PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
MAY 27, 2004

Present: **Mayor Dana Williams; Council members Kay Calvert, Marianne Cone, Candace Erickson; Jim Hier, and Joe Kernan**

Tom Bakaly, City Manager; Gary Hill, Budget Manager; Kent Cashel, Transportation Manager; Colin Hilton, Economic Development Director; Lloyd Evans, Chief of Police; Jeff Schoenbacher, Environmental Specialist; Ron Ivie, Chief Building Inspector; Kim Leier, Human Resources Manager; and Marty Howard, Police Officer

Council questions/comments – Candace Erickson thanked Denise Payne for working with the Friends of the Farm, who are planning some great events on the property. Marianne Cone reported on a meeting with the artists participating in the art in the park program, planned at the campus of the Library and Education Center. She mentioned that there may be requests from some artists regarding amendments to the ordinance, specifically clothing. The campus area may also be a better option for films and she spoke casually with Sundance about the possibility of a change in venue. Jim Hier reported on the Main Street Business Alliance meeting where officers were appointed. The Arts Festival was discussed including a proposal to place the booths in the middle of Main Street, which was generally accepted. This would reduce the number of booths by 30 40. The concept of holding a literary festival was also presented. The Chamber/Bureau Board of Directors is reviewing its annual budget. Mr. Hier also advised that Salt Lake is revising its taxi regulations by way of limiting the number of providers at the airport, which has the potential of precluding some Park City transportation companies. Tom Bakaly interjected that he met with representatives of the airport and Mayor Anderson's office where he urged consideration of service levels, safety records, etc. when reviewing bids. Unfortunately, the process is underway and bids close this Friday, but the group is willing to consider suggested criteria after the bids are reviewed. Jim Hier continued that an interagency task force meeting was held during the week where Quinns Junction was discussed; an update on development activity at Jordanelle is scheduled next month.

Mayor Williams commented on the National Girls Tennis Tournament hosted at the Racquet Club this week and thanked Tennis Pro Warren Pretorius for organizing this prestigious event. He addressed the Luge and Bobsled Federation and the American Marketing Association and met with the directors of the Board of Realtors of Park City urging support of the state open space initiative, which is currently opposed by the Utah Board of Realtors. The Mayor's Office received a thank-you letter from the Utah Environthon Director regarding the success of their event.

Budget overview:

Departmental operating budgets – Gary Hill described the budget discussions over the past several weeks and the upcoming schedule. He referred to the meeting packet, outlining department requests and the grand total, which is a negative number. This is largely driven by the decreases to the Water Fund and Golf Fund. He discussed the Capital Projects and Economic Development Department's request for the addition of an economic development planner, which would be funded by both this department and a reclassification in the Planning Department. The City Manager's Department includes an amendment to council compensation. Finance and accounting is requesting a part-time account Clerk III. The Golf Pro Shop is requesting the reclassification of Administrative Secretary to Analyst II, and a portion of the Golf Course Manager's salary will be funded by the General Fund.

He explained "*same level adjustments*" which reflect the increased costs in providing the same level of services or a mandate or policy resulting in increased costs to the department. The increase in the Legal Department reflects same level of service. The Library's budget shows funding for board training and digitizing the *Park Record* from 1906-1932.

The Special Events and Facilities Department is requesting contract services in the amount of $45,773 for assisting in managing increasing special events and new responsibilities. In response to a question from Kay Calvert, Mr. Hill explained that there is also enhanced funding in transit for special events, which is mutually exclusive. The Mayor asked if this would aid in the program for concerts in the park, which has moved to Deer Valley. Kent Cashel clarified that the $85,214 represents enhanced service normally provided for Sundance and Arts Festival. For the benefit of Mayor Williams, the City Manager explained that the $45,773 for the Special Events Department is in addition to the full-time support position. Colin Hilton added that the Special Events and Facilities Manager would use the funding for contract services during peak periods. Candace Erickson read the explanation in the staff report, *"The City Council is now looking at approving multiple MFL's over one weekend, which further decreases staff's ability to manage."* She expressed concern that staff disclose shortfalls or recommend denial if this is the case when Council considers MFL's. Mr. Hilton stated that the Manager was simply justifying the need for some contract help during certain periods. The Mayor agreed that Council should be advised upfront of the real costs of approving events. Ms. Erickson feared that staff may be telling Council members *what they want to hear*, rather than sharing candid advice. Colin Hilton added that it is staff's intention to use this approach on a trial basis.

The Mayor understood that if the community reached its goal in the Blue Sky Program, the City's commitment would be increased. The City Manager explained that the increase would probably be reflected in next year's budget as a same level increase. Marianne Cone discussed taking the lead on energy conservation efforts. Kent Cashel stated that the City works with a contractor on power usage. Mr. Hill noted that the other request for Special Events includes additional funding for Movies in the Park. He emphasized that these operating budget options will be included in the tentative budget, scheduled on the June 3 agenda, unless Council members request their removal tonight.

With regard to the Police Department, the Budget Manager discussed reclassifications. The on-call program is intended to reduce overtime costs and an additional dispatcher is proposed in 2005. The ATV response proposal in the amount of $34,800 is intended for patrolling areas like Round Valley and includes the equipment purchase and costs for overtime, training, fuel, maintenance, radio, etc. Chief Lloyd Evans explained that over a year ago, the department formulated this solution to access trail systems for emergency response and investigations in remote locations. Jim Hier expressed concern about the practicalities of this option and is interested in meeting with the Chief to more fully understand the program. Chief Evans advised that the ATV would not be used in the winter.

Mr. Hill reported that there are two requests in Public Affairs. One is to change the temporary instructor position to an assistant position, which represents a reduction of $9,000, which offsets the upgrade of the Director's position from Grade 8 to Grade 9. There are a number of options in Public Works, including insect control, which is an adjustment to this year's budget and an additional $10,000 for next year. He briefly covered the Olympic Legacy Program, sports fields, and the reduction in the Water Fund. Regional transit funding will be offset by contributions from Summit County. He pointed out the one-time reduction to MBA bonds relating to water and transit where the accrued interest is used to reduce debt. He discussed the timing of the reclassification of water workers.

The Budget Manager addressed the option in the Recreation Department for training board members and pointed out the corresponding adjustment in the General Fund regarding the Golf Manager position. The removal of the Director for the library and recreation team is recommended. The Information Technology Department requests promotion of the Tech Services Manager position to Director, and moving the position from Grade 8 to Grade 9.

<u>Prospector environmental remediation issues</u> – Gary Hill explained that this matter relates to the goal of complying with the soils ordinance with possible City assistance in providing topsoil to affected residents. He explained that some owners have voluntarily retested their lots, but there are 390 to 440 properties in the expanded soils district that have not been capped. At $450 per property, the total is estimated at $175,000, which is unbudgeted and this number does not include administrative or hauling costs. There is an option to limit the program for properties that have been capped but have failed.

Jeff Schoenbacher, Environmental Specialist, explained that the original area included 24 properties which have elevated levels of lead that are required to be capped this year and there are 65 properties that have never been sampled. The expanded area includes 353 lots that have yet to be sampled or capped. He added that there are also properties included in the Environmental Management System that must be sampled to acquire data for regulatory agencies. Mayor Williams pointed out that the scope of remediation for properties that have not been tested is an unknown, and Mr. Schoenbacher agreed and explained that he presented costs for a worst-case scenario. The Mayor asked if all City-owned properties are in compliance. Chief Building Official Ron Ivie acknowledged that a number of City properties have not been evaluated. In response to a question from Jim Hier, Mr. Schoenbacher explained that 24 properties in the original area must be capped by this year, and the goal is to have properties that have not been sampled, addressed by 2006. There was discussion of continued education and outreach programs to promote maintenance of the soil cap.

Mayor Williams acknowledged the challenges of making the program fair and clarified that he is not concerned about small areas that have failed or parcels that have never been addressed. He felt that criteria could be formulated for those whose entire yards have failed and added that the expanded area significantly increases the number of affected property owners and associated liability. Ron Ivie felt that is not exactly accurate and clarified that the City voluntarily extended the soils boundaries to provide a management tool to avoid entering into a remediation program with an outside agency on every property. Prospector, aka Silver Creek, is the area that will be primarily targeted for enhanced data to be provided to the EPA in order to de-list it. This strategy also eliminates owners in the expanded area from obtaining a voluntary clean-up permit from the DEQ. This was the process used for the Transit Center remediation, amounting to about $800,000. Using an EMS model, as described, would have significantly reduced these costs.

Jim Hier estimated that the City would need to budget approximately $30,000 per year, but that amount doesn't include administrative costs. It is worthwhile to explore in consideration of the benefits of expediting compliance. Candace Erickson agreed with Mr. Hier and felt that this program will benefit the entire community and de-listing Prospector is a significant accomplishment. Kay Calvert expressed support but requested estimates on administration costs. The City Manager strongly emphasized that he doesn't recommend this program, which has the potential of prompting unrealistic expectations. Mr. Hier pointed out that the number of lots is fixed; 24 this year, 65 over the next two and a half years, and 15 a year thereafter. He clarified that he is not suggesting stock-piling and trucking top soil, but offering a reimbursement of some type, which could be limited to a certain amount. Kay Calvert agreed with the City Manager's concerns because administration of the program could be cost prohibitive. Candace Erickson felt it would be helpful for Council to consider a variety of options.

Council member Joe Kernan expressed that it may be appropriate to provide some sort of assistance to owners who have capped their lots and failed, but there are 353 lots. He feared setting a precedent of assuming problems of private property owners and is not convinced that the program will expedite compliance. He stated that he needs more information but only supports assisting failed properties in some small way. Mayor Williams reiterated his opinion that the large lot owners should be reimbursed and Kay Calvert acknowledged that the scope of remedying 353 lots is unknown. Dana Williams emphasized that there are City properties that haven't been capped which needs to occur before placing liens on private property because of lack of compliance. Candace Erickson suggested that City properties be addressed first and in the meantime, options can be formulated.

Tom Bakaly advised that this item will be scheduled on the June 17 work session. He felt the City lead by example by way of the costly remediation of the Transit Center property. Marianne Cone stated that she could support assistance to failed properties and there was discussion about imported topsoil, which must comply with the standards outlined in the ordinance. The Mayor reiterated the importance of establishing criteria for qualifying properties.

Sales tax model – Gary Hill referred to the 1% local option sales tax analysis document distributed to Council and available to the public. It is intended to have this on the City's website and updated quarterly. The benefit of the study sets a baseline with regard to sales tax collection since 1995 to 2003 and provides partial information for 2004. Additionally, it outlines longitudinal trends over time. Through illustration of a computer presentation, he explained that sales tax information is shown geographically and areas include Main Street, Deer Valley, Treasure Mountain (Park City Mountain Resort to golf course), entryway corridor (Snow Creek post office up through SR224), and Prospector. The sale tax is broken down by types, including lodging, restaurant, retail, and services (entertainment, skiing, professional services, utilities, and other). Mr. Hill warned not to draw too specific conclusions from the data and emphasized that the study only analyzes the 1% local option tax within a fiscal quarter.

