PARK CITY COUNCIL WORK SESSION NOTES
SUMMIT COUNTY, UTAH
MAY 20, 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; Colin Hilton, Economic Development Director; Ken Fisher, Recreation Manager; Eric DeHaan, City Engineer

1. **Council questions/comments.** Candace Erickson reported on a meeting held by the Legislature during the week on a variety of water related issues facing the state of Utah. She urged fellow Council members to participate in the monthly employee golf tournaments. Marianne Cone discussed her visit to Deseret Ranch comprised of 450,000 acre. Kay Calvert commented on the offender review board meeting she attended, where parolees are introduced to the community through the Police Department and Sheriff's Office. Mayor Williams thanked the Police Department for attending an Aspen Springs HOA meeting where the neighborhood watch program was discussed. He complimented staff on the completion of the tot lot at City Park and added that he will be participating on a panel tomorrow on renewable energy.

2. **Budget overview.** Gary Hill discussed the status of the budget schedule and the material covered. He referred to Page 65 in the packet regarding the proposed distribution of parks/ice bond proceeds in the amount of $4 million. Staff is recommending allocating $2 million to ice, $1.2 million for neighborhood parks, $300,000 for City Park, and $500,000 for the fields complex. It is proposed to use the lower Park Avenue RDA tax increment monies and City Park CIP funds for the Quinns Junction recreation facility. He explained that recreation and affordable housing are two categories where RDA funds can be used outside the RDA project boundaries. Table 2 in the report, outlines recommended funding for the recreation complex; the total project cost is $6.5 million and current funding sources amount to $5.7 million. There was discussion about selling the Imperial Hotel to raise assets for this project. Tom Bakaly explained that if the hotel is traded to the Air Force, the City would use open space bond proceeds to reimburse the General Fund. Assets from the sale of the Watts property are earmarked for the proposed downtown plaza project.

Colin Hilton explained that the recreation complex is proposed to be located on 80 acres of City-owned land adjacent to the National Ability Center near Quinns Junction. The facility could accommodate two to three softball/baseball fields; four to five rectangular fields for soccer, lacrosse, rugby, etc.; and the $4 million regional ice facility, of which the City's share is $2 million. The request for FY 2005 is $3.7 million followed with annual $500,000 increments. Adopting the proposed budget would allow the design and planning to proceed to another level. He clarified that the regional ice task force was charged over the past six months to review uses of City-owned property at Quinns, and those recommendations are included in the staff report. The location of the regional ice rink at Quinns, rather than The Canyons, is a new concept based on rationale including a reduction in lower forecasted construction and operating costs. Lower design and construction costs would allow for better interior components and accommodating the City in its management of the design, construction and operation of the facility. This is preferable to the original concept of forming and empowering a new organization. The access to Quinns Junction is favored to eliminate further impacts to traffic flow on SR224. Additionally, there has been limited progress on development plans at The Canyons and it is felt that Quinns would better accommodate the design and construction of ice and expansion if a second sheet is needed. He stated that on May 10, over 70 people attended a public meeting on the recreation complex and staff was encouraged to see that over 97% of those filling out the survey were supportive of a recreation complex at the City-owned property at Quinns Junction. Seventy-seven percent supported ice as being part of the facility, and 84% agreed with the task force recommendations. Mr. Hilton stated that staff is recommending completing a wetland study and site survey, enter into an RFP process to contract a design team, and engage in phased construction of the fields complex in Spring 2005, with ice being one of the components. In response to a question from Jim Hier, Gary Hill explained that $5.7 is budgeted for the project this year. For the benefit of Kay Calvert, Mr. Hilton explained that there needs to be another level in planning to determine what occurs in each phase with input from the School District and SBSRD.

Candace Erickson asked how fellow Council member felt about using lower Park Avenue RDA money for recreation at the Gillmor site. The City Manager acknowledged that the City has never used RDA increment outside of the RDA district. He explained that after reviewing the language in the voter information pamphlet on the bonds, it seemed more appropriate to support City Park with that source. Ms. Erickson understood that it is legal, but from an ethical standpoint, there may be future needs in the lower Park Avenue area that won't have the benefit of this funding source. Kay Calvert felt that there are other options that may be available. Marianne Cone suggested phasing the projects over a longer period of time and analyze what spending $3.7 over two years buys the community. Mr. Hilton advised that in order to better determine that approach, there needs to be a more detailed design process which is slated this summer and fall. Gary Hill clarified that the total project amount is earmarked to a capital improvement account. Mr. Hier expressed that he is comfortable using the lower Park Avenue RDA money, because nothing is identified for its use at this point. Colin Hilton added that the regional ice committee recommends entering into an inter-local agreement with SBSRD to define its interest in the recreation complex to be executed by the end of June.

Gary Hill referred to Page 66 of the staff report regarding projects in City Park. In 2004, $850,000 was budgeted. In 2005, $350,000 from the parks and ice bond, and an additional $200,000 over the next two years from lower Park Avenue RDA will be allocated. The projects identified by the Recreation Advisory Board include expansion of the skate park, curb and gutter for a portion of City Park, and playground equipment. This leaves about $800,000 for future projects and RAB will be identifying additional projects for City Park, which will be a part of the CIP prioritization process. Ken Fisher reported that in September, Council directed staff and RAB to proceed with soliciting public input and preliminary designs on an expanded skate park in the drilling and mucking area of the park. Public input was rendered in March with the general consensus to build a larger street plaza that meets a wide range of users. Adding 8,000 square feet of skating surface and associated features is estimated at $275,000. The RFP will include a shade structure, skate park traffic flow analysis, skating elements for a wide range of abilities, and design of a drop-off and pick-up zone. Staff will return to Council for contract approval.

Mr. Hill referred to additional CIP projects, which include open space purchases, replacement of the tennis bubble in 2006, and acquisition of finance and e-commerce software. The software is budgeted at $750,000. Mr. Hill explained that the current finance server is outdated and the manufacturer will no longer provide technical support or parts. In essence, the hardware is obsolete. There was discussion about the Old Town stairs project, and Matt Twombly explained that most of the funding for the trailhead at McPolin Farm is budgeted in the associated CIP fund account and there is also a trails account, which could supplement costs. In consideration of the circulation of traffic with a new entrance to an expanded parking structure, Council member Hier asked the status of the Hillside Avenue project. Eric DeHaan acknowledged that although there is $600,000 budgeted, it is not enough to reconstruct the street. The downhill retaining walls are failing and the money is set aside in the event of a catastrophic event. He emphasized that there is a lack of neighborhood support to reconstruct Hillside Avenue. Colin Hilton stated that Mr. Hier brings up a good point with regard to analyzing traffic circulation as a part of any downtown enhancement project.

Gary Hill referred to the section of the staff report dealing with the history of the Mayor/City Council compensation issue raised last spring. Staff brought information back to the Council in July who directed the formation of a citizen task force to render recommendations on compensation levels and comparisons. The task force returned on September 25 and presented its philosophy and recommendations to Council. The task force compared compensation with similar resort communities by way of population and form of government. The task force averaged the top five compensation levels in the peer group as a benchmark and based on this data, the recommendation is to increase the City Council's compensation/benefit package by $3,000 per year. However, it was discovered that the Mayor's salary is commensurate with other communities in the peer group. The committee also recommended that the Mayor and Council have the option of electing a benefit/compensation package, which equals the recommended compensation figure. On November 13, a public input meeting was held and on December 4, the results were presented to Council. Council's direction was to follow the task force's methodology and recommendations with the exception that modifications occur during the spring budget review. In the meantime, staff updated peer group numbers, which didn't change very much.

The Budget Manager explained that the Mayor and Council receive a stipend and single health benefits. If there are no other modifications other than the 2% approved last year, in 2005 the Council would receive $14,000 and the Mayor $23,000. In many of the other surveyed communities, elected officials received family medical insurance. The City Manager's recommendation is a departure from the task force recommendation, by offering family health insurance to members and increasing the Mayor's car allowance by $150 for a total of $250 per month. This is comparable to other car allowances for mayors in the Wasatch Front group. This strategy will increase the City Council's total compensation by 47% or $6,626 and the Mayor's package by 36% or $8,426. Gary Hill continued that it is intended that the compensation for the Mayor and Council remain constant, but be reviewed every two years until the peer group reaches the same levels. The City Manager's recommendation is identified as Option 1.

Option 2, formulated by Council members Hier and Kernan, proposes that the Council and Mayor reduce their salaries by $2,489 if family medical is selected. This places Council's compensation at the same level as the average of the top five cities in the peer group. Option 3 is the task force recommendation. Jim Hier stated that Option 2 should include a requirement for documentation of mileage, which is the basis for reimbursement. He felt it important to stay within the range of compensation of the peer groups, and supported reducing salaries accordingly if family medical insurance is elected. Joe Kernan pointed out that Council members gave up a 2% raise last year and supports Option 2 without any requirement for tracking miles. Kay Calvert felt that a $250 per month car allowance for the Mayor is appropriate. She didn't feel Park City should be compared with some cities in the peer group because they're not the same size. Mr. Hill explained that populations of the peer group fall within 5,000 to 15,000, putting Park City in the middle. Council member Calvert stated that resort towns and their challenges are unique. Gary Hill agreed and felt that the task force chose to benchmark other resort communities for the same reasons. The Mayor suggested keeping a mileage log for a couple of months to determine an average. Jim Hier clarified that his concern is that he doesn't know if $250 is high, low, or accurate; it was arbitrarily arrived at and he is not comfortable with this approach. Reimbursement should be based on specific expenses, which is easily defined.

Mayor Williams felt there are major flaws in the methodology employed by the task force. Budgets, cost-of-living multipliers, time demands, etc. were never considered.

He felt that elected officials in other communities should have been contacted about their individual time commitments. The Mayor stated that he could not find any information on raises for the Mayor and Council over the past 25 years. Mr. Hill explained that over the last 15 years, there has been an average 2% cost-of-living increase. The Mayor added that he doesn't agree with the task force's position that this is not a job, but public service. Running for office is exclusionary for many people in the community who cannot commit to another full-time job, which may offer health benefits. Kay Calvert agreed. Jim Hier stated that he believes serving on council is a voluntary community service position. Members should not be compensated by the number of hours expended, which is impossible to quantify or compare with other communities. He noted the amount of time contributed by Planning Commission members, who are compensated $100 per meeting. Time spent has nothing to do with the compensation they receive; it's a commitment to make Park City a better place and that is the reason he ran for office. The Mayor felt that all Council members ran for the same reason. Kay Calvert agreed that Council members didn't run for financial gain, but has a philosophical issue with the insurance coverage. She felt that Park City is always trying to catch up with the peer group and that the City should take a leadership role in compensating elected officials. Jim Hier pointed out that if Aspen were removed from the average, the salary range would be dramatically different. The recommendation is to review compensation in tandem with the pay plan so that Park City meets the average. Kay Calvert argued that we're always going to be behind. Marianne Cone pointed out that the commitment and performance of individual council members and mayors over the years has varied. She felt this group takes on a lot of responsibility and feels the Mayor deserves a raise.

Candace Erickson stated that she was pleased to see Option 2 because it makes a distinction that elected officials are not employees and are not entitled to benefits. The salary is a stipend for conducting City business. Health insurance should be available for members to acquire but it should not be a benefit for elected officials. Jim Hier emphasized that Option 2 includes the cost of health insurance, but reduces salaries accordingly. If a member declines the insurance, the premium is added to the stipend, which meets the average compensation determined by the task force. Marianne Cone stated that as a School Board member, her husband receives full medical insurance but a low salary. Ms. Erickson indicated that she has struggled with this issue, but strongly feels that the amount of time spent on City business is a member's choice. This has consistently been her position and she will not vote for a raise. She knew what the compensation was when she ran for office. Kay Calvert asked why pay anything. Ms. Erickson pointed out that if Aspen was excluded in the comparison, Park City would be higher than the average. Joe Kernan felt that comparison cities are not like Park City. It is difficult to find compelling data to make a decision, but the Council and Mayor should be paid fairly. Additionally, the cost-of-living in Park City has increased more than 2%

annually. He stated that he feels Option 2 is the best compromise. It was pointed out that there is a public hearing scheduled on the agenda tonight.

Jim Hier stated his preference for Option 2 as written, with documentation of mileage over the next several months to establish an appropriate car allowance. Tom Bakaly added that it would be helpful to provide direction on the methodology for future comparisons as the task force only used resort communities not the Wasatch Front, which consists of about 60 cities. Orem and St. George increase the average salary for the Mayor and excluding them drops the average down to the resort cities amount. Gary Hill explained that the peer group would consist of about 60 cities, which would include several Colorado communities. The top five are identified and the average is used as the benchmark. Mr. Bakaly noted that this is the strategy for staff salary data and consistent with Option 2. Joe Kernan believed this is a good approach and supports using the same process used for staff for collecting salary information for elected officials. See public hearing.

3. **Review of regular meeting.** Tom Bakaly invited comments or questions on the two pre-annexation agreements under the Consent Agenda. He explained that the documents set forth time frames for a process and in no way commits the City to the annexations. These agreements act as letters of intent. Jim Hier understood that these are not legally required, but pointed out that the Hoffman and Spiro annexations did not have pre-annexation agreements. There was discussion about acceptance of the annexation petition by the Council to officially begin the annexation process.

Prepared by Janet M. Scott, City Recorder

PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
MAY 20, 2004

I ROLL CALL

Mayor Dana Williams called the regular meeting of the City Council to order at approximately 6 p.m. at the Marsac Municipal Building on Thursday, May 20, 2004. Members in attendance were Dana Williams, Kay Calvert, Marianne Cone, Candace Erickson, Jim Hier, and Joe Kernan. Staff present were Tom Bakaly, City Manager; Breena Hathaway, Administrative Assistant, Ray Milliner, Planner; Brooks Robinson, Planner; Jonathan Weidenhamer, Planner; and Kirsten Whetstone, Planner.

II COMMUNICATIONS FROM COUNCIL AND STAFF

Citizen survey prize drawing – Breena Hathaway explained that the people who responded to a survey in the Citizen's Guide by May 15 became eligible for a prize drawing. The City received a total of 275 responses. Council members drew names of the winners, which will be disclosed at a later date.

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

The Mayor invited the public to comment on any matter of City business not scheduled on the agenda. Hearing none, the public input session was closed.

IV WORK SESSION NOTES AND MINUTES OF MEETING OF MAY 6, 2004

Kay Calvert, "I move to approve the work session notes and minutes of the meeting of May 6, 2004". Marianne Cone seconded. Motion carried unanimously.

V RESIGNATIONS AND APPOINTMENTS

Appointment of seven members to the Public Art Advisory Board for two year staggered terms to be determined – Mayor Williams thanked all 15 residents for applying and recommended the appointment of Ron Butkovich, Julie Hopkins, Kathleen Metcalf, Susan Packard, Peter Roberts, Bianca Mead, and Carol Potter. Candace Erickson, "I so move". Marianne Cone seconded. Motion unanimously carried.

VI CONSENT AGENDA PUBLIC HEARINGS

1. Ordinance approving the subdivision of the property known as the R J Long Subdivision, located at 1483 Park Avenue, Park City, Utah – Ray Milliner explained that the applicant is proposing dividing one lot into two, not to increase the density but to redistribute the density. Staff reviewed the application and is recommending approval by the City Council, following a public hearing. The Mayor opened the public hearing.

There was dialog with an unidentified person in the audience about the proposed development having access to Park Avenue. He declined to make a formal comment but stated that his adjacent property does not have access from Park Avenue and must use Woodside. With no further comments or questions, the public hearing was closed.

2. Amendments to Section 15-2.20-5, Entry Corridor Protection Overlay Zone to the Park City Land Management Code – Brooks Robinson explained that this is a 250 foot overlay zone on SR224 north of Holiday Ranch Loop and Payday Drive, SR224 south of Prospect, and on SR248 east of Wyatt Earp Way. There is a provision prohibiting development within 100 feet of the edge of the right-of-way, with the exception of sidewalks and trails. Given the locations of the Farm trail and Rail Trail, future trail connections and trailheads are anticipated in the entry corridor, which are provided a 30-foot setback. The Planning Commission felt it important that trailhead parking be reviewed as a conditional use. Hearing no input from the audience, the Mayor closed the public hearing.

3. Ordinance approving the first amended condominium plat of Snow Flower Condominiums, located at 401 Silver King Drive, Park City, Utah – Jonathan Weidenhamer explained that when the owner tried to sell his unit, it was discovered that the survey didn't accurately reflect the configuration of his unit, as the loft is not indicated. The Planning Commission forwards a positive recommendation and staff recommends approval. In response to a question from Mayor Williams about the total project being re-platted, Mr. Weidenhamer responded that the HOA was not supportive and the applicant is anxious to sell his unit. Hearing no further questions or comments from the public or the Council, the Mayor closed the public hearing.

4. Ordinance approving the 501 Woodside Subdivision to combine Lot 1 of Block 27 of the Park City Survey and a three-foot section of vacated Fifth Street City right-of-way into one lot of record – Ray Milliner stated that the combination of lots will accommodate rebuilding an historic home. The Planning Commission reviewed the application and forwards a positive recommendation. In response to a question from Marianne Cone, Mr. Milliner explained that a portion of Fifth Street was vacated in 1992. The Mayor opened the public hearing and hearing no input, closed the hearing.

5. Ordinance approving an amended record of survey for Stag Lodge Condominiums Phase I, II, and III, located at 8200 Royal Street East, Park City, Utah – Kirsten Whetstone explained that there have been many modifications made over several years to units in the Stag Lodge Condominiums. In June 2002, the City Council amended the plat for similar reasons but it was recently discovered that the air space under existing decks and roofs has not been described accurately on the condominium plat. The HOA is the applicant and there was no public input at the public hearing held

by the Planning Commission. Hearing no public input from the audience or the Council, the public hearing was closed.

VII CONSENT AGENDA

Mayor Williams emphasized that the two pre-annexation agreements on the Consent Agenda are merely letters of intent to begin discussions on annexing these properties. Jim Hier, "I move approval of the Consent Agenda Items 1 through 7". Kay Calvert seconded. Motion unanimously carried.

1. Ordinance approving the subdivision of the property known as the R J Long Subdivision, located at 1483 Park Avenue, Park City, Utah – See staff report and public hearing.

2. Amendments to Section 15-2.20-5, Entry Corridor Protection Overlay Zone to the Park City Land Management Code – See staff report and public hearing.

3. Ordinance approving the first amended condominium plat of Snow Flower Condominiums, located at 401 Silver King Drive, Park City, Utah - See staff report and public hearing.

4 Ordinance approving the 501 Woodside Subdivision to combine Lot 1 of Block 27 of the Park City Survey and a three-foot section of vacated Fifth Street City right-of-way into one lot of record - See staff report and public hearing.

5. Ordinance approving an amended record of survey for Stag Lodge Condominiums Phase I, II, and III, located at 8200 Royal Street East, Park City, Utah = See staff report and public hearing.

6. Acceptance of pre-annexation agreement with Quinns Junction Partners – See staff report.

7. Acceptance of pre-annexation agreement with Burbs LLC – See staff report and work session notes.

VIII PUBLIC HEARINGS

1. Revised budget for fiscal year 2003-04; the tentative budget for fiscal year 2004-2005; and the final budget for fiscal year 2004-2005 for Park City Municipal Corporation and its related agencies **(open public hearing, take comment, and continue to June 3, 2004)** – The Mayor opened the public hearing. Hearing no comments or questions from the audience or the City Council, the public hearing was closed. Jim Hier, "I move

to continue the public hearing to June 3, 2004". Candace Erickson seconded. Motion unanimously carried.

2. Ordinance establishing compensation for the Mayor and City Council for Fiscal Year 2004-2005 in Park City, Utah **(open public hearing, take comment, and continue to June 3, 2004)** – Mayor Williams invited the public to comment.

Dave Staley, resident, felt that the compensation comparisons are fair based on the model and the efforts of the task force should be commended. However, he does not agree with the outcome and pointed out that the budget wasn't a factor. Park City's budget of $30 million is unique from other towns of our same population. He added that we don't do things like everyone else and cited several examples and suggested that Park City set a new standard. He disclosed that he has considered running for office but could not support his family on this salary and it is also not an option for his wife who is interested in serving the community. Mr. Staley suggested comparing Park City Municipal Corporation with a private $30 million company. It is simple to calculate the time devoted to City business in a week, look at compensation salaries for boards of directors of $30 million companies, and calculate the percentage of the average salary based on the number of hours entailed. This could be used as a baseline for Park City elected officials. A salary of $25,000 a year, which is minimal, represents only 5/10ths of 1% of a $30 million budget.

Dick Fontaine, resident and compensation task force member, pointed out the importance of evaluating the position not the person. He felt it reasonable to compare Park City salaries with similar communities and there was a lot of committee discussion on describing the position as a public service or volunteer job with pay. People serving on non-profit boards for KPCW, the Egyptian, KAC, etc. aren't paid at all, but make significant contributions to the community. He added that two former Council members served on the committee and agreed that holding office is public service. Whatever system is supported, it should be replicable so the methodology is consistent and can easily be updated every couple of years.

With no further comments, the Mayor closed the public hearing and asked for a motion to continue. Jim Hier, "I so move". Joe Kernan seconded. Motion unanimously carried.

IX ADJOURNMENT

With no further business, the regular meeting of the City Council was adjourned. The meeting for which these minutes were prepared was noticed by posting at least 24 hours in advance and by delivery to the news media two days prior to the meeting.

Prepared by Janet M. Scott

Janet M. Scott

Janet M. Scott, City Recorder

PARK CITY SUMMIT COUNTY UTAH
CORPORATE
Seal
MARCH 1, 1884

CITY COUNCIL
Staff Report

PARK CITY 1884

Subject: **R. J. LONG SUBDIVISION**
Date: **May 20, 2004**
Type of Item: **Subdivision Plat**

RECOMMENDATION: Staff recommends that the City Council review the proposed subdivision, conduct a public hearing and consider approving it according to the findings of fact, conclusions of law and conditions of approval outlined in this staff report.

DESCRIPTION

Project Name:	R. J. Long Subdivision
Project Planner:	Ray Milliner
Applicant:	Robert Long
Location:	1483 Park Avenue
Zone:	Historic Residential Medium (HRM)

BACKGROUND

On March 12, 2004 staff received an application for the subdivision of an existing lot of record at 1483 Park Avenue. The applicant is seeking approval for the division of an 8,876 square foot lot into two 4,438 square foot lots. If approved, the applicant has indicated that he would like to build a duplex on each of the two lots, an approved use in the HRM zone. On May 12, 2004 the Planning Commission held a public hearing to receive public input on the proposed plat amendment and forwarded a positive recommendation of approval to the City Council.

The City Council, in March of 1999 approved a subdivision of the property from a metes and bounds parcel into one lot of record. The applicant subsequently submitted plans for a four unit building that was found to be compliant with all requisite Land Management Code and Historic District Design Guidelines in effect at that time. However, a building permit was never issued and the file was closed.

ANALYSIS

The property is located in the HRM zone. The applicant is proposing a subdivision that will accommodate up to a duplex structure on both lots. Section 15-2.4-2(A)(2) of the LMC establishes that duplex structures are an allowed use in the HRM zone provided they are built on a lot of 3,750 square feet or greater. The applicant is proposing two lots of approximately 4,438 square feet each. Lots in the HRM zone must have a lot width of at least 37.5 feet measured 15 feet back from the property line. The lot facing Park Avenue is approximately 71 feet wide 15 feet from the property line, while the lot facing Woodside Avenue is approximately 73 feet wide 15 feet from the property line.

Required setbacks for a duplex structure in the HRM zone are 15 feet in the front, 10 feet in the rear and 5 feet on the sides.

Access to Parcel A will come from Park Avenue and access for Parcel B will be from Woodside Avenue. Utility access for each lot will come from the City right-of-way that it faces (Park and Woodside Avenues, respectively). The original subdivision of the property in March of 1999 created a 10-foot snow storage easement on both the Park Avenue and Woodside Avenue sides of the property. Staff is recommending that the easements remain as part of this approval (see condition 2).

Although this application is the subdivision of an existing single lot subdivision into two lots, staff finds that approval of the property will not represent an increase in the amount of residential density in the area, as the allowed number of units on the property will remain the same. Per LMC Section 15-2.4-4(A), an 8,876 square foot lot could accommodate up to seven units.

NOTICE
Notice of this hearing was sent to property owners within 300' on April 15, 2004. At the time of this writing, staff has received no formal comments regarding this project.

DEPARTMENT REVIEW
The Planning Department has reviewed this request. The City Attorney and City Engineer will review the plat for form and compliance with the LMC and State Law prior to recording. The request was discussed at a Staff Review Meeting on March 23, 2004, where representatives from local utilities and City Staff were in attendance. No additional issues or concerns were identified.

RECOMMENDATION
Staff recommends that the City Council review the proposed subdivision, conduct a public hearing and consider approving it according to the findings of fact, conclusions of law and conditions of approval outlined below:

Findings of Fact:
1. The property is located in the Residential Historic Medium Density (HRM) zone.
2. The HRM zone is a residential zone characterized by a mix of contemporary residences and smaller historic homes.
3. The subdivision will subdivide an existing one-lot subdivision into two lots of record.
4. The applicant is proposing a duplex structure on both lots.
5. Per LMC Section 15-2.4-4(A), an 8,876 square foot lot could accommodate up to seven units.
6. Section 15-2.4 of the LMC establishes that duplex structures are an allowed use in the HRM zone provided they are built on a lot of 3,750 square feet or greater.
7. The applicant is proposing two lots of approximately 4,438 square feet each.
8. Lots in the HRM zone must have a lot width of at least 37.5 feet measured 15 feet back from the property line.

9. The proposed lots are approximately 71 and 73 feet wide measured 15 feet back from the front property line.
10. Access for Parcel A will come from Park Avenue.
11. Access for Parcel B will come from Woodside Avenue.
12. There is an existing 10-foot snow storage easement along both Park and Woodside Avenues. These easements shall remain as part of this approval.
13. An application for a four-plex was approved but not built.
14. There is no net increase in the overall density of the project from the proposed subdivision.
15. No remnant lots will be created as a result of this application.
16. Utilities are desirable to serve new construction with utility services.

Conclusions of Law:
1. There is good cause for this subdivision.
2. The proposed subdivision as conditioned is consistent with the Park City Land Management Code and applicable State law.
3. Neither the public nor any person will be materially injured by the proposed subdivision.
4. As conditioned the subdivision is consistent with the Park City General Plan.

Conditions of Approval:
1. The City Attorney and City Engineer shall review and approve the final form and content of the plat for compliance with the Land Management Code and conditions of approval is a condition precedent to recording the plat.
2. The existing 10-foot snow storage easements on Woodside and Park Avenues shall remain in place, and be dedicated on the final plat. The easement shall also be dedicated as a non-exclusive utility easement.
3. No building permits shall be issued prior to the final recordation of the plat at the County Recorder's Office.
4. The applicant will record the plat amendment at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval and the plat will be void.

EXHIBITS

Exhibit A – Proposed Ordinance
Exhibit B - Proposed Plat Amendment
Exhibit C – Site Survey

Ordinance No. 04-

AN ORDINANCE APPROVING THE SUBDIVISION OF THE PROPERTY KNOWN AS THE R. J. LONG SUBDIVISION LOCATED AT 1483 PARK AVENUE PARK CITY, UTAH

WHEREAS, the owner of the property known as 1483 Park Avenue, has petitioned the City Council for approval of a subdivision; and

WHEREAS, proper notice was sent and the property posted according to requirements of the Land Management Code and State Law; and

WHEREAS, on May 12, 2004 the Planning Commission held a public hearing to receive public input on the proposed subdivision and forwarded a positive recommendation of approval to the City Council; and

WHEREAS, the proposed subdivision allows the property owner to subdivide one lot of record into two lots of record; and

WHEREAS, it is in the best interest of Park City Utah to approve the subdivision.

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

SECTION 1. FINDINGS OF FACT. The above recitals are hereby incorporated as findings of fact. The following are also adopted by City Council as findings of fact:

1. The property is located in the Residential Historic Medium Density (HRM) zone.
2. The HRM zone is a residential zone characterized by a mix of contemporary residences and smaller historic homes.
3. The subdivision will subdivide an existing one-lot subdivision into two lots of record.
4. The applicant is proposing a duplex structure on both lots.
5. Per LMC Section 15-2.4-4(A), an 8,876 square foot lot could accommodate up to seven units.
6. Section 15-2.4 of the LMC establishes that duplex structures are an allowed use in the HRM zone provided they are built on a lot of 3,750 square feet or greater.
7. The applicant is proposing two lots of approximately 4,438 square feet each.
8. Lots in the HRM zone must have a lot width of at least 37.5 feet measured 15 feet back from the property line.
9. The proposed lots are approximately 71 and 73 feet wide measured 15 feet back from the front property line.
10. Access for Parcel A will come from Park Avenue.
11. Access for Parcel B will come from Woodside Avenue.
12. There is an existing 10-foot snow storage easement along both Park and Woodside Avenues. These easements shall remain as part of this approval.

13. An application for a four-plex was approved but not built.
14. There is no net increase in the overall density of the project from the proposed subdivision.
15. No remnant lots will be created as a result of this application.
16. Utilities are desirable to serve new construction with utility services.

SECTION 2. CONCLUSIONS OF LAW. The City Council hereby adopts the following Conclusions of Law:

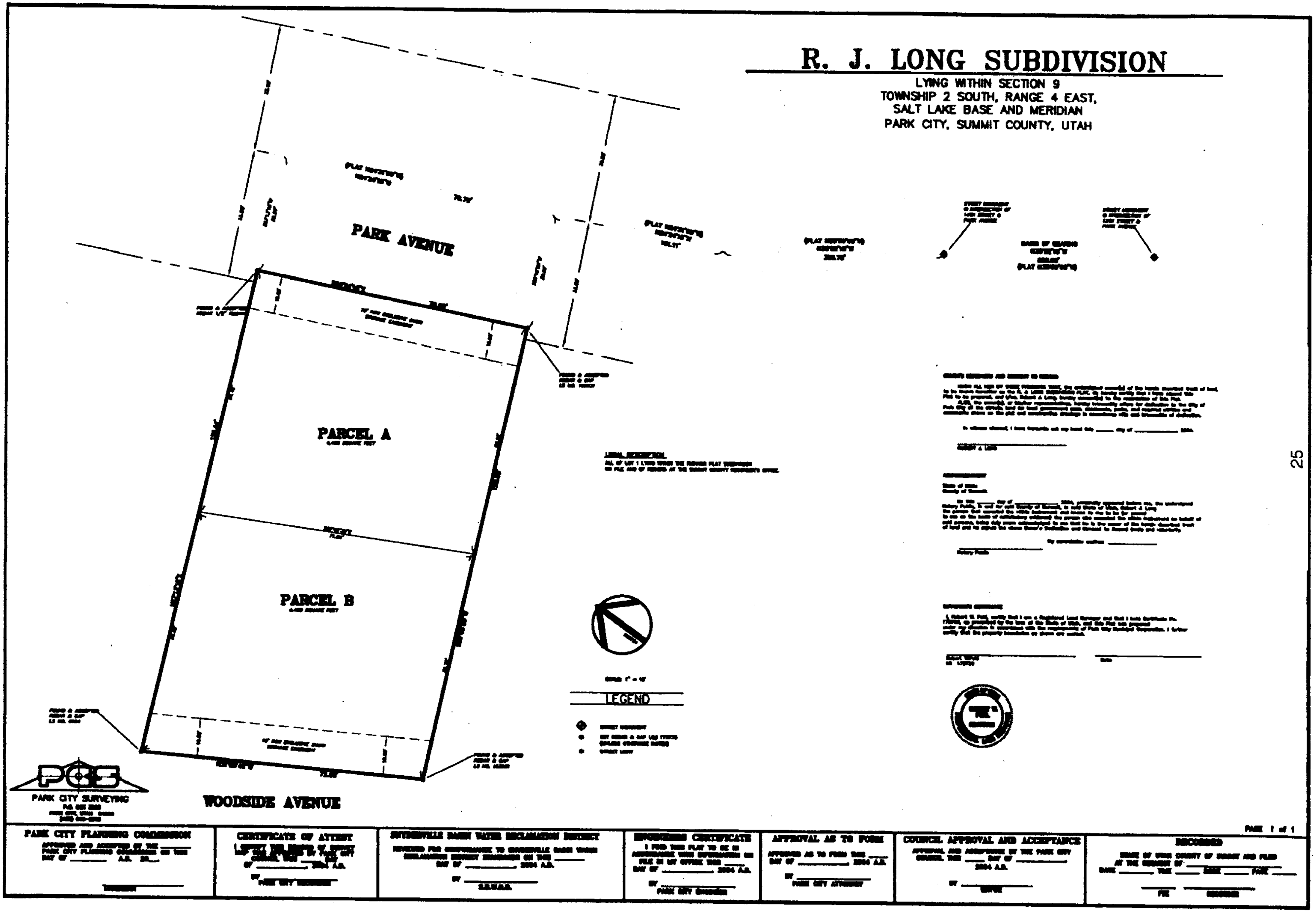
1. There is good cause for this subdivision.
2. The proposed subdivision as conditioned is consistent with the Park City Land Management Code and applicable State law.
3. Neither the public nor any person will be materially injured by the proposed subdivision.
4. As conditioned the subdivision is consistent with the Park City General Plan.

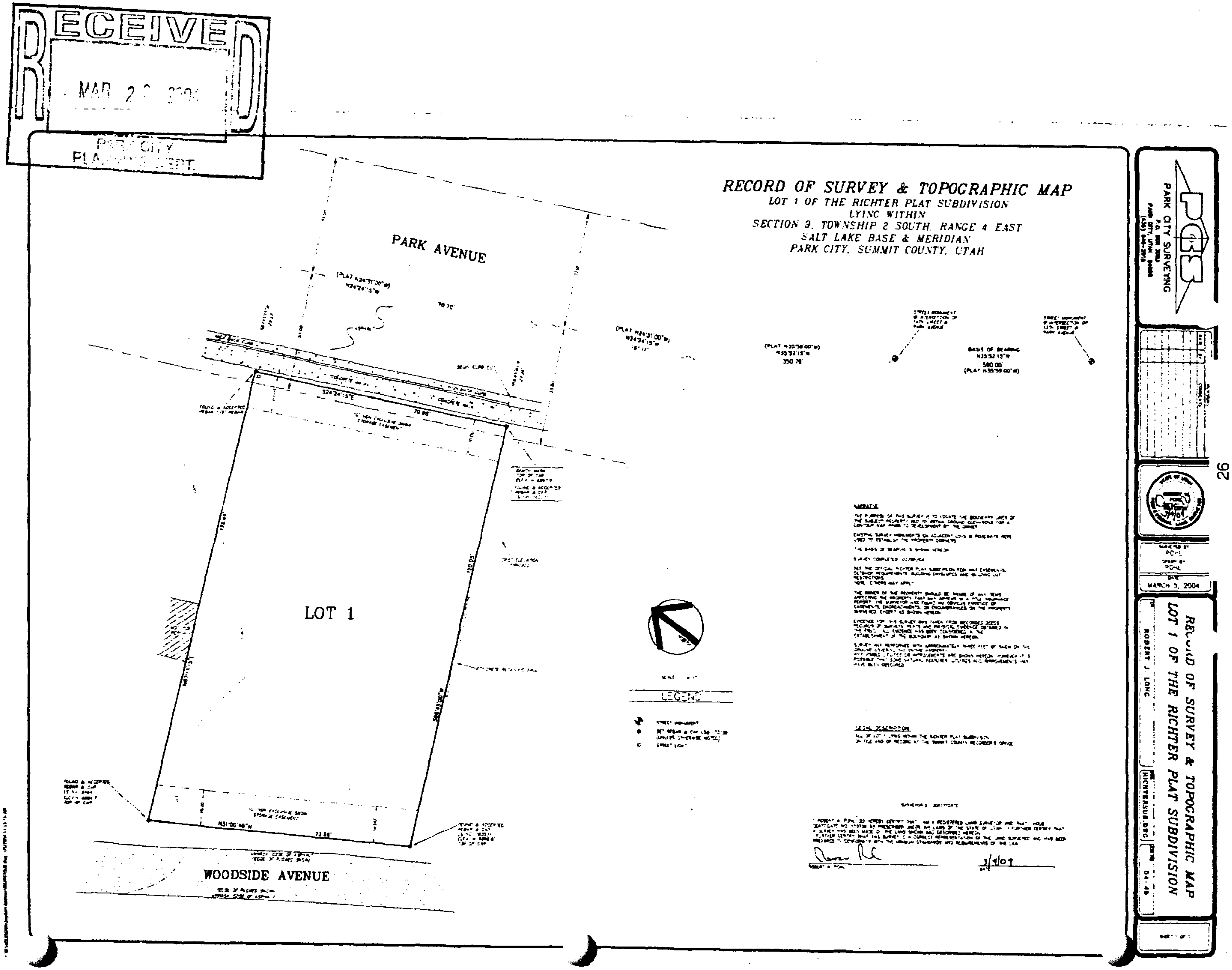
SECTION 3. CONDITIONS OF APPROVAL. The City Council hereby adopts the following Conditions of Approval:

1. The City Attorney and City Engineer shall review and approve the final form and content of the plat for compliance with the Land Management Code and conditions of approval is a condition precedent to recording the plat.
2. The existing 10-foot snow storage easements on Woodside and Park Avenues shall remain in place, and be dedicated on the final plat. The easement shall also be dedicated as a non-exclusive utility easement.
3. No building permits shall be issued prior to the final recordation of the plat at the County Recorder's Office.
4. The applicant will record the plat amendment at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval and the plat will be void.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 20th day of May 2004.


