



***Notice of Electronic Meeting- Council Members Andy Beerman and Nann Worel may participate in some or all of the meeting, including Closed and Work Sessions, by teleconference.**

**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
December 21, 2017**

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, December 21, 2017.

CLOSED SESSION

2:30 p.m. To Discuss Property, Personnel and Litigation

WORK SESSION

3:45 p.m. Council Questions and Comments

4:00 p.m. – Joint Discussion with Planning Commission Members – Sweeney Properties Master Plan: Creole Gulch and Town Lift Mid-Station Sites — PL-08-00370 **PAGE 5**

- Preliminary Site Suitability, Height, Mitigation and Access Considerations for Project Alternatives
- City Council/Commission Questions and Comments
- Public Input

REGULAR MEETING

6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Staff Communications Report:

- Western Summit County Project Master Agreement Update **PAGE 6**

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

IV. CONSENT AGENDA

1. Request to Approve the Following Special Event Temporary Alcoholic Beverage License Applications for Operation During the 2018 Sundance Film Festival **PAGE 10**

Applicant Name	Location Address
To Be Approved	
Park City Film Council	436 Main Street
Park City Film Studios (wk 1)	4001 Kearns Blvd
Park City Film Studios (wk 2)	4001 Kearns Blvd
ASCAP Music Café (wk 1)	751 Main Street
ASCAP Music Café (wk 2)	751 Main Street
iTunes Movie House (wk 1)	657 Park Avenue
iTunes Movie House (wk 2)	657 Park Avenue
Canon Creative Studio	592 Main Street
Sundance Institute (week 1)	573 Main Street (3 rd Floor)
Sundance Institute (week 2)	573 Main Street (3 rd Floor)
Previously Approved	
Utah Film Commission/Park City Film Series	625 Main Street
Egyptian Theater	328 Main Street
Egyptian Theater	328 Main Street
Egyptian Theater	328 Main Street
Top Shelf Services/IMDB	570 Main Street
Top Shelf Services/New Frontier (wk 1)	1401 Kearns Blvd.
Top Shelf Services/New Frontier (wk 2)	1401 Kearns Blvd
Top Shelf Services/ Acura (wk 1)	475 Swede Alley
Top Shelf Services/ Acura (wk 2)	475 Swede Alley
Top Shelf Services/ Dell	528 Main Street
Top Shelf Services/ ASCAP (wk 1)	573 Main Street
Top Shelf Services/ ASCAP (wk 2)	573 Main Street
Precious Entertainment	738 Main Street
Sundance Institute (week 1)	1895 Sidewinder
Sundance Institute (week 2)	1895 Sidewinder
Alfwear /dba Kuhl	333 Main Street
Brilliant Consulting/Stella Lounge	364 Main Street
Brilliant Consulting/Grey Goose Blue Door	449 Main Street
Brilliant Consulting/Chase Sapphire	573 Main Street
Sundance Institue/The Shop (week 1)	1167 Woodside Avenue
Sundance Institue/The Shop (week 2)	1167 Woodside Avenue
Utah Film Commission/Park City Film Series	625 Main Street
Egyptian Theater	328 Main Street
Egyptian Theater	328 Main Street
Egyptian Theater	328 Main Street
Top Shelf Services/IMDB	570 Main Street
Top Shelf Services/New Frontier (wk 1)	1401 Kearns Blvd.

Top Shelf Services/New Frontier (wk 2)	1401 Kearns Blvd.
Top Shelf Services/ Acura (wk 1)	475 Swede Alley
Top Shelf Services/ Acura (wk 2)	475 Swede Alley
Top Shelf Services/ Dell	528 Main Street
Top Shelf Services/ ASCAP (wk 1)	573 Main Street
Top Shelf Services/ ASCAP (wk 2)	573 Main Street
Precious Entertainment	738 Main Street
Sundance Institute (week 1)	1895 Sidewinder
Sundance Institute (week 2)	1895 Sidewinder
Alfwear /dba Kuhl	333 Main Street
Brilliant Consulting/Stella Lounge	364 Main Street
Brilliant Consulting/Grey Goose Blue Door	449 Main Street
Brilliant Consulting/Chase Sapphire	573 Main Street
Sundance Institue/The Shop (week 1)	1167 Woodside Avenue
Sundance Institue/The Shop (week 2)	1167 Woodside Avenue

2. Consideration to Authorize the City Manager to Enter into a Licensing, Support, and Hosting Services Agreement with Automatic Data Processing (ADP), in an Amount Up to \$8,995.70 Per Month, or Up to \$107,948.40 Annually for Five Years, to Purchase a Personnel Management Software Solution, in a Form Approved by the City Attorney

V. NEW BUSINESS

1. Consideration to Elevate Social Equity from a Top Priority to a Critical Priority

(A) Public Input

2. Consideration to Approve the Following Type 2 Convention Sales License (CSL) Applications for Operation During the 2018 Sundance Film Festival and Consideration to Hold a Special Meeting between January 16 and 18, 2018 for Approval of Any Late Type 2 CSL Applications

Applicant Name	Location Address
To Be Approved	
Carl Zeiss	625 Main Street (Downstairs)
MACRO	625 Main Street (Downstairs)
Previously Approved	
Slamdance	255 Main Street
Movie Media Group/Beyond Cinema	305 Main Street
Montana Film Office	305 Main Street
Arizona Film Office	305 Main Street
Savannah Film Office	305 Main Street
Oklahoma Music & Film Office	305 Main Street

Miami Dade Cultural Office	305 Main Street
Maine Film Office	305 Main Street
Texas Film Office	305 Main Street
Idaho Filmmakers Coalition	305 Main Street
Buffalo, NY Film Production	305 Main Street
New York Magazine/The Vulture Spot	591 Main Street
Calii Love Inc.	900 Main Street
NVE Inc	692 Main Street
The Hollywood Reporter	692 Main Street
Precious Entertainment	738 Main Street
RAADD-Recording Artists Against Drunk Driving	738 Main Street
The Sunshine Company	540 Main Street
A & E Networks	540 Main Street
PMC-IndieWire	625 Main Street
Deadline Studio/Lucy Stepp	900 Main Street
Screen Vision	900 Main Street

(A) Public Hearing (B) Action

3. Consideration to Approve the Lyft Operations Plan for the 2018 Sundance Film Festival

(A) Public Hearing (B) Action

4. Consideration to Authorize the City Manager to Enter into a Contract, in a Form Approved by the City Attorney's Office, with Lake|Flato Architects for the Arts & Culture District Mixed-Use Development Project Architecture and Engineering Design Services Contract Award of Task 1 Services through Schematic Design in an Amount Not to Exceed \$907,000.00, Including Reimbursable Expenses

(A) Public Input (B) Action

5. Consideration to Rename the Historic Preservation Award

(A) Public Input (B) Action

6. Appreciation for the Leadership and Service of Outgoing Elected Officials

VII. ADJOURNMENT

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

Posted: See: www.parkcity.org



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

Planning staff and the applicant will provide an update and seek input on preliminary site suitability, height, mitigation, and access considerations for project alternatives. The Planning Commission will have conducted a similar work session the day before and commissioners are invited to provide updates to the Council directly. However, a majority of planning commissioners may not be available due to prior holiday travel plans. Staff will also present an updated review schedule for the project alternative.

Respectfully:

Michelle Kellogg, City Recorder



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff is providing Council an update on the Western Summit County Project Master Agreement (Master Agreement) 10-Year Projections of Excess Capacity, Surplus Water, and Demand (Exhibit D) prior to submitting the update to Weber Basin Water Conservancy District (WBWCD).

This update reports no additional water needed for Park City for the next five years, with the potential of surplus water in years 6-10. As a result Park City will not need to commit to a water contract at this time.

Unless Council would like to discuss these updates further in a future Work Session, staff will submit Exhibit D to WBWCD by December 31, 2018. Should Council want to delay this submittal, please let staff know as soon as possible so staff can notify WBWCD accordingly.

Respectfully:

Holly Lopez, Executive Assistant



City Council Staff Report

Subject: Western Summit County Project Master Agreement Update
Author: Clint McAfee, Director
Department: Public Utilities
Date: December 21, 2017
Type of Item: Council Update

Summary Recommendation

Staff is providing Council an update on the Western Summit County Project Master Agreement (Master Agreement) 10-Year Projections of Excess Capacity, Surplus Water, and Demand (Exhibit D) prior to submitting the update to Weber Basin Water Conservancy District (WBWCD).

This update reports no additional water needed for Park City for the next five years, with the potential of surplus water in years 6-10. As a result Park City will not need to commit to a water contract at this time, similar to the past four annual submittals.

Unless Council would like to discuss these updates further in a future Work Session, staff will submit Exhibit D to WBWCD by December 31, 2017. Should Council want to delay this submittal, please let staff know as soon as possible so staff can notify WBWCD accordingly.

Acronyms

WBWCD Weber Basin Water Conservancy District

Background

Based on several studies by the U.S. Bureau of Reclamation and other entities, the existing water supplies in the Synderville Basin are not sufficient to meet the water needs of the area in the future.

In June of 2013, Council authorized the City Manager to enter into the Western Summit County Project Master Agreement (Master Agreement) between the following parties:

- Weber Basin Water Conservancy District (WBWCD)
- Park City Water Service District
- Mountain Regional Water Special Service District
- Summit Water Distribution Company
- Snyderville Basin Water Reclamation District
- Trilogy Limited
- Leon H. Saunders
- Summit County

The Master Agreement is the result of an effort between these parties, led by WBWCD, to define how much water is needed by each party, when it is needed, infrastructure

required to move water to the needed areas, and the financing of the infrastructure and water.

Recommendation

As required by Section 2.1 (b) of the Master Agreement, staff is providing updated rolling 10-Year Projections of Excess Capacity, Surplus Water and Demand (Exhibit D) to Weber Basin that does not show a need for additional water supply or the availability of surplus water in the next five years. **As a result, Park City will not need to commit to a water sales or water supply contract at this time, similar to the past four annual submittals.**

Due to conservation and infrastructure upgrades, staff is showing a potential surplus in the 6 to 10 year portion of the 10-Year Projection.

Exhibit D of the Master Agreement is attached. **Unless Council would like to discuss Exhibit D further in a future Work Session staff will send Exhibit D to WBWCD by December 31, 2017. Please let staff know as soon as possible if Council would like to delay this submittal to WBWCD so staff can notify WBWCD accordingly.**

Attachments

Exhibit D: Excess Capacity, Surplus Water, and Demand Schedule
Park City Water Service District

EXHIBIT D

Excess Capacity, Surplus Water and Demand Schedule

Park City Water Service District

Rolling Year Calendar Year	Binding Commitments					Non-Binding Projections				
	1 2018	2 2019	3 2020	4 2021	5 2022	6 2023	7 2024	8 2025	9 2026	10 2027
Excess Capacity										
Peaking Factor*	0	0	0	0	0	0	0	0	0	0
Surplus Water										
Raw Water	0	0	0	0	0	0	0	0	0	0
Point of Delivery Charge	NA									
Finished Water (gpm)	0	0	0	0	0	1000	1000	1000	1000	1000
Point of Delivery Charge	Quinns									
	NA									
Demand										
Raw Water										
Annual Volume										
Peak Day (gpm)	0	0	0	0	0	0	0	0	0	0
Capacity Needs										
Point of Delivery										
Finished Water										
Annual Volume										
Peak Day Demand	0	0	0	0	0	0	0	0	0	0
Capacity Needs										
Point of Delivery	NA									



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

The attached Attachment A lists all License applicants to date pending approval. These applicants have completed all requirements for application, including insurance requirements and paid the applicable license fee. Staff is requesting approval of the attached applicants to serve alcoholic beverages during the 2018 Festival.

Respectfully:

Beth Bynan, Business License Specialist



City Council Staff Report

Subject: Local Consent for Special Event Temporary Alcoholic Beverage Licenses during the 2018 Sundance Film Festival
Author: Beth Bynan, Business License Specialist
Department: Finance
Date: December 21, 2017
Type of Item: Consent

Summary Recommendation

Staff is requesting Council approval of the Special Event Temporary Alcoholic Beverage License (License) applications listed in Attachment A for operation during the 2018 Sundance Film Festival (Festival).

Executive Summary

The attached Attachment A lists all License applicants to date pending approval. These applicants have completed all requirements for application, including insurance requirements and paid the applicable license fee. Staff is requesting approval of the attached applicants to serve alcoholic beverages during the 2018 Festival.

Acronyms

City – Park City Municipal Corporation
DABC - Utah Department of Alcoholic Beverage Control
HPCA- Historic Park City Alliance
License – Special Event Temporary Alcoholic Beverage License
Festival – Sundance Film Festival
MFL – Master Festival License
SE – Special Events

Background

On June 6, 2013, [Minutes](#) Council passed amendments to the requirement for a License during the time period of the Festival. The code requires City Council approval of all applications. The final deadline for DABC approval prior to the Festival will be on January 5, 2018. However, there are instances in which the Park City Municipal (City) requires a License and the DABC does not (i.e. private parties). As stated in Municipal Code 4-6-2-(B)(1), all Single Event Temporary Liquor permits applications for the dates during the Sundance Film Festival are required to obtain Council approval no later than the last regularly scheduled meeting in the month of December.

Under City Municipal Code 4-6-2(A)(2) Council may choose to hold an emergency meeting to hear no more than twelve (12) applications for late approval.

All applications must be complete and submitted no later than the first Friday in January (January 5, 2018) to be heard no later than the second Thursday in January (January 11, 2018). For late liquor applications City Council may choose to hold an emergency

meeting. **If** an emergency meeting is held, no more than the first twelve complete applications to be submitted will be heard. A higher fee, pursuant to the fee schedule, may be required due to the expedited nature of the emergency meeting.