He continued that Park City's sales tax growth is seasonal, collected in January and reflected in March revenues, with spring and summer being the only quarter with a decline. Average annual growth since 1995 is 3.2%. He discussed Park City's competitive disadvantage with warmer climates in the spring quarter. Mr. Hill felt there is antidotal evidence that Park City was somewhat insulated from the effects of 9-11 and the economic downturn due to the Olympics. From the period of 1995 through 2003, the City's annual sales tax growth rate was less than that of the state as a whole. However, from 2001 to 2003, Park City has significantly outperformed the state, which is encouraging because skiing is a no-growth industry at this point.

The highest percentage of sales by geographical area is generated in order from the entryway corridor, Deer Valley, Main Street, Prospector, and Treasure Mountain. In response to a question from Ms. Calvert, Gary Hill explained that Main Street, as a whole, has increasing sales with the main contributors being retail and restaurants. Main Street represents 19% of all City sales and 59% of all City restaurant sales. It is the second largest geo for retail sales, next to the entryway corridor (which includes two grocery stores). He pointed out that each geo has its own *specialty*, and the entryway's is retail. Deer Valley's two major components are lodging and services and he explained that since it is where many property management companies are located it is where sales tax is reported. It has grown faster than any other geo. The fourth largest is Prospector, which is the most balanced in sectors and has experienced growth since 1995. The last major area is Treasure Mountain, which peaked in 1997 and has declined since that time. It is the only geo experiencing sales tax decrease; service is its prominent component. Mr. Hill added that the data can be broken down by month to evaluate benefits of special events, for example. Council member Hier stated that the sales tax model is not only a great tool for the City, but for local businesses. He commended the Budget Office for presenting this complex information in a cogent manner.

<u>Recap of debt funding issues</u> – Mr. Hill referred to the summary in the meeting packet outlining future debt service impacts to the City. Issuing general obligation bonds in the amount of $9.25 million is anticipated this summer for open space, parks, and ice. Next spring, staff is recommending issuing sales tax revenue bonds for the downtown improvements and parking. RDA increment would be used to pay back the General Fund, if its extension is successful. The City receives a better rate with sales tax bonds than RDA backed bonds. In the future, sales tax revenue bonds are suggested for funding Old Town street reconstructions. Eventually, additional water revenue bonds will be issued.

<u>Budget policies and objectives update/amendments</u> – Mr. Hill noted that modifications have been discussed over the past several weeks; there were no comments or questions.

<u>Recommended changes to personnel policies</u> – Kim Leier stated that the manual was substantially revised last year. The most significant amendment this year is the modified language to the Employee Transfer and Appeal Board, which is state legislated as well as regulations governing part-time and seasonal employees. Marianne Cone commented that it would be beneficial to Council to be informed of meritorious bonuses. Ms. Leier indicated that she would follow-up and noted that she is exploring employee recognition programs.

Performance measures for special service contracts – Gary Hill explained that the report represents six months worth of data. However, by next year, there will be 18 months of data, which will be more meaninful.

Telecommunications tax and resort cities sales tax – Mr. Hill stated that the resort cities sales tax ordinance is scheduled for review next week on June 3, 2004. The telecommunications ordinance will be reviewed on June 17, which is proposed to enact a 4% tax. This replaces the 6% franchise tax and fees, but will include cell phones. Candace Erickson pointed out that providers have already reacted and are now considering running phone lines through the Internet. Kay Calvert agreed and added that the City will likely be chasing technology dollars.

Wrap-up of unresolved budget issues - The Budget Manager relayed that adoption of the tentative budget is slated for next week. It is essentially the Manager's Recommended Budget with the incremental changes discussed. Council member Kernan asked the funding strategy for traffic calming and neighborhood capital requests. Gary Hill responded that there is a traffic calming CIP account in the amount of $180,000. Large neighborhood requests like street reconstructions would dovetail with the City's overall CIP prioritization process. Mr. Kernan asked the status of widening Main Street sidewalks. Colin Hilton explained that the downtown improvements task force was not in favor of widening the entire length of Main Street, which is very costly because the street is crowned and would need to be leveled. The group supported adding bulb-outs to accommodate outdoor dining areas. He recalled that the downtown improvement CIP fund amounts to approximately $800,000 for design and pedestrian improvements.

Council member Cone stated that she is receiving citizen concerns about the proposed vacation of Crescent Tram. She suggested preserving this land as a City asset. It has been slated for improvements in the CIP budget, specifically concrete replacement. Colin Hilton explained that the project never reached *funded* status and was combined with improvements to Old Town trails and stairs, which may be one possible source.

Public input – There was no regular meeting, but the Mayor invited the audience to comment on any matter of City business.

Parking structure and plaza in downtown core - Mary Alice Kline, Manager/Director of The Egyptian Theater, explained in detail the challenges for theater patrons to find parking in the area. The Egyptian has proactively addressed getting information about shuttles to their patrons and she stated her support of building a parking structure. She also is in support of the plaza concept, which could accommodate outdoor summer shows. The Egyptian brings commerce to Main Street.

Plaza project - Kate Doordan, HMBA member, expressed her support of the plaza project.

Motorcycle training – Officer Marty Howard explained the extensive training process for the two officers assigned to duty the newly acquired BMW motorcycles.

Compliance with Soils Maintenance Ordinance - Kathy Meyers, Prospector resident, pointed out that there are property owners who have capped their properties, voluntarily retested them, and failed. She urged Council to consider some assistance to residents who have acted in good faith to comply. City assistance would be an incentive for owners to retest properties. Options could include offering topsoil or a loan program. She emphasized the importance of moving past this issue.

City Council Staff Report

PARK CITY 1884

Budget, Debt, & Grants

Author: Tom Bakaly, Gary Hill
Subject: FY 2004 Adjusted Budget, FY 2005 Tentative Budget
Date: May 27, 2004
Type of Item: Discussion/Legislative

Description:
Topic:
FY 2004 Adjusted Budget
FY 2005 Tentative Budget

Background: Beginning on May 6th, staff presented the City Manager's Recommended Budget. The discussions have been as follows:

- May 6th – Budget Overview
  Review of Policies and Procedures

- May 13th- CIP Overview
  Downtown CIP Projects
  Water Fund and Rate Increase

- May 20th- Recreation Complex CIPs
  City Park CIPs
  Miscellaneous CIPs
  Council Compensation

Analysis:
On May 27th, staff will address the following topics with City Council:

(1) Departmental Operating Budget Requests
(2) Environmental Remediation projects
(3) Update on future funding issues
  A- Bonds (Open Space, Parks and Ice, Sales Tax Revenue, RDA)
  B- Sales Tax Model Presentation
(4) Budget Policies and Objectives updates
  A- Special Events Budget process
  B- Traffic Calming
  C- Neighborhood CIP Request process
  D- Other Changes/Issues
(5) Personnel Policies and Procedures amendments (Kim Leier)
(6) Update of Special Service Contract Performance Measures
(7) Preview of Upcoming Issues
  A- Telecommunications Tax Ordinance

B- Resort Community Sales Tax Ordinance

(8) Wrap-up of unresolved issues

A- Council Compensation

B- CIPs

C- Water Rates

Departmental Operating Budget Requests

Attachment A is a summary of the departmental requests recommended by the City Manager and includes an explanation of each option as provided by the requesting department. This summary differs slightly from the Option Report found in the Executive Summary in two ways:

(1) The Council Compensation option (COMP) reflects the changes directed by Council on 5/20/04. This is a decrease of $15,300.

(2) The Water Department's request for $50,000 for Weber Basin water reservation fees (WBRF) has been removed. The option was superceded by the ASMT package which is a request for $122,000 in FY 2004 and $200,000 in FY 2005. The ASTM package is the result of a new agreement between the City and Weber Basin Water.

Same Level Adjustment (SADJ)– This package name is used for department requests that result from increased costs for performing the same level of service. Examples of this type of option include unfunded mandates such as the new Library internet filtering software and increases for housing allowance when an employee becomes eligible.

The sum total of all departmental requests is actually a decrease to both the FY 2004 Adjusted Budget (- $172,415) and the FY 2005 Budget (- $229,981). This is largely due to reductions made in the Water and Golf funds. Staff will highlight the other significant options during work session on May 27th.

All requests submitted by departments as a part of this budget process (including those not recommended by the City Manager) will be incorporated into the final version of the Executive Summary.

Environmental Remediation

With the adoption of the Environmental Management System (EMS) on April 30th 2004, there have been discussions about the City assisting property owners by purchasing topsoil. There are 977 properties that are regulated by the City's Soils Ordinance. Of these properties, there are between 390 and 440 that still need to be capped and are out of compliance with the ordinance. At an estimated expense of $450 per property (three truck loads @ $150 each), the total estimated cost to the City could be as much as $175,000. This expense is not included in the City Manager's recommended budget

A memo prepared by Jeff Schoenbacher, the City's Environmental Specialist is attached to this staff report (Attachment B) and points out several other concerns associated with providing soil for homeowners including program administration and fairness for those who have voluntarily complied with the ordinance. Staff does not recommend funding this expenditure.

Council might want to consider adding $5,000 to the budget to fund re-capping of lots that have already been voluntarily capped by their owners who have volunteered for cap verification testing.

Future Funding

On May 6th staff briefly discussed some of the City's future funding needs. In order to fund the capital projects discussed over the past several weeks, the City will need to issue bonds. With affirmative direction from Council, Staff anticipates issuing $9.25 million in General Obligation (G.O.) bonds this July for open space ($5.25 million) and Parks and Ice ($4 million). This will result in an annual tax increase of $12.60 for a $100,000 primary residence (taxable value of $55,000) and $22.92 for a secondary home or business (100% taxable value of $100,000).

Pending the successful extension of the Main Street RDA, the City will also issue approximately $9.5 million in sales tax revenue bonds next spring. These funds will be used to finance the Downtown Enhancement Projects ($8.5 million for Parking, Town Plaza, and Prospect Avenue) with an additional $1 million earmarked for the Quinn's Junction Recreation Complex. Although this is a sales tax revenue bond, the extended RDA property tax increment will be used to reimburse the General Fund for its portion of the bond. Sales Tax Bonds receive a lower interest rate than RDA bonds, which is why staff is pursuing this strategy.

Staff has also identified sales tax revenue bonds as the funding source for future OTIS-related road reconstructions. After Prospect Ave., the next OTIS reconstruction is Lower Norfolk in FY 2007. Staff will issue additional sales tax revenue bonds (approximately $7.1 million) as necessary for these projects. Staff estimates that with an annual debt payment of $750,000, the City will be able to finance the identified street reconstructions through FY 2009. The City's General Fund typically transfers about $1.5 million to the 5-Year CIP each year. Staff recommends pledging one-half of these revenues toward the sales tax bonds for projects through 2009 and therefore cutting the G.F. transfer in half.

Table 1 - Projected Bond Issuances

Date of Issue	Type of Bond	Amount	Purpose
2004 Series	General Obligation (G.O.)	$9.25 million	Parks/Ice; Open Space
2005 Series	Sales Tax Revenue/RDA	$9.5 million	Parking, Plaza, Prospect Ave, Rec. Complex
2006/07 Series	Sales Tax Revenue	$7.1 million	Street Reconstructions (OTIS)

Figure 1 below shows the City's current debt service obligations. Figure 2 shows the incremental increase to the City's current obligation. In each case, the length of the debt period is 15 years. Annual (estimated) debt service payments for each of the bonds is shown below (Table 1A).