R. J. LONG SUBDIVISION
LYING WITHIN SECTION 9
TOWNSHIP 2 SOUTH, RANGE 4 EAST,
SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH
PARK AVENUE
PARCEL A
PARCEL B
WOODSIDE AVENUE
LEGEND
PARK CITY SURVEYING
CERTIFICATE OF ATTEST
APPROVAL AS TO FORM
COUNCIL APPROVAL AND ACCEPTANCE
RECORDED


RECEIVED
MAR 2 2004
PARK CITY
PLANNING DEPT.
RECORD OF SURVEY & TOPOGRAPHIC MAP
LOT 1 OF THE RICHTER PLAT SUBDIVISION
LYING WITHIN
SECTION 9, TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH
PARK AVENUE
LOT 1
WOODSIDE AVENUE
S24°24'15"E
70.88'
120.05'
N31°00'48"W
72.66'
(PLAT N24°31'00"W)
N24°24'15"W
(PLAT N35°56'00"W)
N35°52'15"W
350.78
BASIS OF BEARING
N35°52'15"W
580.00
(PLAT N35°56'00"W)
LEGEND
NARRATIVE
LEGAL DESCRIPTION
SURVEYOR'S CERTIFICATE
3/4/04
PARK CITY SURVEYING
SURVEYED BY
POHL
DRAWN BY
POHL
DATE
MARCH 5, 2004
RECORD OF SURVEY & TOPOGRAPHIC MAP
LOT 1 OF THE RICHTER PLAT SUBDIVISION
ROBERT J. LONG
RICHTERSURV.DWG
04-49

City Council
Staff Report

PARK CITY 1884

Author:	**Brooks T. Robinson**
Subject:	**Land Management Code Amendments relating to the Entry Corridor Protection Overlay Zone**
Date:	**May 20, 2004**
Type of Item:	**Legislative**

PLANNING DEPARTMENT

Summary Recommendations:
Staff recommends the City Council open the public hearing, discuss amending Chapter 2.20(Frontage Protection Zone/Entry Corridor Protection Overlay) to allow trailhead parking lots of less than 25 spaces as a Conditional Use and consider approval of the LMC amendment as written or amended.

Description:
Topic:

Applicant	**Park City Municipal**
Location	**Entry Corridors on S. R. 224 and 248**
Zoning	**Entry Corridor Protection Overlay zones**
Adjacent Land Uses	**Generally open space or undeveloped lands**

Background:
Over the past ten years, Park City has aggressively sought to preserve open space along the two main entries into town, State Routes 224 and 248. In conjunction with the land acquisitions, the City has built trails through the open space. S.R. 224 has trails on both sides of the road with an underpass near the McPolin/Osguthorpe Farm. The Rail Trail extends along S.R. 248 with an underpass near the National Abilities Center. Trails along both of these roads connect into the City and the Snyderville Basin, including Round Valley. There is a perceived need to provide some trailhead parking in these areas instead of the random parking that currently exists. Parking within the Utah Department of Transportation (UDOT) right of way is prohibited and occasionally enforced.

Title 15, Chapter 2.20-5 of the Park City Municipal Code relates to the Entry Corridor Protection Overlay (ECPO). The ECPO is an overlay of the Frontage Protection Zone (FPZ) and applies to all properties within 250 feet of 224 north of Holiday Ranch Loop, 224 south of Prospect Avenue, and 248 east of Wyatt Earp Way. The Purpose statement of the Frontage Protection Zone states: the FPZ is to preserve Park City's scenic view corridors, preserve and enhance the rural resort character of Park City's entry corridor, provide a significant landscaped buffer between Development and highway uses, minimize curb cuts, driveways and access points to highways, and allow for future pedestrian and vehicular improvements along highway corridors.

According to the Land Management Code, parking lots are required to be hard surfaced (15-3-3 (B)) and as such are considered a Structure as defined (15-15-1.214). The setback for a Structure in the ECPO is no less than 100' from the right of way.

Subsection (J) Pedestrian Facilities states: "Trails and sidewalks shall be provided in all ECPO Developments in accordance with the Park City Trails Master Plan. Trails and sidewalks may occupy setback areas."

The City is proposing to add the following language (*language in italics adding by Planning Commission)*:

> 15-2.20-5(M) **Trailhead Parking.** Trailhead parking of less than 25 parking spaces is allowed within the setback area but *at least thirty feet (30')* outside of the UDOT right-of-way. Parking must be adequately screened with berms and/or landscaping to a height of at least three feet (3') above the surface of the lot unless said landscaping/berming is discouraged by UDOT for sight/safety reasons. Vehicular access to Trailhead Parking lots is to be by City streets if possible or by permission of UDOT if from a State Highway. Any structure, *wayfinding sign* or use is subject to the Conditional Use Permit review.

On May 12, 2004, the Planning Commission reviewed this proposal, amended the language (amendments in *italics* above) and forwarded a positive recommendation to the City Council.

ANALYSIS:

The intent of the ECPO is to "maintain the visual character of Park City as a mountain community with sweeping, attractive vistas". Trailhead parking helps "allow for future pedestrian and vehicular improvements along highway corridors". A trailhead parking lot that is adequately screened will consolidate the random parking into a single area. The Conditional Use Permit review will ensure that proper placement is out of the vista corridors and adequate screening is provided. Any access from a State highway will require review and approval from UDOT as part of a Conditional Use.

The Planning Commission added the language regarding the 30-foot setback to be consistent with the existing language for the Frontage Protection Zone. There was also a concern about being visually sensitive in the planning of a trailhead parking lot only to have a large wayfinding sign intrude on the viewshed. The Commission wanted to make sure that all structures were reviewed as part of the Trailhead parking Conditional Use Permit process.

Recommendation

Staff recommends that the City Council hold a public hearing, consider any public input and discuss the amendment to 15-2.20-5 of the Park City Municipal Code to allow trailhead parking of less than 25 spaces in the Entry Corridor Protection Overlay. Staff recommends approval of the Ordinance amending Section 15-2.20-5 of the Park City Municipal Code.

Ordinance No. 04-

AN ORDINANCE AMENDING THE LAND MANAGEMENT CODE RELATING TO THE ENTRY CORRIDOR PROTECTION OVERLAY ZONE

WHEREAS, the Land Management Code was adopted by the City Council of Park City, Utah to promote the health, safety and welfare of the residents of Park City; and

WHEREAS, it is in the best interest of the community to periodically amend the Land Management Code to reflect the goals and objectives of the City Council and to align the Code with the Park City General Plan; and

WHEREAS, the City Council finds that the proposed change to the Land Management Code is necessary to provide trailhead parking along well-used trails within the City's entry corridors;

WHEREAS, it is in the best interest of the City to maintain Park City as a world class resort.

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

SECTION 1. AMENDMENT TO TITLE 15- Land Management Code, Chapter 2.20-5 – ENTRY CORRIDOR PROTECTION OVERLAY (ECPO). 15-2.20-5(M) **Trailhead Parking.** Trailhead parking of less than 25 parking spaces is allowed within the setback area but at least thirty feet (30') outside of the UDOT right-of-way. Parking must be adequately screened with berms and/or landscaping to a height of at least three feet (3') above the surface of the lot unless said landscaping/berming is discouraged by UDOT for sight/safety reasons. Vehicular access to Trailhead Parking lots is to be by City streets if possible or by permission of UDOT if from a State Highway. Any structure, wayfinding sign or use is subject to the Conditional Use Permit review.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 20th day of May 2004.

City Council Staff Report

PARK CITY 1884

PLANNING DEPARTMENT

DATE:	**May 20, 2004**
AUTHOR:	**Jonathan Weidenhamer**
TITLE:	**Amendment to Record of Survey – Snow Flower, Unit 80**
TYPE OF ITEM:	**Administrative**

SUMMARY RECOMMENDATION: Conduct a public hearing and consider approving as conditioned.

Topic

Applicant:	Mike Adler & Caroline Zsambok
Project Address:	401 Silver King Dr. Snow Flower Condominiums #80
Zoning:	Recreation Commercial (RC)
Adjacent Land Uses	Residential, Ski runs - Three Kings Condominiums, Glenwood Cemetery, Open Space (ski runs)
Reason for Review	Amendments to Records of Survey require Planning Commission review and City Council approval.

Background

The Planning Commission reviewed this applicationat their May 12, 2004 meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.

Snow Flower Condominiums is an 82-unit project. The record of survey (ROS) for Unit #80 does not accurately reflect the existing building configuration. A loft area exists that is not shown on the plat. At this time the owner proposes to amend the condominium ROS to accurately reflect the existing configuration of the unit. The applicant has received written permission from the Owners Association to pursue this application. The proposed amendment has gone before a written vote of the rest of the owners, and has received consent from 82%, exceeding the 2/3 majority required under state law.

At this time it is unclear to staff if there are other units in Snow Flower that are not consistent with the recorded ROS. There are three other identically sized units (595 sf). During discussions with the applicant, staff has encouraged the Snow Flower Owners Association to conduct a review of the entire ROS to clear up any other discrepancies; however, at this time only Unit 80 will be amended.

Analysis

The amended ROS will acknowledge that unit 80 is approximately 60 square feet larger than the existing plat indicates. The area being considered is a loft, and can be used as a bedroom. The new overall size of the unit will be 655 square feet, and increases the parking requirement by 0.5 parking spaces. Based on the existing Snow Flower Condominium Record of Survey, 168 parking spaces are available. Based on the Land Management Code Section 15-3-6, 148 spaces are required, which indicates a surplus of 20 spaces. The realized increase in the parking requirement resulting from this application will not be beyond existing stock. It is also likely that if all the smaller, similarly sized units need an additional ½ of a parking space, that the Association can provide them by utilizing the existing surplus.

Department Review
This project has gone through an interdepartmental review. At such time as a final record of survey plat is required, the City Engineer and City Attorney will review the plat as to form and compliance with State law and the Land Management Code prior to recordation.

Notice
The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also placed in the Park Record. No public input has been received by the time of this report.

ALTERNATIVES

- The City Council may approve the application with the conditions stated, or modify the conditions, or
- The City Council may deny the application, or
- The City Council may continue the discussion to a later date.

SIGNIFICANT IMPACTS
There are no significant fiscal or environmental impacts from this amended Record of Survey.

CONSEQUENCES OF NOT TAKING THE RECOMMENDED ACTION
Failure to amend the Record of Survey will prohibit the unit owner having a record of survey that accurately reflects the unit's configuration.

RECOMMENDATION
The staff recommends that the City Council Conduct a public hearing and consider approving the amended record of survey based on the following findings of fact, conclusions of law and conditions of approval:

Findings of Fact:

1. The Planning Commission reviewed this application at their May 12, 2004

meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.

2. The condominium project known as Snow Flower is located at 401 Silver King Drive. It is zoned Recreation Commercial.
3. Snow Flower Condominiums is an 82-unit project.
4. The record of survey (ROS) for Unit #80 does not accurately reflect the existing building configuration. A loft area exists, that is not shown on the plat.
5. The applicant has received written permission from the Owners Association to pursue this application.
6. The amendment has gone before a written vote of the rest of the owners.
7. The consent of 66.66% or more of the Unit Owners is required and has been obtained.
8. If the record of survey is amended as requested, it will have no effect on the amount of open space in the Snow Flower project.
9. The amended ROS will acknowledge that unit 80 is approximately 60 square feet larger than the existing plat indicates.
10. The new overall size of the unit will be 655 square feet, and increases the parking requirement by 0.5.
11. Snow Flower has 168 total spaces available, and is required to provide only 148. A surplus of 20 parking spaces exists.
12. The increase in the parking requirement resulting from this application will not exceed the existing surplus.
13. An inspection has been conducted by Park City to verify the unit is compliant with the International Building Code and the Park City Land Management Code.

Conclusions of Law:

1. There is good cause for this Amended Record of Survey.
2. The Amended Record of Survey is consistent with the Park City Land Management Code and applicable State law regarding condominium plats.
3. Neither the public nor any person will be materially injured by the proposed Amended Record of Survey.
4. Approval of the Amended Record of Survey, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

Conditions of Approval:

1. The City Attorney and City Engineer will review and approve the final form and content of the Amended Record of Survey for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the Amended Record of Survey at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat amendment will be void.

EXHIBITS

Exhibit A - Location Map
Exhibit B – Existing Condominium Plat (Floor Plan)
Exhibit C - Amended Record of Survey.

Exhibit D - Ordinance

Ordinance No. 04-

AN ORDINANCE APPROVING THE FIRST AMENDED CONDOMMINIUM PLAT OF SNOW FLOWER CONDOMINIUMS

WHEREAS, the owner of the property known as 401 Silver King Drive – Unit 80 Snow Flower Condominiums, has petitioned the City Council for an amended record of survey; and

WHEREAS, proper notice was sent and the property posted according to requirements of the Land Management Code and State Law; and

WHEREAS, on May 12, 2004 the Planning Commission held a public hearing to receive public input on the proposed plat amendment and forwarded a positive recommendation of approval to the City Council; and

WHEREAS, the proposed record of survey amendment will acknowledge an interior loft area; and

WHEREAS, it is in the best interest of Park City Utah to approve the amended record of survey.

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

SECTION 1. FINDINGS OF FACT. The above recitals are hereby incorporated as findings of fact. The following are also adopted by City Council as findings of fact:

1. The Planning Commission reviewed this at their May 12, 2004 meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.
2. The condominium project known as Snow Flower is located at 401 Silver King Drive. It is zoned Recreation Commercial.
3. Snow Flower Condominiums is an 82-unit project.
4. The record of survey (ROS) for Unit #80 does not accurately reflect the existing building configuration. A loft area exists, that is not shown on the plat.
5. The applicant has received written permission from the Owners Association to pursue this application.
6. The amendment has gone before a written vote of the rest of the owners.
7. The consent of 66.66% or more of the Unit Owners is required and has been obtained.
8. If the record of survey is amended as requested, it will have no effect on the amount of open space in the Snow Flower project.
9. The amended ROS will acknowledge that unit 80 is approximately 60 square feet larger than the existing plat indicates.
10. The new overall size of the unit will be 655 square feet, and increases the parking requirement by 0.5.

11. Snow Flower has 168 total spaces available, and is required to provide only 148. A surplus of 20 parking spaces exists.
12. The increase in the parking requirement resulting from this application will not exceed the existing surplus.
13. An inspection has been conducted by Park City to verify the unit is compliant with the International Building Code and the Park City Land Management Code.

SECTION 2. CONCLUSIONS OF LAW. The City Council hereby adopts the following Conclusions of Law:

1. There is good cause for this plat amendment.
2. The plat amendment is consistent with the Park City Land Management Code and applicable State law.
3. Neither the public nor any person will be materially injured by the proposed plat amendment.
4. As conditioned the plat amendment is consistent with the Park City General Plan.

SECTION 3. CONDITIONS OF APPROVAL. The City Council hereby adopts the following Conditions of Approval:

1. The City Attorney and City Engineer will review and approve the final form and content of the Amended Record of Survey for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the Amended Record of Survey at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat amendment will be void.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 20th day of May, 2004.

color
one

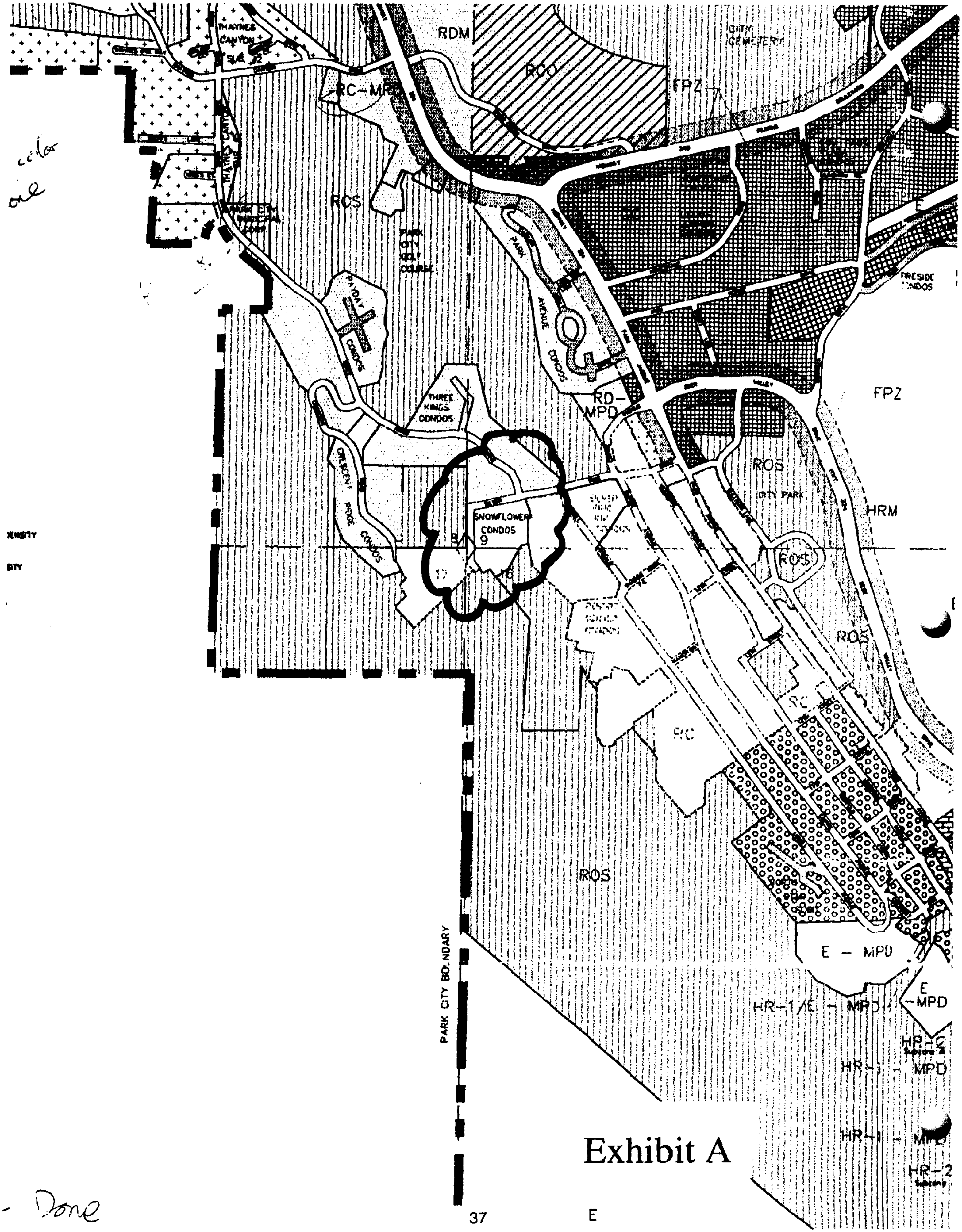


Exhibit A

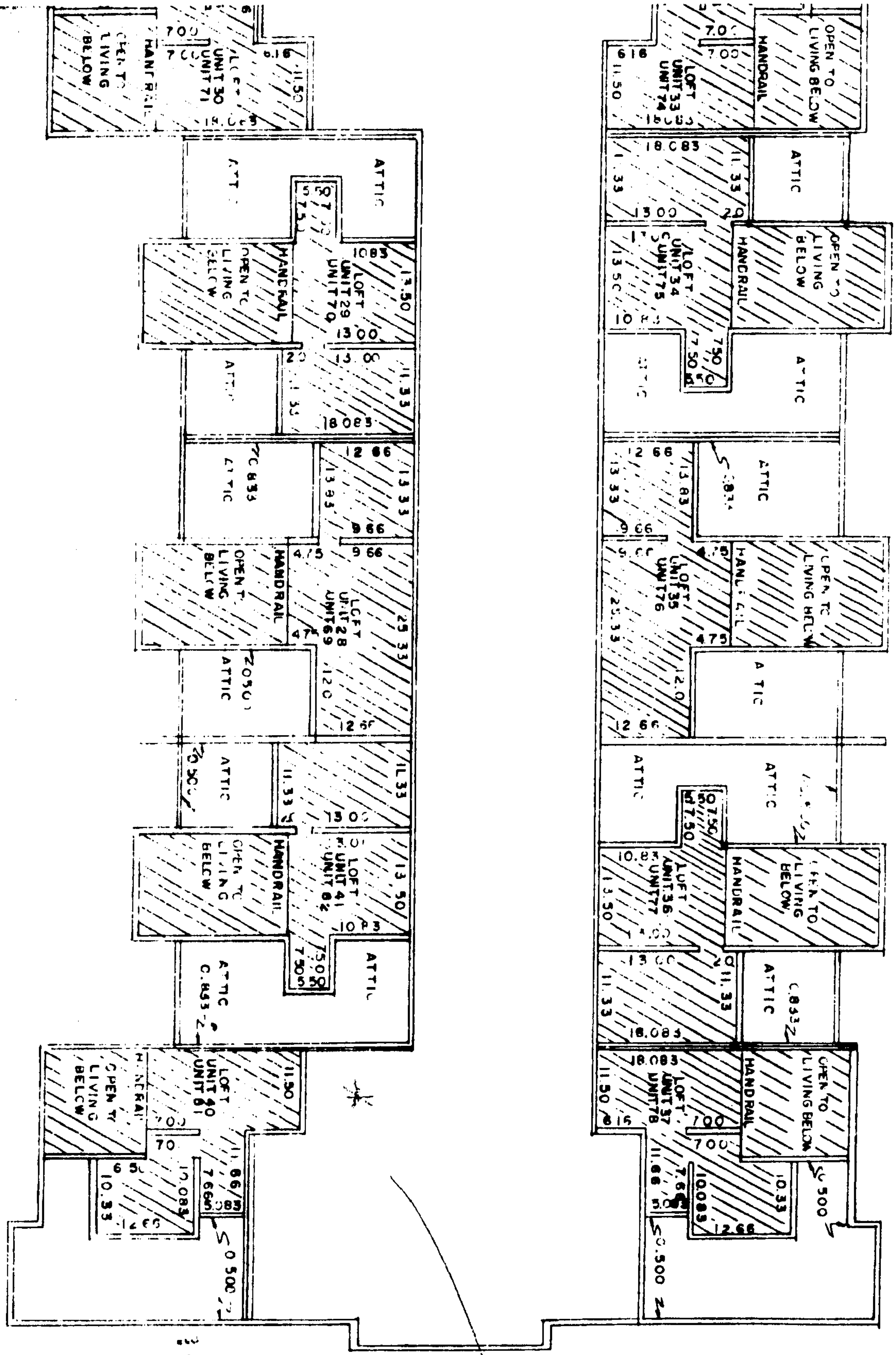
XNSTY

SITY

- Done

E

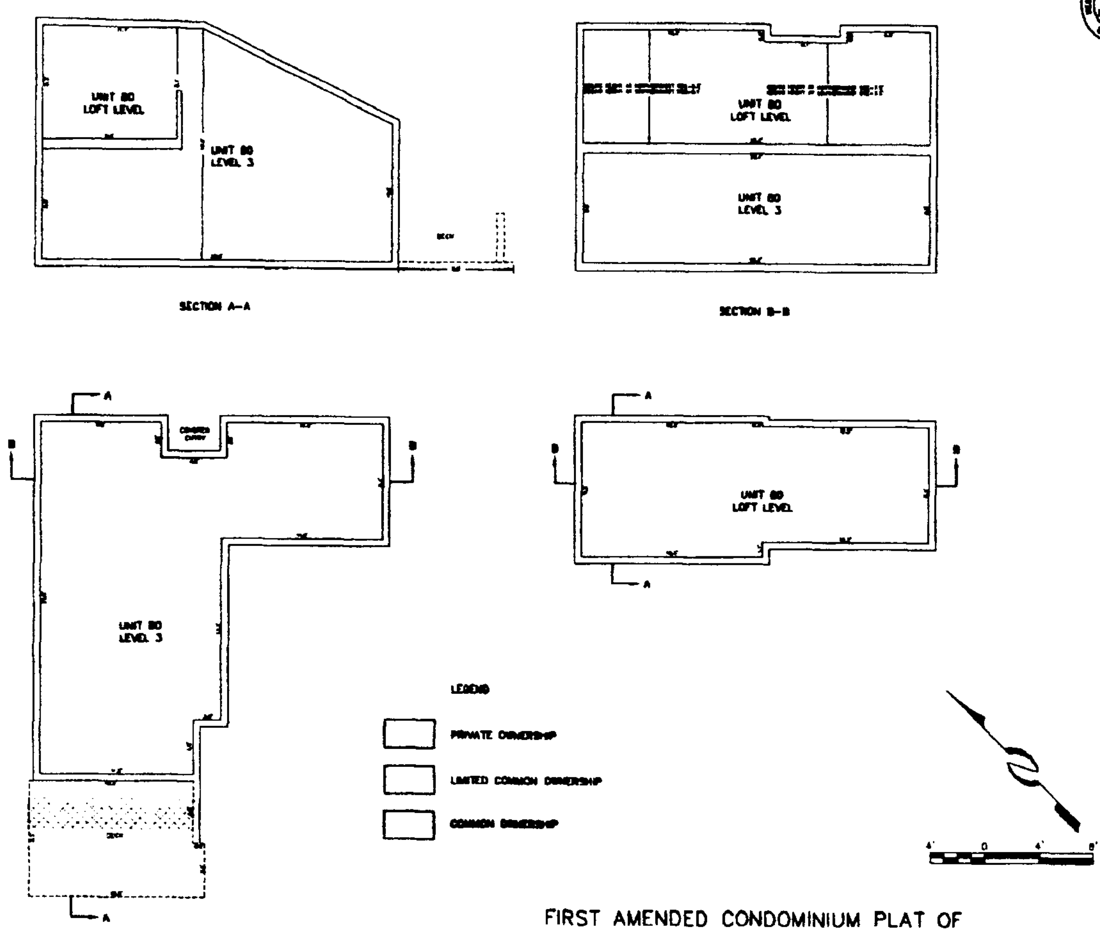
FLOOR PLAN



EXISTING LOFT AREA FOR UNIT #80 SHOULD BE INDICATED HERE.

EXISTING SNOW FLOWER ROS

Exhibit B



FIRST AMENDED CONDOMINIUM PLAT OF

SNOW FLOWER CONDOMINIUMS

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 9
AND THE NORTHWEST QUARTER OF SECTION 16,
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

Exhibit C

NOTES

1. This Amended Record of Condominium Plat reflects the expansion of ownership in Unit 80.
2. For complete description and dimensions of other units and garage spaces, refer to the record of Condominium Plat of Snow Flower Condominiums, Recorded No. 149878 in the Summit County Recorder's Office.
3. All notes and conditions on the Snow Flower Condominium Plat remain in full force and effect except as amended herein.

SURVEYOR'S CERTIFICATE

I, John Demkowicz, do hereby certify that I am a Registered Land Surveyor and that I hold Certificate No. 154491, as prescribed under the laws of the State of Utah. I further certify that by authority of the owners I have prepared this First Amended Condominium Plat of the Snow Flower ... and in accordance with the Utah Condominium Act.

Unit No. 80, contained within ... the Common Areas and Facilities ... County, Utah as Entry No. 1498... SNOW FLOWER CONDOMINIUMS re... Book 120 at Page 274 of Offici... undivided ownership interest in ... by Map recorded in Summit ... Restrictions and Bylaws of THE ... 1978, as Entry No. 149878 in ...

KNOW ALL MEN BY THESE ... Condominiums, a Utah Condominium ... Plat of Snow Flower Condominiums ... that approval, which consent is ... Declarations, which is recorded ... County Recorder. ..., 80, Snow Flower ... the First Amended Condominium ... amendment has received ... amendment to Condominium ... the Office of the Summit ...

____
Michael F. Adler
Owner, Unit 80

____
Carolina Zoombek
Owner, Unit 80

ACKNOWLEDGMENT

State of __________)
: ss
County of __________)

On this _____ day of ____________________ 2004, personally appeared before me, the undersigned Notary Public, in and for said state and county, the signer of the above Owner's Dedication and Consent to Record, Michael F. Adler, owner of Unit 80, Snow Flower Condominiums, who acknowledged that he signed the above Owner's Dedication freely and voluntarily.

____
Notary Public

My commission expires ____________________

ACKNOWLEDGMENT

State of __________)
: ss
County of __________)

On this _____ day of ____________________ 2004, personally appeared before me, the undersigned Notary Public, in and for said state and county, the signer of the above Owner's Dedication and Consent to Record, Carolina Zoombek, owner of Unit 80, Snow Flower Condominiums, who acknowledged that she signed the above Owner's Dedication freely and voluntarily.

____
Notary Public

My commission expires ____________________

OWNER'S DEDICATION AND CONSENT TO RECORD

The Snow Flower Condominium Owners Association hereby consents to the recording of this First Amended Record of Condominium Plat of Snow Flower Condominiums. The officer signing this plat represents that the amendment has received the approval of all of the owners of condominium units, which consent is recited in and evidenced by the execution of the Amendment to Condominium Declarations, which is recorded as Entry No. 689282, Book 1583, Pages 23-29 in the Office of the Summit County Recorder.

Dated this ________ day of __________, 2004

Snow Flower Condominium Owners Association

by ____________________
President

ACKNOWLEDGMENT

State of Utah
County of Summit:

On this _____ day of ____________________ 2004, personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, ______________ acknowledged to me that he is the president of Snow Flower Condominiums and that he signed the above Owner's Dedication and Consent to Record freely and voluntarily.

____
Notary Public

My commission expires ____________________

JOB NO.: 8-3-04 FILE: ...

	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
(435) 649-9467 ... Engineers Land Planners Surveyors	REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ______ DAY OF __________, 2004 A.D. BY __________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF __________, 2004 A.D. BY __________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS ____ DAY OF __________ 2004 A.D. BY __________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS ____ DAY OF __________, 2004 A.D. BY __________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS ____ DAY OF __________ 2004 A.D. BY __________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____ DAY OF __________ 2004 A.D. BY __________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF __________ DATE ______ TIME ______ BOOK ______ PAGE ______

RECEIVED
MAR 02 2004
PARK CITY
PLANNING DEPT.

City Council Staff Report

Subject: 501 Woodside Avenue
Date: May 20, 2004
Type of Item: Legislative; Plat Amendment

PARK CITY 1884

PLANNING DEPARTMENT

RECOMMENDATION: Staff recommends that the City Council review the proposed plat amendment, conduct a public hearing, and consider approving the Plat Amendment according to the findings of fact, conclusions of law and conditions of approval outlined in this staff report.

DESCRIPTION

Name: 501 Woodside Avenue

Project Planner: Grayson Thompson
Representative: David White
Owner of Property: Ivan Knauer
Location: 501 Woodside Avenue
Zone: Historic Residential (HR-1)

BACKGROUND

The applicant is requesting a plat amendment to combine all of Lot 1 of Block 28 of the Park City Survey and a 3-foot section of vacated Fifth Street City Right-Of-Way into one lot of record for the purpose of renovating and constructing an addition to the existing historic home on the property. If approved, the plat amendment will create a lot of approximately 2,100 square feet. In March of 1992, the City Council approved the vacation of the 3-foot section of the Fifth Street r-o-w in order to accommodate an encroachment by the existing historic home. There is an existing set of stairs that provide access to the historic home, and an at grade entry porch in the Fifth Street r-o-w that were not included in the 1992 r-o-w vacation (stairs and porch removal is a condition of approval on this plat). The Fifth Street r-o-w is approved as an access point for two platted lots behind the property, namely the Sweeney lots at 503 and 503 ½ Woodside.

ANALYSIS

The Planning Commission reviewed this at their May 12, 2004 meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.

The property is located in the HR-1 zone. The proposed addition and remodel of the home is an allowed use in the HR-1 zone provided it meets the criteria in LMC Chapter 15-2.2, and the Historic District Design Guidelines. Section 15-2.2-4 states that "Historic structures that do not comply with building setbacks, off-street parking and driveway standards are valid complying structures." The Section further states that additions to historic structures are exempt from parking requirements provided no accessory or lockout units are created, but must meet all other site requirements established in the HR-1 zone.

The property will have access from Woodside Avenue and approximately 28 feet of linear frontage on said Avenue. The Fifth Street r-o-w provides access to the property behind 501 Woodside. This access will be via a tunnel in the 5th street right-of-way, and excavation for the tunnel will remove the dilapidated stairs and porch within the right-of-way. Therefore, any approval for the renovation of 501 Woodside will include the removal of the existing stairs and entry porch within the r-o-w, and a new access to the home will be built.

NOTICE
Notice of this hearing was sent to property owners within 300' on April 28, 2004. Staff has received no comments from the public at the time of this writing.

DEPARTMENT REVIEW
The Planning, Engineering and Building Departments have reviewed this request. The City Attorney and City Engineer will review the plat for form and compliance with the LMC and State Law prior to recording. The request was discussed at a Staff Review Meeting on April 20, 2004, where representatives from local utilities and City Staff were in attendance. No additional issues were raised.

RECOMMENDATION

Staff recommends that the Planning Commission review the proposed plat amendment, conduct a public hearing and consider forwarding a positive recommendation to the City Council according to the findings of fact, conclusions of law and conditions of approval outlined below:

Findings of Fact:

1. The Planning Commission reviewed this at their May 12, 2004 meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.
2. The property is located in the Historic Residential (HR-1) zone.
3. The HR-1 zone is a residential zone characterized by a mix of larger contemporary residences and smaller historic homes.
4. The amendment will combine lot 1 Block 28 and the vacated northern 3 feet of the Fifth Street right-of-way in the Park City Survey.
5. In March of 1992, the City Council approved the vacation of the northern 3 feet of the Fifth Street right-of-way.
6. There is an existing stairwell and entry porch to 501 Woodside in the Fifth Street right-of-way.
7. The proposed lot size is 2,100 square feet.
8. There is an existing historic home on the property.
9. The lot has 28 feet of frontage on Woodside Avenue.
10. There are no existing easements on the property.
11. No remnant lots will be created as a result of this application.