Condition of Approval:

In order to maintain life safety standards, staff recommends that security personnel (at a ratio of 1 security officer per 50 occupants) be required for all Single Event Temporary Alcoholic Beverage Licenses, for nightclubs, bars and similar uses. Staff recommends that this security be included as a condition of approval for these identified sites as highlighted on EXHIBIT A. Staff included this condition of approval information in the 2017 Rules of the Road document to encourage compliance and reduce last minute surprises for event organizers/applicants. The Fire Marshall will monitor the security plan implementation occupancy ratios ensuring compliance life safety.

This condition of approval was implemented for the first implemented during the 2017 Festival and successfully added another layer of safety to each venue. Sites approved through the Special Event process are separately regulated; security is addressed during that application process.

Vibrancy:

During the November 9, 2017 work session vibrancy on Main Street was discussed in the context of temporary conversions and allowance of a License. It is staff's determination that all Storefront Properties within the HRC and HCB Districts meet the definition of Vibrant and no License application will be denied based on vibrancy.

Alternatives for City Council to Consider

1. Recommended Alternative: Approve the Single Event Liquor Permit locations listed in Exhibit A

Pros

- a. The applicants will be able to serve liquor at their permitted locations.

Cons

- a. There are no anticipated negative impacts associated with approving the locations on Exhibit A.

2. Null Alternative: If Council does nothing and does not grant approval, the applicants will not be permitted to serve liquor at the specified locations.

Pros: There are no perceived positive impacts from doing nothing.

Cons: The applicants will not be able to serve liquor at their locations during the 2018 Sundance Film Festival.

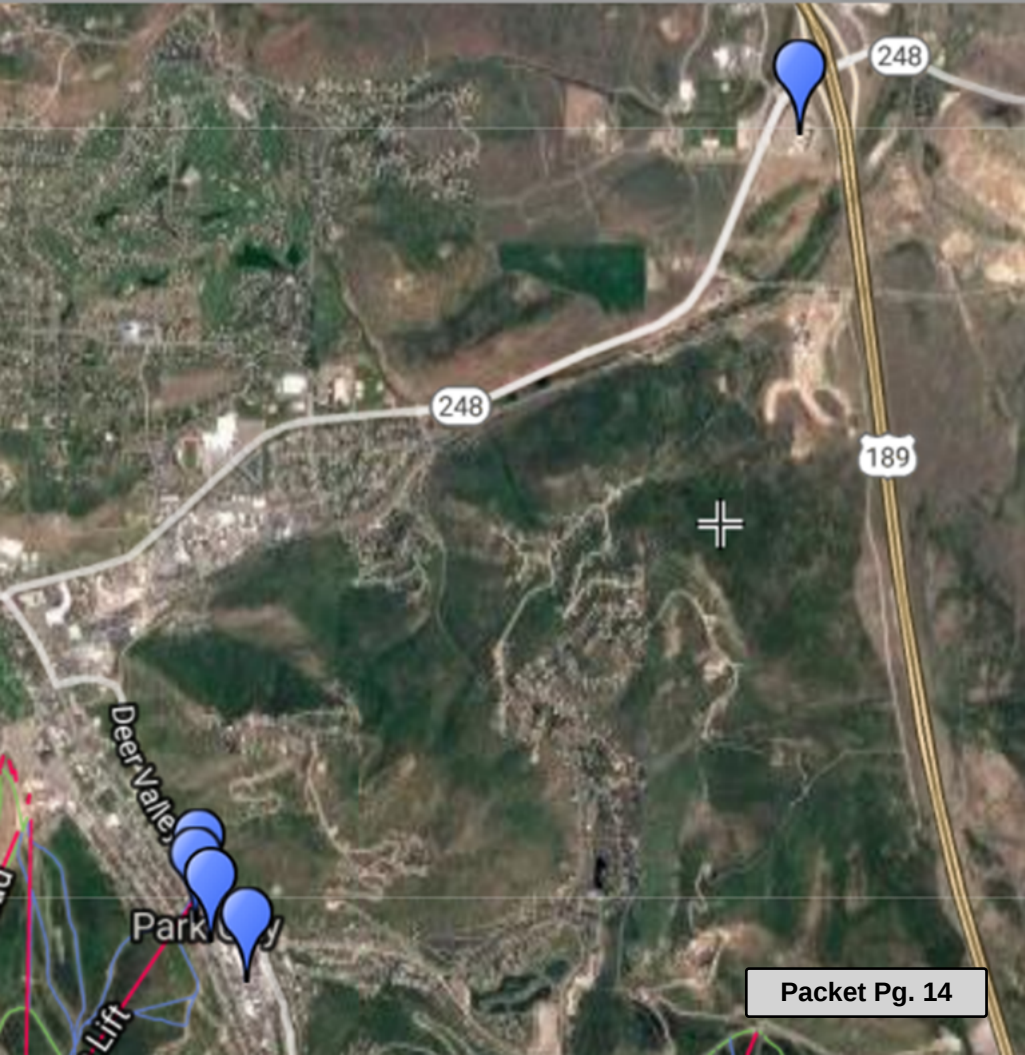
Department Review

Finance, Special Events, Building, Sustainability, Legal, Executive

Attachments

Exhibit A- List of locations / Exhibit B- Map of Locations

	Applicant Name	Location Address	Regular Tenant	Storefront Property
	To Be Approved			
1	Park City Film Council	436 Main Street	Gallery Mar	yes
2	Park City Film Studios (wk 1)	4001 Kearns Blvd	PC Film Studios	no
3	Park City Film Studios (wk 2)	4001 Kearns Blvd	PC Film Studios	no
4	ASCAP Music Café (wk 1)	751 Main	Rich Haines Gallery	yes
5	ASCAP Music Café (wk 2)	751 Main	Rich Haines Gallery	yes
6	iTunes Movie House (wk 1)	657 Park Ave		yes
7	iTunes Movie House (wk 2)	657 Park Ave		yes
8	Canon Creatve Studio	592 Main	Habit	yes
9	Sundance Institute (wk 1)	573 Main (3rd floor)	Top Mark Industries	no
10	Sundance Institute (wk 2)	573 Main (3rd floor)	Top Mark Industries	no
	Previously Approved			
1	Utah Film Commission/Park City Film Series	625 Main	Sotheby's	yes
2	Egyptian Theater	328 Main	Egyptian	Yes
3	Egyptian Theater	328 Main	Egyptian	Yes
4	Egyptian Theater	328 Main	Egyptian	Yes
5	Top Shelf Services/IMDB	570 Main	Mer D'Or	Yes
6	Top Shelf Services/New Frontier (wk 1)	1401 Kearns	Kimball Art Center	No
7	Top Shelf Services/New Frontier (wk 2)	1401 Kearns	Kimball Art Center	No
8	Top Shelf Services/ Acura (wk 1)	475 Swede Alley	Bob Wells Plaza	No
9	Top Shelf Services/ Acura (wk 2)	475 Swede Alley	Bob Wells Plaza	No
10	Top Shelf Services/ Dell	528 Main	PC Museum	Yes
11	Top Shelf Services/ ASCAP (wk 1)	573 Main	Prospect Gallery	Yes
12	Top Shelf Services/ ASCAP (wk 2)	573 Main	Prospect Gallery	Yes
13	Precious Entertainment	738 Main Street	Paint Mixer	no
14	Sundance Institute (week 1)	1895 Sidewinder	Marriott	no
15	Sundance Institute (week 2)	1895 Sidewinder	Marriott	no
16	Alfwear /dba Kuhl	333 Main	Kuhl	yes
17	Brilliant Consulting/Stella Lounge	364 Main Street	Elegante	no
18	Brilliant Consulting/Grey Goose Blue Door	449 Main Street	Robert Kelly	yes
19	Brilliant Consulting/Chase Sapphire	573 Main Street	Prospect Gallery	yes
20	Sundance Institue/The Shop (week 1)	1167 Woodside Avenue	In Studio Design	no
21	Sundance Institue/The Shop (week 2)	1167 Woodside Avenue	In Studio Design	
22	Utah Film Commission/Park City Film Series	625 Main	Sotheby's	yes
23	Egyptian Theater	328 Main	Egyptian	Yes
24	Egyptian Theater	328 Main	Egyptian	Yes
25	Egyptian Theater	328 Main	Egyptian	Yes
26	Top Shelf Services/IMDB	570 Main	Mer D'Or	Yes
27	Top Shelf Services/New Frontier (wk 1)	1401 Kearns	Kimball Art Center	No
28	Top Shelf Services/New Frontier (wk 2)	1401 Kearns	Kimball Art Center	No
29	Top Shelf Services/ Acura (wk 1)	475 Swede Alley	Bob Wells Plaza	No
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31	Top Shelf Services/ Dell	528 Main	PC Museum	Yes
32	Top Shelf Services/ ASCAP (wk 1)	573 Main	Prospect Gallery	Yes
33	Top Shelf Services/ ASCAP (wk 2)	573 Main	Prospect Gallery	Yes
34	Precious Entertainment	738 Main Street	Paint Mixer	no
35	Sundance Institute (week 1)	1895 Sidewinder	Marriott	no
36	Sundance Institute (week 2)	1895 Sidewinder	Marriott	no
37	Alfwear /dba Kuhl	333 Main	Kuhl	yes
38	Brilliant Consulting/Stella Lounge	364 Main Street	Elegante	no
39	Brilliant Consulting/Grey Goose Blue Door	449 Main Street	Robert Kelly	yes
40	Brilliant Consulting/Chase Sapphire	573 Main Street	Prospect Gallery	yes
41	Sundance Institue/The Shop (week 1)	1167 Woodside Avenue	In Studio Design	no
42	Sundance Institue/The Shop (week 2)	1167 Woodside Avenue	In Studio Design	no





DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

They City implemented Eden in 2007 to run several City processes which include personnel, payroll and applicant tracking. Eden is a Citywide software solution that was purchased by Tyler Technologies several years ago and has received only a few updates, especially in the last several years. The software has become outdated and is cumbersome and inefficient. In 2012 the City also implemented electronic timeclocks through Kronos and in 2016 replaced Eden's computerized job application and hiring software with Neogov.

ADP's workforce management solution will integrate HR/benefits, time & labor and payroll systems into one application for reduced data entry time, better reporting, better tracking of hours worked and expenditures, as well as more assured compliance to a number of personnel laws and practices. ADP is an industry leader, processing payroll for about half a million private establishments in the U.S., including more than 5,000 public-sector organizations.

Pricing will vary as it is based on a multiplier of employees paid during each month and the City's staff is variable during seasonal periods. Though the software could cost as much as \$107,948.40 per year, costs would have been 84,264.53 for the last twelve month period based on employees paid per month. This is an increase to current costs of approximately \$35,000 annually, but will save more than this in future staffing needs based on personnel increases.

Respectfully:

Michelle Kellogg, City Recorder



City Council Staff Report

Subject: Personnel Management Software
Author: Brooke Moss
Department: Human Resources Department
Date: December 21, 2017
Type of Item: Administrative – Award of Contract

Summary Recommendation

Staff requests City Council authorize the City Manager to enter into a Licensing, Support, and Hosting Services Agreement with Automatic Data Processing (ADP), in the amount of up to Five Hundred Thirty Eight Thousand, Two Hundred Forty Two Dollars (\$538,242.00) for a five year term for up to 855 employees to purchase a personnel management software solution in a form approved by the City Attorney. The cost will be not to exceed \$8,995.70 per month, or up to \$107,948.40 annually, The term of the contract is for five (5) years, with no increase during that period of time, a one time set up and conversion fee not to exceed \$11,730.00, and includes standard opt out provisions with written notice.

Executive Summary

They City implemented Eden software in 2007 to run several City processes which include personnel, payroll and applicant tracking. Eden is a Citywide software solution that was purchased by Tyler Technologies several years ago and has received only a few updates, especially in the last several years. The software has become outdated and is cumbersome and inefficient. In 2012 the City also implemented electronic timeclocks through Kronos and in 2016 replaced Eden's computerized job application and hiring software with Neogov.

The City received bids from several vendors including iSolved, ADP, Benepay, Unicorn HRO, Untilmate Software, Ceridian and others. Price was the initial determining factor. Only a handful of vendors were left and were asked to complete an extensive list of functionality prioritized by "need" and "want". ADP scored the highest in functionality, and their price was lower than the next highest score. Their software appears to be easy to use and to train others on, and will expand the abilities of HR, managers and employees to access and change their personnel data.

ADP's workforce management solution will integrate HR/benefits, time & labor and payroll systems into one application for reduced data entry time, better reporting, better tracking of hours worked and expenditures, as well as more assured compliance to a number of personnel laws and practices. ADP is an industry leader, processing payroll for about half a million private establishments in the U.S., including more than 5,000 public-sector organizations.

Pricing will vary as it is based on a multiplier of employees paid during each month and the City's staff is variable during seasonal periods. Though the software could cost as much as \$107,948.40 per year, costs would have been \$84,264.53 for the last twelve month period based on employees paid per month. This is an increase to current costs of approximately \$35,000 annually, but will save more than this in future staffing needs based on personnel increases. Employee counts have steadily risen year after year, and the HR Department has considered a budget option for additional personnel to handle increasing tasks. It is cheaper, however, and more efficient to automate and update tasks in lieu of additional personnel.