Table 1A - Estimated Annual Debt Service

Date of Issue	Type of Bond	Amount	Annual Debt Payment
2004 Series	General Obligation (G.O.)	$9.25 million	$830,000
2005 Series	Sales Tax Revenue/RDA	$9.5 million	$860,000
2006/07 Series	Sales Tax Revenue	$7.1 million	$650,000

Staff anticipates that in several years there will be a need to issue additional water revenue bonds, as well (not shown). Staff is comfortable with the City's debt ratio and recommends proceeding as planned.

Figure 1 - Current Debt Service (Principal + Interest) - 2005-2020

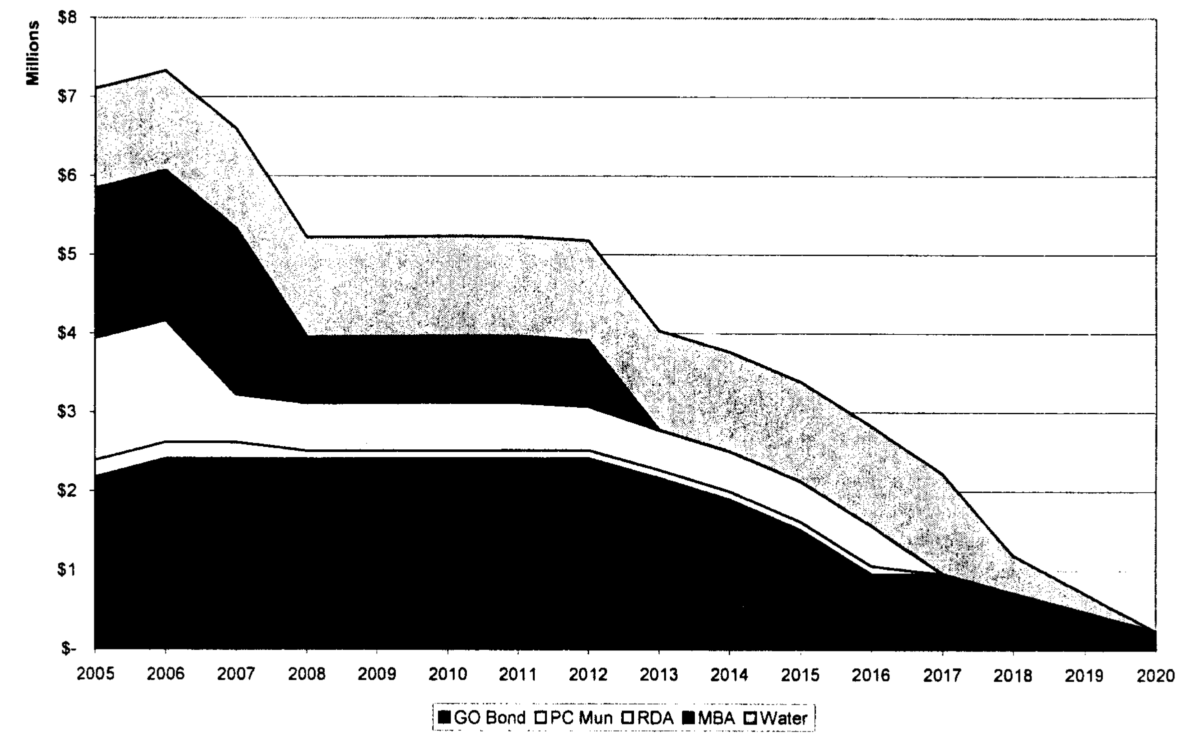
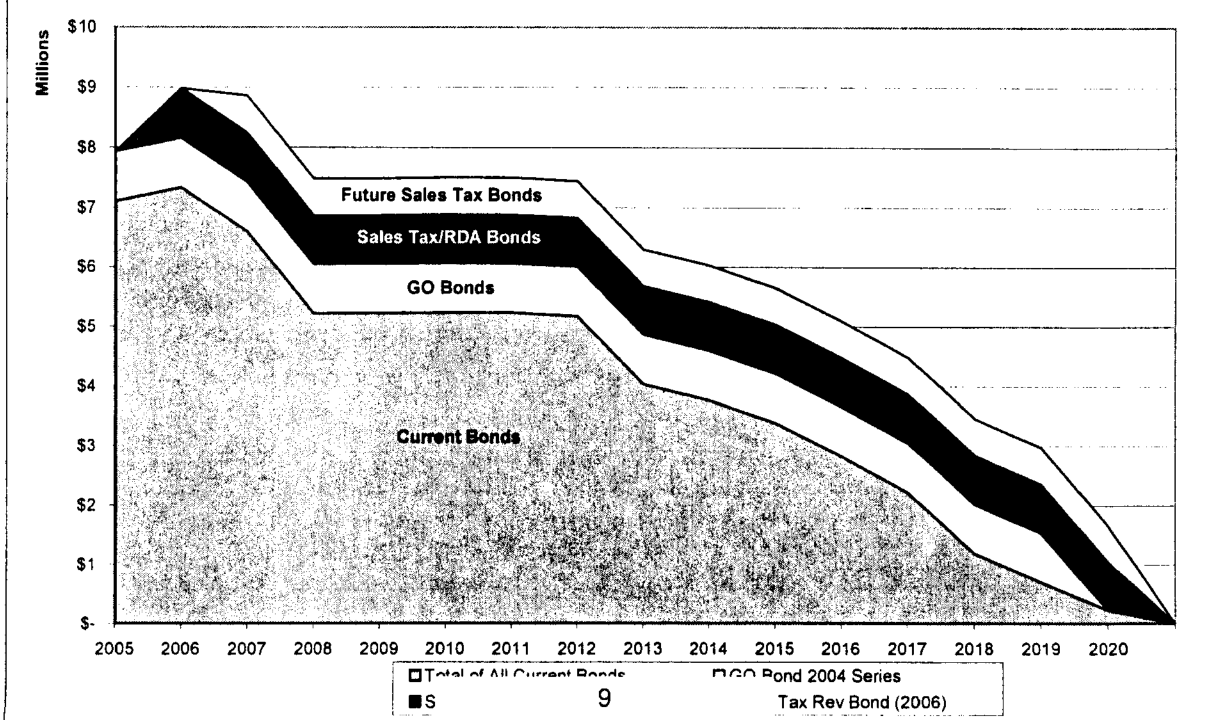


Figure 2 - Future Debt Service
(includes proposed Sales Tax Revenue and G.O Bonds)



Sales Tax Model
Included with this staff report (but under a separate cover) is the Park City Sales Tax Analysis prepared by the Budget, Debt, and Grants Department in conjunction with Wikstrom Economic & Planning Consultants. The analysis is based on the sales tax model developed by the Department over the past several months. It identifies sales tax trends throughout the City by retail type and by geographic area. For the purposes of the analysis, the City has been divided into eight major geographical areas (Geos):

- Deer Valley
- Treasure Mountain
- Main Street
- Entryway Corridor
- Thaynes
- Park Meadows
- Prospector
- Rest of City

The model is intended to be analysis of historical trends. Caution should be used when drawing conclusions from the data. Staff will present a presentation on the executive summary of the report during work session on the 27th, after which the report will available for the public and on the City's website.

Budget Policies and Objectives Amendments
On May 6th staff presented several changes to the Policies and Objectives section of the Budget Document. During the update, staff informed Council of additional changes that would be presented on May 27th. Those changes are included as Attachment C.

(1) Neighborhood CIP Request Policy – this is the policy approved by Council earlier this spring formalizing the process by which neighborhoods and business districts may request funding for CIP projects. As it relates directly to CIP prioritization and the budget process, it is recommended that the policy be included in the budget.

(2) Traffic Calming Policy – As the Neighborhood Request policy refers to and is influenced by the Traffic Calming policy, it was recommended that the latter also be formally included in the Budget policies and Objectives section.

(3) Special Events Budget Policy - Park City plays host to an increasing number of special events each year. The role that City staff plays in supporting these special events continues to increase as well. Special event support has become a significant task for many of the City's departments. In fall 2003, a staff committee consisting of Kent Cashel, Mark Christensen, Alison Butz, Lori Collett, Ron Ivie, and Rick Ryan (with input from Council member Hier) began meeting to develop a policy to address these issues

In the past, the costs associated with special events were not viewed as significant enough to provide departments with budget appropriations to offset increased costs. Fees were credited to expense accounts as a refund when invoices were paid or departments simply absorbed these costs within their general budget appropriation. However, the number of events and the scope of City involvement in events continues to increase and the need for a more formal special event budget procedure has become apparent. The proposed policy was presented to City Council on April 1, 2004 and is included here for inclusion in the budget Policies and Objectives.

(4) Other Policies – As discussed on May 6th, staff has also made a minor language change to the City's advertisement for bidding procedures to comply with State B & C road fund requirements.

Conservation Easement discussion – During work session on May 6th, Council recommended that the City's Public Service Contract policy be amended to allow service contracts with non-profit organizations to be considered outside of the Special Service Contract process. Staff will return to Council for further discussion on conservation easements in the next few weeks. Staff recommends that this proposed policy change be considered as a part of that discussion.

Personnel Policies and Procedures Amendments
The Park City Municipal Policies and Procedures (P&P) manual states that the manual "shall be maintained and updated by the Human Resources Manager as directed by the City Manager". The City Manager requested the manual be reviewed and updated during the budget process so that new policies and procedures will be effective at the adoption of the budget and start of the fiscal year.

A staff report outlining the proposed changes to the P&P manual is attached to this staff report. Kim Leier and the P&P Task Force will present the recommendations to Council on June 27th with a request that the changes be adopted by resolution on June 3rd.

Special Service Contract Performance Measures
Attachment E is a summary of the Special Service Contract performance measures. These reflect performance over the first six months of the two-year contract period. Staff will highlight these in further detail during work session. These measures will be updated again at the end of the Fiscal Year and prior to the final distribution next spring.

Upcoming Issues
Telecommunications License Tax Ordinance. This past legislative session the telecommunications industry in cooperation with the Utah League of Cities and Towns overhauled the State's local telecommunications tax legislation. The new law creates a single 4% Municipal Telecommunications Tax which replaces the current telephone business license tax and the municipal cell phone tax. The City currently imposes a 6% combined tax rate on telephone services, but does not impose the cell phone tax. In essence, this is a lowering of the tax rate, but a broadening of the tax base to include cell phones. Council will be asked to adopt an ordinance establishing the new rate on

June 3rd following a public hearing on the matter. The legislation will go into effect on July 1, 2004

Resort Community Sales Tax Ordinance. Staff worked closely with the Tax Commission and the ULCT to tighten up the State's Resort Community Sales Tax law this last legislative session. The changes to State code will require the City to amend it's own RCST ordinance. These changes will also go into effect on July 1, 2004, and Council will also be asked to adopt the ordinance on June 3rd following a public hearing.

Other/Unresolved Issues
Old Town Stairs CIP – On May 20, Council had some questions regarding the project description for the Old Town Stairs CIP. Although listed as two separate projects (CIP #s 32 & 722), only CIP #32 receives funding. Staff is intending to consolidate all Stair Projects into CIP #32. The project description will be enhanced (as underlined below) to identify both funded and unfunded future projects.