Conclusions of Law:

1. There is good cause for this plat amendment.
2. The plat amendment is consistent with the Park City Land Management Code and applicable State law.
3. Neither the public nor any person will be materially injured by the proposed plat amendment.
4. As conditioned the plat amendment is consistent with the Park City General Plan.

Conditions of Approval:

1. The City Attorney and City Engineer review and approval the final form and content of the plat for compliance with the Land Management Code and conditions of approval is a condition precedent to recording the plat.
2. Prior to the receipt of a building permit, the applicant shall submit an application for review for compliance with the Historic District Design Guidelines.
3. No building permits shall be issued prior to the final recordation of the plat at the County Recorder's Office.
4. The removal of the dilapidated stairs and porch in the 5th Street right-of-way is a condition precedent to the issue of a building permit.
5. The applicant will record the plat amendment at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval and the plat will be void.

EXHIBITS
Exhibit A – Proposed Plat Amendment
Exhibit B – Ordinance

Ordinance No. 04-

AN ORDINANCE APPROVING THE 501 WOODSIDE SUBDIVISION WHICH WILL COMBINE LOT ONE OF BLOCK 28 OF THE PARK CITY SURVERY AND A THREE FOOT SECTION OF VACATED FIFTH STREET CITY RIGHT-OF-WAY INTO ONE LOT OF RECORD.

WHEREAS, the owner of the property known as 501 Woodside Avenue and a vacated three foot section of the Fifth Street Right-of-Way,

WHEREAS, proper notice was sent and the property posted according to requirements of the Land Management Code and State Law; and

WHEREAS, on May 12, 2004 the Planning Commission held a public hearing to receive public input on the proposed plat amendment and forwarded a positive recommendation of approval to the City Council; and

WHEREAS, the proposed plat amendment allows the property owner to combine the vacated portion of Right-of-Way and existing lot one block 28 of the Park City Survery; and

WHEREAS, it is in the best interest of Park City Utah to approve the plat amendment.

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

SECTION 1. FINDINGS OF FACT. The above recitals are hereby incorporated as findings of fact. The following are also adopted by City Council as findings of fact:

1. The Planning Commission reviewed this at their May 12, 2004 meeting. A public hearing was held, and a unanimous vote was forwarded to the Council to approve the application.
2. The property is located in the Historic Residential (HR-1) zone.
3. The HR-1 zone is a residential zone characterized by a mix of larger contemporary residences and smaller historic homes.
4. The amendment will combine lot 1 Block 28 and the vacated northern 3 feet of the Fifth Street right-of-way in the Park City Survey.
5. In March of 1992, the City Council approved the vacation of the northern 3 feet of the Fifth Street right-of-way.
6. There is an existing stairwell and entry porch to 501 Woodside in the Fifth Street right-of-way.
7. The proposed lot size is 2,100 square feet.
8. There is an existing historic home on the property.
9. The lot has 28 feet of frontage on Woodside Avenue.
10. There are no existing easements on the property.
11. No remnant lots will be created as a result of this application.

SECTION 2. CONCLUSIONS OF LAW. The City Council hereby adopts the following Conclusions of Law:

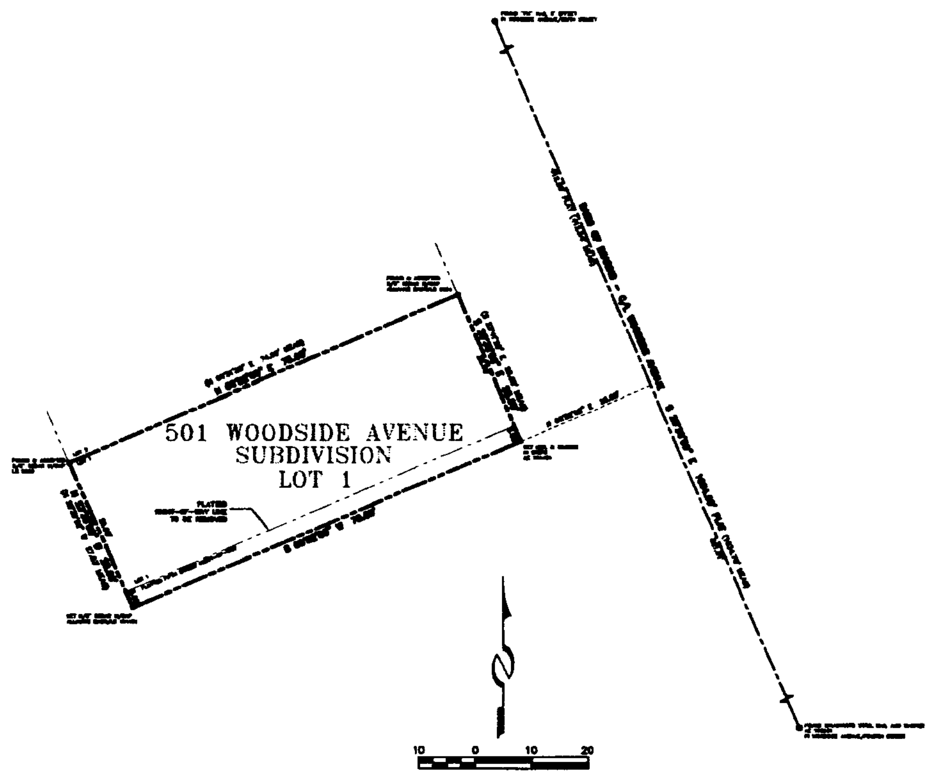
5. There is good cause for this plat amendment.
6. The plat amendment is consistent with the Park City Land Management Code and applicable State law.
7. Neither the public nor any person will be materially injured by the proposed plat amendment.
8. As conditioned the plat amendment is consistent with the Park City General Plan.

SECTION 3. CONDITIONS OF APPROVAL. The City Council hereby adopts the following Conditions of Approval:

1. The City Attorney and City Engineer review and approval the final form and content of the plat for compliance with the Land Management Code and conditions of approval is a condition precedent to recording the plat.
2. Prior to the receipt of a building permit, the applicant shall submit an application for review for compliance with the Historic District Design Guidelines.
3. No building permits shall be issued prior to the final recordation of the plat at the County Recorder's Office.
4. The removal of the dilapidated stairs and porch in the 5th Street right-of-way is a condition precedent to the issue of a building permit.
5. The applicant will record the plat amendment at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval and the plat will be void.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 12th day of May, 2004.



SURVEYOR'S CERTIFICATE

I, John Demkowicz, certify that I am a Registered Land Surveyor and that I hold Certificate No. 154491, as prescribed by the laws of the State of Utah, and that by authority of the owner(s), I have prepared this Record of Survey map of the 501 WOODSIDE AVENUE SUBDIVISION and that the same has been or will be monumented on the ground as shown on this plat.

____________________ __________
John Demkowicz Date

REGISTERED LAND SURVEYOR No. 154491 JOHN DEMKOWICZ State of Utah

LEGAL DESCRIPTION

ALL OF LOT 1, IN BLOCK 28, IN PARK CITY SURVEY, according to the official plat thereof on file and of record in the Summit County Recorder's Office.

A portion platted Fifth Street, more particularly described as follows:

Beginning at the southeast corner of Lot 1, Block 28, Park City Survey, said point being on the northerly line of platted Fifth Street; running thence South 66°32'00" West along the southerly line of said LOT 1 and the northerly line of platted Fifth Street a distance of 75.00 feet; thence South 23°28'00" East 3.00 feet; thence North 66°32'00" East 75.00 feet; thence North 23°28'00" West 3.00 feet to the point of beginning.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that the undersigned owners of the herein described tract of land, to be known hereafter as the 501 WOODSIDE AVENUE SUBDIVISION, do hereby certify that we have caused this Subdivision Plat to be prepared, and we, Ivan B. Kousar and Margaret A. Sheehan, husband and wife as joint tenants, with full rights of survivorship, hereby consent to the recordation of this Subdivision Plat.

ALSO, the owners or their representative, hereby irrevocably offer for dedication to the city of Park City all the streets, land for local government uses, easements, parks, and required utilities and easements shown on the plat and construction drawings in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set their hands this _____ day of

________________, 2004.

____
Ivan B. Kousar, Owner

____
Margaret A. Sheehan, Owner

ACKNOWLEDGEMENT

State of Utah:
County of Summit:

On this _____ day of ____________________, 2004, Ivan B. Kousar and Margaret A. Sheehan personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, Ivan B. Kousar and Margaret A. Sheehan acknowledged to me that they are the owners of the herein described tract of land and that they signed the above Owner's Dedication and Consent to Record freely and voluntarily.

____
Notary Public

My commission expires ____________________

NOTE

501 Street address on Woodside Avenue

● Set property corner as noted.

○ Found property corner as noted.

◆ Survey Monument.

MAR 3 1 2004

A PLAT AMENDMENT

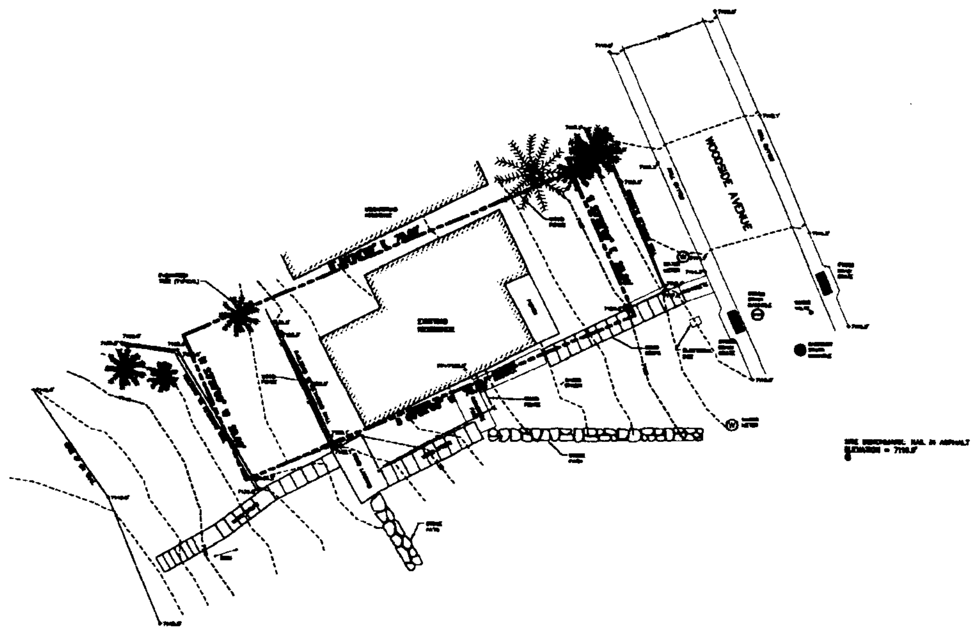
501 WOODSIDE SUBDIVISION

LOCATED IN SECTION 16,
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

PAGE 1 OF 1

JOB NO.: 041003 FILE: X:\PCS\DWG\SRV\PLATS\041003

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ____ DAY OF ________, 2004 A.D. BY ________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF ________, 2004 A.D. BY ________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____ DAY OF ________ 2004 A.D. BY ________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ________ DATE ____ TIME ____ BOOK ____ PAGE ____ ____ FEE ____ RECORDER



10' 0 10' 20'

NOTES

1. Site Benchmark: Nail in asphalt Elevation=7110.5'
2. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
3. This topographic map is based on a field survey performed on October 28, 2003.
4. Property corners were set.

MAR 3 1 2004

Alliance Engineering	STAFF: DAVID CONSTABLE MARSHALL KING DATE: 10/28/03	**EXISTING CONDITIONS** **501 WOODSIDE AVENUE** FOR: IVAN KNAVER JOB NO.: 4-10-03 FILE: X:\ParkCitySurvey\dwg\srv\topo\[illegible].dwg	SHEET 1 OF 1

PARK CITY 1884

City Council
Staff Report

Planning

Author:	**Kirsten Whetstone**
Subject:	**Stag Lodge Amendment to Record of Survey**
Date:	**May 20, 2004**
Type of Item:	**Legislative**

SUMMARY RECOMMENDATION: Conduct a public hearing, consider public input, and approve the record of survey amendments to the Stag Lodge Condominiums I, II, and III, as conditioned.

Topic

Applicant:	Stag Lodge Homeowner's Association
Applicant's Representative:	Brent Glissmeyer, General Manager
Project Address:	8200 Royal Street East
Zoning:	Residential Development as part of the Deer Valley Master Planned Development (RD-MPD)
Adjacent Land Uses	Residential, Ski runs
Reason for Review	Amendments to Record of Survey plats requires Planning Commission review and City Council approval.

Background

Some additions and alterations have been made to certain units at Stag Lodge and others are anticipated, to the deck areas and other spaces under existing roofs at the Stag Lodge Condominiums. The existing decks are classified as Limited Common areas and the other spaces are airspace, and therefore Common. Consistent with the Condominium Ownership Act, Staff has prohibited any conversions to private ownership of these Limited Common and Common areas without an amendment to the record of survey to allow these conversions.

In June of 2002 the City Council approved similar amendments to the Record of Survey. The applicant is now requesting additional revisions and expansion areas that they did not fully describe on the previous amended plats. They have submitted this application to address circumstances where expansions previously occurred but the applicant failed to include in the June 2002 record of survey, and where additional units desire to expand further.

At this time the Homeowners Association proposes to once again amend the plats to accurately reflect all of the changes that were previously built or are currently anticipated. They are requesting to amend the existing condominium record of survey plats for Phases I, II, and III, to allow portions of existing decks in Limited Common ownership to be converted to "Private Ownership", and to create additional expansion areas to become private from existing airspace (ie. common area) beneath rooflines and under existing decks, which may be subsequently enclosed at the discretion of the individual owner subject to HOA approval. (See areas shaded in red on the attached Exhibit A).

On May 12, 2004, the Planning Commission held a public hearing on this proposal. No public input was offered and the Commission voted to forward to City Council a positive recommendation as conditioned in the staff report.

Analysis
The Private Ownership expansions of these plat amendments will add 200-300 square feet to the affected units. No additional bedrooms will be created, and the additional square footage does not create a demand for new parking. With a full build-out of the Private areas, the open space required will still be above 60% as required by the MPD. There are no easement or setback issues related to this request, as all of the future expansion areas described by these amendments are within the existing building envelop, either under existing roofs or under existing decks. Detailed construction plans, including a certified survey, are required as part of the building permit submittal. No construction will commence without a building permit, issued by the City.

Department Review
The interdepartmental review team has reviewed this project. At such time as a final record of survey plat is required, the City Engineer and City Attorney will review the plat as to form and compliance with State law and the Land Management Code prior to recordation.

Notice
The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also placed in the Park Record. No public input has been received by the time of this report.

ALTERNATIVES

A. The City Council may approve the amendments with the conditions stated, or modify the conditions, or

B. The City Council may deny the amendments and direct staff to prepare findings supporting this recommendation, or

C. The City Council may continue the discussion to a later date.

SIGNIFICANT IMPACTS
There are no significant fiscal or environmental impacts from this amended Record of Survey.

CONSEQUENCES OF NOT TAKING THE RECOMMENDED ACTION

A decision to not amend the Record of Survey will prohibit unit owners from converting Limited Common and Common areas to Private areas and expanding units beyond the parameters previously approved with the recorded 2002 amended record of survey plats.

RECOMMENDATION

The staff recommends the Council conduct a public hearing, consider any input, and approve the amended record of survey plats for Stag Lodge Condominiums I, II, and III, based on the following findings of fact, conclusions of law and conditions of approval:

Findings of Fact:

5. The condominium project known as the Stag Lodge Phases One through Four is located at 8200 Royal Street East and is zoned RD-MPD. The original Stag Lodge Condominium plat was recorded on March 4, 1985. The amended record of survey plat was recorded on January 17, 2003.
6. The existing decks are situated in areas classified as Limited Common area. The applicant desires to convert some of these deck areas to Private ownership. Other areas being converted to Private are currently Common.
7. Consistent with the Condominium Ownership Act, Staff has prohibited any conversions to private ownership of these Limited Common and Common areas, without an amendment to the record of survey to allow these conversions.
8. The proposed amended record of survey changes the type of ownership of Limited Common and Common areas to private ownership.
9. Consent of 66.66% or more of the Unit Owners for this record of survey amendment is required and has been obtained. The Stag Lodge HOA President has confirmed the required unit owner consent in a letter to PCMC dated March 9, 2004.
10. This application is to amend sheets 4 and 5 (of 6) of Phase One, sheets 2, 3, and 4 (of 5) of Phase Two, and sheet 3 (of 4) of Phase Three of the Stag Lodge Record of Survey.
11. The expansion of the Private areas will add approximately 200-300 square feet to each affected unit.
12. No additional bedrooms will be created, and the additional square footage does not create a demand for new parking.
13. If the Private areas are enclosed, more than 60% of open space for the entire project will still be maintained, as required by the Master Planned Development.
14. On May 12, 2004, the Planning Commission conducted a public hearing on this proposal. No public input was offered and the Commission voted to forward to the City Council a positive recommendation as conditioned in the staff report.

Conclusions of Law:

1. There is good cause for this amended record of survey.
2. The amended record of survey is consistent with the Park City Land

Management Code and applicable State law regarding condominium plats.

3. Neither the public nor any person will be materially injured by the proposed amended record of survey.
4. Approval of the amended record of survey, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

Conditions of Approval:

1. The City Attorney and City Engineer will review and approve the final form and content of the amended record of survey for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the amended record of survey plats at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat amendment will be void.
3. All other conditions of approval of the Stag Lodge Condominiums Phases I,II, and III continue to apply.
4. Detailed construction plans, including a certified survey, are required as part of the building permit submittal. No construction will commence without a building permit, issued by the City.
5. Converted private area cannot be used to create a lockout unit.

EXHIBITS

Exhibit A – Stag Lodge Condominiums record of survey phases I-III (amended sheets only)

Ordinance No.

AN ORDINANCE APPROVING AN AMENDED RECORD OF SURVEY FOR STAG LODGE CONDOMINIUMS PHASES I, II, AND III, LOCATED AT 8200 ROYAL STREET EAST, PARK CITY, UTAH.

WHEREAS, the owners of the property located at 8200 Royal Street East have petitioned the City Council for approval of an amended Record of Survey plat; and

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

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

WHEREAS, the Planning Commission held a public hearing on May 12, 2004, to receive input on the proposed record of survey plat;

WHEREAS, the Planning Commission, on May 12, 2004, forwarded a positive recommendation to the City Council; and,

WHEREAS, on May 20, 2004, the City Council held a public hearing and approved the proposed record of survey plat; and

WHEREAS, it is in the best interest of Park City, Utah to approve the record of survey plat.

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

<u>SECTION 1. APPROVAL.</u> The Record of Survey plat as shown in Exhibit A is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

<u>Findings of Fact:</u>

1. The condominium project known as the Stag Lodge Phases One through Four is located at 8200 Royal Street East and is zoned RD-MPD. The original Stag Lodge Condominium plat was recorded on March 4, 1985. The amended record of survey plat was recorded on January 17, 2003.
2. The existing decks are situated in areas classified as Limited Common area. The applicant desires to convert some of these deck areas to Private ownership. Other areas being converted to Private are currently Common.
3. Consistent with the Condominium Ownership Act, Staff has prohibited any conversions to private ownership of these Limited Common and Common areas, without an amendment to the record of survey to allow these conversions.
4. The proposed amended record of survey changes the type of ownership of Limited Common and Common areas to private ownership.

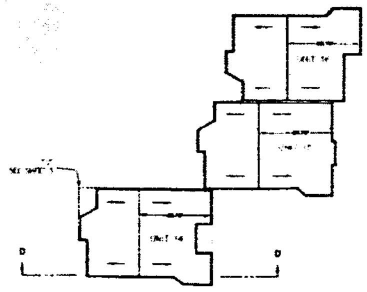
5. Consent of 66.66% or more of the Unit Owners for this record of survey amendment is required and has been obtained. The Stag Lodge HOA President has confirmed the required unit owner consent in a letter to PCMC dated March 9, 2004.
6. This application is to amend sheets 4 and 5 (of 6) of Phase One, sheets 2, 3, and 4 (of 5) of Phase Two, and sheet 3 (of 4) of Phase Three of the Stag Lodge Record of Survey.
7. The expansion of the Private areas will add approximately 200-300 square feet to each affected unit.
8. No additional bedrooms will be created, and the additional square footage does not create a demand for new parking.
9. If the Private areas are enclosed, more than 60% of open space for the entire project will still be maintained, as required by the Master Planned Development.
10. On May 12, 2004, the Planning Commission conducted a public hearing on this proposal. No public input was offered and the Commission voted to forward to the City Council a positive recommendation as conditioned in the staff report.

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

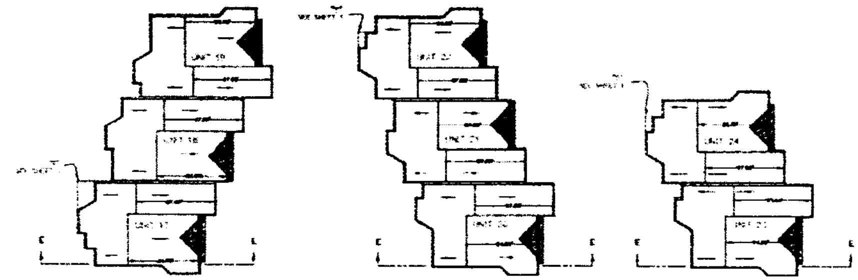
Conditions of Approval:
1. The City Attorney and City Engineer will review and approve the final form and content of the amended record of survey for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the amended record of survey plats at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat amendment will be void.
3. All other conditions of approval of the Stag Lodge Condominiums Phases I,II, and III continue to apply.
4. Detailed construction plans, including a certified survey, are required as part of the building permit submittal. No construction will commence without a building permit, issued by the City.
6. Converted private area cannot be used to create a lockout unit.

EXHIBIT
Exhibit A – Stag Lodge Condominiums record of survey phases I-III (amended sheets only)
SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

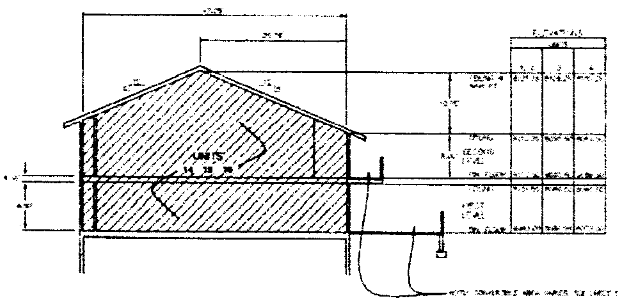
PASSED AND ADOPTED this 20th day of May, 2004.



SECOND LEVEL CEILING PLAN - UNITS 14 15 16



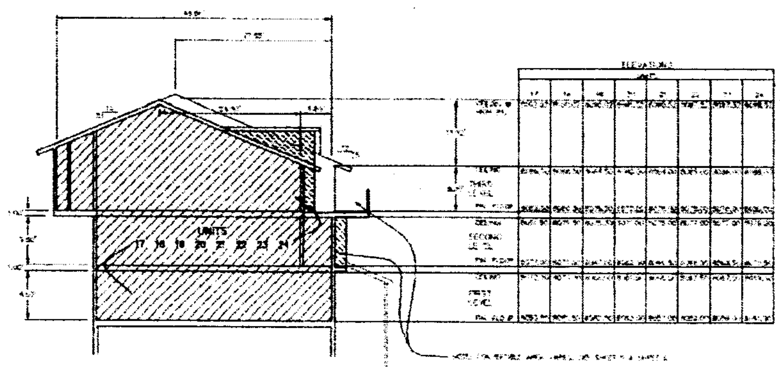
THIRD LEVEL CEILING PLAN - UNITS 17 18 19 20 21 22 23 24



SECTION D-D - TYPICAL UNITS 14 15 16

OWNERSHIP DESIGNATIONS

- "PRIVATE OWNERSHIP AREA A"
- COMMON OWNERSHIP
- LIMITED COMMON OWNERSHIP
- "PRIVATE OWNERSHIP AREA B"



SECTION E-E - TYPICAL UNITS 17 18 19 20 21 22 23 24

NOTES:

SURVEYOR'S CERTIFICATE

OWNER'S DEDICATION AND CONSENT TO RECORD

ACKNOWLEDGMENT

APR 2004

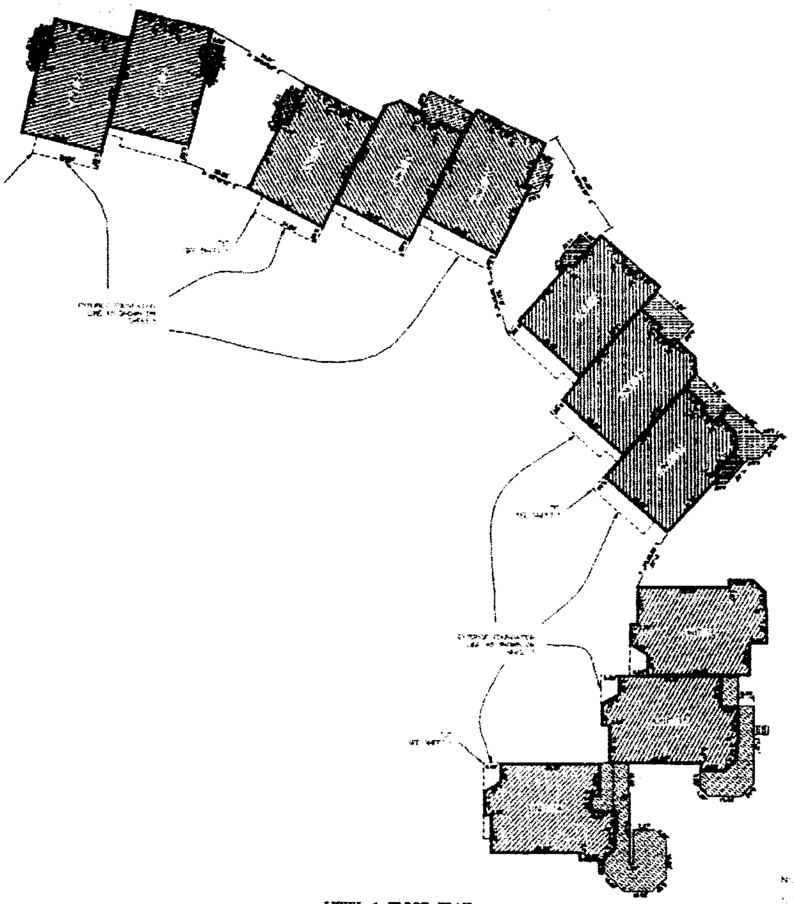
SECOND AMENDED
RECORD OF SURVEY MAP

STAG LODGE PHASE I

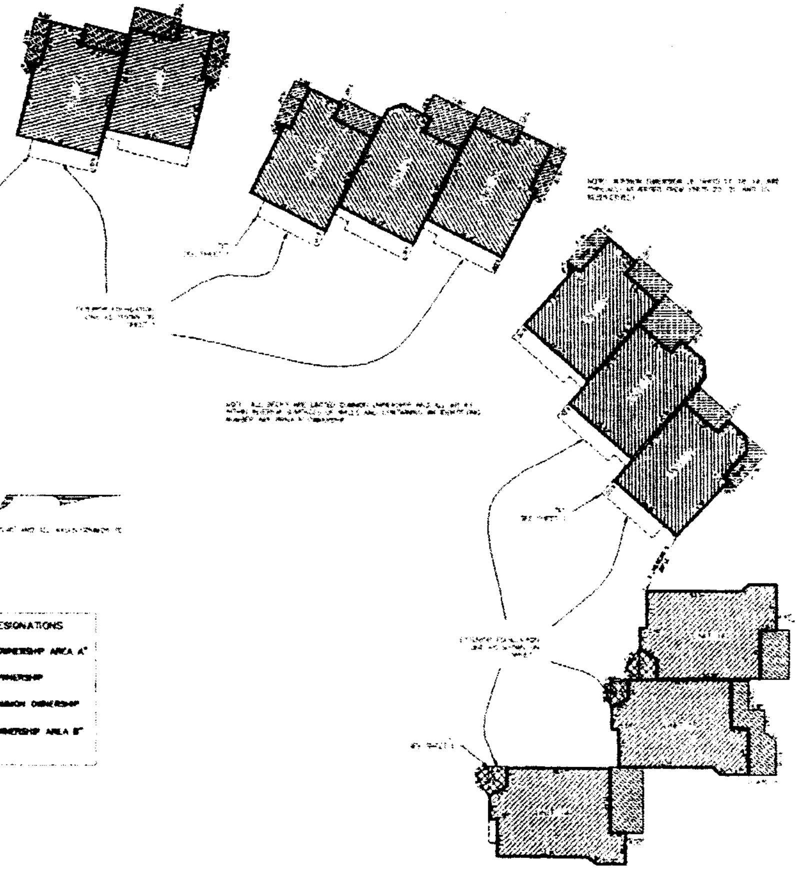
A UTAH CONDOMINIUM PROJECT
LOCATED IN SECTION
TOWNSHIP 2 SOUTH, RANGE 4 EAST
S.L.B. & M.
PARK CITY, SUMMIT COUNTY, UTAH

PAGE 4 of 6

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ____ DAY OF ________, 2004 A.D. BY ________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF ________, 2004 A.D. BY ________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____ DAY OF ________ 2004 A.D. BY ________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ________ DATE ____ TIME ____ BOOK ____ PAGE ____ FEE ________ RECORDER



LEVEL 1 FLOOR PLAN



LEVEL 2 FLOOR PLAN

OWNERSHIP DESIGNATIONS

- "PRIVATE OWNERSHIP AREA A"
- COMMON OWNERSHIP
- LIMITED COMMON OWNERSHIP
- PRIVATE OWNERSHIP AREA B"

NOTES:

SECOND AMENDED
RECORD OF SURVEY MAP

STAG LODGE PHASE I

A UTAH CONDOMINIUM PROJECT
TOWNSHIP 2 SOUTH, RANGE 4 EAST
S.L.B. & M.
SUMMIT COUNTY, UTAH

20 0 20 40

PAGE 5 of 6

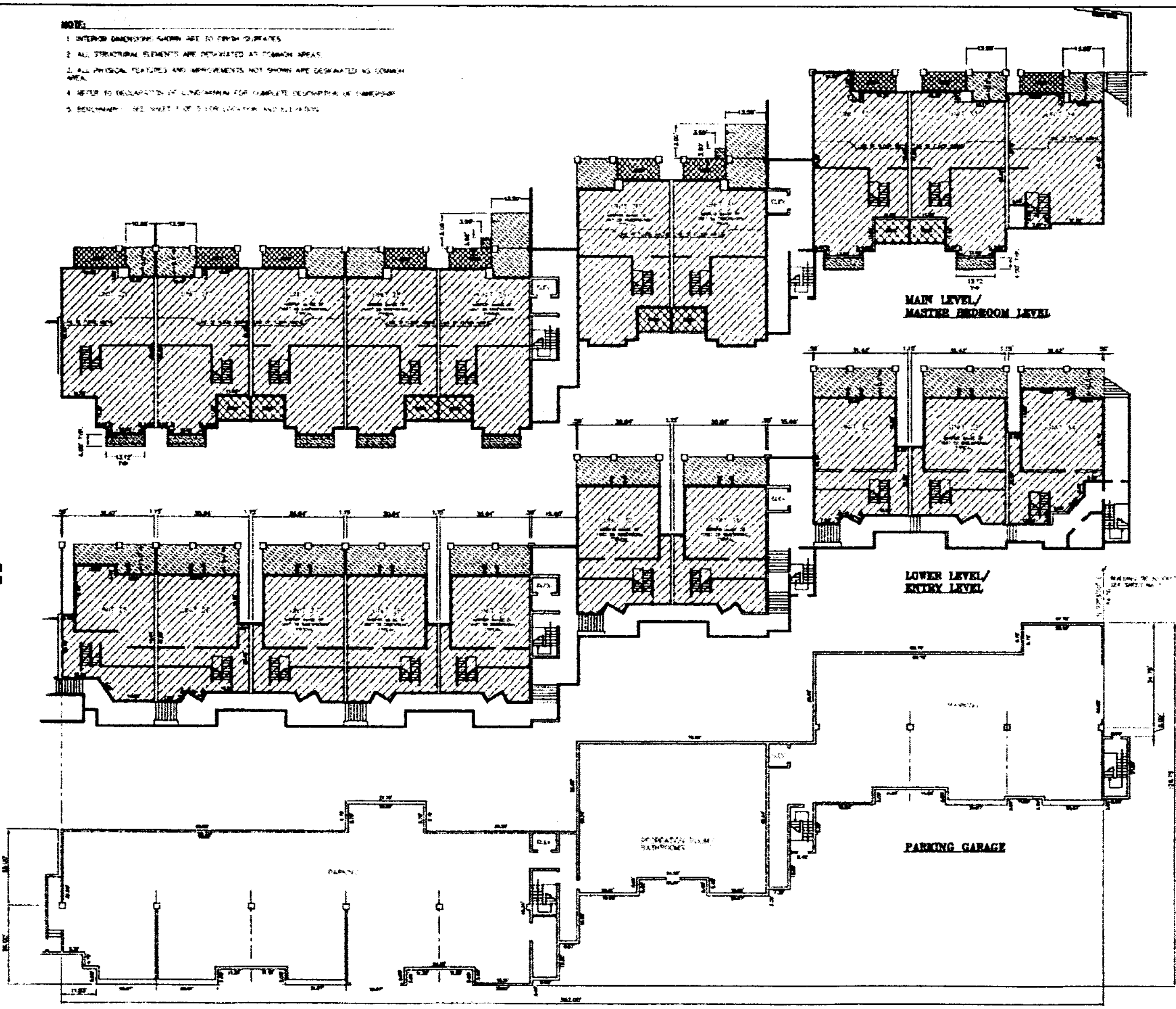
RECORDED
STATE OF UTAH COUNTY OF SUMMIT AND FILED
AT THE REQUEST OF ______
DATE ______ TIME ______ BOOK ______ PAGE ______

______ FEE ______ RECORDER

4-2-04 ?:\SL\DWG\040204 AMENDED\PM1-SHT5

NOTE:

1. INTERIOR DIMENSIONS SHOWN ARE TO FINISH SURFACES.
2. ALL STRUCTURAL ELEMENTS ARE DESIGNATED AS COMMON AREAS.
3. ALL PHYSICAL FEATURES AND IMPROVEMENTS NOT SHOWN ARE DESIGNATED AS COMMON AREA.
4. REFER TO DECLARATION OF CONDOMINIUM FOR COMPLETE DESCRIPTION OF OWNERSHIP.
5. BENCHMARK - SEE SHEET 1 OF 5 FOR LOCATION AND ELEVATION.



