PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
May 11, 2017

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, May 11, 2017.

CLOSED SESSION

1:30 p.m. To Discuss Property, Personnel and Litigation

WORK SESSION

2:35 p.m. – 2017-18 City Manager's Recommended Budget: Presentation and Review PAGE 4

3:35 p.m. – Police Complaint Review Committee Interviews PAGE 36

CLOSED SESSION

3:55 p.m. To Discuss Personnel

WORK SESSION

4:30 p.m. Council Questions and Comments

4:45 p.m. – Discuss Proposed Amendments to the Convention Sales License (CSL) Process PAGE 40

5:15 p.m. – Discuss the Regulation of Chain Businesses on Main Street and Receive Public Input PAGE 47

REGULAR MEETING

6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

- Coffee with Council Summary from April 25, 2017 PAGE 66
- Rename Top Priority to Diverse Community Participation PAGE 78
- Summer 2017 Construction Project Update PAGE 81

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

IV. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from April 27, 2017 PAGE 87

VII. CONSENT AGENDA

1. Request to Authorize the City Manager to Enter into a Professional Services Agreement Between Park City Municipal Corporation and JTS, Inc. for Event Planner Services as Related to the 2017 Fourth of July Celebration in a Form Approved by the City Attorney that Shall Not Exceed $20,000.00 PAGE 102

2. Request to Authorize the City Manager to Enter into Agreements in a Form Approved by the City Attorney's Office With: Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the Amount of $581,216.42; and Morgan Pavement, for Type II Slurry Seals and Trail Seal Coat in In the Amount $151,395.89 Kilgore Companies, for Crack Seal, in the Amount $82,467.00 PAGE 121

3. Request to Authorize the City Manager to Execute Contract Amendment No. 2 to the Professional Service Agreement with Parametrix to Provide Consultants Services to Analyze the Main Street/Swede Alley Intersection Area in a Form Approved by the City Attorney and for an Amount of $24,004 PAGE 128

4. Consideration to Approve Resolution 13-2017, a Resolution Recognizing May 2017 as Historic Preservation Month in Park City PAGE 136

5. Request to Authorize the City Manager to Approve a Short Term Lease with the Mountain Trails Foundation (MTF), for Approximately 4,000 Square Feet of the City-Owned Parcel PCRC-2-AM-X, Located at Quinn's Junction PAGE 142

6. Request to Authorize the City Manager to Execute a Professional Services Agreement, in a Form Approved by the City Attorney, with SKM, Inc., for the Quinns Junction Water Treatment Plant Upgrades - SCADA Integration for an Amount Not to Exceed $30,300 PAGE 153

VIII. OLD BUSINESS

1. Discuss Proposed Public Utilities and Streets Facility Programmatic Goals and Project Alternatives as They Relate to Net-Zero Energy Goals, the Incorporation of Transit Housing, the Project Location and Phasing Plan PAGE 158

IX. NEW BUSINESS

1. Consideration to Approve Ordinance 2017-20, an Ordinance Adopting a Tentative Revised Budget for Fiscal Year 2017 and a Tentative Budget for Fiscal Year 2018 for Park City Municipal Corporation and Its Related Agencies and Authorizing the Computation of the Property Tax Rate at a No Tax Increase Rate PAGE 172

(A) Public Hearing (B) Action

2. Consideration to Approve Resolution 14-2017, a Resolution that Restates and Confirms Park City Municipal Corporation's Intent to Place a Conservation Easement on

Bonanza Flat PAGE 175

(A) Public Hearing (B) Action

3. Consideration to Approve Ordinance 2017-21, an Ordinance Adopting Title 6 Health; Nuisance Abatement; Noise, Chapter 1 Abatement of Garbage and Other Deleterious Material, Section 13 Ban of the Distribution of Disposable Single Use Plastic Bags (Less Than 2.25 Millimeters in Thickness) in the Park City Municipal Code PAGE 182

(A) Public Hearing (B) Action

4. Discuss Code Enforcement Level of Service PAGE 192

(A) Public Input

5. Consideration to Approve a Purchase Agreement in the Amount of $4,328,000 to Acquire 11 Newly Constructed Housing Units in Central Park Condos, Located at 1893 Prospector Avenue, for the Purpose of Affordable Housing PAGE 206

(A) Public Hearing (B) Action

6. Consideration to Approve a Donation Application for Placing a Bench and Tree on the City-Owned Library Field Parcel PAGE 243

(A) Public Hearing (B) Action

7. Consideration to Continue an Ordinance Approving Village at Empire Pass North Subdivision Plat Located at 7695 Village Way PAGE 252

(A) Public Hearing (B) Continue to June 15, 2017

8. Consideration to Continue Park City Land Management Code (LMC) Amendments Related to Lot and Site Requirements in the Single Family (SF) Zoning District (Chapter 2.11), the Annexation Expansion Area (Chapter 8.7), and the Elimination of the Numbering of Definitions in Chapter 15 and Throughout the LMC Document PAGE 253

(A) Public Hearing (B) Continuation to June 15, 2017

9. Discussion of a Temporary Parking Program on the recently acquired south lot of the Yard Subdivision PAGE 254

(A) Public Input

10. Consideration to Approve the Proposed Permitting Process for the Use of Outdoor Recreation Facilities for Commercial Use PAGE 260

(A) Public Hearing (B) Action

XI. ADJOURNMENT

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

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

The City Manager Recommended Budget will be presented and the tentative adopted by City Council on May 11, with the final budget expected to be adopted on June 15. Over the next five weeks staff will present various aspects of the budget to Council. This week staff will give an introductory overview of the Budget and the budget process. Staff will also review the 5-year Capital Improvement Plan.

Council should provide direction to staff on any recommended changes to the Final Budget over the next five weeks. On June 15, the City will hold a public hearing and City Council will adopt the Final Budget. It is the intention of staff to present a specific aspect of the total budget each week. Staff intends to provide additional information on specific items as requested by City Council. This week staff will review the overall capital improvement plan. Staff anticipated returning to City Council throughout the budget hearings to discuss specific projects as needed and to make Council aware of project cost estimates and updated revenue figures from the recent winter season.

Much of the text provided in the budget staff reports are taken directly from the budget document. Staff will do its best to call out new information to City Council, which may be included in the staff reports, which are not included in the budget document to avoid duplication of efforts when reading or discussing the budget document.

Respectfully:

Nate Rockwood, Capital Budget, Debt & Grants Manager

City Council
Study Session Report

Subject: City Manager's Recommended Budget
Author: Jed Briggs and Nate Rockwood
Department: Budget, Debt, & Grants
Resources Date: May 11, 2016
Type of Item: Legislative

Summary Recommendation

City Council should approve the attached ordinance adopting a Tentative Revised Budget for FY 2017 and a Tentative Budget for FY 2018 for Park City Municipal Corporation and its related agencies and authorize the computation of the property tax rate at a no tax increase rate.

Executive Summary

The City Manager Recommended (Tentative) Budget will be presented and adopted by City Council on May 11, with the final budget expected to be adopted on June 15. Over the next five weeks staff will present various aspects of the budget to Council. This week staff will give an introductory overview of the Budget and the budget process. Staff will also review the 5-year Capital Improvement Plan.

Council should provide direction to staff on any recommended changes to the Final Budget over the next five weeks. On June 15, the City will hold a public hearing and City Council will adopt the Final Budget. It is the intention of staff to present a specific aspect of the total budget each week. Staff intends to provide additional information on specific items as requested by City Council. This week staff will review the overall capital improvement plan. Staff anticipated returning to City Council throughout the budget hearings to discuss specific projects as needed and to make Council aware of project cost estimates and updated revenue figures from the recent winter season.

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Acronyms

BFO – Budgeting for Outcomes
FY- Fiscal Year
CIP – Capital Improvement Plan
RDA – Redevelopment Authority
FIAR - Financial Impact Assessment Report
CEMP – Comprehensive Emergency Management Plan
P&P - Personnel Policies and Procedures
SLAC – Service Assessment Committee

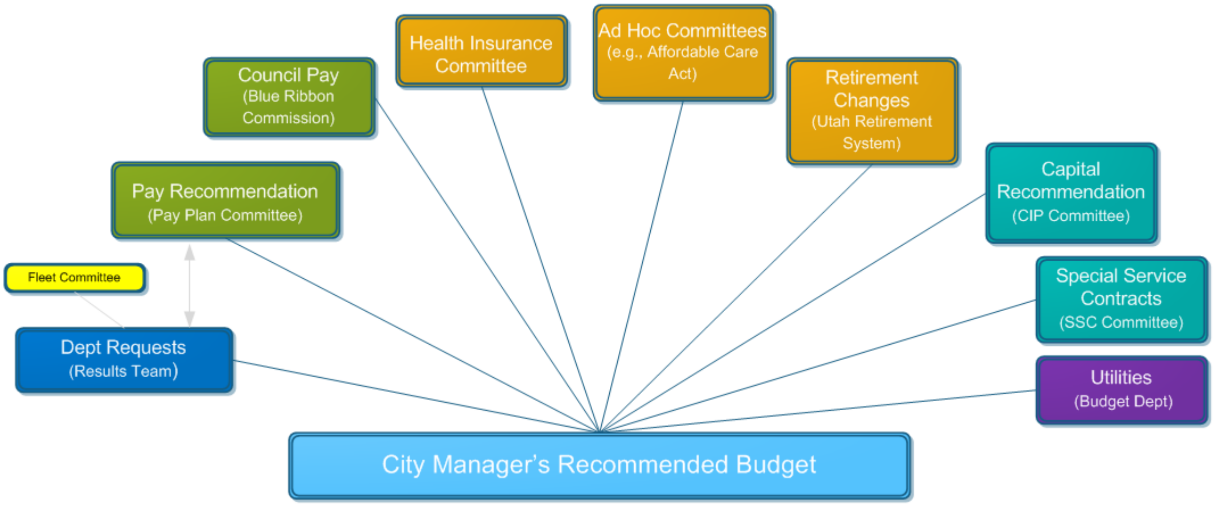
Background

This budget season will be the second year of the budget biennium. Between now and June 15 we will be working on adjusting the FY 2017 Budget (July 2016 – June 2017) as well as developing the FY 2018 Budget (July 2017 – June 2018).

The City Manager's Recommended Budget is constructed drawing upon Council input and direction received during the Council Retreat in February, as well as Council input received during work sessions and study sessions throughout the year. During a Council work session in March, Council was presented with the Financial Impact Assessment Report (FIAR) projection of the City's expenditures and revenues over the next ten years. In essence, the FY18 budget has to fit within the confines of the FIAR's projected expenditure increases (based off of a 10-year historical analysis of an average annual increase of Park City's expenditures), approved by Council. The funding level recommendation has to account for what could be considered inflationary increases like Pay Plan, health insurance, and retirement as well as more discretionary increases such as departmental requests and CIP enhancement.

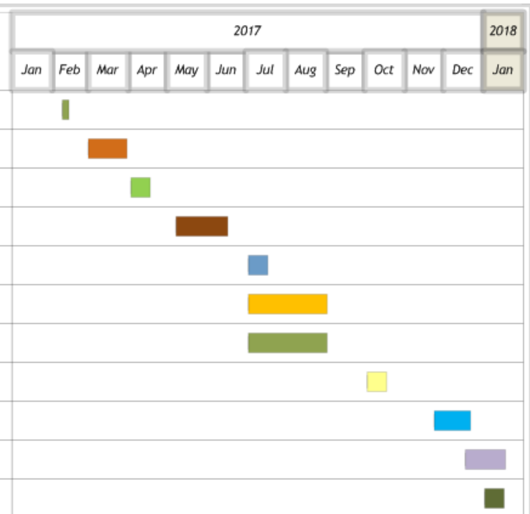
Below are the City's Long-Term Budget Strategies for crafting the City Manager's Recommended Budget:

1. Budget draws upon Council input from Council Retreat and FIAR projections as a guide
   - Priority-driven operating budget based upon Council's Critical and Top Priorities, goals, objectives, and desired outcomes
2. Two-year budget process with fewer budget requests coming in the "off-year" (This year, FY 18 is an "off-year" for the budget)
   - Second-year budget requests that will be considered are ones that
     i. will come with revenue offsets;
     ii. are accompanied by expense reductions, or that;
     iii. are required by law; or
     iv. are necessitated by market/environment changes that happened since the last budget adoption (since the adoption of the FY17 budget, in this case)
3. The budget proposal is initially developed by several budget committees made up of cross-departmental staff:
   - Committees include Results Team as well as CIP, Pay Plan, Benefit, and Fleet committees and any other ad hoc committees needed for unique circumstances
   - Results Team will make recommendations by considering BFO score, department manager's request, established need, available resources, and performance measures
4. All operating and capital budget requests should be considered during the budget process
5. Any General Fund budget surplus should be used for capital projects



Utah State law requires that the City Manager present to Council a balanced budget at the first regularly scheduled Council meeting in May. A balanced budget is defined by Utah Code: ―The total of the anticipated revenues shall equal the total of appropriated expenditures.‖ The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. Per state code a tentative budget must be submitted to city council on or before the first scheduled meeting in May. The council then adopts the tentative budget and then begins to make it its own by modifying and amending it. Between the first City Council meeting in May and the presentation of the Final Budget on June 16, the Council has the opportunity to review the proposed budget, consider public comment, and finally, adopt a balanced budget. Before June 22 the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget in August.

ID	Task Name	Start/Ongoing	Finish	Duration
1	Council Retreat	2/9/2017	2/13/2017	3d
2	Results Team deliberation	3/1/2017	3/30/2017	22d
3	Quarterly Goal Update (Q3.FY16)	4/3/2017	4/17/2017	11d
4	Council Budget Hearings	5/8/2017	6/16/2017	30d
5	Quarterly Goal Update (Q4.FY16)	7/3/2017	7/17/2017	11d
6	Business Plan FY16 Update	7/3/2017	9/1/2017	45d
7	Biennial Plan FY17 & 18 Revision	7/3/2017	9/1/2017	45d
8	Quarterly Goal Update (Q1.FY17)	10/3/2017	10/17/2017	11d
9	BFO Departmental Submission	11/24/2017	12/21/2017	20d
10	Biennial Plan FY17-18 Off-year Update	12/18/2017	1/17/2018	23d
11	Quarterly Goal Update (Q2.FY17)	1/2/2018	1/16/2018	11d



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

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

May 8 - Staff delivered the City Manager‘s Recommended Budget (Tentative or Proposed Budget) to City Council. Discussion/action is slated for these dates as follows, barring changes as needed:

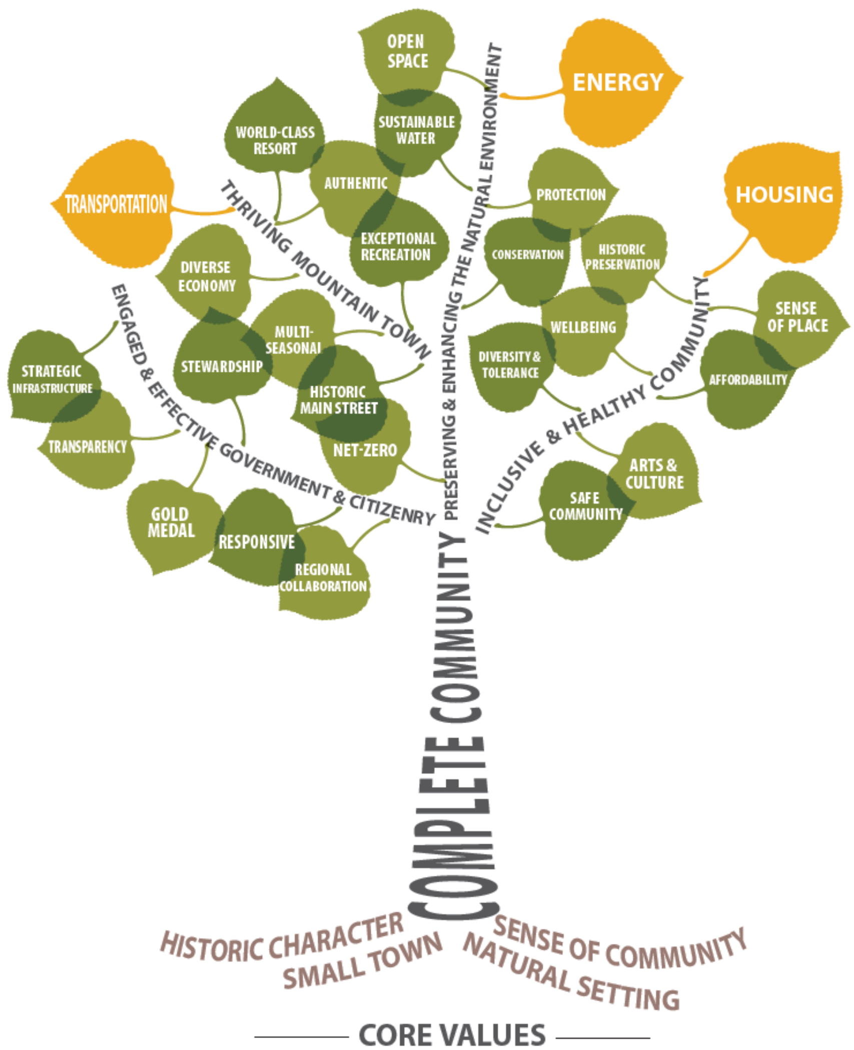
May 11 – Presentation and adoption of the Tentative Budget, Budget Overview & Timeline, Update of Financial Impact Assessment Report (FIAR), Benefits (pay plan & health insurance) as well as CIP & RDA budgets. Presentation and adoption of the Tentative Budget.

May 25 – Operating Expenditures - Biennial Plan Team Presentations and Fee Changes
June 2 –City Fee Resolution, Council Compensation, Budget Policies, and Outstanding Budget Issues

June 16 – Presentation & Adoption of Final Budget (if no property tax increase – staff is not recommending a property tax increase), Adoption of Provisional Budget (if property tax will be increased)

Analysis

Park City Municipal's Long-term Strategic Plan
Through evolving and sustaining a complete community, the City Council of Park City Municipal Corporation developed four strategic goals and three critical priorities that guide decision-making and provide the structure for ensuring that incremental, measurable steps are taken to achieve the community's vision and values.



Park City Municipal's Long-term Strategic Plan gives us—full and part-time residents, PCMC employees, hospitality workers, and whoever loves Park City and is interested in ensuring its future success—the tools to align resources and decision making so that we do not run from uncertainty but embrace it and plan for it. Park City Municipal's Long-term Strategic Plan is comprised of the Community Vision and Values, a Mission Statement, Council Strategic Goals and Priorities, Desired Outcomes, and Key Indicators and is the definitive resource that aligns all of these components while demonstrating to the community the various efforts underway to realize their vision.

A Complete Community

Park City Municipal's mission statement is "Evolving & Sustaining a Complete Community." This was developed at the 2016 Council Retreat and gets to the heart of what the City is striving to do. A complete community strikes a balance between sustaining an exceptional quality of life and managing a thriving mountain community, while continuing to preserve and enhance the natural environmental. A complete community is engaged with their government, which is, in turn, engaged with the public. Through community engagement the City Council has identified three critical priorities: Energy, Transportation, and Housing. The City believes that by striving to solve these three issues our town will be more complete.

The idea was to bring high focus to issues the City needs to "get right" and to be able to see progress on these issues by highlighting them and continually discussing them. These are the "marching orders" for the year, where Council would like to see a more detailed or specific plan of action. This action plan may include a new direction, plan, or resources in order to achieve the Council's priorities. Council reviewed and updated these priorities in their 2017 Council Retreat.

Critical Priorities

If we don't get these right, it could have a significant negative impact on our community:

- **Housing: Middle Income, Attainable & Affordable Housing**
- **Transportation: Congestion reduction; local & regional plans**
- **Energy: Energy Conservation, Renewable Energy & Carbon Reduction, and Green Building Incentives**

Top Priorities

City Council would like to see significant progress on these:

- **Community Engagement**
- **Diverse Community Participation**
- **Regional Collaboration**
- **Environmental Health**
- **Conservation of Natural Resources**
- **Open Space Acquisition**
- **Affordability**
- **Historic Preservation**
- **Lower Park Avenue Redevelopment Plan**
- **Citizen Wellbeing**
- **Arts & Culture**

Council's Strategic Goals

The City Council developed four Strategic Goals—each followed by a narrative description of success—that guide decision-making and provide the structure for ensuring that incremental, measurable steps are taken to achieve the Community Vision. The goals are a key component of Park City's Long-term Strategic Plan, not only for Council but for residents and Park City staff as well. They provide a philosophical foundation for the Council in its role as a policymaking body. For Park City staff, they provide guidance on how to manage finite resources in the face of nearly infinite expectations. These goals are:

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

Critical Priority

- Transportation: Congestion reduction; local & regional plans

Desired Outcomes

- Sustainable and Effective Multi-modal Transportation
- World-class Resort Community
- Wide Variety of Exceptional Recreation
- Balance Between Tourism and Local Quality of Life
- Varied and Multi-seasonal Event Offerings

- Resilient and Sustainable Economy

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

Desired Outcomes

- Fiscally and Legally Sound*
- Well-maintained Assets and Infrastructure*
- Engaged and Informed Citizenry
- Strong Working Relationships with Strategic Stakeholders
- Transparent Government
- Gold Medal Performance Organization
- Responsive Customer Service

*Essential Services

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

Critical & Top Priorities

- Energy: Energy Conservation, Renewable Energy & Carbon Reduction, and Green Building Incentives
- Environmental Health
- Conservation of Natural Resources
- Open Space Acquisition

Desired Outcomes

- High Quality and Sustainable Water*
- Net-zero Carbon Government by 2022
- Net-zero Carbon City by 2032
- Abundant, Preserved and Publicly-accessible Open Space
- Mitigation of Environmental Pollutants

*Essential Services

Inclusive & Healthy Community
Park City is a safe and healthy community where residents can live, work and play. In order to maintain Park City's appeal, PCMC invests in those areas that ensure an exceptional quality of life. By creating a sense of place, we balance the historic character and small town atmosphere with the varying needs of our residents and visitors. A mix of art, culture, perspectives, and lifestyles is welcomed and celebrated. There are diverse job opportunities that pay a living wage and enable full-time residents to affordably live within a reasonable distance of their jobs. Preserving our unique history is vital to the longevity of the City's character and is at the forefront when key planning and economic development decisions are made.