> *Project Description – Old Town Stairs*
> *An ongoing program to construct or reconstruct stairways in the Old Town Area. Stairways that are in a dilapidated condition beyond effective repair are replaced. Most of the stair projects include retaining walls, drainage improvements and lighting. Like trails, the priority depends on factors such as adjacent development, available easements, community priority and location. Funding comes largely from RDAs so most funding is restricted for use in a particular area. Tread replacements are planned beginning with the oldest in closest proximity to Main Street. New sets proposed include 9th St. with 3 new blocks at $300,000 (LPARDA); 10th St. with 1 new block at $100,000 (LPARDA); possible improvements to Crescent Tram pending resolution of the current parcel discussions (no identified funding); Hillside with easement acquisition and new stairs at $100K to $300,000 (Main St. RDA).*

Historic Grants/Historic Building Abatement Funds – There is currently $200,000 programmed each year for both Historic Preservation Grants (CIP # 166) and Historic Building preservation/abatement (CIP # 755). As a result of last year's budget process, $75,000 is earmarked each year for Historic Grants, and $125,000 is reserved for endangered building abatement and preservation. Table 2 below shows how funds from both RDAs are divided between the projects:

Table 2 - Historic Preservation Funds

	Historic Preservation Grants CIP # 166				Building Abatement CIP # 755			
Fiscal Year	2005	2006	2007	2008*	2005	2006	2007	2008*
Main Street RDA	$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000	$ 50,000	$ 50,000	$ -
Lower Park Avenue RDA	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000
Total	$ 75,000	$ 75,000	$ 75,000	$ 25,000	$ 125,000	$ 125,000	$ 125,000	$ 75,000

* The Main Street RDA is scheduled to end in FY 2007.

The table shows that no funds from the Main Street RDA are programmed after FY 2007. This reflects the time at which the Main Street RDA is currently scheduled to end.

Because the extension of the RDA (as proposed) is intended to fund three specific economic development projects (Parking Structure, Town Plaza, and Prospect Ave.), it is not recommended that extended RDA funds be diverted for historic preservation. This could have an impact on whether or not the other taxing entities decide to support the extension of the RDA.

If Council wishes to provide future funding for Historic Preservation Grants, funding will need to come from the General Fund. Because there is sufficient funding for the upcoming Fiscal Year in the current budget, staff recommends that Council discuss future funding in conjunction with the reprioritization of the CIP during next year's budget process.

Department Review:

Budget, City Manager, Economic Development and Capital Projects, Recreation, Building

Alternatives:

- **Provide direction about Departmental Operating requests, Budget Issues, Capital Projects, and any other outstanding issues preparatory to adopting a Tentative Budget on June 3, 2004**

- **Continue the Item:** Time will be available on May 27th to wrap-up any outstanding issues. Council could choose to give additional direction at that time.

- **Do Nothing**

SIGNIFICANT IMPACTS: The City's budget must be balanced. Staff recommends that Council provide policy direction on budget issues. Any unresolved issues should be discussed by May 27th so that the Tentative Budget can be prepared for adoption on June 3, 2004.

RECOMMENDATION: The City Council should follow the budget presentation schedule described above and provide direction concerning budget policies and issues if needed.

ATTACHMENTS:

A – Budget Option Descriptions
B – Environmental Remediation Memo
C – Budget Policies and Objectives Amendments
D – Personnel Policies and Procedures Staff Report and Attachment
E – Special Service Contract Performance Measures
F – Sales Tax Analysis Report (Separate Cover)

Departmental Operating Requests

Package	Description	2003-04 Adj.	2004-05 Budget
	Capital Projects & Economic Development		
PLAN	ECON DEV PLANNER Economic development planner- In a joint effort with the planning department, the desired position would allow coordination on issues of long-range planning and economic development initiatives. Some funding shifted from Planning Department, but this option represents a $16, 127 to the General Fund to reflect reclassification.		$ 35,669
SADJ	SAME LEVEL ADJUST	$ 2,744	$ 2,744
	Total Capital Projects & Economic Development	$ 2,744	$ 38,413
	City Manager		
COMP	COUNCIL COMPENSATION This option includes a compensation increase for City Council members and the Mayor based direction given at the 5/20/04 Council meeting. The package includes family medical less $2,489 for Mayor and Council and includes a $3,000 car allowance for the Mayor.		$ 14,222
SADJ	SAME LEVEL ADJUSTMENT	$ 9,000	$ 3,000
	Total City Manager	$ 9,000	$ 17,222
	Finance & Accounting		
AC3	ACCOUNT CLERK III Part Time Regular Accounting Clerk III - Clerk to work 40 hours during November, December, & January and approx. 20 per week during the other 9 months. Provide coverage for the Finance/Budget/HR Team. Duties to include bank deposit preparation, taxi and business licensing, customer service and secretarial tasks.		$ 17,171
	Total Finance & Accounting	$ -	$ 17,171
	Golf Pro Shop		
ANS2	ADMIN SEC TO ANLST2 This reclass is being requested because the original position of administrative secretary is no longer required. The current job description better fits an analyst II position. This position moves from a N07 to N08. Reclass is funded by eliminating the temporary General office clerk position.		$ (13,905)
GDIR	GOLF COURSE MANAGER Due to the citywide reorganization in April 2003, the Golf Manager position has a new expanded role within the organization. Additional duties are included in the new job description (February 2004). Key additions include: management team for Recreation-Library Dept, and part of the team that is responsible for a combined budget of $3 million, member of citywide management team and reports directly to the City Manager.		$ (22,849)
REVS	REV & EXP REDUCTION This option will reduce revenues and expenditures in the golf fund in FY 2004 and 2005 to more accurately reflect actual anticipated revenues and expenses.	$ (54,913)	$ (54,913)
SADJ	SAME LEVEL ADJUST	$ 37,700	$ 36,000
	Total Golf Pro Shop	$ (17,213)	$ (55,667)
	Legal		
SADJ	SAME LEVEL ADJUST Same Level Budget Adjustment for City Attorney position based on market conditions.	$ 12,178	$ 12,455
	Total Legal	$ 12,178	$ 12,455

Attachment A

Departmental Operating Requests

Package	Description	2003-04 Adj.	2004-05 Budget
	Library		
LBT	LIB. BOARD TRAINING During Board Standardization discussions, City Council approved a request to allocate $1000 for Library Board Seminar/Training.		$ 1,000
PRKR	PARK RECORD DIGITIZE This will allow the library to partner with four other libraries and the local museum and newspaper in an effort to match LSTA Funds resulting in full-text on-line access to the Park Record from 1906-1932.		$ 2,000
SADJ	SAME LEVEL ADJUST	$ 3,980	$ 5,230
	Total Library	$ 3,980	$ 8,230
	Special Events & Facilities		
ANSI	CONTRACT ANALYST I Over the past year there has been increased responsibility given to the Special Events Department. The City Council has stated a new goal of Sustainable Communities and within this goal are various tasks that have been outlined. This change has added to the workload of the department and with that increased workload an increase in Special Event responsibilities has been raised. Outlined below are the three key services, along with the new goal of sustainable communities, provided by the Special Events and Facilities Department. Film Permitting Park City had become the main film site for a television series. In May 2003, Council asked Staff to take a more proactive stance with Film in Park City. Staff has been strengthening their relationship with Park City Film Commission as well as Utah Film Commission. Working through those relationships the City is seeing an increase in the number of film permits issues, and increase in the amount of permit fees collected. Facilities Management Coordination of the Minors Hospital and Library and Education Center has been included within the service description of the Special Events and Facilities Department for some time. Over the last year additional responsibilities and tasks have included the Watts RFP, the Imperial Hotel purchase and management, and the 99 year lease with the Historical Society. With these projects additional workload has been created. Special Events Maintaining Park City as a World Class Resort as well as bringing increased events to Main Street ahs been two of Council's goals. To assist in achieving this goal, Staff has added increasing the number of days events in Park City into the Performance Measures. With the addition of the Triple Crown Softball World Series, National Rugby Tournament and the US National Cycling Finals for the next three years the number of days there are summer activities has increased 1/3. The City Council is now looking at approving multiple MFLs over one weekend which further decreases Staff's ability to manage. Sustainable Communities In their 2004 Visioning Session the Council outlined Sustainable Communities as one of their goals for the upcoming year. Within this goal the following tasks are outlined: Wind Power Campaign, Sustainable Communities Task Force developed and initiative outlined, along with an investigation of ability to increase energy efficiency in City Facilities. In summary, the Special Events and Facilities Department has been showing an increase in activity for the services associated with this department. Due to these increases in number of film permits and the management that is associated with each one, along with the increased time needed to invoice and manage the facilities funding for additional contract/temporary personnel has been requested.		$ 45,773

Departmental Operating Requests

Package	Description	2003-04 Adj.	2004-05 Budget
MITP	MOVIES IN THE PARK To continue programming and presenting Movies in the Park. PCMC and Sundance Institute have co-programmed Movies in the Park for two years. The summer of 2004 will be the third year of the event. Over the last year, the City incurred additional, unanticipated costs for the event including payment for the films, renting equipment and for the projectionist. This event although co-sponsored, will require additional funds in order to program and produce the third season.		$ 3,000
SADJ	SAME LEVEL ADJUST		$ 5,800
	Total Special Events & Facilities	$ -	$ 54,573
	Planning		
PLAN	REALIGN & UPGRADE PLANNERS Realign planner family to provide greater interdepartmental coordination, specific project/program management/supervision for current and long-range planning and economic development.		$ (22,286)
	Total Planning	$ -	$ (22,286)
	Police		
ATV	ATV RESPONSE EQUIP. Off road response equipment - ATV. This option budgets for an ATV, equipment and overtime for off road emergency response. The request includes costs relating to training, uniforms & clothing, gasoline, maintenance, accessories, and radio equipment.	$ 34,817	$ 20,017
DISP	ADDTL. DISPATCHER Additional contract/temporary dispatcher to provide proper 24/7 shift coverage and to reduce overtime costs.		$ 20,818
ONCL	ON CALL PROGRAM Needs to be funded with an increase for full budget year to reduce overtime costs.	$ 5,716	$ 5,716
RSVP	RES. COORD TO SEN PO Change reserve coordinator to senior police officer.		
SGT2	SENIOR PO TO SGT. Reclass senior police officer to police sergeant.		$ 6,772
SPRF	BUDGET POL. SP REV F	$ 14,772	
	Total Police	$ 55,305	$ 53,323
	Public Affairs		
AAST	MOVE POS T/PAYPLAN This option changes the temporary Instructor position to an assistant position in the temp pay plan. This change aligns the temp position with current position needs.		$ (9,220)
RCLS	RECLASSES Pay plan reclass - this is a reclass of the Director's position from a grade 8 to grade 9.		$ 9,147
	Total Public Affairs	$ -	$ (73)