The Problem

The Eden software solution has several limitations which consume unnecessary staff time and could create the need for additional personnel. Data entry in ADP is seamless across modules from job application, hiring, payroll, and benefits, etc. Most information can be tracked and changes can be made electronically, replacing a largely a paper process for tasks such as employee pay rates, benefits, tax and address changes, etc. Accuracy of data will improve and other administrative work, including filing, time will be greatly reduced. Due to the steadily increasing numbers of City staff members both full and part time this is a necessary step to avoid additional personnel in the HR department and allow staff to better balance an increasing workflow, as well as focus on more important and strategic tasks.

Part of the ADP response to the RFP included that they are not willing to sign the City's standard contract template. Due to their size they have difficulties tracking multiple agreements, and they also have a standard agreement which includes many similar items but a great deal more information. They are willing to negotiate with us to put our substantive provisions into their contract. We are currently undergoing negotiations to update and finalize this contract in a manner that is acceptable to the City Attorney's office.

A committee was formed including representatives from IT, HR, Finance and Budget which released an RFP and selected ADP from several vendor offerings as the best option for the City.

Alternatives for City Council to Consider

- 1. Recommended Alternative:** To authorize the City Manager to enter into a Licensing, Support, and Hosting Services Agreement with ADP for a term of five (5) years, with no annual increase.

Pros

- a. ADP is an industry leader in personnel management software so it is likely to meet City needs into the future.
- b. ADP has customer service representatives that can immediately assist in the event of software issues and compliance.
- c. ADP is significantly cheaper than additional support personnel in the HR department and other vendors who offer similar functionality and support.

- d. ADP will save staff time and errors from occurring in the payroll system by automating duplicative and manual entry of personnel data.
- e. Eden personnel software is used by less than 300 entities presently and is not currently being invested in or updated for anything other than legal compliance. A transition would become necessary if the software becomes unsupported in future years.
- f. Though pricing for ADP is more than is currently spent, Eden has not seen an increase in many years because it is no longer a viable product for new users. ADP pricing is standard for current industry pricing.

Cons

- a. Supervisors and other staff will have to adapt to the new software implementation including timekeeping, recruiting and employee tracking.
- b. ADP is approximately \$35,000 more expensive annually than the current software solution.

Consequences of Selecting This Alternative

Selecting ADP will help staff be more efficient since this software has much higher functionality, is more user friendly, and has fewer steps to complete.

- c. **Null Alternative:** If Park City chooses to keep Eden, Kronos and Neogov, the service will continue to be burdensome and work product will be increasingly delayed due to personnel increases Citywide.

Pros Staff would not have to learn new software.

Cons Frustration over an solution with little functionality and automatic processes will continue. HR and payroll work product is delayed due to unnecessary data entry and auditing.

- d. **Other Alternatives:** One of the other companies could be selected and implemented by the City which could include either iSolved or Ceridian, based on price and functionality.

Pros The committee agreed that ADP was the best option, so this alternative would not address the pros.

Cons The other finalist is more expensive, though the functionality is very similar.

Department Review

HR, Finance, Budget, IT, Legal and Executive Departments have reviewed this report.

Funding Source

Funding for this software conversion was approved as part of the FY 2018 budget process and is appropriately funded.

Workforce Now HCM Solutions

Attachments

Scope of services and pricing sheet

Payroll – \$2.60 PEPM (Per Employee Per Month*)

- Tax Filing Service
- Payment Services
- Reports Library & Custom Report Writer
- Wage Garnishment Admin
- General Ledger Solution
- Online Reports & Pay Statements
- Employee & Manager Self Service
- Access to Mobile App
- Employee Discount Program (LifeMart)
- New Hire Reporting

Essential Time – \$2.75 PEPM*

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- PTO Accruals
- Rules Based Calculations
- Scheduling
- Mobile Access

HRMS (HR & Benefits) – \$4.12 PEPM*

- ADP Portal w/ Customized Content
- Global HR System of Record
- Policy Acknowledgment
- Onboarding Wizard
- Organization Charting
- Compliance Reporting (EEO, OHSA, I-9)
- PTO Accruals Engine
- Multiple Benefit Plan Types & Invoice Auditing
- Notifications & Approvals
- Employee Open Enrollment
- ACA Measurement Dashboard

- Annual 1094/1095 Filing
- Evidence of Benefit Offering & Reporting

Recruitment (ATS) – \$1.10 PEPM*

- Requisition Process & Reporting
- Post Directly to Job Board & Social Media Sites
- Custom Career Center
- Metrics Behind Cost & Time-to-Hire

Document Cloud – \$.55 PEPM*

- Secure Cloud-Based Document Storage
- Search & Auditing Functionality
- Digital Employee Record
- Roles-Based Security



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

During Council's work session (Nov 30) Council gave direction to make Social Equity a Top Priority, while simultaneously combining it with the Top Priorities, Diverse Community Participation and Affordability. While staff has already been doing work in the area of social equity for many years, staff strives to create innovative programs and plans to support Council's long-term goals and objectives. The creation of Social Equity as a Top Priority allows staff to refocus their efforts in this area and more fully realize the community's vision that City Council has reflected by naming this as a Top Priority. Social Equity value statement: *Recognize our diverse populations within our complete community and strive for equitable public administration of services, justice and social well-being for all. Value and appreciate our differences and embrace our common humanity and contributions as the source of our town's strength.*

Council also deliberated on whether or not to move Social Equity from a Top Priority to a Critical Priority. On November 30 Council gave direction to wait to discuss Social Equity as a Critical Priority until the Council Retreat; until Council decides otherwise, this will be a Top Priority. As such City Council is seeking public input on this topic and whether it should be elevated to a Critical Priority during the City Council Retreat in February 2018. This item will be noticed on the City Council agenda for public input on December 21.

Respectfully:

Jed Briggs, Budget Operations Manager



City Council Staff Report

Subject: Public Input on Social Equity
Authors: Jed Briggs, Budget Operations & Strategic Planning Manager
Departments: Budget, Debt, and Grants
Date: Dec 21, 2017
Type of Item: Administrative

Summary Recommendation

Staff recommends that Council gather public input on the topic of Social Equity as they consider elevating it to a Critical Priority.

Executive Summary

During Council's work session (Nov 30) Council gave direction to make Social Equity a Top Priority, while simultaneously combining it with the Top Priorities, Diverse Community Participation and Affordability. While staff has already been doing work in the area of social equity for many years, staff strives to create innovative programs and plans to support Council's long-term goals and objectives. The creation of Social Equity as a Top Priority allows staff to refocus their efforts in this area and more fully realize the community's vision that City Council has reflected by naming this as a Top Priority. Social Equity value statement: *Recognize our diverse populations within our complete community and strive for equitable public administration of services, justice and social well-being for all. Value and appreciate our differences and embrace our common humanity and contributions as the source of our town's strength.*

Council also deliberated on whether or not to move Social Equity from a Top Priority to a Critical Priority. On November 30 Council gave direction to wait to discuss Social Equity as a Critical Priority until the Council Retreat; until Council decides otherwise, this will be a Top Priority. As such City Council is seeking public input on this topic and whether it should be elevated to a Critical Priority during the City Council Retreat in February 2018. This item will be noticed on the City Council agenda for public input on December 21.

Acronyms

PCMC	Park City Municipal Corporation
PAAB	Public Art Advisory Board
PCCC	Park City Community Church

The Opportunity

Social Equity is ingrained in our culture and values. The City's [Long-term Strategic Plan](#) speaks to this with declarations of diversity, respect, and inclusivity. Turning Social Equity into a Critical Priority would demonstrate these efforts more visibly to the community as a whole. It would more clearly provide a guidepost for City employees and leadership to follow a path forward with defined goals to achieve. It would also

provide for the City a new filter or lens through which projects, plans, and staff reports can pass through by institutionalizing the principles of social equity into the DNA of our City and how we operate.

Background

The organizing principle behind identifying and defining Priorities is to create a critical path forward where everyone understands what it takes to achieve substantive progress in these areas—to bring high focus to issues the City needs to “get right” by highlighting and continually discussing them. Council reviewed and updated the priorities in their 2017 Council Retreat which act as the “marching orders” for the year, where Council would like to see a more detailed or specific plan of action. This action plan may include a new direction, plan, or resources in order to achieve Council's goals. Importantly, there are many other areas where staff spends significant time and energy, for example on community policing, that are not considered Critical or Top Priorities – yet are of great importance to the City Council and the Park City community.

The priorities also act as a filtering mechanism for City projects and initiatives to pass through before final decisions are made. Having projects or initiatives go through the process of demonstrating how they impact the priorities pushes these projects or initiatives in a new direction that helps Council to more fully realize their vision.

Critical Priorities are defined as ones where if we don't change the current trajectory of the item, the results could have significant negative impact on the community. While these are the definitions we have used since first establishing Critical Priorities and Top Priorities in a Study Session on December 2014, City Council may change these definitions. On Nov 30, Council indicated that they may want to more fully define the Critical Priorities as well as determine when and how they are added and removed from the list.

Questions that Council may want to consider during the Retreat with regards to the Priorities:

- 1. When should Critical/Top Priorities be added to the list?**
 - a. As needed anytime during the year
 - b. Usually during the Retreat, but there's exceptions
 - c. Only during the Retreat
- 2. Should all Critical Priorities act as a filtering mechanism (lens) for citywide projects, plans, and staff reports to pass through?**
 - a. All projects/staff reports should be filtered through the critical priorities
 - b. Only applicable projects/staff reports should be filtered through the critical priorities
 - c. There should be two groups: critical priorities and filters
- 3. When should Critical Priorities change?**
 - a. Should be dynamic/flexible from year-to-year, once we have the plan/resources in place let's move on

- b. Should be in place for several years and only change once we're comfortable with the plan *and* progress
- c. Should only change the priorities once the goals are accomplished

The three Critical Priorities of [Transportation](#), [Housing](#), and [Energy](#) did not change during the last Retreat, however, it was determined that the Top Priorities needed to be revised somewhat. Council added a few new Top Priorities as well and changed the name of several. In later work sessions Council has indicated which Top Priorities they wanted staff to bring back for further discussion during the year:

- [Community Engagement](#) – 4.13.17
- [Diverse Community Participation](#) – 4.13.17
- [Historic Preservation](#) - 7.13.17
- [Environmental Health](#) – 8.31.17
- [Conservation of Natural Resources](#) – 8.31.17
- [Citizen Wellbeing](#) – 9.14.17
- [Arts & Culture](#) – 11.30.17
- [Social Equity](#) – 11.30.17

Top Priorities

- Top Priorities are defined as topic areas in which “City Council would like to see significant progress”--areas where Council would like to see additional focus and/or resources.
- These are “marching orders” for which Council would like to have a detailed and specific action plan where significant progress can be achieved. This could be considered either adding additional focus and energy to work already taking place or a course correction from a previous plan, thus staff is looking for “new” direction.
- For every Top Priority, staff will schedule the Top Priority item into a City Council work session or study session for discussion and to review a detailed and specific action plan.
- Council’s Long-term Strategic Plan identifies Priorities and Desired Outcomes. Desired Outcomes are areas that are considered to be important to the City, but do not necessarily need a new plan of action.
- Priorities, that are identified by the Community and recognized by City Council, may include areas that are not under the operational control of the City or do not have dedicated staff working on them. Council may still identify these areas so that the City/staff may be able to provide support to another entity that does provide that service.
- Community Priorities, as recognized by City Council, should be reviewed annually to ensure laser focus of meeting Council’s objectives. Of course, staff wants to be able to respond to all of Council’s identified issues, but this list

should be kept relatively short for the areas where Council has the upmost concern.

Alternatives for City Council to Consider

- 1. Recommended Alternative:** Staff recommends Council give direction on status of Social Equity as a Critical Priority.
- 2. Recommended Alternative:** Staff recommends Council give direction on whether staff should explore adding resources to Social Equity.

Social Equity

Park City is an inclusive, diverse, and equitable community. We define diversity broadly, including but not limited to all races, ages, sexual orientations, gender identification, socio-economic backgrounds, and cultural beliefs. We strive to be a fair and balanced society where everyone can participate and has the opportunity to fulfill their potential because they have access to healthy, affordable food, transportation, quality education, and living wage jobs. We create unique ways to connect through community gatherings and a variety of communication channels. We strive to understand the needs of those who are underserved or the most vulnerable of our community. We recognize that it is our diversity that is the source of our strength and community foundation as we try to reflect that in all that we do.

Below you'll find staff and community partners' efforts at formulating the City's goals and objectives with regards to this priority. Some of these goals and objectives were taken from the other two Top Priorities: Diverse Community Participation and Affordability.