Critical & Top Priorities
- Housing: Middle Income, Attainable & Affordable Housing
- Affordability
- Historic Preservation
- Lower Park Avenue Redevelopment Plan
- Citizen Wellbeing
- Arts & Culture

Desired Outcomes
- Safe Community*
- Live and Work Locally
- Affordable Cost of Living
- Diverse and Tolerant Population
- Distinctive Sense of Place
- Protected and Celebrated History
- Vibrant Arts and Culture
- Walkable and Bike-able Community
- Mental, Physical and Behavioral Health

*Essential Services

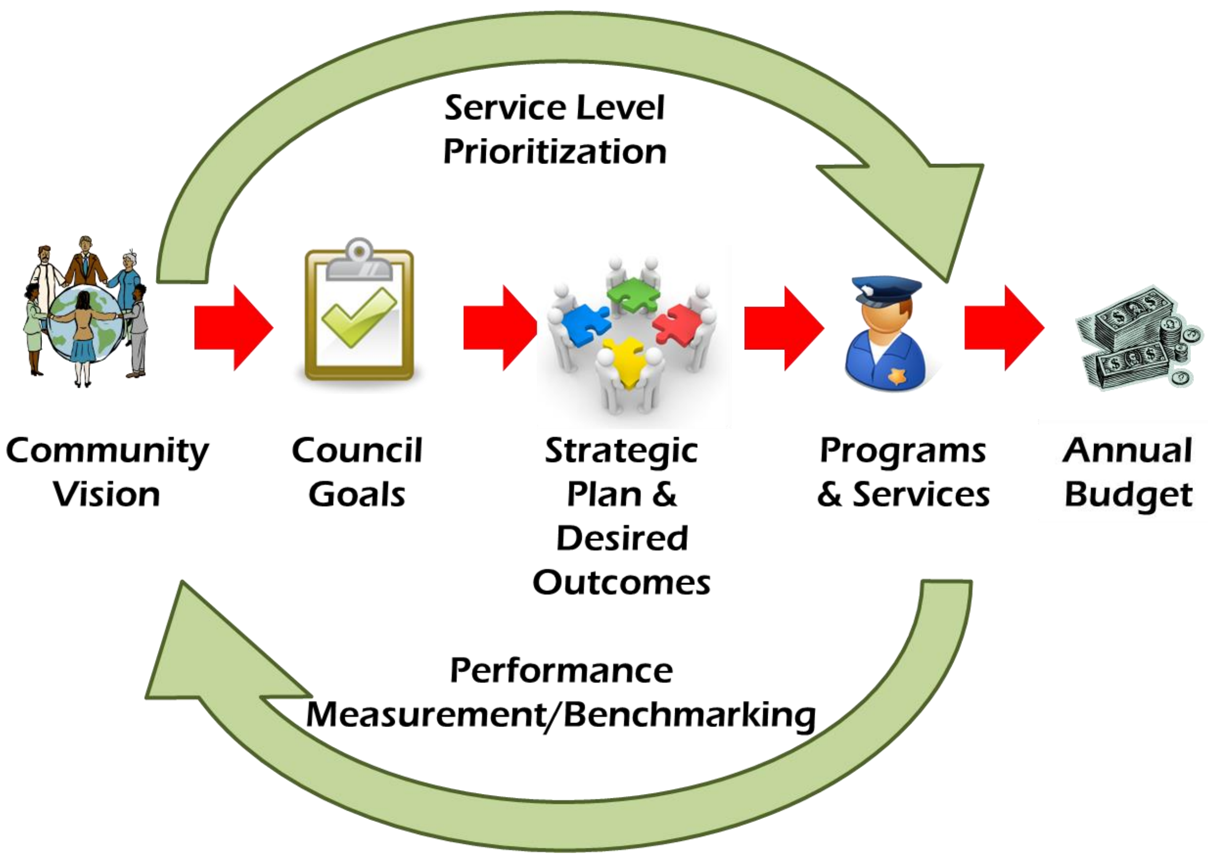
From Goals to Resource Allocation
The budget process is an essential element of financial planning, management, control, and evaluation for the City. It provides an opportunity for the citizens paying for governmental services to be heard by their elected representatives.

Budgeting for Outcomes (BFO)

The City employs a Budgeting for Outcomes (BFO) process that focuses on Council priorities and objectives as the driving factor for determining the annual budget. BFO is a way to link Council's policy goals to the day-to-day management operations of the City. Council's Goals are taken into account when department managers identify which Desired Outcomes will be met when requesting budget operating and capital options.

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

The evaluation of programs as part of this process may also identify potential duplication of efforts or opportunities to consolidate similar programs and/or services that are delivered through partnership with other governmental agencies, non-profit agencies, or the private sector.



The Budgeting for Outcomes bid process provides the monetary resources to support and implement the strategies that are identified in the Department Business Plans. If any changes of funding occur that eliminate a service or program, or significantly decrease the funding for a service or program during the budget process, the Department Business Plans need to be updated to reflect the impact of that decision to achieving the Desired Outcomes. Over time, the City may determine that some of the services and strategies currently observed do not help to move the dial on achieving the outcomes identified in the City's Long-term Strategic Plan and may shift gears with certain strategies or initiatives and those changes will be approved/disapproved during the Budget for Outcomes process.

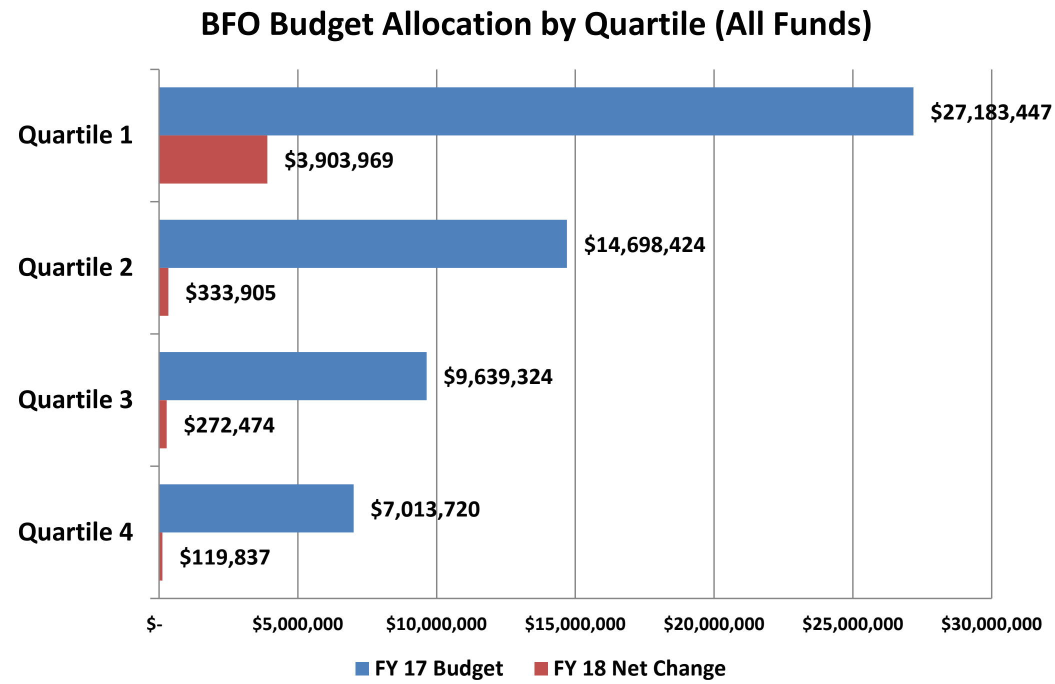
The Results Team

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

The criteria weighted the most heavily for scoring a BFO program is how well a program aligns with Council's Desired Outcomes. The onus is placed on the individual department managers to defend or justify their rationale to the Results Team. The Results Team will then score the program based off of the department manager's explanation as well as with their own understanding of Council's Desired Outcomes. This year, staff and specifically the Results Team were better able to understand where the current Council prioritized or places the most value amongst the Desired Outcomes based off of feedback during the Council Retreat, which helped staff to better allocate resources to those issues.

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

Each BFO program is scored by the results team in accordance with the aforementioned process. Quartile 1 is made up of the top 25% of programs that received the highest scoring in the City. This graphic demonstrates that the items most important to Council and the community are being funded by showing that the programs that are most important to Council and the community (Quartile 1) are the ones that are receiving the highest amount of funding.



BFO Budget Changes Highlighted

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

Budget Constraints

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

Most cities start using BFO or a similar tool when experiencing significant decreases in revenues because it allows them the opportunity to cost out and prioritize all the cities services and decrease or cut the services that score low. With modest revenue increases projected and knowing that further cuts could result in a decrease to levels of service, the Results Team made the decision to recommend a budget that doesn't cut departmental budgets and increases only for items that score high and an immediate need was obvious. Albeit, there are still programs that scored high that are not included in the proposed FY18 budget, simply due to budget constraints.

Throughout the budget process Council will have many opportunities to consider service level reductions and corresponding program budget cuts as well as to consider program funding or program increases not recommended in the proposed FY2018 budget.

BFO Summary

Utah State law requires that the City Manager present to Council a balanced budget at the first regularly scheduled Council meeting in May. A balanced budget is defined by Utah Code: "The total of the anticipated revenues shall equal the total of appropriated expenditures."[1] The proposed budget must be available for public inspection during normal business hours after it has been filed with the City Council. Per state code a tentative budget must be submitted to city council on or before the first scheduled meeting in May. The council then adopts the tentative budget and then begins to make it its own by modifying and amending it. Between the first City Council meeting in May and the presentation of the Final Budget on June 18, the Council has the opportunity to review the proposed budget, consider public comment, and finally, adopt a balanced budget. Before June 22 the Council must adopt either a tentative budget if the certified tax rate is to be exceeded (tax increase) or a final budget and proposed tax rate (no tax increase). If there is a property tax increase, the Council holds an additional public hearing before adopting the budget in August.

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

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

Financial Impact Assessment Report

On March 30, the budget department presented the 2017 Financial Impact Assessment Report (FIAR).This FIAR report is organized to forecast revenues and operating, capital, and debt service expenses for the General Fund. The information contained in the report is intended to inform decision makers in the budget process by illustrating the potential impacts of current financial decisions on the financial health of the City in both the near and distant future. The figures presented in the FIAR help set the funding limits for both the operating and capital budget process as related to the general fund and general fund capital transfer.

The figures below incorporate expenses and revenues from the General Fund as well as the general fund transfer to the CIP.

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[1] Utah State Code Title 10-6-110 (2)

Operating expense projections are shown using the service level associated with the 2017 Budget as the base year. The table below shows the FY 2018 service level projected over ten years using the 4.5% growth rate identified in the 2010 Service Level Assessment Committee (SLAC) update. The projected surpluses (or deficits) for each year are shown in the following graph.

Ten-year Financial Impact Forecast

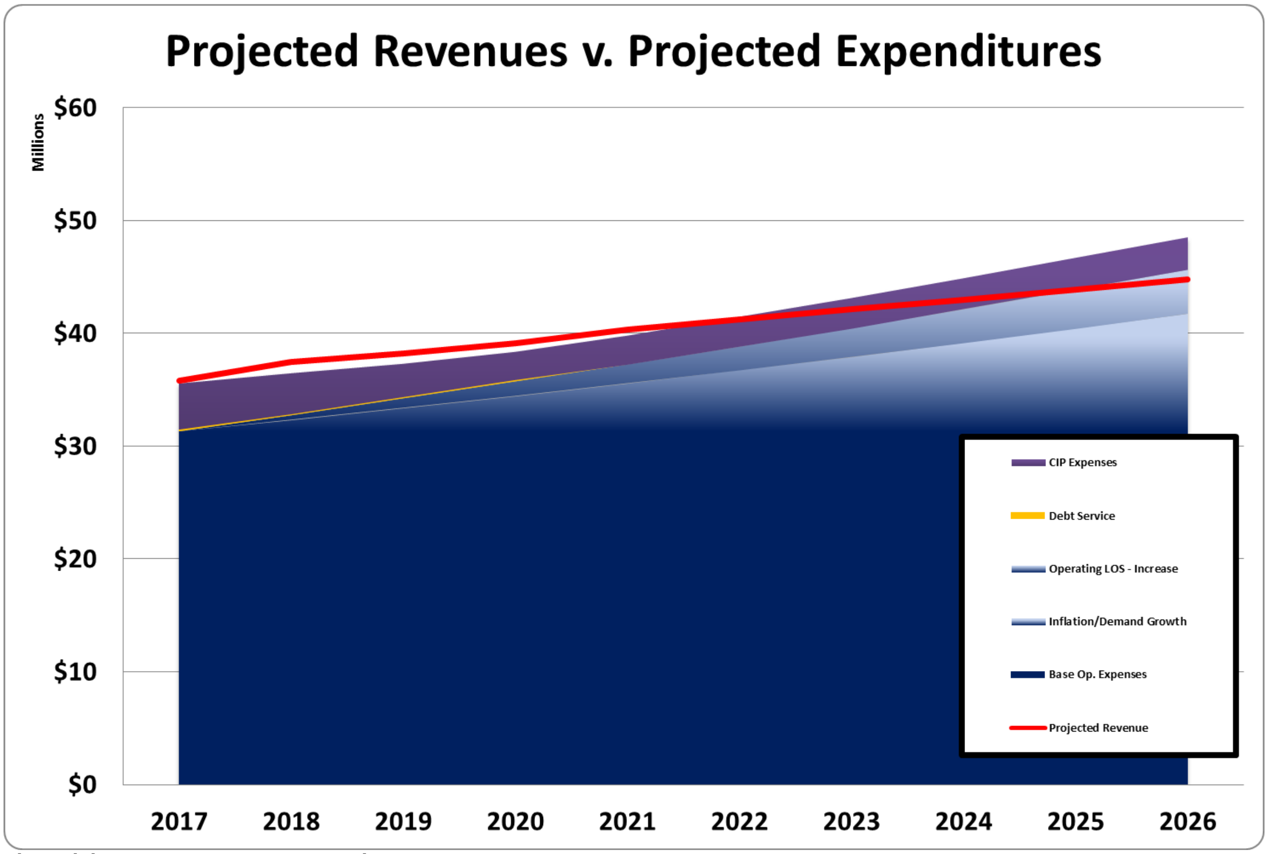
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Revenue	**$35,786**	**$37,477**	**$38,220**	**$39,130**	**$40,301**	**$41,207**	**$42,111**	**$42,989**	**$43,865**	**$44,740**
Op. Expenses (Base)	$31,325	$31,325	$31,325	$31,325	$31,325	$31,325	$31,325	$31,325	$31,325	$31,325
Inflationary Growth	$0	$1,013	$2,060	$3,141	$4,259	$5,413	$6,606	$7,838	$9,111	$10,426
Operating LOS Growth	$0	$414	$833	$1,259	$1,691	$2,129	$2,573	$3,023	$3,480	$3,943
CIP Expenses	$4,109	$3,643	$2,980	$2,545	$2,595	$2,645	$2,695	$2,745	$2,795	$2,845
Debt Service	$179	$178	$181	$182	$0	$0	$0	$0	$0	$0
Total Expenses	**$35,613**	**$36,573**	**$37,380**	**$38,453**	**$39,870**	**$41,512**	**$43,199**	**$44,932**	**$46,711**	**$48,540**
Rev/Exp	**$173**	**$904**	**$840**	**$677**	**$431**	**-$306**	**-$1,088**	**-$1,943**	**-$2,846**	**-$3,800**

**In Thousands (x1,000)*

Aggregate Surplus/(Shortfall) Over Ten-Years (2017 to 2026) **-$6,957,724**

Ten-year Financial Impact Forecast

The FIAR projections are based on long-range historical trends. As the economic environment of a resort economy ebbs and flows, the FIAR is intended to act as a long-range measure and reference for future financial decisions. As the City moves forward, revenue growth will be added and evaluated in the contexts of the historical trends and will help form an updated FIAR projection in 2018 which will guide the City in the subsequent biennium budget process.



Financial Impact Assessment Trends

For more detailed explanations of projection methodology and long-range financial planning, please consult the March 2017 FIAR document, a copy of which can be obtained from the Budget Department or at this website: http://www.parkcity.org/index.aspx?page=95

Budget Summary

The FY 2017 Adjusted Budget reflects a 0.14% operating increase from the FY 2017 Original Budget. FY 2017 adjusted capital budgets appear extremely high, but a significant portion of the $177.9 million budgeted for capital is carry-forward budget from FY 2016. Unlike operating budgets, capital projects may take multiple years to complete, thus the budgets for capital need to be renewed each year. At the end of each fiscal year, the unspent budget for each capital project is calculated and added to the new fiscal year’s budget as part of the adjusted budget. The carry-forward amount from FY 2016 is $70.6 million.

Expenditure Summary by Major Object - All Funds

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Budget	FY 2017 Adj. Budget	FY 2018 Budget
Personnel	23,724,613	25,570,623	27,516,623	30,515,422	33,941,957	34,031,584	37,810,072
Materials, Supplies & Services	14,135,698	13,565,499	14,848,667	14,821,754	17,181,542	17,181,542	17,871,069
Capital Outlay	15,277,156	24,038,380	35,598,211	20,160,212	73,766,691	177,907,078	39,443,132
Debt Service	10,562,058	13,065,007	22,065,899	11,337,373	10,993,302	10,993,302	10,993,002
Contingency		0	85,647	27,881	400,000	400,000	390,000
Actual Budget	**$63,699,525**	**$76,239,510**	**$100,115,047**	**$76,862,642**	**$136,283,492**	**$240,513,506**	**$106,507,275**
Budget Excluding Capital	**$48,422,369**	**$52,201,130**	**$64,516,836**	**$56,702,430**	**$62,516,801**	**$62,606,428**	**$67,064,143**
Interfund Transfers	7,667,140	13,929,137	22,945,672	15,431,059	11,257,582	11,257,582	11,824,790
Ending Balance	70,184,139	76,584,096	83,622,487	81,763,532	41,300,354	33,430,209	43,296,195
Subtotal	**$77,851,279**	**$90,513,233**	**$106,568,159**	**$97,194,591**	**$52,557,936**	**$44,687,791**	**$55,120,985**
Grand Total	**$141,550,804**	**$166,752,743**	**$206,683,206**	**$174,057,233**	**$188,841,428**	**$285,201,297**	**$161,628,260**

Expenditures by Major Object (All Funds Combined)

The FY 2018 Budget is increasing to $67.1 million, which is a 7.12% increase from the FY 2017 Adjusted Budget. The increase is due to Pay Plan increases, health insurance increases and operating expenses to keep up with demand for services. These changes are more fully discussed further in this section as well as in the Budget Issues section along with details on other committee recommendations, operating budget changes, and major capital requests.

The table above shows citywide expenditures by Major Object. The FY 2017 Adjusted Budget reflects an increase in personnel expenses of 0.26% from the FY 2017 Original Budget due to vacancy factor adjustments. This will be closely monitored and probably adjusted again for the final budget. FY 2018 shows a 11.4% increase in personnel from the FY 2017 Original Budget due primarily to personnel addition, most of which will be added in the transit fund for increased transit services. The table below shows major increases for just the General Fund.

Budget Estimates	**FY 18**
Benefits Committee Recommendation	140,000
Pay Plan Committee Recommendation	382,000
Utilities	14,227
Technical Adjustments	238,639
Net Discretionary Increases	652,107
4.5% Increase Over FY17 (Base) Total	1,426,973

Major Operating Items in General Fund

Health Insurance Costs

The City maintains a health and dental insurance plan through Regence Blue Cross Blue Shield of Utah. Each year Regence examines the City’s “use” of the plan and its total costs to Regence and then determines the price for the following year. This year national averages in health insurance annual increases were about 4%. This year, the City is around those averages at 3.4%, due to decreased usage. This would result in a $140k increase in the general fund. Below is the proposed new health insurance increase per fund:

Health Insurance Changes by Fund

		FY 2018 Budget
Fund 11	**General Fund**	$135,883
Fund 12	**Quinn's Recreation Complex**	$4,162
Fund 51	**Water Fund**	$20,198
Fund 52	**Storm Water Fund**	$4,557
Fund 55	**Golf Fund**	$2,566
Fund 57	**Transportation Fund**	$50,050
Fund 62	**Fleet Services Fund**	$6,832
	Total	$224,248

Health Insurance Increase by Fund

Utility Increases

Three years ago the Budget Department decided to centralize the budget monitoring of utilities for all funds. Over the last several years utility budget increases were not being recommended as they were difficult to predict. With wild swings in utility costs it was decided to have the Budget Department incorporate these costs into our other predictive models. The budget department is predicting a need for an increase in utilities for FY 2018 of $14,227.