Attachment A

Departmental Operating Requests

Package	Description	2003-04 Adj.	2004-05 Budget
	Public Works		
ASMT	WATER ASSESSMENT ADJ Adjust water budget to match current assessments.	$ 112,000	$ 200,000
EQPT	MOVE EQUIP TO CIP Golf has funded equipment replacement from an operating equipment account. This option will provide a Capital Equipment CIP account. The CIP equipment account will help insure adequate funding is available to meet replacement needs.	$ (51,484)	$ (58,884)
INST	INSECT CONTROL Last fall we detected an insect infestation (borers) in the willow trees on the golf course. Staff is recommending a $10,000 budget increase to treat the problem.	$ 10,000	$ 10,000
OLEG	OLYMPIC LEGACY PRGM. Olympic Legacy Program. Continue to provide banners, lighting and pictograms to HW248, 224, Roundabout, Transit Center, Olympic Welcome Plaza.		$ 7,000
RATE	REDUCE BUDGET This option makes budget reductions to the Water Fund consistent with the rate study.	$ (346,025)	$ (444,441)
REVS	REDUCE GOLF EXP Reduce Budgeted expenditures for the Golf Fund.		$ (72,267)
RTRN	REGIONAL TRANSIT This option will provide an increase in Public Transit services provided in Summit County. Costs will be offset by payment from the County.	$ 9,454	$ 9,454
SADJ	SAME LEVEL ADJUST Adjustment to maintain the same level of snow service.	$ 23,859	$ 24,197
SADJ	SAME LEVEL ADJUST Utah Power & Line energy rate increase. This would cover the anticipated increase of 7% . This was unanticipated last year during the budget process.	$ 1,500	$ 7,000
SKY	BLUE SKY PROGRAM Blue Sky Program - represents cost of visionary level funding of Blue Sky Program. This is 7.5% of Total energy use.	$ 4,200	$ 8,400
SPET	SPECIAL EVENTS This option will provide funding for expanding Public Transit services provided within the Park City service area. It represents an increase in overall expenditure in the Transit Fund. The special event budget committee has recommended these expanded public transit services be funded by fees or a special event services contingency account.	$ 85,214	$ 86,216
SUPL	SPORTS FIELDS HS Anticipated janitorial supplies and cleaning service for sports fields at high school. Two new restrooms facilities were constructed last fall. (April 1st - Nov 1st)	$ 2,500	$ 5,000
TCSB	TRIPLE CROWN SFTBALL Triple Crown Softball Championship. Fund to provide field prepping to 6 fields for two weeks, average of 12 hour days. Parks will use a contractor to fill overtime hours for 2004-05 season. This budget assumes that all Parks employees are used for the Triple Crown and no service increase for 2004-05 season.	$ 15,950	$ 18,000
TRAN	FY 04-05 INTERFUND T FY 2004 and 2005 Interfund transfer adjustments. This option represents a one-time reduction in the MBA debt relating to water and transit. Interest accrued in the MBA trust account is used reduce the debt.	$ (30,000)	$ (20,000)
WATR	2 WWIV FROM 05 TO 04 This option will take two Water Worker III positions currently slated to move to Water Worker IV in FY05 and make the change in FY 04 instead.	$ 10,816	
WW3	WATER WORKER 2 TO 3 Move a Water Worker II position to a Water Worker III position in FY2005.		$ 3,399
	Total Public Works	$ (152,016)	$ (216,926)

Attachment A

Departmental Operating Requests

Package	Description	2003-04 Adj.	2004-05 Budget
	Recreation		
BMCS	REC BOARD TRAINING Increase expenses for the benefit of the board members to attend continuing education programs (i.e. conferences/seminars).		$ 1,000
GDIR	GOLF MANAGER This option upgrades the Golf Managers position from a Grade 6 to Grade 7 and moves part of their time to the General Fund.		$ 22,847
NODR	REMOVE DIR. POSITION This option removes the Director level position for the Library and Recreation team.	$ (86,393)	$ (87,850)
	Total Recreation	$ (86,393)	$ (64,003)
	Technical & Customer Services		
ITRG	IT REORGANIZATION This option will reorganize the IT department. This option includes the reclassification of the Director's position from a grade 8 to a grade 9, and formally removes the Tech. Services Manager position from the budget		$ (72,413)
NAME	RENAME GIS POSITION This option renames the GIS Coordinator position to Systems Administrator. The GIS position is removed from the budget and replaced by the new one.		
	Total Technical & Customer Services	$ -	$ (72,413)
	Grand Total	$ (172,415)	$ (229,981)

Attachment A

EXHIBIT B
INTEROFFICE MEMORANDUM

TO: GARY HILL
FROM: JEFF SCHOENBACHER
SUBJECT: SOILS ORDINANCE CAPPING – PCMC PROVIDING TOP-SOIL
DATE: MAY 15, 2003
CC: TOM BAKALY

With the adoption of the Environmental Management System (EMS) on April 30th 2004, there have been discussions about Park City Municipal Corporation (PCMC) assisting property owners with purchasing topsoil. As a result, the purpose of this memo is to provide Council with a summary of the types of properties that most likely will be seeking assistance and the estimated costs.

The following table represents a summary of all of the properties within the ordinance district and the area in which they reside:

Area	Lot Number
Prospector Residential Lots	290
Prospector Development District	158
Expanded Ordinance Area	529
Total Lot Number	**977**

The Soils Ordinance area has 977 properties that are regulated by the City's Title 11 Soils Ordinance Regulations - Chapter 11-15. The following is a break down of the compliance status of these properties:

Area	Lot Number
Prospector Residential Area	
• Capped and in Compliance.	**185**
• Capped and in Compliance during the Improvement District.	**16**
• Lots needing capped by year-end 2004.	**24**
• Lots that have not been sampled.	**65**
Prospector Development District	
• Capped Lots	**108**
• Non-Capped Lots	**50**
Expanded Area	
• Capped lots	**176**
• Non-capped lots	**353**

Typically, topsoil costs for Park City residents are around a $150 per load (~12 cu/yds).

Currently, PCMC has made it a priority to have the 24 lots that have been on file as having elevated levels of lead to be capped by the end of 2004. The size of these properties fluctuate however, usually a property has three (36 cu/yds) loads of soil brought in to accomplish capping the property with 6" of clean topsoil. For the 24 priority properties if the City were to provide topsoil to all owners the cost would be $10,800.

As previously stated, there are 65 lots that have not been sampled and characterized, therefore it is unknown whether these properties have elevated levels of lead. Historically, lots that have not introduced topsoil for a cap fail the ordinance standard (200 ppm lead) and are required to be capped. As a result, I would anticipate that the majority of these properties would need to be capped with clean topsoil. If the City were to provide soils to all 65 properties at a cost of $450 per property (three loads), the cost would total $29,250.

Regarding the properties needing to be capped within the Expanded Ordinance area, there are 353 properties and figuring worst case 300 would need capped that would be a cost of $135,000, again at rate of $450 per property.

Lastly, as agreed upon with USEPA and UDEQ, PCMC will be field sampling all properties that have been capped in order to collect data that supports the ordinance and it's effectiveness of containing the underlying levels of lead. There may be properties that need to be recapped out of the 469 lots that have been capped within the ordinance district. I do not anticipate, there being many, however in the event there is these soils may need topsoil for minor corrective actions. At present, there are 35 properties to be sample this year; in the event 10 fail this would be a cost to the City of $4,500 ($450/property). I believe the funding of these types of properties has the most merit, due to the fact that these are owners that have proactively capped their property and have sought to be in compliance with the ordinance. Furthermore, they have also volunteered their property to be tested in order to assist the EMS in acquiring data to de-list Prospector from CERCLIS. Two characteristics that I believe are worthy of assistance, should it be determined by the sampling that a lot needs re-capped.

In summary, if it is determined that the City is willing to provide topsoil to owners within the soils ordinance boundary, a very strict qualifying matrix will have to be established to determine eligibility. Without such a system, it could open the door to those that just wish to take advantage of acquiring topsoil for no charge. Many homeowners have spent a substantial amount of money for landscaping and capping their property and as a result, if they feel they were unfairly regulated there could be an issue on the basis of fairness by the City.

Cost Summary Table

Type	**Cost**
Top Soil for 24 Non Compliant Lots	$10,800.00
Lots not sampled needing capped 65.	$29,250.00
Lots not sampled needing capped Expanded District 353.	$135,000.00
Lots capped needing topsoil adjustment (annual basis).	$4,500.00
Total	**$179,550.00**

JTS:

All reasonable attempts shall be made to obtain at least three written quotations on all purchases of this type. A reasonable attempt will be made to notify any business with a Park City business license that, in the normal course of business, sells the equipment required by the City.

3. **Contracts For Professional Services** are usually contracts for services performed by an independent contractor in a professional capacity who produces a service predominately of an intangible nature. These include, but are not limited to, the services of an attorney, physician, engineer, accountant, architectural consultant, dentist, artist, appraiser or photographer.

   Professional service contracts are exempt from competitive bidding. The selection of professional service contracts shall be based on an evaluation of the services needed, the abilities of the contractors, the uniqueness of the service and the general performance of the contractor. The lowest quote need not necessarily be the successful contractor. Usually, emphasis will be placed on quality, with cost being the deciding factor when everything else is equal. The manager shall determine which contracts are professional service contracts.

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

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

   Minor public improvements (less than the amount specified by state code.): The department shall make a reasonable attempt to obtain at least three written competitive quotations. A written record of the source and the amount of the quotations must be kept. The manager may require formal bidding if it is deemed to be in the best interest of the City.

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

Bidding Provisions:

1. **Bid Specifications:** Specifications for public contracts shall not expressly or implicitly require any product by any brand name or make, nor the product of any particular manufacturer or seller, unless the product is exempt by these regulations or the City Council.

2. **Advertising Requirements:** An advertisement for bids is to be published at least ~~twice~~ once a week for three consecutive weeks in a newspaper of general circulation, printed and published in the city/county area and in as many

1. Property is offered at public auction
2. If sealed bids are required and no bids are received from general public, a re-bidding may occur with employee participation.

Surplus Property Exclusion: The Park City Library receives property, books, magazines, and other items as donations from the public. Books, magazines, software, and other items can be disposed from the library's general collection through the Friends of the Library. The Friends of the Library is a non profit organization which sponsors an ongoing public sale open to the public located at the public Library for Park City residents.

Compliance: Failure to comply with any part of this policy may result in disciplinary action.

TRAFFIC CALMING POLICY (Adopted July 15, 2002)

The Traffic Calming Policy and adopted traffic calming programs will provide residents an opportunity to evaluate the requirements, benefits, and tradeoffs of using various traffic calming measures and techniques within their own neighborhood. The policy outlines the many ways residents, businesses and the City can work together to help keep neighborhood streets safe.

Goals:

- Improve the quality of life in neighborhoods
- Improve conditions for pedestrians and all non-motorized movements
- Create safe and attractive streets
- Reduce accidents
- Reduce the impact of motorized vehicles within a neighborhood
- Balance the transportation needs of the various land uses in and around a neighborhood
- Promote partnerships with Summit County, UDOT, and all other agencies involved with traffic calming programs

Objectives:

- Encourage citizen involvement in traffic calming programs
- Slow the speeds of motor vehicles
- Improve the real and perceived safety for non motorized users of the street
- Incorporate the preference and requirements of the people using the area
- Promote pedestrian, cycle, and transit use
- Prioritize traffic calming requests

Fundamental Principals:

1. Reasonable automobile access should be maintained. Traffic calming projects should encourage and enhance the appropriate behavior of drivers, pedestrian, cyclists, transit, and other users of the public right-of-way without unduly restricting appropriate access to neighborhood destinations.

