.34 is recommended by staff.

Funding for the project is coming from the Open Space CIP, Trails Master Plan CIP and grant funds awarded by the Summit County Restaurant Tax Committee. Sufficient funding has been budgeted to allocated or this expense.

Department Review:
This report has been reviewed by City Manager, Sustainability and Legal.

Alternatives:

A. Approve the Request:
This is the staff's recommendation.

B. Deny the Request:
Without approval, the Stoneridge project may not be completed.

C. Continue the Item:
If the Council needs more information the item can be continued, but this would delay the completion of the project.

D. Do Nothing:
This option would have the same result as denying the request.

Significant Impacts: Other than minor delays associated with the project implementation, staff does not find any significant impacts.

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessibility during peak seasonal times + Safe community that is walkable and bike-able + Internationally recognized & respected brand		+ Community gathering spaces and places	+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive		Very Positive	Positive
Comments:				

Staff Recommendation:
Staff recommends Council approve a change order in the amount of $23,700.34 authorized by the City Manager for the design and construction management of the Stoneridge Trails and Trailhead project.

Exhibit A- PEC Engineering Change Order

PROJECT NAME: Stoneridge Trail, Contract Summary

PROJECT DESCRIPTION: Design and Construction Management of the Stoneridge Trailhead and Trail Project.

	TASK DESCRIPTION:	PROJECT MANAGER	QC/QA	ENGINEER	DRAFTER	LANDSCAPE ARCHITECT	SURVEY CREW	INSPECTOR	PI	CLERICAL / ADMIN	HOURS PER TASK	LABOR COST PER TASK	BILLED TO DATE	COST TO FINISH
		LABOR HOURS:												
1	Initial Contract	24	4	40	60	124	49	0	9	20	330	$ 24,095.00	$ 24,735.00	$ -
2	Contract Modification #1	12		23	20	68				4	127	$ 9,420.00	$ 9,355.34	$ -
3	Bidding Support	6				12				4	22	$ 1,740.00	$ -	$ 1,760.00
4	Construction Management	12				6	22	100		10	150	$ 11,960.00	$ -	$ 11,940.00
	TOTAL LABOR HOURS	54	4	63	80	210	71	96	9	38	629			
	RAW LABOR COSTS	$ 6,480.00	$ 440.00	$ 5,040.00	$ 4,800.00	$ 14,700.00	$ 5,325.00	$ 7,680.00	$ 720.00	$ 1,710.00	$ 46,895.00	$ 47,215.00	$ 34,090.34	$ 13,700.00

Mileage =	800	$ 0.650	$520.00
Copies/Prints	500	$ 0.250	$125.00
		$ -	$0.00
Total Direct Expenses			$645.00

Clarifications:

1) Inspection assumed 6 hours a week for 8 weeks
2) Construction support assumed 6 a week for 8 weeks

Task Costs	$ 47,790.34
Sub Consultants	$ -
Direct Expenses	$645.00
GRAND TOTAL	$ 48,435.34

Original Contract (Trail and Trailhead)	Original	Over Run	Yet to be Billed
Task 1: Prelimary Design and Layout	$ 5,590.00	$ 8,607.00	
Task 2: Final Design	$ 4,800.00	$ 5,738.00	
Task 3: Bidding Support		$ -	$ 1,760.00
Task 4: Construction Management		$ -	$ 11,940.00
Direct Expenses		$ -	$ 645.00
	$ 10,390.00	**$ 14,345.00**	**$ 14,345.00**
Contract Modification #1			
Task #1: Old Ranch Road Trailhead (redesign/survey)	$ 449.04		
Task #2: Snyderville Basin Recreation District Review/Approval. (Meetings, design change)	$ 673.56		
Task #3: Change to minor trailhead and hardsurface treatment	$ 1,122.60		
Task #4: Summit County Engineering Geo-technical report and Traffic Study	$ 3,367.80		
Task #5: Stoneridge Permitting Summit County (multiple revisions and 10 meetings)	$ 3,742.34		
	$ 9,355.34		
Original Contract	**$ 10,390.00**		
Over Run	**$ 14,345.00**		
Contract Modification #1	**$ 9,355.34**		
Yet to be Billed	**$ 14,345.00**		
TOTAL	**$ 48,435.34**		

PARK CITY 1884

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Staff recommends Council authorize the City Manager to execute the First Amendment to the Professional Services Agreement, in a form approved by the City Attorney, with AECOM (formerly URS Corporation) for services related to the Engineering Evaluation/Cost Evaluation (EE/CA) Professional Services aspects of the Richardson Flat Tailings Site OU4 (the Prospector Drain) Administrative Order on Consent (AOC) for an increase to the contract in an amount not to exceed $95,485.

Respectfully:

Jim Blankenau, Enviromental Regulatory Program Manager

City Council Staff Report

Subject:	**Richardson Flat OU4 (Prospector Drain) Engineering Evaluation/Cost Evaluation (EE/CA) Professional Services PROFESSIONAL SERVICES AGREEMENT – AMENDMENT NO. 1**
Author:	**Jim Blankenau, Environmental Regulatory Program Manager**
Department:	**Sustainability**
Date:	**May 28, 2015**
Type of Item:	**Administrative**

Summary Recommendation:
Staff recommends Council authorize the City Manager to execute the First Amendment to the Professional Services Agreement, in a form approved by the City Attorney, with AECOM (formerly URS Corporation) for services related to the Engineering Evaluation/Cost Evaluation (EE/CA) Professional Services aspects of the Richardson Flat Tailings Site OU4 (the Prospector Drain) Administrative Order on Consent (AOC) for an increase to the contract in an amount not to exceed $95,485.

~~Topic/Description:~~Executive Summary:
The contract amendment will allow staff to consult with AECOM, complete the required EE/CA, and meet the requirements of the Administrative Order on Consent (AOC) with EPA for the Richardson Flat Tailings Site OU4 (the Prospector Drain) AOC.

Acronyms used in this report:

AOC	Administrative Order on Consent
CIP	Capital Improvement Profect
EE/CA	Engineering Evaluation/Cost Evaluation
EPA	Environmental Protection Agency
OU	Operable Unit
PCMC	Park City Municipal Corporation
PSA	Professional Services Agreement
SOQ	Statements of Qualifications

Comment [DF1]: Jim – can you check to see if I missed any?

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Background:
On January 10, 2013, Council approved and the Mayor signed the Proposed Administrative Order on Consent (AOC) for Richardson Flat Tailings Site OU4 (the Prospector Drain) negotiated by Park City Municipal Corporation staff, the Environmental Protection Agency, the U.S. Fish and Wildlife Service, the Bureau of Land Management and the Utah Department of Environmental Quality.

The AOC requires PCMC to perform an EE/CA that will include a complete investigation of the Prospector Drain and its zone of groundwater influence, in addition to an evaluation of cleanup alternatives and their associated cost estimates. In January of 2013, Staff obtained Statements of Qualifications (SOQ) for the Engineering Evaluation/Cost Analysis (EE/CA) for Richardson Flat Tailings Site OU4 (the Prospector

Drain) from four consultants. AECOM was selected as the best qualified based on selection criteria outlined in the February 14, 2013 Staff Report.

On February 14, 2013, the City Manager executed a Professional Services Agreement, in an amount of $295, 835.10, with AECOM to provide services related to the EE/CA aspects of the Richardson Flat Tailings Site OU4 (the Prospector Drain) AOC.

AECOM submitted a change order in March of 2015 for the amounts of $29,582.84. This amount was below the City policy of 10% of the original contract amount and was approved by staff. The initial change orders were for additional costs associated with well installation, project planning, additional reporting efforts required by the EPA reporting, resurveying and repairs to wells due to damage.

Upon review of the EPA comments on the Well Installation Report and draft Site Characterization Report following additional tasks are needed to complete and finalize the EE/CA. The additional tasks are described in the next section.

Analysis:
Proposed Amendment to the PSA. Proposed Amendment No. 1, captures additional costs in an amount of $95,485 (for a total contract amount of $420,902.94) for the following scope items that are added to the consultant services:

- Collection of monthly samples from the Biocell Vault and the Biocell Outfall from February 2014 to April 2015 (15 months).
- Collection of seven additional months of water level and flow data that were submitted with the Site Characterization, as well as development and submittal of the associated letter reports.
- Development of the Biocell Addendum requested by EPA and Trustee
- Additional effort required to complete the Draft Site Characterization Report.
- Additional effort anticipated to respond to EPA and Trustee comments to complete the Site Characterization Report.
- Additional effort anticipated to meet requirements of EPA and Trustees for completing the EE/CA.
- Five additional months of monthly Drain and Biocell sampling and reporting with mercury analysis

The attached Amendment No. 1, Exhibit A, provides additional information and detailed costs for the above items. Staff feels that these fees are usual and customary with projects of this type, scope, and complexity.

Department Review:
This report has been reviewed by representatives of Sustainability, 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 the First Addendum to the Professional Services Agreement, in a form approved by the City Attorney, with AECOM, for services related to the EE/CA aspects of the Richardson Flat Tailings Site OU4 (the Prospector Drain) AOC in an amount not to exceed $95,485. **(Staff's recommendation)**

B. Deny the Request:
Council could deny the request for the agreement, this would not allow to staff to move forward with the EE/CA aspects of the AOC.

C. Continue the Item:
Council could continue the request for either or both agreements. The EPA expects PCMC to complete the EE/CA by this fall.

D. Do Nothing:
Staff does not recommend this alternative. Doing nothing would have the same effect as denying the item.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	~ (Select Desired Outcome)	+ Managed natural resources balancing ecosystem needs	~ (Select Desired Outcome)	+ Fiscally and legally sound
	(+/-) (Select Desired Outcome)	+ Economically and environmentally feasible soil disposal	(+/-) (Select Desired Outcome)	+ Engaged, capable w orkforce
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	+ Engaged and informed citizenry
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	+ Streamlined and flexible operating processes
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	+ Ease of access to desired information for citizens and visitors
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Neutral	Very Positive	Neutral	Positive
Comments:				

Funding Source:
There are currently environmental cleanup funds within the adopted Capital Improvement Plan (CIP) for this project. Initial costs will be for the completion of the Engineering Evaluation/Cost Analysis (EE/CA). Staff expects additional funds may be needed for the Natural Resource Damages aspect of the AOC and the CIP is expected to be adjusted as part of the regular prioritization process.

Consequences of not taking the recommended action:
Park City would not have the technical expertise to meet the requirements of the EE/CA aspects of the AOC. The AOC includes penalties for noncompliance.

Recommendation:
Staff recommends Council authorize the City Manager to execute the first Amendment to the Professional Services Agreement, in a form approved by the City Attorney, with AECOM for services related to the EE/CA aspects of the Richardson Flat Tailings Site OU4 (the Prospector Drain) Administrative Order on Consent (AOC) for an increase to the contract in an amount not to exceed $95,485.

EXHIBIT A: Engineering Evaluation/Cost Evaluation (EE/CA) PSA

AECOM, Amendment No. 1, Scope of Services

Park City OU4 EE/CA

AMENDMENT 2

Increased Scope: Extended Time-Frame, Monthly Drain/Biocell Sampling, Misc. Other

Following is a description of the out-of-scope/increased scope items that have been performed or are anticipated to be performed at the site. The attached table presents the associated costs. Items numbers 1 through 5 are work that has already been performed for the site at the request of Park City. Item number 6 represents an increase in scope required by EPA and, although not specifically discussed with Park City, is a result of agreed upon discussion with EPA. Items numbers 7 through 9 present upcoming work that has been requested by Park City, as well as work anticipated to be needed to complete the OU4 EE/CA based on increased efforts required by EPA. The effort required to complete items 7 through 9 may be adjusted or may not be fully required, but are presented for Park City's use in planning future expenditures.

1. Collection of monthly samples from the Biocell Vault and the Biocell Outfall from February 2014 to April 2015 (15 months).
    a. 6 hrs/mth for 12 months (Feb 2014 to Jan 2015). Other direct costs (ODCs) include associated supplies and water quality meter ($150/mth). No reporting was necessary, as the reporting was included in the monthly water level and flow reports.
    b. Additional 6 hrs/month of field assistant for the five months (Oct. 2014 to February 2015) that enhanced mercury sampling (method 1631) was performed using clean hands/dirty hands sampling.
    c. 9 hrs/mth for three months (Feb 2015 to Apr 2015). Includes reporting, since monthly water level and flow reports are no longer submitted.
2. Collection of four additional months of water level and flow data (July, Aug, Sept, Oct 2014) that were submitted with the Site Characterization, as well as development and submittal of the associated letter reports.
    a. 25 hrs each (1 field staff for10 hrs, 1 field staff for 6 hrs, 9 hrs to develop report)
3. Collection of three additional months of water level and flow data (Nov, Dec 2014; Jan 2015)
    a. 25 hrs each (1 field staff for10 hrs, 1 field staff for 6 hrs, 9 hrs to develop report)
4. Development of the Biocell Addendum requested by EPA and Trustees
    a. 8 hrs
5. Comstock Tunnel/UDOT Detention Basin investigation
    a. 4 hrs

AECOM
756 East Winchester Street
Salt Lake City, UT 84107
Tel: 801.904.4000
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6. Additional effort required to complete the Draft Site Characterization Report. The original scope of work was for an EE/CA level site characterization, not a Remedial Investigation level investigation, which is what this site characterization became. Therefore, the original cost did not reflect the increased effort required by EPA or the additional amount of data collected.
   a. 80 hrs for PM
   b. 120 hrs for Staff

7. Additional effort anticipated to respond to EPA and Trustee comments to complete the Site Characterization Report. This is an estimated amount, based on the level of effort consistently required by EPA for previous portions of this work and for the NRDA work.
   a. 50 hrs for PM
   b. 50 hrs for Staff
8. Additional effort anticipated to meet the expanding requirements of EPA and Trustees for completing the EE/CA.
9. Five additional months of monthly Drain and Biocell sampling and reporting. Will continue to perform ng/L mercury analysis and modified method 1631 conducted by one sampling staff.
   a. 6 hrs/mth field labor. Other direct costs (ODCs) include associated supplies and water quality meter ($150/mth).
   b. 3 hrs/month office reporting.

PARK CITY OU4 EE/CA
AMENDMENT 2 COSTS

#	Item	Hrs	Rate	Labor Cost	ODCs	Total	Notes
1.0	Collection of monthly samples from the Drain and the Biocell from February 2014 to April 2015: 15 months						
1.a	Collecting of monthly samples from the Biocell Vault and the Biocell Outfall from February to January 2015, 12 Months.	72	$115	$8,280	$1,800	$10,080	rental of water quality meter and sampling supplies @ $150/mth
1.b	Additional cost for enhanced mercury sampling for 5 months (October 2014 to February 2015)	30	$75	$2,250		$2,250	
1.c	Collection of monthly samples from the Biocell Vault and the Biocell Outfall, including reporting, from February 2015 to April 2015.	27	$115	$3,105	$450	$3,555	rental of water quality meter and sampling supplies @ $150/mth
2.0	Collection of four additional months of water level and flow (July to Oct, 2014)	100	$115	$11,500		$11,500	
3.0	Collection of additional three months of water level and flow (Nov 2014 through Jan 2015)	75	$115	$8,625		$8,625	
4.0	Biocell Addendum	8	$130	$1,040		$1,040	
5.0	Comstock Tunnel/UDOT Detention Basin investigation	4	$115	$460		$460	
6.0	Additional effort expended to complete Draft Site Characerization Report						
6.a	Project Manager hours	80	$130	$10,400		$10,400	
6.b	Staff hours	120	$115	$13,800		$13,800	
				Subtotal of Expended Out of Scope Effort		*$61,710*	
7.0	Additional effort anticipated to Finalize Site Characterization Report						
7.a	Project Manager hours	50	$130	$6,500		$6,500	
7.b	Staff hours	50	$115	$5,750		$5,750	
8.0	Increased level of effort to complete EE/CA, above original estimate, based on EPA requirements to date	120	$130	$15,600		$15,600	
9.0	Upcoming Monthly Drain and Biocell Sampling, 5 months (May to Oct 2015)	45	$115	$5,175	$750	$5,925	rental of water quality meter and sampling supplies @ $150/mth
				Subtotal of Anticipated Additional Effort		*$33,775*	
						$95,485	

AECOM
756 East Winchester Street
Salt Lake City, UT 84107
Tel: 801.904.4000
Fax: 801.904.4100

AECOM

PARK CITY 1884

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

In the Strategies of the Public Works Operations Business Plan “Pavement Management” was identified as a critical part of maintaining our transportation network/infrastructure in the most cost effective and efficient manner. The aim of the pavement management program is to maintain the City street network at an average Remaining Service Life (RSL) of 10 years. Contracting with Staker Parson, Morgan Pavement, and Kilgore Contracting to complete the 2015 pavement treatments including rotomilling, utility adjustments, pavement overlays, slurry seal coat, trail seal coat, and crack seal will help us achieve the goal.

Respectfully:

Troy Dayley, Streets Supervisor

City Council
Staff Report

Subject: 2015 Pavement Management
Author: Troy Dayley
Department: Public Utilities
Date: May 28, 2015
Type of Item: Administrative

Summary Recommendations:
Accept the 2015 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney with:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of $509,908.05
2. Morgan Pavement, for slurry seals, and Crack Seal, in the amount $211,136.92
3. Kilgore Companies, for trail seal coat in the amount of $18,844.65

Executive Summary:
In the Strategies of the Public Works Operations Business Plan “Pavement Management” was identified as a critical part of maintaining our transportation network/infrastructure in the most cost effective and efficient manner. The aim of the pavement management program is to maintain the City street network at an average Remaining Service Life (RSL) of 10 years. Contracting with Staker Parson, Morgan Pavement, and Kilgore Contracting to complete the 2015 pavement treatments including rotomilling, utility adjustments, pavement overlays, slurry seal coat, trail seal coat, and crack seal will help us achieve the goal.

Acronyms/Definitions:

- RSL- Remaining Service Life
- HMA- Hot Mix Asphalt
- RAP- Recycled Asphalt Pavement
- LTAP– Local Technology Assistance Program
- CDS– Cul-de-sac
- Slurry Seal- A street is slurry sealed to extend the life of the street. The slurry seal which is made from emulsified asphalt (a mixture made from oil and fine sand aggregate).
- Crack Seal- Cracking in pavements occurs when a stress is built up in a surface causing a fissure or crack to open. Crack sealing and crack filling are methods which can be used to repair these cracks in pavement surfaces.
- Fog Seal- Fog seal is a light application of a diluted slow-setting asphalt emulsion to the surface of aged (oxidized) pavement surface used to restore flexibility.
- Asphalt overlay- Asphalt pavement overlay refers to any paved road surfaced with asphalt. Hot Mix Asphalt (HMA) is a combination of approximately 95% stone, sand, or gravel bound together by asphalt cement, a product of crude oil. Asphalt cement is heated aggregate, combined, and mixed with the aggregate at an HMA facility. The asphalt is placed, and then compacted

- Rotomilling- is a controlled technique that removes asphalt from the existing pavement to a desired depth. (Typically 1-4 inches)

Background:
The pavement management program maximizes pavement life and minimizes pavement costs. This is accomplished by identifying the correct time frame for carrying out appropriate maintenance or rehabilitation. The benefit of this practice is to extend pavement life and reduce the overall life cycle cost. Pavements typically deteriorate in a non-linear fashion. Twenty-five percent of the deterioration occurs during the first seventy-five percent of pavement life. The more cost-effective maintenance should occur when the pavement is still in fair condition. Pavement repairs can be done inexpensively using sealing and overlay techniques. Proper pavement management will minimize the need for costly pavement reconstruction.

The pavement management plan has been up-dated several times over the years, most recently in 2012 by Local Technology Assistance Program (LTAP) a group affiliated with Utah State University. The review consisted of visually inspecting the surface of every city street, analyzing the data, ranking streets, developing implementation plans based on current funding levels and supplying Park City Municipal Corporation with a tool to develop future pavement management plans. This coupled with an in-house street inspection completed earlier this spring generated the recommendation for the 2015 pavement program.

Pavement condition reports have identified the overall condition of Park City's pavement system. A (RSL) Remaining Service Life scale is used with 20 years of remaining life being pavement in the best possible condition and 0 years of remaining life being the worst. This condition report includes the effect of surface, base, subgrade, load, environmental conditions and materials.

Years of RSL	Maintenance Category	Recommended Maintenance
10-20	Minimal	Crack sealing
12-15	Some	Minor patching, fog seals, slurry seals and crack sealing
8-11	Routine	Thin overlays or slurry seals and micro seals
4-7	Increasing	Thicker overlays or possible reconstruction
0-4	High	Surface or base reconstruction, possibly subgrade stabilization or total reconstruction

Remaining Service Life (RSL) scale

The average remaining service life of all Park City pavements is 8.58 years. A value of 8.58 means that a pavement is in a routine maintenance category requiring thin to medium thickness overlays, slurry sealing and crack sealing to extend the service life of the pavements. Delay in maintenance would increase the cost of repair significantly for these pavements. All pavements which are determined to have an RSL of 4 or below can benefit from some thick overlays but are beyond restoration within the pavement management program. These pavements are patched as soundly as possible and are sent to the Engineering Team to be considered for reconstruction.