Pay Plan

The Pay Plan changes in the City this year consist solely of a 2% increase to all of the City's pay grades. This 2% increase is used in order to keep up with the inflationary pressures on wages and keep Park City competitive when hiring new employees. The Pay Plan increase to the General Fund for FY 2018 will be $382k. The Pay Plan increases are broken out by fund in the table below:

Pay Plan Changes by Fund

		FY 2018 Budget
Fund 11	**General Fund**	$369,872
Fund 12	**Quinn's Recreation Complex**	$12,499
Fund 51	**Water Fund**	$46,388
Fund 52	**Storm Water Fund**	$10,824
Fund 55	**Golf Fund**	$16,200
Fund 57	**Transportation Fund**	$117,011
Fund 62	**Fleet Services Fund**	$14,470
	Total	$587,264

Pay Plan Increase by Fund

Non-Discretionary Items (Technical Adjustments):

In addition, there is about $240k in technical adjustments in the General Fund that need to be added to the FY18 budget. These include adjustments for personnel benefits like housing allowance, workers' compensation, and disability benefits. The Budget Department always tries to budget for actuals and these benefits are tied to individual employees that need to be adjusted at times. There are also miscoding errors from the last budget cycle that need to cleared up as well. This can result in an increase to line-items budgets if it was not done properly in the past. Other technical adjustments include Inter-fund Transfers for administrative costs, Fleet costs and the City's Self-Insurance fund.

Discretionary Operating Items (Results Team Recommendation):
The Results Team has to make tough decisions in order to fit their recommendation within the confines of the FIAR's projected expenditure increase, which also has to cover inflationary costs like Pay Plan, health insurance, retirement, and any other non-departmental budget increases. On May 25 the Results Team will present their recommendations organized through the Biennial Strategic Plans. The recommended budget increase needed to be limited to no more than $650k in the General Fund. Of the $1.66 million in general fund requests, the recommended General Fund net increase (once revenue and expenditure offsets are taken into account) is $652k. Below are some of the highlights. Staff will present more detail on the specific recommendations on May 25:

Department	Request	Recommendation
Police	$488,927	$250,000
Comm. Dev. Admin.	$202,202	$202,202
Planning	$158,820	$31,469
Finance	$159,600	$159,600
Economy	$149,678	$52,972
IT	$120,000	$100,000
Environmental & Sustain.	$113,919	$45,792
Street Maintenance	$60,597	$54,597
Library	$57,771	$25,662
Others	$150,083	$108,728
	$1,661,597	$1,031,022
	Expenditure & Revenue Offsets	-$378,915
	Net Increase	**$652,107**

Personnel Changes
A number of departments submitted personnel requests for the FY 2018 Budget. The impacts of all recommended personnel budget request increases are shown for each fund in the table below. The total increase in personnel of FY 2018 over the FY 2017 Original budget is $3 million. This increase is made up of changes to Finance, Building Maintenance, Economy, Environmental Sustainability, Police, Parks & Cemetery, Street Maintenance, Library, City Recreation, Community Development Administration, Planning, Transit, Storm Water and Water department personnel. Almost $2.5 million of the total increase for personnel requests are for personnel in the Transportation Operations and Parking departments in order to increase service for transit routes and Parking within Park City. The Transit fund and other more significant personnel increases are explained in more detail following table.

Total Personnel Options by Fund

	FY 2018 Budget
Fund 11 General Fund	$433,933
Fund 12 Quinn's Recreation Complex	$0
Fund 51 Water Fund	$100,273
Fund 52 Storm Water Fund	$43,581
Fund 55 Golf Fund	$0
Fund 57 Transportation Fund	$2,466,628
Fund 62 Fleet Fund	$0
Fund 64 Self Insurance Fund	$0
Total	$3,044,415

Recommended Personnel Requests by Fund

Materials, Supplies, and Services

The table below displays the increases to Materials, Supplies, and Services by fund over the FY 2017 adopted budget. In FY18 the main increases are about $105K for new HR Software in IT and Budget; $14K for training and the National Citizens Survey in Community Engagement; and $13k for Elections. The Water Fund increase is mainly due to utility cost increases.

Total Materials, Supplies & Services Options by Fund

	FY 2018 Budget
Fund 11 General Fund	$164,273
Fund 12 Quinn's Recreation Complex	$0
Fund 51 Water Fund	$133,690
Fund 52 Storm Water Fund	$0
Fund 55 Golf Fund	$0
Fund 57 Transportation Fund	$430,000
Fund 62 Fleet Fund	$0
Fund 64 Self Insurance Fund	$0
Total	**$727,963**

Materials, Supplies & Services Options by Fund

5-year Capital Improvement Plan

The Budget Document Vol. I and II detail each project in the 5-year CIP. Budget staff intends to provide a high-level overview of the recommended projects. It is the intention of staff the return to City Council throughout the budget hearings with more in-depth information regarding each project as needed or as more detailed cost estimates are available.

The capital budget, as proposed by the City Manager, continues to fund high priority projects which meet Council's four goals. This year's the City Managers Recommended Budget continues to have an emphasis on funding affordable housing projects, transportation and transit projects and open space acquisitions which has been identified by Council as a critical priority. In addition, all vertical capital construction projects are designed to be net zero. The following table shows a summary of current major projects with proposed funding amounts.

Major Capital Projects in 5-Year CIP				
Project	**Proposed Budget**	**Funding Source**	**Start Date**	**End Date**
Reconstruction of Park Avenue	4,490,000	Additional Resort Sales Tax	2019	2021
Recreation Building in City Park	4,500,000	Lower Park RDA	2017	2017
Bonanza Flats	25,000,000	GO Bond	2017	2017
	3,000,000	Donations		
	10,000,000	Other Governments Contribution		
Parks Building	136,000	Lower Park RDA	2017	2017
	513,333	Water Fund		
	350,667	Transit Fund		
Golf Building	68,000	Lower Park RDA	2017	2017
	256,667	Water Fund		
	175,333	Transit Fund		
Prospector Drain - Regulatory Project	2,302,352	General Fund Transfer	2017	2018
Soil Repository	4,204,144	General Fund Transfer	2017	2019
Housing Projects	5,008,522	Additional Resort Sales Tax	Underway	Pending
	35,409,608	Lower Park RDA	Underway	Pending
Downtown Projects	6,788,182	Additional Resort Sales Tax	Underway	Pending
Downtown Plazas	8,072,273	Additional Resort Sales Tax	2016	2018
Otis	5,366,552	Additional Resort Sales Tax	Underway	Pending
Water Projects - General Water Infrastructure	29,961,193	Water Fund	Underway	Pending
Operational Water Storage Pond	4,700,000	Water Fund	2018	2019
MIW Treatment	78,000,000	Water Fund	2019	2022
Empire Tank Replacement	4,000,000	Water Fund	2018	2019
Park Meadows Well	4,200,000	Water Fund	2019	2021
QJWTP Treatment & Capacity Upgrades	5,600,000	Water Fund	2017	2019
Water Energy Projects	3,800,000	Water Fund - Energy Fees	2017	Pending
Storm Water Projects	4,032,388	Storm Water Fund	2020	Pending
	1,762,646	Additional Resort Sales Tax	2017	Pending
Streets and Water Mainenance Building	3,023,527	General Fund Transfer	2017	2019
	2,700,000	Water Fund		
	1,000,000	Transit Fund		
	3,000,000	Storm Water Fund		
SR 248/US 40 Park and Ride Lot	2,000,000	FTA Grants/Regional Transit	2018	2020
Canyons Village Area Transit Center	1,500,000	FTA Grants/Regional Transit	2019	2021
Electric BRT Transit Buses & Charging Stations	5,040,000	FTA Grants/Regional Transit	2018	2020
Transportation and Transit Land Acquisition	5,940,000	Transit Revenue	2019	2021
Artificial Turf Replacement Quinn's	600,000	General Fund Transfer	2019	2020
Park Avenue Reconstruction	4,490,000	Additional Resort Sales Tax	2019	2021
	1,500,000	Storm Water Fund	2019	2021

Major Capital Projects

This year's CIP committee was Blake Fonnesbeck, Jon Weidenhamer, Ken Fisher, Kira Spears, Nate Rockwood, Matt Cassel, Scott Robertson, Alfred Knotts and Matt Twombly. Projects were reviewed and ranked based on six criteria: Objectives (City Council Goals), Funding, Necessity, Previous Investment, Environmental Impact, and Cost/Benefit. In addition, this year projects were also evaluated and scored based on projects which significantly contributed to Councils identified critical priorities.

At the time of prioritization, projections showed a general fund transfer to the CIP Fund of approximately $4.28 million in FY 2017, $4.09 million in FY 2018, $3.4 million in FY 2019, $2.88 million in FY 2020, $2.81 million in FY 2021 and $2.33 million in FY 2022. These figures include approximately $1.2 million to $1.3 million in transfers from the General Fund for equipment replacement.

The Committee recommended funding projects requiring operating General Fund transfer in the amount of $4,281,904 in the current fiscal year, $4,094,354 in FY 2018,

$3,400,011 in FY 2019, $2,883,812 in FY 2020 and $2,811,009 FY 2021 and $2,339,726 in FY 2022. The recommended project totals then taper from $2.8 million in FY 2021 to $2.3 million in FY 2022 to match the amount required to fund the ongoing CIP projects.

The total proposed CIP budget (all funds combined) for the FY 2017 Budget is $179.1 million ($108.5 million original budget and $70.6 million carry-forward budget). The proposed FY 2017 CIP budget is $108.5 million; FY 2018 CIP is $37.3 million. The CIP includes significant debt financing including anticipated debt issuance in the Water Fund, Lower Park Redevelopment Area, General Obligation issuance and in the Capital Fund (fund 031). The General Fund surplus required to fund projects in FY 2017 will be approximately $4.28 million—the majority of which is dedicated to completing current projects, ensuring the maintenance of existing infrastructure, or securing funding for previously-identified needs. Projects in these categories include Equipment Replacement – Rolling Stock, Aquatics Equipment Replacement, Pavement Management, Trails Master Plan Implementation, Traffic Calming, and Asset Management.

The list below details each of the new projects recommended for funding in the 5-Year CIP for the first time this year:

New Projects in CIP (All Funds)

Project	Fund	2017	2018	2019	2020	2021	2022
000491 Electric Bus Charging Station at Old Town Transit Center	Transit	-	649,000	-	-	-	-
000490 Electric Bus Charger at Kimball Junction Transit Center	Transit	314,000	-	-	-	-	-
000489 6 Electric BRT Transit Buses	Transit	4,077,075	-	-	-	-	-
000488 BRT Capital Improvments & Electronic Signage	Transit	-	305,000	-	-	-	-
000483 JSSD Interconnection Improvements	Water	-	800,000	800,000	-	-	-
000486 Canyons Village Area Transit Center	Transit	-	25,000	15,000	750,000	750,000	-
000469 SR 248/Richardson Flat Intersection Improvements	Transit	-	280,000	-	-	-	-
000470 SR 248/US 40 Park and Ride Lot	Transit	-	255,000	-	-	-	-
000485 Enhanced Bus Stops at Fresh Market and Park Ave Condos	Transit	10,000	143,000	-	-	-	-
000480 Bonanza Flats	CIP	38,000,000	-	-	-	-	-
000484 VMS Signs	GF	-	120,000	-	-	-	-
CP0325 Network & Security Enhancements	GF/Enterprise	-	68,000	-	-	-	-
000473 Core Fabric Extender	GF/Enterprise	-	10,000	-	-	-	-
000479 Swede Sidewalks Concept Design	ADD Resort	-	50,000		-	-	-
000476 Windows 10 Client Licenses	GF/Enterprise	-	23,000	-	-	-	-
CP0339 Fiber Connection to Quinn's Ice & Water	GF	60,000	-	-	-	-	-
000474 Timekeeping Software Upgrade	GF/Enterprise	-	20,000	-	-	-	-
000487 Electrical Generator Upgrades	GF	-	5,000	-	-	-	-
000475 Mobile Management Server	GF/Enterprise	-	65,000	-	-	-	-
000472 PC MARC Tennis Court Resurface	GF	-	-	17,000	-	-	30,000
000468 Sports Field- Turf Aerator	GF	-	26,000	-	-	-	-
000492 Main Street Bollards Phase I	Lower Park	75,000	-	-	-	-	-

Recommended New CIP Amounts

The following figure shows projects that were not recommended for funding in the 5-Year CIP:

Projects Not Recommended							
Project	**Fund**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**
000471 Adobe Acrobat Software Standardization	GF/Enterprise	-	25,000	-	-	-	-
CP0251 Electronic Record Archiving	GF	-	-	100,000	-	-	-
000477 Add Uphill Marsac Gate Above Chambers Avenue	GF	-	29,440	-	-	-	-
000481 Indoor Aquatics	Unspecified	-	-	-	8,000,000	-	-
000478 Phase 2 PC MARC	Unspecified	-	-	4,500,000	-	-	-
000482 Concrete Driveway to Bubble Storage	GF	25,000	-	-	-	-	-
CP0163 Quinn's Fields Phase III	Unspecified	-	-	-	3,200,000	-	-
000377 Ice Rink Expansion	Unspecified	-	-	-	2,847,667	19,735,335	-
000389 Library Book Sorter	GF	120,000	-	-	-	-	-

New CIP Amounts Not Recommended

The City, County and School District have recently completed a joint Recreation Master Plan. The CIP committee recognizes the communities continued desired for recreation amenities. Specific amenities identified in the recreation master plan include additional facility capacity at the MARC, indoor aquatics, additional sports fields and an ice rink expansion (second ice sheet). Recreation facilities come at an expensive price tag which is currently beyond the amount of anticipated General Fund surpluses, therefore funding for these projects is listed as “unspecified”. Due to identified critical and top priorities of City Council, the CIP committee does not recommend funding theses recreation improvements at this time. However, the committee recommends these projects remain in the Capital Improvement Plan to be evaluated long range funding plan of the City and region. The committee recommends that funding possibilities continue to be evaluated for recreation facilities and that in future years, the City Council may consider voter approved funding, such as General Obligation Bonds to fund facilities.

The following table shows all projects funded with the general fund transfer, in order of how each project was scored by the CIP Committee.

General Fund Transfer - Projects						
Project	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**
CP0006 Pavement Managment Implementation	440,000	440,000	513,000	440,000	440,000	480,000
CP0336 Prospector Avenue Reconstruction	200,000	200,000	-	-	-	-
CP0150 Ice Facility Capital Replacement	50,000	50,000	50,000	50,000	50,000	50,000
CP0312 Fleet Management Software	31,986	-	-	-	-	-
CP0041 Trails Master Plan Implementation	50,000	50,000	50,000	50,000	50,000	50,000
CP0266 Prospector Drain - Regulatroy Project	-	300,000	-	-	-	-
CP0267 Soil Repository	468,000	162,000	370,000	-	-	-
CP0075 Equipment Replacement - Computer	308,700	308,700	308,700	308,700	308,700	308,700
CP0325 Network & Security Enhancements	-	68,000	-	-	-	-
CP0354 Streets and Water Maintenance Building	1,308,418	596,361	-	-	-	-
CP0365 Comstock Tunnel Discharge	(72,874)	-	-	-	-	-
CP0146 Asset Management/Replacement Program	552,709	552,709	552,709	552,709	552,709	552,709
CP0333 Engineering Survey Monument Re-establish	5,000	-	-	-	-	-
CP0036 Traffic Calming	10,000	10,000	10,000	10,000	10,000	10,000
000473 Core Fabric Extender	-	6,000	-	-	-	-
000476 Windows 10 Client Licenses	-	5,500	-	-	-	-
CP0191 Walkability Maintenance	40,500	40,500	40,500	40,500	40,500	40,500
CP0061 Economic Development	25,000	-	-	-	-	-
CP0074 Equipment Replacement - Rolling Stock	850,000	900,000	900,000	950,000	1,050,000	1,050,000
CP0352 Parks Irrigation System Efficiency Imp	25,000	25,000	25,000	25,000	25,000	25,000
CP0339 Fiber Connection to Quinn's Ice & Water	60,000	-	-	-	-	-
000474 Timekeeping Software Upgrade	-	10,000	-	-	-	-
CP0217 Emergency Management Program	10,000	10,000	-	-	-	-
000487 Electrical Generator Upgrades	-	5,000	-	-	-	-
000475 Mobile Management Server	-	35,100	-	-	-	-
000472 PC MARC Tennis Court Resurface	-	-	17,000	-	30,000	-
CP0017 ADA Implementation	5,000	5,000	5,000	5,000	5,000	5,000
CP0387 VMS Replacement	40,000	-	-	-	-	-
000468 Sports Field- Turf Aerator	-	26,000	-	-	-	-
CP0250 Irrigation Controller Replacement	20,000	20,000	20,000	-	-	-
CP0348 McPolin Barn Seismic Upgrade	(240,000)	-	-	-	-	-
CP0264 Security Projects	50,000	50,000	-	-	-	-
CP0334 Repair of Historic Wall/Foundation	45,000	-	-	-	-	-
CP0280 Aquatics Equipment Replacement	15,000	15,000	15,000	15,000	15,000	15,000
CP0332 Library Technology Equipment Replacement	24,387	24,387	24,387	24,387	24,387	24,387
CP0340 Fleet Shop Equipment Replacement	15,000	15,000	15,000	15,000	15,000	15,000
CP0353 Remote snow storage site improvements	25,000	50,000	-	-	-	-
CP0229 Dredge Prospector Pond	-	-	-	150,000	-	-
CP0089 Public Art	75,000	75,000	-	-	-	-
CP0142 Racquet Club Program Equipment Replaceme	60,000	65,000	65,000	65,000	65,000	65,000
CP0351 Artificial Turf Replacement Quinn's	-	-	418,000	182,000	-	-
CP0374 Building Permit Issuance Software	(218,000)	-	-	-	-	-
TOTAL	**4,278,826**	**4,120,257**	**3,399,296**	**2,883,296**	**2,681,296**	**2,691,296**

Projects Recommended in 5-Year CIP (General Fund Transfer)

The General Fund Transfer table shows all recommended GF transfer projects. The ongoing project table shows just the ongoing General Fund projects in the 5-Year CIP.

General Fund Transfer - Ongoing Projects						
Project	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**
CP0006 Pavement Managment Implementation	440,000	440,000	513,000	440,000	440,000	480,000
CP0150 Ice Facility Capital Replacement	50,000	50,000	50,000	50,000	50,000	50,000
CP0041 Trails Master Plan Implementation	50,000	50,000	50,000	50,000	50,000	50,000
CP0075 Equipment Replacement - Computer	308,700	308,700	308,700	308,700	308,700	308,700
CP0146 Asset Management/Replacement Program	552,709	552,709	552,709	552,709	552,709	552,709
CP0036 Traffic Calming	10,000	10,000	10,000	10,000	10,000	10,000
CP0191 Walkability Maintenance	40,500	40,500	40,500	40,500	40,500	40,500
CP0074 Equipment Replacement - Rolling Stock	850,000	900,000	900,000	950,000	1,050,000	1,050,000
CP0352 Parks Irrigation System Efficiency Imp	25,000	25,000	25,000	25,000	25,000	25,000
CP0017 ADA Implementation	5,000	5,000	5,000	5,000	5,000	5,000
CP0280 Aquatics Equipment Replacement	15,000	15,000	15,000	15,000	15,000	15,000
CP0332 Library Technology Equipment Replacement	24,387	24,387	24,387	24,387	24,387	24,387
CP0340 Fleet Shop Equipment Replacement	15,000	15,000	15,000	15,000	15,000	15,000
CP0142 Racquet Club Program Equipment Replaceme	60,000	65,000	65,000	65,000	65,000	65,000

Figure E16 – Ongoing CIP Projects with General Fund Transfer as Funding Source

The following table shows projects recommended in the Water Fund. Fiscal year 2017 includes the carry forward budget from fiscal year 2016. All water projects are funded with water service fees and water impact fees. Water revenue bonds are anticipated to cover the cost of projects. All water revenue bonds are leveraged against future water service fees and water impact fees. A large portion of capital projects anticipated in the next five years are directly related to state and federal compliance with the Clean Water Act.