Community Non-Profit Partners in Latino Outreach (consulted during fact-finding for Social Equity discussion):

- Moe Hickey – Park City Institute
- Rebeca Gonzalez – Bright Futures
- Katie Wright – Park City Community Foundation
- Diego Zegarra – Park City Community Foundation
- Maria Farrington – Holy Cross Ministries
- Carol Loomis – PC TOTS
- Beth Armstrong – People's Health Clinic
- Rob Harter -- Christian Center of Park City
- Max Ventura – Christian Center of Park City
- Kendra Wyckoff – Peace House
- Eric Esquivel – Park City School district
- Hayley Holland – United Way – Promise Advocates

Also, in the table below you will see the current staff members who helped craft the Social Equity goals, accomplishments, and next steps:

Name	Title	Department	Time: hours/week
Franco Libertini	Police Officer	Police	40
Collaborative partnerships with community members, school district, community partners, religious organizations and non-profits; Organize, promote and support community outreach events; Establish communication channels to achieve goals of diverse communication; Develop a version of the Citizen Academy for Spanish speaker; Community outreach to Diverse communities; Social media for Spanish speaking residents; See something/say something program; Neighborhood/Business Watch Programs, WATCH D.O.G.S. Program; Informational and safety video series; Leadership involvement initiatives; Community meeting series; Media outreach (television, radio, newspaper) and connecting resources to inform, educate, and boost participation in activities, events, and public processes throughout our community.			
TBD	Spanish Services Librarian	Library	20
Katrina Kmak	Youth & Spanish Librarian	Library	16
Purchasing materials for our Spanish speaking community. Providing programming for our Spanish speaking community. Providing programming for the Youth of our community. Purchasing materials for our Children's, Youth and Teen collection. Working a service point- and making sure that everyone, no matter their gender, gender identity, sexuality, sexual orientation, age, socio economic background, nationality, etc, has the same quality of experience and receives the same level of service when they come into the library. I feel that social equity and libraries go hand in hand, and we don't judge people when they enter the building, and we do the best we can to provide them with the services they need/desire.			
Lynn Ware Peek	Community Engagement Liaison	Community Engagement	13
• Meet with other Latino outreach leaders in Park City to coordinate efforts and information that flows to the Latino community • Promote City events in Spanish to encourage participation • Develop programs that create communication and bridge between the Latino Community and the City • Liaise between City staff and the Latino community to inform on City projects • Work with Cada Domingo show to book guests from City and to promote events • Coordinate translation of materials into Spanish • Present information in Spanish from the City (ie the parking management program) • Communicate with the Senior Center on a regular basis to inform them of upcoming meetings			
Michelle Stucker	Recreation Supervisor	Recreation	10
Oversee/tracking of fee reduction program. Ensure translation on all youth flyers. Send flyers to weekly group for distribution. Attend PC Promise subcommittee. Attend Park City Community Foundation meetings in regards to youth outreach programs. Transportation efforts for youth programs, developing routes for pick up/drop off.			
Phil Kirk	Captain	Police	10
Lynn Ware Peek/Rhoda Stauffer	Community Engagement	Housing	3
1. Community engagement between seniors and various City departments: Community Development, Sustainability, Building, Transportation Planning and City Council to bring services to the Seniors. Recent services include: • Passing out carbon monoxide detectors • Coffee with Council • Open Houses at Senior Center to explain and share plans for Community Center, the Affordable Housing project (Phase 1 Woodside Park), Lowell Avenue project, and other projects that have potential impact on this group • Transportation Planning (current and future projects) • Parking management Program 2. Regular interaction between Community Engagement Liaison and Summit County Senior Services director 3. Meet on as-needed basis with Heber City/Wasatch County Senior Center director. 4. Meetings with other City Departments which have interaction with senior population: recreation, ice, 5. Monthly visits to Senior Center by Community Engagement liaison to get feedback and updates on City projects. 6. Housing and Community Development staff/ Community engagement / Executive staff meet with group of Seniors and assisted living developers to hear ideas and explore whether the City could have a role in this effort.			
Amanda Angevine	General Manager	Ice	1
• Participate in social equity discussion • Educate staff and patrons on Fee Reduction program • Attend outreach events			
Matt Genther	Program Coordinator	Ice	1
• Coordinate translation of program information and flyers • Send program information to non-profits who distribute newsletters to the Latino community • Review and approve Fee Reduction applications • Attend outreach events • Apply for Solomon Fund grant • Create accounts and register patrons for programs through Fee Reduction* • Follow up with Fee Reduction families to collect payment* *not specific to students in fee reduction			
Jose Malendez	Transit Shift Supervisor	Transit	1
Assist with bus Time table guides, Time points and the Map, translating some of the most important information into Spanish. When service level changes I translate the PSA's into Spanish. Answer calls from Spanish speakers patrons when calling requesting bus schedules information or wanting to complain about something. Assist the management team when issues (accidents/incidents) arises with Latinos passengers and translation is needed. Participate in Ski Resorts Open Houses nights and Job fairs in case translation is necessary when people prefer to communicate in Spanish. Also translating brochures for services such as Dial-A-Ride, or any new service.			
Ken Fisher	Recreation Manager	Recreation	0.5
Department offers scholarships; no direct oversight; subcommittee with PCCC & Library discussing roles and development of city community center; working on City Park Community Center design (house senior center)			

Social Equity Goals and Strategic Objectives:

Value statement: Recognize our diverse populations within our complete community and strive for equitable public administration of services, justice and social well-being for all. Value and appreciate our differences and embrace our common humanity and contributions as the source of our town's strength.

- 1. Affordability – Identify areas where the City can positively impact the cost of living**
 - a. Facilitate a range of affordable, quality housing opportunities that meet the life-cycle needs of persons at all economic levels
 - b. Support efforts for affordable, quality, and adequate childcare for all who need it
 - c. Endorse a living wage
 - d. Strive for accessibility to quality healthcare (vision, mental, dental)
 - e. Continually assess fees and taxes for all socio-economic classes
- 2. Connection – Engage and empower diverse experiences to foster an inclusive, multi-cultural and -generational community**
 - a. Create diverse opportunities
 - b. Provide gathering spaces that connect the services of the community
- 3. Enhance Communication – Determine the best channels of communication and use them to engage our community members.**
 - a. Reach audience where they are at, whether it be through digital and/or interpersonal communication
 - b. Use diverse platforms and methods to deliver and receive messaging
 - c. Enhance communication between service providers
- 4. Issue Awareness - Identify and address the multi-cultural and generational groups' concerns and interests**
 - a. Partner with a full range of community groups and stakeholders
 - b. Identify underserved and/or most vulnerable populations
 - c. Educate the entire community on issues that matter to underserved populations
- 5. Reflect Community Diversity - Encourage participation and remove barriers in process of local government and community groups**
 - a. Serve all demographics
 - b. Invite all to contribute their voice in the process
 - c. Focus on integration with varying populations

[For recent Social Equity accomplishments and ongoing programs please view Nov 30 staff report.](#)

Recommended Next Steps for City Council to Consider:

Where the City already provides many services to diverse populations, from seniors and youth to Spanish-speakers, staff recommends the creation of a Social Equity Draft Action Plan that will:

- a. Establish comprehensive goals and performance measures that span all of the departments that provide services to our diverse populations;

- b. Identify current programs and services;
- c. Gap Analysis: Identify desired programs and services
- d. Alternatives analysis: Identify options and recommendations how the gaps can be filled and the most appropriate role for the City in filling those gaps.

Staff can return to Council with a Social Equity Draft Action Plan for feedback and direction.

Some items for possible inclusion in that Draft Action Plan that have been identified by a cross-departmental team that also included City Council liaison Nann Worel:

1. Affordability

- a. Develop affordable housing for all socio-economic classes.
- b. Further promote/expand recreation fee reduction program to qualifying families.
- c. Expand fee reduction to Public Skate for families with a child qualifying for fee reduction.
- d. Promote businesses to be more inclusive.
- e. Living/fair wage
 - i. Promote a living wage and fair wage practices
 - ii. Educate what a living wage is in Park City
 - iii. Resolution for fair wage practices

2. Connection

- a. Create hub where vulnerable populations can gather for information with regards to activities, events, issues that impact them, etc.
- b. Hire additional Spanish speakers as Tech Specialists who can provide assistance with fingerprint services, crime prevention, etc. for Spanish-speaking population (Police).
- c. Future transportation for youth soccer and drop off/pick up at different apartment areas in Park City (Recreation).

3. Enhance Communication

- a. Establish preferred communication methods. Help City departments and non-City organizations establish such communications.
- b. Community Outreach Officer will focus on the City's social media messaging to reach a broader population.
- c. Produce outreach materials in Spanish and English for special events and other impacts.
- d. Have non-profits develop shared database of Latino families to be able to communicate effectively with regard to current issues, activities, and critical information.
- e. Improve the number of channels of communication. Sharing messaging with other databases and text platforms, (i.e., School District, PC Unidos, People's Health Clinic, Peace House, PC TOTS, Community Foundation, Holy Cross Ministries, Christian Center, etc.).
- f. Regular outreach at Senior Center to inform and include in construction projects and other impacts going on around them.

4. Issue Awareness

- a. Community Outreach Officer will work with diverse populations to spread awareness regarding issues related to Police.
- b. Work with Executive team to hone our understanding of community issues and work to further involve the City as a source of information and community partner with other organizations that provide services to our diverse community populations.

5. Reflect Community Diversity

- a. Program information in PC Community Foundation's newsletter; will start submitting information to Promise Newsletter.

Department Review

The following departments have reviewed this staff report: Community Engagement, Legal and Executive.

Attachments

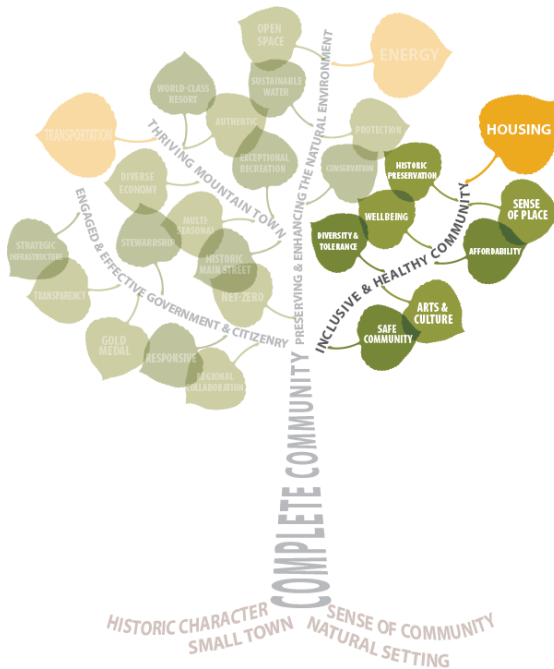
Social Equity Top Priority

Progress Report: Q1.FY18

Our Value Statement:

Recognize our diverse populations within our complete community and strive for equitable public administration of services, justice and social well-being for all. Value and appreciate our differences and embrace our common humanity and contributions as the source of our town's strength.

LONG-TERM STRATEGIC PLAN



Goals:

- Identify areas where the City can positively impact the cost of living
- Engage and empower diverse experiences to foster an inclusive, multi-cultural and -generational community
- Determine the best channels of communication and use them to engage our community members
- Identify and address the multi-cultural and generational groups' concerns and interests
- Encourage participation and remove barriers in process of local government and community groups

Next Steps:

- Community Outreach Officer will focus on the City's social media messaging to reach a broader population
- Deliver parking presentation in Spanish to restaurant workers
- Regular outreach at Senior center to inform and include in construction projects and other impacts going on around them

Accomplishments:

- Recreation fee reduction program/tracking of all participants
- Received 10K from Solomon Fund for transportation and revenue offset for fee reduction
- Provide translated City Council summaries in Spanish to Cada Domingo show on KPCW
- Charlas con Council (chats with council) at Aspen Villas
- Library updated their informational sheet into Spanish, as well as program information
- Victim Advocacy resources translated into Spanish
- Language Line for translation services when no Spanish-speaking officer or volunteer is available.
- Recently hired a Community Outreach Officer to focus on communication with diverse populations within our community.
- Community engagement partnered with PC Unidos to organize a forum for candidates.
- Community engagement partners with Project for Deeper Understanding to hold DACA / Immigration talk about November 16

Key Performance Indicator
(NCS Survey)

	Percent rating positively			Comparison to other priorities	Comparison to other priorities 2017
	2013	2015	2017		
City's Performance of Diverse Community Participation	n/a	n/a	51%	Lower	n/a
City's Performance of Affordability	n/a	n/a	16%	Much Lower	Higher



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

The Type 2 Convention Sales License applicants to date pending approval are shown in Exhibit A. The applicants have obtained a pre-inspection prior to application (PIPA), provided a site/floor plan stamped by a design professional with occupant load and paid the applicable license fees. Staff is requesting approval of the applications for Convention Sales Licenses during the 2018 Sundance Film Festival (Festival). Municipal Code 4-7-3(B)(2) retains Council authority to approve Type 2 Convention Sales Licenses (CSL). All Type 2 license applications must be received at least seven (7) days prior to a regular scheduled meeting and three (3) days prior to a Special Meeting. Council should consider holding a Special Meeting sometime between January 16th-18th to hear and consider approval of any late Type 2 CSL applications. This Special Meeting would be to consider approval of CSL applications received after January 5, 2018 up until three (3) business days prior to the Special Meeting.

Respectfully:

Beth Bynan, Business License Specialist



City Council Staff Report

Subject: Council Approval of Type 2 Convention Sales Licenses
Author: Beth Bynan, Business License Specialist
Department: Finance
Date: December 21, 2017
Type of Item: New Business

Summary Recommendation

Staff is requesting Council approval of the Type 2 Convention Sales License (CSL) applications listed in Exhibit A for operation during the 2018 Sundance Film Festival (Festival) contingent on passing the Final Inspection Post Application (FIPA).

Staff is also requesting Council guidance on whether to hold a special meeting to hear and consider approval of any late Type 2 CSL applications submitted after January 5, 2018.

Executive Summary

The Type 2 Convention Sales License applicants to date pending approval are shown in Exhibit A. The applicants have obtained a pre-inspection prior to application (PIPA), provided a site/floor plan stamped by a design professional with occupant load and paid the applicable license fees. Staff is requesting approval of the applications for Convention Sales Licenses during the 2018 Sundance Film Festival (Festival).

Municipal Code 4-7-3(B)(2) states that Council retains authority to approve Type 2 Convention Sales Licenses (CSL). All Type 2 license applications must be received at least seven(7) calendar days prior to a regular scheduled meeting and three (3) business days prior to a Special Meeting. Council could consider holding a Special Meeting to hear and consider approval of any late Type 2 CSL applications received after January 5, 2018.