LTAP recommends a RSL of 10 years which is optimum for pavements in the intermountain area. A RSL of 8.58 puts Park City very close to achieving the recommended RSL with current funding and material cost levels. The higher we can keep the pavement score the less expensive they will be to repair and maintain.

Staff worked with the City Engineer and representatives of GARCO testing to review current mix designs. GARCO felt Park City's mix might be too stiff for the extreme fluctuations in temperatures. As a result we modified our mix design to be a mix that is more flexible, malleable and less prone to cracking. We are five years into the new mix design and we are pleased with its performance.

Asphalt forecast:
With fluctuating oil costs directly influencing the price of pavement treatments it's very difficult to predict what future costs might look like. This year asphalt pavement costs have increased by 13% from last year while other pavement treatments have only slightly increased.

Analysis:
The sealed bid notification/process was advertised in the Park Record, Salt Lake Tribune and on the City Webpage.

Slurry Seal
The following table identifies streets within the pavement management program as needing 98,565 square yards of slurry seal as part of the overall pavement management strategy.

Street Name	Section
Aerie Drive	SR 224 to End
Golden Way	Aerie Drive to End of CDS (cul-de-sac)
Aerie Circle	Aerie Drive to End of CDS
Three Kings Court	Thaynes Canyon Drive to End of CDS
Webster Drive	Thaynes Canyon Drive to Three Kings Court
Webster Court	Webster Drive to End CDS
Walker Court	Three Kings Drive to End of CDS
Ina Ave	Comstock to Monarch Drive
Sunrise Court	Ina Ave to End of CDS
Monarch Drive	End of CDS to End of CDS
High Street	Paddington Drive to Paddington Drive
Waterloo Court	Paddington to End of CDS
Victoria Circle	Paddington to End of CDS
Oak Wood Drive	Sun Ridge Drive to Oak Wood Court
Oak Wood Court	Sun Ridge Drive to End of CDS
Sullivan Road	SR 224 around Old Miners Hospital

Crack Seal

Crack seal is an excellent way to prolong pavement life by sealing the surface cracks to prohibit water penetration on pavements which are in relatively good condition. However, all pavements in various stages and condition benefit from crack sealing. The Contractor will apply 30 tons of crack seal to various city streets and 3 tons of crack seal to bike paths.

Pavement Overlays, Rotomilling and Utility Adjustments

The following streets have been identified within the pavement management program to receive a total of 6,205 tons of asphalt in the form of overlays as part of the overall pavement management strategy. Utility adjustments are required after an overlay to raise manholes, water valves, gas valves, and monument markers to the same grade as the new pavement surface. Most require lowering prior to an overlay due to the rotomilling process. 46 water valves/survey monuments and 44 manholes have been identified as needing to be adjusted prior to and after overlay application:

Street Name	Section	Water/ Monuments	Manholes
Park Avenue	SR224 to 12th Street	**19**	**17**
Chambers Avenue	Prospect Ave to Marsac Ave	0	0
Deer Valley Drive	Snow Park Lodge to Queen Ester	7	9
Royal Street	Deer Valley up 4,000ft	2	0
Meadows Drive	Evening Star to Lakeview Court	4	7
Aspen Springs Drive	2680 to Canyon Court	14	11

Sealcoat Trails

The following Bike Paths have been identified within the pavement management program to receive a total of 19,035 square yards of sealcoat as part of the overall pavement management strategy:

Trail Name	Section
McPolin Farm Trail	Payday Drive to White Pine Canyon Rd
Holiday Ranch Loop Road Path	Jupiter View Drive to Little Kate
North Forty Trail	School field to Meadows Drive plus Connecting Spurs
Spine Trail	Iron Horse Drive to 9th Street plus Connecting Spurs
High School Field	High School parking lot to Elementary School
High School Field	Lucky John to Elementary

Bid Results

There were five bids received for street overlays, two bids for slurry seals, three bids for crack sealing, and three bids for seal coat trails.

Street Overlays

Staker & Parsons Co.	**$509,908.05 (Recommended)**
Morgan Pavement	$571,379.32
Morgan Asphalt	$593,805.08
Kilgore Contracting	$607,155.20
Granite Construction	$652,711.90

<u>Slurry Seals</u>

Morgan Pavement	**$126,161.92 (Recommended)**
Intermountain Slurry Seal	$147,846.00

<u>Crack Sealing</u>

Morgan Pavement	**$84,975.00 (Recommended)**
Ridge Rock	$87,021.00
Granite Construction	$88,770.00

<u>Seal Coat Trails</u>

Kilgore Contracting	**$18,844.65 (Recommended)**
Morgan Pavement	$21,128.85
Ridge Rock	$33,691.95

Department Review:
Bids were reviewed by the Public Utilities, Legal, and Engineering Departments.

Alternatives:

A. **Approve:**
Accept the 2015 pavement management bids, approve awarding and authorize staff to enter into an agreement with the lowest qualified bidders.
(Staff Recommended)

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of $509,908.05
2. Morgan Pavement, for slurry seals, and Crack Seal, in the amount $211,136.92
3. Kilgore Companies, for trail seal coat in the amount of $18,844.65

B. **Deny:**
Rejecting all bids will result in a drop of the remaining service live (RSL). Reduction of the pavement quality could result in more costly repairs in the future.

(Staff does not recommend this alternative.)

C. **Modify:**
City Council may approve the staff’s recommendation, but with modifications.

D. Continue the Item:
Request staff to return with more information.

E. Do Nothing:
This will have the same effect as denying the request.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessibility during peak seasonal times + Safe community that is walkable and bike-able			+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive	Neutral	Neutral	Very Positive
The pavement management plan is designed to maintain and improve Park City pavement quality. Approval of less than the recommended program will cause a decline of pavement quality.				

Funding Source:
$300,000 - Utah Class B&C Road Funds
$300,000 - General Fund
$169,575 - Carryover from 2014Pavement Program CIP
$ 40,500 - Walkability Maintenance

Consequences of not taking the recommended action:
Park City's street infrastructure is a critical asset to its residents and visitors. Reduction in the overall pavement quality will most likely result in more costly repairs in the future.

Recommendation:
Alternative A: Accept the 2015 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney with:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of $509,908.05
2. Morgan Pavement, for slurry seals, and Crack Seal, in the amount $211,136.92
3. Kilgore Companies, for trail seal coat in the amount of $18,844.65

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

City Council has expressed a strong desire to develop a transportation demand management plan as part of a comprehensive transportation planning strategy.

On October 9, 2014, Transportation Planning staff presented City Council an update on the City?s Transportation Master Plan. At that time Council reaffirmed goals set forth in the plan but expressed a strong desire to accelerate achievement of those goals and directed Staff to return with a plan including costs to accomplish an accelerated schedule.

On January 8, 2015, Transportation Planning Staff returned to City Council with an accelerated Transportation Master Plan goal achievement schedule. An integral component of the accelerated plan was hiring consulting services to assist with several studies (including the Transportation Demand Management plan).

Staff has completed procurement in compliance with City policy and is requesting authorization to execute a contract with Fehr and Peers in the amount of $252,526.

Respectfully:

Brooks Robinson, Senior Transportation Planner

City Council
Staff Report

Subject:	**Professional Services Contract for Consulting Services – Transportation Demand Management**
Author:	**Alfred Knotts, Transportation Planning Manager Brooks Robinson, Senior Transportation Planner**
Department:	**Transportation Planning**
Date:	**May 28, 2015**
Type of Item:	**Administrative**

Summary Recommendations:
The City Council should consider authorizing the City Manager to sign the Service Provider/Professional Services Agreement with Fehr and Peers for professional services related to the preparation of a Transportation Demand Management Plan in the amount of $252,526 in a form to be approved by the City Attorney.

Executive Summary:
City Council has expressed a strong desire to develop a transportation demand management plan as part of a comprehensive transportation planning strategy.

On October 9, 2014, Transportation Planning staff presented City Council an update on the City's Transportation Master Plan. At that time Council reaffirmed goals set forth in the plan but expressed a strong desire to accelerate achievement of those goals and directed Staff to return with a plan including costs to accomplish an accelerated schedule.

On January 8, 2015, Transportation Planning Staff returned to City Council with an accelerated Transportation Master Plan goal achievement schedule. An integral component of the accelerated plan was hiring consulting services to assist with several studies (including the Transportation Demand Management plan).

Staff has completed procurement in compliance with City policy and is requesting authorization to execute a contract with Fehr and Peers in the amount of $252,526.

Background:
On July 31, 2014 Transportation Planning Staff provided City Council with an overview of the depth and breadth of the City's Transportation plans. A copy of the related staff report is located at:
http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=13135

On October 9th, 2014 Transportation Planning Staff presented City Council with informational background and a progress update (report card) on the City's Transportation Master Plan. At this meeting Council reaffirmed its support for the goals set forth in the Transportation Master Plan and also requested that staff return to

Council in January with plans to accelerate achievement of Transportation Master Plan goals.
A copy of the related Staff report is located at:
http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=13416

On January 8th, 2015 Transportation Planning Staff returned to Council with a Study Session on accelerating many of the goals set forth in the City's Transportation Master Plan. Council directed Staff to pursue the accelerated schedule.
A copy of the related Staff report is located at:
http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=14272

On February 5 & 6, 2015 Transportation Planning Staff reviewed its 5 year plan with Council. Council reaffirmed its direction to pursue an accelerated transportation goal achievement schedule. This plan was developed utilizing feedback and direction provided by Council and the Mayor in the series of Council meetings presented above. A summary table containing this 5 year plan is contained at the end of this report.

A critical element of Transportation's Five Year Plan is the completion of a Transportation Demand Management plan. This study shall research and develop a Transportation Demand Management plan to reduce Vehicle Miles Travelled and related traffic impacts of Single Occupant Vehicles during peak day and peak hours on SR-224 & SR-248. This reduction will be accomplished through a focused Transportation Demand Program that is targeted at those groups who show the highest propensity to make travel choices other than the Single Occupant Vehicle.

These goals and objectives will be accomplished by completing the following:

- Research and document what major travel groups make up the SR-248 and SR-224 peak hour traffic volumes
- Research and Document the travel patterns for each major travel group identified.
- Research and Document the demographic, psychographic, geographic and behavioral profiles of each major travel group identified.
- Identify those major travel groups (or segments of these groups) whose profiles indicate they are most likely to change travel behavior.
- Gather and document Stakeholder input.
- Research and document best Transportation Demand Management practices in academia and peer municipalities.
- Identification of Transportation Demand Management program target markets.
- Development of a Transportation Demand Management program whose tools and services are focused on the needs and desires of identified target markets,
- Development of a marketing-communication program focused on gaining the attention of the identified Transportation Demand Management target markets.
- Development of an effective set of performance measures to provide ongoing feedback on program performance and required program adjustment.
- Development of a written Transportation Demand Management program implementation plan that is sufficient for City elected officials and Staff to

understand the time, money, human and other resources that will need to be invested to fully implement the recommended Transportation Demand Management program.

Staff prepared an independent estimate of consulting hours and fees in advance of releasing the Request for Proposal. Based upon experience with projects of similar size and scope, staff estimated that the project would require approximately 1200 – 1500 labor hours (average cost per hour @ $150 to $180 per hour) for a total cost range of $250,000 to $300,000.

Acronyms:
No acronyms were harmed in the writing of this report.

Analysis:
A request for qualifications/proposals for consulting services was published in the Park Record on February 14th and the Salt Lake Tribune on February 15th and 22nd with proposals due on March 27th. Additionally, the Request for Proposal was posted on the City's website, e-notify and Utah Legals website. The City received three proposals from the following companies that headed multi-firm teams:

- Fehr & Peers
- InterPlan
- Martelly Associates

A review committee was formed with the following participation:

1. Kent Cashel (Transportation Planning Director)
2. Brooks Robinson (Senior Transportation Planner)
3. Matt Cassel (City Engineer)
4. Blake Fonnesbeck (Transit and Public Works Manager)
5. Matt Abbott (Sustainability - Environmental Project Manager)
6. Heinrich Deters (Sustainability – Open Space and Trails)

The review committee evaluated each firm according to a list of criteria including:

1. The qualifications of the proposing firm:
   a) the experience of the firm in related projects, especially a listing of previously completed projects,
   b) a description of the experience and technical competence of specific staff members to be assigned to the project,
   c) a specification of the specific individuals who will have major responsibilities for the study and the commitment of time to the project for each,
   d) a full description of the background of the project manager with a specific commitment of time.

2. A work program describing the steps to be completed in the study. The work program included estimated man hours by personnel category for

each task. The Scope of Work described the basic work to be accomplished. The consultant had the latitude to modify or add to the scope in his proposal. If any modifications to the scope were proposed by a prospective consultant, specific reasons why had to be cited in its proposal.

3. A schedule was required with calendar time required to complete each work element and a completion date for each major milestone in the project. The consultant must complete the Plan by January 31, 2016, including adoption by City Council unless an extension is negotiated and approved by the City.

4. Current commitments. Firms were required to include a description of the firm's current projects and workload sufficient to determine the adequacy of the staff to handle the project.

5. Three recent references for similar projects performed by the proposed team members.

6. Other factors deemed relevant by the selection committee, including but not limited to the nature and extent of requested changes to our standard contract (i.e. unwillingness to comply with out insurance/indemnity provision counts against a bidder.)

7. Cost Summary. Cost of providing the services will be a consideration, however, price may not be the sole deciding factor.

Each proposal included the estimated number of hours and the proposal cost. Costs ranged from $206,350 to $284,160 which is below and within the cost range of $250,000 to $300,000 that staff estimated.

The selection committee carefully reviewed and ranked the proposals. The committee then scheduled interviews with the top two firms below:

1. Fehr & Peers.
2. InterPlan

The selection committee met with the top two firms on April 14th. Staff sent questions regarding their proposal to each firm to be prepared to answer. Each team brought several representatives and responded to questions from the committee regarding their proposal and workplan for an hour.
Using the selection criteria set forth in the Request for Proposal, the committee met again on April 17th to detail their rankings of each proposal. Based on the ranking and subsequent discussion, the Fehr & Peers proposal was selected the best choice for

providing professional services to the City on this project. The Fehr & Peers proposal differentiated itself in the following areas:

- **Team strength and Experience** – The selection committee found the overall strength of the Fehr and Peers team was a bit better than the InterPlan, bringing active experience from the Bay Area in Transportation Demand Management and Transportation Management Associations. Fehr and Peers brought in a Transit component as well.
- **Project Manager Strength and Experience** – The selection committee found the Project Managers from both teams were well qualified and brought good leadership to the teams.
- **Work Program –** The committee found the Fehr and Peers team to have a better grasp of the work program, how data was to be collected and analyzed, and how to take the data and market to select groups.
- **Schedule –** Fehr and Peers can meet the schedule laid out by the City.
- **Level of Current Commitments** – Fehr & Peers (and its subcontractors) have dedicated the time of each team member that will be required to complete the project and achieve goals and objectives.
- **Cost-** Fehr & Peers proposal was not the lowest cost proposal submitted. The selection committee carefully combed through the proposed hours of each individual and each task to ensure the work plan was reasonable.

  Staff firmly thinks, after completing this fee review and negotiating a reduction in hours and fees (without reduction in scope), that the Fehr & Peers proposal fee is reasonable and within the confines of industry standard for projects of similar scope. The table below displays the average cost per billing hour for all proposals. The Fehr & Peers proposal fee is within the range of proposals submitted (neither highest nor lowest although the highest average cost per hour).

  After Fehr and Peers was top-ranked, staff negotiated with Fehr and Peers and further questioned the work plan and the allocation of hours. While not substantially changing the total cost of the proposal, staff negotiated an inclusion of $25,000 worth of intercept surveys which will occur during summer events and be a useful template for winter visitation and future surveys. Some of the team hours were re-distributed to keep the cost similar to the original proposal.

Firm	**Proposal Cost**	**Proposal Hours**	**Average Cost Per Hour**
Fehr & Peers	$252,526[1]	1353	$186.64
InterPlan	$206,350	1426	$144.71
Martelly Associates	$284,160	3746	$75.85

1. Fehr & Peers initial proposal was $251,613 prior to negotiation of final scope and hours.

Scope of Project:
The Scope of Work proposed by Fehr and Peers is attached to the back of this report.

Department Review:
This report has been reviewed by Transportation Planning; Transit; Economic Development; Budget, Debts, & Grants; City Manager; and the City Attorney's office. Any comments received have been incorporated into this report.

Alternatives:
A. Approve:
The Council should consider authorizing the City Manager to sign the Service Provider/Professional Services Agreement with Fehr and Peers for professional services related to the preparation of a Transportation Demand Management Plan in the amount of $252,526 in a form to be approved by the City Attorney.
This is Staff's recommendation.

B. Deny:
Council could deny the request and authorize Staff to re-advertise the project or cancel the project altogether.

C. Modify:
Council could request modifications to the project which would likely need to be re-advertised.

D. Continue the Item:
Council could defer the item to a later date.

E. Do Nothing:
Council could choose to do nothing which would have the same effect as denying the request.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessible and world-class recreational facilities, parks and programs + Balance between tourism and local quality of life + Accessibility during peak seasonal times + Safe community that is walkable and bike-able + Well-utilized regional public transit + Multi-seasonal destination for recreational opportunities + Internationally recognized & respected brand	+ Reduced municipal, business and community carbon footprints	+ Shared use of Main Street by locals and visitors	+ Fiscally and legally sound + Well-maintained assets and infrastructure + Streamlined and flexible operating processes + Ease of access to desired information for citizens and visitors
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive	Positive	Positive	Very Positive
Comments:				

Funding Source

Funding for this study comes from the Flagstaff (Empire Pass) Transfer Fees.

Consequences of not taking the recommended action:

The City has traditionally taken a proactive stance in trying to solve problems before they become critical. Transportation and the moving of more people efficiently in and through town could quickly approach critical levels during peak times and will continue to be a social, economic, and political issue in the coming years. This is an issue that was identified in the Vision Park City as a primary concern.

Recommendation:

The City Council should consider authorizing the City Manager to sign the Service Provider/Professional Services Agreement with Fehr and Peers for professional services related to the preparation of a Transportation Demand Management Plan in the amount of $252,526 in a form to be approved by the City Attorney.

Attachments: Fehr and Peers Work Plan
Fehr and Peers Project Schedule

PARK CITY TRANSPORTATION DEMAND MANAGEMENT
SCOPE OF WORK
April 28, 2015

TASK 1 | EXISTING CONDITIONS DATA COLLECTION

The purpose of this task is to gather statistical information on the travel markets using SR-224 and SR-248, and thereby create a better understanding of the travel patterns within the Park City region. It is assumed that Park City will be engaged in the development of the survey instruments through project team meetings.

<u>Origin-Destination (OD) Data (utilizing Cell Phone and GPS data)</u>
We will coordinate directly with a vendor (e.g. AirSage or Streetlight) to acquire OD data, using a combination of data from mobile devices and in-vehicle navigation systems. Data will be collected for one 30-day time period and aggregated into classification such as time of day, day of week, and trip purpose. We will prepare draft geographic units that define the OD "zones" and coordinate with Park City prior to executing the data request.

We will collect this data at four "gate" locations:

- SR-224 near the barn
- SR-248 near the narrows
- Deer Valley Drive east of Old Town
- Cordon line south of 15th Street on Park Ave

This will tell us things like how much traffic is Bonanza Park vs. Old Town vs. Deer Valley, what proportion is residents vs. overnight visitors vs. day visitors vs. commuting employees.

<u>Vehicle Classification Counts</u>
Vehicle classification counts play a pivotal role in any data collection survey as they provide the total traffic volume by class of vehicle at all survey locations. Classification counts are critical to understanding the makeup of traffic in terms of commercial vehicles. We will collect this data using video cameras mounted at one location on SR-224 (near the barn) and one location on SR-248 (near the narrows). This data will be collected for the AM and PM peak periods on a typical weekday and one day on a special event weekend.

<u>Stakeholder and Employer-Based Surveys</u>
Stakeholders and key employers in the region are a great source of information, either through employee zip code records or as a mechanism to distribute the surveys listed above.

Our team will work with Park City staff to ensure that we understand the existing programs, policies, and practices regarding TDM in Park City through interviews and a half-day kick-off workshop. The purpose of the workshop is to gather input, identify existing TDM strategies, and identify any relevant stakeholder concerns or ideas. We will work with Park City to identify relevant stakeholders and key employers, but our initial approach is to include the City Council, Park City School District, Summit County, Wasatch County, UDOT, ski areas, and a cross section of businesses.