Total Water Fund Projects in CIP (including Carry Forward)

Project	2017	2018	2019	2020	2021	2022
000471 Adobe Acrobat Software Standardization	-	1,000	-	-	-	-
000473 Core Fabric Extender	-	1,000	-	-	-	-
000474 Timekeeping Software Upgrade	-	4,000	-	-	-	-
000475 Mobile Management Server	-	13,000	-	-	-	-
000476 Windows 10 Client Licenses	-	5,500	-	-	-	-
000483 JSSD Interconnection Improvements	-	800,000	800,000	-	-	-
CP0007 Tunnel Maintenance	693,904	247,756	252,711	261,511	268,049	274,750
CP0010 Water Department Service Equipment	334,680	90,000	80,000	80,000	80,000	80,000
CP0026 Motor Change-out and Rebuild Program	106,076	30,731	31,807	32,602	33,417	36,759
CP0040 Water Dept Infrastructure Improvement	2,352,810	900,000	900,000	900,000	945,000	992,250
CP0069 Judge Water Treatment Improvements	286,765	-	-	-	-	-
CP0070 Meter Reading Upgrade	100,547	-	-	-	-	-
CP0075 Equipment Replacement - Computer	39,033	19,932	19,932	19,932	19,932	19,932
CP0081 OTIS Water Pipeline Replacement	2,293,360	233,972	273,688	280,530	300,000	300,000
CP0140 Emergency Power	150,000	-	-	-	-	-
CP0178 Rockport Water, Pipeline, and Storage	2,263,643	1,244,549	1,275,663	1,307,554	1,307,554	1,307,554
CP0181 Spiro Building Maintenance	291,725	113,141	100,000	100,000	100,000	-
CP0239 PC Heights Capacity Upgrade (tank)	1,300,000	-	-	-	-	-
CP0240 Quinn's Water Treatment Plant	26,698	-	-	-	-	-
CP0273 Landscape Water Checks	13,575	6,000	6,000	6,000	6,000	6,000
CP0274 PC Heights Development Infrastructure	464,254	-	-	-	-	-
CP0275 Smart Irrigation Controllers	23,770	10,000	10,000	10,000	10,000	10,000
CP0276 Water Quality Study	535,793	250,000	250,000	-	-	-
CP0277 Rockport Capital Facilities Replacement	353,960	151,146	151,146	151,146	151,146	151,146
CP0286 Ironhorse Electronic Access Control	6,000	-	-	-	-	-
CP0301 Scada and Telemetry System Replacement	301,434	52,500	55,125	57,881	59,618	61,407
CP0303 Empire Tank Replacement	2,072,554	1,750,000	2,000,000	-	-	-
CP0304 Quinn's Water Treatment Plant Asset Repl	848,949	172,253	1,200,000	200,000	210,000	220,500
CP0312 Fleet Management Software	7,038	-	-	-	-	-
CP0330 Spiro/Judge Pre-treatment	199,791	-	-	-	-	-
CP0341 Regional Innterconnect	500,505	-	-	580,000	-	-
CP0342 Meter Replacement	799,512	250,000	250,000	250,000	250,000	250,000
CP0343 Park meadows Well	1,084,039	3,600,000	-	-	-	-
CP0344 PRV Improvements for Fire Flow Storage	-	-	-	-	-	805,000
CP0345 Three Kings/Silver King Pump Station	-	-	1,108,783	-	-	-
CP0346 Fairway Hills to Park Meadows Redundancy	-	200,000	-	-	-	-
CP0347 Queen Esther Drive	-	-	-	-	-	669,143
CP0354 Streets and Water Maintenance Building	5,400,000	-	-	-	-	-
CP0370 C7- Neck Tank to Last Chance	-	-	-	320,707	-	-
CP0371 C1 - Quinns WTP to Boothill - Phase 1	-	-	-	1,101,080	-	-
CP0372 Regionalization Fee	-	-	-	245,000	245,000	245,000
CP0373 Operational Water Storage Pond	-	2,700,000	2,000,000	-	-	-
CP0389 MIW Treatment	2,000,000	3,102,500	3,472,875	16,215,506	29,762,816	25,000,000
CP0390 QJWTP Treatment Upgrades	9,534,767	-	-	-	-	-
CP0391 QJWTP Capacity Upgrades	-	500,000	100,000	-	-	-
CP0392 Distribution Zoning Meters	400,000	-	-	200,000	-	-
CP0393 Energy Projects	400,000	200,000	200,000	200,000	200,000	200,000
CP0394 QWTP Energy Projects	400,000	200,000	-	-	-	-
CP0399 Dump Truck	150,000	-	-	-	-	-
CP0404 Parks Building	1,026,666	-	-	-	-	-
CP0405 Golf Building	513,334	-	-	-	-	-
Total	37,275,181	16,848,980	14,537,730	22,519,449	33,948,532	30,629,441

Total Water Projects 5-year CIP

Department Review
This report has been reviewed by the City Attorney’s Office and the City Manager’s Office.

Attachments:
A – Budget Summaries
B – Tentative Budget Ordinance

Expenditure Summary by Fund and Major Object (FY 2016 Adjusted Budget)

Description	Personnel FY 2016	Mat, Supplies, Services FY 2016	Capital FY 2016	Debt Service FY 2016	Contingency FY 2016	Sub - Total FY 2016	Interfund Transfer FY 2016	Ending Balance FY 2016	Total FY 2016
Park City Municipal Corporation									
011 GENERAL FUND	$20,114,163	$6,947,085	$369,282	$0	$250,000	$27,680,530	$2,117,006	$9,272,761	$39,070,297
012 QUINNS RECREATION COMPLEX	$730,363	$368,957	$6,000	$0	$0	$1,105,320	$0	$-3,827,364	$-2,722,044
021 POLICE SPECIAL REVENUE FUND	$0	$0	$0	$0	$0	$0	$0	$29,944	$29,944
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	$0	$0	$0	$0	$0	$0	$0	$17,257	$17,257
031 CAPITAL IMPROVEMENT FUND	$0	$0	$45,134,457	$0	$0	$45,134,457	$1,297,588	$3,476,999	$49,909,044
038 EQUIPMENT REPLACEMENT CIP	$0	$0	$2,471,132	$0	$0	$2,471,132	$0	$372,030	$2,843,162
051 WATER FUND	$2,393,327	$3,260,907	$13,313,151	$4,509,004	$100,000	$23,576,390	$1,574,227	$10,097,074	$35,247,691
052 STORM WATER FUND	$0	$0	$0	$0	$0	$0	$0	$0	$0
055 GOLF COURSE FUND	$778,404	$498,529	$149,084	$27,060	$0	$1,453,077	$117,077	$1,163,779	$2,733,933
057 TRANSPORTATION & PARKING FUND	$5,850,622	$1,009,951	$15,084,542	$0	$0	$21,945,115	$2,540,804	$13,048,742	$37,534,662
062 FLEET SERVICES FUND	$835,721	$1,651,120	$10,000	$0	$0	$2,496,841	$0	$1,048,576	$3,545,417
064 SELF INSURANCE FUND	$0	$946,300	$0	$0	$0	$946,300	$0	$411,816	$1,358,116
070 SALES TAX REV BOND - DEBT SVS FUND	$0	$0	$0	$2,601,563	$0	$2,601,563	$3,452,014	$3,063,750	$9,117,327
071 DEBT SERVICE FUND	$0	$0	$0	$4,230,380	$0	$4,230,380	$0	$1,063,074	$5,293,454
Total Park City Municipal Corporation	**$30,702,601**	**$14,682,849**	**$76,537,648**	**$11,368,007**	**$350,000**	**$133,641,105**	**$11,098,717**	**$39,238,438**	**$183,978,260**
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	$22,634	$750,000	$0	$0	$0	$772,634	$1,641,125	$133,560	$2,547,319
024 MAIN STREET RDA SPECIAL REVENUE FUND	$0	$485,000	$0	$0	$0	$485,000	$752,000	$64,638	$1,301,638
033 REDEVELOPMENT AGENCY-LOWER PRK	$0	$0	$13,025,293	$0	$0	$13,025,293	$324,000	$1,797,391	$15,146,684
034 REDEVELOPMENT AGENCY-MAIN ST	$0	$0	$122,603	$0	$0	$122,603	$803,885	$1,166,101	$2,092,589
Total Park City Redevelopment Agency	**$22,634**	**$1,235,000**	**$13,147,896**	**$0**	**$0**	**$14,405,530**	**$3,521,010**	**$3,161,690**	**$21,088,230**
Municipal Building Authority									
035 BUILDING AUTHORITY	$0	$0	$7,198	$0	$0	$7,198	$0	$451,714	$458,912
Total Municipal Building Authority	**$0**	**$0**	**$7,198**	**$0**	**$0**	**$7,198**	**$0**	**$451,714**	**$458,912**
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	**$30,725,235**	**$15,917,849**	**$89,692,741**	**$11,368,007**	**$350,000**	**$148,053,833**	**$14,619,727**	**$42,851,842**	**$205,525,402**

Expenditure Summary by Fund and Major Object (FY 2017 Budget)

Description	Personnel FY 2017	Mat, Supplies, Services FY 2017	Capital FY 2017	Debt Service FY 2017	Contingency FY 2017	Sub - Total FY 2017	Interfund Transfer FY 2017	Ending Balance FY 2017	Total FY 2017
Park City Municipal Corporation									
011 GENERAL FUND	$20,900,404	$7,137,209	$431,390	$0	$250,000	$28,719,003	$2,125,675	$10,361,319	$41,205,997
012 QUINNS RECREATION COMPLEX	$850,054	$374,277	$6,000	$0	$0	$1,230,331	$1,200	$-4,270,895	$-3,039,364
021 POLICE SPECIAL REVENUE FUND	$0	$0	$0	$0	$0	$0	$0	$29,944	$29,944
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	$0	$0	$0	$0	$0	$0	$0	$17,257	$17,257
031 CAPITAL IMPROVEMENT FUND	$0	$0	$16,545,359	$0	$0	$16,545,359	$1,285,867	$11,812,523	$29,643,749
038 EQUIPMENT REPLACEMENT CIP	$0	$0	$1,023,700	$0	$0	$1,023,700	$0	$372,030	$1,395,730
051 WATER FUND	$2,974,519	$3,386,856	$17,013,429	$4,507,304	$100,000	$27,982,108	$1,574,227	$14,967,262	$44,523,597
052 STORM WATER FUND	$657,244	$295,400	$451,500	$0	$0	$1,404,144	$20,000	$565,856	$1,990,000
055 GOLF COURSE FUND	$922,418	$498,529	$114,565	$27,060	$0	$1,562,572	$117,077	$1,050,076	$2,729,725
057 TRANSPORTATION & PARKING FUND	$6,544,670	$1,207,951	$18,444,045	$0	$0	$26,196,666	$2,540,804	$3,783,152	$32,520,622
062 FLEET SERVICES FUND	$970,624	$1,684,620	$10,000	$0	$0	$2,665,244	$0	$804,532	$3,469,776
064 SELF INSURANCE FUND	$0	$946,300	$0	$0	$0	$946,300	$0	$216,181	$1,162,481
070 SALES TAX REV BOND - DEBT SVS FUND	$0	$0	$0	$2,261,013	$0	$2,261,013	$0	$3,054,750	$5,315,763
071 DEBT SERVICE FUND	$0	$0	$0	$4,224,985	$0	$4,224,985	$0	$1,120,892	$5,345,877
Total Park City Municipal Corporation	**$33,819,935**	**$15,531,142**	**$54,039,988**	**$11,020,362**	**$350,000**	**$114,761,427**	**$7,664,850**	**$43,884,879**	**$166,311,156**
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	$25,327	$750,000	$0	$0	$0	$775,327	$1,641,125	$130,900	$2,547,352
024 MAIN STREET RDA SPECIAL REVENUE FUND	$0	$485,000	$0	$0	$0	$485,000	$752,000	$69,638	$1,306,638
033 REDEVELOPMENT AGENCY-LOWER PRK	$0	$0	$17,881,858	$0	$0	$17,881,858	$0	$56,658	$17,938,516
034 REDEVELOPMENT AGENCY-MAIN ST	$0	$0	$50,000	$0	$0	$50,000	$806,088	$1,062,013	$1,918,101
Total Park City Redevelopment Agency	**$25,327**	**$1,235,000**	**$17,931,858**	**$0**	**$0**	**$19,192,185**	**$3,199,213**	**$1,319,209**	**$23,710,607**
Municipal Building Authority									
035 BUILDING AUTHORITY	$0	$0	$0	$0	$0	$0	$0	$451,714	$451,714
Total Municipal Building Authority	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$451,714**	**$451,714**
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	**$33,845,262**	**$16,766,142**	**$71,971,846**	**$11,020,362**	**$350,000**	**$133,953,612**	**$10,864,063**	**$45,655,802**	**$190,473,477**

Expenditure Summary by Fund and Major Object (FY 2018 Budget)

Description	Personnel FY 2018	Mat, Supplies, Services FY 2018	Capital FY 2018	Debt Service FY 2018	Contingency FY 2018	Sub - Total FY 2018	Interfund Transfer FY 2018	Ending Balance FY 2018	Total FY 2018
Park City Municipal Corporation									
011 GENERAL FUND	$21,184,898	$7,136,109	$360,590	$0	$250,000	$28,931,597	$2,255,921	$12,637,796	$43,825,314
012 QUINNS RECREATION COMPLEX	$850,054	$374,277	$6,000	$0	$0	$1,230,331	$1,249	$-4,698,475	$-3,466,895
021 POLICE SPECIAL REVENUE FUND	$0	$0	$0	$0	$0	$0	$0	$29,944	$29,944
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	$0	$0	$0	$0	$0	$0	$0	$17,257	$17,257
031 CAPITAL IMPROVEMENT FUND	$0	$0	$10,268,540	$0	$0	$10,268,540	$1,288,297	$4,012,979	$15,569,816
038 EQUIPMENT REPLACEMENT CIP	$0	$0	$1,073,700	$0	$0	$1,073,700	$0	$372,030	$1,445,730
051 WATER FUND	$2,974,519	$3,449,067	$12,272,480	$4,506,154	$100,000	$23,302,220	$1,575,872	$16,915,693	$41,793,785
052 STORM WATER FUND	$657,244	$295,400	$864,500	$0	$0	$1,817,144	$31,234	$797,478	$2,645,856
055 GOLF COURSE FUND	$922,418	$498,529	$114,565	$27,060	$0	$1,562,572	$117,801	$965,649	$2,646,022
057 TRANSPORTATION & PARKING FUND	$6,404,542	$1,207,951	$4,110,515	$0	$0	$11,723,008	$2,610,936	$3,930,371	$18,264,315
062 FLEET SERVICES FUND	$970,624	$2,380,590	$10,500	$0	$0	$3,361,714	$0	$24,008	$3,385,722
064 SELF INSURANCE FUND	$0	$946,300	$0	$0	$0	$946,300	$0	$20,546	$966,846
070 SALES TAX REV BOND - DEBT SVS FUND	$0	$0	$0	$2,266,613	$0	$2,266,613	$0	$3,050,013	$5,316,626
071 DEBT SERVICE FUND	$0	$0	$0	$4,210,235	$0	$4,210,235	$0	$1,175,172	$5,385,407
Total Park City Municipal Corporation	**$33,964,300**	**$16,288,223**	**$29,081,390**	**$11,010,062**	**$350,000**	**$90,693,975**	**$7,881,310**	**$39,250,461**	**$137,825,746**
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	$0	$750,000	$0	$0	$0	$750,000	$1,641,125	$153,567	$2,544,692
024 MAIN STREET RDA SPECIAL REVENUE FUND	$0	$485,000	$0	$0	$0	$485,000	$752,000	$74,638	$1,311,638
033 REDEVELOPMENT AGENCY-LOWER PRK	$0	$0	$3,571,000	$0	$0	$3,571,000	$0	$4,041,814	$7,612,814
034 REDEVELOPMENT AGENCY-MAIN ST	$0	$0	$450,000	$0	$0	$450,000	$809,490	$554,523	$1,814,013
Total Park City Redevelopment Agency	**$0**	**$1,235,000**	**$4,021,000**	**$0**	**$0**	**$5,256,000**	**$3,202,615**	**$4,824,542**	**$13,283,157**
Municipal Building Authority									
035 BUILDING AUTHORITY	$0	$0	$0	$0	$0	$0	$0	$451,714	$451,714
Total Municipal Building Authority	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$451,714**	**$451,714**
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	**$33,964,300**	**$17,523,223**	**$33,102,390**	**$11,010,062**	**$350,000**	**$95,949,976**	**$11,083,925**	**$44,526,717**	**$151,560,618**

All Funds Combined

Revenue	Actual FY 2014	Actual FY 2015	YTD Actual FY 2016	Adjusted FY 2016	Original FY 2017	% Total FY 2017	Original FY 2018
RESOURCES							
Property Taxes	$18,111,591	$18,155,545	$18,035,139	$18,343,245	$18,546,507	10%	$18,732,940
Sales Tax	$17,518,455	$19,196,824	$12,152,778	$20,351,839	$22,427,169	12%	$18,352,513
Franchise Tax	$3,158,716	$3,061,207	$2,257,257	$3,144,000	$3,225,000	2%	$3,298,000
Licenses	$1,374,461	$1,452,619	$1,442,753	$1,427,699	$1,459,183	1%	$1,451,666
Planning Building & Engineering Fees	$3,777,866	$5,699,680	$2,034,800	$5,142,000	$4,202,000	2%	$4,202,000
Other Fees	$43,461	$37,185	$108,674	$49,000	$59,000	0%	$59,000
Federal Revenue	$3,395,326	$3,124,867	$83,748	$9,025,572	$7,978,119	4%	$3,592,480
State Revenue	$1,370,678	$2,452,457	$286,575	$406,000	$466,000	0%	$466,000
County/SP District Revenue	$375,001	$100,000	$50,000	$52,000	$50,000	0%	$50,000
Water Charges for Services	$13,128,172	$14,125,896	$11,340,620	$15,660,141	$18,738,500	10%	$19,528,500
Transit Charges for Services	$2,175,148	$2,200,248	$1,555,482	$2,556,039	$3,671,378	2%	$2,921,042
Cemetery Charges for Services	$26,250	$38,188	$14,420	$38,000	$38,000	0%	$39,000
Recreation	$3,163,875	$3,353,645	$2,291,445	$3,467,596	$3,628,496	2%	$3,725,496
Ice	$787,773	$757,271	$587,303	$775,000	$788,000	0%	$804,000
Other Service Revenue	$86,364	$99,640	$76,165	$91,000	$91,000	0%	$91,000
Library Fines & Fees	$16,124	$12,456	$16,146	$20,000	$20,000	0%	$21,000
Fines & Forfeitures	$739,304	$970,488	$886,465	$679,200	$1,469,200	1%	$1,469,200
Misc. Revenues	$3,243,186	$2,986,257	$1,635,218	$2,639,856	$1,242,518	1%	$7,158,561
Interfund Transactions (Admin)	$4,454,236	$5,527,077	$4,107,430	$5,313,115	$5,330,283	3%	$5,494,304
Interfund Transactions (CIP/Debt)	$9,474,901	$17,418,595	$4,866,320	$9,306,612	$5,533,780	3%	$5,589,612
Special Revenues & Resources	$904,174	$796,792	$299,462	$715,000	$657,500	0%	$658,500
Bond Proceeds	$9,243,543	$28,532,387		$22,700,000	$48,000,000	25%	$8,200,000
Beginning Balance	$70,184,139	$76,584,096	$83,622,487	$83,622,487	$42,851,842	22%	$45,655,802
TOTAL	**$166,752,742**	**$206,683,419**	**$147,750,689**	**$205,525,402**	**$190,473,475**	**100%**	**$151,560,616**

Change in Fund Balance

Fund	Actuals FY 2014	Actuals FY 2015	Actuals FY 2016	Adjusted FY 2016	Increase (red) FY 2016	% Inc (red) FY 2016	Budget FY 2017	Increase (red) FY 2017	% Inc (red) FY 2017	Budget FY 2018	Increase (red) FY 2018	% Inc (red) FY 2018
Park City Municipal Corporation												
011 GENERAL FUND	$9,789,256	$10,255,105	$0	$9,272,761	$-982,344	-10%	$10,361,319	$1,088,558	12%	$12,637,796	$2,276,477	22%
012 QUINNS RECREATION COMPLEX	$-3,204,132	$-3,497,044	$0	$-3,827,364	$-330,320	9%	$-4,270,895	$-443,531	12%	$-4,698,475	$-427,580	10%
021 POLICE SPECIAL REVENUE FUND	$29,144	$29,944	$0	$29,944			$29,944			$29,944		
022 CRIMINAL FORFEITURE RESTRICTED ACCOUNT	$17,258	$17,257	$0	$17,257			$17,257			$17,257		
031 CAPITAL IMPROVEMENT FUND	$27,106,574	$32,950,023	$0	$3,476,999	$-29,473,024	-89%	$11,812,523	$8,335,524	240%	$4,012,979	$-7,799,544	-66%
038 EQUIPMENT REPLACEMENT CIP	$1,902,793	$1,832,162	$0	$372,030	$-1,460,132	-80%	$372,030			$372,030		
051 WATER FUND	$7,317,437	$8,909,527	$0	$10,097,074	$1,187,547	13%	$14,967,262	$4,870,188	48%	$16,915,693	$1,948,431	13%
052 STORM WATER FUND	$0	$0	$0	$0	$0		$565,856	$565,856		$797,478	$231,622	41%
055 GOLF COURSE FUND	$1,054,654	$1,187,987	$0	$1,163,779	$-24,208	-2%	$1,050,076	$-113,703	-10%	$965,649	$-84,427	-8%
057 TRANSPORTATION & PARKING FUND	$18,794,937	$20,105,652	$0	$13,048,742	$-7,056,910	-35%	$3,783,152	$-9,265,590	-71%	$3,930,371	$147,219	4%
062 FLEET SERVICES FUND	$961,174	$1,145,417	$0	$1,048,576	$-96,841	-8%	$804,532	$-244,044	-23%	$24,008	$-780,524	-97%
064 SELF INSURANCE FUND	$1,208,215	$607,450	$0	$411,816	$-195,634	-32%	$216,181	$-195,635	-48%	$20,546	$-195,635	-90%
070 SALES TAX REV BOND - DEBT SVS FUND	$1,165,265	$6,527,765	$0	$3,063,750	$-3,464,015	-53%	$3,054,750	$-9,000	0%	$3,050,013	$-4,737	0%
071 DEBT SERVICE FUND	$432,580	$1,003,018	$0	$1,063,074	$60,056	6%	$1,120,892	$57,818	5%	$1,175,172	$54,280	5%
Total Park City Municipal Corporation	**$66,575,155**	**$81,074,263**	**$0**	**$39,238,438**	**$-41,835,825**	**-281%**	**$43,884,879**	**$4,646,441**	**165%**	**$39,250,461**	**$-4,634,418**	**-167%**
Park City Redevelopment Agency												
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	$0	$133,527	$0	$133,560	$33	0%	$130,900	$-2,660	-2%	$153,567	$22,667	17%
024 MAIN STREET RDA SPECIAL REVENUE FUND	$0	$59,638	$0	$64,638	$5,000	8%	$69,638	$5,000	8%	$74,638	$5,000	7%
033 REDEVELOPMENT AGENCY-LOWER PRK	$8,183,095	$555,559	$0	$1,797,391	$1,241,832	224%	$56,658	$-1,740,733	-97%	$4,041,814	$3,985,156	7,034%
034 REDEVELOPMENT AGENCY-MAIN ST	$1,302,719	$1,340,589	$0	$1,166,101	$-174,488	-13%	$1,062,013	$-104,088	-9%	$554,523	$-507,490	-48%
Total Park City Redevelopment Agency	**$9,485,814**	**$2,089,313**	**$0**	**$3,161,690**	**$1,072,377**	**219%**	**$1,319,209**	**$-1,842,481**	**-100%**	**$4,824,542**	**$3,505,333**	**7,010%**
Municipal Building Authority												
035 BUILDING AUTHORITY	$523,127	$458,911	$0	$451,714	$-7,197	-2%	$451,714			$451,714		
Total Municipal Building Authority	**$523,127**	**$458,911**	**$0**	**$451,714**	**$-7,197**	**-2%**	**$451,714**			**$451,714**		

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff requests for City Council to interview the candidates for the Police Complaint Review Committee (PCRC) vacancies and select three (3) candidates for staggered terms, including one term for two (2) years and two terms of three (3) years, starting on July 1, 2017. Staff is also requesting that Council appoint 2 alternates in the event that a candidate is not able to serve on the committee. Staff will return to the May 25, 2017 City Council Meeting for appointments.