Acronyms

City – Park City
CSL – Convention Sales License
Festival – Sundance Film Festival
FIPA – Final inspection post application
MFL – Master Festival License
PIPA – Pre-inspection prior to application
Type 2 – A type of CSL for operation during the Festival

Background

The Sundance Film Festival attracts an increasing number of non-Master Festival License (MFL) affiliated businesses to conduct business within the Park City (City) limits on a short-term basis. The increase has created health, safety and wellness concerns

for the City and its residents, including the City's ability to provide basic Police, safety and emergency services. The numbers of various non-MFL affiliated licenses being applied for inundates the Finance Department with license applications in the final days just before the Festival starts.

Municipal Code 4-7-3(B)(2) retains Council authority to approve Type 2 CSL licenses. Prior to Council's consideration of the Type 2 CSL license application, the applicant must have a pre-inspection prior to application (PIPA). This inspection will highlight any issues related to the space prior to their final inspection. The inspection must accompany the license application along with accurate floor plans stamped by a design professional including the occupant load.

The process for a Type 2 CLS is as follows:

1. Obtain floor plans stamped by a design professional
2. Obtain a PIPA
3. Obtain receipt showing payment to Republic Services in the amount of \$100 to cover trash impacts (one receipt per location)
4. Make application with site plan, PIPA, and pay the appropriate fee
5. Finance requests approval from City Council
6. Obtain Council approval
7. Obtain a FIPA
8. Issue license

The Municipal Code for Type 2 CSL's allows the City to address issues related to adverse impacts or carrying capacity issues related to the licensed activity and volume. It also allows service departments, event staff and public safety to obtain a more adequate picture of the total public service demands for the Festival in a timeframe that provides for service level and cost adjustments. Staff has reviewed the applications for accuracy and completeness. Staff recommends that Council reviews and approves the applicants listed in Exhibit A. The applicant listed has received a PIPA and if approved by Council, must receive a FIPA prior to the license being issued.

Council may choose to hold a Special Meeting to hear and consider approval for Type 2 CSL applications received after January 5, 2018. All applications received after January 5, 2018, will be charged an additional \$76 according to the fee schedule. Staff is requesting Council guidance whether to hold a Special Meeting to hear and review applications that are submitted after the January 5, 2018 deadline.

Last year Council held two separate Special Meetings, one on the morning of January 17th, 2017 (28 late CSL's were approved) and one on the morning of January 19th, 2017 (4 late CSL's were approved).

Alternatives for City Council to Consider

1. **Alternative #1:** Approve the Type 2 CSL applications listed in Exhibit A subject to passing the FIPA and consider holding a Special Meeting to approve Type 2 CSL applications submitted after January 5, 2018.

Pros:

- a. The applicants will be able to operate during the Festival.

Cons:

- a. There are no anticipated negative impacts associated with approving the locations on Exhibit A.

2. **Alternative #2:** Approve the Type 2 CSL applications listed but do NOT elect to hold a Special Meeting to approve late applications.

Pros:

- a. Late applicants will be permitted to operate during the dates of the Sundance Film Festival.

Cons:

- a. Added workload for staff in multiple departments.

Null Alternative: If Council does nothing and does not grant approval, the applicants will not be permitted to operate at the specified host locations.

Pros: There are no perceived positive impacts from doing nothing.

Cons: The applicants will not be able to operate during the 2018 Festival.

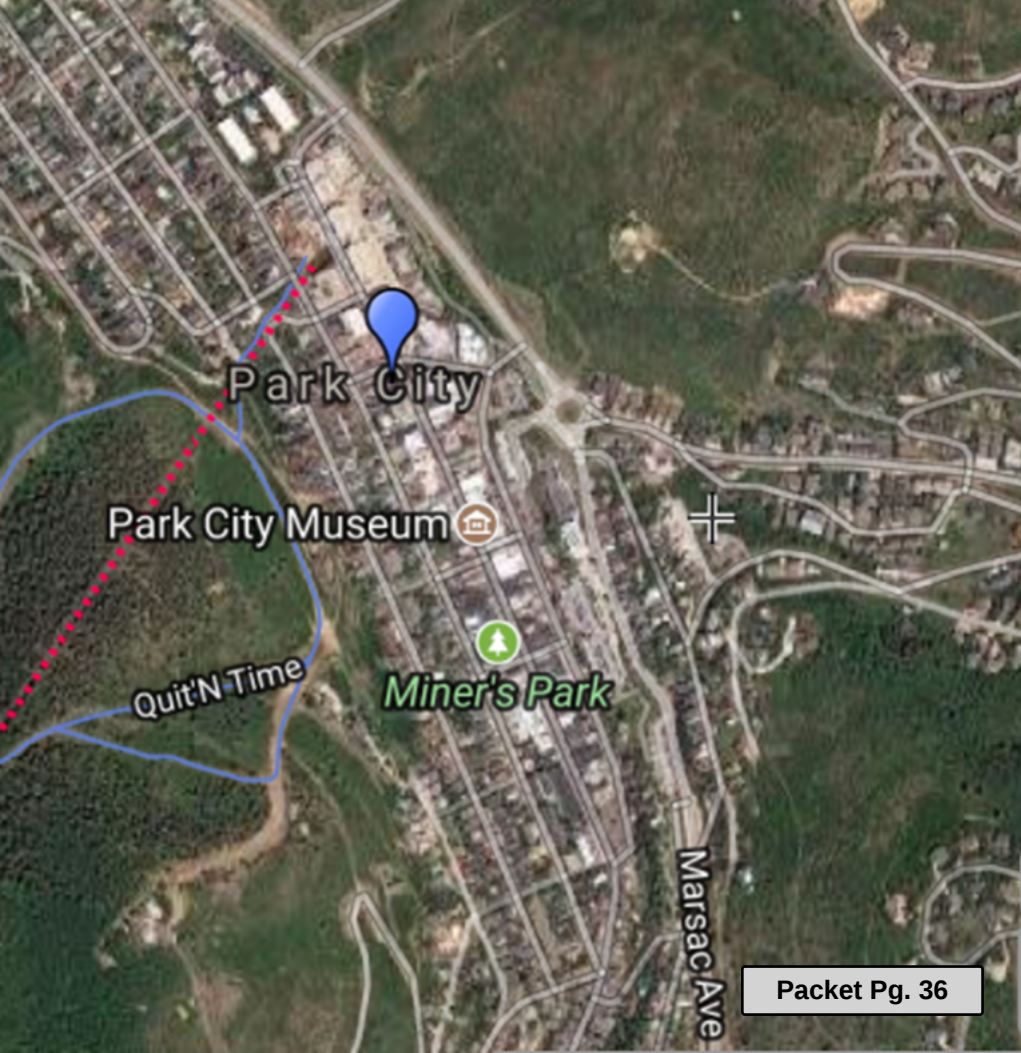
Department Review

Finance, Special Events, Building, Sustainability, Legal, Executive

Attachments

Exhibit A- List of Locations-CSL / Exhibit B- Map of Locations-CSL

	Applicant Name	Location Address	Regular Tenant	Storefront
	To Be Approved			
1	Carl Zeiss	625 Main (Downstairs)	The Downstairs	No
2	MACRO	625 Main (Downstairs)	The Downstairs	No
3				
4				
5				
	Previously Approved			
1	Slamdance	255 Main	Nails on Main	no
2	Movie Media Group/Beyond Cinema	305 Main	Firewood	Yes
3	Montana Film Office	305 Main	Firewood	Yes
4	Arizona Film Office	305 Main	Firewood	Yes
5	Savannah Film Office	305 Main	Firewood	Yes
6	Oklahoma Music & Film Office	305 Main	Firewood	Yes
7	Miami Dade Cultural Office	305 Main	Firewood	Yes
8	Maine Film Office	305 Main	Firewood	Yes
9	Texas Film Office	305 Main	Firewood	Yes
10	Idaho Filmmakers Coalition	305 Main	Firewood	Yes
11	Buffalo, NY Film Production	305 Main	Firewood	yes
12	New York Magazine/The Vulture Spot	591 Main	Lunds Fine Art	yes
13	Calii Love Inc.	900 Main	Vinto	Yes
14	NVE Inc	692 Main	Main & Sky	Yes
15	The Hollywood Reporter	692 Main	Main & Sky	Yes
16	Precious Entertainment	738 Main	Paint Mixer	no
17	RAADD-Recording Artists Against Drunk Driving	738 Main	Paint Mixer	no
18	The Sunshine Company	540 Main	Riverhorse	yes
19	A & E Networks	540 Main	Riverhorse	yes
20	PMC-IndieWire	625 Main Street	Sotheby's	yes
21	Deadline Studio/Lucy Stepp	900 Main Street	Vinto	no
22	Screen Vision	900 Main Street	Vinto	no



Park City

Park City Museum

Quit'N Time

Miner's Park

Marsac Ave



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

On December 7, 2017 City Council approved the 2018 Sundance Film Festival Supplemental Plan conditioned upon returning to review and approve the Lyft Operations plan.

Respectfully:

Jennifer Diersen,



City Council Staff Report

Subject: Sundance Film Festival 2018 Operations Plan for Lyft Sponsorship
Author: Jenny Diersen, Special Event & Economic Development Program Manager
Department: Special Events
Date: December 21, 2017
Type of Item: Administrative

Summary Recommendation

City Council should hold a public hearing, review and approve the Lyft Operations Plan for the 2018 Sundance Film Festival, including allowing Sundance to use a portion of the former Clinic at 1665 Bonanza Drive for storage in a form approved by the City Attorney.

Executive Summary

On December 7, 2017 City Council approved the 2018 Sundance Film Festival Supplemental Plan conditioned upon returning to review and approve the Lyft Operations plan.

Acronyms

BFO	Budgeting for Outcomes
HPCA	Historic Park City Alliance
PCMC	Park City Municipal Corporation
PCPD	Park City Police Department
SEAC	Special Events Advisory Committee
SFF/Festival	Sundance Film Festival
Sundance	Sundance Institute
TDM	Transportation Demand Management
TNC	Transportation Network Company

The Problem and the Opportunity

The Sundance Film Festival requires sponsorship from various companies to sustain the Festival both financially and programmatically. TNC's are exempt from local regulations on a year round basis. The Festival's sponsorship with Lyft creates a unique opportunity for the following reasons:

- Provides the ability to work with a TNC group under the Special Event Permit – outside of the Special Event Permit the City is unable to regulate TNCs due to State Regulations;
- Creates possibilities to pursue steps to implement Council's goals of reducing single occupant cars and traffic in residential neighborhoods; and
- Establishes the foundation to build on a relationship for future years and events.

- Sundance’s sponsorship with Lyft has opened conversations with Local For Hire Groups and other TNC’s

Challenges of this plan include:

- While staff has worked with Sundance, Lyft and the Local For Hire Taxi Stakeholder group to create the best possible plan for Lyft and Taxi staging operations during the 2018 Festival, we understand that the plan will need to be adjusted in the field if we experience operational challenges during the Festival. Staff finds it is better to try this plan than to take a “do nothing” approach;
- Given past experience, we expect there will be times during the Festival when the community will experience traffic, and possibly gridlock and residential congestion. These challenges cannot be specifically attributed to any one catalyst or service provider. These challenge are due to a culmination of transportation planning challenges - ‘local residential’ shortcuts, ski load-in/out, school load-in/out, work day traffic, weather, and other challenges the community experiences on a daily basis; and
- In order for these plans to be effective in mitigating impacts, TNC’s and the local For Hire Group, as well as our whole community have to work collectively within the provided framework to effectively reduce congestion and traffic.

Background

<u>Date</u>	<u>Item</u>
September 12, 2013	Sundance Contract Extension pg. 41/ Minutes pg. 2-3
November 19, 2015	2016 Sundance Supplemental Plan pg. 273 / Minutes pg. 9
July 21, 2016	Work Session 2016 Sundance Debrief pg. 3/ Minutes pg. 2-3
March 16, 2017	Sundance 2017 Debrief / Minutes pg. 3–5
August 3, 2017	2018 Sundance Supplemental Plan Venues and Costs / Minutes page 8-9
August 17, 2017	2018 Sundance Economic Impact Presentation / Minutes
October 24, 2017	Sundance Supplemental Plan Preview
December 7, 2017	2018 Sundance Film Festival Supplemental Plan Approval / Audio (3:36:40 - minutes not yet published)
December 14, 2017	Pedestrian and Traffic Management Contract for Sundance Film Festival Timeframe

Each year, the Supplemental Plan for the annual Sundance Film Festival is amended to recognize changes from the previous year per the long term contract. Unless affirmatively modified by both parties, supplemental plans for future Festivals will follow the plan for the previous Festival.

On December 7, Council approved the [2018 Sundance Film Festival Supplemental Plan](#) which included the items below, conditioned upon returning to review the Lyft operations plan. This will be part of the the approved supplemental plan that includes a series of broader mitigation efforts:

- Transportation and Parking Plans;
- Residential Mitigation Plans;

- Environmental Sustainability Plans;
- Public Safety and Emergency Management Plans;
- Community Engagement Plans;
- Financial Considerations.