2. Reasonable emergency vehicle access must be preserved.

3. The City shall employ the appropriate use of traffic calming measures and speed enforcement to achieve the Policy objectives. Traffic calming devices (speed humps, medians, curb extensions, and others) shall be planned and designed in keeping with sound engineering and planning practices. The Public Works departments shall direct the installation and maintenance of traffic control devices (signs, signals, and markings) as needed to accomplish the project, in compliance with the municipal code and pertinent state and federal regulations.

4. To implement traffic calming programs, certain procedures shall be followed by the City in processing requests according to applicable codes and related policies within the limits of available resources. At a minimum, the procedures shall provide for:
   - A simple process to propose traffic calming measures;
   - A system for staff to evaluate proposals;
   - Citizen participation in program development and evaluation;
   - Communication of any test results and specific findings to area residents and affected neighborhood organizations
   - Strong neighborhood support before installation of permanent traffic management devices; and
   - Using passive traffic controls as a first effort to solve most neighborhood speed problems.

5. Time frames - All neighborhood requests will be acknowledged within 72 hours from the initial notification of the area of traffic concern. Following that, the time required by all parties involved will be dependent on the issue brought forward. It is expected that both City Staff and the requesting parties will act in a responsive and professional manner.

Communication Protocols: Park City Municipal Corporation will identify a Traffic Calming Project Manager to facilitate the communications and program steps deemed appropriate. The Project Manager will be the point person for all communications with the requesting neighborhood and internally with a Traffic Calming Program Review Committee. The Traffic Calming Program Review Committee will evaluate and recommend the action steps to be taken. The Review Committee will be comprised of the following people:

1. Public Works Director
2. City Engineer
3. Police Department Representative - appointed by the Police Chief
4. Traffic Calming Project Manager - appointed by the Public Works Director

All coordination efforts, enforcement measures, and follow through responsibilities will be under the supervision of the Traffic Calming Project Manager.

Eligibility: All city streets are eligible to participate in a Traffic Calming Program. Any traffic management techniques desired to be used on Utah Department of Transportation (UDOT) owned streets must be approved by UDOT.

Funding Alternatives:

1. 100% Neighborhood Funding
2. Capital Improvement Program
3. Neighborhood Matching Grants
4. City Traffic Calming Program Funds

Procedures:

Phase I

Phase I consists of implementing passive traffic controls.

1. Initiation: Neighborhood complaint must include petition signed by at least 5 residents or businesses in the area to initiate Phase I of a traffic calming program.

2. Phase I First Meeting: Neighborhood meeting is held to determine goals of a traffic calming program, initiate community education, initiate staff investigation of non-intrusive traffic calming measures, discuss options, estimate of cost, timing, and process.

3. Phase I Implementation:
   a. The Traffic Calming Program Review Committee reviews signing, striping, and general traffic control measures. Minimum actions include *Residential Area* signs, speed limit signs, review of striping, review of stop sign placement, review of turn restrictions, and review of appropriate traffic control devices.
   b. Community watch program initiated. This program includes neighbors calling police to request increased speed limit enforcement, neighbors disseminating flyers printed by the City reminding the community to slow down, community watch for commercial or construction vehicles, etc.
   c. Targeted police enforcement will begin to include real time speed control.

4. Phase I Evaluation: Evaluation of Phase I actions will occur over a 3 to 9 month period. Evaluation will include visual observations by residents and staff.

5. Phase I Neighborhood Evaluation Meeting: Phase I evaluation meeting will be held to discuss results of Phase I. It will be important that the City staff and the current residents also contact the relevant property owners to obtain their opinions and thoughts prior to taking any next steps.

Phase II

1. Phase II Initiation: Twenty-five percent (25%) of the residents within the proposed neighborhood area can request the initiation of Phase II.

2. Define Neighborhood Boundary: A neighborhood will include all residents or businesses with direct access on streets to be evaluated by Phase II implementation. Residents or businesses with indirect access on streets affected by Phase II implementation will be included in neighborhood boundary only at the discretion of staff.

3. Phase II Data Collection and Ranking: Staff performs data collection to evaluate and rank neighborhood problems and the ability to solve problems. Data collection will include the following and will result in a quantitative ranking.

Criteria	**Points**	**Basis Point Assignment**
Speed data (48 hour)	30	Extent by which the 85th percentile traffic speed exceeds the posted speed limit (2 points per 1 mph)
Volume data (48 hour)	25	Average daily traffic volumes (1 point per 100 vehicles, minimum of 500 vpd)
Accident data (12 month)	20	Accidents caused by speeding (8 points per accident)
Proximity to schools or other active public venues	5	Points assigned if within 300 feet of a school or other active public venue
Pedestrian crossing, bicycle routes, & proximity of pedestrian generators	5	Points assigned based on retail, commercial, and other pedestrian generators.
Driveway spacing	5	For the study area, if large spaces occur between driveways, 5 points will be awarded. If more than three driveways fall within a 100 foot section of the study area, no points will be provided.
No sidewalks	10	Total points assigned if there is no continuous sidewalk on either side of the road.
Funding Availability	50	50 points assigned if the project is in the CIP or 100% funding by the neighborhood. Partial funding of 50% or more by the neighborhood 25 points, partial funding of 10 to 50% by the neighborhood 10 points.
Years on the list	25	5 points for each year
Total Points Possible	**175**	maximum points available

POLICIES AND OBJECTIVES

4. Phase II implementation Recommendation: The Traffic Calming Project Review Committee proposes Phase II traffic calming implementation actions and defines a project budget.

5. Phase II Consensus Meeting: A neighborhood meeting is held to present a Phase II implementation proposal including project budget, possible time frame, discuss temporary installation, etc. The estimated time frame is one to three years depending on funding availability.

6. Phase II Petition: Residents and businesses in neighborhood boundary are mailed/or hand delivered a petition by the City identifying Phase II actions, cost, and explanation of implications of vote. Petition provides ability to vote yes, no, or not return petition. Unreturned petitions count as no votes. Resident support for traffic calming is defined as 67 percent positive response. No more than four weeks is allowed for the return of a petition.

7. Phase II Implementation: Permanent installation will be implemented after the approval of funding by the City Council. Implemented actions will be continually monitored based on visual observation and accident data.

8. Post Project Evaluation: City staff will review impacts on traffic to determine if goals were met. Neighborhoods will have an opportunity to review data and provide comment.

9. Removal (if required): The Traffic Calming Program Review Committee will authorize removal of improvements upon receiving a petition showing 75% support by the neighborhood. Removal costs in all or part may be assessed to the defined neighborhood boundaries.

Traffic Management Devices (Definitions)

Passive Controls: consist of traffic control mechanisms that are not self regulating. To be effective it is necessary for drivers to abide by traffic control devices.

Stop signs - used to assign right-of-ways at intersections and where irremovable visibility restrictions exist.
Speed limit signs - sometimes installed as traffic calming mechanism. Numerous speed limit signs reinforce the posted speed.
Turn prohibition signs - used to prevent traffic from entering a street, thereby reducing traffic volumes.
Neighborhood Announcement Signs - used to advise the entering vehicles that they are moving through a particular type of neighborhood. Specific supplementary messages can also be placed here.

POLICIES AND OBJECTIVES

Positive Physical Controls:

Medians Islands - used to constrict travel lane width and provide an area for additional landscaping and signage.

Bulb-Outs (Chokers/Curb Extensions) - physical constrictions constructed adjacent to the curb at both intersections and mid-block locations making pedestrian crossings easier and space for additional landscaping and signage.

Speed Humps - are vertical changes in the pavement surface that force traffic to slow down in order to comfortably negotiates that portion of the street.

Chicanes - are a set of two or three landscaped curb undulations that extend out into the street. Chicanes narrow the street encouraging drivers to drive more slowly.

Traffic Circles and Roundabouts - circular islands located in the middle of street intersections that force traffic to deflect to the right, around a traffic island, in order to perform any movement through the intersection tending to slow the traffic speeds.

Rumble Strips - changes in the elevation of the pavement surface and/or changes in pavement texturing which are much less pronounced than speed humps.

Diverters - physical obstructions in intersections which force motorists to turn from the traveled way onto an adjacent intersecting street thereby reducing volume..

Driver Perception/Psychology:

Landscaping - the most effective way to change the perception of a given street environment.

Crosswalks - can be used to alter the perception of a street corridor and at the same time enhance the pedestrian environment.

Flashing Warning Beacons - can be used to alter driver psychology.

Real-time Speed Display - used to inform drivers of actual speed they are traveling.

Increased Enforcement - additional enforcement of regulations either by law enforcement personnel or citizen volunteer groups.

Pavement Markings - used to guide motorists, delineate on-street parking areas or create the impression of a narrowed roadway, all in an effort to slow traffic speeds.

NEIGHBORHOOD CIP REQUESTS POLICY

Staff will use this policy for considering and prioritizing CIP requests from Park City neighborhood and business districts.

1. **Submission of petition to the Executive Office:**
   a. Must be from a representative number of households/ businesses of a given subdivision, business district, or a registered owners association. Accurate contact information and names of each petitioner must be provided along with designation of one primary contact person or agent.
   b. Define Boundary - Who does the petition represent? Is it inclusive to a specific neighborhood or business district? Explain why assessment area should be limited or expanded.
   c. Define issues - What is being requested?

d. Deadline – In order to be considered for upcoming fiscal year, the petition must be submitted by the end of the calendar year.

2. **Initial Internal Review:**
   a. Identify staff project manager
   b. Present petition to Traffic Calming & Neighborhood Assessment Committee. Meeting called within one month of petition being submitted.
   c. Define and verify appropriate, basic levels of service are being provided. If they are not, provide:
      i. Health, safety, welfare
      ii. Staff's available resources and relative workload
      iii. Minimum budget thresholds not exceeded (below $20k pre-budgeted – no council approval needed)
   d. Define enhanced levels of service that are requested. Are these consistent with Council goals and priorities? If so, continue to step # 3

3. **Initial Communication to Council (Managers Report):**
   a. Inform Council of request for assistance - outlines specific issues/ requests.
   b. Inform Council of any basic service(s) Staff has begun to provide.
   c. No input or direction from Council will be requested at this time.

4. **Comprehensive Internal Review:**
   a. Assemble background/history & existing conditions. Identify all participants, relevant City ordinances, approval timeline, other pertinent agreements/ studies & factors, etc.
   b. Criteria to analyze request - What should be done and with what rationale?
      i. Verify requested services are consistent with Council goals and priorities.
      ii. Cost/ Benefit Analysis - Define budgetary implications of providing Enhanced level of services:
         A. Define need & costs for any additional technical review
         B. Define initial capital improvement costs
         C. Define annual, ongoing maintenance and operational costs
         D. Gather input from City department identified as responsible for each individual item as listed
            a. Identify available resources & relative workload

5. **Initiate Public Forum (Applicant & Staff partnership):**
   a. Neighborhood meeting(s) - Create consensus from petitioner and general public
      i. Identify issues and potential solutions:
         A. Identify what we can accomplish based on funding availability.
         B. Use cost/benefit analysis to prioritize applicant's wish list
         C. Funding partner – any district that receives "enhanced" levels of service should be an active participant in funding or, participate in identification of a funding source other than City budget
      ii. Identify agreeable solutions suited for recommendation for funding assistance

6. **Communication to Council (Work Session or Managers Report):**
   a. Receive authorization for technical review - using "outside" consultants if necessary
   b. Identify prioritized project wish list (unfunded)
   c. Identify funding source for each item; or
   d. Move to CIP committee review as "yet to be funded project" for prioritization comparison
   e. Council decision whether to include in budget or not
   f. Spring of each year, consistent with budget policies of reviewing all new requests at once.