Respectfully:

Michelle Downard, Deputy Chief Building Official

City Council
Staff Report

PARK CITY 1884

Subject:	**Police Complaint Review Committee Interviews**
Author:	**Michelle Downard, Interim Chief Building Official**
Department:	**Building Department**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation
Staff requests for City Council to interview the candidates for the Police Complaint Review Committee (PCRC) vacancies and select three (3) candidates for staggered terms, including one term for two (2) years and two terms of three (3) years, starting on July 1, 2017. Staff is also requesting that Council appoint 2 alternates in the event that a candidate is not able to serve on the committee. Staff will return to the May 25, 2017 City Council Meeting for appointments.

Acronyms
PCRC – Police Complaint Review Committee

Background
Park City Municipal's law enforcement officers work to consistently act in accordance with established policies and procedures. Accordingly, the PCRC was created to act as an advisory body, which reviews complaints filed against police personnel and/or police procedure.

The PCRC consists of five members. Two are City Manager appointed City staff members, one of whom is the Chairperson. Three of the members are citizen members appointed by the City Council. All three of the citizen member positions are at the end of their terms. In accordance with the Policies and Procedures, staff recommends staggered terms to always maintain experienced committee members and consistency.

Analysis
The PCRC vacancies were advertised within the Park Record on Saturday, March 18, 2017, the Park City Website and social media. The application period closed on March 31, 2017.

Staff received twelve inquiries as a result of the advertisement. Five community members were not eligible to serve on the committee as a result of the eligibility criteria defined within the Policies and Procedures. (Four lived within the unincorporated area of Summit County and one was a current City staff member.) One applicant withdrew their application due to other obligations.

Ultimately, six applications were received and scheduled for interviews on April 27 and May 11, 2017. Of the applicants, Don Horowitz currently serves on the PCRC and is eligible for reappointment. Tore Steen and Mike Kaeske have both served the maximum allowed two (2) terms and are therefore not eligible for reappointment.

- Mellie Owen- Old Town
- Roger Strand- Park Meadows
- Jeremy Sheppe- Aerie
- Don Horwitz- Ridgepoint at Deer Valley (currently serving on PCRC)
- Michael J Collins- Old Town
- Dianne Walker- Fairway Hills

After Council has conducted interviews, staff will notify the selected candidates to complete and submit a background check that complies with the PCRC Policies and Procedures prior to appointments. Staff will return to the regularly scheduled City Council Meeting on May 25, 2017 for the PCRC appointments.

Department Review
The Legal and Executive Department have reviewed this report.

Funding Source
No funding is needed for appointment, as members are not compensated.

Attachments
Exhibit A- PCRC Vacancy Advertisement

PARK CITY
1884

POLICE COMPLAINT REVIEW COMMITTEE

The Mayor and City Council are seeking citizen members to serve on the Police Complaint Review Committee.

The Police Complaint Review Committee is an advisory body, which reviews proposed dispositions of complaints filed against police personnel and/or police procedures and provides recommendations to the Chief of Police on those complaints reviewed.

Those interested in serving on this committee must be at least 21 years of age and reside within the incorporated limits of Park City. Applicants may not have any felony convictions or misdemeanor convictions in which a dishonest act or false statement is an element of the offense. The applicant must be willing to submit to a background investigation, to ensure they have no prior criminal history that would prohibit them from serving. Police officers and all other city employees are ineligible for these appointments. Members will be appointed to two and three year staggered terms. Meetings are held as needed with a minimum occurrence of once per year.

To receive an application form, please email Michelle Downard at mdownard@parkcity.org or call 435.615.5109.

Applications must be received by Friday, March 31, 2017.

Applications may be submitted by email to Michelle Downard mdownard@parkcity.org or in hard copy, to Michelle Downard City Hall Building, Building Department, 2nd Floor, 445 Marsac Ave, Park City, UT 84060.

An interview schedule will be sent out after the application deadline.

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

During the City Council meeting on 3/9/17, (minutes) staff was asked to return to Council in a work session to recommend any proposed changes to the approval process for Type 2 CSL applications. Staff is recommending maintaining the current code with respect to Type 2 CSL approvals, but is also recommending that staff provide Council with *detailed* background information on late applicants and recommendations as to which applications should be approved or denied.
Staff is also providing recommendations on possible tools to regulate load-in/out procedures during the Festival.

Additionally, staff is recommending the addition of a new Type 3 CSL. Currently, for events and fundraisers, each vendor participating is required to obtain a Type 1 CSL ($149) to be compliant. The Type 3 CSL will allow the event organizer to pull an "umbrella" license and provide a list of the vendors participating. This license will only be issued to currently licensed convention spaces and will cost $149 for all businesses, both profit and non-profit.

Respectfully:

Beth Bynan, Business License Specialist

City Council
Staff Report

PARK CITY
1884

Subject: **Convention Sales Licensing-Proposed Changes/Additions**
Author: **Beth Bynan, Business License Specialist**
Department: **Finance**
Date: **May 11, 2017**
Type of Item: **Work Session**

Summary Recommendation

The Finance Department seeks City Council's direction regarding staff recommendations to make amendments to the Convention Sales License process including:

- Type 2 Convention Sales Licenses: seeking direction from Council on using the CSL as a control tool for managing load-in/out procedures; providing recommendations to Council on whether to approve or deny certain late applications
- Proposed addition of a Type 3 CSL for holiday bazaar type events

Executive Summary

During the City Council meeting on 3/9/17, (minutes) staff was asked to return to Council in a work session to recommend any proposed changes to the approval process for Type 2 CSL applications. Staff is recommending maintaining the current code with respect to Type 2 CSL approvals, but is also recommending that staff provide Council with *detailed* background information on late applicants and recommendations as to which applications should be approved or denied.

Staff is also providing recommendations on possible tools to regulate load-in/out procedures during the Festival.

Additionally, staff is recommending the addition of a new Type 3 CSL. Currently, for events and fundraisers, each vendor participating is required to obtain a Type 1 CSL ($149) to be compliant. The Type 3 CSL will allow the event organizer to pull an "umbrella" license and provide a list of the vendors participating. This license will only be issued to currently licensed convention spaces and will cost $149 for all businesses, both profit and non-profit.

Acronyms/ Definitions

CSL-Convention Sales License
Type 1 CSL –Business activity for up to 10-days outside of Festival dates - $149
Type 2 CSL – Specifically for licensing sponsors/vendors during the Festival - $372
Proposed type 3 CSL – For events in licensed convention space with point of sales transactions - $149
City – Park City Municipal Corporation
Festival – Sundance Film Festival

PART 1

Background- Type 2 CSLs

Each year, the Festival brings an increasing number of non-affiliated businesses and unofficial sponsors who conduct business within City limits on a short-term basis. This type of business activity requires a Type 2 CSL. Businesses that are affiliated with Sundance and are official sponsors come under the Level III Special Event license and do not need a CSL.

- Currently, each Type 2 CSL application must receive Council approval before the license can be issued.
- In the past, 120-180 CSL applications have been received for operation during the Festival dates.
- In many cases, applicants submit late application materials, which then require a Special Meeting to be held in order to obtain City Council approval. In 2017, nearly 30% of the total CSL applicants were approved during the Special Meetings. In both 2016 and 2017, Council held two Special Meetings to approve late CSL applications. Late applicants are charged an additional $76 each to cover the cost of the Special Meeting.
- Council needs to know when the workload is negatively affecting staff and public safety.

Although staff is recommending that the current process stay in place, staff is recommending in the Special Meeting Staff Reports staff will be very specific on the background of each applicant. The specifics would include, but not be limited to, dates and some details of interactions with the applicant, status of inspections, processes/documentation still necessary for other departments (i.e. security plan, CUP, sign permit, fire permit etc.), and a recommendation of approval or denial based on outstanding items, staff workload, and life/safety concerns. Because there are still several steps in the licensing and permitting process for Type 2 CSL applications after City Council approval, Staff wants to document and inform City Council of the remaining steps of each applicant.

Alternatives for City Council to Consider-Type 2 Convention Sales License

1. **Recommended Alternative:** Maintain current Type 2 CSL approval process however, *provide detailed background information* about late applicants so that Council may make more informed decisions on whether to approve or deny.

   <u>Pros:</u>

   a. Process will remain the same with no new amendments to the code for Type 2 approvals - will be familiar to applicants.
   b. Council will maintain control of approvals and be more informed about background information and will be able to identify the chronically delinquent applicants.
   c. Council will know staff’s recommendation and will be more empowered to deny applications if necessary so as not to create a burden on staff.

   <u>Cons:</u>

d. There will likely be late applications that are received after the posted deadlines and Council will be asked to hold a Special Meeting.
e. Council my receive backlash for denying a Type 2 CSL application and impeding applicants' ability to conduct business during the Festival.

2. **Null Alternative:** Selecting the Null Alternative will result in the same process as the prior year.

   Pros:

   If there is no change in the process from last year, the process will be familiar to many and easy to navigate.

   Cons:

   Council will not have complete information to make a decision at the Special Meeting(s).

Staff is seeking direction from Council on how to address the late Type 2 CSL applications.

PART 2-Using the Convention Sales License as a control tool to regulate Load-in/Load-out during the Festival

Background-

In the Sundance Recap Council Meeting on 3/9/17, (minutes) Council expressed concern about the load-in/load-out for many businesses taking place during the Festival. Businesses that come to town for only 2-4 days are tearing down and loading out before the Festival is even half over, giving the appearance that the Festival IS over and that everyone is leaving.

Type 2 CSLs are valid for two weeks, however, most companies only activate for 2-4 days during the first few days of the Festival- staying for two weeks is rare, even for the bigger brands. When they leave, the tear-down and load-out often is happening during the day, Main Street appears to be "under-construction" and emptying out instead of a vibrant hub of Festival activities. Moreover, the timing of the load-outs presents complications for pedestrian traffic, garbage & snow removal operations. Pedestrians are sometimes forced to walk into the street to get around equipment being used for load-out. This presents a serious safety problem.

Currently, each CSL is issued a permit with specific loading/unloading times and regulations. However, there is a disconnect in the communication between the person pulling the permit and those responsible for the actual loading/unloading so often times they are not being compliant with the permit. Parking, Streets and Code Enforcement staff are on scene trying to inform and educate those doing the loading, and can issue citations but also need the support of Public Safety to get the illegal or dangerous loading operation to cease.

Potential Alternative:

1. Require a minimum number of days of activation for each Type 2 CSL licensee and coordinate a load-out time window (perhaps early am) for controlled load-out.

- Require the business to activate for 5 days
- If not present for the full 5 days, space must stay "vibrant" (sign up, lights on, no construction or tear-down)

- Work with Parking, Streets, and Public Safety to research the best time and operational process for mid-Festival load-out

Pros:

a. The mid-Festival load-out process will be more controlled
b. City Staff will get to choose the preferred, logical way, date & time for the operations to take place.
c. Main Street will appear vibrant and lively for a longer period time instead of under construction.
d. Early morning tear-down/load-out will occur when most Festival-goers and visitors are not on Main Street, making it easier & safer to load-out without much pedestrian traffic.

Cons:

e. May receive pushback for companies only wishing to activate for 1-2 days but now must maintain "vibrant space" for 5 days.
f. Coordinating a specific date/time for load-in/out for everyone could be difficult and may create too much congestion to be executed successfully.
g. Increased enforcement may be required to assist with compliance of requested load-in/out. It is anticipated there would be additional cost for enforcement.

PART 3

Background- Type1 CSLs (Proposed "Type 3")

Each year, various organizations host bazaars, seasonal markets or other fundraising activities within City limits – with specific increases in these types of activities during the holiday season. Currently, the Code requires every vendor (individual point of sale) participating in such activities to obtain a Type 1 CSL ($149 each). For some vendors, the fees to obtain a license can be problematic for several reasons:

- Most vendors are start-up or small businesses, and the cost to participate in both the activity and pay the CSL fee is too high for them.
  - Many of these vendors do not make enough to justify the fees to participate.
- The vendor also has to pay a participation fee to the organization.

Recognizing this, the Finance Department hosted a **stakeholder meeting** on March 29, 2017 which had the following attendees:

PCMC: Beth Bynan-Business License Specialist, Rebecca Gillis-Accounting Manager, Mindy Finlinson-Accounting Manager, Jason Glidden-Economic Development Project Manager, Michelle Downard- Chief Deputy Building Official, Polly Samuels-McLean- Asst. City Attorney

Stakeholders: Jennifer Thomas- Park City Women's Business Network, Kate McChesney-Park Silly Sunday Market, Michelle McDonald-Park Silly Sunday Market, Rhonda Sideris-Lodging Association, Michael Barille-HPCA, Mike Sweeney-Event Coordinator

The group discussed:

- The importance of licensing (life/safety inspections, verification of Special Event State Sales Tax reporting).
- What classifies something as a "Special Event"

- The administrative drawbacks for requiring a separate application/payment/license for up to100 vendors - a burden for City staff and vendors/organizers alike.
- How licensing fees can diminish the fundraising efforts of a non-profit organization.
- The possibility of adding a third CSL license to more appropriately license and register vendors for these types of activities.
  - This idea was well-received and recommended by the entire group.

Alternatives for City Council to Consider

1. **Recommended Alternative:** Create a “Type 3” Convention Sales license for organizations holding their events in licensed convention space, allowing them to pull an “umbrella” license to register all vendors under one CSL.
   - Each vendor will be required to obtain a temporary State Sales Tax number from the Utah State Tax Commission-Special Events Division to ensure the tax revenue from the sales at the activity remains in Park City.
   - The organization (even if non-profit) will pay $149, which covers the inspection and administrative costs of processing the application.
   - The organization will provide a list of vendors and their temporary State Sales Tax numbers with their application (Finance will forward the list to the State Tax Commission).
     - It is important to note that all of the stakeholders in the meeting (profit & non-profit alike) were willing to pay the $149 fee as they understand the inspection, processing and administrative costs related to obtaining approval for the CSL.
     - This also takes the burden off of the individual vendor.

   Pros:

   a. This will allow the City to license the event, ensuring that it has been inspected and that the companies have registered for their temporary sale tax number so the sales tax revenue from the event stays in Park City.
   b. This will reduce the costs for small, local businesses & vendors to participate in these events.
   c. This will allow more small businesses to participate in the events and possibly raise more money for their respective causes if organized as a non-profit fundraiser.
   d. This will greatly reduce the administrative load on the Finance department during what is already a very busy time of year processing Sundance applications.
   e. This will greatly reduce the workload of the event organizers and vendors as there will only be one application and payment (not 80-100).

   Cons:

   a. Fees, ($149/vendor), would not be collected.

2. Null Alternative: Selecting the Null Alternative will likely result in frustrated vendors and organizers as well as City staff as the current code requires a separate license and payment from each vendor.

Pros:

a. Licensing fees collected $149 per vendor

Cons:

b. Continuing to require each vendor to obtain a Type 1 CSL at $149 each will continue to keep it expensive for vendors to participate.
c. Requiring a Type 1 CSL from each individual vendor makes it more difficult for organizers to find vendors, making the addition of late vendors very likely (right up to the day of the event as in 2016) - triggering applications and payments that will need to be processed immediately by staff during the busiest time of year.

Other Alternatives: Another alternative such as reducing the cost of Type 1 CSLs instead of adding a new CSL was discussed by the group, but while fees would be reduced the administrative burdens would still be present for both organizers and staff. The group also discussed capping the number of allowed Type 3 CSLs to be obtained by one organization in one year. Suggestions of allowed times/year ranged from 2-12. Some felt that two activities per year would be enough; others felt that allowing 12 activities per year would align with the State of Utah's law limiting organizations to 12 Special Event Temporary liquor permits per year. Staff does not recommend limiting the number at this time.

Staff is seeking direction from Council on whether the creation of a Type 3 CSL, is in the best interest of the City/community or if other alternatives need to be more closely considered.

Staff is committed to holding another stakeholder meeting with the Lodging Association once the new Code is developed to help ensure understanding and compliance in the hotel convention spaces.

Of note: Finance is working closely with Legal and the HPCA to develop an agreement/procedure/Code to handle the trash removal impact from the CSL applicants. The discussion has not developed enough to make a recommendation to Council and we will come back at a later date if necessary.

Department Review

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

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Main Street provides a unique setting for Park City's distinctive character, historic integrity, and thriving tourism-based economy to stand apart from other resort communities. Staff is currently recommending establishment of an ordinance that would preclude new chain stores (restaurants and retail) in Main Street Storefronts, south of Heber Avenue (HCB Zone). The purpose of the recommendation is take additional steps to protect and maintain the unique historic character and feel of Park City's Historic District and to ensure the long-term economic viability of Park City.

Additionally, staff will be asking for specific direction on being more or less aggressive in the following areas:

a. **Rather than a ban, establish a cap or threshold i.e. total Linear Feet or Number of chains** – For the entire linear feet of storefronts we are currently at 18%. There are 18 total chain businesses in storefronts now;
b. **Storefronts and upper levels** – Staff is recommending the ordinance apply to all Storefronts as currently defined in the LMC, not upper levels;
c. **Main Street, north of Heber not included** – Staff recommendation is to enact the ordinance only south of Heber Ave (HCB District). City Council could direct staff to also include the HRC District, which includes Main Street, north of Heber Ave, and other adjacent areas (Exhibits C&D).
d. **Main Street National Register Historic District** – City Council could consider expanding the prohibition into the portion of the HRC District that is within the Registered Historic District (Exhibit E).
e. **Bonanza Park** – Council could ask staff to consider other commercial districts or the resorts in the chain restrictions; and
f. **Recreation Based Businesses** – Council could consider excluding outdoor recreation type business from the ordinance.

Respectfully:

Jonathan Weidenhamer, Economic Development Manager

City Council Staff Report

Subject:	**Main Street Storefront Enhancement Program – Conventional Chain Business**
Author:	**Hannah M. Tyler, Jonathan Weidenhamer**
Department:	**Planning, Economic Development**
Date:	**May 11, 2016**
Type of Item:	**Work Session**

Summary Recommendation

City Council should have a preliminary discussion on conventional chain businesses, and provide direction to ask the Planning Commission to discuss and provide a recommendation and a draft ordinance to City Council to prohibit any new conventional chain stores, both restaurant and retail, for Main Street storefronts, south of Heber Avenue.

Executive Summary

Main Street provides a unique setting for Park City's distinctive character, historic integrity, and thriving tourism-based economy to stand apart from other resort communities. Staff is currently recommending establishment of an ordinance that would preclude new chain stores (restaurants and retail) in Main Street Storefronts, south of Heber Avenue (HCB Zone). The purpose of the recommendation is take additional steps to protect and maintain the unique historic character and feel of Park City's Historic District and to ensure the long-term economic viability of Park City.

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e. **Bonanza Park** – Council could ask staff to consider other commercial districts or the resorts in the chain restrictions; and
f. **Recreation Based Businesses** – Council could consider excluding outdoor recreation type business from the ordinance.

On December 8, 2016, staff discussed a potential "formula" chain restriction with City Council. Council was primarily concerned about Main Street and Heber Avenue losing its "soul and character" and believes that a conventional chain ordinance is a necessary means for achieving a legitimate goal (preservation of historic character and soul, as well as maintaining a vibrant tenant mix, ensuring a robust economy). This goal of preservation of historic character and soul within Park City's Historic District will protect the general welfare of the public. Council felt that the fifty foot (50') restriction alone, which is the first step in the storefront enhancement program, was not a sufficient means to achieve the desired goal and asked staff to return with a more restrictive proposed regulation, along with a risk assessment.

On December 8, 2016, staff presented a draft definition of Conventional Chain Business which was crafted in July of 2015 by the Planning Department, Economic Development Department, and Alison Kuhlow of Historic Park City Alliance (HPCA). The following definition for Conventional Chain Businesses based on research conducted from other municipalities:

> *Conventional Chain Business is a business which may be required by contractual or other arrangement to maintain one or more of the following conventional items: conventional menu or merchandise with 50% or more of in stock merchandise from a single distributor bearing uniform markings, a conventional array of products or merchandise, a conventional menu, uniform apparel, conventional architectural design, layout of facade, conventional decor or color scheme and/or conventional signs, trademarks, service marks or logos, or similar conventional features which causes it to be substantially identical to more than 10 other businesses regardless of ownership or location at the time of the application.*

A conventional chain ordinance would be a second step after limiting the allowable Storefront Property Façade width to fifty feet (50') - approved April 27, 2017 - and in advance of a "vacancy" ordinance that is currently being reviewed internally, and is expected to be in front of Council by July 2017, that will preclude short term building rentals during the Sundance Film Festival, without year round occupancy. These actions are part of the Storefront Enhancement Program that is being implemented to effectuate stated goals of the General Plan (link, p.13).