Analysis

Lyft is a sustaining sponsor and official rideshare partner of the 2018 Sundance Film Festival. Lyft's sponsorship with the Festival, creates opportunities to achieve greater transportation mitigation in partnership with both organizations. In addition it is important to remember that Lyft operates throughout all of Summit County, Salt Lake, Ogden and Provo where Sundance has many other Festival Programs. The detailed Lyft Operations Plan for Park City is attached as Exhibit B and includes the following items:

- Data and Feedback
 - Much of Lyft's information is proprietary. Lyft has agreed to partner with the City and provide valuable transportation debrief data that will help the City plan for future Festivals and events including:
 - Heat map of primary origins and destinations
 - Avg. Occupancy per trip
 - Avg Trip length
 - Avg. Trip time
 - Number of passengers per day and total
 - Peak time of day for pickups and drop offs
 - Primary routes
 - Total vehicle miles traveled
 - Total number of accidents
- City and Private Property Use Areas:
 - 1665 Bonanza (Old Clinic)
 - **Lyft**
 - Up to 3,000 square feet of the 1665 Bonanza facility as highlighted in Exhibit B. This space will be used as a hospitality areas for a Driver Lounge during the Festival
 - The Driver Lounge will operate daily during the Festival January 18 through 28th from 11 a.m. to 2 a.m.
 - Set up will begin January 14, and break down will occur by February 4th, 2018.
 - Lyft Ambassadors will provide customer service, will ensure operations in the lot operate as efficiently, and will help cure any violations.
 - **Sundance**
 - Space unutilized by Lyft of the 1665 Bonanza facility as highlighted in Exhibit B. This space will be used for storage for the Festival.
 - Storage will be available beginning January 14, 2018 for the Festival. All storage shall be removed by February 4, 2018.
 - Lyft Drop Off on Swede Alley
 - 10 parking spaces to be operated as Lyft pickup and drop off.

- Lyft Ambassadors will provide customer service, will ensure operations in the space operate as efficiently, and will help cure any violations.
 - 509 Main Street
 - Lyft is not requesting any use of public space outside of this storefront.
- Local Business Parking Areas
 - Parking spaces for the businesses directly adjacent to the space. These areas are highlighted in Blue in Exhibit B. This is consistent with the lease agreements in the area.
 - Businesses are also welcome to utilize plans that have been made across the City for supplemental parking areas including Richardson Flats, Resort Parking after 4 p.m. and parking at Treasure Mountain, McPolin and Learning Center on the weekends.
- Lyft Transportation Flow Plans at Venues:
 - 1665 Bonanza
 - Drivers must have Lyft decal to park in parking spaces as indicated.
 - Lyft will operate this area with Brand Ambassadors to ensure that parking and traffic flow are managed effectively and in accordance with agreements with the City.
 - Lyft is encouraging right turns out of the parking lots to ensure traffic flow.
 - No Left Turns will be placed in the parking lots to discourage anyone (Lyft or other traffic through the lots) from turning Left out of the lots.
 - Swede Alley Lyft Drop and Pick Up
 - Drivers must have Lyft decal to be in these spaces.
- Lyft Branded Signage
 - Lyft will be permitted to place signs within their venue areas (1665 Bonanza and Drop and Load on Swede Alley) as approved by staff. Lyft is not permitted to place any signs on City or State Roads.
- Driver Training and Communications
 - Lyft is holding driver training in Salt Lake City and Sandy over the next few weeks. Lyft has invited members of the Sundance and Park City staff to be at the meeting to discuss code of conduct and mitigation strategies.
 - Lyft communicates with their drivers through 4 ways:
 - In person training
 - Go Guides
 - Text Message
 - Email
 - In addition, Lyft is willing to push out the City's Text Alert System to all of their drivers (Text 888777 to PCEVENTS or FILMFEST) so their drivers can also receive the most up to date Emergency and Transportation Info
- Driver Code of Conduct
 - Third Party Background and DMV checks

- Zero Tolerance Policy for Substance Use (Alcohol and Drugs)
- Driver and Passenger Ratings – 3 stars or lower, you will never be paired again.
 - Anything below 4.8 is considered as needs improvement.
- Consequences and Enforcement
 - Lyft will provide a 24/7 on call number for problem solving (January 14 to Feb 4)
 - Complaint received from the City to be cured within 2 hours of notifying Lyft.
 - Residential complaints received by the City to be cured within 4 hours of notifying Lyft
 - Enforcement will be by PCPD, Parking Services and Kane Security, We will hold all TNC and Forhire companies to the same enforcement standards. However, as indicated above, Lyft will also provide onsite Ambassadors at both the 1665 Bonanza and Swede Alley locations to ensure operations throughout the Festival.
 - The City reserves the right to revoke use of City Property if operational challenges cannot be cured.

Staff has worked with Sundance and Lyft to create the best possible operational Plan. This plan has included outreach with and some of the suggestions made by the Local Taxi Stakeholder Group, along with feedback from those businesses directly affected in the 1665 Bonanza use area. Staff finds it is better to try this plan than to take a “do nothing” approach – without Lyft’s sponsorship of Sundance, staff loses an opportunity to proactively address some of the challenges created by both TNC and For hire Groups.

Alternatives for City Council to Consider

1. Recommended Alternative:

City Council should review and approve the Lyft operational plan which supports the 2018 Sundance Film Festival Supplemental Plan.

Pros:

- a. TNC’s are exempt to local licensing regulations. Partnering with Sundance gives PCMC an opportunity to effectuate portions of Council’s critical traffic and congestion and environmental goals by good planning opportunities, including but not limited to:
 - Reducing trips in residential neighborhoods;
 - A 3rd Party collecting data on trips (location, starting and ending points, length, etc.) that may help future planning;
 - Better understanding surge/prime time pricing;
 - Staging drivers adjacent to and outside downtown;
 - Educating drivers regarding City’s anti-idling policy.
- b. Creates possibilities to pursue steps to implement Council’s goals of reducing single occupant cars and traffic in residential neighborhoods; and
- c. Establishes the foundation to build on a relationship for future years and events.

- Sundance's sponsorship with Lyft has opened conversations with Local For Hire Groups and other TNC's

Cons:

a. Though staff believes further restricting commercial traffic through residential streets will help with transportation and pedestrian management, as well as, will help protect community character and sense of place, there is a fine balance in the opportunity and challenges in both our residential and business areas.

- The City cannot prevent TNC or Local For Hire Group from going through residential neighborhoods, as these companies will all have ride pickup and drop offs in these areas. The City can work with each of these groups through education, increased signage and staffing to help them understand our community's concerns and challenges to help reduce traffic and congestion in our residential neighborhoods.

b. Lyft, local For Hire Companies and other TNC groups have been engaging with the City in solution oriented planning. While we do believe that there will be positive change in the For Hire and TNC, there will likely be periods of congestion across the whole transportation system.

- While we believe a meaningful impact will be made by working with Lyft, it is likely that there will be times during the Festival when the community may experience traffic, gridlock and residential congestion. These challenges cannot be specifically attributed, nor mitigated by working with any one service provider.
- The plan holds Lyft to a higher standard and expectations than can be enforced currently for UBER and other TNC's and in some cases licensed taxis.

2. Continue the Item Alternative: The City Council may continue the item for more information or discussion, thus postponing the approval of the requested changes in this report.

Cons:

a. This will further postpone the approval of the Lyft Operations Plan, and delay staff's, Sundance's and Lyft's ability to implement changes for the upcoming Festival.

3. Modify the Item Alternative: The City Council may modify the Lyft Operational Plan provided in this report.

Cons:

a. Modifications may cause increased staffing, costs or create additional coordination requirements.

4. Deny Alternative: Deny the approval of the requested changes in this report.

Cons

a. If the Lyft Operations plan is not approved, the Lyft Sponsorship with Sundance Film Festival would likely not take place. This would cause further changes to the Supplemental Plan for the 2018 Sundance Film Festival and would delay staff and Sundance Institute from implementing changes for the upcoming Festival.

b. Denying the Lyft Operations plan will change other Transportation and Parking plans during the Festival.

Department Review

Special Events, Sustainability, Economic Development, Transportation Planning, Legal, Executive and Budget have reviewed this report.

Emergency Management, Police, Parking Services, Public Works, Transit, have not reviewed this report, but are coordinating to ensure that mitigation and conditions of approval are met.

Community Outreach

Due to the size and scope of the event, a large coordinated effort has been and will continue to be underway between every City Department, Sundance Institute and many community stakeholders in order to both support opportunities and mitigate challenges during the event. In coordination with Sundance Institute, staff gained perspective from numerous stakeholders regarding this year's planning efforts in order to come up with the best possible solutions.

Starting October 15, staff completed community outreach regarding proposed and evolving plans for this year's Festival to numerous stakeholders including; Historic Park City Alliance, Park City Chamber, Park City Lodging Association, Park City Restaurant Association, Park City School District, Summit County, Park City Resort, Deer Valley Resort, SEAC, For Hire/Taxi Working Group among others). Staff plans to continue community outreach and notification will continue as we lead up to the Festival.

Funding Source

The cost for the pedestrian and traffic management contract annually is \$160,000. The funding source for that is paid parking revenue generated during the Festival and Transportation Planning Funds.

The City will receive revenue offset from the rental of the Old Clinic at 1665 Bonanza.

The cost of this event has increased over the years whether through the regular cost of business going up, (e.g., pay, benefits, etc.) or staff-requested level of service increase for security, which has been budgeted through the BFO process. Any documented change order needs to go through the change order process per the terms of the contract.

Attachments

Exhibit A Park City Parking and Transportation Plan Map
Exhibit B Lyft Operations Plan

Exhibit D – Main Street Parking and Transportation Plan Map

Stop Signs

Sundance Venues

Transit Path & Use Areas

Vehicle Path

ADA Parking

Road Closures

Traffic Mitigation Sundance

Traffic Mitigation first weekend

Ped/Taxi/Traffic Mgmt

City Operations

Park City Licensed Taxi Staging

Lyft Staging

Blue Dot Permit Holders

Ticket Office Parking

Long Term Parking

Delivery Area

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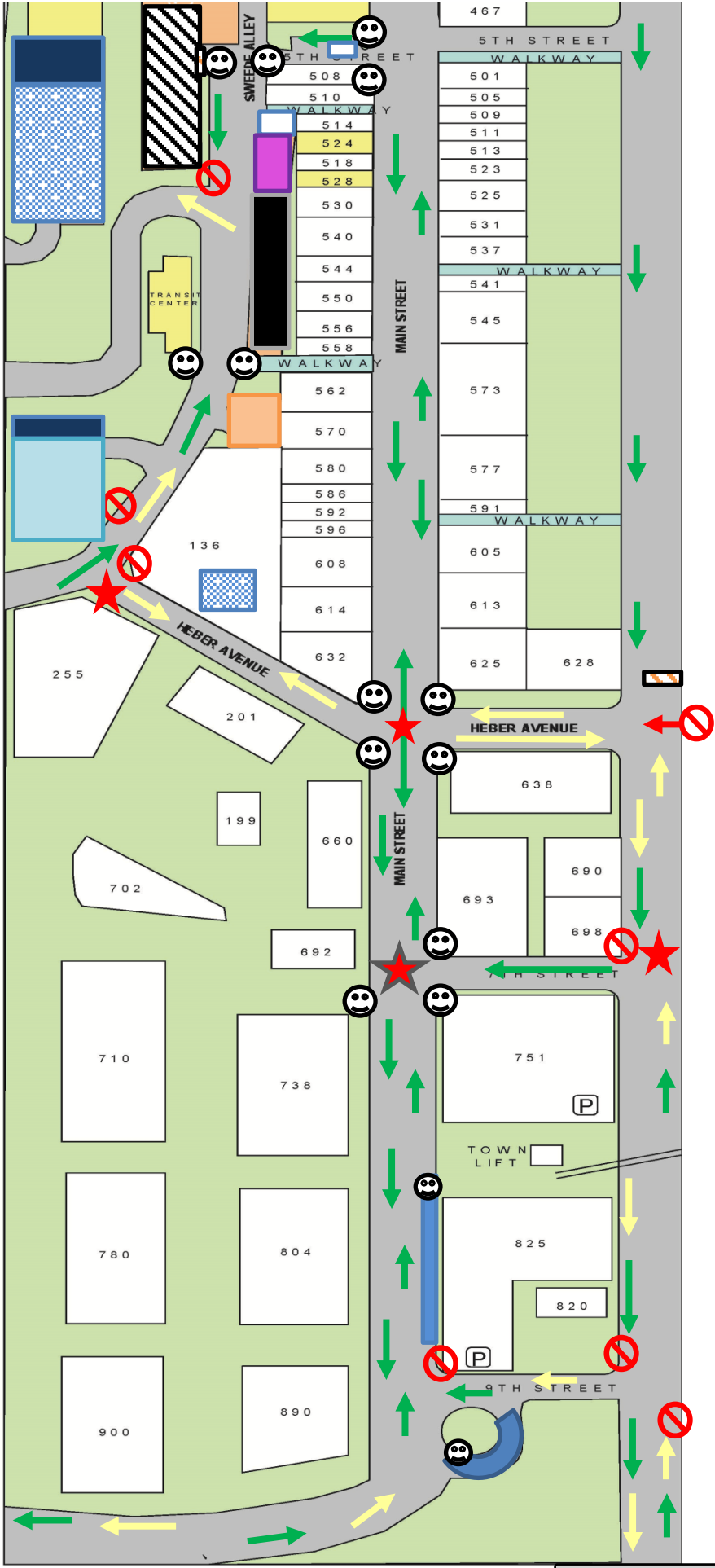
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*No Parking (Venue Load-in/out Permit required) all of Main Street unless otherwise noted.





Lyft Operations and Venue Use Plan

Sustaining Sponsor and Official Rideshare Partner of the 2018 Sundance Film Festival

Venues

- **Lyft Driver and Rider Lounge - 1665 Bonanza Drive**
- **Lyft Drop Off and Pick Up - Swede Alley**
- **509 Main Street - Patron Lounge (rent directly through owner)**

Sundance Institute and Lyft have entered into a partnership for the 2018 Sundance Film Festival with Lyft becoming a Sustaining Sponsor and the Festival's Official Rideshare Partner.