SURVEYOR'S CERTIFICATE

OWNER'S DEDICATION AND CONSENT TO RECORD

ACKNOWLEDGMENT

NOTES:

SECOND AMENDED
RECORD OF SURVEY MAP

STAG LODGE PHASE II

PARK CITY, SUMMIT COUNTY, UTAH

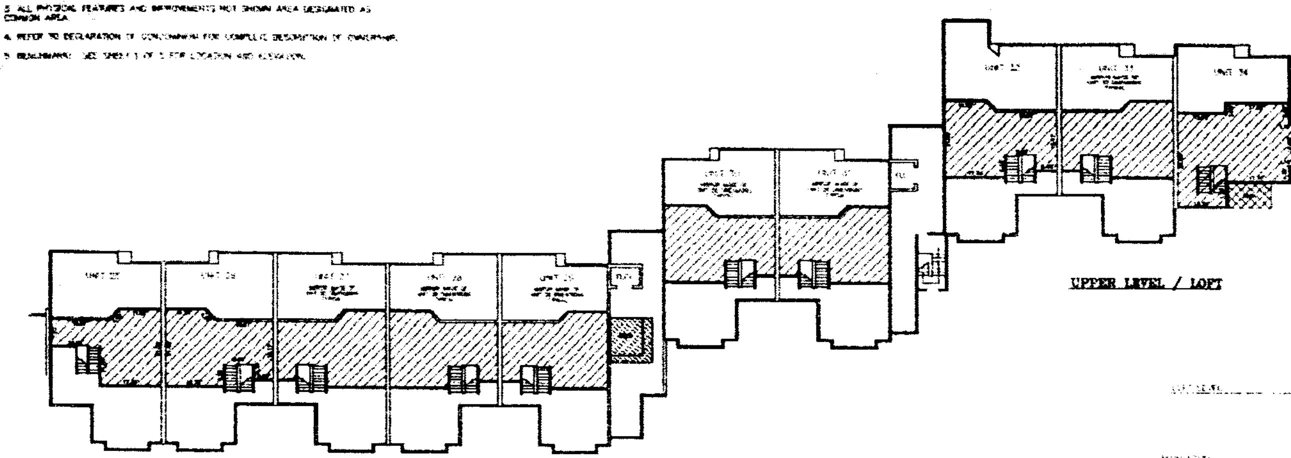
OWNERSHIP DESIGNATIONS

PAGE 2 OF 5

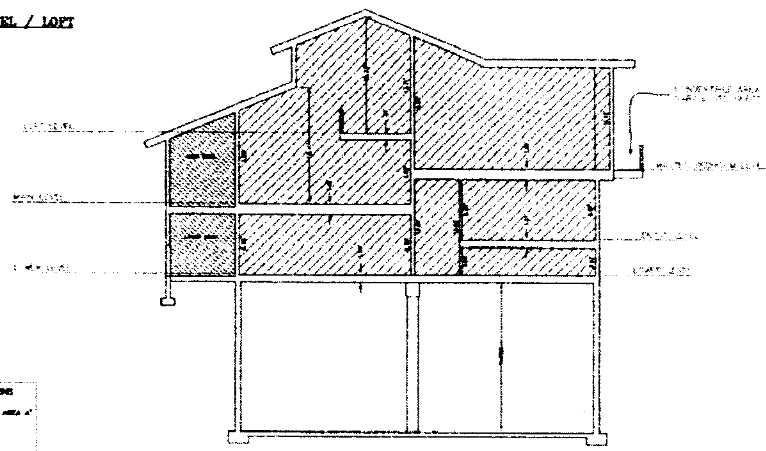
SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ____ DAY OF ________, 2004 A.D. BY ________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF ________, 2004 A.D. BY ________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS ____ DAY OF ________, 2004 A.D. BY ________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____ DAY OF ________ 2004 A.D. BY ________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ________ DATE ____ TIME ____ BOOK ____ PAGE ____ ________ FEE ________ RECORDER

NOTES:

1. INTERIOR DIMENSIONS SHOWN ARE TO FINISH SURFACES.
2. ALL STRUCTURAL ELEMENTS ARE DESIGNATED AS COMMON AREAS.
3. ALL PHYSICAL FEATURES AND IMPROVEMENTS NOT SHOWN AREA DESIGNATED AS COMMON AREA.
4. REFER TO DECLARATION OF CONDOMINIUM FOR COMPLETE DESCRIPTION OF OWNERSHIP.
5. BENCHMARK: SEE SHEET 1 OF 5 FOR LOCATION AND ELEVATION.



UPPER LEVEL / LOFT



TYPICAL SECTION

OWNERSHIP DESIGNATIONS

- "PRIVATE OWNERSHIP AREA A"
- COMMON OWNERSHIP
- LIMITED COMMON OWNERSHIP
- "PRIVATE OWNERSHIP AREA B"

UNIT SQUARE FOOTAGE

	UNIT 25	UNIT 26	UNIT 27	UNIT 28	UNIT 29	UNIT 30	UNIT 31	UNIT 32	UNIT 33	UNIT 34
LOFT LEVEL	579.5	541.1	541.1	541.1	541.1	541.1	541.1	552.1	[illegible]	[illegible]
MASTER BEDROOM	507.2	623.7	623.7	622.7	623.7	623.7	622.7	621.9	621.0	621.9
MAIN LEVEL	520.3	966.3	966.3	966.8	966.3	966.3	965.8	1026.6	964.4	962.9
ENTRY LEVEL	221.5	236.6	236.6	236.6	236.8	236.6	239.8	214.5	239.4	236.6
LOWER LEVEL	971.2	839.1	839.1	839.7	839.7	836.7	836.7	950.1	920.0	950.0
TOTAL	3229.3	3208.6	3206.8	3206.9	3208.9	3206.4	3206.4	3365.3	3252.7	3253.3

FINISH FLOOR ELEVATIONS

	UNIT 25	UNIT 26	UNIT 27	UNIT 28	UNIT 29	UNIT 30	UNIT 31	UNIT 32	UNIT 33	UNIT 34
LOFT LEVEL	8144.4	8159.0	8164.0	8177.6	8153.4	8164.4	8174.4	8179.0	8172.7	[illegible]
MASTER BEDROOM	8139.4	8144.0	8144.0	8168.6	8148.5	8159.4	8159.4	8173.3	8170.6	8176.5
MAIN LEVEL	8134.4	8150.0	8129.4	8143.6	8143.6	8154.4	8164.4	8165.8	[illegible]	[illegible]
ENTRY LEVEL	8129.4	8134.0	8134.0	8138.6	8158.5	8145.4	8140.4	8163.3	[illegible]	[illegible]
LOWER LEVEL	8124.4	8159.0	8129.0	8133.5	8153.5	8140.4	8140.4	8159.7	[illegible]	[illegible]

NOTES:

1. This Second Amended Record of Survey Map is an Amendment of pages 2, 3, and 4 of the First Amended Stag Lodge Phase II Condominium, recorded ______ Entry # ______ in the Summit County Recorders Office. Page 1 of the Stag Lodge Phase II Condominium as recorded [illegible], and page 5 as recorded ______ shall remain in effect.

2. All other provisions of approval of the Stag Lodge Condominium project continue to apply.

3. Recorded concurrently herewith an Amendment to the Condominium Declaration for Stag Lodge. This Amended Record of Survey Map has been prepared in connection with said Amended Declaration which provides for, but not limited to the following:

   "Private Ownership Area A" means and refers to all of the [illegible] [illegible]

   "Private Ownership Area B" means and refers to the [illegible] [illegible] Private Ownership Area B cannot be [illegible] unit or additional bedrooms.

4. The dimensions of the private spaces and square footage calculations are based on the Record of Survey Map of Stag Lodge condominium (see note 1) and on measurements in the field. Minor variations may occur. It is the intent that the private ownership area of the units will be as constructed.

SECOND AMENDED
RECORD OF SURVEY MAP

STAG LODGE PHASE II

A UTAH CONDOMINIUM PROJECT
LOCATED IN SECTION 22
TOWNSHIP 2 SOUTH, RANGE 4 EAST
S.L.B. & M.
PARK CITY, SUMMIT COUNTY, UTAH

PAGE 3 of 5

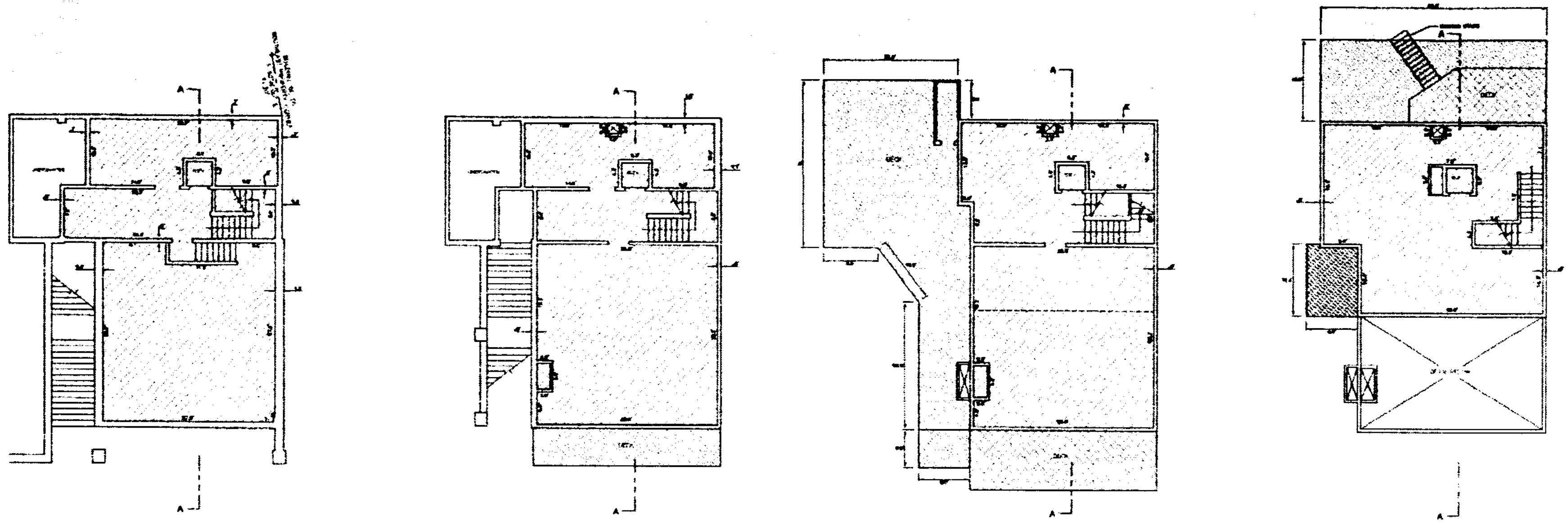
RECORDED

STATE OF UTAH COUNTY OF SUMMIT AND FILED AT THE REQUEST OF ______

DATE ______ TIME ______ BOOK ______ PAGE ______

______ FEE ______ RECORDER

4-2-04 X:\SL\DWG\940204 AMENDED\PH2-SHT3



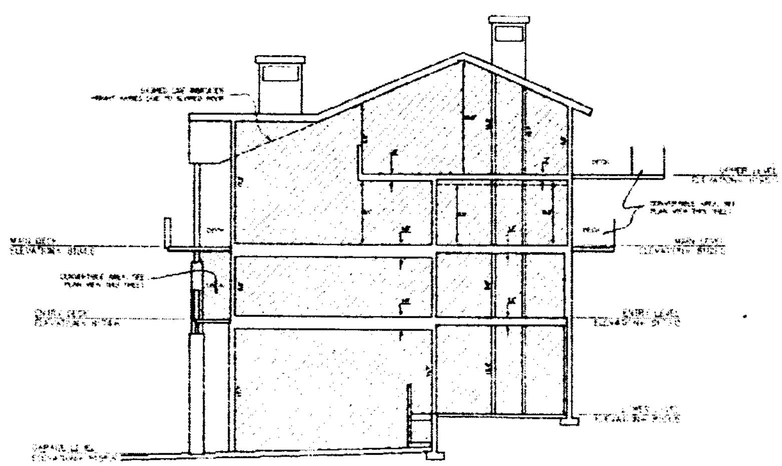
GARAGE LEVEL

ENTRY LEVEL

MAIN LEVEL

UPPER LEVEL

UNIT 35



SECTION A

UNIT 35	SQUARE FOOTAGE
GARAGE LEVEL	[illegible]
ENTRY LEVEL	[illegible]
MAIN LEVEL	[illegible]
UPPER LEVEL	[illegible]
TOTAL	[illegible]

NOTES:

1. INTERIOR DIMENSIONS SHOWN ARE TO FINISH SURFACES.
2. ALL STRUCTURAL ELEMENTS ARE DESIGNATED AS COMMON AREAS.
3. ALL PHYSICAL FEATURES AND IMPROVEMENTS NOT SHOWN ARE DESIGNATED AS COMMON AREA.
4. REFER TO DECLARATION OF CONDOMINIUM FOR COMPLETE DESCRIPTION OF OWNERSHIP.
5. BENCHMARK: SEE SHEET 1 OF 5 FOR LOCATION AND ELEVATION.

OWNERSHIP DESIGNATIONS

- "PRIVATE OWNERSHIP AREA A"
- COMMON OWNERSHIP
- LIMITED COMMON OWNERSHIP
- "PRIVATE OWNERSHIP AREA B"

NOTES:

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]

SECOND AMENDED
RECORD OF SURVEY MAP

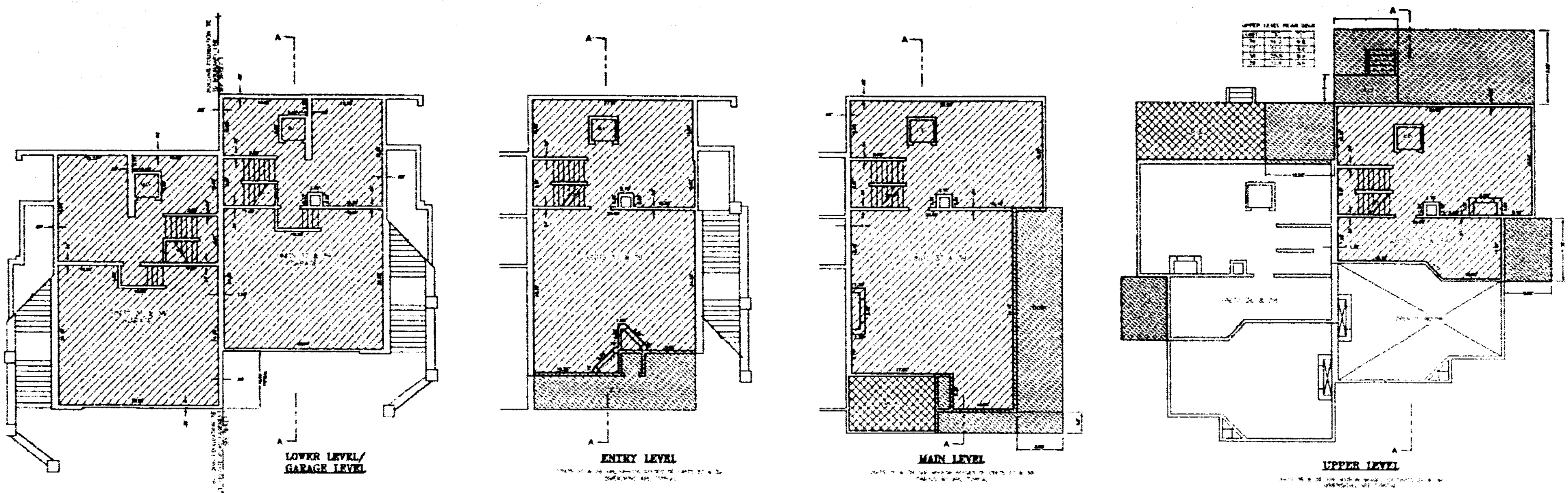
STAG LODGE PHASE II

A UTAH CONDOMINIUM PROJECT
LOCATED IN SECTION 21
TOWNSHIP 2 SOUTH, RANGE 4 EAST
S.L.B. & M.
PARK CITY, SUMMIT COUNTY, UTAH

PAGE 4 of 5

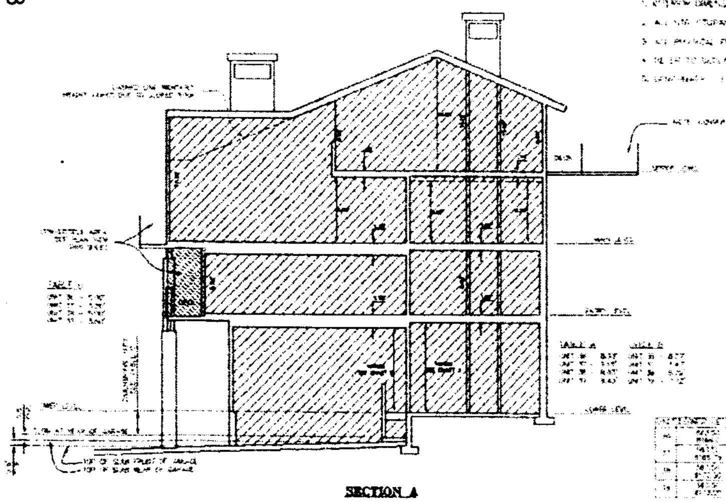
RECORDED
STATE OF UTAH COUNTY OF SUMMIT AND FILED
AT THE REQUEST OF ______
DATE ______ TIME ______ BOOK ______ PAGE ______
______ FEE ______ RECORDER

4-2-94 K:\SL\DWG\940204 AMENDED\PH2-SHT4



UNITS 36, 37, 38, & 39

NOTE:



SURVEYOR'S CERTIFICATE

OWNER'S DEDICATION AND CONSENT TO RECORD

ACKNOWLEDGMENT

FOURTH AMENDED
RECORD OF SURVEY MAP

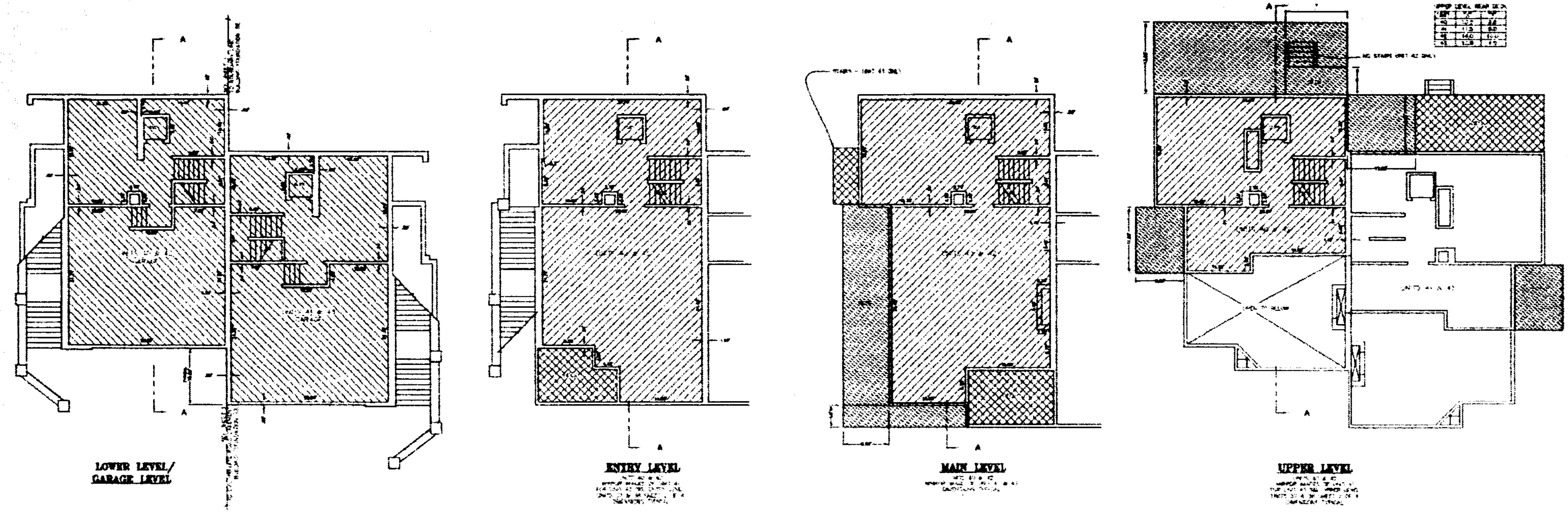
STAG LODGE PHASE III

PARK CITY, SUMMIT COUNTY, UTAH

PAGE 2 OF 4

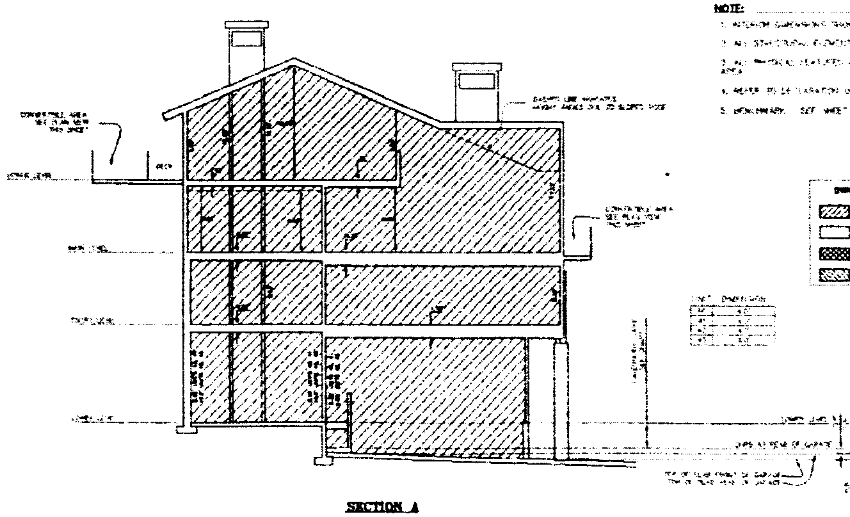
JOB NO. 4-2-04 FILE: K:\SL\DWG\040204 AMENDED\PH3-SHT2

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ______ DAY OF __________, 2004 A.D. BY ______________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF __________, 2004 A.D. BY ______________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS ______ DAY OF __________, 2004 A.D. BY ______________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS ____ DAY OF __________ 2004 A.D. BY ______________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS ______ DAY OF __________ 2004 A.D. BY ______________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ______ DAY OF __________ 2004 A.D. BY ______________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ______________ DATE ______ TIME ______ BOOK ______ PAGE ______ ______ FEE ______ RECORDER



UNITS 40, 41, 42, & 43

NOTE:



OWNERSHIP DESIGNATIONS

THIRD AMENDED
RECORD OF SURVEY MAP

STAG LODGE PHASE III

A UTAH CONDOMINIUM PROJECT
LOCATED IN SECTION 22
TOWNSHIP 2 SOUTH, RANGE 4 EAST
S.L.B. & M.
PARK CITY, SUMMIT COUNTY, UTAH

PAGE 3 of 4

RECORDED

STATE OF UTAH COUNTY OF SUMMIT AND FILED
AT THE REQUEST OF ______
DATE ______ TIME ______ BOOK ______ PAGE ______

______ FEE ______ RECORDER

4-2-04 X:\SL\DWG\040204 AMENDED\PH3-SHT3

City Council
Staff Report

Executive

Author: Tom Bakaly, City Manager
Subject: Pre-Annexation Agreements – Quinn's Junction
Date: May 20, 2004
Type of Item: Legislative

SUMMARY RECOMMENDATION: The City Council should authorize the Mayor to execute individual pre-annexation agreements with Quinn's Junction Partners and Burbs LLC.

Topic:

Pre-Annexation Agreements

Background:

In 2002, the City formally expanded its annexation boundaries to the east along SR 248 out to US 40 (attached). The Quinn's Junction area has been the subject of a joint planning effort by the City and Summit County over the last year. The Quinn's Junction study process fostered a lot of public input about the area and caused the Planning Commissions from the City and County to begin formulating a joint vision for the area for the first time.

Analysis:

The owners of a 160-acre parcel at the NW intersection of SR 248 and US 40 (Burbidges) and the owners of a 30 acre parcel at the SW intersection of SR 248 and US 40 (Quinn's Junction Partners) have separately requested that the City execute a pre-annexation agreement with them. As can be seen from the attached property map, the two parcels are an important part of the Quinn's Junction area.

The pre-annexation agreements (attached) are really nothing more than letters of intent laying logistical ground rules for how an annexation process might proceed. The agreement broadly suggests that an annexation review period not to exceed 5 months will ensue after the execution of this agreement. As can be seen from the attached agreements, the landowners have executed the agreement. If City Council approves the agreement, the next step will be for the landowner to submit a Master Plan for the area and submit an annexation petition. The Planning Commission will publicly review the proposed Master Plan and they will make recommendations to City Council for final approval after an involved public input process.

Again, the pre-annexation agreement is only setting some "ground rules" for a potential annexation and in no way commits the City to annexing these properties.

Department Review

This report and the pre-annexation agreements have been reviewed by the Planning Department, Legal Department and the Economic Development Department. In addition, Staff has discussed the pre-annexation agreements with Summit County officials.

ALTERNATIVES

A. The City Council could approve the Pre-Annexation Agreements. This is Staff's recommendation.

B. The City Council could deny the Pre-Annexation Agreements.

C. The City Council could continue the discussion to a later date.

SIGNIFICANT IMPACTS:

Other than existing staff resources needed to process the possible annexation petition, there will not be any monetary impacts to the City as a result of the pre-annexation agreement. Given the significantly important nature of this area, Staff is committed to providing sufficient planning resources should the Council approve this pre-annexation agreement.

CONSEQUENCES OF NOT TAKING THE RECOMMENDED ACTION

If Council does not approve the pre-annexation agreement, Staff is uncertain what the property owners will do. It is possible that the property owners could file an annexation petition without a pre-annexation agreement, but Staff does not think that would be likely.

RECOMMENDATION:

The City Council should authorize the Mayor to execute individual pre-annexation agreements with Quinn's Junction Partners and Burbs LLC.

Attachments

A) Park City Annexation Boundaries
B) Property Map
C) Pre-Annexation Agreement with Quinn's Junction Partners
D) Pre-Annexation Agreement with Burbs LLC

Annexation Expansion Area Map

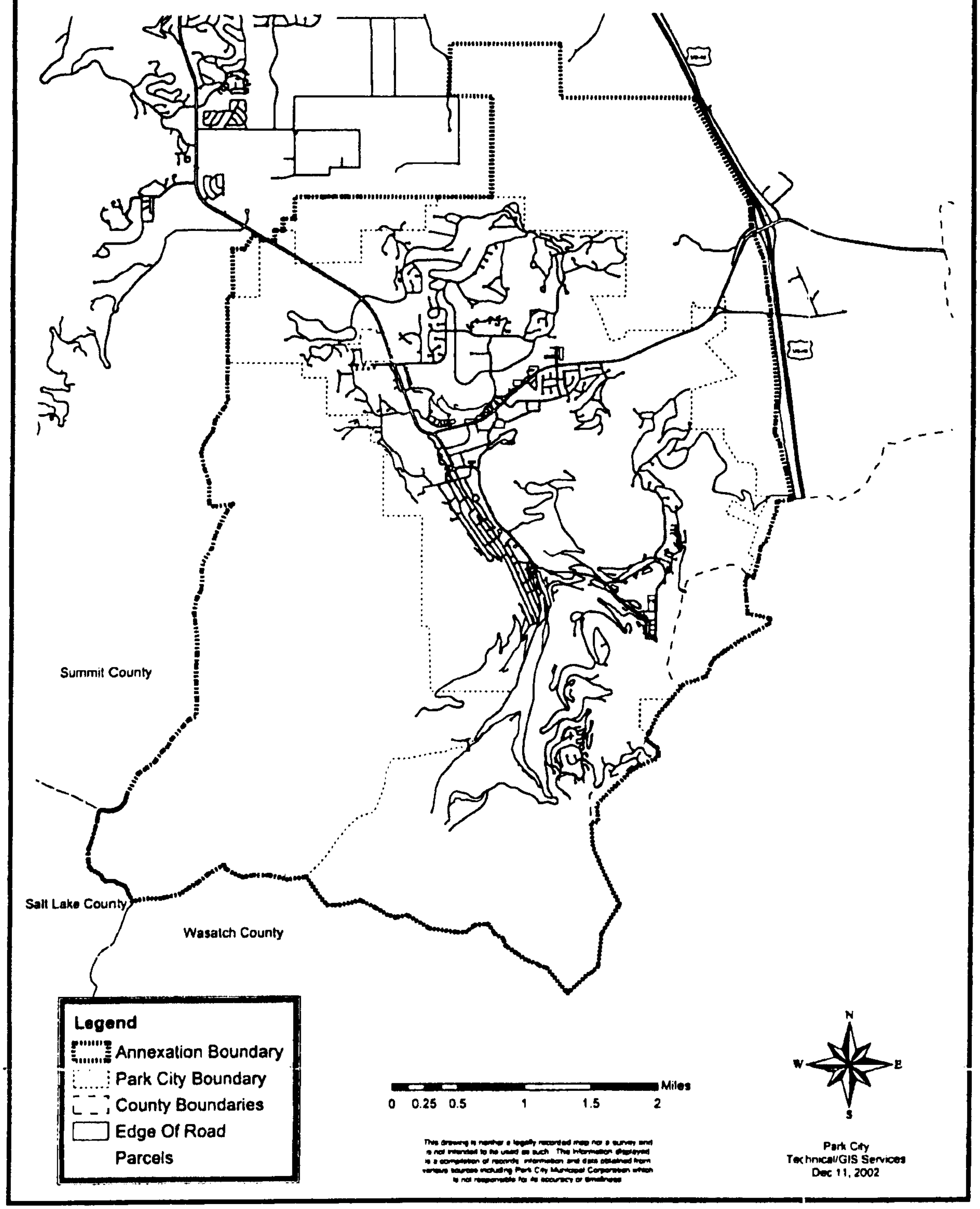
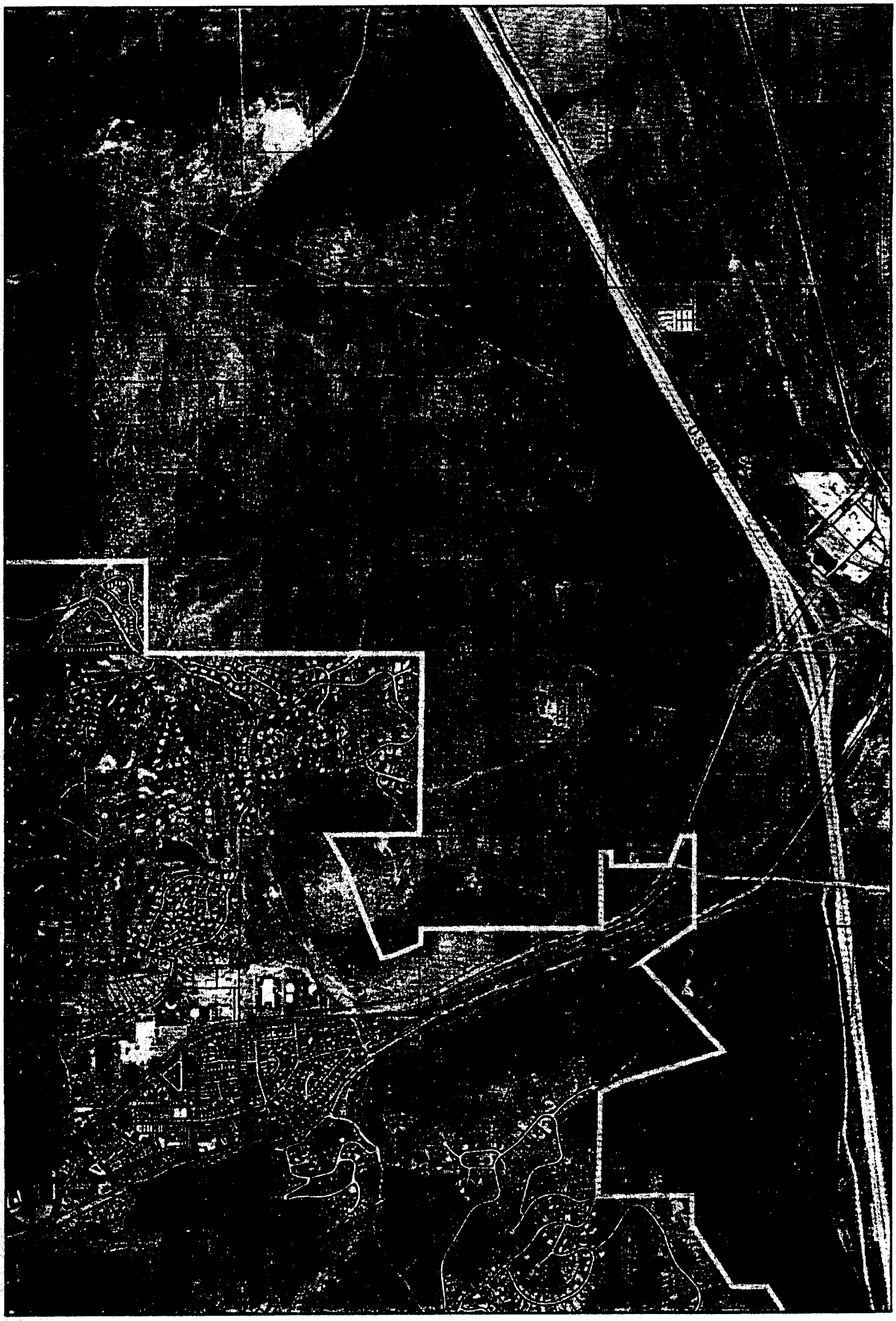


EXHIBIT A



Round Valley/Quinn's Junction

City Council Staff Report

Budget, Debt, & Grants

Author: Tom Bakaly, Gary Hill
Subject: FY 2004 Adjusted Budget, FY 2005 Tentative Budget
Date: May 20, 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:

a. May 6th – Budget Overview
Review of Policies and Procedures

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

Analysis:
On May 20th, staff will continue the discussion of the CIP and will address the following topics with City Council:

(1) Citywide Parks
A – Quinn's Junction Recreation Complex
B – City Park
C – Skate Park
D – Neighborhood Parks

(2) Miscellaneous CIP Projects

(3) Council Compensation (a discussion of recommended changes to Council Compensation can be found in a separate staff report in this Council Packet)

Citywide Parks
The funding of Park City's parks this year is impacted by the proposed issuance of the $4,000,000 Ice and Parks Bond. On May 13th staff presented council with a recommendation on how the Ice/Parks bond proceeds should be distributed among

anticipated projects (see Table 1 below). Please note that this is a change in funding from what was recommended on May 6, 2004.

Table 1 - Proposed Distribution of Parks/Ice Bond	
Ice Facility	$ 2,000,000
Neighborhood Parks	$ 1,200,000
City Park	$ 300,000
Fields Complex	$ 500,000
Total Parks/Ice Bond	**$ 4,000,000**

Staff proposes earmarking half of the bond proceeds for the Regional Ice Facility, with the remainder being divided between City Park, Neighborhood Parks, and the Quinn's Junction Fields Complex. As discussed on the 13^{th}, this is a slight departure from the original recommendation to spend $1 million of the Ice/Parks bond at the Fields Complex. In order to allocate a greater percentage for City Park and Neighborhood Parks ($1.5 million), staff is now recommending that almost $500,000 in RDA increment previously budgeted in the Lower Park Avenue and City Park CIPs be used for the Fields Complex. Recreation and affordable housing are permitted uses of RDA funds outside of the district boundaries. Table 2 (below) highlights the anticipated funding of the Recreation Complex (i.e. fields).