Acronyms

HCB	Historic Commercial Business Zoning District
HPCA	Historic Park City Alliance
HRC	Historic Recreation Commercial Zoning District
LMC	Land Management Code
NAICS	North American Industry Classification System
PCMC	Park City Municipal Corporation

The Problem

Significant changes are imminent to the retail mix on Main Street due to pressures exerted by the free market. Further, the influx of Conventional Chain Businesses diminishes the historic character of the street and may reduce the vibrancy on Main Street due to a lack of retail mix and lack of character presented by such businesses (see the following (link, p.13) for an overview of the Storefront Enhancement Program and associated impacts). Furthermore, limiting chain stores protects the economic vibrancy of Park City, as independent businesses contribute more to the local economy than chain stores.

From the American Independent Business Alliance https://www.amiba.net/resources/multiplier-effect/

The City has recognized that there is a limited role and ability to influence the free market or subsidize small business through a rent assistance program. This is not only a challenge for our communities, but is one that many communities have tried to tackle using a myriad of tools: https://www.theguardian.com/cities/2017/apr/20/fight-independents-should-cities-ban-chain-stores-toronto.

Conventional chain businesses include national and regional chains of retail stores, restaurants, and other establishments which employ conventional architecture, product lines, operating procedures, similar services, methods of operation, staff uniforms, architecture, and in some cases, even floor plans. Each place of business is virtually identical to the company's other operations in other areas[1].

The General Plan refers to chain business as Formula Business; however staff is utilizing the term *Conventional Chain Business*. The General Plan states "As Park City seeks to maintain its distinct, historic, small-town, tourism-based economy, an ordinance restricting formula businesses along Main Street and the Bonanza Park districts should be seriously considered. It also states that "The HCB and HRC zones

[1] Spitzer, D., & Yonkers, J. (2007). A Guide to Regulating Big Box Stores, Franchise Architecture, and Formula Businesses. Retrieved July 14, 2015.

would be the preferred zones to prohibit formula businesses altogether (or keep to a very low percent)…".

The General Plan outlines Park City's community goals and values as it pertains to Main Street and/or conventional chain business:

- Core Value: Sense of Community
  - It is essential that Park City does not lose its character in order to remain competitive in the tourism industry.
- General Plan Sense of Community Goals
  - **12A:** Retain and expand existing Park City businesses.
  - **12B:** Improve the balance of jobs-to-housing ratio in Park City through efforts to attract higher paying jobs and workforce housing strategies.
  - **12C:** Support local owned, independent businesses that reflect the core values of Park City and add to the Park City experience.
  - **12D:** Minimize commercial retail chains on Main Street and the impacts of big box and national chains on the unique *Park City experience*.

The Land Management Code through the zoning designations of Historic Commercial Business and Historic Recreation Commercial supports the Values and Goals in the General Plan. The districts are nearly identical in the Purposes shown below.

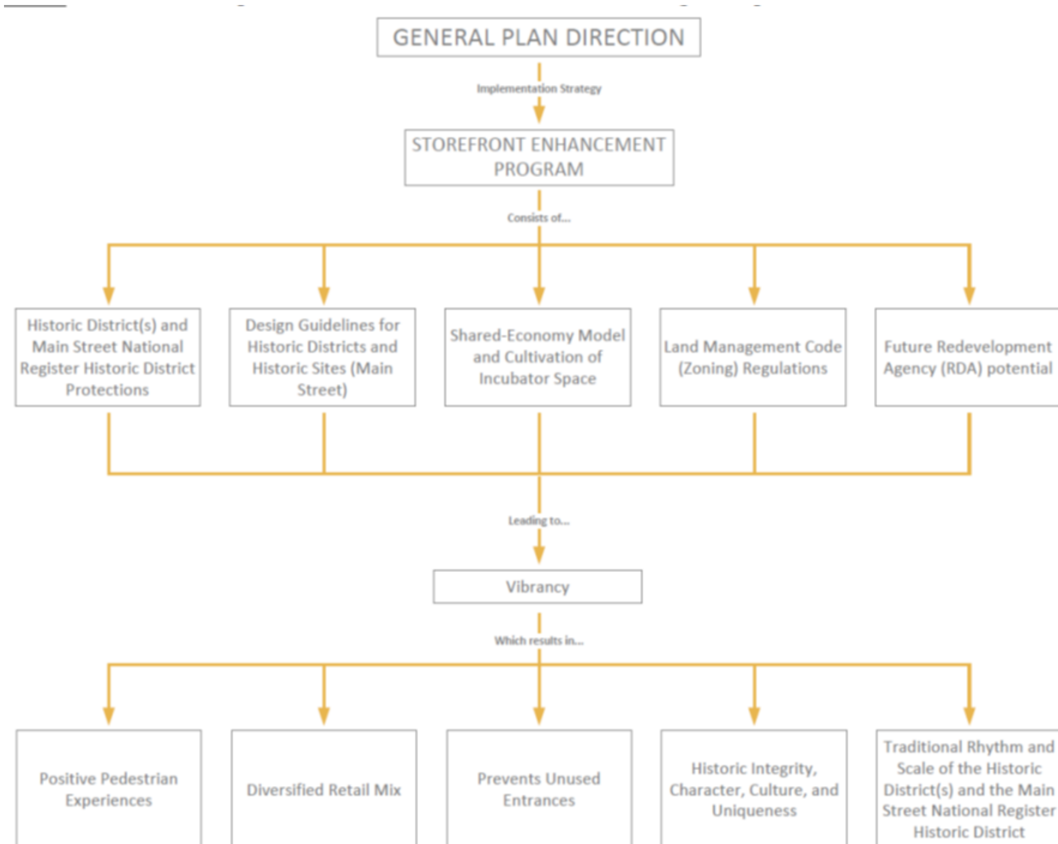
(A) Preserve the cultural heritage of the City's original Business, governmental and residential center.
(B) Facilitate the continuation of the visual character, scale and Streetscape of the original Park City Historical District.
(C) Allow the Use of land for retail, commercial residential recreational and institutional purposes to engage and foster the economic and cultural *vitality* (emphasis added) of the City.
(J) Maintain and enhance the long term viability of the downtown core as a destination for residents and tourists by encouraging a Business mix that encourages a high level of *vitality* (emphasis added) activity and public/resort-related attractions.

Staff has concerns that doing nothing (i.e. not identifying a method to maintain the rhythm and scale of Main Street, pedestrian experience, or diversified retail mix) will result in compromising the unique character of Historic Main Street. Park City does not want to become "Anywhere U.S.A." and gut the historic nature and feel of its Historic core.

Background

- In spring of 2015, the HPCA asked the City to investigate the changes to tenant mix, chain stores and the ability to keep "mom and pop" shops on Main Street.

- May 19, 2016 - Council directed staff to remove all potential leasable space from the brewpub project
- On September 30, 2016, Staff last met with business representatives including HPCA staff and board members, building owners and commercial leasing agents. The majority of the group was opposed to PCMC pursuing a conventional chain ordinance. The majority believed PCMC had no role and would not be effective. This was not a consensus position.
- October 6, 2016 - City Council directed staff to bring back an ordinance preventing owners of vacant storefronts from short term hospitality rentals and potential regulations for Conventional/ Conventional Chain Businesses (referred to as Formula Businesses in the minutes link – page 5).
- On December 8, 2016, in the context of a Storefront Enhancement Program for Main Street, staff discussed a potential conventional chain restriction with City Council. Council was primarily concerned about Main Street and Heber losing its "soul and character" and believed that an ordinance is a necessary means for achieving our stated goals (preservation of historic character and soul, as well as maintaining a vibrant tenant mix). This goal of preservation of historic character and soul within Park City's Historic District will protect the general welfare of the public. Council felt that the fifty foot (50') restriction alone was not a sufficient means to achieve the desired goal and asked Staff to return with a more restrictive proposed regulation, along with a risk assessment.
- On April 27, 2017 City Council approved an ordinance to limit storefront widths: ***STOREFRONT ENHANCEMENT ZONING.*** *The maximum width of any Storefront Property Façade abutting Main Street or Heber Avenue shall be fifty-feet (50'). Storefront Property Facades in the Historic portion of structures listed on the Historic Sites Inventory which exceed fifty-feet (50') in width are valid Non-Complying Structures. A Storefront Property Façade shall have a storefront entrance door for pedestrian access.*
  If the Historic storefront entrance, located in the Historic portion of a structure listed on the Historic Sites Inventory, is more than eight feet (8') above the grade of the adjacent Main Street and/or Heber Avenue, then the First Story in the Historic portion of the Historic structure located adjacent to Main Street and/or Heber Avenue shall not be calculated in the maximum Storefront Property Façade width.
- The General Plan (as listed in the section above) outlines Park City's community goals; based in these community goals, staff has created the chart below to identify the implementation strategies of the Storefront Enhancement Program which has been created to directly address Main Street's vibrancy, historic character, and uniqueness.



Alternatives for City Council to Consider:

1. **Prohibit chains in storefronts in the HCB District (south of Heber Ave.)**

   Pros

   a. This alternative is the most defensible in that the ban is only to acute to traditional portions of Main Street (storefronts, south of Heber Ave.) as opposed to all of Main Street or City-wide), which keeps focus on preserving historic nature and feel, as opposed to preventing commerce.
   b. Helps retain authenticity and uniqueness of our historic Main Street.
   c. Enhances the original (historic) commercial core of Park City which is located south of Heber Avenue on Main Street (now recognized as the HCB Zoning District).
   d. Supports the Community Goals of the General Plan with general themes including: maintaining sense of place, creating unique experiences for locals and tourists, maintaining historic character, and remaining competitive in the tourism industry (ex. offering a Main Street experience that is different than other resort communities – not "Anywere U.S.A.").
   e. Supports the purposes of the HCB Zoning District, including but not limited to:
      i. Preserving cultural heritage; and
      ii. Facilitating the continuation of the visual character, scale and Streetscape of the original Park City Historical District; and

iii. Maintaining and enhancing the long term viability of the downtown core as a destination for residents and tourists by encouraging a Business mix that encourages a high level of *vitality.*

Cons

a. Would render the 18 existing chains as legal, non-conforming uses.
b. Some of the existing chains are owned and or operated locally, either as franchisees or a derivative of and existing small business, ie Marmot. Some businesses that we consider smaller mom and pops would actually meet the definition of a conventional chain if they have more than 10 stores.
c. Increasing the value of upper level floors may have unintended consequences on small businesses and office uses.
d. Staff has engaged with the HPCA, however, the last discussion on this topic with the HPCA was September 30, 2016.

Consequences of pursuing this recommendation:
Since staff is recommending capping chains at the existing quantity (18), staff finds that this would prevent a "race to the finish line". For example, if a cap on chains were to be higher than our current stock of 18, it may create a competitive market to fill the open slots. However, similar to vertical zoning, the staff recommended option becomes more predictable by setting a finite market and staff is confident that the Goals of the General Plan would still be upheld with the current quantity of chains on the street as it relates to diversified retail mix and overall maintenance of the historic character of the HCB.

2. Establish a threshold of total storefront linear feet:

Pros

a. Would address the same goals as the recommended option, but to a lesser degree.
b. This option may be slightly more defensible than Alternative 3 since it is more tied to the impact of the street as opposed to the number of businesses.

Cons

a. Similar, but not identical to alternative 1. PCMC would need to identify evidence to support a recommended total feet number supports the general plan, but another number does not.

3. Establish cap of total number of chains in storefronts:

Pros

a. Would address the same goals as the recommended option, but to a lesser degree.

Cons

a. Similar, but not identical to alternative 1. PCMC would need to identify evidence to support a recommended total feet number supports the general plan, but another number does not.

4. CUP Alternative: City Council could provide initial support to consider conventional chains as a Conditional Use, and ask to establish criteria upon which they would be permitted. This alternative could also be used in conjunction with either 2 or 3 above:

Pros

a. May allow us to establish criteria for a business that is consistent with our resort tourism economy and values such as an outdoor based or lifestyle business.

Cons

a. Would be difficult to identify a sufficient, reasonable basis to differentiate why one type of chain, but not another wouldn't have the same impacts
b. Chains would still be an allowed use, provided they can be mitigated for. Conditional Uses are allowed uses with the impacts being mitigated.
c. The Conditional Use Permit criteria would be difficult to shape around this use.

5. **Alternatives to Option 1:** City Council could ask us to more or less aggressive in the following areas:
    a. **Rather than a ban, establish a cap or threshold i.e. total Linear Feet or Number of chains** – For the entire linear feet of storefronts we are currently at 18%. There are 18 total chain businesses in storefronts now;
    b. **Storefronts and upper levels** – Staff is recommending the ordinance apply to all Storefronts as currently defined in the LMC, not upper levels;
    c. **Main Street, north of Heber not included** – Staff recommendation is to enact the ordinance only south of Heber Ave (HCB District). City Council could direct staff to also include the HRC District, which includes Main Street, north of Heber Ave, and other adjacent areas (Exhibits C&D).
    d. **Main Street National Register Historic District** – City Council could consider expanding the prohibition into the portion of the HRC District that is within the Registered Historic District (Exhibit E).

    e. **Bonanza Park** – Council could ask staff to consider other commercial districts or the resorts in the chain restrictions; and
    f. **Recreation Based Businesses** – Council could consider excluding outdoor recreation type business from the ordinance.

Analysis

There are a number of issues that threaten the character of the historic downtown, including increasing rents, conventional chain stores, and vacant storefronts. These issues are not unique to Park City. Many other communities have addressed concerns by adopting regulations. The common and most pervasive goal we've heard from the HPCA and Council was to retain authenticity and uniqueness of our historic Main Street.

On December 8, 2016, City Council discussed the differences between a Franchise of a Conventional Chain Business and a non-Franchise Conventional Chain Business which are two (2) different types of ownership of a chain store. A Franchise of a Conventional Chain Business is an independently owned, individual store location that utilizes a larger "chain" business model through a contractual agreement. In a non-Franchise Conventional Chain Business, one parent company owns all of the business locations. Staff has differentiated between the two (2) types of Conventional Chain Businesses (Franchise vs. Non-Franchise) for the purposes of some of the charts below; however, both types of Conventional Chain Businesses are synonymous with staff's proposed definition. Staff is not proposing to regulate any type of Conventional Chain Business based on ownership type. An example of a Franchise on Main Street is Rocky Mountain Chocolates. An example of a Non-Franchise on Main Street is Lulu Lemon.

On December 8, 2016, staff presented the calculations for the current stock of businesses on Main Street. The following three (3) tables quantify the retail mix on Main Street by measuring both the linear feet and total number of storefronts. There have been minor deviations to the tenant mix since, that have not been updated in the chart, i.e. Patagonia in the Silver Queen Building.

Storefront Totals - expanded into different business types:

	Does not meet the Definition of Conventional Chain Business	Government, Religious, or Non-Profit	Vacant	Franchise of a Conventional Chain Business	Conventional Chain Business (Not Franchise)	Total
Linear Feet	2997	210	130	111	481	**3929**
Quantity	104	4	4	4	14	**130**
Percentage of Streetscape (Linear Feet)	73.30%	5.34%	3.31%	2.83%	12.24%	**100%**
Percentage of Streetscape (Quantity of Storefronts)	80.00%	3.08%	3.08%	3.08%	10.77%	**100%**

Storefront Totals - condensed into Conventional Chain Business and Non-Conventional Chain Business:

Franchise and Conventional Chain Business	Non-Conventional Chain Business (including vacant)	Total

Linear Feet	592	3422	**3929**
Quantity	18	113	**130**
Percentage of Streetscape (Linear Feet)	15.07%	86.92%	**100%**
Percentage of Streetscape (Quantity of Storefronts)	13.85%	86.92%	**100%**

Storefront Totals - Chain Totals versus Chain Sporting Goods (Outdoor Recreation):

	Franchise and Conventional Chain Business	**Chain Sporting Goods (Outdoor Recreation)**
Linear Feet	592	260
Quantity	18	6
Percentage of Streetscape (Linear Feet)	15.07%	6.62%
Percentage of Streetscape (Quantity of Storefronts)	13.85%	4.62%

Outdoor Recreation/Sporting Goods Stores

In almost every conversation staff has had regarding regulation of chains, the idea that businesses that are consistent with our “brand” or our resort tourism economy should be allowed, standardized chain or not has been a common topic of discussion. The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS identifies a “Sporting Goods Store” definition which could be used as a template for a chain that we could consider exempting. Staff believes exempting one specific type of conventional chain store, despite its consistency with stated goals and desired outcomes of Council’s Biennial Strategic Plans (PCMC Strategic Plan) would seriously undermine the defensibility of the proposed ordinance. Therefore, staff has not found a sufficient reasonable basis to exempt out Outdoor Recreation/Sporting Goods chains. Unless the future planning process or public hearings produce an additional basis to exclude such businesses from regulation, staff will not recommend such an exemption.

Storefront
Staff is only proposing to regulate the Storefronts (Exhibit A) of buildings on Main Street and Heber Avenue. This would allow for a Conventional Chain Business to occupy any story above (or below) the First Story/Storefront. This may create more vibrancy in buildings where the Second Story is not vibrant and may allow for additional activation where it may be lacking.

Sales
Staff has done a preliminary analysis of sales trends from 2013-2016. In general restaurant mix hasn't changed significantly. Retail has seen a significant shift to more chains, with increases in chains on upper main about 10% and lower main about 5%.

Another trend is that the chains are generally performing better. This information will be analyzed in more detail and summarized as we move further into this process.

Upper/ Lower Main Street Comparison					
		2013	2014	2015	2016
All Types	% of Total Sales of Upper Main - Non Chain	86%	85%	81%	78%
	% of Total Sales of Upper Main - Chain	14%	15%	19%	22%
	% of Total Sales of Lower Main - Non Chain	94%	94%	93%	95%
	% of Total Sales of Lower Main - Chain	6%	6%	7%	5%
	Sq. Ft. Upper Non-Chain vs. Chain	114	88	73	69
	Sq. Ft. Lower Non-Chain vs. Chain	(594)	(528)	(611)	(766)
	Per Business Upper Non-Chain vs. Chain	119,164	54,170	(67,191)	(49,435)
	Per Business Lower Non-Chain vs. Chain	412,677	392,204	261,948	264,186
Retail	% of Total Sales of Upper Main - Non Chain	71%	71%	62%	53%
	% of Total Sales of Upper Main - Chain	29%	29%	38%	47%
	% of Total Sales of Lower Main - Non Chain	83%	80%	76%	84%
	% of Total Sales of Lower Main - Chain	17%	20%	24%	16%
	Sq. Ft. Upper Non-Chain vs. Chain	68	71	82	57
	Sq. Ft. Lower Non-Chain vs. Chain	(269)	(470)	(706)	(484)
	Per Business Upper Non-Chain vs. Chain	(106,220)	(90,267)	(233,474)	(323,798)
	Per Business Lower Non-Chain vs. Chain	(16,015)	(184,146)	(636,183)	(322,388)
Resturant/Bar	% of Total Sales of Upper Main - Non Chain	95%	94%	94%	94%
	% of Total Sales of Upper Main - Chain	5%	6%	6%	6%
	% of Total Sales of Lower Main - Non Chain	100%	100%	100%	100%
	% of Total Sales of Lower Main - Chain	0%	0%	0%	0%
	Sq. Ft. Upper Non-Chain vs. Chain	255	177	164	192
	Sq. Ft. Lower Non-Chain vs. Chain	514	513	659	524
	Per Business Upper Non-Chain vs. Chain	(223,183)	(1,056,271)	(1,312,707)	(1,272,768)
	Per Business Lower Non-Chain vs. Chain	1,306,349	1,297,155	1,423,729	1,180,284
Service	% of Total Sales of Upper Main - Non Chain	73%	67%	61%	57%
	% of Total Sales of Upper Main - Chain	27%	33%	39%	43%
	% of Total Sales of Lower Main - Non Chain	27%	49%	49%	53%
	% of Total Sales of Lower Main - Chain	73%	51%	51%	47%
	Sq. Ft. Upper Non-Chain vs. Chain	(235)	(501)	(879)	(1,253)
	Sq. Ft. Lower Non-Chain vs. Chain	(1,316)	(966)	(1,043)	(1,368)
	Per Business Upper Non-Chain vs. Chain	(508,765)	(772,754)	(1,249,635)	(1,683,281)
	Per Business Lower Non-Chain vs. Chain	(174,958)	(99,569)	(112,798)	(160,469)

The Staff analysis of the research completed for consideration of Main Street retail mix indicates that there are a significantly higher proportion of commercial operations in the restaurant and entertainment sectors that would not quantify as a Conventional Chain Business than the retail sector.

Main Street's current stock of restaurants does not meet the definition of Conventional Chain Business. Staff has concluded that this is taken to indicate the "small business" owned restaurants and entertainment venues are able to sustain the higher rents than the retail operations. Two factors are at work in this condition. 1) Retail operations compete against on-line sales and various brick and mortar outlet; therefore raising price or price flexibility is limited by competition. Second, restaurants (especially at the higher price points) are able to raise prices for "experiences or exclusivity" enabling higher rent payments. However, staff finds that restaurant type chains should be included in the proposed “ban” on Conventional Chain Businesses as this would be consistent with the Goals of the General Plan in creating a unique experience, maintaining historic character, and remaining competitive in the tourism industry.