Sundance Institute, Lyft and the PC Municipal team have collaborated and negotiated on the opportunity to work with the newly acquired PC Municipal Clinic property for the duration of the Festival and Lyft will enter into a lease agreement with the City with specific regulations for the venue use, driver protocol, and utilities costs. Sundance Institute will potentially use some of the interior space to support operations, dispatch management and storage needs pending final plans and flow of the venue.

Sundance Institute and Lyft representatives will be available at the December 21 City Council Meeting to support with questions about the Venue Use Plan.

Lyft Mission and Community Engagement

The goal of Sundance Institute and PC Municipal is to provide a winning experience for the attendees, artists, patrons, staff & volunteers, Park City residents, businesses, and Lyft drivers. To do so, Lyft views their involvement as a creative partner with Park City, the Festival, and the associated community. Lyft's primary focus is safety, communication, and compliance with its drivers, passengers and the City to ensure steps are taken to reduce congestion, mitigate traffic impacts, and establish a learning environment to enhance and react to needs during the Festival.

Lyft Sustainability Practices

Post from Lyft Co-founders: [here](#)

Venue Use Plan - Lyft Driver and Rider Lounge (Clinic)

Hours of Operation:

- Set up to begin January 14
- Friday, January 18 through Tuesday, January 23, 2018: 11am-2am

- Wednesday, January 24 and Thursday, January 25, 2018: 12pm-2am
- Friday, January 26 through Saturday, January 27, 2018: 11am-2am
- Sunday, January 28, 2018: TBD

Exterior Space

Parking and Staging

Lyft will have dedicated Brand Ambassadors in the Lot to support staging and parking to ensure operations and traffic flow are managed effectively, and in accordance with the final flow plan

Directional Signage to reduce Left Turn Options

A - Right Turn only (No Left) onto Kearns Blvd from:

- 1665 Bonanza
- Theatre District (The Ray, DoubleTree, Holiday Village)

B - Right Turn only (No Left) onto Bonanza Drive from:

- 1665 Bonanza

C - No Left Turns into 1665 from Bonanza

- Discourage Lyft Drivers from using that entrance. Lyft Drivers will be encouraged to turn left at Munchkin or turn into the lot from Kearns Blvd.

Other Directional Signage to be determined for dispatch to other venues and theaters in final plans.

Local Business Parking

- Will be provided as indicated in the map below designated by blue highlighted areas.
- Local businesses will also be encouraged to have their employees participate in the citywide transportation options.

Partnerships

- Work with City Transportation Teams, Institute and Lyft to refine all agreed plans pre-Festival and adjust as needed during Festival.

Lyft Drivers

- Communication samples have been provided to the City and Sundance. Specific communication plans and messaging will be created for all drivers. Once targeted communications are prepared Lyft will ensure that Sundance Institute and Park City Municipal are informed. Final communications for the 2018 Sundance Film Festival will be defined closer to event.
- Create Training and Communication tools to share with Drivers to ensure they sign off on their commitment and compliance with Lyft and City regulations and code
- Establish a Code of Conduct for Lyft Drivers and consequences for reported infringements (part of the Venue agreement with the City)
- Create communication on reentry to the venue staging areas to ensure traffic flow in and around the venue is not compromised.

Lyft plans to use the interior for a dedicated Driver Lounge and a Rider Lounge to take care of Lyft passengers participating in the venues and businesses close to the Lyft venue. Lyft has had one site visit with access to the interior space and while we have ideas for use of the different areas this will be determined in the coming weeks once we have more access to set plans up.

The inside will be used only for a few spaces. One is mainly to warm up and use the restrooms. It is critical for both passengers AND drivers to be able to use the restrooms available in the clinic. That leads to a better experience for both passengers and drivers. Lyft anticipates using only a couple of the spaces in the building including the old waiting room space, the old emergency room and entrance, bathrooms and areas to set up hospitality for drivers and passengers. The other areas of potential use would be back of the office to store materials and the overall operations for either Sundance or Lyft.

The map shows an aerial view of downtown Kimball, Nebraska, with various streets and buildings. Key features include:

- Streets:** Kearns, Park Ave, The Ray Holiday Village, Eccles Marc Prospector, Maverick Gas Station, Bonanza, Deer Valley Dr. Main St., Munchkin Rd.
- Buildings and Landmarks:** Silver King Coffee Drive-Thru, New Frontier at Kimball, Kimball Arts Shuttle Stop, Kimball Parking Permit Parking, Sundance Permit Parking Only, Lyft Rider & Driver Lounge, Lyft Staging, Business Parking, Customer Parking, Bonanza.
- Traffic Flow:** Indicated by orange arrows showing one-way streets and turning movements. Labels include "NIGHT TURN ONLY", "RIGHT TURN ONLY", "PEDESTRIAN ACCESS", "SIX YSA", "NO PARKING/STAGING".
- Other Labels:** "KEARNS", "PARK AVE THE RAY HOLIDAY VILLAGE", "ECCLES MARC PROSPECTOR", "MAVERICK GAS STATION", "LYFT", "LYFT STAGING", "Business Parking", "Customer Parking", "BONANZA", "DEER VALLEY DR. MAIN ST.", "MUNCHKIN RD", "SILVER KING COFFEE DRIVE-THRU", "NEW FRONTIER AT KIMBALL", "SUNDANCE PERMIT PARKING ONLY", "KIMBALL ARTS SHUTTLE STOP", "KIMBALL PARKING PERMIT PARKING", "NIGHT TURN ONLY", "RIGHT TURN ONLY", "PEDESTRIAN ACCESS", "SIX YSA", "NO PARKING/STAGING", "Idle-Free City Turn Off Engine When Parked".

509 Main Street Venue/Swede Alley Plan - Lyft Lounge/Lyft Pick Up and Drop Off Area

Lyft Lounge

Exact Hours of Operation: TBD

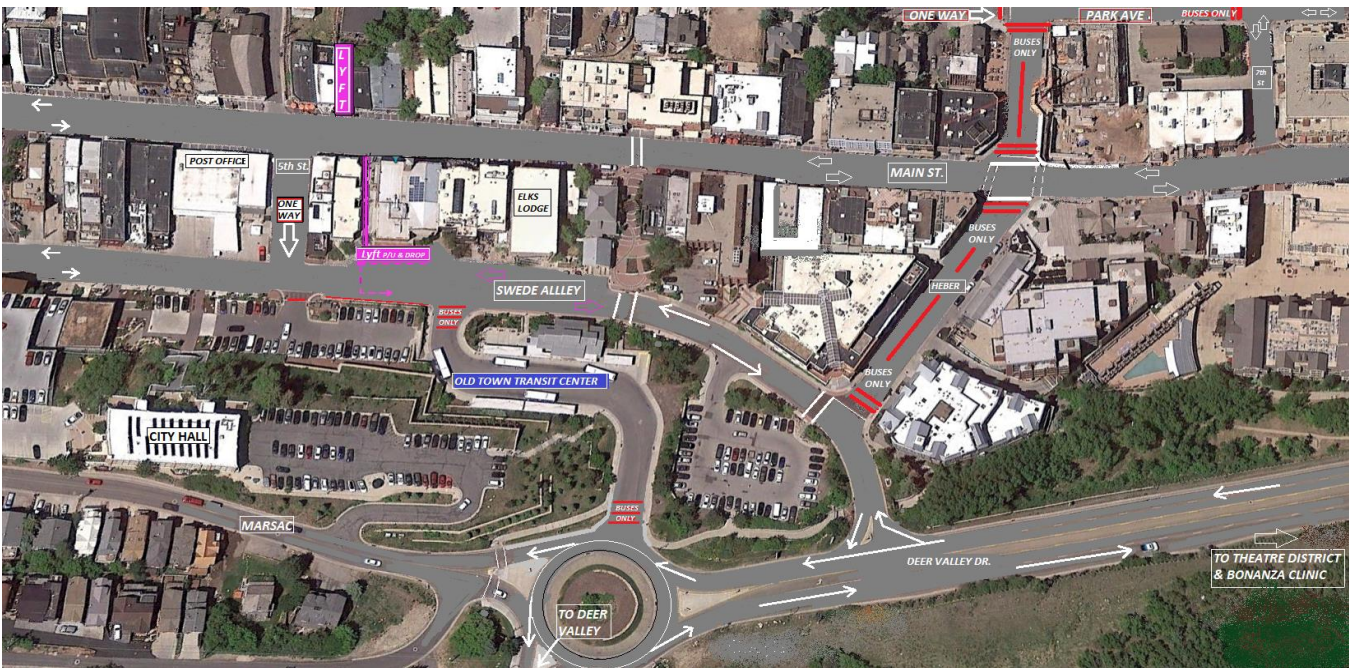
- Thursday, January 18 through Sunday, January 28, 2018

Lyft Pick up and Drop Off

Lyft plan to use this space to load and unload passengers. This area will be staffed by Lyft ambassadors that will work with passengers and drivers to manage an expeditious flow of traffic. At Peak Times, only Lyft drivers that can show they are “in process” with a ride via their Lyft app, will be able to use the Swede Alley spaces. This will prevent a bottleneck of loitering drivers, taxi cabs that will want to use the space, and other rideshare providers. Our goal is to provide a quick, efficient, and safe pick-up and drop off point.

Drivers will be prompted via the Lyft Driver App, directional support provided to them ahead of and during the festival, when driving southbound on Deer Valley Dr. to exit onto Swede Alley and pull directly into our reserved spaces at approx 528 Swede Alley, from the direction of the Flagpole lot with Main on the Driver’s-side right, headed up the hill. They will stop there, safely load their passenger, and then safely turn back down Swede Alley or head up the hill to turn back onto Main Street. The City will place up residential signage to deter all traffic from residential areas.

Swede/Main Flow Diagram



Overall Logistics

Lyft will provide a dedicated phone number for Park City officials to call, which will be active for the duration of the transit system operating during Sundance Film Festival. Key for Lyft as an Official Festival Sponsor and exclusive Rideshare Partner is to be treated equitably for our part as a solution in passenger movement during the festival as opposed to bearing the burden of all traffic concerns. Lyft are MORE than happy to come to the table and offer solutions as a partner in good-faith as we have real interest in creating a great experience for the City, its residents, its businesses, the Lyft drivers of Utah, and the thousands of visitors, artists, staff and volunteers that attend the annual event.

Training & Communication Tools

Lyft uses several means of training and since the majority of taxi company employees also drive for ridesharing services, they will also receive or be able to attend these trainings.

1. **In person training:** We plan to have an in person training ahead of the festival to set up drivers for success.
2. **Go Guides:** We will be compiling travel guides - where to go, avoid, when events are, where to go if they need a warm drink, gas, to use the restroom. A full guide on how they can prepare themselves for the festiva.
3. **SMS/Email:** We will be emailing and texting our drivers ahead of the festival and during the festival to alert them of particular moments and events, changes in the weather

Example of communication - SNOW:

Lyft Alert: Snow & ice are expected overnight, so plan for a very busy AM commute from 6-9AM. Be careful & thanks for helping passengers get to work!

Code of Conduct & Consequences

Drivers, like taxi companies and other rideshare companies, are first regulated by the laws of Utah.

- **Safety:** <https://www.lyft.com/safety>

- **Driver Requirements:** <https://help.lyft.com/hc/en-us/articles/115012925687>
- **Safety info for drivers:** <https://help.lyft.com/hc/en-us/articles/115012927647>
- **Driver and Passenger Ratings:** <https://help.lyft.com/hc/en-ca/articles/115013079948-Driver-and-passenger-ratings>



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

On November 15, 2017 the City, in partnership with Kimball Art Center and Sundance Institute, issued a Request for Proposals (RFP) for a new Arts and Culture District Mixed-Use Development Architectural and Engineering Design Services (A/E Design Consultant). The A/E Design Consultant will work with the Project Development Team to master plan the site as well as develop City developed portions of the project through the Construction Administration phase of the work; however the award of the work will be implemented in increments until the project budget and scope is solidified during the Design Development project phase. The A/E Consultant will also lead the public outreach and community stakeholder input process. The Project Development Team, including representatives from the Kimball Art Center, Sundance Institute, and Park City Municipal Corporation, recommend the design services of Lake|Flato Architects for an initial portion of the Task 1 phase of the work only through the schematic design phase. The remainder of Task 1 services requested in the RFP, including land use entitlements and Design Development work, plus Task 2 and 3 services through the Construction Administration project phase for the City's portion of the development project could be awarded either through a future contract amendment to the team of Lake|Flato or through a new RFP for design services depending on how the project develops and progresses and what is in the best interest of the project at that time.

Respectfully:

Anne Laurent,



City Council Staff Report

Subject: New Arts and Culture District Architecture and Engineering Design Services Contract Award
Author: Anne Laurent
Department: Community Development
Date: December 21, 2017
Type of Item: Administrative

Summary Recommendation

Authorize the City Manager to enter into a contract, in a form approved by the City Attorney's office, with Lake|Flato Architects for the Arts & Culture District Mixed-Use Development Project architecture and engineering design services contract award of Task 1 services through schematic design in an amount not to exceed \$907,000 including reimbursable expenses; and in accordance with Attachment A – workplan, scope of services, and fee schedule.