Table 2 - Recreation Complex (CIP # 485)

Revenue Source	2004	2005	2006	2007	2008	2009
Rap Tax	$ 128,561					
Impact Fees	$ 300,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Sale of Assets (Imperial Hotel)		$ 875,000				
Bond Proceeds (Parks and Ice)		$ 500,000				
Bond Proceeds (Sales Tax Bonds)		$ 1,000,000				
RDA Increment (CIP #485 - Lower Park Ave)		$ 378,942				
RDA Increment (CIP #48- City Park)		$ 100,000				
Yearly Total	**$ 428,561**	**$ 3,353,942**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**
Cumulative Total	**$ 428,561**	**$ 3,782,503**	**$ 4,282,503**	**$ 4,782,503**	**$ 5,282,503**	**$ 5,782,503**
					Project Total	$ 6,500,000
					Reminder - Over (Under)	**$ (717,497)**

Funding sources include already-received Impact Fees and RAP Tax grant funds, Parks/Ice and Sales Tax Bond proceeds, property tax increment from the Lower Park Avenue and City Park CIPs, and the anticipated sale of assets. Although this will fund a good deal of the estimated $6.5 million facility, approximately $700,000 remains unfunded. Staff is hopeful that contributions from the private sector and other taxing entities such as the school district, Snyderville Basin Recreation District and Summit County will help fund the shortfall and allow for fields to be added in latter phases.

The Major Project Summary (Attachment A) included with this staff report gives additional details of the proposed Recreation Complex.

Table 3 (below) highlights the City Park CIP.

Table 3 - City Park (CIP #48)

Revenue Source	2004	2005	2006	2007	2008	2009
Property Tax Increment - RDA			$ 100,000	$ 100,000	$ -	
Parks and Ice Bond Proceeds		$ 300,000				
Impact Fees	$ 451,399					
Municipal Building Authority	$ 380,054					
Lower Park RDA Bond Proceeds	$ 23,105					
Yearly Total	**$ 854,558**	**$ 300,000**	**$ 100,000**	**$ 100,000**	**$ -**	**$ -**
Cumulative Total	**$ 854,558**	**$ 1,154,558**	**$ 1,254,558**	**$ 1,354,558**	**$ 1,354,558**	**$ 1,354,558**
					Project Total	$ 1,354,558

Although staff recommends removing $100,000 in current RDA funds from this project for use at the Quinn's Recreation Complex, $300,000 from the Parks/Ice bond and an additional $100,000 in RDA increment in '06 and '07 will bring the total funds available to $1.3 million (compared to $1.1 million that was originally recommended on May 6th).

The Recreation Advisory Board (RAB) and staff have recommended using some of the available funding for Skate Park Improvements ($275,000 est.), curb and gutter improvements ($205,000 est.), and playground equipment replacement ($100,000 – almost complete). RAB and staff intend on identifying additional projects that will be included in the reprioritization of the CIP during next year's budget process which may include work in the City Park recreation building that was built in the 1980s.

As previously mentioned, staff is also moving forward with the proposed expansion of the Skate Park. The attached Major Project Summary (Attachment B) details staff's current progress and highlights the issues that will be addressed in the Request for Proposals (RFP) for design that staff anticipates issuing in the next several weeks.

Table 4 - Neighborhood Parks (CIP #805)

Revenue Source	2004	2005	2006	2007	2008	2009
Parks and Ice Bond Proceeds		$ 1,200,000				
Yearly Total	**$ -**	**$ 1,200,000**	**$ -**	**$ -**	**$ -**	**$ -**
Cumulative Total	**$ -**	**$ 1,200,000**	**$ 1,200,000**	**$ 1,200,000**	**$ 1,200,000**	**$ 1,200,000**
					Project Total	$ 1,200,000

Table 4 shows the anticipated funding for Neighborhood Parks. $1.2 million of the Parks/Ice bond is earmarked for parks including the two Prospector parks ($470,000 est.) and other neighborhood parks throughout the community.

Miscellaneous Projects

The City Manger's Recommended Budget also includes several other projects not included in one of the major categories already discussed. Attachment C of this staff report summarizes some of these projects including their respective funding sources. Staff is prepared to discuss these projects in greater detail during work session on the 20th.

Council Compensation
During the budget process of spring 2003, several questions regarding compensation for the City Council and Mayor were raised. Over the course of the past year the issue was been considered by a citizen taskforce and ultimately City Council, who determined to wait until this year's budget process.

Please refer to the attached staff report for a summary of the topic and staff's recommendations.

Department Review:
Budget, City Manager, Economic Development and Capital Projects, Recreation, Building

Alternatives:

- **Hold a Public Hearing on the Budget and Council Compensation and provide direction about Budget Issues, Capital Projects, and Council Compensation**

- **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 – Recreation Complex Project Sheet
B – City Park Projects Project Sheet
C – Miscellaneous Projects Sheet
D – CIP Project Descriptions
E – CIP Alternative Matrix
F – CIPs by Alternative list
G – Council Compensation Staff Report and Attachments

Attachment A

Project: Recreation Complex at Quinn's Junction

Project Description:
The proposed recreation complex could occupy roughly 80 acres of City-owned land adjacent to the National Abilities Center (NAC).

Conceptually planned, the facility could accommodate 2-3 softball/baseball fields, 4-5 soccer/lacrosse/rugby fields, and the already funded $4 million dollar regional ice facility (City share: $2 million). The projected costs of the "fields" portion of the complex is $6.5 million. City Staff is recommending a Phase 1 allocation of $3.7 million in fiscal year 2005; with subsequent $500,000/yr annual allocations through impact fees. Even with a Phase 1 allocation, additional funding sources would be sought given the potential user groups interested in participating in this facility.

This City-owned land has been identified for recreational by deed language specifically mentioning recreation and ice facilities use ever since the property was purchased in 1996. The City received the support of a well-rounded task force consisting of Council members and user group representatives that reviewed the suggested uses of this site. Staff is recommending action be taken to further advance the planning and construction of this facility by adopting the budget in the total amount of $6.5 million. Adopting the budget will allow the design process to begin and address detailed design questions.

Representatives of this task force included: Kay Calvert, Jim Hier, Dave Staley, Rich Miller, Meeche White, Bonnie Park , Shawn Casella, Jonathan Weidenhamer, Karen Yocum, Ken Fisher, Matt Twombly, Patrick Putt and Colin Hilton

The current supply and demand forecasts (per the 2002 Wikstrom Study) for recreation fields are shown below:

These projections highlight the priority needs for added soccer/lacrosse, rugby, softball, and baseball fields. Additionally, it is highly recommended that the complex be used for both locals use as well as a venue for hosting revenue producing tournaments and events consistent with the City's Economic Development Plan.

The following is a summary of recommendations from the task force looking at the proposed Quinn's Junction site.

1. Develop the City property as a recreation complex with the following components:
    a. 3-5 softball fields & minimally 4 full size rectangular fields plus several youth sized as space permits
    b. Provide for appropriate support facilities: Maintenance / Equipment building, appropriate office space for those functions running and maintaining the facility, concession stands, restrooms, etc.
    c. Design space for a playground, possible bike park, trailhead parking, and parking lots that could double as park-n-ride lots for in-town events.
    d. Design the softball fields in a way that allows for their combined outfields to have the occasional rectangular field use. If possible, have at least two of the home plate areas originating form the same area allowing for mingling by four teams in that area.
    e. Create a consistent lighting policy that allows this complex to be used in the evenings – but under a regulated system that finds the right balance of desires and concerns of the surrounding neighborhoods.
    f. Provide synthetic turf for up to 2 rectangular fields to allow for expanded seasonal use.

Existing Fields				Future Demand[2]				
Facility Type	SBSRD@	Park City[1]	Combined	Total Needed[3] (existing+ future)	SBSRD[3] (alone)	Park City[3] (alone)	Total[3] (alone)	Total New Demand[3] (w/combined effort)
Soccer, lax, rugby	6	3	9	23	10	7	17	14
Baseball / Softball	3	6	9	23	12	6	18	14
Volleyball (sand)	4	4	8	16	0	8	8	8
Tennis	0	13	13	20	6	9	15	7
Basketball(outdoor)	1	1	2	8	3	3	6	6
Ice Rink	0	0	0	1	1	1	2	1
Indoor Rec Center	0	0	0	1	1	1	2	1

g. Orientate a main rectangular field for accommodating 3,000-5,000 spectators
h. Permanently fence around the perimeter to counteract vandalism and field damage. Do very little internal permanent fencing to allow for increased flexibility in green space usage.

2. Design the facility with more than local resident use in mind. Create design elements that promote use of the facility as a tournament and community-oriented event site.

3. Don't "crowd" the facility with too many desired recreational elements. Concentrate on providing a really good amenity for a few sport needs rather than trying to put all known long term needs into this complex.

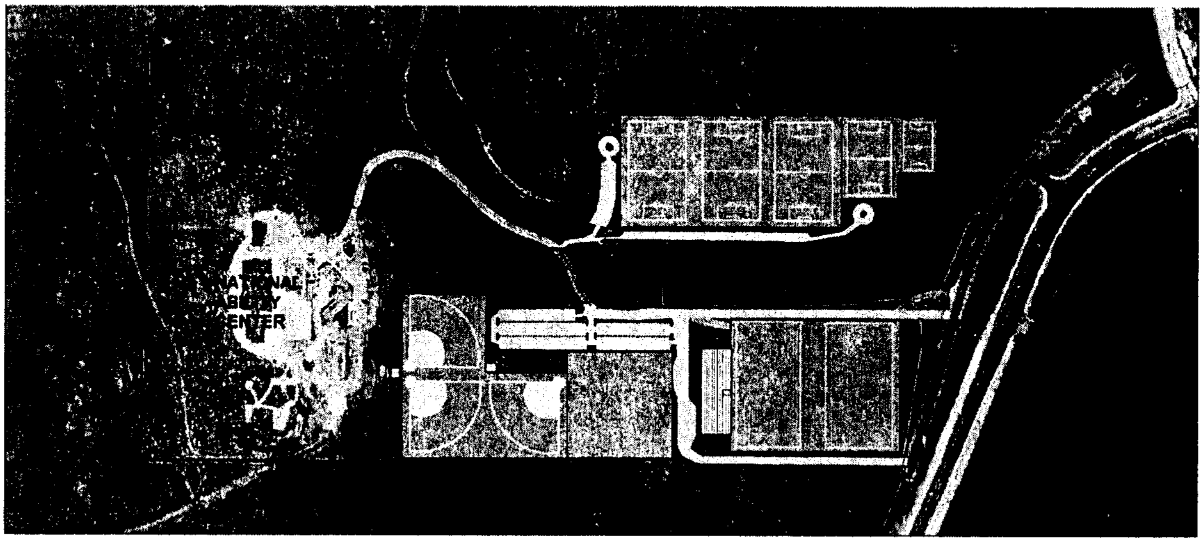
4. Coordinate the design in such a way that recognizes and complements both current and future anticipated development in the area.

5. Promote additional public interest and involvement in the subsequent detailed design and planning process.

Two months after the task force identified the above suggestions, the Regional Ice Committee made its decision to formally recommend to its respective governing bodies that a jointly designed recreation complex be located at Quinn's Junction. The rationale included the following:

1. Lower forecasted construction and operating costs in light of shared infrastructure and operating expenses with the proposed playing fields project.
2. Comparably lower design & construction costs that would allow for "better interior building components" to be realized.
3. A proposed management structure that would have an existing organization (City) taking the lead on seeing through the design, construction, and operation of the facility. There would not be a creation of a new organization (Regional Ice Authority) to oversee those elements.
4. The easier access of Quinn's Junction verses the growing traffic concerns in the Hwy 224 corridor.
5. The lack of movement on land issues surrounding the Canyons proposed site
6. Desire to have a site where the probability of moving into a design and construction process was high.
7. Possibility of future facility expansion.

The site was conceptually laid out in the following manner:



PROPOSED RECREATION COMPLEX

PARK CITY
RECREATION COMPLEX
DRAFT

At a May 10th public input meeting, more than 70 people assembled to hear, discuss, and comment on the proposed recreation complex. Of those that completed a feedback form (total of 35 forms), the following questions and

Table 1 - Questionaire Responses from Recreation Complex Public Input Session			
Question	**Yes**	**No**	**Unsure**
Are you generally supportive of creating a field complex in this location?	97%	0%	3%
The Regional Ice Committee has formally recommended this site as the preferred location fo an ice rink. Do you agree with their decision?	77%	3%	20%
Do you generally agree with the Task Force Recommendations as presented this evening?	84%	10%	6%

answers were obtained:

Project Timing:

The proposed timing of the Recreation Complex is as follows:

May/June 2004	Budget deliberations and approvals
June/July 2004	Complete wetland study and site survey
July 2004	Select a design team
Aug-Dec 2004	Design/ Annexation /Approvals process
April 2005	Begin construction of • Ice Facility • Fields Work – Phase 1 as identified in the design process.
April – Nov 2005	Phase 1 construction period
Winter 2005-2006	Open the Ice Rink for use
Summer 2006	Open the Fields for use

April –Aug 2007/08 Option: Phase II work

Identified Funding Source:
As mentioned in the staff report, funding would come from a variety of sources including impact fees, RAP Tax grant funds, Parks/Ice and Sales Tax bond proceeds, and RDA property tax increment (see below).

Table 2 - Recreation Complex (CIP # 485)

Revenue Source	2004	2005	2006	2007	2008	2009
Rap Tax	$ 128,561					
Impact Fees	$ 300,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000	$ 500,000
Sale of Assets (Imperial Hotel)		$ 875,000				
Bond Proceeds (Parks and Ice)		$ 500,000				
Bond Proceeds (Sales Tax Bonds)		$ 1,000,000				
RDA Increment (CIP #485 - Lower Park Ave)		$ 378,942				
RDA Increment (CIP #48- City Park)		$ 100,000				
Yearly Total	**$ 428,561**	**$ 3,353,942**	**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**
Cumulative Total	**$ 428,561**	**$ 3,782,503**	**$ 4,282,503**	**$ 4,782,503**	**$ 5,282,503**	**$ 5,782,503**
					Project Total	$ 6,500,000
					Reminder - Over (Under)	**$ (717,497)**

Funding Impacts:
The extension of the Main Street RDA will determine more than any other single factor the funding and phasing of this project. If the Main Street RDA is not extended, it will be necessary to reprioritize the Downtown Enhancement projects and all other projects that would have benefited from funding the Downtown Enhancements with RDA funds. This reprioritization would only affect the fields complex, as the Ice Facility would likely move ahead as planned.

In addition to the RDA question, approximately $700,000 remains unfunded. This would need to be secured from sources not identified in the CIP to fully-fund the proposed $6.5 million complex.

Attachment B

Project: City Park Projects

- Skate Park Expansion
- Additional Projects and Funding

Skate Park Expansion

On September 9, 2003, the Recreation Advisory Board (RAB) appeared before City Council and received direction to proceed with public input about the expansion of the Skate Park. Council was generally supportive of earmarking roughly $240,000 in City Park funds for the project.

The Recreation Advisory Board (RAB) held public input on expanding the skate park on March 2. Site Design Group, the designer of the current skate park, was present to help facilitate the input.

The overall consensus from formal and informal public input is that the skate park needs a larger "street plaza" that would incorporate ledges, rails and stairs. These features need to be designed in such a manner that they will meet the needs of all abilities and help alleviate the current problem of cross-flow traffic within the park. If these features were added, the skate park would meet the needs of the widest range of users possible

The two conceptual bubble diagrams (please see the diagrams at the end of the document) received from Site Design look at two different ways of expanding the existing park. Concept Plan B removes the current handicapped ramp and connects the addition where the current entrance is. Concept Plan A leaves the existing handicapped ramp and connects the park on the eastern edge.

Concept Plan A is the one favored by staff and the RAB for several reasons:

- There is limited removal of existing park infrastructure.
- It better meets the needs of a wide range of abilities. If the park were completely connected then the issue of cross traffic would not be addressed. Without something to interrupt the flow of traffic through the park there could also be a problem with more advanced skaters starting on the south end of the park and skating all the way to the north end, which may be intimidating for younger or less advanced skaters.
- The existing plaza area would serve as a great shaded viewing area for both ends of the park.
- The current bermed grass area on the north side of the entrance could serve as a natural viewing area for the expanded skate park.

The Recreation Advisory Board has had several conversations with the neighbors that live by the skate park. The concerns that have been voiced by the neighbors are

- The safety of the kids that are being dropped off and picked up by parents
- The lack of shade causing park users to seek shade in the neighbor's yard.

Despite these concerns the residents around the skate park are supportive of the proposed addition.

The lack of a pick up/drop off zone at the skate park causes parents to block Sullivan Dr and the driveways of residents along the road, which can be very disruptive to through traffic. The RAB recommends creating a pick up/drop off zone by eliminating 4 or 5 parking spaces by the proposed expansion. The RAB believes the increased safety of an isolated drop-off area, more than compensates for the loss of 5 parking spaces.

Creating shade for the skate park will be addressed in the design of the expansion. The existing entrance to the park would be shaded, as well as a shade area on the north end of the expansion.

Representatives from the RAB went before the Planning Commission during work session on February 25, 2004. The purpose of this was to invite them to the public input on the proposed skate park expansion in March as well as to give them an update on the proposed project.

The current skate park was built for $31.25 per sq. foot. Assuming construction costs have increased 10% it is estimated that the construction of the skate park expansion will cost $275,000. This cost includes the design & construction of approximately 8,000 square feet of skating surface, shade, fencing and landscaping and an increase from the $240,000 estimated cost that was supplied to Council in September. There are funds currently budgeted in the City Park CIP Fund to cover this expense and therefore Staff will proceed with issuing the design RFP for Concept A as recommended by the RAB.

Additional Impacts

Staff put an internal task force together with representation from the Parks, Recreation, Special Events and Economic Development Department to evaluate a new location for the mucking & drilling event. Rich Martinez was contacted about the ongoing status of the event. He expressed several challenges that must be overcome for the event to continue. These are a lack of sponsorship, competitors and drilling equipment.

The task force believes that it is important for the mucking and drilling event to continue, as it is an important part of our history. The task force looked at several alternative locations that would potentially work for hosting the event. These were the field next to the Library & Education Center, Mahwinney lot, Short Line Dr lot and behind 7-11 in City Park. At this time Staff's recommendation is to move the mucking and drilling, for a temporary basis, to the Short Line Drive parcel. The temporary relocation will allow for additional time to plan and prepare a site for its long-term relocation. Council's goal of Economic Development and the encouragement of Cultural Tourism would ultimately impact the permanent relocation of mucking and drilling. This could provide a year-round exhibit when not used during the competition.

The task force recommends that the event be moved to the lot on Short Line Drive. This location:

- Keeps the event close to City Park with easy access from the bike path
- Allows for the site to be set up easily with enhanced spectator seating
- Great temporary location for the event as there are no immediate plans for the development of this parcel
- The cost to relocate the event to Short Line Dr is considerably less than any of the other locations considered.

Staff plans to issue a Request for Proposals (RFP) for design in the next several weeks. The RFP will address the development of a shade structure, skate park traffic flow issues, skating elements that can be used by a wide range of abilities, and a drop off/pick up zone. Staff will return to Council for design contract approval after the RFP process is completed. Consistent with the Council-approved roles for Council liaisons, Staff will communicate with Council member Erickson.

Additional Projects

In September 2003, Staff presented Council with the Recreation Advisory Board's recommendations for upcoming projects in City Park. In addition to the Skate Park expansion, projects included new playground equipment and curb and gutter improvements. Council was supportive of these projects. The new playground project is nearly complete, and RAB plans to return with more recommendations dealing with the Recreation Building when staff reprioritizes the CIP as a part of next year's budget process.

Timing

- Playground Equipment and Area

  Construction complete – May 31, 2004

- Skate Park

  RFP for design – mid-June 2004

  Design complete – October 2004

  Construction begins – Spring 2005

- Curb and Gutter – Summer/Fall 2005
- RAB City Park Project Recommendations

  Present to City Council – September 2004

  Reprioritization of CIP – process begins October/November 2004

Funding

Funding sources for City Park projects in the recommended budget include impact fees, MBA proceeds, Lower Park Avenue RDA bond proceeds, and RDA property tax increment. Staff is also proposing that $300,000 of the Parks/Ice bond be made available for City Park projects (see Table 1 below). This recommended funding is sufficient for the projects currently contemplated for City Park and will leave approximately $750,000 for future projects.

Table 1 - City Park (CIP #48)

Revenue Source	2004	2005	2006	2007	2008	2009
Property Tax Increment - RDA			$ 100,000	$ 100,000	$ -	
Parks and Ice Bond Proceeds		$ 300,000				
Impact Fees	$ 451,399					
Municipal Building Authority	$ 380,054					
Lower Park RDA Bond Proceeds	$ 23,105					
Yearly Total	**$ 854,558**	**$ 300,000**	**$ 100,000**	**$ 100,000**	**$ -**	**$ -**
Cumulative Total	**$ 854,558**	**$ 1,154,558**	**$ 1,254,558**	**$ 1,354,558**	**$ 1,354,558**	**$ 1,354,558**
					Project Total	$ 1,354,558

Concept Plan A – Staff Recommendation

Concept Plan B

Attachment C

Project: Miscellaneous CIP Projects

Descriptions / Timing / Funding:

- **Open Space (Project # 699)**
  $5.25 million in Open Space funds (of which $4.525 million will be available for new purchases) will be issued in early summer. The COSAC II committee will be advising on property for the City to purchase. Staff anticipates issuing the Open Space and Ice/Parks bonds simultaneous this summer.

- **Finance/E-Government Software (Project # 799)**
  In approximately two years the server supporting the City's current finance/budget/personnel/water billing system will no longer by supported by the manufacturer. This will require the City to purchase and install new software that can be supported by a new server in addition to the server itself. The City had had roughly 10 years of useful service from the existing software which is the industry standard. Staff intends to take the opportunity to select software that will enhance the City's ability to offer online or otherwise facilitated services. The upgrade is anticipated to cost $750,000 and will come from the 5-Year CIP. The system conversion will begin in the summer of 2005 after the two year budget is complete.

- **Tennis Bubble (Project # 798)**

There is approximately 2 years of life left in the current tennis bubble. The total replacement cost of $150,000 is proposed to be spread out over the next two years as allocations of $75,000 in FY05 and $75,000 in FY06. The replacement has an estimated lifespan of 10 to 12 years. The project will completed in Fiscal Year 2006.

- **Biocell Remediation (Project # 807)**

The EPA and UDEQ have requested that the City take steps to mitigate zinc loads in the stream feeding the wetlands near the SR 248 entryway (Prospector Park). This project provides funding for plants to be introduced that will create a biological "sponge" for zinc. Funding in the amount of $50,000 will come from the 5-Year CIP. A pilot model will be in place by July 2004 with full implementation planned to be completed by Fall 2005.

- **Santy Auditorium Chairs (Project # 803)**

Council approved using the 5-Year CIP for the replacement of the Santy Auditorium Chairs. The budget shows a FY 2004 adjustment of $47,000 to help fund this project. The project will complete by mid-July 2004.

- **OTIS Projects (Various Projects)**

The Old Town Improvement Study focused on three main categories of projects: Parking, Street Reconstructions, and Pedestrian Improvements. Currently, the parking component and portions of the identified pedestrian-friendly enhancements are being captured in the Downtown Enhancements projects = that were discussed on May 13th. Of the forecasted timeline of recommended Street Reconstruction Projects, all have funding through FY'09. Those include: Upper Park Avenue, Prospect Avenue, Hillside Avenue, Lower Norfolk, and Woodside – north of 13th. $14.4 million in unfunded, but forecasted street reconstruction projects from FY'10 to FY'20 will be incorporated into future projections as the 5-year forecasts begin capturing those years. Pedestrian-Friendly Improvements such as sidewalk improvements/repair, traffic calming programs on Lower Park Avenue, and trail & stair improvements have either seen some projects completed or are ongoing.

CIP #	Project Descriptions	Project Manager
1	**Planning/Capital Analysis** Annual analysis of General Impact Fees to determine/justify formula, collection, use. Including GASB 34 planning and implementation.	HILL
3	**Information System Enhancement/Upgrades** Funding of computer expenditures and major upgrades as technology is available. Technological advancements that solve a City need are funded from here. Past examples include Web Page Design & Implementation; Security Systems; Document Imaging, Telephony Enhancements, etc.	KURDI
32	**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. See also Project #722.	TWOMBLY
37	**Hillside Avenue Design & Widening** Hillside Avenue Design and Widening. Park City has acquired all the necessary right-of-way to implement a downhill widening project on Hillside Avenue between Marsac and Main Street. There is very little neighborhood support for this project. The condition of existing retaining walls is poor and money should be kept in the CIP Budget for emergency replacement. However, no funds are scheduled to be spent.	DEHAAN
48	**City Park Improvements** As Park City and surrounding areas continue to grow, there is a greater public demand for recreational uses. This project is a continuing effort to complete City Park. The funds will be used to improve and better accommodate the community's needs with necessary recreational amenities. RAB currently looking to prioritize project ideas.	TWOMBLY/FISHER
85	**Pavement Management Impl.** This project provides the funding necessary to properly maintain and prolong the useful life of City owned streets and parking lots. Annual maintenance projects include crack sealing, slurry sealing and overlays.	CASHEL/ERICKSON
93	**Tunnel Maintenance** Maintenance of two mine water source tunnels. Replacement of rotting timber with steel sets and cleanup of mine cave ins. Stabilization of sidewall shifting with split set of bolts and screening.	GIBBS
166	**Historical Incentive Grants** The historic preservation board contiunes to look at requests for matching grants for restoration work on a case-by-case basis The program was modified this year to review grants requests all year long. Funding for this project comes from Main Street and Lower Park RDAs.	PUTT/STEPHENS
419	**Transit Coaches** This program provides for the replacement of the existing transit fleet and additional vehicles for service expansions. Federal Transit Administration will be providing 80 percent of the purchase cost.	CASHEL
420	**Water Department service equipment** Replacement of vehicles and other water department service equipment that is on the timed depreciation schedule. Five year plan for meter upgrades in conjunction with backflow prevention upgrade plan.	
427	**Bike Path Sealing** This project provides the funding necessary to properly maintain and prolong the useful life of City owned pavement on bike paths and trails. Annual maintenance projects include crack sealing and slurry sealing.	ERICKSON

CIP #	Project Descriptions	Project Manager
437	**Prospector Buffer Corridor** Project entails capping contaminated soils, repairing drainage, installation of a new irrigation system, bike path realignment and additional plan material. Project would complete capping program begun in 1984 in the prospector soils mitigation zone.	ERICKSON
445	**Affordable Housing Program** The Housing Advisory Task Force in 1994 recommended the establishment of ongoing revenue sources to fund a variety of affordable housing programs. The city has established the Housing Authority Fund (36-49048) and a Projects Fund (31-49058). Fund 36-49048 will be for the acquisition of units as opportunities become available, provision of employee mortgage assistance, and prior housing loan commitments. It will also provide assistance to developers in the production of units.	HILL
473	**McPolin Farm** City Farm Phase II - Landscaping. Trailhead parking. Completion of the sidewalks, ADA accessible trail to safely accommodate the passive use of the property.	BUTZ
481	**Main Street Parking** This would fund the anticipated construction costs of an expansion to the existing China Bridge parking structure. The parking addition would cover the costs associated with construction approx. 320 new parking spaces. Design and project management costs would be covered under a separate project.	BAKALY/HILTON
485	**Lower Park Avenue** Identified projects would include continued street improvements to Lower Park Avenue. Feasibility studies of a convention center within the RDA boundaries and other improvements consistent with the Lower Park Avenue RDA guidelines.	HILTON/TWOMBLY
487	**ADA Implementation** Many of the City's buildings have restricted programs due to physical restraints of the buildings. An ADA compliance audit was conducted by the building department and phase one improvements have been made. Additional funds will be needed to continue the program to complete phase 2 and 3 improvements.	ERICKSON
547	**McMillian and Bilogio-Open Space Acquisition** Set aside additional monies for acquisition of open space parcels not intended for purchase with the $10,000,00 bond proceeds.	RADEMAN
563	**Education Center** When the Carl Winters building was restored the auditorium improvements were never completed. This is a tentatively proposed timeline for additional improvements to the Auditorium based on continued increased usage of the Facility, beginning with stage curtains, sound improvements, new seats and carpet.	GIBBS
579	**Library Development and donations** Project 579 also includes a category 39124 - Public Library Development Grant. This is a grant made to all public libraries in Utah by the State, based on both population and assessed needs. The uses of this money are restricted by State statute, and must be outlined in the Library Goals which are set by the Library Board and due to the State Library at the end of October each year.	TILLSON

CIP #	Project Descriptions	Project Manager
592	**City-Wide Signs Phase I** Funded in FY02 - Continue to coordinate and install way-finding and directional signs throughout the City. See also Project #732.	RADEMAN
598	**Geographic Information Systems** Utilize the geographic information system software obtained in grant from ESRI to produce a base map, parcel map, and street center line map. Maps will be used by numerous city departments for planning and design purposes. This program is a joint venture between PCMC & SBSID. An interlocal agreement is pending between PCMC, SBSID, and Summit County.	KURDI
620	**Sandridge Parking Lot** Construction of the Sandridge parking lot. Includes landscaping, lighting, fencing and other beautification elements.	CASHEL/ERICKSON
624	**Resurface Tennis Courts** Inorder to preserve the existing condition of the tennis courts a regular resurfacing program needs to occur. This project fund covers these ongoing costs	FISHER
629	**Implement Bus Graphics** In April 2000 Council adopted the Transit Development Plan. This plan directed staff to develop a new graphics theme for Park City Transit vehicles. Staff already begun work on this project and will continue development of this graphics theme into early FY2001. Staff will present its graphics package to Council for approval in FY2001 and begin intalling the package in the same fiscal year.	KENT CASHEL
630	**Bus Shelters** Passenger amenities such as shelters, and benches have proven to enhance transit ridership. This project will provide the funding necessary to redesign and install shelters and benches at new locations. These locations will be determined using rider and staff input as well as rider data. Funding will be 80% FTA funds, 20% transit fund balance.	KENT CASHEL
634	**Motor Change-out and Rebuild Program** In order to minimize the potential for water distribution interruptions all system pumps and motors are evaluated at least yearly with those indicating a problem taken out of service and either repaired or replaced. Funded by user fees.	GIBBS/GAMMELL
638	**Street Light Replacement** The changeout of the wooden pole fixtures with hadco type units has 34 units to be changed out.	ERICKSON
639	**New Trash Pumps** Purchase new trash pumps for water department to improve our ability to make timely water line repairs. The pumps let us work in drier conditions.	ERICKSON
640	**Water Recording Devices** In order to obtain accurate East Canyon flow records for downstream users and State Engineer, it is requested to purchase 2 flames recording devices and install required electrical cable to these units. These will be installed by stream flows by 3 Kings and by #8 fairway at Park City golf course. Funded by user fees.	GIBBS/GAMMELL
648	**5 Year CIP Funding** This account is for identified unfunded projects.	HILL
666	**Equipment Replacement - Film Equipment** Operational pay back relating to film equipment.	BUTZ

CIP #	Project Descriptions	Project Manager
671	**Public Safety Complex** Construction of a facility that will house the police, communication and related department functions and will provide for the operational needs of the Public safety function.	EVANS
672	**Old Town Intermodal Center** This project provides for five bus bays, 2500 sq foot facility with restrooms, landscaping and other pedestrian amenities and Roundabout at the intersection of Deer Valley Drive and Marsac Avenue. This project will also fund additional buses.	CASHEL
675	**Future Projects**	HILL
681	**Golf Pro Shop Acqusition** In the development agreement signed in 1997, the golf course was obligated to pay for areas of the Hotel development. City agreed to pay for 48% of the underground parking construction costs. The City agreed to pay for 50% of the restroom construction costs. The city agreed to pay for construction costs of the 2000 square foot Pro Shop. This will be finished to a shell state, City will be responsible for fixtures, floor coverings, and window coverings. Additional funds will be needed to rebuild the driving range area. The City will pay for the construction of the golf cart storage area.	SANCHEZ
694	**Police Department Computer System** Upgrade or replacement of the Public Safety computerized Records Management System and Computer-Aided Dispatch system.	POLICE-EVANS
695	**Bonanza Crosswalk** Initial installation complete - remaing funds to make any future adjustments if required	GIBBS
697	**Traffic Calming** Over the last few years residents have expressed concerns with the speed and number of vehicles, safety of children and walkers. A program prioritization has been implemented. The interest of participation for traffic calming has come in from Prospector, Park Meadows, Old Town, Solamere/Oaks areas.	GIBBS
698	**Office Space** Consistent with the recommendations of the Space Needs Committee, these funds will be used to reconfigure office space, workstations, meeting and storage space in the Marsac building.	BAKALY
699	**Open Space Bond Acquisitions** In 1998 and 2002, Park City Residents, by votes of 78% and 80%, voted in support of $20,000,000 of Open Space Bonds. These bonds are to fund the purchase of properties that contribute to the open and natural beauty of the city. It is the City's goal to prevent these properties from future development and preserve Open Space for future generations. To oversee this mission, the City Council created a Citizens Open Space Advisory Committee (COSAC) to oversee the property selection.	RADEMAN
702	**Project Management Software** The Office of Capital Management and Budget need a professional software package to manage the Capital Improvement Program. The Software will enable staff to accurately and efficiently manage the CIP program. Updates to the City's CIP budget system will also need to use mode in order to effectively plan CIP expenditures. (This project will be deleted after this budget cycle).	HILTON

CIP #	Project Descriptions	Project Manager
703	**Library Software** The purpose of this project is the purchase and installation of a new automated system for the Library. This system will handle all Library functions as well as providing web access to the Library's holdings and other resources. Costs will cover hardware, software, conversion services and training. The contract for this project was approved by City Council in March of 2000, and the matching funds from the CIP budget were also approved by City Council.	KURDI
705	**Water Department Infrastructure Improvement** This project includes all aspects of daily maintenance, improvements to water system quantity and quality.	GIBBS
706	**Install Street Light at 224/Thaynes** Project completed. Due to the dark intersection and heavy traffic a intersection street light is required. Installed by City crew and replacement of pole and fixture is required.	ERICKSON
708	**Trails Master Plan Implementation** Rail Trail from Bonanza to kiosk, Round Valley Trails, Entryway Trail System including trailhead parking. Funds intended to provide a comprehensive system of bicycle, pedestrian, equestrian, cross-country skiing and hiking trails - both paved and back-country. Trails connect the various City neighborhoods, schools, parks and mountain open spaces, resorts and other country trails. Provide high priority recreation and alternative transportation. Trails have been funded largely with grants, development exactions, and external sources as much as possible. City funds have been used to supplement or match grants.	TWOMBLY
709	**Property Improvements Gilmore Open Space** The City's property acquisitions often require improvements for the City's intended uses. Improvements typically include structural studies, restoration, environmental remediation, removal of debris, basic cleanup, landscaping, and signs. 100,000 per year is budgeted for debt service payments.	TWOMBLY
710	**Public Works Storage Parcel** This project would provide for the purchase of five acres of ground at Quinn's Junction. The estimated cost is $500,000. A lease-purchase arrangement could be negotiated with ballon payment in year six. The estimated annual- lease-purchase payment of $50,000 is anticipated.	GIBBS
711	**800 MHZ Radio** This project would change the Police communications equipment to enable the department to participate in the State of Utah's communication network, UCAN. This system will provide for one radio system, statewide, for law enforcement and emergency management type organizations. This network will allow for communications between the police department, Utah Highway Patrol, Summit County Sheriff and Wasatch County Sheriff. This project would replace the current high band radio system the department currently uses. Wasatch and Summit County have not yet been scheduled for connection.	EVANS
712	**Building Replacement and Enhancement** CIP expenditures for building improvements was started several years ago to minimize O&M impacts to the general fund. Continued funding of this program will help keep many community buildings from falling into disrepair. This annual capital renewal program is a sound financial investment to continue to preserve Park City's building investment. The unfunded $500,000 of this project represents an annual contribution of $100,000 for ongoing replacement and maintenance.	ERICKSON