Other Cities

Staff has researched a number of other cities including, but not limited to: Aspen (Aspen Ord.), Sonoma, CA, and Carmel by the Sea, CA. Common reasons for communities to adopt regulations are as follows:

- Wish to retain their distinctive character;
- Worry that chains have a negative impact on the town’s economy;
- Preservation of “historical relevance” and “unique character”;
- Preserve aesthetics and an attempt to retain the historic identity of the town ;
- Formula businesses seem to follow one another;
- Long-term economic consequences as the downtown or neighborhood business district loses its distinctive appeal and no longer offers opportunities for independent entrepreneurs; and
- In an increasingly homogenized world, cities that have preserved their distinctive character have an economic edge. They are far better able to attract visitors, skilled workers, entrepreneurs, and relocating firms, and thus to prosper over the long-term.

The following are generally used to quantify a Conventional Chain Business:

- Number of existing worldwide locations;
- Number of total conventional features; and
- Square footage required to accommodate a business.

Conventional Chain Business Definition

Conventional or Formula Business is a business which may be required by contractual or other arrangement to maintain one or more of the following conventional items: conventional menu or merchandise with 50% or more of in stock merchandise from a single distributor bearing uniform markings, a conventional array of products or merchandise, a conventional menu, uniform apparel, conventional architectural design, layout of facade, conventional decor or color scheme and/or conventional signs, trademarks, service marks or logos, or similar conventional features which causes it to be substantially identical to more than 10 other businesses regardless of ownership or location at the time of the application.

Conclusion

Based on the information provided above, staff recommends precluding any new chain businesses in storefronts south of Heber Avenue (HCB District). In an effort to increase vitality and reinforce the traditional rhythm, scale and vibrant feel found traditionally in our downtown, Storefronts became a defined term in 2006. PCMC has precluded office uses in storefronts in the HCB and HRC Districts. This recommendation reinforces the importance of the tenant mix on maintaining stated goals of historic nature and feel along with vibrancy. However, because the majority of the HRC district was developed after tourism became the staple of our economy, and is newer (in its infrastructure, street widths, access to private parking supply, etc.) the HRC zoned areas; staff recommends remain eligible for chains.

Department Review

The Planning, Special Events, Economic Development, Budget, Executive, and Legal Departments have reviewed this report.

Exhibits

Exhibit A LMC Storefront Definition
Exhibit B: Omitted Intentionally
Exhibit C: Historic Commercial Business (HCB) Boundaries
Exhibit D: Historic Recreation Commercial Zoning District Boundaries
Exhibit E: Main Street National Register District Boundaries

Exhibit A – LMC § 15-15 Defined Terms

<u>15-15 Defined Terms</u>

1.207 **<u>PROPERTY</u>**. Any Parcel, Lot, or tract of land, including improvements thereon, in the possession of or owned by, or recorded as the real Property of, the same Person or Persons.

A. **Property, Storefront**. A separately enclosed space, Floor Area, tenant space or unit that has a storefront window or storefront entrance that fronts on a Public Street. Storefront Property includes the entire Floor Area associated with the storefront window or storefront entrance that fronts on the Public Street. For purposes of this provision, the term "fronts on a Public Street" shall mean a separately enclosed space, Floor Area, tenant space or unit with:

1. <u>For Vertical Zoning,</u> a storefront window and/or storefront entrance at the adjacent Public Street, or within fifty lateral/horizontal feet (50') of the adjacent Public Street measured from the edge of pavement to the storefront window or storefront entrance; ~~and~~ <u>or</u>
2. <u>For Storefront Enhancement Zoning, a storefront window and/or storefront entrance at the adjacent Public Street, or within thirty lateral/horizontal feet (30') of the adjacent Public Street measured from the edge of pavement to the storefront window or storefront entrance; and</u>
3. A storefront window and/or storefront entrance that is not more than eight feet (8') above or below the grade of the adjacent Public Street and where such entrance is not a service or emergency entrance to the Building.

In the case of split-level, multi-level or multi-tenant Buildings with only one primary storefront entrance, only those fully enclosed spaces, Floor Areas, tenant spaces, or units that directly front on the Public Street, as set forth above, shall be designated as a "Storefront Property." The Planning Director or designee shall have the final determination of applicability.

EXHIBIT C: **Historic Commercial Business (HCB) Boundaries**

Historic Sites in the HCB Zone

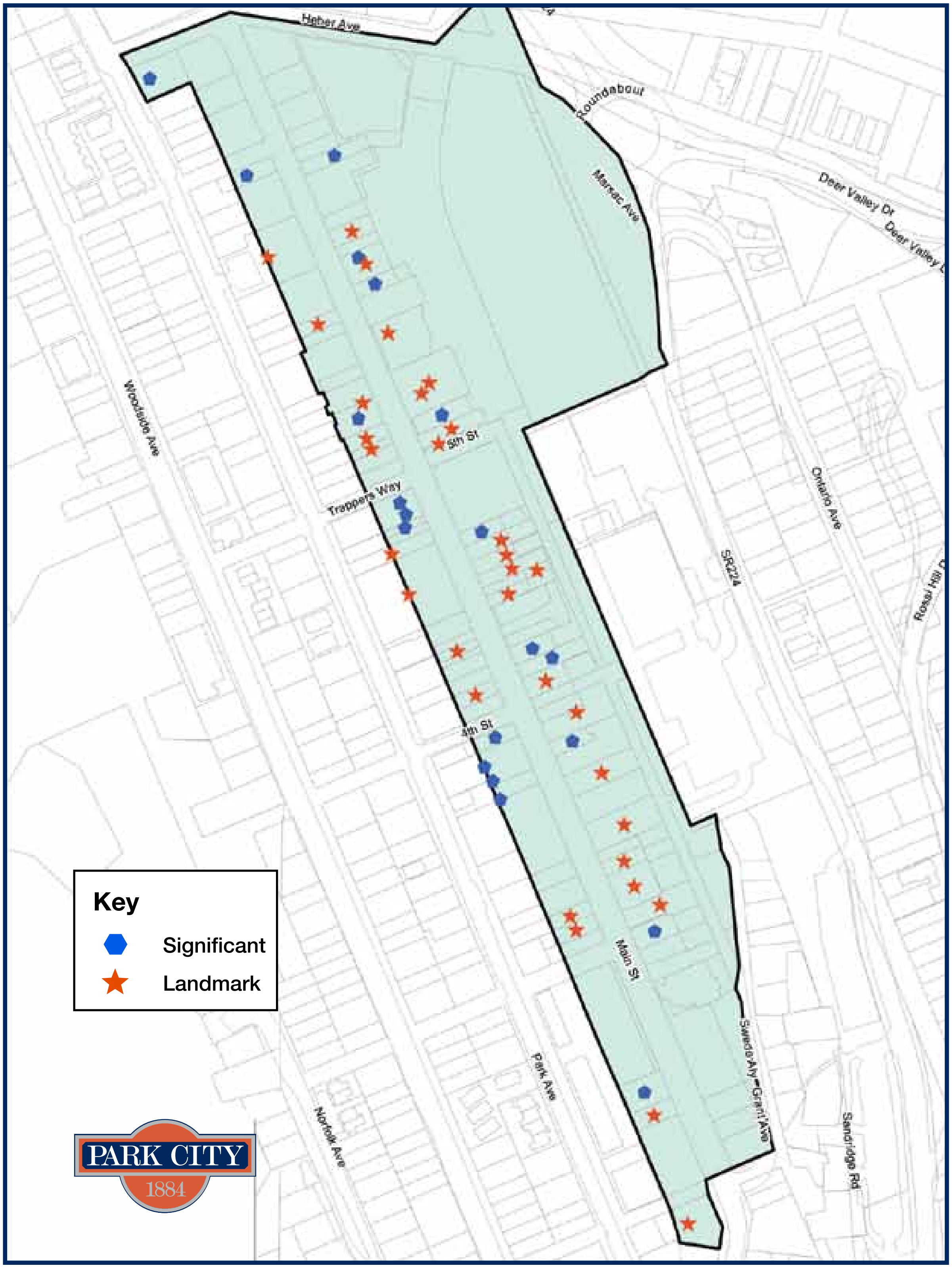


EXHIBIT D: Historic Recreation Commercial(HRC) Boundaries

Historic Sites in the HR-C Zone

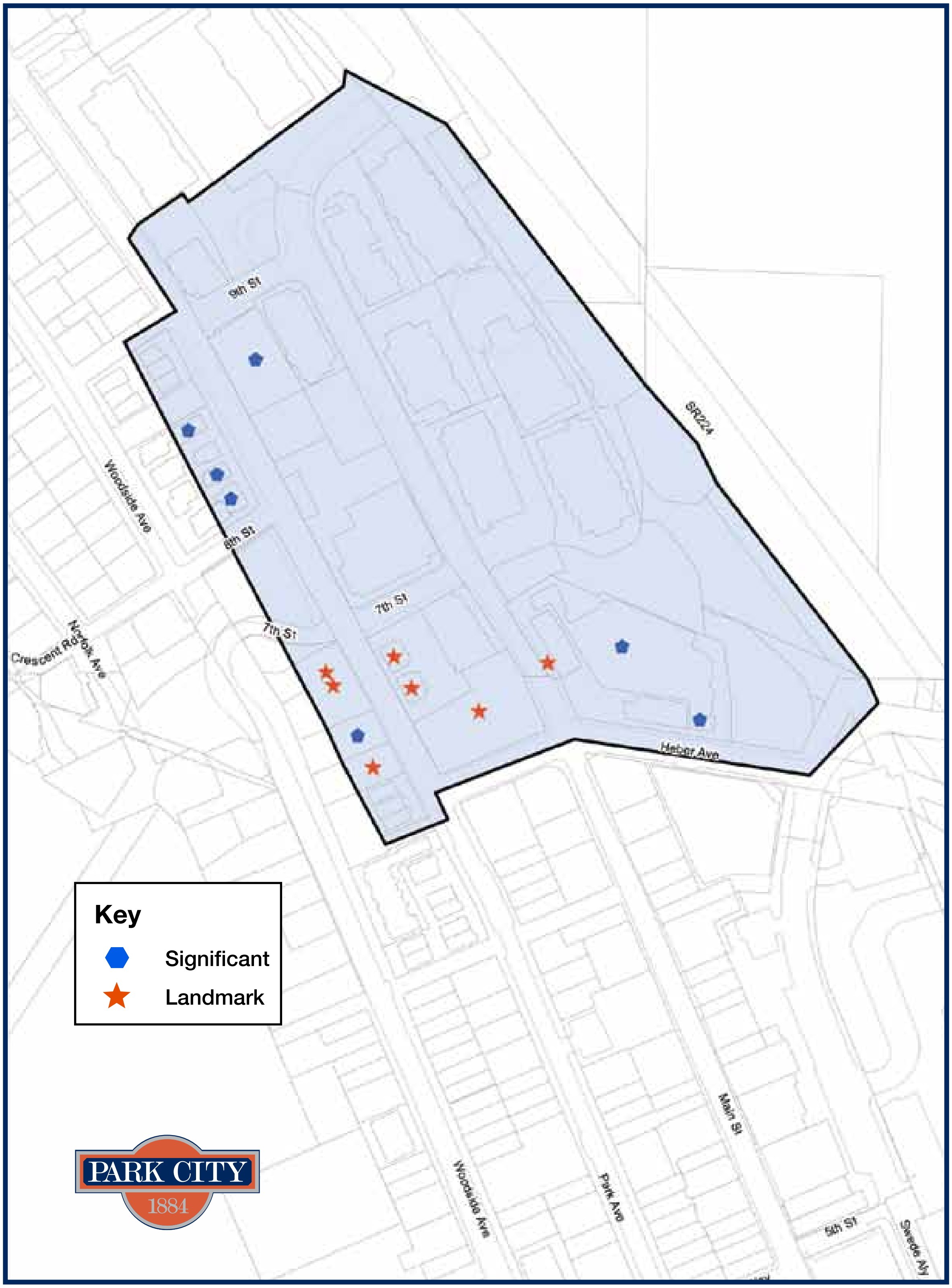


EXHIBIT E: Main Street National Register District Boundaries

Main Street National Register Historic District

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

On April 25, 2017, Park City Municipal's Community Engagement Department held Coffee with Council, the seventh in a series of monthly Council outreach events. Councilmen Andy Beerman and Tim Henney hosted the event, which was held from 9:00 to 10:30 am at the Park City Coffee Roasters location at the Park City Library. Approximately 45 residents and business owners attended the event for informal conversation about city projects and initiatives. Attached, please find a recap of the conversation.

Respectfully:

Linda Jager, Community Engagement Manager

Coffee with Council: April 25, 2017
Park City Coffee Roasters, Park City Library

Council members presenting: Tim Henney & Andy Beerman

Other council members present: none

City Staff Present: Linda Jager, Lynn Ware Peek, Elizabeth Quinn Fregulia, Mark Harrington, Clint McAfee, Jenny Diersen, Jason Glidden

Members of the Public: Tom Oliver, Bonnie Peretti, Becky Yin, Carole Fontana, Tom Fey, Katy Wang, Stefanie Wilson, Andy Thelander, Rob Slettom, Sandra Hall, Sherry Werner, Molly Miller, Beth Armstrong, Hillary Jessup, Hylton Early, Philippe Ashe, Bob Peek, Mary Christa Smith, Dave Cushing, Sean Kelleher, Lorraine Stuecken, Walter Stuecken, John Fry, Carrie Westberg, Nathan Rafferty, Kirsten Castle, John Stevenson, Paul Murray, Pam Hart, Tom Horton. Additional attendees did not sign-in.

Notes prepared by Elizabeth Quinn Fregulia

CONVERSATION:

Councilman Henney welcomed everyone and said how much he enjoys these sessions. He has been focused on “rebooting” community engagement. When he was not on Council, he realized there was so much going on, even if it wasn’t conveyed. Having a deeper understanding is important. There are all sorts of channels, from social media to old-fashioned open houses. There is also a way to combine these two formats by doing online open houses. This can expand the conversation even more. The goal is to engage a broader segment of the community because doing so legitimizes the process.

Carol Fontana asked the first question: What is your vision for Guardsman Pass (Bonanza Flat)? Will it stay open space or turn into Round Valley? Mr. Henney said the intention is to purchase the land as open space. He said Round Valley is a good template. There is a high likelihood of trails, on/off-leash dog trails. In terms of infrastructure, there will most likely be trailheads to help preserve the ecological aspects. “Passive recreation” uses will be allowed. We haven’t gotten to the nuts and bolts, but typical easements have these restrictions. Mr. Beerman added that not having infrastructure such as trailhead and bathrooms will make things less chaotic and preserve the greater area. Beyond that, the space will largely be “status quo.” The final piece will be the public process for input. Utah Open Lands will be helping craft the easement language.

Ms. Fontana asked if we expect additional users, such as at Round Valley? *Who picks up tab for all of the uses?* Mr. Henney said the city primarily picks up the tab (currently for Round Valley and for Bonanza Flat, if we are able to purchase it), even though people from other counties uses the open space. The big picture of the easement will be passive recreation, open space, and wildlife preservation.

Ms. Fontana asked what the councilmen thought about hunting in the area. Mr. Henney said Park City does not allow hunting on city property. He added it would take a very powerful argument to change his mind. Mr. Beerman said hunting and snowmobile use have been prohibited, but people still do both. This creates safety issues. The other issue is how to effectively police the uses.

Tom Fisher asked about donations to Bonanza Flat. The city, county, and other entities are contributing, as well as individuals. What is the structure for the funds? Will there be a separate legal entity, separate management?

Mr. Henney explained that individuals make a donation to one of the nonprofits that are part of the Save Bonanza Flat consortium. Individuals can claim the donation as a deduction, but they have no claim on the property. Nor do the other entities that are giving money. PCMC will be the owner.

Mr. Beerman added that there is no easy answer: many entities are involved, and some of the larger commitments of money come with conditions. Salt Lake County Public Works, Salt Lake County Metro Water, Summit County, and the like have all put restrictions and expectations on their commitments, but these are restrictions to which we would commit anyway.

Tom Horton asked: “We don’t control the road that borders Bonanza Flat, SR224, which most people would agree are very poorly maintained. What are your thoughts on this highway? Will it continue to be neglected in this area?”

Mr. Beerman answered that UDOT assessed winterizing this portion and determined that it would cost $100 million plus $2-$3-million a year in maintenance. PCMC would very much not like to winterize this because of development pressures. Safety issues should be addressed, but we don’t anticipate additional paving or the like.

Mr. Henney added, “We kind of like this neglected state. Low-level health and safety concerns should be addressed, but other than that, we are ok keeping it as-is. UDOT agrees.” Raising standards will just encourage development. There is a competing plan for the land that calls for a ski and golf resort. The competing bidder will have no problem spending $100 million on infrastructure before they sell a single lot. All of this traffic will come straight down into PCMC, through the Deer Valley Drive roundabout. It would be catastrophic. That’s why purchasing this land for open space is so important.

We have until June 15th to close, and we have $2.8 million left to raise. Mr. Henney said he is thrilled with where we are. Three months ago, he would have not thought we would be in this position. The total cost of the land purchase is $38 million. Mr. Beerman emphasized all of the support we have received from regional partners, including surrounding counties and cities. Salt Lake County is the one disappointment: their council made their decision based on partisanship, going against the recommendations of both their open space committee ($5-million recommendation) and own staff ($3 million recommendation). We have a new approach and will go back to them. Keep your fingers crossed that this comes through. Mr. Henney referred to the partisan decision and said, “If we had had a mixed vote, it would have de-legitimatized the entire effort.”

Paul Murray asked, “Once the issue is settled and you have the land, what will happen as far as maintenance goes? Will you have donation boxes to develop the land for trails and bring in support financially to always upgrade what you have?”

Mr. Henney answered that these boxes are called iron rangers, and they are in Round Valley. The donation goes to Mountain Trails, with whom the city has a service contract. (Mountain Trails is our primary partner for trail development and maintenance.) This has been successful, and we will probably use this again.

Lorraine Stuecker asked why Salt Lake City and County are contributing; Mr. Beerman responded that preserving the land is largely a benefit to those municipalities in terms of impacts. There would be demands on Cottonwood Canyon and their fire and police departments. This is also their watershed, not ours. Additionally, their residents are the primary users. The Mountain Accord process spent a lot of time determining that they did not want the road open. Of note, both Midway and Wasatch County both made donations. These entities have much more urgent needs than we do and less money, so their donations show how important preserving this land is.

Wally Stuecker asked about the political implications in terms of land use. Mr. Beerman said it’s fair to say we’re paying fair market value, the same as a developer would. This fact kind of neuters the argument about best land use, but there are still disagreements about how to use state land.

Hylton Early asked about the bag ban. He said he’d heard it might be difficult to get it passed and asked the councilors their thoughts.

Mr. Henney said that timing is everything in pushing some initiatives. For whatever reason, the timing might be right for this one: it seems to be gaining more traction. For the last 15 years, bag bans have seemed to be topics of conversation. Counter arguments to enacting one have held more weight because we didn’t want to have a target on our back with the state legislature. But we end up getting beat up anyway. The other argument has been that we don’t want to run point on this, but there is precedent for municipalities winning. The litigation is costly, so wanted to share the burden with other jurisdictions. It looks, though, as if we might just step into the fray anyway. Luke Cartin will be bringing a menu of options to Council in May; this will be the first step of a full-blown conversation.

Mr. Beerman provided some context. He said Council passed a voluntary bag ban resolution four years ago, but it just never worked. They've heard recently from a lot of supportive residents. As Mr. Henney put it, "We'll always be in the crosshairs. We'll try to make it a regional effort but I don't see this being an impediment because I find it hard to fathom someone driving all the way out to the Basin just to shop at a store that provides plastic bags."

John Fry asked a question about replacing some of the bus routes with "Uber-style (on-demand) electric vehicles."

Mr. Henney said there were two components to this question. The city and county will be rolling out a bus-rapid transit route this summer to link Old Town Transit Center with the Kimball Junction Transit Center. The BRT will have stoplight priority and will be able to exclusively use the shoulders. The city and county are also in the process of electrifying the current transit fleet.

The second part of the issue is expansion of the "root structure" of the route deeper into Park City neighborhoods (first-mile/last-mile program). The city and county transit and transportation departments are trying to address this, possibly with an electric system. We have issued a request for proposals for on-demand EVs to get people to their closest bus stop. These could be on a loop: people could hail shuttles. Through either on-demand vehicle or circulators that get you to the bus, you would be in the bus system, which then gets you to your ultimate destination.

Mr. Fry asked about use days: would it make sense to pay an Uber fee instead of bus? Mr. Beerman said that city representatives got a sense of Mr. Henney's idea in action when they went to Aspen. The city of Aspen has a six-seater "downtowner" with an Uber-like app. This has helped bridge the first-mile/last-mile gap and causes less anxiety. Mr. Beerman said you will see the city trying systems like these, through trial and error. We are looking for a scalable solution. In terms of transit: using different sizes buses makes it harder to be flexible. We'll do some experimenting and figure out what works, especially working with the county.

Stephanie Wilson asked about The Yard: how is it being funded? What will they do at the property?

Mr. Henney said the funding sources are always a little different. We don't have enough open space money to close the gap for Bonanza Flat. The city is using Redevelopment Agency money for the Yard. We also have transit and housing funds to acquire and develop the Yard for housing and transit uses.