After identifying the key employers, we will meet with them to educate on the process and TDM strategies in general and ask them to send out employer-based on-line surveys (that we will produce) to their employees.

As a component of the workshop, we will conduct a visioning exercise with Park City to identify goals of a comprehensive TDM strategy to shape the remaining tasks in this solution. We will also provide an education component that highlights how TDM programs work elsewhere, including discussion about the following elements:

- voluntary vs. mandatory,
- pilot programs,
- how to "roll out" a program,
- monitoring and follow-up,
- fees and penalties,
- short-term and long-term changes,
- costs and benefits.

2012 Utah Statewide Household Travel Survey and Ski Utah Data
In 2012 UDOT and all the MPOs obtained detailed travel diaries from respondents throughout the state, including the Park City region. The 2012 survey has a wealth of information related to household level person trip characteristics, includes details about demographics, trips made with passengers, destinations, trips by time of day, and trip chaining behavior. With only 125 respondents in the Park City municipal boundary, the survey can provide some limited input specific to Park City and context about broader trip making patterns in Utah.

Intercept Surveys
Intercept surveys reach some groups that do not traditionally respond to surveys, such as visitors and tourists. We propose to perform intercept surveys on the following type days:

- One day on a typical busy summer day (non-special event day) – conduct on Main Street
- One day on a special event day (i.e. Tour of Utah, Food & Wine Classic, Arts Festival, etc.)
- One day on an additional special event day

A minimum of 200 surveys will be conducted on each day/event. A sample of key questions we will include are: trip purpose, trip origin, trip destination, travel mode (drove alone, carpooled, transit, biked, etc.), age, number in travel party, where you woke up this morning, where you will end up this evening, and other destinations in the area.

Task 1.1 Planning & Research

In addition to the large-scale data sets, we will conduct investigations into a range of relevant aspects, including site visits to observe traffic/parking conditions, review of parking regulations, and identification of bicycle/pedestrian connectivity gaps. We will also review existing TDM programs provided by Park City and Summit County, including park and rides, active transportation programs, and carpooling programs.

We will review transit-related data, including the onboard surveys conducted in 2013, as well as updated ridership information by route, stop, time of day and season. This data will be used to evaluate Park City

Transit ridership by origin/destination, season, time of travel, and trip purpose, as well as mode to/from the transit service. To the degree available, data on private transportation services (Lewis Brothers, Park City Transportation, etc.) will also be collected and summarized. In addition, we will review available survey data to identify specific characteristics of the current Park City Transit system and private transportation systems that limit ridership potential, such as hours of service, frequency of service, and vehicle overcrowding.

Task 1 Deliverables: Technical Memorandum #1, including traffic counts (raw and processes vehicle classification count data, processed cell phone results), online and intercept surveys, transit ridership analysis, existing conditions, and review of existing TDM programs.

Task 1 Meetings: One kick off meeting with Core Project Team to determine Stakeholders and finalize data collection plan. One half-day workshop meeting with Stakeholders to 1) provide foundational understanding of TDM programs and 2) develop vision and goals. Conduct up to eight one-on-one meetings with key employers (stakeholders).

TASK 2 | CONDUCT PEER & ACADEMIC RESEARCH

We will build upon research it has already conducted for *Quantifying Greenhouse Gas Mitigation Measures*, published by the California Air Pollution Control Officers Association (CAPCOA) in 2010 and the *San Francisco Sustainability Program* to create a database of strategies and effectiveness. Additional literature review as part of this task will focus on identifying additional, Park City-oriented literature to supplement the CAPCOA and the *San Francisco Sustainability Program* research. We will work with Park City to identify strategies that are well-suited to the Park City environment. Where possible, we will determine reductions in mode split, vehicle miles travelled, and greenhouse gas emissions for more TDM strategies. A series of fact sheets for each strategy will be created, that summarizes a range of trip reductions levels and the mechanisms by which to measure and monitor the results.

We will interview a minimum of four peer communities that have implemented successful TDM programs. We will work with Park City to determine peer communities. Criteria may include mountain landscape, ski resorts/recreational destination, limited access routes, traffic mix, and smaller community. The results of these interviews will be a technical memo summarizing key elements of the plan, implementation, and program elements.

Task 2 Deliverables: Technical Memorandum #2, including literature review, effectiveness of strategies, and findings of peer cities research

Task 2 Meetings: One meeting with Core Project Team to review existing literature, identify additional TDM strategies, and identify peer cities (this meeting will be combined with the data collection kick-off meeting in Task 1). One meeting with Core Project Team to review literature review and peer city research.

TASK 3 | IDENTIFY OPPORTUNITIES & TARGET MARKETS

We will use data collected in Task 1 and research collected in Task 2 to conduct a market assessment. This assessment will identify travel markets in Park City and identify strategies applicable to each travel market. The assessment will also include travel trends, communication methods, and interests of each travel group. The TDM program elements in Task 4 will be segmented by these travel markets and the information gathered in this task will inform Task 5.

Task 3 Deliverables: Technical Memorandum #3, including travel market assessment.

Task 3 Meetings: One meeting with Core Project Team to review and discuss travel market assessment (for efficiency, this meeting will be combined with the first Marketing-Communications meeting – see Task 5).

TASK 1 – 3 | SUMMARY OF FINDINGS

We will compile the results of Task 1-3 into a technical memo to be presented to stakeholders, including the City Council, in a three-hour work session. It is assumed that the City will provide the location and necessary refreshments.

Deliverables: Task 1-3 Summary Tech Memo (draft and final), Meeting Minutes.

Meetings: One three-hour work session with City Council to review and discuss Tasks 1-3.

TASK 4 | DEVELOP TDM PROGRAM ELEMENTS

We will use data and analysis from Tasks 1-3 to develop a preliminary list of proposed TDM strategies for implementation. Proposed TDM strategies will be matched to specific travel markets. We will evaluate the impacts and potential benefits for each proposed strategy.

We will meet with the Core Project Team to narrow the list of potential measures to a scope that can best address City, resident, and employer travel concerns. After meeting with the Core Project Team, the list of potential measures will be finalized.

The TDM program elements will also include a draft policy outlining TDM requirements for new developments that should be incorporated into a development approvals process.

Once a list of strategies is finalized, we will create an Excel-based tool that quantifies TDM effects, will address TDM questions for an individual development site up to a neighborhood level, and models the combined impacts of TDM strategies based on the literature review and peer city research. The model will present impacts in terms of single occupant vehicle and VMT reductions. The model will draw on the individual efficacies and grouped efficacies of TDM measures, as reported in the literature. This tool will assess mode split for future proposed projects, accounting for use, location, and TDM measures included in the project. For final strategies, we will develop detailed descriptions, including the following elements:

- Description of the measure (what it is, how it works, etc.)
- Responsible party of parties (e.g., directly done by each employer, responsibility of Park City, or a collaborative effort)
- Timing of measure (short-term vs. long-term)
- Estimated effectiveness (e.g., reduction in vehicle miles traveled) using the TDM tool developed as part of this task
- Identification of caveats/limitations (including administrative issues)
- Estimated benefits and costs

We will develop a user's guide for the TDM model that documents the theoretical underpinnings, technical implementation, and basic instructions for use of the model. However, some aspects of the tool will be locked for propriety reasons.

Task 4 Deliverables: Technical Memo #4, including draft and final list of strategies. Excel-based TDM toolkit and User's Guide.

Task 4 Meetings: One meeting with the Core Project Team to refine list of potential measures. One meeting with the Core Project Team to present the Excel-based TDM toolkit (for efficiency, this meeting will be combined with the third Marketing-Communications Plan meeting – see Task 5). One technical training session with a subgroup of toolkit users (this session is anticipated to occur in January 2016).

TASK 5 | DEVELOP MARKETING-COMMUNICATIONS PLAN

We will develop a marketing-communications plan for Park City based on Tasks 1-4 with customized key messaging tactics for each travel market identified. We will work with Park City to develop measurable goals and objectives of the marketing plan. The marketing plan will outline advertising, communications, marketing, media relations, and social media, as well as technologies used by Park City. In addition, the marketing-communications plan will include implementation steps and evaluation strategies.

Task 5 Deliverables: Technical Memo #5, including draft and final written communication plan.

Task 5 Meetings: Three two-hour communication-marketing plan meetings with the Core Project Team (the first meeting will be combined with the review of the Target Markets and Opportunities – see Task 4; the third meeting will be combined with the second Program Elements meeting – see Task 4)**.**

TASK 6 | DEVELOP PERFORMANCE MEASURES

Performance measures are necessary to ensure that the TDM plan is working. We will create a plan for documenting practices and protocols for monitoring, reporting, and evaluation of TDM compliance and performance by project, neighborhood, and/or city-wide level. We will develop appropriate performance measures that correlate with the City's goals for the study and for overall mobility strategies. The performance measures plan will identify roles, responsibilities, and timing for monitoring, along with responsible entities for each monitoring action.

In support of the performance measures plan, we will develop a set of implementation tools and protocols. This <u>may</u> include:

- Developing monitoring instrument(s); which may include surveys, trip journals, and random intercepts. Monitoring techniques may be specific to each measure, group of measures, and/or land use type (e.g., stated preference surveys, cordon counts, random intercept surveys, etc.).
- Developing a "Compliance Form" to guide required documentation and monitoring.
- Developing protocols for implementing the monitoring and reporting plan, including:
    - Instructions on using the monitoring instruments
    - Recommended duration and frequency of monitoring requirements.
    - Develop minimum thresholds for completion of each monitoring action, e.g. percent of persons responding to survey, etc.
    - Submittal requirements – how and to whom the Compliance Form should be submitted.

- Timing of surveys, Compliance Form submittal, etc.
- Suggested assignments of roles and responsibilities

Task 6 Deliverables: Technical Memo #6, including Performance Metrics Technical Memo (draft and final)

Task 6 Meetings: One Core Project Team Meeting to discuss performance metrics and monitoring (for efficiency, this meeting will be combined with the Implementation Plan meeting – see Task 7).

TASK 7 | DEVELOP IMPLEMENTATION PLAN

We will design a comprehensive implementation strategy for the TDM elements identified in Task 4. This implementation plan will outline the organization, set-up, and operation of a City-wide TMA or a similar organization that doesn't necessarily have to be a TMA. This will also include identification of responsible parties, capital funding requirements, ongoing funding requirements, and permitting requirements. The performance metrics and data collection guide described in Task 6 will form the basis on the monitoring and reporting portion of the implementation plan.

Task 7 Deliverables: Technical Memo #7, including TDM implementation Plan (draft and final)

Task 7 Meetings: One Core Project Team Meeting to discuss implementation of TMA or a similar structure (This meeting will be combined with the Performance Measures meeting – see Task 6).

TASKS 8 | PREPARE DRAFT REPORT

We will develop a presentation and present the findings and results of the draft TDM plan to the City Council in December 2015 in a one-hour Council meeting. After that date, we will compile all the technical memos from Tasks 1 - 7 into a draft Transportation Demand Management Plan for Park City. We will deliver this Plan to Park City in electronic format for review.

Task 8 Deliverables: Park City Council Presentation. Draft Transportation Demand Management Plan.

Task 8 Meeting: One meeting with City Council to present the Draft Plan in December 2015. One meeting with Core Project Team to discuss comments on draft report.

TASKS 9 | PREPARE FINAL REPORT

We will update the Draft Transportation Demand Management Plan for Park City into a Final Plan based on comments received from the Core Project Team and City Council. The Final Plan will contain all supporting information such as data collection and the TDM tool.

Task 9 Deliverables: Ten printed and bound and one PDF of the Final Transportation Demand Management Plan for Park City with any supporting documentation.

ATTACHMENT A | COST ESTIMATE

ATTACHMENT B | SCHEDULE

FEHR & PEERS

Preston Stinger, PTP, LEED GA
Associate

Jon E. Nepstad, AICP
Principal – Rocky Mountain Region

PARK CITY

Accepted by:______________________________

Signature: ________________________________

Representing:_____________________________

Date:_________________________________

Attachment B | Schedule

FEHR PEERS

Task	*Park City TDM Plan*	June 2015	July	August	September	October	November	December	January 2016
1	Existing Conditions Data Collection								
2	Conduct Peer Research								
3	Identify Opportunities & Target Markets								
4	Develop TDM Program Elements								
5	Develop Marketing-Communication Plan								
6	Develop Performance Measures								
7	Develop Implementation Plan								
8	Prepare Draft Report								
9	Prepare Final Report								

Deliverable (Memo/Report)

Presentation to Council

Meeting

Workshop

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

In 2007, Park City Municipal entered into a conduit financing agreement with the USSA to allow the City to issues tax exempt Industrial Revenue bonds to finance the construction of the USSA facility. The City assumed no financial obligation in the transaction. The 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) is a refunding or refinancing of the 2007 bonds. The USSA has requested the refunding of the 2007 bonds in order to realize cost savings in repayment of the debt. Council adopted the authorizing bond resolution on May 7, 2015.

Respectfully:

Nate Rockwood, Capital Budget, Debt & Grants Manager

City Council
Staff Report

Subject: USSA Center of Excellence – Conduit Financing Refunding
Author: Nate Rockwood Capital Budget, Debt & Grants Manager
Department: Budget, Debt & Grants Department
Date: May 28, 2015
Type of Item: Legislative

Recommendation
Staff recommends that Council hold a public hearing related to the proposed 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) issuance.

Executive Summary
In 2007, Park City Municipal entered into a conduit financing agreement with the USSA to allow the City to issues tax exempt Industrial Revenue bonds to finance the construction of the USSA facility. The City assumed no financial obligation in the transaction. The 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) is a refunding or refinancing of the 2007 bonds. The USSA has requested the refunding of the 2007 bonds in order to realize cost savings in repayment of the debt. Council adopted the authorizing bond resolution on May 7, 2015.

Acronyms
USSA – United States Ski and Snowboard Association

Background
On December 13, 2007, Council approved a resolution which authorized the issuance of bonds on behalf of the non-profit USSA's Center of Excellence athletic training facility to be located in the northwest quadrant of the intersection of U.S. Highway 40 and State Highway 248 (more commonly known as Quinn's Junction) in Park City. The issuance was approved to be in an amount of $20.12 million. The proceeds from the bond were to be used for expenses related to the Center of Excellence project and related equipment, improvements and furnishings. The IRS reviewed the status and use of the bond proceeds in 2013 and issued a no status change determination (confirming validity that owners of the bonds did not have to report the income from interest from the bonds as gross income- i.e. why they get a lower interest rate on the market).

On May 7, 2015, Council approved an authorizing bond resolution for the 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) issuance, in an amount not to exceed $19,500,000 to refund the Multi-Mode Variable Rate Revenue Bonds, Series 2007 (United States Ski and Snowboard Association).

Analysis
The bond resolution adopted on May 7, 2015 set the terms for the 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) issuance, delegated final approval of bond terms to a Designated Officer (the Mayor or any authorized

Mayor ProTem), and initiated the process of public notice. The resolution set the maximum principal issuance amount at $19,500,000. The resolution lists the purpose for issuing the Bonds as:

> (i) refinance the costs of the Project (including refunding the Series 2007 Bonds) and (ii) pay certain costs relating thereto

The resolution established the format for public notice for the bonds, which was published in the Park Record for two consecutive weeks, the first notice not less than 14 days before the public hearing and initiated a 30 day period in which interested parties may contest the legality of the resolution or the bonds. The Public hearing will take place on May 28, 2015.

Staff asks that Council holds a public hearing on May 28, 2015. After the public hearing the Designated Officer may authorize the final terms for the closing of the bonds. It is anticipated that the closing for the bonds would occur on or around May 29, 2015. The bonds are to be sold by private placement sale.

Significant Impacts
The public hearing is required in order to complete the bond issuance. The public hearing would allow Bond Council and the USSA to continue with the current timing of the issuance.

Alternatives:

A. **Approve:** Hold a public hearing for the proposed 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association), in an amount not to exceed $19,500,000.
B. **Modify the request:** Council could choose to modify the terms of the bond refunding.
C. **Deny the request:** Council could choose to not refund the bonds.
D. **Continue the Item:** Council may feel there is not enough information to make a decision, and have staff return with more information. This would impact the timeline for the bond issuance and would result in a loss of savings on the 2007 refunding.
E. **Do Nothing**: This would have the same impact as alternative C.

Departmental Review
This report has been reviewed by the Legal Department, Budget Department, and City Manager.

Staff Recommendations:
Staff recommends that Council hold a public hearing related to the proposed 2015 Series, Industrial Revenue Refunding Bonds (United States Ski and Snowboard Association) issuance.

Park City, Utah

May 28, 2015

The City Council (the "Council") of Park City, Utah (the "City"), met in regular session at its regular meeting place in Park City, Utah on May 28, 2015, at 6:00 p.m., with the following members of the Council present:

Jack Thomas	Mayor
Andy Beerman	Councilmember
Tim Henney	Councilmember
Cindy Matsumoto	Councilmember
Liza Simpson	Councilmember
Richard Peek	Councilmember

Also present:

Diane Foster	City Manager
Marci Heil	City Recorder
Mark D. Harrington	City Attorney

Absent:

After the meeting had been duly called to order, a Certificate of Compliance with Open Meeting Law with respect to this May 28, 2015 meeting was presented to the Council, a copy of which is attached hereto as Exhibit A.

It was noted that pursuant to the provisions of the Utah Industrial Facilities and Development Act, Title 11, Chapter 17, Utah Code Annotated 1953, as amended, and Section 147(f) of the Internal Revenue Code of 1986, as amended, a notice of public hearing with respect to the issuance of the City's proposed Industrial Revenue Refunding Bonds, Series 2015 (United States Ski and Snowboard Association) (the "Bonds"), in the principal amount of not to exceed $19,500,000 was published in The Park Record, a newspaper of general circulation within the City, not less than fourteen (14) days prior to this hearing. The hearing was then opened to all members of the public desiring to give input with respect to the issuance by the City of the Bonds and the project to be refinanced with the proceeds of the Bonds.

After all members of the public desiring to give input with respect to the issuance by the City of the Bonds and the project to be refinanced with proceeds of the Bonds had provided such input, the public hearing was closed.

Pursuant to Section 147 of the Internal Revenue Code of 1986, as amended, the Council then approved the issuance of the Bonds by motion made by _______________ and seconded by ____________________ and approved as follows:

YEA:

NAY:

This 28th day of May, 2015.

(SEAL)

Mayor

ATTEST:

City Recorder

(Other business not pertinent to the foregoing appears in the minutes of the meeting.)

Upon the conclusion of all business on the Agenda, the meeting was adjourned.

(SEAL)

Mayor

ATTEST:

City Recorder

STATE OF UTAH)
: ss.
COUNTY OF SUMMIT)

I, Marci Heil, the duly appointed and qualified City Recorder of Park City, Utah (the "City") do hereby certify according to the records of the City in my official possession that the foregoing constitutes a true and correct excerpt of the minutes of the meeting of the City Council held on May 28, 2015, and that said minutes are officially of record in my possession.

I further certify that a Notice of Public Hearing and Bonds to be Issued was published in The Park Record, a newspaper having general circulation within the City, with such publication being not less than fourteen (14) days prior to the hearing and with the affidavit of such publication being attached hereto upon availability.

IN WITNESS WHEREOF, I have hereunto subscribed my signature and impressed hereon the official seal of the City, this 28th day of May, 2015.

____
City Recorder

(SEAL)

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH
OPEN MEETING LAW

I, Marci Heil, the undersigned City Recorder of Park City, Utah (the "City"), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated, 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time, and place of the May 28, 2015, public meeting held by the City Council as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the City's principal offices on May ___, 2015, at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a Notice, in the form attached hereto as Schedule 1, to be delivered to The Park Record on May ___, 2015, at least twenty-four (24) hours prior to the convening of the meeting; and

(c) By causing a Notice, in the form attached hereto as Schedule 1, to be posted on the Utah Public Notice Website (http://pmn.utah.gov) at least twenty-four (24) hours prior to the convening of the meeting.

In addition, the 2015 Notice of Annual Meeting Schedule for the City Council, in the form attached hereto as Schedule 2, was given specifying the date, time and place of the regular meetings of said City Council to be held during the year, by causing said Notice to be (i) posted on _______________ at the principal office of the City Council, (ii) provided to at least one newspaper of general circulation within the City on ______________ and (iii) published on the Utah Public Notice Website (http://pmn.utah.gov) during the current calendar year.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this 28th day of May, 2015.

By:___________________________________
City Recorder

(S E A L)

<u>SCHEDULE 1</u>

NOTICE OF MEETING

SCHEDULE 2

ANNUAL MEETING SCHEDULE

(attach Proof of Publication of Notice of Public Hearing
and Bonds to be Issued)

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

The property owner proposes to record a Condominium Record of Survey for a six (6) unit residential multi-unit dwelling consisting of a four (4) story structure and a parking garage. The property owner requests to record the proposed Record of Survey to be able to sell each unit individually.