CIP #	Project Descriptions	Project Manager
713	**Golf Course Improvements** This project encompasses all golf course related projects, enlarging tees, fairways, rebuilding greens, restroom upgrade, landscaping, the construction of a fence along the road and other operational maintenance.	ERICKSON
714	**Park Avenue Redevelopment Parcel** Completion of Mawhinney lot improvements and other Lower Park Avenue Projects	BAKALY/HILTON
715	**Downtown Enhancements/Design** In the wake of the 2003 Downtown Enhancements Task Force, this project code would be geared toward doing the appropriate design, survey and environmental planning efforts of proposed recommendations of the task force - namely, for the plaza and parking components, pedestrian enhancement for walkways to and from Main Street would also be targeted.	HILTON
716	**Main Street RDA Debt Service** This is an expenditure account for debt service.	COLLETT
720	**Lower Park RDA Debt Service** This is an expenditure account for debt service.	COLLETT
722	**Old Town Stairs Phase 2** Partially funded and planned for FY03 and beyond, with projects prioritized first for use of expiring Main St. RDA fund. See also Project #32. The completion of all Old Town Stairs in existing rights-of-way and identified easements if prioritized - New sets planned 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; Hillside with easement acquisition and new stairs at $100K to $300,000 (Main St. RDA).	TWOMBLY
723	**City Park Improvements Phase 3 & 4** As Park City and surrounding areas continue to grow, there is a greater public demand for recreational uses. This project is a continuing effort to complete City Park, and create new Parks within the City. The monies would be used to continue the effort to improve and better accomodate the communities needs, along with much needed recreational amenities. Phase 3 - Landscaping south of skatepark and new facilities at Prospector Park. Phase 4 - The creation of new neighborhood parks in Park City.	TWOMBLY/ERICKSON
724	**Trails Master Plan** This plan is a long range system of bicycle, pedestrian, cross country skiing and hiking trails which connect various parts of town and provides access to the mountains surrounding Park City. This program is to continue with the implementation of the Comprehensive Trail Master Plan. Projects include the continuation of the lost prospector trail and connections, Round Valley trail Connections, the continuation of Trail-heads and signs. These projects are on the outskirts of the City Boundary in anticipation in anticipation of expanding the City boundaries through annexation.	TWOMBLY
726	**Public Works Building** The construction of the Public Works Building was completed in 1997. The funds remaining in the project were insufficient to complete the bus washer and paint bay. This program would provide for the completion of a washer and paint bay.	GIBBS

CIP #	Project Descriptions	Project Manager
727	**Park and Ride Lot** The maximum project could construct a 250 to 300 car intercept garage and transit center at the corner of SR 224 and Snow Creek Drive. The project scope has not been established and could range from a small transit center with limited parking to a car park and ride facility with rental space and transportation to resorts. The design would be coordinated with a proposed post office north of the project.	BAKALY
729	**Reconstruct Wyatt Earp Drive Streets** Depending on the level of development at Chatham Crossing subdivision, Wyatt Earp may need to be reconstructed from Kearns Blvd. to Chatham Crossing.	DEHAAN
732	**City Wide Signs Phase 2** Partially funded but planned for FY03 and beyond. This is the second phase of Project #592 Directional Signs representing a more aggressive and comprehensive sign project throughout the City.	RADEMAN
733	**Bus Storage Facility** Bus facility includes 10 bay bus storage facility , bus parking & storage,and a small administration area. This will be funded 80% federal funds and 20% local land match (Shortline parcel).	KENT CASHEL
735	**Racquet Club Phase 2** The Parks, Recreation, and Beautification Board identified the Racquet Club as a Top Priority in the Facilities Master Plan. The Racquet Club was originally built in the 70s and a major expansion and remodel took place in 1990. While the newer components of the Club are holding up quite well, some of the older areas are in need of repairs and upgrades. The Recreation Pool was part of the original facility and leaks over the years have caused the sub-grade that supports to the pool to soften, as a result significant cracks are beginning to appear. Any major repair work will trigger health code modifications that are expected to be quite costly. A recently completed study suggests that the pool be removed and replaced with a modern pool that will have greater appeal, meet current health codes and have more of an ability to generate reveneue. Another area in need of immediate attention is the roof over the indoor tennis courts. Attempts have been made using various coatings and paints, to plug the leaks. We have had some success with this process, however the leaks continue. The leaks have caused damage to the ceiling above the tennis courts, again, that is the original ceiling. Water damage and damage from arrant tennis balls over the years have taken their toll, the ceiling is in need of replacement. Other issues throughout the Club have been identified and are in need of attention. Examples include but are not limited to; tennis court resurfacing, new carpet, new gymnasium equipment, possible fitness area expansion, additional storage capacity and a climbing wall. A detailed needs assessment is currently being completed and will more specifically address these issues.	FISHER

CIP #	Project Descriptions	Project Manager
736	**Sidewalk Improvements** Increase the funding for sidewalk replacement to include replacement of 2400 curb gutters on Main Street, and 1200 feet on Park Avenue.	GIBBS
737	**Affordable Housing Phase 2** This project anticipates future affordable housing needs not included in CIP #445. There is currently no funding for this project.	BAKALY
739	**City Park Phase 2** As Park City and sorrounding areas continue to grow, there is a greater public demand for recreational uses. This project is a continuing effort to complete City Park. The monies would be used to continue the effort to improve and better accomodate the communities need, along with much needed recreational amenities. Phase 3 - Basketball courts and landscaping north of skatepark. Phase 4 - New playground and spray park area around recreational building. Projects include new skatepark, basketball courts, northend streetscape improvements south end of City Park. (All project funds have been transferredt to Proj. # 48)	TWOMBLY
741	**Upper Park Avenue** (Reconstruct Upper Park Avenue from Heber to King Road): Funding for this project comes from carryover money from project 37 Hillside Avenue and Impact Fees. The project design is complete. The project is scheduled for 2004 construction with the undergrounding component to follow closely afterword if SID funding is received.	ERIC DEHAAN
743	**DVD Equipment Grant- Park City Film Series Digital Equipment.**	BUTZ
744	**Snowcat Replacement fund.** This project uses cross-country ski revenue to fund ongoing replacement costs for the City Snowcast used to groom cross country ski trails.	ERICKSON
745	**Police Computer Grant** This project uses grant revenue to purchase incar computers for the Police Department. See also Project # 760.	LLOYD EVANS
747	**Olympic Preparation/Legacies** This will fund Olympic legacy projects including support of the new entry corridor project and the Olympic Mini-towers on Main Street.	RADEMAN
748	**Cemetery Capital Replacement** This project is designed to meet the ongoing capital replacement needs for the City Cemetery.	ERICKSON
749	**Ice Facility** This project includes the City's share of design and construction of the joint regional Ice facility. Funding for this project is through the Ice and Parks bond approved by voters in 2001. Current focus is on a location at the Quinn's Junction Recreation Complex.	HILTON
750	**SLOC Gold Medal Event** Grant from Department of Health (this roject will be deleted after this year)	HILTON
751	**Old Town Capital Needs Assessment and Implementation** This project was created to fund the Old Town Improvement Study (OTIS) and related implmentation.	HILTON
752	**Economic Development** The project was created to provide "seed money" towards public/private partnership ideas. These expenditures are a result of the beginning stages of the economic development plan.	HILTON/BAKALY
754	**Racquet Club Roof & Ceiling** Racquet Club Roof - This project involves the installation of a new roof over the indoor tennis courts at the Racquet Club. Also, some minor repair work will be needed over the fitness loft and gymnasium. Racquet Club Ceiling - Replace the existing ceiling over the indoor tennis courts. This project will involve the removal of the original ceiling and replacing it with an industry standard ceiling.	FISHER
755	**Historic Structure Abatement Fund** Establishment of revolving fund for abatement of dangerous buildings, fund to be replenished with recovery of city costs by owner of structure.	RON IVIE

CIP #	Project Descriptions	Project Manager
757	**Library Expansion** The library is outgrowing its current space, especially in the heavily used children's section and computer terminal area. By expanding into the hallway and rooms to the east of the current location, the library would gain an additional 3100 square feet. this additional space would be used to create a larger children's areal, increase space for computer terminals, add additional shelving for adult fiction & non-fiction, and create a new space for teens and the audio visual collection.	LINDA TILLSON
758	**Racquet Club Building Improvements** Reinstate $50,000 yearly fund for building improvements. The council ranked the Racquet Club as a priority area, and the funds would be used to keep the building from falling into further disrepair. Locker rooms, gymnasium, carpeting, sound panels, new capital equipment are examples of expenditures.	FISHER
759	**Aquatics Equipment** For pool cover (average life of 5 years), and outdoor coin lockers for leisure pool patrons. This lockers would generate revenue to be used for a replacement fund.	FISHER
760	**In-Car Computer System** The department continues to advance in the area of technology and would like to move toward developing laptop computer use in patrol vehicles to assist with generation of reports relating to crimes, accidents and arrests. As well, it will provide the officer with information resources that are not currently available in the vehicle, or are only available through the dispatcher obtaining the information.	LLOYD EVANS
762	**Recreation Complex** This Recreation Complex would add soccer, rugby, lacrosse, and softball fields on City-owned property near the National Ability Center. This facility would not only meet the growing needs of the resident base, but also create venues for hosting revenue-producing sports tournaments consistent with City goals for economic development.	HILTON
763	**Spiro Treatment Plant** This project will fund improvements necessary to meet water qualtiy mandates on arsenic, antimony and plant discharge into the East Canyon watershed.	GIBBS/GAMMELL
764	**Judge Water Treatment Plant** Funded by federal funds, user fees, bonds. This project will fund improvements necessary to meet EPA water quality mandates for the Judge Tunnel source. Federal funding will be utilized as available to complete this project.	GIBBS/GAMMELL
765	**Meter Reading Upgrade** This project will provide funding to upgrade meters to enable remote radio reading of water meters. This process will improve the efficiency and effectiveness of water billing.	GIBBS/GAMMELL
766	**JSSD Water Assessment** JSSD water assessment - This option is to provide funding for council approved agreement for water delivery.	GIBBS/GAMMELL
768	**Relocated Utilities - Park Avenue.** These monies represent the City's contribution to the goal of undergrounding utilities for this street.	HILTON
769	**Ski Bridge Park/Open Space**	HILTON
770	**Marsac seismic, HVAC, ADA and associated internal renovations.**	IVIE
771	**Equipment Replacement - Rolling Stock** This project finds the replacement of fleet vehicles based upon a predetermined schedule. The purpose of the project is to ensure the City has the funding to replace equipment that has reached the end of its useful life.	CASHEL

CIP #	Project Descriptions	Project Manager
772	**Equipment Replacement - Computer** The computer replacement fund is set up to ensure funding to replace computer equipment and peripheral equipment including environmental climate control systems on a 3 to 4 year cycle. The average replacement cost per year approximates $200,000. Equipment replacement decisions are driven by technological advancements, software requirements, and obsolescence.	KURDI
773	**Boothill Tank.** This project will provide the funding necessary to enhance the storage capacity of the Boothill water tank. This enhanced storage is needed to provide adequate fire flows once all properties within the service district are fully developed. Funded by impact fees and user fees.	GIBBS/GAMMELL
774	**Boothill Pump station and Water line.** Funded by impact fees and user fees. This project will enhance pumping capacity from boothill tank. This enhancement will be required to provide primary water service to Flagstaff development and to provide redundancy for the Old Town area.	GIBBS/GAMMELL
775	**Park Meadows Well Water treatment.** Funded by user fees.	GIBBS/GAMMELL
776	**Rockport.** Federal Funds, Impact Fees, Bonds This project will provide funding to provide a pipeline to move City water from the Rockport Reservoi into the City water system	GIBBS/GAMMELL
777	**JSSD Pipeline.** This project will provide funding to construct additional water connections between Park City's system and the Jordanelle Special Service District's system. No further costs after 7/4/2004.	GIBBS/GAMMELL
778	**OTIS Water pipeline replacement.** Funded by user fees.	GIBBS/GAMMELL
780	Patterned crosswalks for intersections in accordance with Downtown Revitalization Plan.	ERIC DEHAAN
781	**Lower Norfolk** Reconstruction in accordance with Old Town Improvement Study.	ERIC DEHAAN
782	**Woodside - North of 13th** Reconstruction in accordance with Old Town Improvement Study.	ERIC DEHAAN
784	**Intersection** - Marsac and Hillside Reconstruction	ERIC DEHAAN
785	**Decorative Street Lighting - Top of Main**	ERICKSON
786	**Town Plaza** This project is one of three main recommendations of the Task Force for Downtown Enhancements. A central gathering space would be created to assist in the promotion of programmed activities and events in the downtown core.	HILTON
787	**Prospect Avenue** Reconstruction in accordance with Old Town Study	ERIC DEFAAN
788	**Woodside 8th-12th - Utility Relocation**	HILTON
789	**GOLF COURSE HOTEL MITIGATION** Funds for this project were contributed by the developer to remedy any golf course related impacts resulting from Hotel Park City's development at the Golf Course.	SANCHEZ
790	**TMMS WATERLINE REPLACEMENT.** Will not incur any additional costs.	GIBBS/GAMMELL
791	**Public Art** This project is designed to fund public art as part of an "Arts Community Master Plan".	BUTZ
793	**Friends of the Farm.** Use to produce events to raise money for the Friends of the Farm and use for improvements to the farm.	BUTZ/HILTON

CIP #	Project Descriptions	Project Manager
794	**Golf Maintenance Equipment Replacement** This option will move the funding of equipment from the operating line to a CIP account. This CIP will help insure adequate funding is availible to meet replacement needs.	
795	**Open Space Improvements** This project includes the improvement of Park City's open space parcels to include control of noxious weeds.	
796	**RECREATION SOFTWARE** This project is an enhancement to the Class Registration Software at the Park City Racquet club. This modulewill allow on-line registration via our website, parkcityrecreation.org	KURDI
797	**Bus Closed Circuit TV** Passenger security on public transit is becoming and increasing concern nationally and therefore federal funds are becoming more available for this purpose. On board digital recorders and camera systems (CCTV) are now being installed on the majority of buses delivered to transit agencies. An additional benefit of these systems is reducing the number of fraudulent lawsuits as a deterrent to impropoer behavior when passengers and drivers are aware of cameras on buses. Four new buses with CCTV and digital records will be delivered in August 2004. Seven buses have been purchased in the last 3 years and will remain in service for approximately 10 more years. It is recommended that cameras and recrds be retrofitted to these seven buses at a cost of approximately $10,000 per bus contingent on obtaining federal matching fund for a portion, (expected to be 80%) of the cost.	CASHEL
798	**Tennis Bubble Replacement** CIP Request for the replacement of the tennis bubble. It has about 2 more years before it needs to be retired. Request for $75K for 04/05 and another $75K for 05/06. Total replacement $150K. Life of the tennis bubble is estimated to be between 10 and 12 years.	FISHER
799	**E-Government Software** This project includes the purchase and installation of software to manage the City's budgetary and financial functions including E-Government capabilities.	KURDI
800	**Aspen Well** Aspen Well. This will not incur any additional costs after 7/1/2004.	GIBBS/GAMMELL
801	**Bonanza Drive Reconstruction** to accommodate new water lines, pedestrian enhancements, gutters, storm drains and landscaping.	DEHAAN
803	**Santy Auditorium Chairs** Replacement of the chairs in the Santy Auditorium of the Library building.	BUTZ
804	**Imperial Hotel Maintenance** This project represents ongoing building maintenance costs.	BUTZ
805	**Neighborhood Parks** This project includes the creation of neighborhood parks through the use of Park and Ice bond proceeds. This includes projects in Park Meadows, Prospector, and Old Town.	HILTON
806	**Future Street Projects-** Traditional Scope. These projects were identified as apar tof the Old Town Improvement Study in FY2002.	HILTON
807	**BioCell Remediation** This project includes the use of BioCell remediation to mitigate zinc loads in the stream feeding the wetlands near the SR 248 entryway.	SCHOENBACHER

FY 2005 Chracteristics of Alternate Capital Projects Plans

	Alt #1	Alt #2	Alt #3	Alt #4	Alt #5	Alt #6
Characteristics	Status Quo	Enhanced	Expanded	Accelerated	Aggressive	Maximum
Number of projects	fewest	low	moderate	**significant**	significant	highest
Total Spending	no increase	some increase	moderate increase	**significant increase**	major increase	highest increase
Funding & Financing	use of existing funds only	existing + conservative new streams	existing + sales tax revenue bonds	**existing + sales tax revenue bonds + extended RDA**	existing + high use of sales tax revenue bonds + extended RDA	existing + sales tax rev bonds + extended RDA + increased taxes
Management Strategy	exisiting staff only	existing staff only	low use of contract / consulting help	**moderate use of contract / consultant assistance**	increasing use of contract / consultant assistance	significant use of contract / consulting assistance
Operating Budget Impacts	none	low	moderate	**moderate**	significant	signficant
Community Impacts	low	low	moderate	**significant**	considerable	most impacting
Highlights	- CIP Baseline	- adds future street & utility replacement needs	- funds streets, parking, plaza, recreation complex, and some other prioritized projects	**- funds streets, parking, plaza, recreation complex, and most prioritized projects**	- addresses targeted projects, but through extensive use of debt service	- funds all projects
	- basic maintainence projects			**- utilizes extended RDA revenue source for the bulk of the desired downtown projects**	- utilizes higher amount of sales tax revenue bonds instead of RDA funds to accommodate same # of projects	- most aggressive
	- addresses only current core city CIP needs	- addresses current and limited # of future core City CIP needs	- addresses current and some future City CIP needs	**- addresses base needs plus a number of proactive economic development project needs**	- addresses base needs plus a number of proactive economic development project needs	- addresses all City identified needs

[shaded box] = Staff recommendation

CIP Project Summary by Alternative

CIP	Project	Balance on 4/30/04	2004	2005	2006	2007	2008	2009	Available	TOTAL	Unscheduled
	Alternative 1										
1	Planning/Capital Analysis	24,703	24,703	7,456	7,456	7,456	7,456	7,456	54,527	54,527	
3	Information System Enhancement/Upgrades	281,368	313,183	25,000	25,000			25,000	331,368	363,183	
37	Hillside Avenue Design & Widening	600,000	600,000						600,000	600,000	
85	Pavement Management Impl.	572,874	886,805	400,000	400,000	400,000	400,000	400,000	2,572,874	2,886,805	
93	Tunnel Maintenance	25,242	108,948	125,000	125,000	125,000	125,000	125,000	650,242	733,948	
419	Transit Coaches	1,476,589	1,476,589		2,042,000	350,000	540,000		4,408,589	4,408,589	
420	Water Department service equipment	31,505	40,000	75,000	75,000	75,000	75,000	75,000	406,505	415,000	
427	Bike Path Sealing	27,686	27,686						27,686	27,686	
445	Affordable Housing Program	421,002	491,853	232,000	232,000	232,000	232,000	200,000	1,549,002	1,619,853	
473	McPolin Farm	407,603	413,864						407,603	413,864	
487	ADA Implementation	18,676	18,676	10,000	10,000	10,000	10,000		58,676	58,676	
547	McMillian and Bilogio-Open Space Acquisition	980,000	980,000						980,000	980,000	
563	Education Center										
579	Library Development and donations	1,476	2,745						1,476	2,745	
592	City-Wide Signs Phase I	47,629	57,999						47,629	57,999	
598	Geographic Information Systems	29,857	29,857	18,000					47,857	47,857	
624	Resurface Tennis Courts			35,000					35,000	35,000	
629	Implement Bus Graphics	90,172	92,562						90,172	92,562	
634	Motor Change-out and Rebuild Program	-58	20,029	15,000	15,000	15,000	15,000	15,000	74,942	95,029	
638	Street Light Replacement										
639	New Trash Pumps										
640	Water Recording Devices	5,258	36,000	15,000	5,000	5,000	5,000	5,000	40,258	71,000	
648	5 Year CIP Funding	7,259,048	8,156,333	-3,600,000	-560,000				3,099,048	3,996,333	
666	Equipment Replacement - Film Equipment	24,243	24,243						24,243	24,243	
672	Old Town Intermodal Center	371,106	371,203						371,106	371,203	
675	Future Projects	159,231	159,231						159,231	159,231	
681	Golf Pro Shop Acqusition	544,082	544,082						544,082	544,082	
694	Police Department Computer System	6,152	8,146						6,152	8,146	
697	Traffic Calming	182,780	204,846						182,780	204,846	
698	Office Space	94,888	204,579						94,888	204,579	
699	Open Space Bond Acquisitions		4,750,792	5,250,000					5,250,000	10,000,792	
703	Library Software	24,558	24,558						24,558	24,558	
705	Water Department Infrastructure Improvement		68,924							68,924	11,000,000
706	Install Street Light at 224/Thaynes										
709	Property Improvements Gilmore Open Space	25,178	164,431	100,000	400,000	100,000	100,000	100,000	825,178	964,431	
711	800 MHZ Radio	9,115	19,115						9,115	19,115	
716	Main Street RDA Debt Service	108,330	650,000	710,000	650,000				1,468,330	2,010,000	
720	Lower Park RDA Debt Service	107,500	645,000	640,000	640,000	600,000	600,000		2,587,500	3,125,000	
736	Sidewalk Improvements	52,537	106,084						52,537	106,084	75,000
744	Snowcat Replacement fund.	77,061	77,061	15,000	15,000	15,000	15,000	15,000	152,061	152,061	
745	Police Computer Grant		5,502							5,502	
747	Olympic Preparation/Legacies	85,365	128,036						85,365	128,036	
748	Cemetery Capital Replacement	10,618	10,618						10,618	10,618	
750	SLOC Gold Medal Event										
751	Old Town Capital Needs Assessment		146							146	
752	Economic Development	51,706	69,206						51,706	69,206	
754	Racquet Club Roof & Ceiling		523,625							523,625	

CIP Project Summary by Alternative

CIP	Project	Balance on 4/30/04	2004	2005	2006	2007	2008	2009	Available	TOTAL	Unscheduled
758	Racquet Club Building Improvements	23,859	134,500	50,000	50,000	50,000	50,000	50,000	273,859	384,500	
759	Aquatics Equipment		20,000							20,000	
763	Spiro Treatment Plant	692,810	1,842,084	848,817	750,000				2,291,627	3,440,901	
764	Judge Water Treatment Plant	88,347	145,569	982,450	2,466,050				3,536,847	3,594,069	
765	Meter Reading Upgrade	1,686	149,216	120,000	122,400	124,848	127,345		496,279	643,809	
766	JSSD Water Assessment		609,000	624,000	648,960	674,918	701,915	729,992	3,379,785	3,988,785	
771	Equipment Replacement - Rolling Stock	1,920,496	2,098,512	200,000	200,000	200,000	200,000	200,000	2,920,496	3,098,512	
772	Equipment Replacement - Computer	438,181	486,755	100,000	100,000	100,000	100,000	100,000	838,181	886,755	
773	Boothill Tank	12,263	100,000	600,000			1,600,000		2,212,263	2,300,000	2,000,000
774	Boothill Pump station and Water line	4,817	5,000					1,975,000	1,979,817	1,980,000	2,000,000
775	Park Meadows Well	11,449	25,336	1,000,000					1,011,449	1,025,336	
776	Rockport	15,000	15,000						15,000	15,000	
777	JSSD Pipeline		547							547	
790	TMMS Waterline Replacement		41,622							41,622	
794	Golf Maintenance Equipment Replacement	51,484	51,484	58,884	58,884	58,884	58,884		287,020	287,020	
795	Open Space Improvements	110,775	110,775						110,775	110,775	
797	Bus Closed Circuit TV	70,000	70,000						70,000	70,000	
800	Aspen Well	15,300	204,805						15,300	204,805	
803	Santy Auditorium Chairs	29,682	57,400						29,682	57,400	
	TOTAL	17,721,229	28,704,865	8,656,607	8,477,750	3,143,106	4,962,600	4,022,448	46,851,284	57,834,920	15,075,000
	Alternative 2										
32	Old Town Stairs	208,859	242,467						208,859	242,467	
48	City Park Improvements	784,854	854,558	100,000	100,000	100,000			1,084,854	1,154,558	
166	Historical Incentive Grants	227,011	376,338	75,000	75,000	75,000	25,000	25,000	477,011	626,338	
437	Prospector Buffer Corridor										
481	Main Street Parking	193,025	194,525	5,339,601					5,532,626	5,534,126	
620	Sandridge Parking Lot	49,984	100,797						49,984	100,797	
630	Bus Shelters	209,690	313,116	20,000	20,000	20,000	20,000		289,690	393,116	
671	Public Safety Complex	1,560,090	1,582,345	500,000	500,000				2,560,090	2,582,345	1,000,000
708	Trails Master Plan Implementation	574,745	646,322						574,745	646,322	
712	Building Replacement and Enhancement	119,547	120,875	75,000	75,000	75,000	75,000	75,000	419,547	420,875	500,000
713	Golf Course Improvements	30,000	30,000	135,000	266,000	266,000	266,000	266,000	1,229,000	1,229,000	
760	In-Car Computer System	130,535	247,497						130,535	247,497	
799	E-Government Software	6,840	9,153	750,000					756,840	759,153	
804	Imperial Hotel Maintenance	11,660	30,000						11,660	30,000	
	TOTAL	4,106,840	4,747,993	6,994,601	1,036,000	536,000	386,000	366,000	13,325,441	13,966,594	1,500,000
	Alternative 3										
485	Lower Park Avenue	378,942	644,030						378,942	644,030	
695	Bonanza Crosswalk	18,369	18,369						18,369	18,369	
710	Public Works Storage Parcel	125,000	125,000	50,000	50,000	50,000	50,000	50,000	375,000	375,000	
714	Park Avenue Redevelopment Parcel		2,275							2,275	
715	Downtown Enhancements/Design	826,329	840,941						826,329	840,941	
726	Public Works Building										300,000
741	Upper Park Avenue	1,423,250	1,481,302	778,693					2,201,943	2,259,995	

CIP Project Summary by Alternative

CIP	Project	Balance on 4/30/04	2004	2005	2006	2007	2008	2009	Available	TOTAL	Unscheduled
755	Historic Structure Abatement Fund	423,960	425,000	125,000	125,000	125,000	75,000		873,960	875,000	
762	Recreation Complex	426,071	428,571	3,375,000	500,000	500,000	500,000	500,000	6,601,071	6,603,571	800,000
787	Prospect Avenue				1,186,000				1,186,000	1,186,000	
796	Recreation Software	33,750	33,750						33,750	33,750	
805	Neighborhood Parks			1,000,000					1,000,000	1,000,000	
807	Biocell Remediation		50,000						50,000	50,000	
	TOTAL	3,655,671	4,049,238	5,328,693	1,861,000	675,000	625,000	550,000	13,545,364	13,888,931	1,100,000
	Alternative 4										
702	Project Management Software										
743	DVD Equipment Grant- Park City Film Series										
749	Ice Facility			2,000,000					2,000,000	2,000,000	
757	Library Expansion	327,482	385,488						327,482	385,488	
768	Relocated Utilities- Park Avenue	771,825	807,000		810,000				1,581,825	1,617,000	4,894,000
770	Marsac Seismic Improvement			2,750,000					2,750,000	2,750,000	
781	Lower Norfolk					1,736,000			1,736,000	1,736,000	
782	Woodside - North of 13th						1,045,000		1,045,000	1,045,000	
786	Town Plaza			200,000	2,300,000				2,500,000	2,500,000	450,000
789	Golf Course Hotel Mitigation	7,366	7,366						7,366	7,366	
791	Public Art	100,000	100,000	100,000					200,000	200,000	
793	Friends of the Farm	11,970	13,425						11,970	13,425	
798	Tennis Bubble Replacement				150,000				150,000	150,000	
	TOTAL	1,218,643	1,313,279	5,050,000	3,260,000	1,736,000	1,045,000	0	12,309,643	12,404,279	5,344,000
	Alternative 5										
733	Bus Storage Facility			2,000,000					2,000,000	2,000,000	2,500,000
739	City Park Phase 2		23,601							23,601	600,000
778	OTIS Water Replacement				81,000	150,000	150,000	150,000	531,000	531,000	1,115,000
788	Woodside 8th-12th - Utility Relocation					568,000			568,000	568,000	
801	Bonanza Drive Reconstruction							1,836,000	1,836,000	1,836,000	
	TOTAL	0	23,601	2,000,000	81,000	718,000	150,000	1,986,000	4,935,000	4,958,601	4,215,000
	Alternative 6										
723	City Park Improvements Phase 3 & 4										900,000
724	Trails Master Plan										750,000
727	Park and Ride Lot										1,000,000
729	Reconstruct Wyatt Earp Drive Streets										500,000
735	Recreation Facility Phase 2										1,300,000
737	Affordable Housing Phase 2										200,000
769	Ski Bridge Park/Open Space										2,000,000
780	Patterned crosswalks for intersections										50,000
784	Intersection - Marsac and Hillside										600,000
785	Decorative Street Lighting - Top of Main										40,000
806	Future Traditional Street Projects										14,214,700
	TOTAL										21,554,700
	TOTAL PROJECTS	26,702,383	38,838,976	28,029,901	14,715,750	6,808,106	7,168,600	6,924,448	90,966,732	103,053,325	48,788,700

City Council Staff Report

City Manager

Author: Tom Bakaly, City Manager
Subject: Council / Mayoral Compensation
Date: June 20, 2004
Type of Item: Legislative

Summary Recommendations: The City Manager's recommendation is to provide Council with family medical insurance. To maintain internal equity, the City Manager is also recommending that the Mayor receive family medical benefits. The summary recommendations are as follows: **(1)** Increase compensation for the Mayor and City Council by changing the current benefit package from single health insurance to family health insurance, **(2)** increase the Mayor's monthly car allowance to $250/month, and **(3)** direct staff to include the Mayor and Council positions in the biannual Pay Plan Analysis as recommended by the Compensation Task Force and hold compensation constant in future years until the peer comparison group catches up.

Description:

Topic: Council Compensation

Background:
During the budget process of spring 2003, several questions regarding compensation for the City Council and Mayor were raised. Staff was asked to return to Council in July 2003 with information regarding salary and benefits, as well as materials and equipment available for Council usage.

On July 17, Council formed a citizen task force to determine what changes (if any) should be made to the Council's and Mayor's compensation (See Attachment A for staff report and minutes). The Compensation Task Force's mission was to:

> Provide a fair and objective compensation and benefit review for the Mayor and City Council, examining compensation, benefits, equipment usage, and other amenities available for carrying out City business.

The Task Force met on three separate occasions and reviewed information from other communities regarding compensation, benefits, and other amenities available to mayors and councils. Information was gathered by City staff at the direction of the Task Force and was used in conjunction with a pay philosophy developed by the Task Force. On September 25, 2003 the Task Force presented its recommendations to Council (the entirety of the report to Council is included with this staff report as Attachment B).

In its analysis, the Task Force decided to compare compensation for Park City's elected officials with other resort communities of similar populations (between 2,000 and 15,000 residents) and forms of government (Council-Manager). The Task Force then determined to use the average of the top five communities in the "peer group" as the standard for determining appropriate compensation for the Mayor and Council. This approach is not consistent with how staff positions are benchmarked during the City's biannual Pay Plan Analysis as Utah cities are also used along with resort commmunities. Having thus defined a peer group and methodology, the Task Force's findings were as follows:

1. The Mayor's total compensation is comparable to that of other communities in the peer group and is not recommended to change at this time.

2. Council compensation should be increased $3,140 on January 1, 2004 to bring Council to peer group levels.

3. The Mayor and Council should have a "cafeteria" option for benefits as long as the total compensation package does not exceed the peer group average. (i.e. the Mayor and Council can elect to have Family medical benefits but their pay should be reduced correspondingly.)

4. Staff should use the methodology established by the Council Compensation Task Force biannually as part of the budget process (in conjunction with the Staff Pay Plan Analysis) to determine the subsequent two years compensation for the Mayor and Council.

5. The existing reimbursement policies are consistent with other communities as it relates to travel, meals, mileage reimbursement, and availability of resources in City buildings for City business and should continue in effect.

6. The Task force does not recommend issuing take home laptop computers or cell phones for elected official use. This is consistent with the practices of most of the communities in the peer group.

7. Long distance calls, postage, fax, copy services, and other equipment usage should be done using available City resources where they exist.

8. The Task Force does not recommend the payment of home internet service expenses or reimbursement of incidental charges for Council use where existing resources are available.

9. The Task Force recommends that the City provide a City email address for Council members to use either at a City location or through the internet. This form of communication should be encouraged in publications for the public.

10. Changes to these policies and practices should be effective January 1, 2004.

11. Public input should be heard regarding these recommendations after which the Mayor and Council should determine if appropriate compensation adjustments should occur.

Per Task Force recommendations, a public meeting was held on November 13th to solicit additional citizen input (comments from individuals attending the meeting and a report to the City Council and Mayor from the meeting facilitator are included with this report as Attachment C). On December 4th, Council considered the public comment and Task Force report and Council members expressed an interest in following the Task Force methodology with the exception that the compensation increase would not occur January 1, 2004 but would be considered as part of the second year budget process (May/June 2004).

On May 6th staff presented the FY 2005 City Manager's Recommended Budget to Council. In preparation for the budget discussions, staff resurveyed the peer group cities to obtain the most recent compensation data. None of the cities in the peer group anticipated changing compensation amounts for their elected officials in the coming fiscal year.

A discussion of the findings as well as the recommendations that are part of the City Manager's recommended budget are found below.

Analysis:
At the present time, the Mayor and members of City Council receive a monthly stipend and single medical insurance. If no changes to compensation are made, each Council member is budgeted to receive $11,336 in salary in FY 2005. The Mayor will receive $19,246. This is a 2% increase from FY 2004 and was approved by City Council for all City positions to keep up with market rates in the off year of the budget. Each individual will also receive $2,856 in medical benefits. The Mayor receives an additional $100/month car allowance for traveling expenses related to his office. Funds that the Mayor receives for weddings are not included in this analysis. Table 1 below shows the annual totals for FY 2005:

Table 1 - Current Conmpensation plus 2%
(FY 2005 Original Plan)

	Council		Mayor	
Salary	$	11,336	$	19,246
Benefits (single health)	$	2,856	$	2,856
Car Allowance	$	-	$	1,200
Total Compensation	**$**	**14,192**	**$**	**23,302**

For the purposes of this report, annual salary plus benefits is referred to as Total Compensation Value (TCV). Each individual may elect to receive the dollar equivalent of the medical insurance in lieu of receiving the coverage. If family insurance is requested, the individual may pay the difference between single and family medical which is currently $6,600 per year.

The Task Force analysis showed that City Council members receive more pay but fewer benefits than the peer group. In order to increase Council TCV as recommended by the Task Force, the FY 2005 recommended budget includes a change from single medical coverage to family medical insurance coverage for each member of City Council. To maintain internal equity, it is recommended by the City Manager that the Mayor should also receive family health coverage. As with all City employees, each individual would be responsible to pay a portion of the family insurance premium (currently $28.70/month maximum). Consistent with current policy, the benefits may be received as a cash payment in lieu of insurance coverage. Finally, to recognize the Mayor's significant time commitment to the community, it is recommended that the Mayor's car allowance be increased from $100/month to $250/month. The increase in car allowance alone represents a 6% compensation increase. This amount is consistent with the average of the mayors within the Wasatch Compensation Group who receive a car allowance ($260 average). The anticipated change to TCV is demonstrated below in Table 2.