Executive Summary

On November 15, 2017 the City, in partnership with Kimball Art Center and Sundance Institute, issued a Request for Proposals (RFP) for a new Arts and Culture District Mixed-Use Development Architectural and Engineering Design Services (A/E Design Consultant). The A/E Design Consultant will work with the Project Development Team to master plan the site as well as develop City developed portions of the project through the Construction Administration phase of the work; however the award of the work will be implemented in increments until the project budget and scope is solidified during the Design Development project phase. The A/E Consultant will also lead the public outreach and community stakeholder input process. The Project Development Team, including representatives from the Kimball Art Center, Sundance Institute, and Park City Municipal Corporation, recommend the design services of Lake|Flato Architects for an initial portion of the Task 1 phase of the work only through the schematic design phase. The remainder of Task 1 services requested in the RFP, including land use entitlements and Design Development work, plus Task 2 and 3 services through the Construction Administration project phase for the City's portion of the development project could be awarded either through a future contract amendment to the team of Lake|Flato or through a new RFP for design services depending on how the project develops and progresses and what is in the best interest of the project at that time.

Acronyms

A&C	Arts and Culture District
KAC	Kimball Arts Center
MPD	Master Plan Development
PCMC	Park City Municipal Corporation (City)
RFP	Request for Proposals
SDI	Sundance Institute

The Opportunity

The A/E Design Consultant will be instrumental in developing the design concepts for the Arts and Culture District in keeping with the operational and use goals established by the community's documented needs and Webb Management Services technical recommendations.

Background

On July 20, 2017, City Council adopted letters of intent with the KAC and SDI to design and build a Park City Arts and Culture District (A&C) in Bonanza Park. The City also authorized the execution of a purchase agreement for the Bonanza Park East properties and adopted a resolution enacting a 1% Municipal Transient Room Tax to be effective January 1, 2018.

As the first step in the creation of the new Arts and Culture District, KAC and SDI issued a joint A&C Consultant RFP on September 5, 2017 and awarded the contract to Webb Management Services on October 12, 2017. The request was to include services of qualified professional consultants or groups with direct knowledge, technical capacity, and experience working with arts organizations, local governments, and community residents to define a new Arts and Culture District development and operational vision; assess the opportunity and capacity for the planning and implementation of the new District; and provide guidance goals, priorities and objectives for the development project. Webb Management Services has provided these services to date. The second step was the issuance of the A/E Design Services RFP on November 15, 2017. It is anticipated the City Council will approve the contract for this RFP on December 21, 2017.

<u>Date</u>	<u>Item</u>
July 20, 2017	Approve Letters of Intent Staff Report (pages 238-267)
July 20, 2017	Enact TRT Staff Report (pages 268-269)
July 20, 2017	Approve Purchase Agreement for Bonanza Park Property Staff Report (pages 270-293)
July 20, 2017	Meeting Minutes (pages 6-9)
October 12, 2017	Award of A&C Consultant Services Staff Report (pages 215-226)
October 12, 2017	Meeting Minutes (page 12)

Alternatives for City Council to Consider

- 1. Recommended Alternative:** Award contract to Lake|Flato Architects in an amount not to exceed \$907,000 for Task 1 services through schematic design and in accordance with the in the RFP and Attachment A.

Pros

- a. Fifteen impressive proposals were received and the selected A/E Consultant will provide valuable design services for an important development project the City Council has prioritized and secured the funding for.
- b. Starts the community engagement process on the design portion of the Arts and Culture District development project.
- c. Keeps the project on schedule for a spring 2019 ground breaking.

- d. Keeps the project on schedule to enter into development and purchase agreements with the KAC and SDI early in 2018.

Cons

- a. If the KAC and SDI choose not to enter into development and purchase agreements with the City, the designs will have to be adjusted for an alternative development strategy.
2. **Null Alternative:** City Council could choose not to award the contract and not proceed with designing the project at this time.
 3. **Other Alternatives:** City Council could provide direction to continue the RFP process and search or select other candidates for the A/E Design Consultant.

Analysis

The City issued the Architecture and Engineering Design Services RFP on November 15, 2017. The City received 15 proposals, which were evaluated by the Project Development Team, including representatives from the KAC, SDI, and PCMC. The Project Development Team conducted interviews of the top five proposals received. The A/E Consultant scope and timeline is divided into three tasks. Task 1 includes concept design, public input, schematic design, and land use entitlements for the entire 5 plus acre site. Additionally Task 1 includes design development level design for the City's portion of the development (structured parking, transit hub, public spaces, and up to an approximate of 90,000 square feet of support retail, food and beverage, housing, studio/office space) or approximately \$50 million in estimated construction value. Task 2 includes final design, construction documents, and obtaining building permits for the City's portion of the development. Task 3 is the construction administration services during construction.

It is expected that the A/E Design Consultant contract will be awarded December 21, 2017 and the contract signed by the first week in January 2018. Initial public outreach will not start until after the 2018 Sundance Film Festival. The A/E Design Consultant will continue to work with the Project Development Team and other City staff and consultants throughout the design process to ensure the design meets the operational vision, goals, priorities, and objectives identified for the Arts and Culture District; and continue to public outreach throughout the design and development of the project. As outlined in the Letters of Intent, KAC and SDI may or may not use the same A/E Design Consultant team as the City for final designs of their buildings. The project process will accommodate either option the anchor partners choose.

Key Dates:

- Sales revenue bonds Authorizing Resolution – September 21, 2017
- A&C Consultant contract award to Webb Management Services – October 12, 2017
- Visioning exercises and outreach by Webb Management Services – October 17-20, 2017
- Property due diligence period ends – October 31, 2017

- A/E Design Services RFP published – November 15, 2017
- Sales revenue bonds sale and closing – November 30, 2017
- A/E Design Services proposals received – December 4, 2017
- Webb Management Services final reports and deliverables – December 14, 2017
- A/E Design Services Consultant interviews December 13-15, 2017
- Award of A/E Design Services contract – December 21, 2017
- 1% Transient Room Tax effective date – January 1, 2018
- Property closing – before January 31, 2017 (Anticipated closing January 9, 2018)
- Anticipated land use entitlements Planning Commission and City Council hearings for MPD and Plat Amendment – August/September 2018
- Land purchase and development agreements with KAC and SDI – Fall/Winter 2018
- Building permit applications submitted – March/April 2019
- Project ground breaking April/May 2019.

Department Review

Executive Department; Budget, Debt, and Grants Department; and the City Attorney's Office have reviewed and commented on this report.

Funding Source

Contract funding will come from cp0307 Bonanza Park project in the Council adopted 5-year Capital Improvement Plan. The project budget will be adjusted to include revenue from the Municipal Transient Room Tax for FY 2018 as part of the 2019 budget process.

Attachments

- A Lake|Flato Proposed Workplan, Initial Scope of Work, and Fee Schedule
- B Site Location Map of new Arts and Culture District

Attachment A – Lake|Flato Workplan and Fee Schedule



1. VISIONING

At the outset, we will facilitate a visioning workshop to brainstorm the myriad of possibilities for your project, and to further understand the alignment of vision with program and budget goals. This is an opportunity for us to listen to your aspirations and priorities are so that we can tailor the design process to your unique interests.

Every project is unique, but typically it's not the first. Experiencing other buildings and civic spaces helps initiate questions and ideas that will shape the building and provide a common thread between you and the design team. We suggest you visit other projects as a group.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

2. SITE AND CONTEXTUAL MAPPING

Simply defined, sustainable design is smart design that looks beyond the building and considers the larger context. We start each project by looking to the past and asking these simple questions: How did the people of this region and climate build before the availability of modern technology? What can we learn from traditional wisdom, and how might advance technologies be applied in innovative and appropriate ways? Through such questions, we will begin to understand the environmental context and effective architectural and material responses to it.

Working as an integrated design team, we will assist you in setting overall sustainability goals and benchmark those goals against LEED, Living Building, and net-zero certifications. We will conduct an 'Integrated Design Workshop' that includes the design team, owner representatives, user group, community stakeholders, national thought leaders, and other members of your constituency.

With owner, user, and design team commitment and leadership in the process, we expect not only significant results, but also a special spirit of project advocacy to develop among participants.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

3. PROGRAMMING

The architectural program feeds into the physical realities of the conceptual design, marrying facility size, quality, and cost in a unified whole. Our programming efforts will employ a variety of methods to elicit input – focus group interviews, interactive workshops, and meetings – to ascertain the breadth and depth of issues that will influence the architectural concept design. We will conduct initial meetings with selected stakeholders and engage specialty consultants by discipline as necessary. We will also benchmark against national peers to help frame the effort relative to what similar art and culture mixed use districts throughout the country are offering.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

4. PLANNING

We will use knowledge gathered during the Integrated Design and Programming Workshops to create a building plan for the site, including building locations, access analysis, on-site pedestrian and vehicular circulations, on-site hardscape and landscape concepts, and integrated building and natural systems.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

5. CONCEPTUAL DESIGN

Following input and any revisions to the vision, sustainability and program report, the team will begin to study various conceptual building design options that will become the basis of a series of team work sessions.

During the first session, we will present preliminary concepts that respond to site placement, program adjacencies, and incorporate early stage energy modeling and daylight studies and research as well as other sustainable strategies identified during the IDC. The outcome could be one of the designs, a hybrid of the concepts or even a new approach all together.

A follow up session will focus on the further development of a single design solution, where we start to hone in on an architectural character of the buildings.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

6. SCHEMATIC DESIGN

Having completed planning, conceptual design, and two phases of conceptual pricing, our design team will begin developing the approved design direction into a singular vision that represents the aspirations established through our work to date.

DELIVERABLES

- Vision Document listing project aspirations, goals, challenges
- Narrative of project understanding
- Precedent book
- Vision Statement
- Budget Goals
- Programming Goals

PARK CITY SCOPE		
Total Budget	\$50,000,000	Defined Budget
Total Design Fee %	6%	
Total Design Fee	\$3,000,000	
Planning	5.00%	\$150,000.00
Concept + Schematic Design	20%	\$600,000
Design Development	25%	\$750,000
Construction Documents	25%	\$750,000
Bidding & Negotiation	5%	\$150,000
Construction Administration	20%	\$600,000
	100.00%	\$3,000,000.00

KIMBALL + SUNDANCE		
Total Budget	\$27,000,000	90,000 sf @ \$300/SF
Total Design Fee %	0.5%	
Total Design Fee	\$135,000	

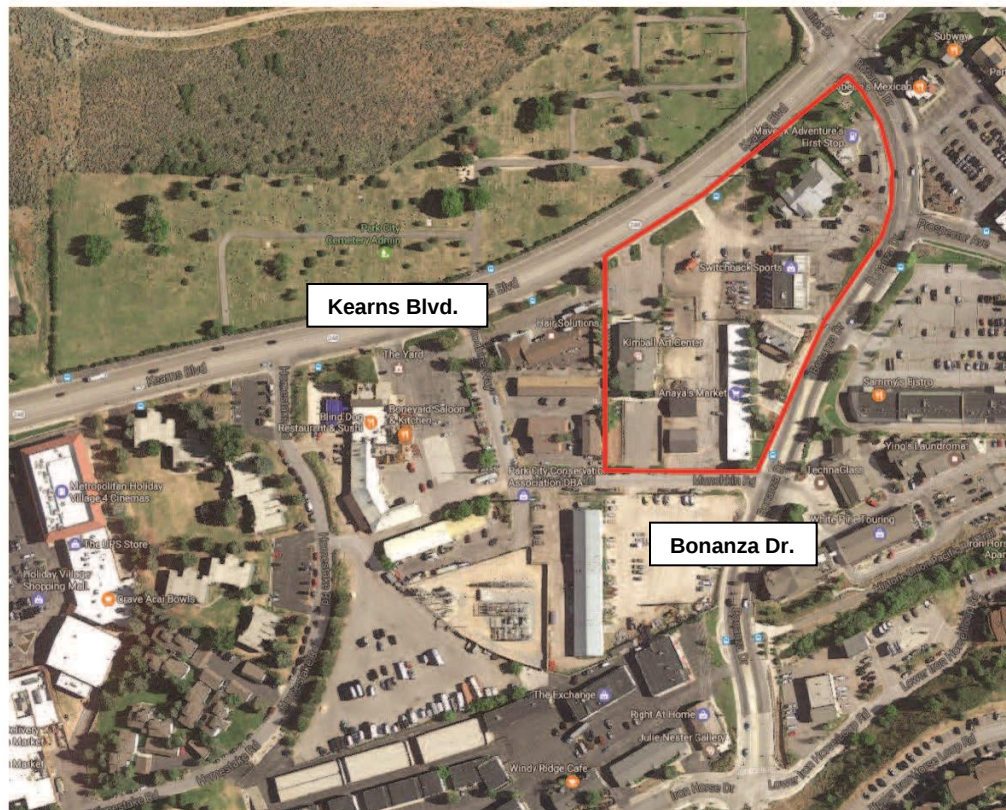
Reimbursables		
Total Fee for TASK 1	\$1,635,000	\$28,000
OR		
Total Fee for TASK 1 - DD	\$885,000	\$22,000

Consultants Included:

Architect of Record
 Associate Architect
 MEP Engineering
 Structural Engineering
 Landscape Architect
 Kitchen Consultant
 Civil Engineering
 Cost Estimating
 AV/IT

Fees are based on a continuous design schedule and do not account for stops or revisions between phases.

Attachment B – Site Location Map





DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends that City Council rename the annual Historic Preservation Award. Staff will return in 2018 with a resolution to officially rename the program.

Respectfully:

Liz Jackson, Planning Technician



DATE: December 21, 2017

TO HONORABLE MAYOR AND COUNCIL

City Council and staff would like to express their appreciation to the outgoing Council members for all their leadership, service, support, dedication, and effort in moving the City forward over the past four years.

Respectfully:

Michelle Kellogg, City Recorder