Respectfully:

Francisco Astorga, Senior Planner

PARK CITY 1884
PLANNING DEPARTMENT

City Council
Staff Report

Subject: **205 Main Street Plat**
Author: **Francisco J. Astorga, Senior Planner**
Project Number: **PL-14-02608**
Date: **May 28, 2014**
Type of Item: **Administrative – Condominium Record of Survey**

Summary Recommendations
Staffs recommends the City Council hold a public hearing and consider approving 205 Main Street Plat Condominium Record of Survey located at 205 Main Street based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

This Staff report reflects the professional recommendation of the Planning Department. The City Council, as an independent body, may consider the recommendation but should make its decisions independently.

Description

Applicant:	205 Main Street, LLC, Todd Cusick represented by Jack Johnson
Location:	205 Main Street
Zoning:	Historic Commercial Business
Adjacent Land Uses:	Residential
Reason for Review:	Condominium Record of Surveys require Planning Commission review and City Council review and action

Executive Summary
The property owner proposes to record a Condominium Record of Survey for a six (6) unit residential multi-unit dwelling consisting of a four (4) story structure and a parking garage. The property owner requests to record the proposed Record of Survey to be able to sell each unit individually.

Background
On February 19, 2015, the City received a completed application for the 205 Main Street Plat Condominiums. The property is located at 205 Main Street in the Historic Commercial Business District. The subject property consists of Parcel 1 of the Park Place on Main Street Plat Amendment approved by the City Council in April 1998 and recorded with Summit County in 1999.

In October 2012 the applicant received a Historic District Design Review approval to build a six (6) unit multi-unit dwelling with a parking garage. In September 2013, the applicant received a one (1) year extension, to allow the Historic District Design Review to expire in October 2014. The applicant applied for a building permit in July 2014. The

Planning Department signed off the building permit in September 2014. Due to some miscommunication discrepancy with the applicant and the Building Department, the Permit was not issued until December 2014. Currently, the site is under construction and has an active building permit for the six (6) unit multi-unit structure.

During the April 8, 2015 Planning Commission meeting, the Commission forwarded a positive recommendation to the City Council, the vote was unanimous (5-0).

This Condominium Record of Survey was originally noticed for the May 7, 2015 City Council meeting. During the April 23, 2015, City Council meeting, public comment was shared by a Park City resident regarding the City's approval of the use at 205 Main Street. This was referred to the Main Street "vertical zoning". In order to address the resident's concerns, this item was continued to the May 28, 2015 City Council meeting.

District Purpose
The purpose of the Historic Commercial Business District is to:

A. preserve the cultural heritage of the City's original Business, governmental and residential center,
B. allow the Use of land for retail, commercial, residential, recreational, and institutional purposes to enhance and foster the economic and cultural vitality of the City,
C. facilitate the continuation of the visual character, scale, and Streetscape of the original Park City Historical District,
D. encourage the preservation of Historic Structures within the district,
E. encourage pedestrian-oriented, pedestrian-scale Development,
F. minimize the impacts of new Development on parking constraints of Old Town,
G. minimize the impacts of commercial Uses and business activities including parking, Access, deliveries, service, mechanical equipment, and traffic, on surrounding residential neighborhoods,
H. minimize visual impacts of automobiles and parking on Historic Buildings and Streetscapes, and
I. support Development on Swede Alley which maintains existing parking and service/delivery operations while providing Areas for public plazas and spaces.
J. maintain and enhance the long term viability of the downtown core as a destination for residents and tourists by ensuring a Business mix that encourages a high level of vitality, public Access, vibrancy, activity, and public/resort-related attractions.

Analysis
A condominium is not a type of use but a form of ownership. The following requirements apply to multi-unit dwellings in the Historic Commercial Business District:

Regulation	Finding
Use: Multi-Unit Dwelling.	Allowed use, complies.
Minimum lot area: 1,250 square feet.	9,148 square feet, complies.

Minimum lot width: 25 feet	119.8 feet, complies.
Front, Rear, and Side Yards: There are no minimum front, rear, or side yard dimensions in the Historic Commercial Business District.	0 setbacks, complies.
Maximum Floor Area Ratio: 4.0	2.02 (18,148.49 divided by 8,985), complies.
Maximum Building Volume and Height: The maximum Building volume for each Lot is defined by a plane that rises vertically at the Front Lot Line to a height of thirty feet (30') measured above the average Natural Grade and then proceeds at a forty-five degree (45°) angle toward the rear of the Property until it intersects with a point forty-five feet (45') above the Natural Grade and connects with the rear portion of the bulk plane. Wherever the HCB District abuts a residential Zoning District, the abutting portion of the bulk plane is defined by a plane that rises vertically at the abutting Lot Line to a height matching the maximum height of the abutting Zone (in this case 27' due to HR-2 District), measured from Existing Grade, and then proceeds at a forty-five degree (45°) angle toward the opposite Lot Line until it intersects with a point forty-five feet (45') above Existing Grade.	Complies.
Minimum parking requirements for Apartment/Condominium 2,000 sf floor area or greater: 2 per dwelling unit.	Applicant proposes to build fifteen (15) parking spaces, all within the parking garage. The minimum number of parking spaces required by the Land Management Code based on the six (6) dwelling units is twelve (12), complies.

Staff finds Good Cause for the Condominium Record of Survey Plat as the requested form of ownership is not detrimental to the overall character of the neighborhood. This application, as shown on the proposed plat, allows the following units to be platted as private ownership:

Unit A – 2,961.81 sf
Unit B – 2,753.05 sf
Unit C – 3,308.74 sf
Unit D – 2,962.07 sf
Unit E – 3,256.11 sf
Unit F – 2,906.71 sf
Total – 18,148.49 sf

Common spaces include most of the parking garage, entry vestibule and stairs, elevator, roof, foundation, exterior walls, etc. Limited common spaces include the mechanical areas, storage, balconies, patios, etc.

Condominium Conversions
LMC § 15-4-12 indicates that existing structures shall not be converted to condominium ownership without first receiving the review and recommendation of the Planning, Engineering and Building Departments, City Attorney, and Record of Survey plat approval from the City. Furthermore, required public improvements and landscaping shall be completed at the time of conversion or security provided to ensure completion as provided by ordinance. The structure must be brought into substantial compliance with the Building code as a condition precedent to plat approval.

This structure is not yet built. A building permit was issued in December 2014 to build what has been approved (through that Historic District Design Review). The applicant is actively working on the project. The structure, as approved on plans, is to be built per current building codes as approved.

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

Department Review
This project has gone through an interdepartmental review. No further issues were brought up at that time.

Notice
The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record according to requirements of the Land Management Code.

Public Input
No public input has been received by the time of this report.

Alternatives
- The City Council may approve 205 Main Street Plat Condominium Record of Survey; or
- The City Council may deny 205 Main Street Plat Condominium Record of Survey and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on 205 Main Street Plat Condominium Record of Survey; or
- The City Council may remand the item back to the Planning Commission for specific discussion on topics and/or findings.

Significant Impacts

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

Consequences of not taking the Planning Department's Recommendation

The proposed building would remain as is and the property owner would not have the option to sell the units individually.

Summary Recommendation

Staffs recommends the City Council hold a public hearing and consider approving 205 Main Street Plat Condominium Record of Survey located at 205 Main Street based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

Exhibit A – Draft Ordinance with Proposed Condominium Record of Survey
Exhibit B – Existing Conditions Survey
Exhibit C – Current Plat
Exhibit D – Vicinity Map
Exhibit E – Front Elevation Rendering
Exhibit F – Historic District Design Review Action Letter
Exhibit G – Memo to City Council

Exhibit A: Draft Ordinance

Ordinance No. 15-XX

AN ORDINANCE APPROVING 205 MAIN STREET PLAT CONDOMINIUM RECORD OF SURVEY PLAT LOCATED AT 205 MAIN STREET, PARK CITY, UTAH.

WHEREAS, the owner of the property located at 205 Main Street has petitioned the City Council for approval of the condominium record of survey plat; and

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

WHEREAS, proper legal notice was sent to all affected property owners; and

WHEREAS, the Planning Commission held a public hearing on April 8, 2015, to receive input on plat amendment; and

WHEREAS, the Planning Commission, on April 8, 2015, forwarded a positive recommendation to the City Council; and,

WHEREAS, on May 7, 2015, and May 27. 2015, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, it is in the best interest of Park City, Utah to approve the 205 Main Street Plat Condominium Record of Survey.

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

SECTION 1. APPROVAL. 205 Main Street Plat Condominium Recorf of Survey as shown in Attachment 1 is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:
1. The property is located at 205 Main Street.
2. The property is in the Historic Commercial Business District.
3. The property consists of Lot 1 of Park Place on Main Street Plat.
4. The proposed condominium Record of Survey plat memorializes each dwelling unit within the multi-unit dwelling as a separate unit that can be leased or owned separately.
5. A condominium is not a type of use but a form or ownership.
6. A multi-unit dwelling is an allowed use in the Historic Commercial Business District.
7. The current lot is 9,148 square feet and complies with the minimum lot area of

1250 square feet in the Historic Commercial Business District.
8. The current lot width is 119.8 feet and complies with the minimum lot width of 25 feet in the Historic Commercial Business District.
9. There are no minimum front, rear, or side yard dimensions in the Historic Commercial Business District.
10. The proposed Floor Area Ratio is 2.02 (18,148.49 divided by 8,985) and complies with the maximum Floor Area Ratio of 4.0 in the Historic Commercial Business District.
11. The proposal complies with the Maximum Building Volume and Height as described in Land Management Code § 15-2.6-5, as applicable.
12. Applicant proposes to build fifteen (15) parking spaces, all within the parking garage. The minimum number of parking spaces required by the Land Management Code based on the six (6) dwelling units is twelve (12).
13. The requested form of ownership is not detrimental to the overall character of the neighborhood.
14. This application allows the following units to be platted as private ownership:
    a. Unit A – 2,961.81 sf
    b. Unit B – 2,753.05 sf
    c. Unit C – 3,308.74 sf
    d. Unit D – 2,962.07 sf
    e. Unit E – 3,256.11 sf
    f. Unit F – 2,906.71 sf
    g. Total – 18,144.09 sf
15. Common spaces include most of the parking garage, entry vestibule and stairs, elevator, roof, foundation, exterior walls, etc.
16. Limited common spaces include the mechanical areas, storage, balconies, patios, etc.
17. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

<u>Conclusions of Law:</u>
1. The Condominium Plat is consistent with the Park City Land Management Code and applicable State law regarding condominium record of survey plats.
2. Neither the public nor any person will be materially injured by the proposed Condominium Plat.
3. Approval of the Condominium Plat, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

<u>Conditions of Approval:</u>
1. The City Attorney and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the City

Council.
3. A tie breaker mechanism shall be included in the CC&Rs.
4. Required public improvements and landscaping, as applicable, shall be completed at the time of conversion or security provided to ensure completion as provided by ordinance.

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

PASSED AND ADOPTED this 27th day of May, 2015.

PARK CITY MUNICIPAL CORPORATION

____

Jack Thomas, MAYOR

ATTEST:

____

Marci Heil, City Recorder

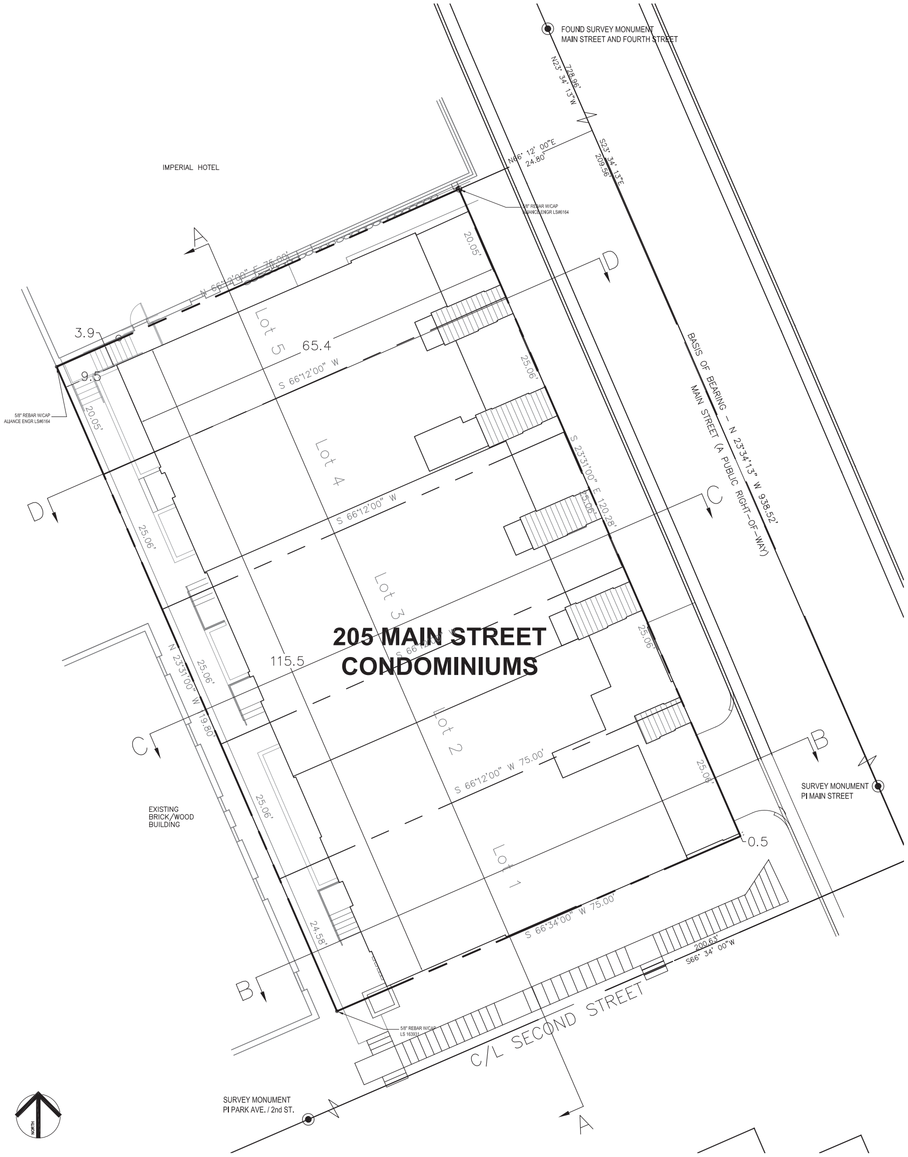
APPROVED AS TO FORM:

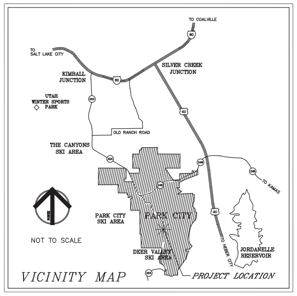
____

Mark Harrington, City Attorney

Attachment 1 – Proposed Plat

Attachment 1 – Proposed Condo Plat





BOUNDARY DESCRIPTION

LOTS 1, 2, 3, 4 AND THE SOUTH 20.5 FEET OF LOT 5, BLOCK 12, PARK CITY SURVEY ACCORDING TO THE OFFICIAL PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE SUMMIT COUNTY RECORDER.

SURVEYOR'S CERTIFICATE

I, Jack J. Johnson, do hereby certify that I am a Registered Land Surveyor and that I hold Certificate No.147581 as prescribed under the laws of the State of Utah. I further certify that the Condominium Plat shown hereon is a correct representation of the land surveyed and has been prepared in conformity with the minimum standards and requirements of the law.

Jack J. Johnson
____

Date
____

OWNER'S CONSENT TO RECORD

Know all men by these presents, that 205 MAIN STREET, LLC, a Utah Limited Liability Company, is the owner of that certain tract of land described hereon, more commonly known as 205 Main Street, Park City, Utah, consisting of four stories and an underground parking structure, the first, second, third and fourth floors consist of six residential condominium units. Said 205 Main Street, LLC hereby certifies that it caused this survey to be made and this condominium plat to be prepared, and does hereby consent to the recordation of the Record of Survey Map and submits this property to the Utah Condominium Ownership Act. The owner further certifies that the construction of this project will be completed after the recordation of this plat and is in conformance with the approved master plan for the property and the land management code of Park City Municipal Corporation.

In witness whereof, the undersigned has executed this Consent on behalf of 205 Main Street, LLC and is duly authorized to do so.

This day of 2014

____
Todd Cusick
Member

ACKNOWLEDGMENT
STATE of Utah
COUNTY of

On this day of , 2014, personally appeared before me Todd Cusick, being by me duly sworn, did say that he is a member of 205 Main Street, LLC, owner of record of the property described on this plan and he is duly authorized to sign on behalf of said owner and said owner does consent to record.

Notary Public:___________________________ My Commission Expires:_______________

205 MAIN STREET PLAT

A CONDOMINIUM PROJECT

LOCATED IN
SECTION16, TOWSHIP 2 SOUTH,
RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY,
SUMMIT COUNTY, UTAH
SHEET 1 OF 4

Jack Johnson Consulting
1910 PROSPECTOR AVENUE, SUITE 200
PARK CITY, UTAH 84060
(435) 645-9001

COUNCIL APPROVAL AND ACCEPTANCE

APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____ DAY OF ______ , 2015 A.D.

BY___________________________
MAYOR

ENGINEERS CERTIFICATE

I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATIONON ON FILE IN MY OFFICE THIS DAY OF ______________, 2015 A.D.

BY___________________________
PARK CITY ENGINEER

PLANNING COMMISSION

REVIEWED BY THE PARK CITY PLANNING COMMISSION THIS 9th DAY OF APRIL, 2015 A.D.

BY___________________________
CHAIR

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT

REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS_____DAY OF______________ , 2015 A.D.

BY___________________________
S.B.W.R.D.

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS ____ DAY OF__________, 2015

BY___________________________
PARK CITY ATTORNEY

CERTIFICATE OF ATTEST

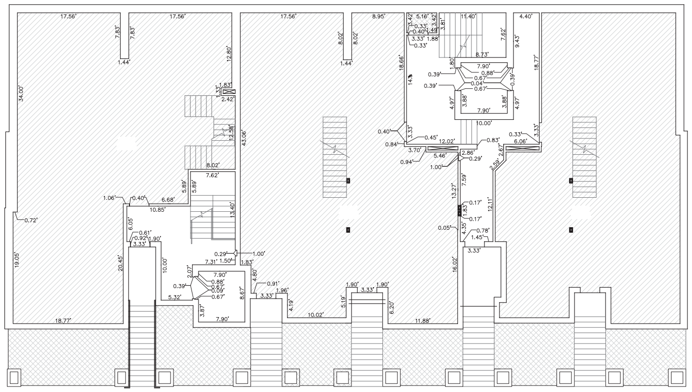
I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS_____DAY OF______________ , 2015 A.D.