SPECIAL EVENT SERVICES

The City's role in supporting special events encompasses a wide range of services. Depending on the size and impact of a given special event the City may be required to provide:

- Police Services (Crowd, Traffic and Access control).
- Transit Services (Enhanced frequency or capacity).
- Parks Services (Field maintenance, Grounds maintenance, Trash).
- Streets Services (Street Sweeping, Electronic signage, Barricades).
- Parking Services (Special use of parking, Parking enforcement).
- Building Services (Inspections and Code enforcement).
- Special Events and Facilities Services (Facility leases).

Some of these services can be provided without incremental cost or loss of revenues. However, most special events services do have an impact on departmental budgets in the form of overtime labor, equipment, materials or foregone revenue. The purpose of this policy is to ensure departments are properly funded to provide the special event support they are tasked with providing.

Procedures for Amending Departmental Budgets: For budgeting purposes special events can be categorized into two groups:

- Those events that are managed under multi-year contracts with the City
- Those year to year or one time events whose size and scope do not justify long term contracts.

Events Managed Under Multi-Year Contracts: For these events, Departments shall request budget adjustments during the first budget process after these agreements are signed. These budget adjustments will be based upon the level of services outlined in the special event contract and will remain in the budget only for the term of the contract.

Year to Year or One Time Events: For those events for which long term agreements do not exist the costs for providing services shall be estimated and included within Council's or the City Manager's review of the application. If through the approval process fees are waived these calculations will then serve as the justification for a one-time budget adjustment during the next budget process.

Funding Mechanisms for Special Event Budget Increases: The City uses a three tiered approach to fund special event services. Those three tiers are:

1. Special Event Fees
2. Economic Benefit Offset
3. Other General Fund Resources

Special Event Fees: Pre-approved fees will be set to recoup the incremental cost of providing the City services detailed in an event Master Festival or Special Event application. In the event an event requests and receives approval for a waiver of any or all fees, the City will first look to an Economic Benefit Offset to provide funding in lieu of the waived fees.

Economic Benefit Offset (EBO): The economic benefit offset (EBO) of a given event can only be calculated for those events which are known to have a significant impact on sales tax collections and have at least one year of history to analyze.
The EBO of an event is calculated using historic sales tax collection data to measure incremental sales tax growth attributable to that event. In the past Council has indicated a willingness to waive fees for up to half the incremental sales tax gained from major special events. The SEBC recommends that Council formally adopt this 50% waiver limit.
If the Economic Benefit Offset is inadequate (on a fund specific basis) to offset waived fees, the City will then look to other General Fund sources to provide funding in lieu of waived fees.

Other General Fund Resources: When the economic benefit of a special event (on a fund specific basis) cannot be calculated or is inadequate to offset the amount of waived fees, the SEBC recommends the City identify other general fund sources to offset any waived fees. Staff will communicate available sources to Council or the City Manager when presenting Master Festival or Special Event applications that contain a fee waiver request.

PROGRAM AND RESOURCE ANALYSIS

(Note – The Program and Resource Analysis was completed in FY 2002. The following information constitutes the final report and includes all of the major recommendations. It is included in the Policies and Objectives as a guide for future decisions)

The City Council has financial planning as a top priority. This goal includes "identifying and resolving financial problems before, rather than after, they occur." During the FY2001 budget process, Council directed staff to conduct a citywide analysis of the services and programs the City offers. The purpose of the Program and Resource Analysis is to provide a basis for understanding and implementing long-term financial planning for Park City Municipal Corporation (PCMC). The study has and will continue to inform the community of the fiscal issues facing the City and to provide Council and the community with tools to help make critical policy decisions for Park City's future.

The Program and Resource Analysis was split into six topics, with an employee task force responsible for each topic. In total, more than 40 employees volunteered and participated in the analysis, representing every department in the City. Each task force included about six employees and was chaired by a senior or mid-manager.

EXHIBIT D

City Council
Staff Report

PARK CITY 1884

Human Resources

Author: Kim Leier
Subject: Policies and Procedures Manual Revisions
Date: May 27, 2004
Type of Item: Administrative

Summary Recommendations:
Authorize the Mayor to adopt a resolution revising the Policies and Procedures Manual.

Description:

Topic:
Recommendations for revisions to the Policies and Procedures Manual.

Background:
The Policies and Procedures manual is the document that governs employee administration. Much of the language contained within the document is required by law. In 2003 the manual underwent its first major revision in roughly four years.

Section One (1) GENERAL PROVISIONS 1.4 Maintenance of the Park City Municipal Policies and procedures manual states that the manual "shall be maintained and updated by the Human Resources Manager as directed by the City Manager". The City Manager requested the manual be reviewed and updated during the budget process so that new policies and procedures will be effective at the adoption of the budget and start of the fiscal year.

Analysis:
In 2003, City Council asked the City Manager to make recommendations on two specific issues during this review of the policies and procedures manual.

- Sick Leave – (Implementation of a set number of sick days).
- Drug Testing – (City-wide).

The task force researched both topics and is recommending that the current policies for both sick leave and drug testing remain unchanged. The 2003 changes made in the short and long-term disability plans, and the reporting of medical necessity seems to be decreasing extended days of sick leave. The task force doesn't feel that one year of data is sufficient to change the existing policy. They would like to continue to monitor sick leave usage for trends.

In reference to drug testing, the City currently reserves the right to drug test but does not require it on an ongoing basis. For safety sensitive jobs such as Public Safety and Transit the City does drug test on an ongoing and random basis. The task force reviewed costs and administrative issues regarding the implementation of drug testing. There are substantial regulations and requirements governing drug-testing programs. The task force has concerns that the City does not have the staff to administer nor the budget to fund a citywide drug-testing program. Should Council's direction be to further investigate a drug-testing program, the task force will work with Legal to develop strategies and return with changes for the 2005 Policies and Procedures Manual.

Other Recommendations for revisions in this year's Manual include: (See Attachment A for detail)

- 4.4 Overtime
- 4.5 Flex Schedules
- 6.2 Pay Plan and Administration
- 6.17 Bonuses
- 6.18 On-Call Pay
- 9.3 ETDAB Appeal Rights and Procedure
- 10.12 Sick Leave
- 10.24 Wellness Program

Department Review:

These recommendations are the culmination of review from the Policies and Procedures Task Force, Anita Sheldon, Chair, Denise Payne, Pace Erickson, Eric DeHaan, and Gary Hill, City Manager, Legal Department, management team and Human Resources.

Alternatives:

Approve the Request:
New policies and procedures would go into effect July 1, 2004. All employees would be issued a new copy of the manual.

Modify the Request

Deny the Request:
Current policies would remain in effect, non-compliance possible.

Do Nothing:
Current policies would remain in effect.

Significant Impacts:
Changes in Employee Transfer Discharge and Appeals procedures. Limits on instant bonuses.

Consequences of not taking the recommended action:
Possible non-compliance

Recommendation:
Staff recommends approval of revisions to the Policies and Procedures Manual.

Attachment A.
Recommendations for Revision to the Policies and Procedures Manual

Section Four (4) HOURS 4.4 Overtime

Overtime is time in excess ~~of theof the~~ of a ~~normal~~ ~~normal~~ 40-hour work week.

Section Four (4) HOURS 4.5 Flex Schedules
Any department interested in allowing a modified flex schedule must have approval from the City Manager. Managers must submit a flex plan and schedules including but not limited to recommendations, benefits, and customer service costs to the City Manager before scheduling begins. Flex schedules may be modified or rescinded at any time if deemed necessary by the Department Head, Managers or City Manager. The Human Resources Manager will compile a list of which departments and divisions are implementing a flex schedule and present it to the City Manager annually. Flex schedules must comply with the Fair Labor Standards Act (FLSA) and the City's policy on overtime and workweek designation as defined in Section 4.4 Overtime.

Section Six (6) PAY PLAN AND ADMINISTRATION 6.2 Total Compensation Survey
The Human Resources Manager will conduct and/or subscribe to employee, City Council and Mayor salary surveys for the purpose of determining prevailing pay rates of the organizations such as comparable municipalities and other government entities within the state of Utah and ski resort areas. Where possible Vail, Aspen, Breckenridge and Steamboat Springs, Colorado are included in the list of comparison cities.

Section Six (6) PAY PLAN AND ADMINISTRATION 6.17 Bonuses b. Bonus Categories
#1. Instant Bonus
Any employee can nominate another employee for an instant bonus from $25.00 to $100.00 without the City Manager's approval but with the nominee's Department Head or Manager's approval. Nominations must be in writing and forwarded to the Human Resources Department.

#3. Meritorious Bonus
A meritorious bonus of up to $250.00 may be recommended for an employee by his/her supervisor at any time throughout the year; however, the amount of this bonus if approved may be taken into consideration and included in the overall lump merit increase given at the annual review. Meritorious bonuses should be reserved for the most productive and estimable performances. They should be based upon the employee's contribution to a department or city essential project, completion of a specific project milestone, exceptional meritorious performance, and/or acknowledgement of efforts during particularly challenging work.

Projects or events that become ongoing will not be given a bonus beyond the year of implementation.

Section Six (6) PAY PLAN AND ADMINISTRATION 6.18 On-Call Pay

On-call employees shall receive one hundred dollars ($100.00) flat rate pay, per seven day on-call period with two (2) hour minimum pay per call out. ~~any twelve (12) hour period,~~ excluding travel time.