Table 2 - FY 2005 City Manager Recommended

	Council	Mayor
Salary	$ 11,336	$ 19,246
Benefits (family health)	$ 9,482	$ 9,482
Car Allowance	$ -	$ 3,000
Total Compensation	**$ 20,818**	**$ 31,728**
Increase from Original	$ 6,626	$ 8,426
% Change from Original	47%	36%

These changes will increase City Council's total compensation by 47% ($6,626) from the original FY 2005 budget plan. The Mayor's TCV will increase by 36% ($8,426).

Compared to the Task Force-recommended Peer Group, this change will put City Council's compensation 14% and $2,489 above the average of the top five (Table 3). The Mayor's position will now be 34% ($8,081) greater than the average of the top five of the peer group (Table 4).

Table 3 - Council Compensation FY 2005

City/Town	Salary	Benefits	Total Comp.
Aspen	$ 20,400	$ 4,620	$ 25,020
Frisco	$ 3,000	$ 16,656	$ 19,656
Moab	$ 6,000	$ 10,562	$ 16,562
Steamboat	$ 7,200	$ 8,232	$ 15,432
Telluride	$ 9,600	$ 5,376	$ 14,976
Average	$ 9,240	$ 9,089	$ 18,329
Park City Council	**$ 11,336**	**$ 9,482**	**$ 20,818**
Difference	$ 2,096	$ 393	$ 2,489
% Difference	23%	4%	14%

Table 4 - Mayoral Compensation FY 2005

City/Town	Salary	Benefits	Total Comp.
Aspen	$ 27,900	$ 4,620	$ 32,520
Telluride	$ 18,000	$ 6,024	$ 24,024
Frisco	$ 7,800	$ 14,868	$ 22,668
Moab	$ 12,000	$ 9,015	$ 21,015
Steamboat	$ 9,600	$ 8,412	$ 18,012
Average	$ 15,060	$ 8,588	$ 23,648
Park City Mayor	**$ 19,246**	**$ 12,482**	**$ 31,728**
Difference	$ 4,186	$ 3,895	$ 8,081
% Difference	28%	45%	34%

One of the Task Force recommendations agreed upon by Council in December stated that "the total compensation package (should) not exceed the peer group average." It is therefore recommended that after this initial change, the Mayor's and Council's total compensation be held constant in future years until the peer group catches up. TCV would be monitored every two years as a part of the biannual Pay Plan Analysis using the methodology developed by the Task Force. This approach is consistent with the City's pay plan philosophy.

Department Review:
City Manager, Budget, Debt, and Grants Department, City Attorney's office

Alternatives:

Option 1 (City Manager's Recommendation): Beginning on July 1, 2005, the following changes in compensation for Council and Mayor would be made:

(1) Change the benefit package of both the Mayor and City Council from single health insurance to family health insurance;
(2) Increase the Mayor's car allowance from $100/month to $250/month; and
(3) Direct staff to hold compensation constant until the peer group caught up and
(4) Include the mayor and city council positions in the biannual Pay Plan Analysis as recommended by the Compensation Task Force.

Option 2: Based upon input from the City Council liaisons on the issue (Council members Hier and Kernan), another option is as follows:

Council and Mayor could choose to receive family medical but reduce both the Council's and Mayor's salary by $2,489. This would put Council's compensation even with the average of the top five cities in the peer group. The Mayor's compensation would still be 24% above the average. If Council chooses this option, staff recommends that the Mayor's compensation be held constant in future years until the peer group catches up

Option 3 (Task Force Recommendation): Council and Mayor could follow the recommendation of the Task Force and receive family medical benefits, but reduce all salaries so that the Mayor's and Council's total compensation equals that of the top five cities in the peer group.

Summary of Options

	Option 1 - City Manager Rec.		Option 2		Option 3 - Task Force Rec.	
	Council	Mayor	Council	Mayor	Council	Mayor
Salary	$ 11,336	$ 19,246	$ 8,847	$ 16,757	$ 8,847	$ 11,166
Benefits	$ 9,482	$ 9,482	$ 9,482	$ 9,482	$ 9,482	$ 9,482
Car Allowance	$ -	$ 3,000	$ -	$ 3,000	$ -	$ 3,000
Total	$ 20,818	$ 31,728	$ 18,329	$ 29,239	$ 18,329	$ 23,648
Peer Group Average	$ 18,329	$ 23,648	$ 18,329	$ 23,648	$ 18,329	$ 23,648
% Difference	14%	34%	0%	24%	0%	0%
FY 2005 Original Plan	$ 14,192	$ 23,302	$ 14,192	$ 23,302	$ 14,192	$ 23,302
$ Increase from Plan	$ 6,626	$ 8,426	$ 4,137	$ 5,937	$ 4,137	$ 346
% Increase from Plan	47%	36%	29%	25%	29%	1%

It is staff's recommendation that in any scenario, the Council's and Mayor's compensation be reviewed as part of the biannual pay plan analysis as recommended by the Task Force. Should Council and the Mayor choose a scenario that places their respective compensation above that of the peer group's, staff also recommends that the amount be held constant or "redlined" until the market catches up.

Deny the Request: Council could deny the recommendation and direct staff to implement the recommendations of the Compensation Task Force. This would result in no increase in compensation for the Mayor and a $3,140 increase for each Councilmember.

Continue the Item: Council could continue direction on the item until May 27th. Adoption of the ordinance relating to Council/Mayor Compensation is scheduled for June 3rd, 2004.

Do Nothing: If Council is not interested in pursuing the City Manager's recommendation (Option 1), Council should direct staff to amend the budget with the appropriate action.

Significant Impacts:
The recommended change in compensation for City Council and the Mayor would constitute a $29,500 increase to the FY 2005 budget (the change takes into consideration the difference between budgeted and actual expenditures, vacancy factor, and changes to FICA, medicare, and workers compensation). This issue will be discussed as part of the budget review process with public notice and public hearing scheduled for May 20 and another public hearing and ordinance adoption scheduled for June 3.

Recommendation:
(1) Increase compensation for the Mayor and City Council by changing the current benefit package from single health insurance to family health insurance, (2) increase the Mayor's monthly car allowance to $250/month, and (3) direct staff to include the Mayor and Council positions in the biannual Pay Plan Analysis as recommended by the Compensation Task Force and hold compensation constant in future years until the peer comparison group catches up.

Attachments:

A) Staff Report and Meeting Minutes from July 17, 2003 Council Meeting

B) Compensation Task Force Recommendation report and Meeting Minutes from September 25, 2003 Council Meeting

C) Staff Report and Minutes from December 4th containing review and comment on Nov. 13 Public Input session.

DATE: 7/17/2003
DEPARTMENT: Budget, Debt, and Grants
AUTHOR: Mark Christensen
TITLE: Council Compensation
TYPE OF ITEM: Informational

<u>**SUMMARY RECOMMENDATIONS:**</u> Council should provide direction to staff if further action is deemed necessary beyond work session review of this item.

<u>**DESCRIPTION:**</u>

A. <u>**Topic:**</u> Council Compensation

B. <u>**Background:**</u> During the budget process several questions regarding Council compensation were raised. Specifically, Staff was asked to return to Council in July with information regarding compensation packages, business related services, materials, and equipment available for Council usage. Staff has reviewed the IRS regulations relating to these issues as well as surveyed other communities to determine municipalities' practices and policies regarding these issues in relation to Park City's Policies. Staff has also included the modified compensation analysis provided to Council during the budget process to provide additional information relating to Council Compensation.

C. <u>**Analysis:**</u> In accordance with the IRS regulations, the City classifies the Mayor and Council as employees and they are therefore predominantly governed by Municipal Administrative Policies rather the federal regulations relating to compensation and reimbursement. After reviewing the above issues there are three primary issues that will be addressed in discussing compensation and Council related expense reimbursement and usage policies:

1. **Council Compensation** – Pay, Benefits, and Housing Allowance
2. **Council Reimbursement Policy** – Meals, Travel, Home Internet, and Phone
3. **Council Equipment/Office Space for use** – Laptops, Office Space, Office Equipment, and Cell Phones

1. Council Compensation: The first issue Council Compensation is a basic philosophical issue that stems from organizational consistency. Council compensation historically has been raised at the same rate of Staff citywide. Until now, Staff has never conducted "market pay analysis" for the Mayor and Council's compensation using the same methodology that is used in computing staff compensation. Staff recommended a pay plan on May 1st that did not adjust the Mayor's and Council's compensation based on the same "market" analysis for staff. Rather the traditional citywide compensation adjustment was presented which recommended 2 percent each year for a total increase of 4 percent.

Staff subsequently compared the mayor's and Council's compensation with other communities and presented additional information to the Council on June 5, at that time

19

the Council decided to defer any further discussion until July. Attachment A shows the market analysis of the Mayor and Councils pay that was presented in June. City Council did adopt the 2 percent increase for FY2004 and FY2005.

The market pay analysis for the City does not include housing allowance in the comparison data. Typically, the City pays $200 per month ($250 for emergency service workers) for full-time employees to live within the School district. This is done as incentive to encourage employees to move into the City and be part of the community they work for. For the Mayor, Council, and City Manager residency in the City is a requirement for public service eligibility. While this benefit is not currently available to the elected officials this could be given to the Mayor and Council within our current pay structure with the direction of the Council.

Based on market data (Attachment A) for Council/Manager forms of government, and consistent with the City pay plan methodology, the Mayor and Council are eligible for a market pay adjustment. The total compensation value is greater than 10 percent below the market, triggering eligibility for a pay or a benefit adjustment to bring the total compensation value (TCV) within market tolerance levels. For the Mayor's and Council's information, staff has included comparables with cities that have a strong mayor form of government (Attachment A, Page 3) even through Park City is a Council/Manager form of government by ordinance. At this time Council can pursue several alternatives relating to being under market compared to cities with a Council/Manager form of government.

The Council and Mayor are approximately $225 per month or $2,700 per year below the market at the -10 percent threshold. To be at market pay/compensation the City would need to increase annual pay or benefits for the Council $4,117 and the Mayor $5,290. If the Mayor and Council were to increase medical benefits from single to family medical coverage the total annual cost would be approximately $6,000 or a $36,000 total annual increase. Council could choose to increase other benefits to remedy the market deficit for the Mayor and Council.

Compensation Alternatives

1. Council can direct staff to prepare a resolution that adjusts Council pay to be within market levels. Noticing and public hearing requirements are required.

2. Council can amend the practice of only allowing the Mayor and Council Single Medical Benefits and offer Council family Medical benefits status. Due to timing issues with Open Enrollment for insurance coverage, a decision on this will need to occur prior to August 1, 2003. Noticing requirements are not required. This action (as seen on page 2 of Attachment A) would get the Mayor and Council within tolerance levels.

3. Council could amend policies relating to the issuance of other benefits such as housing allowance or retirement. Noticing requirements are not required.

4. Council could use elements of each of these alternatives to create a hybrid.

5. Council could use an existing committee such as CTAC or appoint a Blue Ribbon Citizens Review Committee to study this issue, request citizen input, and present alternatives.

6. Council could do nothing

Staff would like direction on this issue (particularly on alternative 2) if further staff action is required

2. Council Reimbursement Policy – The current Council reimbursement policy as it relates to meals and travel are governed by internal administrative policy. This policy is typically at the discretion of the City Manager and is in the process of being updated. (Attachment B) This policy stipulates the City's reimbursement practices and is consistent with other municipalities' reimbursement policies. The policy allows for reimbursements only with receipts for City related travel and meal expenses. One of the proposed changes requires that travel be pre-approved in order to be reimbursable, this changes is consistent with the City policy governing all other employees. Staff would like input as to who (if anyone) should pre-approve travel for the Mayor and Council.

The City historically has not allowed reimbursement for home internet services or phone expenses generated from one's residence. Other cities allow for these types of reimbursement practices although there are many factors that dictate their usage. For example, cities that have shared office space and equipment for the Council do not reimburse home internet or phone expenses while cities without access to these facilities may or may not allow that type of reimbursement. Attachment C shows a summary of the reimbursement and equipment usage practices of other communities.

3. Equipment/Office Space for Council use – The City historically has not issued laptops, cell phones or other office equipment for council use. There is a long standing policy however to make resources available to Council based for the various committees, groups, and projects that are City-related. These resources include limited staff time, access to office supplies, copying services, phones etc. In short, any resources the Council or Mayor need are currently available. The City is in the process of updating staff office space on the third floor of Marsac and a Council work station will be available.

The issuance of City Cell Phones for Council is another option that administratively could be handled with direction from Council. Historically, the City has not issued cell phones to Council members although there are other communities that do. The only limitation based on the issuance of any equipment, space, or service to Council is that these can not be used to campaign for anyone including themselves. The Mayor and Council are eligible for favorable personal cell phone rates by buying through the City's provider.

The issuance of laptops is a practice that could be implemented in lieu of creating office space at City Hall. This option was recently raised to Council members individually and rejected as unnecessary by the majority of Council members. Based on additional discussion staff could implement this practice with direction from Council.

D. Department Review: City Manager, Budget, Debt, and Grants, Finance

ALTERNATIVES:

- **A.** Provide direction to staff if additional action is desired by Council.
- **B.** Recommend alternatives, hybrid options, or policy changes to any of the above issues or topics.
- **C.** Appoint a Citizens Blue Ribbon Committee to Council Compensation issues and make recommendations to Council.
- **D.** Do Nothing

SIGNIFICANT IMPACTS: By changing the current City practices as they relate to Council Compensation, benefits, equipment, and office usage the City is granting additional resources to Council and the Mayor to carry out City Business. These options will have some fiscal impact that may be mitigated by the overall benefit to the Mayor and Council. Council will need to determine if there are additional public benefits that could be received by authorizing additional resources for the Mayor and Council and provide direction to Staff.

RECOMMENDATION: This report is for informational purposes.

Attachments:

A. Council/Mayor Compensation Analysis
B. Reimbursement and Travel Policies
C. Reimbursement and Equipment Usage Practices

(1) Council/Mayor Compensation - June 2003
Average of the Top Five and Current Single Health & Dental Coverage

City Councilor

City	2002-03 Annual*	Actual Monthly	Hourly	Benefit $$	TCV
Aspen	20,400	1,700	9.81	385	12.03
Orem	8,976	748	4.32	696	8.33
St. George	12,000	1,000	5.77	438	8.30
Telluride	9,600	800	4.62	448	7.20
West Valley	14,750	1,229	7.09	0	7.09
Average	13,145	1,095	6.32	393	8.59
Park City	**10,895**	**908**	**5.24**	**238**	**6.61**
Difference	(2,250)	(188)	-1.08	-155.4	-1.98
% of Difference	-17.12%	-17.12%	-17.12%	-39.50%	-23.04%

33

Mayor

City	2002-03 Annual	Actual Monthly	Hourly	Benefit $$	TCV
St. George	30,000	2,500	14.42	438	16.95
Aspen	27,900	2,325	13.41	385	15.63
Orem	17,952	1,496	8.63	696	12.65
Telluride	18,000	1,500	8.65	502	11.55
Park City	18,498	1,542	8.89	238	10.27
West Valley	20,350	1,696	9.78	0	9.78
Average	22,117	1,843	10.63	377	12.81
Park City	**18,498**	**1,542**	**8.89**	**238**	**10.27**
Difference	(3,619)	(302)	-1.74	-138.5	-2.54
% of Difference	-16.36%	-16.36%	-16.34%	-36.79%	-19.86%

*On July 1, 2003 Council and Mayor each received a 2% increase. Staff is unaware of what increases were received by other cities.

Attachment A

(2) Council/Mayor Compensation - June 2003
Average of the Top Five & Family Health & Dental Coverage

City Councilor

City	2002-03 Annual*	Actual Monthly	Hourly	Benefit $$	TCV
Aspen	20,400	1,700	9.81	385	12.03
Orem	8,976	748	4.32	696	8.33
St. George	12,000	1,000	5.77	438	8.30
Telluride	9,600	800	4.62	448	7.20
West Valley	14,750	1,229	7.09	0	7.09
Average	13,145	1,095	6.32	393	8.59
Park City	**10,895**	**908**	**5.24**	**842**	**10.10**
Difference	(2,250)	(188)	-1.08	448.6	1.51
% of Difference	-17.12%	-17.12%	-17.12%	114.03%	17.53%

tc

Mayor

City	2002-03 Annual	Actual Monthly	Hourly	Benefit $$	TCV
St. George	30,000	2,500	14.42	438	16.95
Aspen	27,900	2,325	13.41	385	15.63
Park City	18,498	1,542	8.89	842	13.75
Orem	17,952	1,496	8.63	696	12.65
Telluride	18,000	1,500	8.65	502	11.55
West Valley	20,350	1,696	9.78	0	9.78
Average	22,117	1,843	10.63	477	13.39
Park City	**18,498**	**1,542**	**8.89**	**842**	**13.75**
Difference	(3,619)	(302)	-1.74	364.83	0.36
% of Difference	-16.36%	-16.36%	-16.34%	76.46%	2.70%

*On July 1, 2003 Council and Mayor each received a 2% increase. Staff is unaware of what increases were received by other cities.

Attachment A

Annual compensation for City Council and Mayor by form of government (FY 2002-03)

Council/Manager Form of Government							
		City Council			Mayor		
City	Population	Salary	Benefits	Total Comp.	Salary	Benefits	Total Comp.
Aspen	5,914	$ 20,400	$ 4,620	$ 25,020	$ 27,900	$ 4,620	$ 32,520
Orem	84,000	$ 8,976	$ 10,327	$ 19,303	$ 17,952	$ 12,293	$ 30,245
Park City	7,000 - 25,000	$ 10,895	$ 2,856	$ 13,751	$ 18,498	$ 2,856	$ 21,354
St. George	60,000	$ 12,000	$ 5,782	$ 17,782	$ 30,000	$ 5,782	$ 35,782
Telluride	2,058	$ 9,600	$ 5,376	$ 14,976	$ 18,000	$ 6,024	$ 24,024
West Valley	108,000	$ 14,750	$ -	$ 14,750	$ 20,350	$ -	$ 20,350
	Average:	$ 12,770		$ 17,597	$ 22,117		$ 27,379

Council/Mayor Form of Government							
		City Council			Mayor		
City	Population	Salary	Benefits	Total Comp.	Salary	Benefits	Total Comp.
Logan	42,000	$ 13,679	$ -	$ 13,679	$ 71,343	$ -	$ 71,343
Murray	34,000	$ 12,350	$ -	$ 12,350	$ 78,707	$ 20,510	$ 99,217
Ogden	77,000	$ -	$ -	$ -	$ 73,818	$ 14,634	$ 88,452
Provo	105,000	$ 8,976	$ 7,471	$ 16,447	$ 76,980	$ 16,958	$ 93,938
S. Salt Lake	22,000	$ 9,888	$ 7,560	$ 17,448	$ 68,289	$ 14,913	$ 83,202
Salt Lake City	181,000	$ 18,337	$ 7,015	$ 25,352	$ 91,687	$ 5,421	$ 97,108
Sandy	88,418	$ 11,313	$ 8,339	$ 19,652	$ 90,375	$ 21,420	$ 111,795
	Average*:	$ 12,424		$ 17,488	$ 78,743		$ 92,151

*Excludes Ogden City Council

Attachment A

25

FINANCIAL PRACTICES, STANDARDS & GUIDELINES

Subject: Expense Reimbursements/Travel for all City employees, Mayor and City Council

Objective: The intent of this standard is to clarify the process for expense reimbursement and travel authorization and to describe the types of expenses that would normally be covered. The philosophy is to seek pre-approval for foreseeable expenses and to plan economically in order to save the City's and the taxpayers' money. It is the responsibility of the employee, to find the most cost-effective and reasonable means of travel and lodging associated with necessary expenses for work-related travel.

Authority: Employees are encouraged to discuss anticipated expenses and/or travel arrangements with their department head/manager prior to the expense being incurred. The Mayor and City Council are encouraged to discuss anticipated expenses and/or travel arrangements with the City Manager prior to the expense being incurred. Department heads/managers are encouraged to discuss anticipated travel arrangements with their team members. Employees are encouraged to pay any travel expenses in advance by preparing a purchase order and submitting a PCMC check to the vendor either through the mail or upon arrival at the destination. A cash advance of $25 per day for each day away from home can be requested prior to travel to pay for meals, gratuities, cab fare, etc. It is the employee's responsibility to keep all receipts needed to justify advanced or reimbursed expenses. The department head/manager, City Manager and Finance Manager retain the discretion to question and deny reimbursement for inappropriate or unreasonable expenses. The employee must be prepared to justify the business need in writing. Employees should return unused cash advances, complete an itemized reimbursement form and attach all receipts within one week of return from travel. Original detailed receipts must be submitted for reimbursement. **Credit card receipts and statements are not sufficient. If an original, detailed receipt is not submitted with the expense report, the expense will not be reimbursed.** The signature of a department head/manager will be required on all reimbursement forms. Department heads/managers may but-are not required, to obtain the signature of a team member. The signature of the City Manager will be required on all reimbursement forms submitted by the Mayor and City Council. The signature of the Mayor or Council designee will be required on all reimbursement forms submitted by the City Manager. All reimbursement forms must be approved and signed by the Finance Manager.

Practice: The City will typically cover the following business-related expenses:

<u>Transportation</u>

Employees are encouraged to select the least costly, yet most practical means of travel. Air travel or mileage reimbursement for driving will be determined by such things as:

- Availability of a City vehicle,
- Distance of travel (airfare may be more economical than vehicle mileage reimbursement), and

- Time restrictions.

Airfare must be in the moderate price range with the following exceptions:

- Time restrictions,
- Only first class seating is available to meet agenda requirements.
- Urgency of travel,
- Length of trip (over 4 hours) if the employee opts to pay the difference in price for better seating,
- Medical reasons, and
- Other special circumstances with pre-approval by the department head/manager.

There may be occasions (mainly weekend travel) when hotel layover is more convenient than purchasing a high-rate air ticket. Air travel may be postponed, within reason, until discount air rates can be obtained, as long as net savings are achieved.

Mileage reimbursement is available to an employee when dropping off or picking up packages or attending meetings for City business. If this is in addition to traveling to or from work the employee will be reimbursed for that portion of mileage that was out of the way of the regular route. Mileage reimbursement shall be at the authorized IRS rate. Mileage reimbursement requests must be submitted within sixty (60) days of incurring the mileage and include the date, purpose, destination and mileage for each individual trip. Mileage reimbursement requests without this detail will not be reimbursed.

Lodging

An employee should normally make arrangements to stay at the hotel where the conference or training is being held. If other lodging arrangements are necessary, the reservations should be made at a moderately priced hotel. Overnight travel to Provo, Ogden, Salt Lake City, or anywhere within 50 miles of Park City, must be approved in advance by the department head/manager.

An employee should advise the hotel that government rates are necessary. If the accommodations are within the State of Utah, advise the hotel that the room should be tax exempt.

Employees of the same sex, traveling together, should make arrangements to share a room.

Other

The following miscellaneous expenses will also be considered for reimbursement:

- Airport parking for air travel,
- Long-term parking through a travel agency,
- Round trip mileage from home to the airport,
- Meals when the employee is away from home overnight,
- Car rental when business activities are not being held in or close to lodging (requires pre-approval by a department head/manager), and
- Reasonable phone calls home.

Payment for recreational activities such as golf, tennis, skiing, movies, etc. will be the responsibility of the employee. However, if the activity is job-related, it can be reimbursed if the employee has prior approval by a department head/manager. Payment for alcohol purchases will only be reimbursed if the business need can be justified by the employee to the department head/manager.

Travel time for any out-of-area or overnight travel shall be compensated time for the employee(s) for the actual hours of travel required for the least expensive mode of travel, but not to exceed seven (7) hours each way. Exceptions must be approved by the City Manager.

Moving & Relocation Expenses

Employee incurs and pays for their moving expenses. It is the employee's responsibility to keep all moving expense receipts and reimbursement check stubs for submitting with their personal income tax (if applicable). Depending upon the employment agreement with the new employee, the employee will receive one lump-sum amount from the City. It is at the employee's discretion as to how this moving allowance is to be spent. The City does not pay for moving expenses directly to vendors/moving companies, hotels, airlines, etc.

Benefits Summary

Council	Part Time	Full Time	Retirement	Health	Dental	Life Insurance	401K a, b	457	Form of Government	
Aspen	X			X	X				Council/Manager	$350
Layton									Council/Manager	
Murray									Council/Mayor	
Ogden							X		Council/Mayor	
Orem			X	X	X	X	X	X	Council/Manager	
Park City		X		X	X				Council/Manager	
Provo			X	X	X	X	X		Council/Mayor	
Roy			X	X		X			Council/Manager	
Salt Lake City		X		X	X	X	X	X	Council/Mayor	
Sandy				X	X	X	X		Council/Mayor	
South Salt Lake			X	X	X	X	X		Council/Mayor	
St. George				X	X	X		X	Council/Manager	
Telluride				***					Council/Manager	***Not Classified as Employees but receive $387 toward own medical benefits.
West Valley	X								Council/Manager	
Vail	X		X	X*	X		X		Council/Manager	Part of Seasonal Retierment Plan replacing SSI
Breckenridge	X			*					Council/Manager	*Pay out of Pocket at COBRA rate.
Mayor										
Aspen	X								Council/Manager	
Layton		X	X	X	X	X	X		Council/Manager	
Murray		X	X	X	X	X	X		Council/Mayor	
Ogden		X	X	X	X	X	X		Council/Mayor	
Orem			X	X	X	X	X	X	Council/Manager	
Park City		X		X	X				Council/Manager	
Provo		X	X	X	X	X	X.		Council/Mayor	
Roy			X	X		X			Council/Manager	
Salt Lake City		X		X	X	X	X	X	Council/Mayor	
Sandy		X	X	X	X	X	X		Council/Mayor	
South Salt Lake		X	X	X	X	X	X		Council/Mayor	
St. George				X	X	X		X	Council/Manager	
Telluride				***					Council/Manager	***Not Classified as Employees but receive $387 toward own medical benefits.
West Valley	X								Council/Manager	none
Vail	X		X	X*	X		X		~~Council~~/Manager	Part of Seasonal Retierment Plan replacing SSI
Breckenridge	X			*					Council/Manager	*Pay out of Pocket at COBRA rate.

29

Equipment Usage Practices

Council	City Issued Cell Phone	Laptop/Home Computer	Comuter at City Hall	Office at City Hall	Postage for City Business	Home Internet Access	Car Allowance		On Site Copy Service	Mileage Reimbursement	Meal Reimbursement	Travel Reimbursement	Phone Reimbursement	Non- City Website	Other	
Aspen			X	X	X	X		X		X	X	X				
Logan		X	X	X	X	X		X		X	X	X	X			
Murray	X				X	X		X		X						Cell phone - $65 a month, Mileage $100 a month stipend
Ogden			X	X				X				X				1 Computer for all council members
Orem																
Park City																
Provo																
Roy					X					X	X	X				
Salt Lake City																
Sandy										X	X	X				
South Salt Lake																
St. George																
Telluride										X	X	X				
West Valley	X		X	X	X	X				X	X	X			X	Palm Pilot or planner refills
Vail			X	X	X			X		X	X	X	X			Ski, Recreation Pass
Breckenridge					X			X		X	X	X			X	City Issued Fax and partial pay of designated Phone Line

Mayor	City Issued Cell Phone	Laptop/Home Computer	Comuter at City Hall	Office at City Hall	Postage for City Business	Home Internet Access	Car Allowance		On Site Copy Service	Mileage Reimbursement	Meal Reimbursement	Travel Reimbursement	Phone Reimbursement	Non- City Website	Other	
Aspen			X	X	X			X		X	X	X				
Logan		X	X	X	X	X				X*	X		X			*For specific boards $25 per month
Murray	X				X		X							X		$100 Per Month Car Stipend
Ogden			X	X	X						X	X				
Orem																
Park City			X	X	X					X	X	X				
Provo																
Roy										X	X	X				
Salt Lake City																
Sandy										X	X	X				
South Salt Lake																
St. George	X	X	X	X	X		***				X	X				***Part of salary
~~Telluride~~										X	X	X	X			
West Valley	X		X	X	X	X*		X		X**	X	X				* For personal PC's** Mayor $300 per month, City Issued Palm Pilot or Planner refills
Vail			X	X	X			X		X	X	X	X			Ski, Recreation Pass
Breckenridge					X			X		X	X	X			X	City Issued Fax and partial pay of designated Phone Line

2. Council questions and comments - Candace Erickson reported on second home property owner and Internet filtering legislation which is being monitored by the ULCT. The Museum has started its walking tours again. Peg Bodell brought up the standardized application form for boards and suggested that information about various groups be condensed for easier reading. She complimented staff on the water quality report. Mayor Williams introduced Aziz Kurdi, a new employee. He commented on the girls softball tournament and thanked the Senior Citizens for sending a package to soldiers serving oversees. On August 14, Fannie Mae will be in Park City to present Mountainlands a national award for the Holiday Village Apartments project.

He suggested that Miners Park be considered as an art park as he received input that the Coalition Park would not provide enough exposure. Mark Harrington advised that it is contemplated that display of art would be included in the music section of the Municipal Code. The Salt Lake ordinance was used as a model, which is very broad and includes the entire downtown area and staff can narrow or broaden legislation. Fred Jones pointed out that there is very little space on Main Street for patrons and Peg Bodell agreed that there are limited spaces to sit and rest. Park City is much different than Salt Lake. It was decided to schedule this for work session discussion on July 31 and a public hearing and possible action on August 14.

3. **Council compensation and expense reimbursement.** After speaking with Council members about compensation during the week, Mayor Williams recommended moving ahead with offering family health insurance to members and forming a *blue ribbon* task force on council compensation. Kay Calvert asked for clarification on *blue ribbon* and he explained that outside elected officials volunteered to serve on this committee. Jim Hier felt it would be beneficial to include citizens. The Mayor added that a comparison with other communities on the amount of time devoted to city business and the associated cost of living be conducted. Fred Jones advised that the insurance component should be a part of that discussion as it is all money and Jim Hier agreed. Peg Bodell stated that the expense reimbursement policy has been unclear in the past and there shouldn't be any confusion. There should be orientation for newly elected officials for training on City equipment like the copier and consideration for reimbursement for cell phones, etc. Input from Council members should be solicited from the task force. She hoped that this could be resolved in a timely manner for Council candidates. Jim Hier felt reimbursement guidelines for Council should be consistent with the policy for City employees. With regard to Internet expenses, Fred Jones asked for technical input on producing packets electronically and providing a laptop or computer to members. There was discussion about the need to still provide a paper copy.

Mark Christensen understood direction to be that the task force would be appointed by Council to study compensation, equipment (including Internet) and office space. The reimbursement and travel policies will remain the same. Peg Bodell brought up child care and Mr. Christensen explained the 125 Cafeteria Plan available to employees to budget for day care expenses with pre-taxed dollars. There was discussion about providing elected officials with a child care benefit not offered to employees, and Council decided to include it as a consideration for the task force. With regard to checks and balances for reimbursement of travel expenses, the City Manager suggested appointing the Mayor or other members to approve submissions. There was agreement to have the Mayor approve travel, and in an emergency, the City Manager. Peg Bodell suggested that the Mayor have a car allowance. In the interim, the City Manager asked for support of remaining provisions of the reimbursement policy. A work session on forming a task force was scheduled on July 31.

4. Review of regular meeting:

Outdoor music at LaCasita. Randy Barton of Mountain Town Stages referred to an email he sent to Council members and stated that a stage has been constructed and music programmed for the past two weeks through a temporary approval. He is now requesting that this location be a part of the outdoor music ordinance so that it can be programmed the rest of the summer. He acknowledged the requirement of a sound study and assured Council it would be produced by tomorrow before the performance begins. Mr. Barton requested approval contingent on a positive report from Spectrum Engineering. Alison Butz added that the study will analyze sound impacts from a third stage in the lower Main Street area. Mark Harrington expressed that he is somewhat uncomfortable recommending approval until the study is received but could craft conditional language which is not his first choice. The Mayor strongly felt that Council move ahead appropriately because of potential and past litigation and the study is a critical component. Jim Hier pointed out business like conditional use approvals and other actions contingent on staff approval and asked why this is different. The City Attorney advised that the public will not be aware of the study or have an opportunity to dispute the results of the study in a public meeting session by way of delegation to staff. On the other hand, the study is not entirely new but augments an existing sound analysis. In response to a question from the Mayor with regard to potential liability because of a conditional approval, Mark Harrington explained that the stage has been in operation for three weeks, but not active at the same time as performances in other locations. Jim Hier felt that the parameters could be introduced at the public hearing and the City Attorney agreed that Council could assess public testimony at that time.

In response to a question from Candace Erickson, Alison Butz explained that the original study monitored noise levels in certain areas including Park Avenue, Main Street and sections of Old Town. The sound engineer considered location of the stages, maximum decibel level, the structures and traffic between emanations, and impacts to the neighborhoods. Adding one stage to another limited at 90 decibels only increases the measurement by three with the same type of noise and distance. She continued that the sound will be monitored and the neighborhood surveyed. Peg Bodell expressed concerns about dueling bands and reported a conflict with the performance at La Casita and music

Council Compensation Task Force Recommendations
September 25, 2003

In July of 2003, the Mayor and City Council gave direction regarding the creation of a five-member Citizen Task Force. The mission of the task force was to:

> Provide a fair and objective compensation and benefit review for the Mayor and City Council, examining compensation, benefits, equipment usage, and other amenities available for carrying out City business.

The Task Force met on three separate occasions and reviewed information from other communities studying the compensation, benefits, and other amenities available to mayors and councils. Information was gathered by City staff at the direction of the Task Force and was used in conjunction with a pay philosophy developed by the Task Force to carry out the mission of the Task Force.

The Task Force members come from a diverse background with two members formerly serving on City Council. The members of the task force are Richard Fontaine (Chair), Bart McEntire, Bob Swank, Chuck Klinginstein, and Roger Harlan. The group's experience represents a wide background of professional experience from human resources to prior experience determining compensation for corporate board members.

This report will discuss the following issues and summarize the process used to make the recommendations contained in this report

1. Task Force Mission
2. Work Plan
3. Pay Philosophy
4. Methodology
5. Findings
6. Recommendations
7. Attachments

Task Force Mission
The mission of the Task Force entailed conducting a review process culminating in a summary report of findings on compensation for the Mayor and City Council. The report was to include a discussion of their total compensation package, reimbursement policy, equipment availability, and other amenities for City business. The work plan detailed below largely mirrors the original plan approved by Council.

Work Plan
1. Develop a methodology for review and a rationale for decisions;
2. Review the compensation packages of the Mayor and Council and compare with other communities;
3. Gather any data required for this analysis;

4. Determine if current compensation and benefits for the Mayor and City Council are equitable given the Mayor's and Council's roles and workload;
5. Make a recommendation to Council based on findings;
6. Conduct a public input process;
7. Formal Council action on the recommendations of the Task Force and public comment.