____
PARK CITY RECORDER

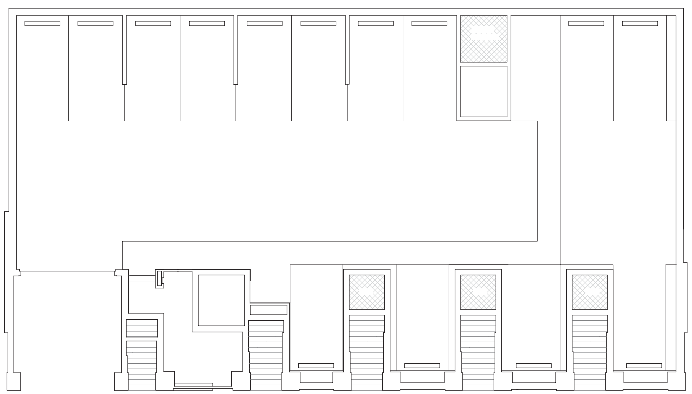
RECORDED

ENTRY NO_________ BOOK_____ PAGE ____
STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF: ______________
DATE __________ TIME __________

____
COUNTY RECORDER



LEVEL 1



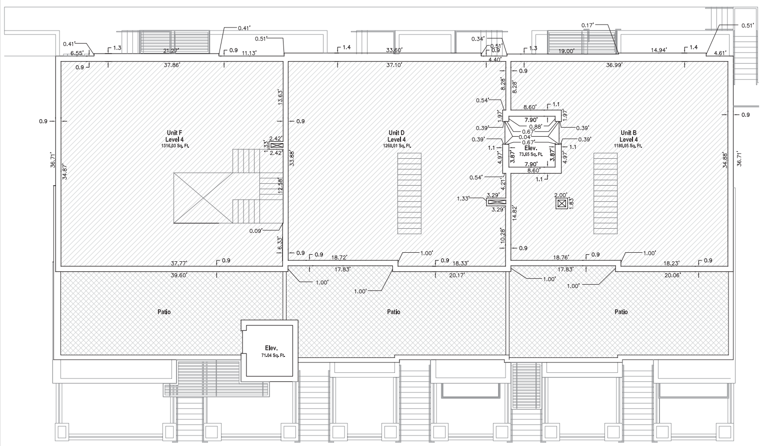
PARKING

LEGEND

PRIVATE OWNERSHIP

LIMITED COMMON AREA

COMMON AREA



LEVEL 4

0 5 10 20 30
SCALE: 1"=10'

205 MAIN STREET PLAT

A CONDOMINIUM PROJECT

LOCATED IN

SECTION16, TOWSHIP 2 SOUTH,

RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY,

SUMMIT COUNTY, UTAH

SHEET 3 OF 4

Jack Johnson Consulting

1910 PROSPECTOR AVENUE, SUITE 200
PARK CITY, UTAH 84060
(435) 645-9001

RECORDED

ENTRY NO. ________ BOOK _____ PAGE _____

STATE OF UTAH, COUNTY OF SUMMIT, AND FILED

AT THE REQUEST OF: ____________________

DATE __________ TIME __________

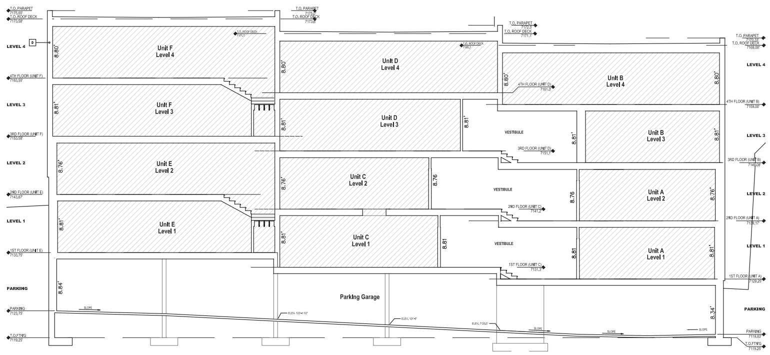
____
COUNTY RECORDER

LEGEND

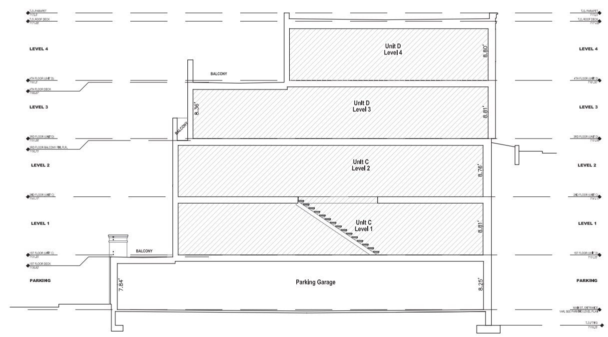
PRIVATE OWNERSHIP

LIMITED COMMON AREA

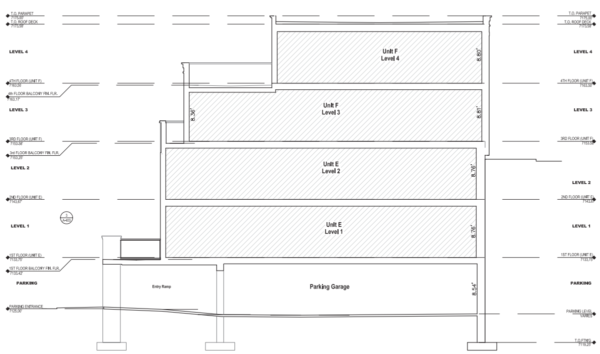
COMMON AREA



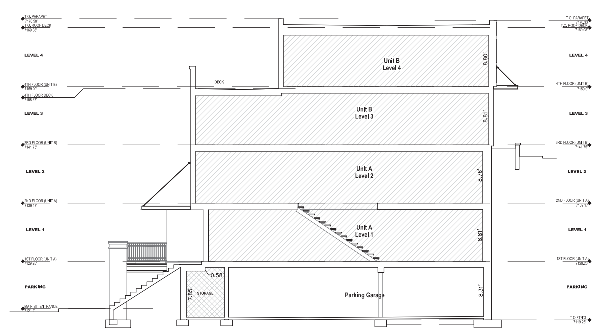
SECTION A-A



SECTION C-C



SECTION B-B



SECTION D-D

205 MAIN STREET PLAT

A CONDOMINIUM PROJECT

LOCATED IN
SECTION16, TOWSHIP 2 SOUTH,
RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY,
SUMMIT COUNTY, UTAH
SHEET 4 OF 4

0 5 10 20 30
SCALE: 1"=10'

Jack Johnson Consulting
1910 PROSPECTOR AVENUE, SUITE 200
PARK CITY, UTAH 84060
(435) 645-9001

RECORDED

ENTRY NO.________ BOOK_____ PAGE _____
STATE OF UTAH, COUNTY OF SUMMIT, AND FILED
AT THE REQUEST OF: ____________
DATE __________ TIME __________

COUNTY RECORDER

Exhibit B – Existing Conditions Survey

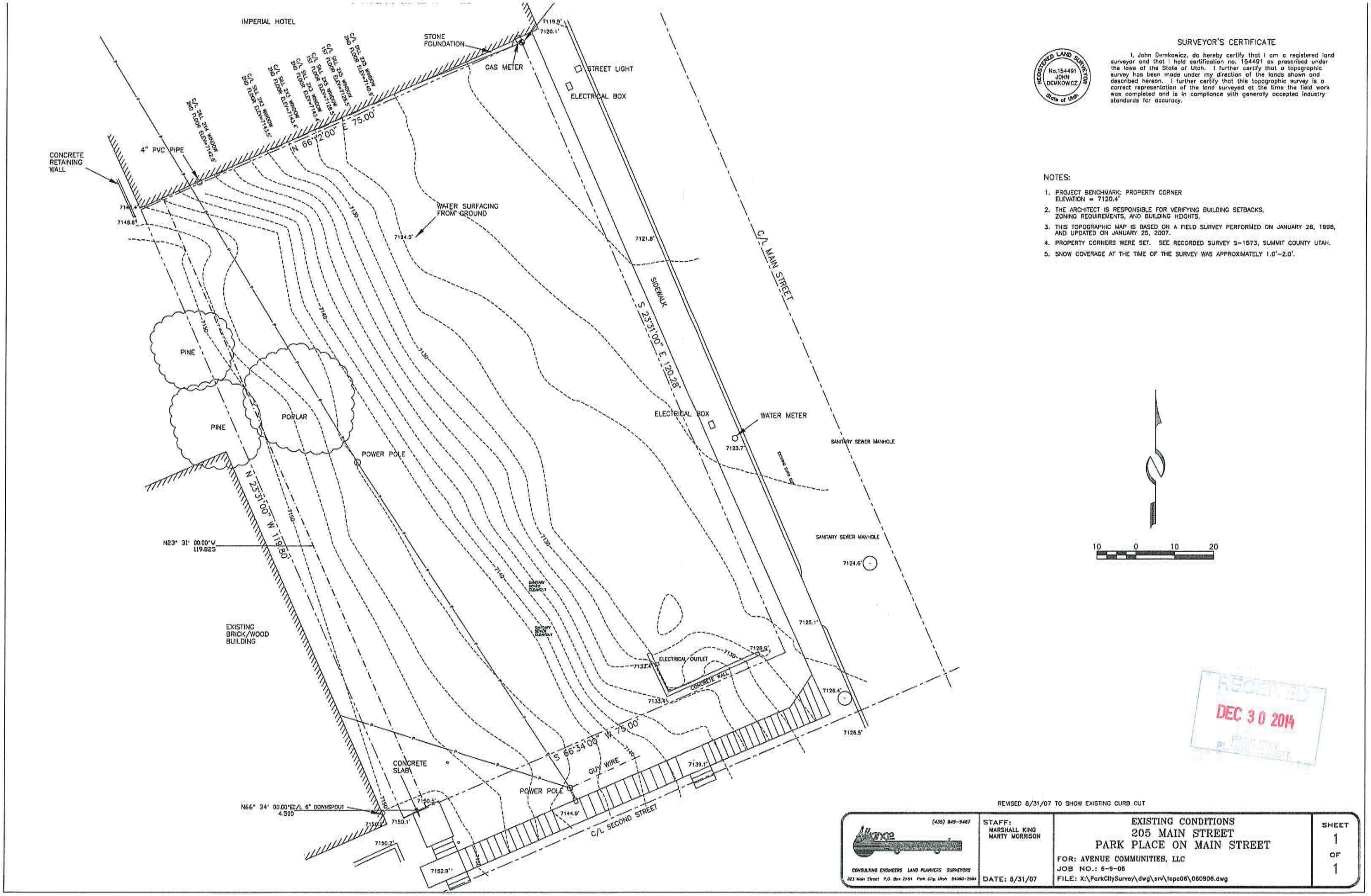


Exhibit C – Current Plat

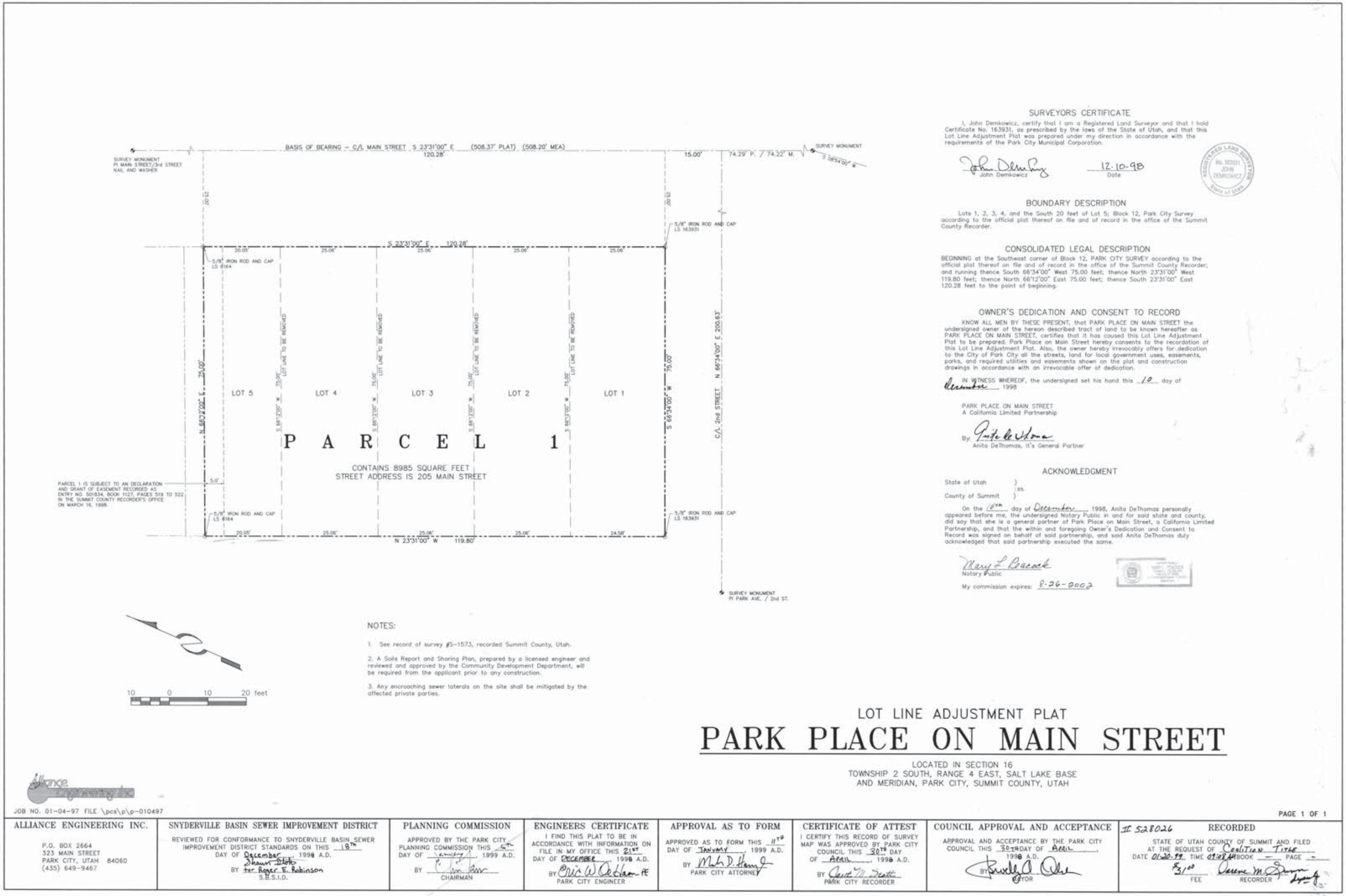


Exhibit D - Vicinity Map
205 Main Street

Exhibit E - Front Elevation Rendering

PARK CITY
1884

Building • Engineering • Planning

October 29, 2012

Craig Elliot
On behalf of 205 Main Street Group, LLC
P.O. Box 3419
Park City, Utah 84060

NOTICE OF PLANNING STAFF ADMINISTRATIVE ACTION

Project Address:	**205 Main Street, Parcel 1 Park Place on Main Street.**
Project Description:	**Proposed Six (6) Dwelling-Unit Residential Condominium.**
Date of Action:	**October 29, 2012**
Project Number:	**PL-12-01603**

Summary of Staff Action
Staff reviewed this project for compliance with the Historic District Design Guidelines, specifically with 1) Universal Guidelines for New Construction (#1 through #7) and 2) Specific Guideline: A1. Building Setbacks & Orientation, A.2 Lot Coverage, A.4 Site Grading & Steep Slope Issues, A.5 Landscaping, B.1 Mass, Scale & Height, B.2 Key Building Elements, and D. Off-Street Parking Areas. Staff found that as conditioned the proposed six unit residential dwelling will comply with applicable Guidelines. This letter serves as the final action letter and approval for the proposed design for 205 Main Street, as redlined subject to the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact
1. The property is located at 205 Main Street, more specifically Parcel 1 of the Park Place on Main Street Plat Amendment which originally consisted of five (5) full Old Town lots.
2. The parcel is approximately 9,148 square feet in size. The minimum lot size in the Historic Commercial Business (HBC) District is 1,250 square feet.
3. The property is located in the HCB District.
4. Multi-Unit dwellings are a permitted use in the HCB District.
5. This is a vacant parcel not identified on the City's Historic Sites Inventory and is not designed as a Historically Significant or Landmark Site.
6. Each of the six proposed units is labeled between A through F. Unit A is 3,037 square feet, Unit B is 2,989 square feet, Unit C is 3,092 square feet, Unit D is 3,025 square feet, and Unit F is 2,906 square feet.

7. The proposed building is a four (4) story structure with a parking garage at the main level and three (3) stories of residential above.
8. The maximum building height allowed in the HCB District is forty-five feet (45') feet measured from the natural grade. The proposed building is approximately thirteen feet (13') tall at the front-yard setback (property line) with a maximum height of forty-five feet (45') at the highest point from the natural grade and twenty-five feet (25') tall at the rear yard setback.
9. There are not front, rear or side-yard requirements in the HCB District, in essence allowing a "zero-lot-line" building.
10. The proposed building meets the minimum requirements of Section 15-2.6-5(A) and (B) – Maximum Building Volume and Height of the LMC.
11. The applicant is required to provide three parking spaces per dwelling unit. The plans only show two spaces per unit. Section 15-3-6(A) Parking Ration Requirements for Specific Land Use Categories – Residential Uses, requires three parking spaces for all residential dwellings (apartment or condominium) over 2,500 square feet. Section 15-2.6-9 Parking Regulations (in the HCB District) requires that the required off-street parking either be provided on-site, or that a fee established by the City be paid in lieu of the required parking and multiplied by the required spaces. In this case, the applicant can either provide the six (6) additional spaces within the garage or pay the required fee as calculated by the City.
12. The parking stalls within the garage do not appear to meet the minimum parking standards set forth in Section 15-3-3(F) Parking Space Dimensions, which requires that each stall have a minimum of nine-feet (9') in with by eighteen-feet (18') long. The back-up drive aisle must be twenty-four feet (24') wide between spaces. It appears that this area can be reconfigured to meet this code and will be a condition of approval.
13. The proposed building uses a mixture of exterior materials including three primary materials of brick, stone, and cement board. Other exterior materials include cut stone and stainless steel trim (see Exhibit "A").
14. Each unit has an exterior entrance onto Main Street as well as a separate entrance from the parking garage.
15. The proposed design complies with the Universal Guideline #1 for New Construction in that the proposed building uses simple building forms, unadorned materials, and restrained ornamentation.
16. The proposed building complies with Universal Guideline #2 for new construction because it does not directly imitate existing historic structures located on surrounding properties or within the Historic District.
17. The proposed building complies with Universal Guideline #3 due to the fact that the architecture of the proposed building is designed in a manner consistent with a contemporary interpretation of its chosen style and that the stylistic elements are not simply applied to the exterior. The building does not replicate a style that never appeared in Park City and does not radically conflict with the character of Park City's Historic Sites.
18. The proposed building complies with Universal Guideline #4 because the proposed building and site design respect the existing topography, character, and site defining features. There are a limited numbers of existing trees or vegetation on the site, and

cuts, fill, and retaining walls will not be visible to the public as the building will be constructed to follow the contour of the existing hillside.

19. The proposed building complies with Universal Guideline #5 as the proposed exterior elements of the building, including roofs, entrances, eaves, chimneys, porches, windows, doors, steps, retaining walls, garages, etc., are to be of human scale and are designed to be compatible with neighboring Historic Sites, including the adjacent Imperial Hotel and Grappa restaurant building.
20. The proposed building complies with Universal Guideline #6 because the scale and height of the proposed structure follows the predominant pattern of the neighborhood with special consideration given to Historic Sites, including the aforementioned buildings.
21. The proposed building complies with Universal Guideline #7 due to the fact that the size and mass of the structure will be compatible with the size of the property Lot coverage, building bulk, and mass are compatible with Historic Sites in the neighborhood, including most of the surrounding sites.
22. The proposed building complies with Universal Guideline #8 as the construction of said building will not physically damage nearby Historic Sites. The applicant will be required to submit a construction mitigation plan, including a plan to mitigate potential damage to surrounding buildings as part of the building permit submittals.
23. The proposed building complies with Specific Guideline A1. Building Setbacks & Orientation in that the location of the structure on the site is proposed in a manner that follows the predominant pattern of historic buildings along Main Street, maintaining traditional setbacks, orientation of entrances, and alignment along Main Street. The proposed building avoids a design that will cause snow shedding onto adjacent properties due to the fact that the building will have a flat roof.
24. The proposed building complies with Specific Guideline A2. Lot Coverage; in that the proposed coverage is in fact compatible with the surrounding Historic Sites. Most of the adjacent sites have lot coverage equal to 90-100%. The applicant is proposing a rear yard setback to provide for an open space area between the proposed building and the adjacent Jefferson House Condominium.
25. The proposed building complies with Specific Guideline A.4. Site Grading and Steep Slope Issues. The proposed building and site design respond to the natural contour of the property. The proposed structure steps down the hill to follow the existing contours slopes, and building scale is minimized in the rear-yard as the building is designed to limit/limiting the height to twenty-five feet (25') so as not to tower over the adjacent Jefferson House Condominiums. The building design minimizes cuts into the hillside, respect the sites natural slope. There is no fill proposed and the proposed retaining wall will be the rear of the building visible from only the interior of the parking garage. The proposed excavation will not exceed one-story in depth.
26. The proposed building complies with Specific Guideline A.5 Landscaping. The landscape plans propose planters in front and rear that will have water efficient drip irrigation with seasonal plant materials. Because the building is proposed to have a zero-lot setback in the front, there is no other landscaping proposed. The proposed landscape treatment adjacent to the sidewalk is part of a comprehensive, complementary and integrated design. Adjacent buildings provide no landscaping between Main Street and the buildings and, this proposal will offer visual relief between the street and the building. Rear landscaping will also be planters which will

be placed in the rear yard setback area and will include the planting of trees and shrubs between the proposed structure and the Jefferson House Condominium.