Section Nine (9) PROCEDURES FOR EMPLOYEE COMPLAINTS AND DISCHARGE AND TRANSFER APPEALS **9.3 ETDAB Appeal Rights and Procedure**

~~The ETDAB shall be created by ordinance and consist of five members; three of whom shall be chosen by and from the appointive officers and employees, the other two of whom shall be members of the governing body (City Council). ETDAB's procedure for conducting an appeal and the applicable standard of review shall be prescribed by the City Council pursuant Utah Code Annotated Section 10-3-1106, as amended.~~

~~The Administrative Rules of the Employee Transfer and Discharge Appeals Board (ETDAB) are available in Human Resources. Copies of Utah Code Annotated Sections 10-3-1105 and -1106, as amended, are available at the Legal Department.~~

~~In cases of transfer or discharge, employees shall have the right to appeal to The Employee Transfer and Discharge Appeal Board (ETDAB) as set forth in Utah Code Annotated 10-3-1106, as amended. This statute prohibits the discharge or transfer of employees (excluding Department Heads) to a position with less remuneration because of the employees politics or religious belief, or incident to, or through changes, either in the elective officers, governing body, or heads of departments. The statute also provides that any employee or officer who is discharged or transferred from one position to another, for any reason, shall have the right to appeal the discharge or transfer to the ETDAB.~~

~~The ETDAB shall be created by ordinance and consist of five members; three of whom shall be chosen by and from the appointive officers and employees, the other two of whom shall be members of the governing body (City Council).~~

a. Except as otherwise provided in Subsection b herein, in cases of involuntary transfer to a position with less remuneration, suspension without pay for more than two days, or discharge, employees shall have the right to appeal to the Employee Transfer and Discharge Appeal Board (ETDAB) as set forth in Utah Code Annotated Sections 10-3-1105 and –1106 as amended.

b. Pursuant to Utah Code Annotated Section 10-3-11-5, the ETDAB appeal rights provided herein do not apply to: (1) an officer appointed by the Mayor or City Council; (2) the Chief of Police; (3) the Deputy Chief of Police;(4) the Fire Chief; (5) the Deputy or Assistant Fire Chief; (6) a head of a municipal department; (7) a deputy head of a municipal department; (8) probationary employees; (9) part-time employees; and (10) seasonal employees.

c. An employee to which ETDAB appeal rights apply may not be discharged, suspended without pay, or involuntarily transferred to a position with less remuneration because of the employee's politics or religious belief, or incident to, or through changes, either in the elective officers, governing body, or heads of department. Any employee or officer who is discharged, suspended without pay for more than two days, or involuntarily transferred to a position with less remuneration, for any reason, shall have the right to appeal the discharge, suspension without pay, or involuntary transfer to the ETDAB. Appeals to the ETDAB shall be taken by filing written notice of the appeal with the City Recorder within ten (10) days of the discharge, suspension without pay, or involuntary transfer.

The ETDAB shall be created by ordinance and consist of five members; three of whom shall be chosen by and from the appointive officers and employees, the other two of whom shall be members of the governing body (City Council). ETDAB's procedure for conducting an appeal and the applicable standard of review shall be prescribed by the City Council pursuant Utah Code Annotated Section 10-3-1106, as amended.

The Administrative Rules of the Employee Transfer and Discharge Appeals Board (ETDAB) are available in Human Resources. Copies of Utah Code Annotated Sections 10-3-1105 and – 1106, as amended, are available at the Legal Department.

~~The Administrative Rules of the Employee Transfer and Discharge Appeals Board (ETDAB) are available in Human Resources.~~

Section 10 Employee Benefits <u>10.12 Sick Leave</u>
The bonuses will be paid 30 days after the end of the quarter. Any discrepancies on whether or not an employee is eligible for a sick leave bonus shall be resolved by the employee's supervisor. Sick leave bonuses do not apply to ~~employees on short term or long term disability or~~ employees off work due to a Workers Compensation related injury.

Section 10 Employee Benefits <u>10.24 Wellness Program</u>
Full time regular employees may be granted, with prior supervisory approval an additional 30 minutes during their shift to exercise. Release time may be granted in conjunction with an employee's lunch hour or at the beginning or end of their shift and may be granted up to a maximum of three times per week depending on the needs of the employee's department. Time must be recorded as "release time" (RL) on timesheets.

This and all other qualified Racquet Club benefits are available to employees only; there are no Racquet Club benefits available to spouses or families.

Performance Measures
Special Service Contracts

Recipient	Park City School District – ESL Adult Program
Amount of Special Service Contract	$10,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	YTD Salaries - $2440.47
Total number of participants	• 166 students registered • 82 male, 84 female • 43% registered at the beginning/survival level
Total number of hours of attendance	Through March 11 – 3374 hours
Program success based on Utah State Office of Education BEST test	Based on BEST Test at registration: Level 1 – 72 Level 2 – 54 Level 3 – 8 Level 4 – 7 Level 5 – 14 Level 6 – 11
Additional measures	• Grant request was specifically for salaries • Four classes are offered two nights per week • Open computer lab for English instructions two nights per week

Performance Measures
Special Service Contracts

Recipient	Park City Historical Society & Museum
Amount of Special Service Contract	$102,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	Total Salaries - $37,533.63 Tax Burden (payroll) - $ 2,870.66 Compensation Fund - $ 400.00 TOTAL $40,804.29
Total number of visitors 2003 (exclude student tours)	65,635
Total number of students visiting the museum	• 280 2nd graders Park City School District • 90 3rd graders North Summit School District • 50 Park City pre-school student
Number of requests of information from City departments	• 66 employees on museum and city tour • 8 requests from the Planning department • 8 requests from other departments • 3 requests from City boards i.e. Friends of the Farm & Park & Recreation Advisory
Additional measures	• 52 homeowners requested information re: historic photographs & researching property history

Attachment E

Performance Measures
Special Service Contracts

Recipient	Peace House Inc.
Amount of Special Service Contract	$60,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	Total Salaries - $160,000 Food/Household Items - $ 8,400 Rent $ 10,800 Telephone - $ 5,400 Emergency Needs - $ 2,400 Equipment Lease - $ 2,280 TOTAL $ 189,280 • City's contribution was used to provide direct shelter services thus requiring employment of 5 advocates and 1 shelter director.
Total number of programs conducted in school annually	• 11 public and private schools in Heber, Midway, Kamas and Park City • 136 presentations • 3638 children and adults outreached
Total number of individuals sheltered annually	• 239 unduplicated women and children • 214 crisis hotline calls • 52% increase from 2002 • 49 walk-in clients
Total number of people receiving counseling services annually	• Refer over 50 to Valley Mental Health • All referrals are Summit County residents
Additional measures	• Annual Budget 2003/2004 - $424,755 • $372,576 (87.72%) – direct shelter services 7 outreach programs • $52,179 (12.28%) - administration

Attachment E

Performance Measures
Special Service Contracts

Recipient	Children's Justice Center
Amount of Special Service Contract	$10,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$4000 – Salaries $300 – Utilities $700 – Telephone
Total number of children served each year	• 286 children since inception in 2001 • 142 children in 2003 • 23 children YTD
Total number of cases within the previous total that is specific to Park City residents	• 63 children since inception in 2001 • 5 children in 2001 • 19 children in 2002 • 34 children in 2003 • 5 children YTD
Data about training that the CJC either provides or facilitates, as well a community awareness events	• Political leaders luncheon • Minors Day Parade • Volunteer training • Cottages for the Children • "Finding Words" Forensic interview training • "Honor Thy Children" • 2004 Children's Justice Symposium

Attachment E

Performance Measures
Special Service Contracts

Recipient	Peoples Health Clinic
Amount of Special Service Contract	$20,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$7800 – Rent $47.09 – Utilities Gas $222.95 – Utilities Power $1515 – Van Insurance $1141 – Medical Director Insurance $10726 – TOTAL
Number and percentage of clients/patients that are Park City residents	From 1 August to 31 December 2003: • 38 clinic visits • 610 patient visits • 76% Female & 24% male • 78% Park City residents • 92% Hispanic
Additional measures	• Medical services provided by volunteer physicians, nurses, physician assistants, medical students and emergency medical technicians • Continue to emphasize quality care for disease prevention, early treatment and diagnosis of illness thus reducing the demand for emergency services

Attachment E

Performance Measures
Special Service Contracts

Recipient	Recycle Utah
Amount of Special Service Contract	$31,200 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$15,600 = 20 pulls, $2,600 @month
Percent of materials recycled by category	1% - Aluminum 3% - Office paper 17% - Clear glass 6% - Brown glass 43% - Newspaper 26% - Cardboard 2% - Plastic 2% - Steel
Percent increase/decrease in the amount of materials recycled annually (goal: 10% increase)	19% increase in 2003
Additional measures	• A one week survey indicated 17-366 vehicles visited the Recycling Center each day of the week • Requesting the city for the continuation of $9,577 annual rent

Performance Measures
Special Service Contracts

Recipient	Park City/Summit County Arts Council
Amount of Special Service Contract	$59,566 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$874 - Consultation, preparation & meeting facilitation $247 - Meeting materials $1121 - TOTAL
Report on the progress of the Cultural Tourism Plan and Art in Public Places program as well as Arts Council's success with art history and education and community outreach	• Formulation of 16 person cultural tourism advisory committee that meets monthly. The committee is in the process of identifying City's cultural assets and formulate plan to market cultural tourism product. • The Arts Council applied and received approval to participa in CCHCC cultural tourism workshops • The Arts Council will be the Fiscal agent for the Park City Literacy Arts Festival • In the process of creating a "Cultural Tourism" link on Arts Council's website. • Completed an inventory of Public Art owned by the City an in the process of compiling photo inventory on private property. • Comparative Marketing Analysis will begin in May 2004 • In the process of scheduling summer lecture series to begin June 2004
Additional measures	Photo inventory and full report is available at the City's Budget office

Attachment E

Performance Measures
Special Service Contracts

Recipient	Park City Chamber/Bureau
Amount of Special Service Contract	$180,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$ 37,607 - Salaries & Wages $ 2,866 - Payroll Taxes $ 3,975 - Benefits $ 37,319 - Rent $ 270 - Staff Trainings & Meetings $ 2,968 - Telephone/Internet $ 1,000 - Liability Insurance $ 503 - Maintenance & Supplies $ 2, 331 - Miscellaneous Expenses $ 10,000 - 4th of July Fireworks $ 3,600 - 4th of July Insurance $102,439 - TOTAL
Number of visitors requesting information from the Visitor Information Center and the Museum	Information Center Visitors: 2002 - 47,486 2003 - 51,156 2004 (Feb) - 5,545 Museum 2002 - 41,554 2003 - 14,479 2004 (Feb) - 3,221
Additional measures	In addition to the items traditionally mentioned in the services agreement, the Chamber, through TRT dollars spends $221,038 on cultural events.

Attachment E

Performance Measures
Special Service Contracts

Recipient	Mountainlands Community Housing Trust
Amount of Special Service Contract	$60,000 - TOTAL
Line- item accounting of how the City-appropriated money has been used	$ 24,080.30 - Salaries & Wages $ 1,902.41 - Payroll Taxes $ 2,243.98 - Benefits $ 1,184.01 - Rent $ 30.00 - Staff Trainings & Meetings $ 460.61 - Telephone/Internet $ 1,887.67 - Office Equipment $ 402.43 - Maintenance & Supplies $ 32,191.41 - TOTAL

Number of applicants received annually	• 1075 Individuals & families served through Housing Research Center
	  • 725 contact via MCHT website
	  • 350 walk ins
	• 50-200 housing inventory lists printed/distributed weekly
	• 20 average attendance at Roommate Roundup in Oct,Nov & Dec.

Number of individuals/families receiving assistance through the Housing Resource Center	In addition to the number of families/individuals mentioned above: • 9 families received transitional housing/case work • First Time Homeowners workshop was held in conjunction with Park City Board of Realtors with more than 25 individuals in attendance
Number of individuals/families receiving assistance through the Tenant Outreach Program	Provided assistance and casework to 548 individuals and families since July 1, 2003: • 39 wage claims • 41 traffic tickets • 103 law enforcement assistance • 16 office recovery service claims • 41 clothing donations • 241 assistance with other agencies • Coordinated & participated in Christmas Coat Drive, Halloween Safety program, translations for City departments, Crime Free multi family housing program, community picnic , and various workshops
Number and percent of applicants finding housing through MCHT	No definite figure but it is safe to assume that all applicants find housing or roommates because, as a general rule, they continue to visit MCHT's office or call until housing is found.

Attachment E