Pay Philosophy: The Task Force's first item of business was to determine a pay philosophy that would serve as a framework for the group's methodology and decisions. To that end the Task Force discussed some general points that formed the philosophical principles guiding the process.

a. *Form of Government.* Under the Council/Manager form of government, the mayor and the council are elected citizens who provide policy direction to the city manager, a professional administrator who manages the affairs of the city.
b. *Given the resort nature of our community, compensation for elected leaders should be comparable to that of other "like" communities.* In determining appropriate compensation for the Mayor and City Council, the Task Force identified several comparably-sized resort towns in the intermountain west (the "peer group").
c. *Serving as a mayor or councilperson is community service, a volunteer job with a stipend.* The stipend is intended to acknowledge and partially pay for the significant time commitment and dedication required of the positions.
d. *City service is not a part-time job compensated at market rates per hour of service.* The time commitment required of a mayor and city council varies greatly between councils and municipalities. Time is largely determined by the personal commitment of the individual. It is therefore impractical to determine compensation based primarily on hours of service.
e. *Compensation should be based on the position as opposed to the person in that position.* Because time commitment will vary with the individual elected official, compensation should be based on the position and not on actual hours of service. This is consistent with how salaried employee positions are compensated in both the public and private sector.
f. *All Councilpersons should be compensated equally.* All councilpersons are expected, in addition to preparing for and attending council meetings, to serve on various committees and task forces. In addition, the City has no administrative process for differentiating the quantity or quality of work for each Councilperson. Therefore, all Councilpersons should receive equal compensation.
g. *Demands on the Mayor's time exceed those of Councilpersons, and the additional hours required should be differentially compensated.* The Mayor has responsibilities beyond those of the City Council and should therefore receive proportionately greater compensation.

Methodology

1. Identify Cities in Peer Group
2. Filter Peer Group
3. Determine Compensation Methodology
4. Conduct Analysis

For the purpose of this analysis the Task Force determined to look only at a peer group of resort communities. The underlying belief is that resort communities share common elements that may not be seen in non-resort communities. Elements of commonality include demographics, seasonal nature of services, visitor population, number and size of special events, affordable housing issues, economic development, and maintaining a "tourist" level of service for the residents and guests. While each community is different, the Task Force felt that the communities chosen would likely provide a representative group within which to compare. With the notion of a peer group determined, the task force identified 18 resort communities as the potential study population. Attachments D1 and D2 contain a complete list of the cities originally identified by the Task force along with the compensation data received from their respective communities.

Upon review, the peer group was reduced to 9 members. The Task Force excluded six communities that had dissimilar populations to Park City (i.e. less that 2,000 or greater than 15,000).

It next excluded three additional communities that had a Council/Mayor form of government. In the Council/Mayor form of government the Mayor is the chief administrative officer and is responsible for directing the daily affairs of the City and its staff. Park City has a Council/Manager form of government by ordinance. The Mayor and City Council have hired a City Manager to run the daily operations of the City. The City Council is the legislative body with the primary responsibility of making policy decisions for the City. The Mayor is the chief executive of the City, representing the City on public and ceremonial occasions, executing legal instruments/documents of the City. The duties and responsibilities of the Mayor and Council are largely consistent with that of other Council/Manager forms of government.

Each community in the peer group used a varying scale of benefits and pay. Because there is no consistent way to compare on a community to community basis, the task force determined to use the total compensation as the comparable value for this analysis.

The Task Force at this point determined to use the average of the top 5 communities total compensation value as the standard for determining what was appropriate compensation for the Mayor and Council. This threshold analysis is comparable to the methodology employed in conducting staff compensation analysis for all Park City employees.

The Task Force discussed the relevance of using hours per week as a standard and measurement for the analysis. It was determined that in each community the needs of the constituency dictated the hours of service. In some cases the time demands might be either higher or lower but in all cases the community established a compensation package for their Mayor and Council that they deemed appropriate. It was also felt that input regarding time requirements was more anecdotal than hard data. So the Task Force determined that the similarity of the elected offices across the board was significant enough that time differences not be considered a factor in determining compensation.

Additional comparisons regarding the benefits available to the Mayor and Council were reviewed in the context of the peer group. It was determined that each community offers benefits and compensation that are unique to the needs of the individual constituency. Where resources are readily available to the Mayor and Council at city facilities, it was determined as unnecessary to provide services and equipment for use at home. The promotion of communication via the internet was deemed desirable using a City sponsored email address.

Findings

Attachments A and B show the total compensation data for the Mayor and City Council, respectively. Table 1 summarizes this information.

	Peer Group Top Five		Park City	Difference
	Median	Average	Actual	(Actual-Average)
Mayor - Total Annual Compensation	$ 21,876	$ 22,300	$ 22,554	$ 254
Council - Total Annual Compensation	$ 16,562	$ 16,894	$ 13,751	$ (3,143)
Mayor to Council Compensaton Ratio	132%	132%	164%	

Attachment A shows that using the Methodology identified by the Task Force, Park City's current compensation for the Mayor is comparable to that of other communities in the peer group. The compensation that the Park City Council is currently receiving is approximately $3,140 below that of the peer group (Attachment B). This study additionally indicates that mayors in the top five of the peer group typically receive approximately 1/3 more in total compensation than Councilpersons in the same community. This finding was consistent with the notion that the Mayor fills a different role with different responsibilities than the Council. When comparing this ratio to Park City, the Task Force discovered that the Mayor is being compensated 2/3 higher than the Council (Table 1). Using the identified methodology of the average of the top five cities in the peer group, the Mayor's current compensation package is competitive and the Council's total compensation package is low by approximately $3,140.

Recommendations

The Council Compensation Task Force recommends the following:

1. The Mayor's total compensation is comparable to that of other communities in the peer group and is not recommended to change at this time.

2. Council compensation should be increased $3,140 on January 1, 2004 to bring Council to peer group levels.

3. The Mayor and Council should have a "cafeteria" option for benefits as long as the total compensation package does not exceed the peer group average. (i.e. the Mayor and Council can elect to have Family medical benefits but their pay should be reduced correspondingly.)

4. Staff should use the methodology established by the Council Compensation Task Force biannually as part of the budget process (in conjunction with the Staff Pay Plan Analysis) to determine the subsequent two years compensation for the Mayor and Council.

5. The existing reimbursement policies are consistent with other communities as it relates to travel, meals, mileage reimbursement, and availability of resources in City buildings for City business and should continue in effect.

6. The Task force does not recommend issuing take home laptop computers or cell phones for elected official use. This is consistent with the practices of most of the communities in the peer group (see Attachment C).

7. Long distance calls, postage, fax, copy services, and other equipment usage should be done using available City resources where they exist.

8. The Task Force does not recommend the payment of home internet service expenses or reimbursement of incidental charges for Council use where existing resources are available.

9. The Task Force recommends that the City provide a City email address for Council members to use either at a City location or through the internet. This form of communication should be encouraged in publications for the public.

10. Changes to these policies and practices should be effective January 1, 2004.

11. Public input should be heard regarding these recommendations after which the Mayor and Council should determine if appropriate compensation adjustments should occur.

Compensation Task Force
Richard Fontaine (Chair)
Roger Harlan
Chuck Klinginstein
Bart McEntire
Bob Swank

Compensation Comparison - Mayor

(sorted from highest Total Compensation Value to lowest)

Peer Group City/Town	Population	Salary	Benefits	Total Comp.
Aspen	5,914	$ 27,900	$ 4,620	$ 32,520
Telluride	2,221	$ 18,000	$ 6,024	$ 24,024
Frisco	2,443	$ 7,800	$ 14,076	$ 21,876
Moab	5,500	$ 12,000	$ 9,015	$ 21,015
Steamboat	9,814	$ 3,804	$ 7,404	$ 12,065
Breckenridge	2,408	$ 9,600	$ 732	$ 10,332
Glenwood Springs	8,306	$ 8,400	$ 648	$ 9,048
Durango	14,630	$ 3,600	$ 5,136	$ 8,736
Gunnison	5,700	$ 6,300	$ 480	$ 6,780
Average of Peer Group		$ 10,823	$ 5,348	$ 16,266
Midpoint of Top 5 (Frisco)		$ 7,800	$ 14,076	$ 21,876
Average of Top 5	6,326	$ 13,901	$ 8,228	$ 22,300
Park City	**7,714**	**$ 18,498**	**$ 4,056**	**$ 22,554**
Difference	.	$ 4,597	$ (4,172)	$ 254
% Difference		33%	-51%	1%

Data Source: Colorado Municipal League, Staff interviews

Attachment A

Compensation Comparison - City Council

(sorted from highest total compensation value to lowest)

Peer Group City/Town	Population	Salary	Benefits	Total Comp.
Aspen	5,914	$ 20,400	$ 4,620	$ 25,020
Frisco	2,443	$ 3,000	$ 13,704	$ 16,704
Moab	5,500	$ 6,000	$ 10,562	$ 16,562
Telluride	2,221	$ 9,600	$ 5,376	$ 14,976
Steamboat	9,814	$ 3,804	$ 7,404	$ 11,208
Durango	14,630	$ 2,400	$ 5,028	$ 7,428
Breckenridge	2,408	$ 6,000	$ 456	$ 6,456
Glenwood Springs	8,306	$ 6,000	$ 456	$ 6,456
Gunnison	5,700	$ 5,100	$ 396	$ 5,496
Average of Peer Group		$ 6,923	$ 5,334	$ 12,256
Midpoint of Top 5 (Moab)		$ 6,000	$ 10,562	$ 16,562
Average of Top 5	6,326	$ 8,561	$ 8,333	$ 16,894
Park City	7,714	**$ 10,895**	**$ 2,856**	**$ 13,751**
Difference		$ 2,334	$ (5,477)	$ (3,143)
% Difference		27%	-66%	-19%

Data Source: Colorado Municipal League, Staff interviews

Attachment B

Additional Benefit Comparison

Peer Group City/Town	Population	Cell phone	Laptop/PC	Computer at City Hall	Office at City Hall (Council use	Postage for City Business	Home Internet Access	Car Allowance	On Site Copy Service	Mileage Reimbursement	Meal Reimbursement	Travel Reimbursement	Phone Reimbursement	Non-City Website	Other	
Aspen	5,914			X	X	X	X		X	X	X	X				
Breckenridge	2,408					X			X	X	X	X			X	City-issued fax and partial pay of designated phone line; health club membership
Durango	14,630					X			X	X	X	X				
Frisco	2,443			X	X	X			X	X	X	X	X		X	Training, city-issued uniforms, membership to professional organizations
Glenwood Springs	8,306					X			X	X	X	X	X			
Gunnison	5,700					X			X	X	X	X	X			
Moab	5,500	X*		X		X				X	X	X	X			*Mayor Only, Cell Phone and Desktop Computer, Council Computer availible.
Steamboat	9,814								X	X	X	X	X		X	City-issued fax provided for home use
Telluride	2,221									X	X	X				
Resort Towns Excluded by Form of Government (Council/Mayor)																
Jackson Hole	8,647		X	X	X	X			X	X	X	X	X			
Ketchem	3,003					X			X	X	X	X			X	Medical, Dental, State Retirement, Long Term Disability
Vail	4,531			X	X	X			X	X	X	X	X		X	Ski/Recreation pass
Resort Towns Excluded by Population (under 2,000 or greater than 15,000)																
Crested Butte	1,532					X			X	X	X	X				
Dillion	792					X			X	X	X	X	X			
Loveland	55,273					X			X	X	X	X	X			
Snowmass Village	1,815		X			X	X		X	X	X	X	X		X	Dedicated phone line for citizens to leave messages for council.
South Lake Tahoe	23,609					X			X	X	X	X	X		X	Pagers, e-mail addresses, option to participate in California's public retirement system
Winter Park	715		X			X			X	X	X	X	X			
Park City	**7,714**					X		X*	X	X	X	X	X			*Mayor recieves $100 per month car allowance.

Data Source: Colorado Municipal League, Staff interviews

Attachment C

Total Survey Population - Mayor

(sorted from highest total compensation value to lowest)

Peer Group City/Town	Population	Salary	Benefits	Total Comp.
Aspen	5,914	$ 27,900	$ 4,620	$ 32,520
Telluride	2,221	$ 18,000	$ 6,024	$ 24,024
Frisco	2,443	$ 7,800	$ 14,076	$ 21,876
Moab	5,500	$ 12,000	$ 9,015	$ 21,015
Steamboat	9,814	$ 3,804	$ 7,404	$ 12,065
Breckenridge	2,408	$ 9,600	$ 732	$ 10,332
Glenwood Springs	8,306	$ 8,400	$ 648	$ 9,048
Durango	14,630	$ 3,600	$ 5,136	$ 8,736
Gunnison	5,700	$ 6,300	$ 480	$ 6,780

Average of Peer Group	6,326	$ 10,823	$ 5,348	$ 16,266
Park City	**7,714**	**$ 18,498**	**$ 4,056**	**$ 22,554**
Difference		$ 7,675	$ (1,292)	$ 6,288
% Difference		71%	-24%	39%

Resort Towns Excluded by Population (less than 2,000 or greater than 15,000)

South Lake Tahoe	23,609	$ 5,424	$ 14,859	$ 20,283
Snowmass Village	1,815	$ 14,400	$ 1,104	$ 15,504
Dillion	792	$ 10,800	$ 828	$ 11,628
Loveland	55,273	$ 7,200	$ 552	$ 7,752
Crested Butte	1,532	$ 7,200	$ 552	$ 7,752
Winter Park	715	$ 3,600	$ 276	$ 3,876

Resort Towns Excluded by Form of Government (Council/Mayor)

Ketchem*	3,003	$ 18,000	$ 23,430	$ 41,430
Jackson Hole**	8,647	$ 12,000	$ 12,564	$ 24,564
Vail	4,531	$ 12,000	$ 180	$ 12,180

* Ketchem's benefit package varies depending upon the coverage required (i.e. single, single w/ spouse, family). This analysis assumes the maximum benefit possible (Family Dental: $83.50/mo.; Family B Medical: $1,869/mo).

**Jackson's mayor currently receives $400 per month. This will be increased to $1,000 per month in 2005. This analysis uses the 2005 amount in its calculations. Medical and Dental benefits vary depending upon the coverage required. The amount reflected in this study assumes the maximum benefit possible (Family Dental: $79.60/mo; Family Medical: $968/mo).

Data Source: Colorado Municipal League, Staff interviews

Attachment D1

Total Survey Population - City Council

(sorted from highest total compensation value to lowest)

Peer Group City/Town	Population	Salary	Benefits	Total Comp.
Aspen	5,914	$ 20,400	$ 4,620	$ 25,020
Frisco	2,443	$ 3,000	$ 13,704	$ 16,704
Moab	5,500	$ 6,000	$ 10,562	$ 16,562
Telluride	2,221	$ 9,600	$ 5,376	$ 14,976
Steamboat	9,814	$ 3,804	$ 7,404	$ 11,208
Durango	14,630	$ 2,400	$ 5,028	$ 7,428
Breckenridge	2,408	$ 6,000	$ 456	$ 6,456
Glenwood Springs	8,306	$ 6,000	$ 456	$ 6,456
Gunnison	5,700	$ 5,100	$ 396	$ 5,496

Average of Peer Group	6,326	$ 6,923	$ 5,334	$ 12,256
Park City	7,714	**$ 10,895**	**$ 2,856**	**$ 13,751**
Difference		$ 3,972	$ (2,478)	$ 1,495
% Difference		57%	-46%	12%

Resort Towns Excluded by Population (less than 2,000 or greater than 15,000)

South Lake Tahoe	23,609	$ 5,424	$ 14,859	$ 20,283
Snowmass Village	1,815	$ 8,400	$ 648	$ 9,048
Loveland	55,273	$ 4,800	$ 372	$ 5,172
Crested Butte	1,532	$ 3,600	$ 276	$ 3,876
Dillion	792	$ 3,600	$ 276	$ 3,876
Winter Park	715	$ 1,800	$ 132	$ 1,932

Resort Towns Excluded by Form of Government (Council/Mayor)

Ketchem*	3,003	$ 15,000	$ 23,430	$ 38,430
Jackson Hole**	8,647	$ 3,600	$ 12,564	$ 16,164
Vail	4,531	$ 6,000	$ 96	$ 6,096

* Ketchem's benefit package varies depending upon the coverage required (i.e. single, single w/ spouse, family). This analysis assumes the maximum benefit possible (Family Dental: $83.50/mo.; Family B Medical: $1,869/mo).

**Jackson's council currently receives $50 per council meeting. This will be increased to $150 per meeting in 2005. This analysis assumes two meeting per month at $150 each. Medical and Dental benefits vary depending upon the coverage required. The amount reflected in this study assumes the maximum benefit possible (Family Dental: $79.60/mo; Family Medical: $968/mo).

Data Source: Colorado Municipal League, Staff interviews

Attachment D2

complaints so they can be property investigated and committee members directly taking complaints raises confidentiality, privacy, and victim protection issues. He continued to express that this is not to say that a process can't be crafted, but that procedure needs to be carefully developed. The Mayor believed that the purpose of the board would be to handle appeals of a police department decision. Kay Calvert pointed out that there may be instances where people agree with the result or a decision, but not the way it was handled. Chief Evans explained that this process resembles the Durango model; the committee reviews policies, training, etc. during a set period and make recommendations back to the department. The City Manager suggested returning to Council the beginning of November with a matrix outlining various roles.

6. **Council compensation.** Gary Hill introduced members of the Council Compensation Committee: Chair Dick Fontaine, Bob Swank, Roger Harlan, Bart McIntyre (not in attendance), and Chuck Klingenstein. Mr. Fontaine discussed the charge of reviewing compensation for Council members and the Mayor and to make recommendations. He explained that the task force included two former Council members, and committee members with backgrounds in serving on compensation boards and experience holding management positions.

Dick Fontaine stated that the committee found that serving as a Council member or the Mayor is community service, a voluntary job with a stipend as opposed to a part-time job that should be compensated at market rates and/or on an hourly basis. Secondly, compensation should be determined for positions, not for the individual holding the position and thirdly, all Council members should receive the same compensation. The fourth finding was that the Mayor's time exceeds that of the Council members and should be acknowledged and differentially compensated. The fifth point is that the City should reimburse elected officials for all legitimate out-of-pocket expenses. City staff benchmarks include cities in the valley, but the final recommendation of the task force is to compare Park City elected officials' data with other resort communities. These would include cities in the intermountain-west of comparable size, with the same form of government. Mr. Fontaine noted that the council-mayor form of government is exercised in Salt Lake where Mayor Rocky Anderson is the key administrator for day-to-day operations. Park City's council-manager form of government is different as the Council provides policy direction to a professional city manager.

Mr. Fontaine indicated that the data lacks much correlation between workload and compensation. Some of the highest paid council and mayors are in the smallest cities. Some have low salaries and high benefits and vice versa; the committee decided to look at total compensation. It was also decided to adopt the practice of the City to target the average of five cities in the peer group, which puts Park City at the 75 percentile. Based on that methodology, the committee recommends that the Mayor's compensation remain the same but to increase the City Council members' cash stipend by $3,100 per annum. These recommendations are consistent with the 75 percentile strategy. It is further suggested to provide a cafeteria approach for benefits, which may be the case now. He explained that the differential value of the premium for electing family medial insurance coverage, rather than single coverage which is covered by the City, would prompt an associated deduction to the member's stipend. Mr. Fontaine added that a review of the Mayor/Council compensation levels should be made every two years with this methodology and that there be no change to the expense reimbursement policy. Take home laptop computers, home internet service, and/or cell phones are not recommended benefits but each member should be provided with a City email address. These policies are recommended for adoption by January 2004 after a public hearing is held.

Fred Jones stated that he is very impressed with the work and the data which will be extremely helpful information at the public hearing stage. Candace Erickson commented on the challenges Ketchum is facing on this issue and complimented the committee on the resulting methodology. Peg Bodell believed that the work appears to be thorough, but that some guiding values are missing and should be added: (h) compensation should enable every qualified citizen the opportunity to serve this community; (i) guaranteed representation of every class and neighborhood in the community through adequate compensation; (j) elected positions are part-time requiring that officials receive secondary income source(s) that allows flexible meeting schedules throughout all times of he day, (k) flexible citizen and staff communication throughout all hours of the day, some weeks exceeding 20 to 40 hours, (l) attend evening and weekend functions and expected to donate time and money to every non-profit organization in the community, and utilize Park City municipal facilities that also require fees, while being barred from regular citizen grants and benefit and never accepting gifts over $50. Compensation for Park City's elected officials should be based on their value to the citizens. These are part-time elected positions and compensation should not be compared to staff. (m) Elected officials are required to maintain an office outside the Marsac Building and should be compensated for that expense; (n) the quality of this world class resort community should offer compensation to elected officials that reflect the same world class values; and (o) you get what you pay for. She concluded that she could not recommend running for City Council to anyone in consideration of the lack and disparity in compensation for one year, let alone four.

Jim Hier supported the recommendations of the committee and didn't agree with many of Ms. Bodell's suggested additions. Kay Calvert felt the report is very well done and she disclosed receiving citizen input not in favor of a pay increase. Two-year reviews seem like a good idea and Jim Hier added that they shouldn't be election years. Dana Williams commended the group on their analyses but felt that budgets should be added to criteria. He expressed that he would have like to talked to elected officials in other resort communities about the level of time devoted to the public's business. Very few citizens can serve based on the compensation and he does not completely agree with the philosophy that it is public service because it becomes a job.

Jim Hier believed that it is not the pay that prevents people from serving on City Council, but the ability to have a flexible schedule. He doesn't know how to build in the ability to have a flexible schedule in a compensation program in an outside workplace. This methodology seems more appropriate than any philosophical approach. He emphasized that there is no additional cost associated in serving on the Council, other than the ability to allocate time. Committee member Roger Harlan explained that elected officials' compensation is not comparable to any other sector in society, because you have to be elected. He felt that public service may not be for everybody because of the dimension of public scrutiny. Ms. Bodell clarified that her statement related to affording the opportunity to make it available to everyone because now it's not an option for a lot of citizens. Candace Erickson equated Ms. Bodell's comments to a statement that every person wanting to live here should have the opportunity to own a home, which is not a reality either. Chuck Klingenstein congratulated the Council on putting this controversial issue in the spot light and he felt that this over-view is good information for candidates and the general public. Council member Calvert believed that the performance of Mayor Williams is unique in the number of hours he devotes to the community every day of the week and it is making a difference. There was discussion about the benefit of holding a separate public input session prior to the noticed public hearing before the City Council.

Prepared by Janet M. Scott, City Recorder

City Council
Staff Report

Author:	**Alison Butz and Lloyd Evans**
Subject:	**Council Compensation**
Date:	**December 4, 2003**
Type of Item:	**Informational**

PARK CITY 1881

Special Events and Facilities Department

Summary Recommendations:
Review comments received at the November 13, 2003 public input meeting and provide Staff with direction, if further action is deemed necessary, on Council compensation.

Description:

G. Topic:
Council compensation.

H. Background:
Council directed Staff to receive more public input. On November 13, a public input meeting to discuss Council compensation was held at Miners Hospital. Notice of the meeting was placed in water bills (4,500 households), announcements were heard on KPCW and the Park Record had an article discussing the meeting.

I. Analysis:
Public input was received on November 13th regarding Council compensation, please refer to Exhibits B and C. Staff received written input and has included that as Exhibit D. Further input can be received at Council's December 11th Council meeting.

Process to Approve Increase
In order for Council to approve an increase in compensation a resolution would need to be adopted after a public hearing is held. Staff has noticed for a public hearing on December 11, 2003, if Council moves forward.

J. Department Review:
Council compensation has been reviewed by all applicable City Departments.

ALTERNATIVES

A. Provide Staff with text for a resolution, to increase compensation, and conduct a public hearing at the December 11th Council Meeting.
B. Conduct a public hearing at the December 11th Council Meeting, continue the public hearing to December 18, and return on December 18 for possible action.
C. Determine no further action is necessary and cancel the public hearing scheduled for December 11th.

RECOMMENDATION:
Review comments received at the November 13, 2003 public input meeting and provide Staff with direction, if further action is deemed necessary, on Council compensation.

Exhibits:
Exhibit A – Task Force Report
Exhibit B – Public Input Meeting Report
Exhibit C – Minutes from 11/13 Public Input Meeting
Exhibit D – Written comments received
Exhibit E – Roles and Responsibilities – 2003 Visioning Session
Exhibit F – Sample Resolution, Adopted June 2003 as Part of the Budget Process

Council Compensation Public Input Meeting **11/18/2003**
Miner's Hospital
November 13, 2003
6:00 – 8:15pm

To: Mayor Dana Williams, City Mgr. Tom Backley
From: Lori Giovannoni
Re: Public Input Meeting Summary

Attendance
13 citizens and 4 staff members attended the November 13th public meeting. Although the numbers of participants were low each participant gave input at least once. A complete set of comments has been compiled by city staff (Sharon B.). Written comments were collected by staff as well. Public input took the form of questions, comments and philosophy.

Questions
It was apparent that the citizens present had interest in the methodology and process surrounding the Task Force Report. Provided with a one-page sheet of Task Force Recommendations most participants opted for a copy of the complete report. There were reoccurring questions regarding methodology/process. There was a concern whether or not the comparison (of cities) were of like kind, i.e. apples to apples? It was apparent that the process and methodology were not well understood and could be an issue of further dscussion. With a member of the Task Force present, several questions for clarification were directed toward the task force member. Once initial questions were addressed, the comments refocused on input and fell into three distinct categories.

1. Increase Compensation

Several participants spoke in favor of raising the amount of money the Mayor and Council receive. The primary focus was on the amount of time, both required (council meetings) and volunteered (an example; receiving phone calls at all hours and interacting with citizens on the street or at the grocery store). Those in favor of a raise spoke to the enormity of the job, the willingness on the part of the elected official(s) to perform above and beyond the call of duty and the budgetary responsibilities mirroring that of a 30 million dollar corporation. Another point of discussion was the limiting nature of the job(s) at the current rate of compensation. Several participants felt if compensation were more substantial more citizens could and would run for office offering a greater array of participation/talent.

2. No Increase in Compensation

Those who spoke against a raise were not only those in opposition to a raise but several participants who were in question of a raise. Those opposed to, or in question of, spoke to the issue of public service and understanding the job requirements prior to running for office. A reoccurring comment centered around the belief that public service positions are traditionally low in pay, high in sacrifice and individuals applying for those positions know what they are getting into when they run for office. Some questioned whether or not a raise would in fact expand the pool of candidates.

Additional comment(s) center around the job being cyclical demanding more time and attention during particular eras or periods of growth. It was mention that the position not the person should be considered when discussing compensation as officials change but the job remains the same. Another concerns among this group was with a City Manager/Staff performing their current duties do we need to have a highly compensated Mayor/Council?

Considering the long term solution a participant asks if this begs the larger question of changing Park City's form of government.

3. Discussion /Questions
   As individual input took on the characteristics of a discussion the question was raised as to the urgency of the issue. A participant(s) comments that perhaps more time and attention should be given the issue, along with a clarification of roles, and standards of performance (all recognize the difficulty of establishing standards for elected officials).

   Philosophically a participant asks if it is time to break the mold around "public servant/service" eliminating the word "servant" and offering a greater amount in compensation. A response by another participant encourages, a system in place to value people who are willing to serve in other ways than compensation.

Facilitators Comments:

Although views differed and comments easily took on the form of debate, each participant was authentic in their beliefs and concerns. Keep in mind the group was small and there were as many questions as there were comments in favor of or against an increase in compensation. With several champions on each side of the issue the question remains what is fair compensation for the job(s) of Mayor/Council given the current form of government and how does one accurately assess that?

The nature of the meeting was one of seeking clarification as much as as it was of stating one's position. Within each group usually a participant will raise the "grander" issue addressing the long term vs. the immediate. In this group the long term issue was addressed by asking if in fact it is not a raise/or lack of a raise but the form of government that should be considered.

Prepared by: Lori Giovannoni
lori@xmission.com (801)299-1264

Name: Brian Anderson

Public Input Session 11/13/04

Questions:

1. What would be the positive or negative ramifications of no pay increase?

   - Mayor

     NONE to speak of

   - Council

2. What would be the positive or negative ramifications of a pay increase?

   - Mayor

     NONE – positive

   - Council Negative – see below

3. Do you feel an increase in pay would allow for greater participation in elected offices? NO

4. Does an increase in pay alter the nature (real or perceived roles and duties) of the elected office position, if so how? yes. If the pay of elected officials is equal to similar level private industry jobs, then the elected official may be more concerned about keeping their "job" than voting and/or doing what is best for P.C. – The official becomes more concerned with re-election than with making the hard choices of running the city. Is it a job or is it public service?

Name: City Crone
Public Input Session/ 11/13/04
Questions:

1. What would be the positive or negative ramifications of no pay increase?

   - Mayor

   - Council

2. What would be the positive or negative ramifications of a pay increase?

   - Mayor

   - Council

3. Do you feel an increase in pay would allow for greater participation in elected offices?

4. Does an increase in pay alter the nature (real or perceived roles and duties) of the elected office position, if so how?

Let's challenge the notion that financial sacrifice is a requirement of public service.

Name: Evan Rossback
Public Input Session
Questions:

11/13/04

1. What would be the positive or negative ramifications of no pay increase?

- Mayor -

negative – It limits who can participate

positive – there would be none

- Council –

2. What would be the positive or negative ramifications of a pay increase?

- Mayor

As long as the role and duties are clearly defined there would be no negative ramifications.

Positive, it would allow more people to run

- Council

Same as above – if we really want a council representative of the community then we need to make the salary realistic.

3. Do you feel an increase in pay would allow for greater participation in elected offices? Yes, but it would be a good thing – we should not be represented by only the few people who can afford to hold the position

4. Does an increase in pay alter the nature (real or perceived roles and duties) of the elected office position, if so how? NO

Tom Bakaly

PARK CITY
1884

PUBLIC INPUT SESSION

To Discuss

Council / Mayor Compensation

I am without reservation, absolutely opposed to any compensation for either council or / mayor. Unfortunately I will not be available to personally attend and express my opposition

Thursday
November 13, 2003
6 PM - 8 PM

Miner's Hospital

Everybody Welcome

R. A. [illegible]

2412 [illegible] Ct.
Deer Valley.

11-9-03

We are out of town or we would be there. The study was not correct - covered dollars not time nor effort. The mayor should get an increase - he is very involved - more than any council person.

ROBERT A. McCALLISTER
P.O. BOX 682680
PARK CITY, UT 84068
649-3494

SCOTT LOOMIS
2566 COLUMBINE COURT
PARK CITY, UTAH 84060
(435) 615-6792

November 10, 2003

Mayor and Council
Park City Municipal Corporation
445 Marsac Avenue
Park City, Utah 84060

RE: Council/ Mayor Compensation

Dear Mayor and Council,

I will be unable to attend the Public Input Session November 13th, but wanted to make my views known about increasing the Mayor and Council's compensation.

I support the proposed increases and believe modest increases on a periodic basis are essential to reward those giving of their time as well as to assure qualified participants in the electoral process.

I lived in Arizona for thirty years. In the 70's and 80's the state legislators were paid the inadequate sum of $6000 per year. Several times blue ribbon panels recommended substantial increases to this nominal compensation. Because of the lack of foresight to modestly increase the compensation for several years, the voters rejected the increases several time, primarily because of the percentage size of the increase. After several years there were few public servants who could afford to serve in the legislature. The common joke was the only people who would run for office were those for whom $6000 per year was the best paying job they ever had. Unfortunately, the quality of the legislature suffered to the point where substantial increases were finally approved.

Please approve increases of a few thousand dollars annually for the Mayor and Councilors to avoid a similar situation and to fairly and adequately compensate those who give so much to our community.

Thank you for your consideration of this matter.

Sincerely,

Scott Loomis

Jim Hier believed that the statute is intentionally restrictive because under-grounding is an aesthetic improvement, not a need, and amendments may not be easy. The number of absentee owners in Park City makes compliance very difficult, compared to other communities. He felt that the City should proceed to complete the design and allow for partnering on legislative amendments. In response to a question from Kay Calvert about other benefits of underground utilities, Mr. Rutlidge explained that under-grounding utilities is done for aesthetic reasons, not function; overhead is less expensive, less invasive for repairs and a way to provide service at lower rates. For the benefit of Candace Erickson, the process for pulling the cable through the conduit was described. She explained that her concern is tearing up curb and gutter the next year when the lines are installed and Mr. Hilton believed the civil drawings will provide a clear plan and landscaping would occur at the completion of the project. Ms. Erickson also expressed concerns about people in the district on fixed incomes who may find this unaffordable. Mr. Hilton responded that the Historic District grant program is being examined to help certain property owners.

For the record, talking points include:

1. Is City Council comfortable moving ahead with coordinating with the overhead utility companies to better define how the design would be done and what costs would need to be paid? The potential exposure will likely be less than $8,000 + Staff time.

2. Is Council still committed to spending $400,000 towards the costs of the Main Street power relocation through use of Main Street RDA funds?

3. Is Council supportive of seeking modifications to State Law 54-8 and/or Utah Municipal Improvement Act 17-A? (Staff Recommendation) ; or

4. Would Council like to see Staff and UPAPA proceed in following 54-8 as written.

Fred Jones referred to the discussion topics and stated that he is supportive of 1, 2 and 3. Item 4 doesn't appear to be a viable option at this time. Jim Heir and Kay Calvert concurred. Peg Bodell agreed with Councilman Jones and felt that the 2/3rds is doable with time, but suggested Item 3. Candace Erickson agreed and added that once the proposed amendments are clearer, she and staff will promote them on behalf of the City.

2. Council compensation. Tom Bakaly stated that Lori Giovannoni is the consultant used for the public input meeting on compensation held November 13. She is here to answer any questions as well as Dick Fontaine, the Chair of the compensation task force. A public hearing has been noticed for next week should Council proceed with an amendment to the ordinance setting forth compensation. Staff is requesting direction on proceeding and setting forth dollar amounts. Peg Bodell suggested not discussing this today, and holding a public hearing on December 11 to assess public input before numbers are set. The City Manager clarified that today is simply a work session, and staff is looking for direction on the contents of the ordinance. If Council prefers to set dollar amounts at a later date, the public hearing could be continued to the 18th, with possible action at that time. Mr. Bakaly emphasized that the public hearing on the ordinance must contain dollar amounts.

Candace Erickson disclosed that she received a call from a citizen concerned about the timing of this in mid-year and not as a part of the budget cycle. Peg Bodell stated that this was brought up years ago and the input from two unbiased outgoing Council members is significant. Ms. Erickson countered that testimony can be rendered next year during the budget process; she didn't feel it critical to change compensation by the end of the year. Kay Calvert suggested that the ordinance become effective in July. She believed that this matter needs closure but it makes sense to deal with it during the budget process. Jim Hier strongly believed that it is important to examine all elements of the budget at one time so a more informed decision can be made on the total budget package. He acknowledged that this is not a significant dollar amount but added that the process was outstanding and the analysis of the task force extremely well done. Evaluation of compensation needs to be done in this manner, so that rates are adjusted regularly and he agreed with Ms. Erickson that this is not the time to be making adjustments. Every time there is a pay plan study for the City, Council compensation should be incorporated into the review and he insisted that it be reviewed in tandem when job comparisons on the pay plan are conducted. Adjustments in mid-stream are not appropriate, and the public hearing should be canceled. Fred Jones agreed with Mr. Hier's comments regarding getting on the same cycle as the routine pay plan review. He felt the findings of the task force should be used during the upcoming budget review, as the information will not be outdated. Mr. Jones supported the methodology of the task force and is not supportive of Council compensation being restudied. The Mayor acknowledged the majority direction of Council members and Peg Bodell expressed her dissenting opinion; there are two different considerations, financial and philosophical, and the public has stepped forward expressing their views. This topic is broader than just being fiscal. The City Manager interjected that the public hearing will be canceled.

Consultant Lori Giovannoni relayed that out of the 17 people in attendance, four were staff, one person from KPCW, and Mr. Fontaine from the task force. Representation from the public was small, and comments were primarily directed at the Mayor's salary. There were four citizens who were fairly vocal about opposing increases. She personally felt that the public didn't understand the process, but Mr. Fontaine was willing to clarify the data. Had he not been in attendance, it would have been a very difficult meeting. A larger question raised dealt with Park City's form of government. Another conclusion was better informing the public of the process conducted by the task force, and the resulting recommendations.

3. Review of regular meeting.