27. The proposed building complies with Specific Guideline A.6. Mass, Scale and Height. The building will have a mass that is visually compatible with the surrounding Historic Sites along Main Street. The proposed building will have articulation in the wall plane and roof heights for each unit to help diminish the visual impact of the overall building mass, form, and scale. The proposed variations in roof height and vertical element will break up the form, mass, and scale of the overall structure. The building is designed not to tower over the adjacent building to the rear, and a twenty-five foot (25') height and increased setback will allow for light and air into the adjacent building. The proposed structure is not stepped up the side of the hill to maintain a constant height or to appear as a building that "crawls" up the side of the hill. The proposed building is not significantly taller or shorter than surrounding historic buildings along Main Street. The proposed structure maintains a similar height as the adjacent Imperial Hotel and Grappa restaurant building. All windows, balconies and decks are oriented towards Main Street in order to respect the existing conditions of adjacent neighboring properties to the rear and sides. The primary façade of the proposed building is compatible with the width of surrounding historic buildings and the structure is set back significantly from the plane of the primary façade, not only for design consideration, but for functionality of the front porch as well.
28. The proposed building complies with Specific Guideline B.2 Key Building Features, including compliance with Roofs, Materials, Windows and Doors, Porches, Paint & Color, Mechanical and Utility Systems and Service Equipment. The proposed flat roof is compatible with a majority of roof forms in Old Town. Windows and doors are compatible with surrounding historic buildings and proportional to the scale and style of the building. The Porches have been incorporated into the initial construction of the building and are compatible with the building style, scale and proportion, Paint and Colors are opaque and there are no transparent painted surfaces proposed. Mechanical and Utility Systems and Service Equipment is proposed to be screened from public view, including roof-mounted equipment which shall be placed beyond the mid-point of the roof and not visible from any public right of way.
29. The proposed building complies with Specific Guideline D. Off Street Parking Areas. The structure includes an at-grade parking structure on the main floor that is completely enclosed and screened from public view. The applicant is required to provide three (3) parking spaces per unit, has shown a total of twelve (12) parking spaces on-site, and will be required to pay a fee in lieu of for the remaining six (6) spaces needed.
30. The application was received on August 28, 2012. On September 26, 2012, the application was taken to the Development Review Committee (DRC) for their review of the project. Although Historic District Design Reviews are not required to have a DRC review, the size and complexity of the project prompted Staff to have the item reviewed. DRC comments that resulted in conditions are included in the Conditions of Approval section of this Staff Report.
31. On September 26, 2012, the Planning Staff requested that the applicant submit a statement of compliance to Land Management Code Section 15-2.6-2(A)(2) and Section 15-15-1.248. Staff noted that the footnote in Section 15-2.6-2(A)(2) prohibits residential uses in storefront properties adjacent to Main Street. On September 27,

the applicant responded in writing to Staff's request for a statement of compliance. The response is attached hereto as Exhibit "B".

32. On September 29, 2012, the first mailing (fourteen day notice) was sent to all property owners within 100 feet based on the list of property owners provided by the applicant.
33. On October 16th, a ten-day notice was sent to all property owners within 100 feet based on the list of property owners provided by the applicant.
34. The final ten-day appeal period of this approval will expire on November 5, 2012.

Conclusion of Law

1. The proposal complies with the 2009 Park City Design Guidelines for Historic Districts and Historic Sites as conditioned.
2. The proposal complies with the Land Management Code requirements pursuant to the Historic Commercial Business (HCB) District (lot size, setbacks, etc.).
3. Multi-Unit Dwellings are an Allowed Use in the HCB District per Section 15-2.5-2(A)(2) of the LMC.
4. The proposed project complies with Section 15-2.6-2(A)(2) of the LMC that prohibits residential uses in "storefront properties" as the proposal does not create a storefront that meets the strict definition of "Storefront Property" as defined in Section 15-15-1.248 of the LMC.
5. The proposed building meets the applicable Historic District Design Guidelines for New Construction, as well as applicable Universal Design Guidelines.

Conditions of Approval

1. Receipt and approval of a Construction Mitigation Plan (CMP) by the Building Department is a condition precedent to the issuance of any building permit. The CMP shall consider and mitigate impacts to the existing adjacent structures (Jefferson House Condominiums, Imperial Hotel, and the Grappa restaurant building (et al), and existing infrastructure/streets from the construction. All anticipated road closures shall be described and permitted in advance by the Building Department.
2. Final building plans and construction details shall reflect substantial compliance with the drawings stamped in on August 28, 2012, redlined and approved by the Planning Department on October 29, 2012. Any changes, modifications, or deviations from the approved design shall be reviewed and approved by the Planning Director prior to construction. Any changes, modifications, or deviations from the approved design that have not been approved by the Planning and Building Departments may result in a stop work order.
3. The designer and/or applicant shall be responsible for coordinating the approved architectural drawings/documents with the approved construction drawings/documents. The overall aesthetics of the approved architectural drawings/documents shall take precedence. Any discrepancies found among these documents that would cause a change in appearance to the approved architectural drawings/documents shall be reviewed and approved prior to construction. Any changes, modifications, or deviations from the approved design that have not been approved by the Planning and Building Departments may result in a stop work order.
4. All standard conditions of approval shall apply (see attached).

5. If a building permit has not been obtained by September 24, 2013 this HDDR approval will expire, unless an extension is requested prior to the expiration date and granted by the Planning Department.
6. Any area disturbed during construction surrounding the proposed work shall be brought back to its original state prior to issuance of a Certificate of Occupancy.
7. Construction waste should be diverted from the landfill and recycled when possible.
8. Exterior lighting is not approved. Cut sheets and locations shall be submitted to the Planning Department for review and approval prior to installation. All exterior lighting shall meet Park City's lighting ordinance and be downward directed and shielded.
9. The City Engineer shall review and approval all appropriate grading, utility installation, public improvements, drainage plans, and flood plain issues, for compliance with City and Federal standards, and this is a condition precedent to building permit issuance.
10. All electrical service equipment and sub-panels as well as all mechanical equipment, except those owned and maintained by public utility companies, shall be painted to match the surrounding wall color or painted and screened to blend with the surrounding natural terrain. Roof mounted equipment shall be placed beyond the mid-point of the roof, and appropriately screened from public view with architecturally compatible materials to complement the building, and vents shall be painted to match the roof and/or adjacent wall color and shall be screened or integrated into the design of the structure.
11. Water Department – Street pressure is about 60 psi, the highest fixtures and fire sprinklers in that building will sit at about 35 – 40 psi static. The water system for the building shall be required to be design with these figures in mind.
12. Questar Gas – The natural gas line is on the east side of Main Street and at the time of building we will have to cut the asphalt road to install a service line to this new building. There will be costs incurred for this, and Questar will need city approval to cut the road. The applicant shall contact Jeff Hundley at 435-654-6186 or at Jeff.Hundley@questar.com prior to the connection of the gas line.
13. Snyderville Basin Water Reclamation District – Sewer service will have one master line. If future plans are to subdivide each unit, a separate sewer service would be required for each. The applicant may want to consider this up-front to avoid issues in the future.
14. Engineering – The property is located in the Soils Ordinance boundaries. All soil removed from the property will have to be properly disposed of at a hazardous waste facility that can accept contaminated soils.
15. Building Department – the conditions of approval for the previously approved project regarding window egress on the north side of the proposed building next to the Imperial Hotel shall apply. Specific language will be included in the final action letter.
16. Transportation - Only one curb cut will be allowed onto Main Street. The location of the existing curb cut is proposed to stay and is the preferred location.
17. A fee in lieu of on-site parking for six (6) additional parking spaces shall be required. Payment of the fee shall be required prior to the issuance of the building permit.
18. The parking garage lot layout shall be re-designed to meet the LMC requirements of Section 15-3-3(F) of the LMC.

19. Approval of this HDDR was noticed on October 26, 2012, and any approval is subject to a 10 day appeal period.

If you have any questions about this approval, please do not hesitate to contact me. I can be reached at (435) 615-5063, or via e-mail at mathew.evans@parkcity.org.

Sincerely,

Mathew W. Evans
Senior Planner

Attached - Standard Project Conditions

((

PARK CITY MUNICIPAL CORPORATION
STANDARD PROJECT CONDITIONS

1. The applicant is responsible for compliance with all conditions of approval.

2. The proposed project is approved as indicated on the final approved plans, except as modified by additional conditions imposed by the Planning Commission at the time of the hearing. The proposed project shall be in accordance with all adopted codes and ordinances; including, but not necessarily limited to: the Land Management Code (including Chapter 5, Architectural Review); International Building, Fire and related Codes (including ADA compliance); the Park City Design Standards, Construction Specifications, and Standard Drawings (including any required snow storage easements); and any other standards and regulations adopted by the City Engineer and all boards, commissions, agencies, and officials of the City of Park City.

3. A building permit shall be secured for any new construction or modifications to structures, including interior modifications, authorized by this permit.

4. All construction shall be completed according to the approved plans on which building permits are issued. Approved plans include all site improvements shown on the approved site plan. Site improvements shall include all roads, sidewalks, curbs, gutters, drains, drainage works, grading, walls, landscaping, lighting, planting, paving, paths, trails, public necessity signs (such as required stop signs), and similar improvements, as shown on the set of plans on which final approval and building permits are based.

5. All modifications to plans as specified by conditions of approval and all final design details, such as materials, colors, windows, doors, trim dimensions, and exterior lighting shall be submitted to and approved by the Planning Department, Planning Commission, or Historic Preservation Board prior to issuance of any building permits. Any modifications to approved plans after the issuance of a building permit must be specifically requested and approved by the Planning Department, Planning Commission and/or Historic Preservation Board in writing prior to execution.

6. Final grading, drainage, utility, erosion control and re-vegetation plans shall be reviewed and approved by the City Engineer prior to commencing construction. Limits of disturbance boundaries and fencing shall be reviewed and approved by the Planning, Building, and Engineering Departments. Limits of disturbance fencing shall be installed, inspected, and approved prior to building permit issuance.

7. An existing conditions survey identifying existing grade shall be conducted by the applicant and submitted to the Planning and Building Departments prior to issuance of a footing and foundation permit. This survey shall be used to assist the Planning Department in determining existing grade for measurement of building heights, as defined by the Land Management Code.

8. A Construction Mitigation Plan (CMP), submitted to and approved by the Planning, Building, and Engineering Departments, is required prior to any construction. A CMP shall address the following, including but not necessarily limited to: construction staging, phasing, storage of materials, circulation, parking, lights, signs, dust, noise, hours of operation, re-vegetation of disturbed areas, service and delivery, trash pick-up, re-use of construction materials, and disposal of excavated materials. Construction staging areas shall be clearly defined and placed so as to minimize site disturbance. The CMP shall include a landscape plan for re-vegetation of all areas disturbed during construction, including but not limited to: identification of existing vegetation and replacement of significant vegetation or trees removed during construction.

9. Any removal of existing building materials or features on historic buildings shall be approved and coordinated by the Planning Department according to the LMC, prior to removal.

10. The applicant and/or contractor shall field verify all existing conditions on historic buildings and match replacement elements and materials according to the approved plans. Any discrepancies found

between approved plans, replacement features and existing elements must be reported to the Planning Department for further direction, prior to construction.

11. Final landscape plans, when required, shall be reviewed and approved by the Planning Department prior to issuance of building permits. Landscaping shall be completely installed prior to occupancy, or an acceptable guarantee, in accordance with the Land Management Code, shall be posted in lieu thereof. A landscaping agreement or covenant may be required to ensure landscaping is maintained as per the approved plans.

12. All proposed public improvements, such as streets, curb and gutter, sidewalks, utilities, lighting, trails, etc. are subject to review and approval by the City Engineer in accordance with current Park City Design Standards, Construction Specifications and Standard Drawings. All improvements shall be installed or sufficient guarantees, as determined by the City Engineer, posted prior to occupancy.

13. The Snyderville Basin Water Reclamation District shall review and approve the sewer plans, prior to issuance of any building plans. A Line Extension Agreement with the Snyderville Basin Water Reclamation District shall be signed and executed prior to building permit issuance. Evidence of compliance with the District's fee requirements shall be presented at the time of building permit issuance.

14. The planning and infrastructure review and approval are transferable with the title to the underlying property so that an approved project may be conveyed or assigned by the applicant to others without losing the approval. The permit cannot be transferred off the site on which the approval was granted.

15. When applicable, access on state highways shall be reviewed and approved by the State Highway Permits Officer. This does not imply that project access locations can be changed without Planning Commission approval.

16. Vesting of all permits and approvals terminates upon the expiration of the approval as defined in the Land Management Code, or upon termination of the permit.

17. No signs, permanent or temporary, may be constructed on a site or building without a sign permit, approved by the Planning and Building Departments. All multi-tenant buildings require an approved Master Sign Plan prior to submitting individual sign permits.

18. All exterior lights must be in conformance with the applicable Lighting section of the Land Management Code. Prior to purchase and installation, it is recommended that exterior lights be reviewed by the Planning Department.

April 2007

PARK CITY 1884 PLANNING DEPARTMENT

Memorandum to City Council

Subject: 205 Main Street Plat
Author: Francisco J. Astorga, Senior Planner
Project Number: PL-14-02608
Date: May 28, 2014

During the April 23, 2015, City Council meeting, public comment was shared by a Park City resident regarding the City's approval of the use at 205 Main Street. This was referred to the Main Street "vertical zoning". This memo clarifies the actions taken regarding the approved use of this site.

The proposed Historic District Design Review of a multi-unit dwelling was approved by Mat Evans, Senior Planner, with the Planning Department on October 29, 2012. Prior to the approval, Senior Planner Evans sent the applicant representative a letter dated September 26, 2012, regarding internal development review comments to be addressed by the applicant which included a question regarding the *storefront property restriction*. See Memo Exhibit A – Development Review Letter.

Soon after the letter was sent, the requested response was submitted by the applicant's representative, Craig Elliott with Elliott WorkGroup Architecture, See Memo Exhibit B – Applicant Response in which Mr. Elliott stated that the project did not meet the definition of "storefront" based upon the LMC definition due to the project's setbacks. The letter also added that in the alternative the parking was not excluded from the storefront. The Senior Planner and Planning Director reviewed this explanation and approved the Historic District Design Review.

Regarding the review process, the application went through the appropriate process including the required Historic District Design Review public comment period administered by staff. A multi-unit dwelling is an allowed use in the zone, and when a use is listed as allowed, is does not require the approval by the Planning Commission or any other specific body. The appeal process for these determinations have passed.

Staff has been examining the language and is proposing amendments to the Land Management Code to clarify the definition of *storefront* to ensure the intent behind the provision is met. They have tentatively been noticed for the June 24, 2015 Planning Commission meeting.

<u>Exhibits</u>
Memo Exhibit A – Development Review Letter
Memo Exhibit B – Applicant Response Letter

PARK CITY 1884
PLANNING DEPARTMENT

September 26, 2012

Elliott Work Group
Attn: Craig Elliot
P.O. Box 3419
Park City, Utah 84060

Re: PL-12-01603 Historic District Design Review (HDDR) Approval Request for 205 Main Street – Development Review Committee (DRC) review of the proposed project.

Dear Mr. Elliot

Thank you for submitting your request for Historic District Design Review (HDDR) application for the six (6) unit residential building proposed to be located at 205 Main Street in our Historic Commercial Business (HCB) zone District. This letter is to inform you that Staff held an internal Development Review Committee (DRC) meeting on September 25, 2012 to discuss the proposed project.

The DRC is convened bi-monthly to review proposed development projects. Those in attendance at the DRC meeting include Planning Department Staff, the Transportation Planner, and representatives from the Attorney's office, the Building Department, the Water Department, Engineering Department, and members representing various utility companies.

At the aforementioned DRC meeting today, the members made the following comments that I thought you should be aware of. These comments will ultimately become conditions of approval for the Historic District Design Review of the 205 Main Street building. The comments include:

1. Water Department – Street pressure is about 60 psi, the highest fixtures and fire sprinklers in that building will sit at about 35 – 40 psi static. The applicant will be required to design their water system with these figures in mind.
2. Questar Gas – the natural gas line is on the east side of Main Street and at the time of building we will have to cut the asphalt road to install a service line to this new building. There will be costs incurred for this and we will need city approval to cut the road. The builder needs to be aware of this and they will need to contact Jeff Hundley at 435-654-6186 Jeff.Hundley@questar.com when they are ready to proceed.
3. Snyderville Basin Water Reclamation District – Sewer service will have one master line. If future plans are to subdivide each unit, a separate sewer service would be required for each. The applicant may want to consider this up-front to avoid issues in the future.

4. Engineering – the property is located in the Soils Ordinance boundaries. All soil removed from the property will have to be properly disposed of at a hazardous waste facility that can accept contaminated soils.
5. Building Department – the conditions of approval for the previously approved project regarding window egress on the north side of the proposed building next to the Imperial Hotel shall apply. Specific language will be included in the final action letter.
6. Transportation - Only one curb cut will be allowed onto Main Street. The location of the existing curb cut is proposed to stay and is the preferred location.

The DRC also recommends that you review the Park City Land Management Code Section 15-2.6-2(A)(2) and Section 15-15-1.248. As you are likely aware of the footnote in Section 15-2.6-2(A)(2) prohibits residential uses in storefront properties adjacent to Main Street. The issue here is that the garage is directly accessory to said residential use. Section 15-15-1.248 is the definition of a storefront property which states:

> **STOREFRONT PROPERTY**. A separately enclosed space or unit that has a window or entrance that fronts on a Public Street. For purposes of this provision, the term "fronts on a Public Street" shall mean a separately enclosed space or unit with:
>
> (1) A window and/or entrance within fifty lateral/horizontal feet (50') of the back, inside building edge, of the public sidewalk; and
> (2) A window and/or entrance that is not more than eight feet (8') above or below the grade of the adjacent Public Street.
>
> In the case of split-level, multi-level Buildings with only one primary entrance, only those fully enclosed spaces or units that directly front the Street as set forth above, shall be designated to be a "Storefront Property." The Planning Director or their designee shall have the final determination of applicability.

Please provide us with a written statement that describes how the ground floor level of your proposed development does not meet the strict definition of "storefront property" as listed above. The statement must be received by October 10, 2012, which is the end of the first review period for the HDDR.

If you have any questions regarding this letter or the HDDR process, please do not hesitate to contact me. I can be reached by phone at 435-615-5063 or via e-mail at mathew.evans@parkcity.org.

All the best

Mathew W. Evans
Senior Planner

elliott
workgroup
architecture

September 27, 2012

Mathew W. Evans
Senior Planner
Park City Municipal Corporation
445 Marsac Avenue
PO Box 1480
Park City, Utah

re: PL-12-01603 Historic District Design Review (HDDR) Approval Request for 205 Main Street

Mathew:

This letter is being provided, as requested in your letter dated September 26, 2012, to "describe how the ground floor level does not meet the strict definition of storefront property". In this document, excerpts from the Land Management Code are shown in *italics*.

A **Multi-Unit Dwelling**[1] is an allowed use in the HCB zone with the exception that it is classified with a superscript[1] and is thus [1]*Prohibited in* ***storefronts*** *adjacent to the* ***Main Street****, Heber Avenue, or Swede Alley Rights-of-Way.*

The proposed project does not propose any multi-unit dwelling use in the storefront area of the site. The following excerpt is from the definition section of the Land Management Code:

> *15-15-1.248 STOREFRONT PROPERTY.*
> *A separately enclosed space or unit that has a window or entrance that fronts on a Public Street. For purposes of this provision, the term "fronts on a Public Street" shall mean a separately enclosed space or unit with:*
>
> *(1) A window and/or entrance within fifty lateral/horizontal feet (50') of the back, inside building edge of the public sidewalk; and*
> *(2) A window and/or entrance that is not more than eight feet (8') above or below the grade of the adjacent Public Street.*
>
> *In the case of split level, multi-level Buildings with only one primary entrance, only those fully enclosed spaces or units that directly front the Street as set forth above, shall be designated to be a "Storefront Property." The Planning Director or their designee shall have the final determination of applicability.*

In order for a space to meet the definition of "Storefront Property" as defined in the Land Management Code, the facade of the building must meet both criteria **15-15-1.248 (1) and (2)** as specified in the Definitions section of the Land Management Code (shown above). The doors and windows to the residential units on the north end of the project are all within fifty feet of the inside building edge, but are located higher than eight feet above the grade of the adjacent street. Since the doors and windows do not meet both criteria, the areas on the north part of the project do not qualify as "Storefront Property".

The door and window on the south end of the proposed project qualifies for both criteria, but it does not meet the criteria in the following paragraph. This portion of the project meets the criteria of a *multi-level Building with only one primary entrance,* as it is a lobby which is a common circulation area that services two residential units above. Under this requirement, the entrance area is treated as a non-use and requires that the *fully enclosed spaces or units that directly front the Street* fall back to the criteria **15-15-1.248 (1) and (2)**. Again, the residential spaces meet only one of the criteria as they are all located more than eight feet above the adjacent grade of Main Street. As such, the areas do not qualify as "Storefront Property".

Additionally, this space is incidental to the residential use, is for access only, is public in nature and is consistent with access to upper level residential units found on the upper floors of most Main Street properties.

As for how the parking area is considered, technically, the area where the parking area is proposed does not qualify as storefront, but even if it was considered storefront, the code does not prohibit Parking from storefronts. It is not described with a superscript[1] in the HCB District of the Land Management Code.

In this case, no areas of the project are being proposed in areas that qualify as Storefront Property.

Please feel free to call with any questions.

Respectfully Submitted,

Craig Elliott, AIA

PARK CITY 1884

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Council consideration to ratify terms associated with a public easement for a pedestrian and bicycle pathway and related appurtenances between Park Avenue Condominiums (PAC) and Park City Municipal Corporation (PCMC) with a total compensation of Eighty Eight Thousand Dollars. This pathway will provide for safer pedestrian and bicyclist travel through the Park Avenue corridor roughly between Kearns/248 and the intersection of Park Avenue and Deer Valley Drive/Empire Avenue.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council
Staff Report

Author: Heinrich Deters
Subject: Park Avenue Walkability Improvements – Easement Approval
Date: May 28, 2015
Type of Item: Administrative - Award of Easement

Sustainability

Staff Recommendations:
Staff recommends Council ratify terms associated with a public easement for a pedestrian and bicycle pathway and related appurtenances between Park Avenue Condominiums and Park City Municipal Corporation with a total compensation of Eighty Eight Thousand Dollars. **($88,000).**

Executive Summary: Council consideration to ratify terms associated with a public easement for a pedestrian and bicycle pathway and related appurtenances between Park Avenue Condominiums (PAC) and Park City Municipal Corporation (PCMC) with a total compensation of Eighty Eight Thousand Dollars. This pathway will provide for safer pedestrian and bicyclist travel through the Park Avenue corridor roughly between Kearns/248 and the intersection of Park Avenue and Deer Valley Drive/Empire Avenue.

Acronyms in this Report:

UDOT	Utah Department of Transportation
PAC	Park Avenue Condominiums
PCMC	Park City Municipal Corporation

Background:
On May 22, 2008, City Council approved a recommended list of 36 walking and biking capital projects that would be funded through the $15M Walkability Bond.

In November 2012, PCMC invites PAC board member to sit on selection committee for the pathway design team which was created by Park City for the purpose of collaboratively designing the project. On December 13, 2012, Council awarded Design Workshop and Horrock's Engineering the Professional Service contract for the Phase I (west side pathway) of the Dans-Jans project. In March 2013, PCMC and design team present initial concept proposal/design to the PAC board.

For almost two years, staff and Council liaisons have been negotiating with the PAC Board regarding terms of an easement.

In March, 2015, PAC and PCMC come to an agreement on the terms and associated compensation package for the conveyance of an easement for a pedestrian and bicycle pathway and related appurtenances. (Exhibit A)

Analysis:

After long standing negotiations, the City agreed to pay Park Avenue Condominium Eighty Three Thousand and 00/100 Dollars ($83,000) for the perpetual easement and Five Thousand and 00/100 Dollars ($5,000.00) for the construction access and staging license. As part of the agreement, the City agrees to the following:

1. The City assumes all maintenance associated with the public improvements included in the easement area.
2. The City agrees to repair any Park Avenue Condominium landscaping damaged during the construction of the easement. Additionally, the City agrees to not damage the mature pine trees on the south end of the project.
3. Park Avenue reserves the right to make any use of the Easement so long as any such use does not interfere with the non-exclusive rights granted to the City.
4. The City agrees to construct a split rail type fence on the north end of the Park Avenue Property to discourage public bicycle and pedestrian traffic from the Easement to Captain Molly Drive. Park Avenue agrees to maintain and assume all responsibility and liability for the fence.
5. The City agrees to place stop signs for pedestrian and bicycle traffic on the Pathway at the Lame Dog intersection.

Department Review:
This report was reviewed by representatives of Sustainability, Legal, and the City Manager's Office.

Alternatives:

A. **Approve the request, and ratify the terms associated with Park Avenue Condominiums for a pedestrian and bicycle pathway and related appurtenances. (staff recommendation)**
B. Modify the request: Council could choose to modify the easement, which would delay the project.
C. Deny the request: Council could choose to not approve the easement terms.
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 as continuance.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Accessibility during peak seasonal times + Safe community that is walkable and bike-able + Internationally recognized & respected brand		+ Community gathering spaces and places	+ Well-maintained assets and infrastructure
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive		Very Positive	Positive

Comments:

Funding Source:

Funding for the Walkability project comes from the 2013A Walkability General Obligation Bonds, which were issued in August 2013 in the amount of $7,170,000. The WALC project number 1," Dans-Jans Improvements," has a placeholder of $4,000,000.

Staff Recommendations:

Staff recommends Council ratify terms associated with a public easement for a pedestrian and bicycle pathway and related appurtenances between Park Avenue Condominiums and Park City Municipal Corporation with a total compensation of Eighty Eight Thousand Dollars. **($88,000).**

Exhibit A- Pedestrian and Bicycle Pathway Easement

CONVEYANCE OF EASEMENT FOR A PEDESTRIAN AND BICYCLE PATHWAY AND RELATED APPURTENANCES

This GRANT OF EASEMENT FOR A PEDESTRIAN AND BICYCLE PATHWAY AND RELATED APPURTENANCES (this "Grant of Easement") is made and entered into as of the ___ day of _________________ 2015 (the "Effective Date"), by and between PARK AVENUE CONDOMINIUM ASSOCIATION, a Utah non-profit corporation ("Park Avenue" or "Grantor"), and PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation

(“City” or ”PCMC” or “Grantee”). Park Avenue and the City are also referred to herein individually as a “Party” and, collectively, as the “Parties.”

The following Exhibits are attached to and are incorporated into this Agreement by this reference:

Exhibit A: Depiction of Pathway and Appurtenances
Exhibit B: Perpetual Easement with Legal Description
Exhibit C: Temporary Construction License Area

RECITALS

WHEREAS, the Park Avenue Condominiums (PAC) are located at 1705 Captain Molly Drive, Park City, UT; and

WHEREAS, Park Avenue is a condominium association and is represented by a home owners executive board (the “Board”) which is authorized to grant a perpetual easement over the Park Avenue Property;

WHEREAS, the City desires to construct and maintain a public, multi-use, pedestrian and bicycle pathway (‘Pathway’) consistent with improvements noted in PCMC’s Walkability Projects list which has been adopted by the City Council of Park City; and

WHEREAS, the City desires to improve the safety and user experience of pedestrian and bicycle infrastructure of Park City, Utah consistent with national standards and the goals of the Park City Trails Master Plan and 2007 Walkability Study;

WHEREAS, the City Council of Park City has adopted the 2008 Walkability Project List and the City desires to implement the list’s project number one (1); and

WHEREAS, consistent with the requirements set forth in the Park City Land Management Code Title 15 Chapter 2.20, Frontage Protection Zone, the City desires to preserve its entry corridors and provide improvements consistent with pedestrian and bicycle uses while also limiting the construction of additional structures.

WHEREAS, PCMC has located a route for the Pathway on the PCMC golf course immediately east of the PAC; and

WHEREAS, the PAC Home Owners Executive Board has expressed concerns about the impacts PAC owners could experience as a result of PCMC locating the Pathway on the PCMC golf course adjacent to the PAC property; and

WHEREAS, to accommodate Park Avenue’s concerns the City agrees to construct the Pathway along the east side of PAC, and the City acknowledges that locating the Pathway along the east side of PAC meets the objectives of the Park City Trails Master Plan and 2007 Walkability Study and the 2008 Walkability Project List;

WHEREAS, PCMC, in cooperation with Park Avenue, now desires to construct the (“Pathway”) and related appurtenances (“Appurtenances”) partially within PAC property, which Appurtenances shall include landscaping, retaining walls and improvements to the existing transit stop area as more clearly identified in **Exhibit A**; and

WHEREAS, PAC hereby agrees in this Grant to convey to PCMC a perpetual easement on PAC property for the maintenance and repair of the Pathway and Appurtenances depicted in **Exhibit B.**

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the sufficiency of which is hereby acknowledge, the Parties agree as follows:

1. Grant of Easement. Subject to the terms and conditions of this Agreement, Park Avenue hereby grants to the City a perpetual non-exclusive easement (the “Easement”) for the purpose of maintaining and repairing the Pathway.

2. Temporary Construction License. In addition to the Easement, Park Avenue has granted to the City concurrently herewith a license to access PAC property to facilitate the construction of the Pathway and Appurtenances located within and adjacent to the Easement (the “License,” a copy of which is attached hereto as **Exhibit C**).

3. Financial Consideration. The City agrees to pay to Park Avenue, concurrently herewith the execution of this Agreement by the City, Eighty Three Thousand and 00/100 Dollars ($83,000) for the Easement and Five Thousand and 00/100 Dollars ($5,000.00) for the License.

4. The City shall exercise due care in maintaining and repairing the Easement and shall, at the City's cost and expense, regularly inspect, maintain (including, but not limited to, irrigation, snow removal, sweeping, and litter removal), and repair the Pathway and Easement. The City shall exercise reasonable care in its use of the Easement (inclusive of the retaining walls and landscaping constructed by the City), including, without limitation, the City's construction, maintenance, and repair standards for pathways, sidewalks, and rights of way subject to reasonably necessary or appropriate safety or security measures in connection with the use of the Easement by the City and the public. Park Avenue reserves the right to make any use of the Easement so long as any such use does not interfere with the non-exclusive rights which are herein granted to the City.

5. Landscaping Improvements. The City agrees to provide all landscaping as depicted in Exhibit A. Any Landscaping that occurs on the Park Avenue Property, outside of the Easement, whether completely or partially, shall first be approved in writing by Park

Avenue, which approval shall not be unreasonably withheld, conditioned, or delayed. The City shall warrant from any defect said landscaping for a period of two (2) years from the date of completion. Notwithstanding anything to the contrary contained in this Grant, the City shall not impact or alter the mature evergreen landscaping on the southernmost aspect of the PAC property.

6. Additional Improvements. The City agrees to construct a split rail type fence on the north end of the Park Avenue Property to discourage public bicycle and pedestrian traffic from the Easement to Captain Molly Drive. Such fence shall be located in a location approved by Park Avenue, which approval shall not be unreasonably withheld, conditioned, or delayed. After completion of such fence, Park Avenue agrees to maintain and assume all responsibility and liability for the fence. The City also agrees to place stop signs for pedestrian and bicycle traffic on the Pathway at the Lame Dog intersection.

7. Limitations; Indemnification; and Related Matters. The City agrees to defend, protect, indemnify, and hold harmless Park Avenue and its affiliates, trustees, directors, officers, employees, members, associates, owners (including all members of the condominium association) from and against all claims or demands, including any action or proceedings brought thereon, and all costs, losses, expenses, and liability of any kind relating thereto, including reasonable attorneys' fees and costs of suit, arising out of or resulting from any failure of the City to perform its duties or obligations under this Grant of Easement with respect to the use of the Easement; provided, however, the foregoing obligation shall not apply to claims or demands to the extent based on the negligence or willful misconduct of Park Avenue.

8. No Representation or Warranties. Except as expressly set forth in this Grant, Park Avenue makes no representations or warranties, express or implied, with respect to the Easement, and the City shall accept and use the property underlying the Easement in its present condition, "AS IS" and "WHERE IS" and with all faults and, further, the City shall bear all risks associated with this Grant, and the use and condition, of the Easement.

9. Environmental Issues. The City assumes all responsibility for costs associated with the handling of contaminated soils in the Easement as part of the maintenance and repair of the Pathway and waives all present and future claims against Park Avenue for such costs.

10. Notices. All notices, consents, approvals, or other instruments required or permitted to be given by either Party pursuant to this Agreement shall be in writing and given by (a) hand delivery, (b) electronic mail or facsimile (confirmed), (c) express overnight delivery service, or (d) certified mail, return receipt requested; and shall be deemed to have been delivered upon (i) receipt, if hand delivered, (ii) transmission, if delivered by facsimile or electronic mail, (iii) the next business day, if delivered by express overnight delivery service, or (iv) the third business day following the day of deposit of such notice with the United States Postal Service, if sent by certified mail, return receipt requested. Notices shall be provided to the City as follows: Park City Municipal Corporation, Attn: Legal Department; P.O. Box 1480, Park City, Utah 84060, and to Park Avenue as follows: Park Avenue Condominium Association, 1705 Captain Molly Drive, Park City, UT or to such

other address or such other person as either Party may from time to time hereafter specify to the other Party in a notice delivered in the manner provided above.

11. Miscellaneous.

a. No Waiver; Severability. The failure of any Party to insist upon strict performance of any of the terms, covenants, conditions, or agreements contained in this Agreement shall not be deemed a waiver of any rights or remedies that such Party may have, and shall not be deemed a waiver of any subsequent breach or default in any of the terms, covenants, conditions, or agreements contained in this Agreement. Invalidation of any one of the covenants or restrictions set forth in this Agreement by judgment or court order shall in no way affect all other provisions, which shall remain in full force and effect.

b. Counterparts; Successors and Assigns; Recitals and Exhibits. This Agreement may be executed in counterparts, all of which taken together shall constitute one agreement, binding upon and inuring to the benefit of the Parties and their respective successors and assigns. All recitals and exhibits referred to herein and attached hereto are incorporated herein by this reference.

c. Authority. Each Party hereto represents and warrants that it has the right, power, legal capacity, authority, and means to enter into and perform this Agreement, that the undersigned signatory has been duly authorized to execute and deliver this Agreement, and that, to the best of each Party's knowledge, the same will not contravene or result in the violation of any agreement, law, rule, or regulation to which any such Party may be subject.

d. Entire Agreement; Interpretation; Recordation; Modifications; Not a Public Dedication. This Agreement contains the entire agreement between the Parties and supersedes all prior agreements, oral or written, with respect to the subject matter hereof. The provisions of this Agreement shall be construed as a whole and not strictly for or against any Party; and further, may not be modified except with the written consent of Park Avenue and the City. Except as otherwise stated herein, nothing contained in this Agreement shall be deemed to be a gift or dedication of all or any portion of the Easement Area to the general public whatsoever, and this Agreement shall be strictly limited to and for the purposes expressed herein and shall be non-transferable by the City.

e. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Utah.

f. Waiver of Jury Trial. EACH PARTY TO THIS AGREEMENT IRREVOCABLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO DEMAND

THAT ANY ACTION, PROCEEDING OR COUNTERCLAIM ARISING OUT OF OR IN ANYWAY RELATED TO THIS AGREEMENT OR THE RELATIONSHIPS OF THE PARTIES HERETO BE TRIED BY JURY. THIS WAIVER EXTENDS TO ANY AND ALL RIGHTS TO DEMAND A TRIAL BY JURY ARISING UNDER COMMON LAW OR ANY APPLICABLE STATUTE, LAW, RULE OR REGULATION. FURTHER, EACH PARTY HERETO ACKNOWLEDGES THAT IT IS KNOWINGLY AND VOLUNTARILY WAIVING ITS RIGHT TO DEMAND TRIAL BY JURY.

g. Attorneys' Fees. If any legal action or other proceeding is brought to enforce this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing Party shall be entitled to recover its reasonable attorneys' fees, and any other fees and costs incurred in the action or proceeding, including appeals, in addition to any other relief to which such Party may be entitled.

h. No Joint Venture; Construction; No Third Party Rights; Survival. The provisions of this Agreement are not intended to create, nor shall they be in any way interpreted or construed to create, a joint venture, partnership, or any similar relationship between or among the Parties. The provisions of this Agreement shall be construed as a whole and not strictly for or against any Party. Except as expressly set forth in this Agreement, this Agreement does not otherwise create any rights in any third party. The indemnifications and other provisions of this Agreement, which by their nature are intended to survive the termination of this Agreement, shall survive the termination of this Agreement.

i. Further Actions. In a commercially reasonable manner, Park Avenue agrees to cooperate with the City in obtaining all planning permits and other required approvals to construct the Pathway and Appurtenances. In no manner does the foregoing sentence obligate Park Avenue in obtaining such permits or approvals on behalf of the City.

[*Signature Pages to Follow*]

IN WITNESS WHEREOF, the undersigned of have caused the above agreement to be executed this ___ day of ________________________ 2015.

PARK AVENUE CONDOMINIUM ASSOCIATION, a Utah non-profit corporation

____
By:____
Its:
____

PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation

____
By:____
Its:
____

ACKNOWLEDGMENT OF PARK AVENUE

STATE OF __________________________)
: ss.
COUNTY OF _______________________)

On this ______ day _________________________________ 2015, before me personally appeared ____, to me personally known to be the _____________________ of Park Avenue Condominium Association, the corporation that executed the within instrument, known to me to be the persons who executed the within instrument on behalf of said corporation therein named, and acknowledged to me that such corporation executed the within instrument pursuant to its by-laws or a resolution of its board of directors.

____
Notary Public

ACKNOWLEDGMENT OF THE CITY

STATE OF ___________________________)
: ss.
COUNTY OF ________________________)

On this ______ day ___________________________________ 2015, before me personally appeared ____, to me personally known to be the ______________________ of Park City Municipal Corporation, the corporation that executed the within instrument, known to me to be the persons who executed the within instrument on behalf of said corporation therein named, and acknowledged to me that such corporation executed the within instrument pursuant to its by-laws or a resolution of its board of directors.

____
Notary Public

DATE: May 28, 2015

TO HONORABLE MAYOR AND COUNCIL

Review the Master Festival License Application, conduct a public hearing, and approve the License for the Library Grand Opening on Saturday, June 13 from 10:00 a.m. to 5:00 p.m.

Respectfully:

Jason Glidden, Economic Development Program Manager

PARK CITY
1884

City Council Staff Report

Subject: Park City Library Grand Opening
Author: Jenny Diersen, Special Events Coordinator
Department: Sustainability - Special Events
Date: Thursday, May 28, 2015
Type of Item: Administrative – Master Festival License

Summary Recommendations:
Review the Master Festival License Application, conduct a public hearing, and approve the License for the Library Grand Opening on Saturday, June 13, 2015 from 10:00 a.m. to 5:00 p.m.

Topic/Description:
Request approval for Master Festival License for the Park City Library's Grand Opening on Saturday, June 13 from 10:00 a.m. to 5:00 p.m.

Acronyms:
Acronyms are not included in this report.

Background:
The Applicant, Adriane Herrick Juarez, Executive Director of the Park City Library, applied for the Master Festival License on Monday, May 11, 2015. The Park City Library would like to hold this event as a celebration which will include a variety of activities throughout the day as well as a Book Brigade.

Similarly, as the Library was moved from the Marsac Building to the Miner's Hospital in 1982, the Library staff, with help from the Library Board and Friends of the Library and community, will create a line of 300 – 500 volunteers to help move a small collection of 127 books from their current location at the Miner's Hospital Building to the new Park City Library Building. Why 127 books? – The number of books represents the number of years the Park City Library has been open. After the Book Brigade, a Ribbon Cutting Ceremony will be held followed by a day filled with activities both inside and outside of the building for the entire community to participate in.

The "Book Brigade" 1982 ~ Courtesy of Park City Historical Society & Museum

Analysis:
The applicant, Adrian Juarez, Park City Library Director, has requested to host the event, Park City Library Grand Opening Celebration on Saturday, June 13, 2015 from 10:00 a.m. to 5:00 p.m.

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. Park City Library Grand Opening 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 13, 2015	**Library Grand Opening**	**City Park, Park Avenue, Park City Library**	**10:00 – 5:00 p.m.**	**1,500**
June 11 – 13	**PC Ski Town Lacrosse Tournament**	**Various Field Locations throughout Park City & Summit Co.**	**8:00 a.m. – 6:00 p.m.**	**5,000 over 3 days**
June 13	**RUN Events**	**Quinn's Junction – Round Valley Trail System**	**8:00 a.m. – 12:00 p.m.**	**400**
June 13	**Tiny Tri**	**PCMARC & Park Meadows**	**8:00 – 12:00 p.m.**	**100**

Volunteers
It is estimated that this event will need an estimate of 300 to 500 volunteers to be successful. The event organizers have begun requesting volunteers through a Public Service Announcement (PSA) on KPCW and an article in the *Park Record*. They continue to include outreach to community members through social media and personal outreach. The event organizer has considered that there may be a large community interest and is planning for those contingencies.
Time of Event
Volunteer staging will being at the Miners Hospital beginning at 10:00 a.m. Books will be passed in line from 11:30 – 12:00 p.m., which will create the necessity of road closure on Park Avenue at that time. Staff will work with the event organizer to ensure management and facilitation of the road closure if additional time is required. (See Parking Availability & Accessibility below). At 12:00 p.m., a Ribbon Cutting Ceremony will take place, followed by various activities during the day until 5:00 p.m. Please see Exhibit C.
Attendees:
In working with various departments, staff believes there will be an attendance of 1,500 people during the day. This is a community and family event.
Parking Availability & Accessibility
Parking will be available at the current Park City Library Building, as well as around Miner's Hospital Building, City Park, Park Avenue and the Skate Park. The organizer will ask volunteers and patrons to take City Transit, carpool or walk to the event. Those who choose to drive may park at the spaces as available. The organizer is currently working on seeking additional parking off-site.
Street Closures
Staff is recommending a street closure for 45 minutes on Park Avenue during the passing of books. This estimated time of street closure is from 11:00 a.m. – 12:00 p.m. on Saturday, June 13, 2015.

- Intersection of Park Avenue at 13th to 12th Street:
  Traffic will be diverted around the back to Miners Hospital and continued onto Park Avenue from 11:00 to 12:00 p.m.

- Sullivan Road:
  There will be barricades placed on the right side of the Miner's Hospital Building on the street to allow a small section of volunteers to cross the street to the Miner's Building safely. Staff and volunteers will be encouraged to park in this location first to effectively utilize parking in the area. A Police Officer will be placed at the entrance to City Park and will encourage those who enter after 11:00 a.m. to head to the North End of City Park for parking or to go to a satellite location for parking.
- Park City Library & Mawhinney Parking Lot:
  Vehicles in the lot will only be able to exit the lot by exiting on 12th Street to head South on Park Avenue. An officer will be placed at 12th Street to allow traffic to continue moving behind Miners Hospital to 13th Street and continue on Park Avenue. An officer will also be placed at 13th Street. Barricades will be placed at the entrance of the Park City Library to prevent entering or exiting the Park City Library Parking lot during this time.

<u>Police Department</u>
The Special Events Team has requested three (3) Park City Police Officers at the event to help with the closures of streets, direction of traffic and safety of participants and passersby.

<u>Transit</u>
Park City Transit will reroute all Park City Busses during the partial closure of Park Avenue. Special Events will notify the Transit Department as soon as streets have reopened to allow for normal flow of public transportation. The closure is only expected for 45 minutes from 11:15 a.m. to 12:00 p.m.

<u>Weather</u>
This event will be held rain or shine. In the event that rain, wind or other bad weather occurs, this event will proceed. In addition, Park City Library is working on collecting bags for the books in case of wet weather conditions as they are moved from one location to another.

<u>Publicity</u>
The City, Staff, Library Board and Friends of the Library are working on publicity for the event. This includes PSAs and radio, newspaper, social media and word of mouth/personal outreach. Outreach efforts include both volunteer recruitment and inviting the public to attend the event.

Department Review:
The application for the Park City Library Grand Opening was reviewed by all applicable departments and their comments have been incorporated into this report.

Alternatives:

A. Approve the request:
Approve the Master Festival License allowing the Park City Library Grand Opening as described. This is staff's recommendation.

B. Deny the request:
Deny the Master Festival License, preventing the Library Grand Opening event as planned.

C. Continue the Item:
Council may continue the discussion in order to receive additional information.

D. Modify:
The City Council may modify the approval of this application.

E. Do Nothing:
Do nothing the Master Festival License would not be approved, preventing the event from happening as presented.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Balance between tourism and local quality of life	(+/-) (Select Desired Outcome)	+ Preserved and celebrated history; protected National Historic District	+ Ease of access to desired information for citizens and visitors
	+ Accessible and world-class recreational facilities, parks and programs	(+/-) (Select Desired Outcome)	+ Community gathering spaces and places	+ Well-maintained assets and infrastructure
	+ Varied and extensive event offerings	(+/-) (Select Desired Outcome)	~ Part-time residents that invest and engage in the community	+ Engaged and informed citizenry
	+ Multi-seasonal destination for recreational opportunities	(+/-) (Select Desired Outcome)	+ Entire population utilizes community amenities	(+/-) (Select Desired Outcome)
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	+ Diverse population (racially, socially, economically, geographically, etc.)	(+/-) (Select Desired Outcome)
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)
	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)	(+/-) (Select Desired Outcome)
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive	(Select from List)	Very Positive	Very Positive
Comments:				

Funding Source:
The costs incurred from this event will come from the General Fund.

Consequences of not taking the recommended action:
If no action for the Park City Library Grand Opening were completed, the event would not be able to take place on the proposed date.

Recommendation:
Staff recommends City Council conduct a public hearing and approve a Master Festival License for the Park City Library Grand Opening on Saturday, June 13, 2015, according to the Findings of Fact, Conclusions of Law, and Conditions of Approval contained herein.

<u>Findings of Fact</u>:

1. The Park City Library Grand Opening will be held Saturday, June 13, 2015, from 10:00 a.m. – 5:00 p.m.

2. Organizer has been working with staff to create a parking management and road closure plan. The Book Brigade will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area.
3. The event 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 Book Brigade will begin at the Miners Hospital Building and end at the Park City Library Building. Park Avenue will be closed from 13th to 12th Street. Detour routes have been established so that the normal flow of public traffic can continue in the Park Avenue/Old Town areas. 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. 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.
6. Other Event Licenses have been issued for Saturday, June 13, 2015 but do not 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 13, 2015	**Library Grand Opening**	**City Park, Park Avenue, Park City Library**	**10:00 – 5:00 p.m.**	**1,500**
June 11 – 13	**PC Ski Town Lacrosse Tournament**	**Various Field Locations throughout Park City & Summit Co.**	**8:00 a.m. – 6:00 p.m.**	**5,000 over 3 days**
June 13	**RUN Events**	**Quinn's Junction – Round Valley Trail System**	**8:00 a.m. – 12:00 p.m.**	**400**
June 13	**Tiny Tri**	**PCMARC & Park Meadows**	**8:00 – 12:00 p.m.**	**100**

7. The applicant has been working with 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 Chapter 4-8-4 of the Park City Municipal Code, Master Festival License Application Procedure.

<u>Conclusions of Law</u>:
1. The application meets the requirements set forth in the Park City Municipal Code, Title 4, Chapter 8.

<u>Conditions of Approval</u>:
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. All operational plans will have final approval from Staff which includes notice to Park Avenue residents and businesses in the event area.
3. The Applicant is responsible for a Street Closure and Pedestrian Management Plan in a form approved by the Park City Municipal Event Coordinator and Chief of Police.
4. All Summit County and State permit approvals required for this event shall be secured by Friday,

June 12, 2015 and copies submitted to Park City Municipal.

5. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting by Monday, June 8th, 2015 or sooner.
6. 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.

<u>Attachments</u>

Exhibit A –Application for Master Festival License Park City Library Grand Opening
Exhibit B – Route/Site Map for Traffic & Book Brigade
Exhibit C – Park City Library Grand Opening Events & Timeline
Exhibit D – Park City Library Grand Opening Activity List
Exhibit E – Park City Library Grand Opening Synopsis

PARK CITY 1884

Submit Print

Park City Municipal Corporation

Master Festival & Special Event Application

Special Events
435.615.5150
specialevents@parkcity.org

Complete applications for Master Festival Licenses are due no later than 90 days prior to an event. **Complete** applications for Special Events are due no later than 60 days before an event. Incomplete applications cannot be reviewed. Applications submitted after the timeframe described above may be denied for approval. To view a list of items needed for complete applications, visit the Applications & Planning page under the Special Events tab at www.parkcity.org.

APPLICATIONS DO NOT CONSTITUTE AS A VALID PERMIT UNTIL APPROVED BY THE SPECIAL EVENTS DEPARTMENT

APPLICATION FEES

All new/ first time applications require a $160.00, non-refundable application processing fee. All applications for annual/returning events require an $80.00, 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 TYPE INFORMATION

MASTER FESTIVAL CRITERIA	☒ 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 or transportation system	☐ Use of off –site parking facility	☒ Use of Amplified Music in or adjacent to a residential neighborhood

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 in conjunction with public impacts	☒ Necessitates the use of city personnel

EVENT TYPE

Street Fair/Festival	Run - Walk	Parade	Trail Event **Additional regulations required; see Special Event Planning Guide for details or visit www.parkcity.org**	Concert	Road Bike Event
☐	☒	☐		☐	☐

Other Type of Event (Please Specify):

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME: (FIRST, LAST) Adriane Herrick Juarez — TITLE/POSITION: Park City Library Director

STREET ADDRESS: 1354 Park Avenue — CITY, STATE, ZIP CODE: Park City, UT 84060

MAILING ADDRESS: (If different from above) — CITY, STATE, ZIP CODE:

TELEPHONE (WORK): 435-615-5605 — MOBILE PHONE: 385-414-1019 — WEBSITE:

EMAIL ADDRESS: adriane.juarez@parkcity.org — SOCIAL MEDIA:

BUSINESS OR ORGANIZATION: Park City Municipal Corporation — Is organization a registered non-profit? ☒ Yes ☐ No (If yes, please provide copy IRS paperwork)

ONSITE CONTACT: Stuart Ashe — MOBILE PHONE: 801-244-2311

NAME OF EVENT: Library Grand Opening Celebration

☒ FIRST TIME EVENT — ☐ ANNUAL EVENT (How many years?) ________ — Will a fee be charged for attendance or participation? ☐ Yes ☒ No

Overall Event Description (Briefly explain event and activities. This may be included in your operational plan or on a separate piece of paper):

EVENT DATES AND TIMES
EVENTS WITH ATTENDANCE GREATER THAN 500 REQUIRE A SUMMIT COUNTY MASS GATHERING PERMIT

EVENT DATE(S): June 13, 2015 — EVENT HOURS - START TIME: 10:00 — END TIME: 17:00

SET-UP DATE/S: June 12 — TIME/S: 13:00 - 18:00 — BREAKDOWN DATE/S: June 14 — TIME/S: 08:00 - 13:00

ESTIMATED ATTENDANCE - PARTICIPANTS: 400 — SPECTATORS: 750 — TOTAL: 1150

EVENT LOCATION(S): PLEASE LIST SPECIFIC TRAILS, FIELDS, STREETS, PARKS, BUSINESS OR BUILDINGS
Miners Hospital, Sullivan Road, Library Field, The Library

Special Events
435.615.5150
specialevents@parkcity.org

OPERATIONAL - PART B

WASTE MANAGEMENT & RECYCLING

The Park City Municipal Corporation encourages sustainable efforts in Waste Management including the recycling of as much event waste as possible. Please refer to the Park City Event Planning Guide for a list of local recyclers to find out how they may assist you.

All applications must include a waste management plan that includes pre and post event details

FOOD AND MERCHANDISE SALES

Will there be sale of Merchandise? YES ☐ NO ☒ | Will there be sale of or complimentary food? YES ☒ NO ☐

Describe Items for sale :

Hot Dogs, Pop Corn, Cotton Candy, Soft Drinks, Ice Cream

Will food items be pre–packaged? YES ☒ NO ☐

Will food items be cooked at event? YES ☐ NO ☒

Will food items be prepared off site? YES ☒ NO ☐

All individual vendors must obtain a Park City Business License & Summit County Temporary Food Service Permit
If cooking onsite a permit may be required for use of appliances

Will there be beer, wine, and/or liquor sales during the event? YES ☐ NO ☒

The Park City Finance Department requires application for a Beer & Liquor License.

The Utah Dept. of Alcoholic Beverage Control (UDABC) may require application for a Single Event Liquor License or other state permit.

TEMPORARY SIGNS

Will there be Temporary signs at the event? YES ☒ NO ☐ | If yes, attach sign plan describing sign content, sizes and locations

ANIMALS AT EVENT

Will there be animals at the event? YES ☐ NO ☒ | If yes, attach plan to address nuisances or health hazards associated with the animals.

COMMUNICATIONS NEEDS

Will there be installation of antenna for communications? YES ☐ NO ☒ | If yes, attach site plan and specifications of antenna.

SAFETY – SECURITY

An Operational Plan is required for all events outlining : Security and Crowd Control specifics, Fire District and Access Information, First Aid & EMT requirements **(Refer to Park City Special Event Planning Guide for more information)**

Does your event require Law Enforcement services beyond routine periodic patrol? YES ☒ NO ☐

Upon review the Park City Police Department may require additional on-site personnel for event approval

MARKETING OF EVENT

Proper marketing your event is vital to its success. Please contact the Park City Chamber Bureau (www.parkcityinfo.com) as a resource

Who is the target market for this event?
The Park City Community

Where is the target market for this event? Local ☒ Regional ☐ National ☐ International ☐

Will this event be televised? YES ☐ NO ☒ | Local ☐ Regional ☐ National ☐ International ☐
Describe coverage:

Please list print advertisements including newspapers and magazines:
Will be in the Park City Record

Social Media Links:

Please list range of marketing budget | < $100 ☐ | $100 - $500 ☐ | $500 - $1000 ☒ | > $1000 ☐

Refer to Park City Special Event Planning Guide for answers to the most frequently asked event related questions

PARK CITY 1884

Park City Municipal Corporation

Master Festival & Special Event Application

Special Events
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APPLICATION INFORMATION

INSURANCE REQUIRMENTS
INSURANCE MUST BE RECIEVED AT LEAST 10 DAYS PRIOR TO EVENT

Park City Municipal Corporation requires proof of liability insurance in the minimum amount of two million dollars ($2,000,000) per occurrence, four million dollars ($4,000,000) aggregate. The applicant shall name Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured.

RULES AND REGULATIONS

To insure prompt and accurate processing of your application, ensure that ALL support materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes.

COMPLETE APPLICATIONS

A complete application must include an event site plan that includes, but may not be limited to the following: street closures, signs, operational vehicles, barricades, tents and other temporary structures, activity locations, bleachers, portable and fixed toilets, water stations, event headquarters, solid waste & recycle containers, entrances/exits, walkways, fire lanes, event route, security / crowd control personnel, power sources, cooking facilities, etc. Complete applications must also include the appropriate application fee, operations plan and timeline, parking and transit plan, road closure plan and schedule, safety and emergency plan, weather date and weather contingency plan, emergency plan, communication plan, route and trails map and/or parks and fields use schedule, volunteer and staff plan and schedule, residential and community notification and mitigation plan, permission letters from private land or property owners, sign and banner plans as well as trash, waste and recycling plan.

WE WELCOME YOUR INQUIRES - PLEASE CONTACT US AT SPECIALEVENTS@PARKCITY.ORG

Applicants are welcome to request a meeting to discuss the event prior to submitting applications.

EVENT COSTS

The Applicant shall assume and reimburse the city for any and all costs and expenses determined by Park City Municipal Corporation such as City's staff's time if required at event, additional garbage or waste in city receptacles, providing, erecting or moving equipment such as barricades, directional or event signs, garbage and waste receptacles. Park City Municipal Corporation may require a deposit that shall not exceed one thousand dollars ($ 1,000.00) to cover such expenses. Events may incur costs from other departments or agencies.

AGREEMENT AND SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed)	Adriane Herrick Juarez		
Signature:	Adriane Herrick Juarez	**Date:**	5/11/15

Refer to www.parkcity.org and click on the Applications & Planning page to access the Special Event Planning Guide for answers to the most frequently asked event related questions.

Contact Information:
Tommy Youngblood, Special Events Coordinator & Filming Permits 435.615.5187 tommy.youngblood@parkcity.org
Jenny Diersen, Special Events Coordinator & Facility Rental 435.615.5188 jenny.diersen@parkcity.org
Website: www.parkcity.org – click Special Events under the Living Here tab

Complete Application Check List

We encourage you to contact us prior to submitting an application.
*Items marked with this symbol may not be required for all events.

- ☐ Completed Application
- ☐ Application Fee – with accounting code
- ☐ Site Map with details as described above (google earth suggested)
- ☐ Road Closure Plan and Schedule*
- ☐ Fields / Parks Use Plan and Schedule*
- ☐ Parking and Transit Plan
- ☐ Emergency Plan
- ☐ Sign and Banner Plans*
- ☐ Public / Community Outreach Plan
- ☐ Volunteer / Staff Plan and Schedule
- ☐ Certificate of Insurance
- ☐ Letters of Permission from Private Land or Property Owners
- ☐ Route and Trails Map*
- ☐ Operations Plan and Timeline
- ☐ Safety Plan – Police, EMS, Fire, Private Security
- ☐ Weather Date and Weather Contingency Plan
- ☐ Trash, Waste & Recycle Plan
- ☐ Bicycle Storage Security Plan*

Complete applications for Master Festival Licenses are due no later than 90 days prior to an event. Complete applications for Special Events are due no later than 60 days before an event. All events, including first year or reoccurring, are not permitted until approved by the Special Events Staff and/or City Council.

Police Officers

Transit Re-Route

Vehicular Traffic Detour

Book Brigade Route

PCMC Library Grand Opening Celebration

Schedule of Events & TimeLine

<u>Friday June 12</u>	**<u>Set Up</u>**
1:00 – 5:00	Set up Stage and Canopy for Ribbon Cutting Drop off Rental Tables & Chairs at the Library Drop off traffic flow devices at Sullivan Road for Brigade
<u>Saturday June 13</u>	**<u>Library Public Grand Opening</u>**
10:30	Book Brigade Volunteer Checking & Line-Up
11:30 a.m.	Book Brigade Start at Miners Hospital Food & Beverage Concessions Begin at Library Field
12:00 p.m.	Book Brigade Finish at Library Patio Ribbon Cutting Ceremony Begins
12:30 p.m.	Ribbon Cutting Ceremony Ends Library Doors Open to the Public Kids Fun Zone Opens
1:00 p.m.	Library Self-Guided Tours and Activities Start Entertainment on the Patio Begins
5:00 p.m.	Library Tours and Activities End Entertainment on the Patio End Food & Beverage Concessions End Kids Fun Zone Closes
6:00 p.m.	Library Doors Close
<u>Saturday June 13</u>	**<u>Tear Down</u>**
1:00pm – 2:00	Remove traffic flow devices at Sullivan Road
6:00pm to 8:00pm	Remove Stage and Canopy for Ribbon Cutting Pick up Rental Tables & Chairs from the Library

Park City Library Grand Opening

Activity List

Location	Area/Room	Activity
Miners Hospital		
	Porch	Book Brigade Start
Patio		
	Stage/Riser	Book Brigade Finish
		Ribbon Cutting Ceremony
		Music
	Lawn	Kids Zone
		Food & Beverage Concessions
First Floor		
	Front Entry	Coffee Sales
	Children's Area	Story Time
		Visiting the Mountain
	Teen/Youth	Snow/Skateboard Walls
		Gaming Consoles
	Digital Media Lab	Green Screen
		Sound Booth
		3D Printing Display
		3D Printing Pens
	Music Room	Music Collection
	F.O.T. Library	Promotion
	All Over	Scavenger Hunt / Passport
		Wi-Fi Promotion Signage
Second Floor		
	Adult Reading Rm.	
	Non-Fiction Rm.	
	Study Rooms	
Third Floor		
	Santy Auditorium	P.C. Film Series – Sundance Shorts
	Pre-School Co-op	Exhibit

Park City Library Grand Opening Celebration

June 13, 2015

The "Book Brigade" 1982 ~ Courtesy of Park City Historical Society & Museum

The Library Grand Opening

A community event intended to celebrate our historic past while introducing to the community all of the twenty first century resources available in the newly refurbished library.

On Saturday June 13th the Park City Library will re-open in the historic Carl Winters building after a twelve month, 9.3 million dollar renovation.

The Park City Municipal Corporation will commemorate this achievement by inviting the community to participate first in a re-enactment of the 1982 Book Brigade followed by a Ribbon Cutting Ceremony on the patio of the new library.

After the ribbon cutting ceremony the public will be invited inside to explore the facility and experience all of the fantastic resources available for use in the new library; even check out a book if they like.

In addition to all of the fun inside of the building, there will be music, concessions and a Kids Fun Zone outside on the lawn.

The Historic Book Brigade

In 1982 the Park City Library books needed to be moved from the Marsac Building to Miners Hospital. The community pitched in creating a line of people young and old stretching from Marsac to Miners handing the books person to person in "Bucket Brigade" fashion to re-locate the books.

Now the Park City Library books are being relocated from their temporary home at Miners Hospital to the shiny new stacks in the Carl Winters building.

In an ode to that 1982 Book Brigade, the final 127 books (one book for each year the library has been open) will be moved in similar fashion from Miners to Carl Winters.

The day will start with 400 volunteers winding their way from Miners Hospital along Sullivan Road past the Skate Park, crossing Park Avenue, and finishing at the brand new patio of the Library where the Mayor will accept the final books then begin the Ribbon Cutting Ceremony.

The Day's Activities Will Include:

- Historic Book Brigade
- Ribbon Cutting Ceremony
- Outdoors Kids Zone
- Outdoors Concessions
- Outdoors Music
- Children's Story Time
- "Visiting the Mountain"
- Snowboard/Skateboard Walls
- Digital Media Lab
- Gaming Consoles
- Green Screen
- Sound Booth
- 3D Printing Display
- 3D Printing Pens
- Music Room
- Scavenger Hunt
- 1Gig Wi-Fi Promotion
- F.O.L. Exhibit
- P.C. Film Series
- P.C. Pre-School Co-Op
- Promotional Give-a Ways