Beth Armstrong asked, “Not counting the bonds, how much has PCMC put up for Bonanza Flat? How much is the city itself paying?”

Mr. Henney said the city has not yet allocated anything. Two-thirds of the cost is being borne by taxpayers, via the bond, and we are trying not to increase this burden. But there will be ongoing operations and maintenance charges for the property. We may need to cancel other projects to bridge the gap.

Ms. Armstrong asked how much is in the open space fund. Mr. Beerman said $4.5 million is left in the open space fund, but we have some pending open space prospects that we would like to use it for. This gets us back to getting more contributions from Salt Lake City and County—both the municipalities and residents.

Mr. Beerman broke the numbers down. If Parkites pay $25 million for the land, which equates to $18,500 an acre, which are “1990s prices: a great deal!” He said it’s important to think about what each party is contributing and bearing. Ms. Armstrong said this is the most important purchase we can make. We want other entities to recognize that through their contributions. Mr. Beerman said it becomes an equity issue. “We’re already picking up two-thirds of bill plus the operations and maintenance. Of course, we are fortunate as a community to have the money, and development of the land will adversely affect us. If push comes to shove, we will put off or delay other things in our capital budget, but we don’t want it to get to that.

Hillary Jessup asked about Treasure Mountain, specifically the traffic survey.

Mr. Henney said that Council members cannot talk about Treasure Mountain because they no longer involved in process, other than if the Planning Commission decision is appealed. They are not in the role of being the appellate because they decided they would swap this role for the role of negotiator in 2009. This eliminated the role of Council as an appeal body.

Mary Christa Smith asked, “What do you wish the community knew about that we don’t talk about in-depth?”

Mr. Beerman mentioned that they attended the Utah League of Cities and Towns meeting, which is composed of 247 participants. They have a group to protect local control, and this coalition exchanges ideas. At the meeting, they brought in the progressive mayor of Tulsa, who said you need to narrow down your focus to a few key community goals. He also talked about the Budgeting for Outcomes process. We've been doing both for a few years. These efforts have really crystallized for us, and have helped us make progress as Council and staff. We see the real benefits and see the implementation. This is important because we're hearing from community members that our infrastructure is being very taxed and tourists are driving locals away. These strategies help us address this.

Budgeting for Outcomes was put into place six years ago. This helps us look at priorities and allocate budgets accordingly. Of course we have money for basics like Public Safety and plowing, but budgeting for outcomes helps us align money with resources. This is part of the process that helps us coalesce around community priorities. As a Council we help illuminate and advance these.

Mr. Henney added that he is thrilled and proud to see the government coming to a posture of recognizing that the infrastructure is being overrun. The efforts we began 20 years ago are now coming to fruition: now we need to deal with our success. Council is committed to putting community first and have those who visit become informed by our community. People come here and can't put their finger on why, but they really enjoy their time here. It's a whole bunch of things that create an experience for visitors and residents. Council is committed to the community-first approach. "They need us more than we need them," he said. "The 'they' is different from time to time, but as long as we protect what's important to us, people will continue to come here and be informed by this. This is the goose that lays the golden egg."

Bob Peek asked about affordable housing construction. He said, "We're building units that are expensive: expensive real estate and expensive buildings to build. There is unlimited opportunity in town to have people develop properties. By one calculation, the properties we are developing are costing $120,000 per bedroom. Perhaps we could subsidize homes around town and have them turn their extra bedrooms into small apartments, giving them a $10,000 grant to develop. We could realize 12 times the opportunity. People say HOAs won't allow this, but I live in Park Meadows and there is no HOA."

Mr. Peek raised another issue. He had heard City Manager Diane Foster on the radio talking about the commercial development of properties on Swede Alley as an opportunity to have subsidized commercial space for people who can't be on Main Street. "This sounds kind of absurd. Taxpayers shouldn't be subsidizing businesses in town. We should be taking any gains and putting them into open space, transportation, etc."

Mr. Henney responded that this plays into where our commercial core is going to be. "How do we nurture the old small businesses that are getting squeezed out? What can we do to balance this? Is there a role for government to balance the free market?" He said he has also heard from staunch free market players that there is a role: we don't want Park City to turn into Anytown, USA. We also want to protect the storefronts themselves, in terms of scale and play. All of this is in play—there's no plan to develop, but we're just having the conversation.

In terms of Mr. Peek's idea about accessory apartments: these are also part of the conversation. But this solution wouldn't address the middle class, which is a big part of our goals. We also need to think about what it would do to deed-restrict the apartment that's connected to the original home. A lot of people would prefer to develop an apartment that's not deed-restricted. The city does believe accessory apartments are a key part of the solution, and this is being put into play in the Lower Park Avenue developments.

Mr. Beerman said accessory apartments are a viable tool, but not the only one. There are challenges both in terms of subsidizing but also in the regulatory realm. Five years ago the public came out against accessory apartments in Park Meadows, but it's time for the community to have this discussion again. He's not sure if subsidies would help at this point.

In terms of Swede Alley, Mr. Beerman said there are varied opinions on Council. He personally does not want to do anything. There are other reasons small businesses are leaving—there might be a role for Park City to nurture an incubator. There are still reasonable rents on Main Street, especially at the top and bottom of the street, and on the second floors.

Tom Horton said the biggest hammer that's ready to fall is what is happening around the Jordanelle Reservoir. Wasatch County has zoned for 17,000 units, which means 60,000 new Park City residents. They will consider themselves Parkites.

Mr. Henney said we don't have any ability to influence this process because it's out of our jurisdiction, but we can manage our open space, our boundaries, our transportation, etc. Even if we had a phenomenal relationship with Wasatch County, they have their own processes. Explosive growth is not only in Wasatch County: it's all around us. The only thing we can do across regions is coordinate on transportation.

Mr. Beerman said this is why regional collaboration is so important. We've done this with Summit County, and we're trying now to do the same with Wasatch County. They are going through their own development, growth, urbanization arc.

One gentleman asked about the many projects in Park City that are occurring concurrently: the Yard, Main Street, Lower Park Avenue, etc. Add to this the upcoming $125-million school bond. Has anyone looked at what will happen to property tax rate with all of this?

Mr. Henney said that this question contained a lot of separate issues. Park City property taxes have not increased in 20 years; in fact, they have gone down. The Park City tax bill is not a burden. We are at the low end of Utah, and we are "way low" across the country. We need to keep this in perspective. The real question is about the affordability equation. Mr. Henney said this is why they took Bonanza Flat to the voters, and the school system will be doing the exact same thing. This is a very interesting conversation: do we pay off the debt over five years or 20 years? Mr. Henney said we'll hit a limit/tolerance; right now we're in a sweet spot where we have a great deal of revenue.

The city's revenue comes from three sources (each of which comprises a third of funds): property tax, sales tax, and fees, licenses, and permits. We have a huge capital budget ($80 million) that gets rolled over year to year. A lot of these things have been allocated already, so we won't need to have the revenue to fund them.

Our water system is a huge expense, but it is an enterprise fund, which means it's paid for by the users. This is a very interesting conversation. If we lived in Connecticut, our yearly affordability would be a lot higher. In Park City "you are getting a hell of a deal." Park City is an expensive place to live, but not compared to one of the coasts.

Mr. Beerman said the good news is that all of the projects listed already have funding sources. As residents, we get access to far better services because we are subsidized by second homeowners. "We are living other people's vacations, and we have great amenities."

One woman asked about the Bonanza Park project update. She is afraid of losing the "middle section: three stories versus one story."

Mr. Henney said when we looked at the form-based code, it would have required four-to-five stories to reach the affordability calculation. With the city purchasing the property, we won't build to form-based code, but without the additional stories. This is the justification for the city purchasing it.

The woman also asked about Marc Fischer's project. Mr. Beerman said this is not a done deal: it's in pre-application and is on the schedule to the Planning Commission. It will be a tricky conversation. The community did not want to see additional height at Bonanza Park. "If we want it done the right way, we need to buy it and do it ourselves."

Becky Yin said that she had sent Mr. Henney an email encouraging people to open up their homes to seasonal worker housing. "We want to make this a win-win situation. If people open up their homes, and they have bad experience, no one will do it again." She said they have had worse experience with Americans than those on a J1 visa.

Mr. Henney said this process is run through the Christian Center and Mountainlands Community Housing: it's not a government process. The government process is looking at needs and assessing and allocating resources. "We've been very aggressive with this; the county is just getting there. We're working with the county to help them get over the initial hurdles and are holding joint meetings. We're helping them push at a faster rate than they would." There are two parallel realms: nonprofit and government. We work with the Christian Center to open up homes. Hopefully we'll be building housing and will put the obligation on resorts.

Mr. Stuecker said Park City is phenomenal because of the resorts and people—it's very loving and welcoming to visitors.

Mr. Henney said this gets back to what people sense when they come here. But as we become more fatigued and stressed, this will change. Twenty years ago people would let whoever cross the road wherever. We need to continue to do this.

Ms. Jessup suggested the idea of mountain hosts on Main Street, a program through the city not the museum. They could wear different shirts and tell people where to eat, what to do. Hundreds of people would volunteer.

Mr. Beerman said he likes the idea, but there is already something in place that is even better: a few years ago, the city took parking back in-house from Aamco Parking. Now our parking employees are serving as informal ambassadors. They are out there informing people. That said, Mr. Beerman said he still thinks it's a good idea. It could be run well through the Chamber—similar to the volunteers at the welcome center.

Carole Fontana brought up noise pollution in Old Town. She said she understands from the meeting about the Kimball Center that the noise ordinance is being rewritten, and asked for further detail.

Both councilors said the process has not yet gotten to this point: it has to go through Planning and may go to Council. In terms of providing input, Mr. Harrington said there is an internal stakeholder group. As soon as they get the information from code enforcement, police, planning, and legal will start a process, which will include public input. The inter-departmental and cross-departmental conversation is just starting now. Mr. Beerman also suggested attending the Special Events Advisory Committee meetings: it's the best place to make your voice heard. The discussion of amplified music at Main Street Plaza is also ongoing, as is the discussion of using shuttles to reduce traffic congestion.

Both councilors thanked everyone for coming and said this is a wonderful opportunity to engage in a different way and co-create a narrative about our community. "Thanks for doing your part." Ms. Fontana said this was her third meeting, and each time she attends she comes away with a valid piece of information.

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

At the April 13, 2017 Park City Council meeting, the Community Engagement team presented their goals and progress on the work they are doing to engage different groups in the community. As part of that conversation, our team discussed with Council the idea of changing the name of the Multi-cultural Citizen Involvement top priority to better reflect the strategic goals of the program. Also, Council honed in specific words like “diverse” and “participation,” which were considered important to include. Thus, as the Community Engagement team engages various groups that reflect diverse ages, cultures, and ethnicities, staff suggests changing the top priority name to “Diverse Community Participation,” and wish to present this change to City Council for approval.

Respectfully:

Lynn Peek, Community Engagement Liaison

City Council
Staff Communications Report

Subject: Rename Multi-cultural Citizen Involvement Top Priority to Diverse Commmunity Participation
Author: Lynn Ware Peek. Community Engagement Liaison
Department: Sustainability
Date: May 11, 2017
Type of Item: Informational

At the April 13, 2017 Park City Council meeting, the Community Engagement team presented their goals and progress on the work they are doing to engage different groups in the community. As part of that conversation, our team discussed with Council the idea of changing the name of the Multi-cultural Citizen Involvement top priority to better reflect the strategic goals of the program. Also, Council honed in specific words like "diverse" and "participation," which were considered important to include.

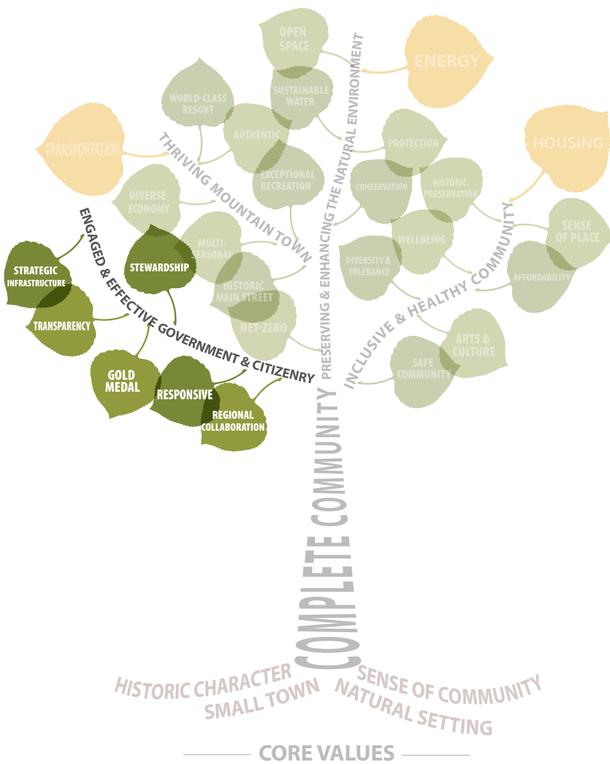
Thus, as the Community Engagement team engages various groups that reflect diverse ages, cultures, and ethnicities, staff suggests changing the top priority name to "Diverse Community Participation," and wish to present this change to City Council for approval.

COUNCIL TOP PRIORITY: DIVERSE COMMUNITY PARTICIPATION

Progress Report: Spring 2017

Our Value Statement:

Create a bridge between the City and our multi-cultural community by connecting resources to inform, educate, and boost participation in activities, events, and public processes throughout the diverse community.



PARK CITY 1884

Goals:

- Inclusiveness
- Increased participation
- Reflect community diversity
- Support a complete multi-cultural community
- Embrace a myriad communications channels to reach multi-cultural community
- Identify the multi-cultural group and concerns and interests of varied groups
- Encourage participation in process of local government

Next Steps:

- Informational and safety video series
- Leadership involvement initiatives
- Define measurements of success
- Community meeting series
- Continued involvement of City leadership in multi-cultural involvement
- Media outreach

Accomplishments:

- Established collaborative partnerships: PC UNIDOS, Promise Advocates
- Organized and supported community outreach events
- Established variety of communication channels
- Identified challenges
- Partnered on solutions
- Created internal partnerships to achieve goals of diverse communication

Engagement Campaigns for Departments & Initiatives:

o Lower Park Ave Project with Economic Development Dept

o Issue Communication with Police Dept to Latino Community

Key Performance Indicators	2017
Numbers of multi-cultural community members brought into leadership positions	TBD
Numbers attending local public meeting	TBD
Numbers of multi-cultural community members attending community events and facilities	TBD
Numbers accessing information	TBD

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Beginning April and recurring monthly through November, the Community Engagement Liaison provides a "Backhoe Report" outlining Spring/Summer/Fall 2017 construction updates. This report will include both public and significant private projects that will be visible or will impact community members or business owners. The report will be presented to City Council on the first meeting of each month as a staff communication for subsequent months. May's report is the second of the season and is presented as a staff communication. This staff communication includes the full Backhoe Report for May.

Respectfully:

Lynn Peek, Community Engagement Liaison

BACKHOE REPORT for May, 2017
For link to construction map on website click here

Prepared by: **Lynn Ware Peek**
Community Engagement Liaison
lynn.ware-peek@parkcity.org

OLD TOWN

Lowell Avenue (Park City Mtn south to curve at Empire Ave)

- Started April 17th – completion scheduled fall 2017.
- Replace the 50+ year old sanitary sewer line.
- Upgrade the existing water distribution line including the service line connections and water meters to properties.
- Improve drainage in the area.
- Reconstruct the roadway pavement and gutter.
- Stripe and replace signs as needed.
- Utility work early May at the Manor / Lowell intersection.
- Ongoing outreach to inform nearby residents.

For further information: Kim Clark; kim.clark@parkcity.org.

1450-1460 Park Avenue Housing Project – Affordable/Attainable Housing

- Construction began fall 2016 – anticipated completion late summer 2017
- 6 of 8 homes are framed and mechanical, electrical, plumbing installation has begun.
- Footings and foundations have been poured for the last 2 homes. Framing on those will start early May.
- There will be two 1-br units (800 SF), five 2-br units (1,120 SF), and one 3-br (1,300 SF). Sale prices selection process will likely be announced in late spring, 2017, and move-in date estimated for August/September of 2017. Information on sale/selection process will be published as the application process and pricing is finalized.

For construction information: Dave Gustafson; dgustafson@parkcity.org
For affordable housing information: Rhoda Stauffer; Rhoda.stauffer@parkcity.org

Woodside Park - Lower Park Avenue affordable housing project

- Proposed projected construction start September 2017, completion anticipated April 2018.
- Project is still in design stage.

For further information: Jonathan Weidenhamer; jweidenhamer@parkcity.org

Kimball Garage (Private Project)

- Construction began fall 2016 – completion anticipated 2018
- Restriped Heber Avenue in anticipation of the crane.
- Temporary crane being used intermittently.
- Current effort towards an air space agreement with affected neighboring property owners for longer term crane.
- Contractor required to notify affected owners at least 48 hrs prior to any impactful activity, as determined by the Park City Building and Engineering Department.
- Rented all parking along Heber to be used for the crane and unloading, once finalized.
- Installation of new footings under old Kimball Garage. Shore up roads at Main and Heber in preparation of the new building footings and foundations.
- The tower crane must be removed from the Park Ave, Heber Ave and Main St (both sidewalk and city property) by Nov 21 unless otherwise approved.

For further information: Michelle Downard; mdownard@parkcity.org

Main Street Sidewalk Replacement - 4th Street to Treasure Mountain Inn

- Anticipated start mid-May 2017 – completion expected September 2017.
- West side of Main Street from 4th Street to the bulb-out in front of the Treasure Mountain Inn.
- Install new granite curb, new water meters, granite pavers within a concrete band, new street lights, new benches, trash cans and removable planters/pots at the bulb-outs.
- The construction will take place in approximately 100' sections. It will take approximately 2 weeks per section for 6 sections.
- Access to business will be maintained during the construction but parking will not be available during this period.
- Sidewalks from Treasure Mountain Inn to Grappa will likely not start construction until 2018.

For more information: Lynn Ware Peek; lynn.ware-peek@parkcity.org

Main Street Plaza (Brew Pub Parking Lot)

- Projected start Spring 2018 anticipated completion Spring 2019.
- Project in the design development phase of drawings.
- Staff anticipates beginning the planning process in early June, 2017.
- Awaiting analysis of expanded traffic study on circulation with proposed new road connector between Swede Alley and Main Street.

For further information: Jonathan Weidenhamer; jweidenhamer@parkcity.org

Comprehensive Transportation Demand Management Program:
Parking Technology Project

- Begin May 2017 – ongoing rollout through the year.
- Analysis of garage cleaning and prep for painting interior garage has begun.
- Analysis of scope of technology products.
- Contractors are currently identifying branding and signage opportunities for better way-finding.
- Ongoing evaluation regarding structural and preventative maintenance.
- Community outreach is ongoing

For further information: Kenzie Coulson; mckenzie.coulson@parkcity.org

PROSPECTOR AREA
Prospector Ave (Bonanza to Gold Dust lane)

- Mid-June 2017 anticipated start – fall 2017 completion
- Enhance and promote alternative multi-modal transportation uses and address roadway infrastructure.
- Create a safe environment for all modes of travel.
- Reduce vehicular speeds by introducing a "complete street" cross section .
- Defining more efficient use of existing space by better marking travel lanes and bus pullouts.
- Upgrade the street lighting with LED fixtures.
- Improve the roadway drainage.
- Resurface the asphalt pavement.

To be put on the construction email update list, send an email to prospectorave@utah.gov

WATER PROJECTS

Old Town – 4th Street

- Anticipated start August 2017 – completion October 2017.
- Replacement of water line on 4th Street between Swede Alley and Main Street (between Java Cow and Chimayo). Designs finalized soon then will go to bid.
- This stretch was determined to be in need of replacement due to a recorded history of leaks and repairs.
- The waterline upgrade would also address deficient fire flows in the vicinity of Main Street and Swede Alley.

For further information: Nick Graue; nick.graue@parkcity.org

Park Meadows – Creekside filtration building

- Anticipated start Spring 2017 – December 2017
- The new filtration building will add filtration to the Park Meadows well as required by the Utah division of drinking water.
- The well is under direct influence of surface water. The added filters will round out the existing process consisting of ultraviolet (UV) light and chlorine for disinfection.
- New building will have a covered patio as an amenity to the nearby park.
- The existing well buildings will be demolished and the area will be landscaped.

For further information: Clint McAffee; clint.mcaffee@parkcity.org

Quinn's Junction Water Treatment Facility

- Under construction currently – anticipated completion July 2017
- Add additional filtration to remove total organic carbon (TOC) and manganese from the source water (Weber River). During spring run off or heavy rain events, high concentrations of TOC and manganese are found in the water and have in the past either reduced the production capacity or shut the plant down. These new filters will allow full production during these events.
- Add a back wash tank to better clean the existing filters and the new filters.

For further information: Clint McAffee; clint.mcaffee@parkcity.org

ROAD PROJECTS

SR 248 from US40 to SR32

- Repaving. Started May 1 - completion anticipated late August

Bonanza Drive to US40

- Questar performing sub-surface utility work. Start anticipated June 1 - complete by October 15.

  For further information: Alfred Knotts: alfred.knotts@parkcity.org

Street Maintenance

- Start July 5th – August, 2017
- The recent winter brought above average moisture coupled with significant temperature swings allowing water to seep into the roadway and refreeze, compromising the streets with potholes and significant cracks throughout town's 126 miles of paved streets.
- This year's work will include rotomilling and paving of 5.3 lane miles and 12.3 lane miles of slurry sealing.
- 33.0 tons of crack sealant is scheduled for placement this fall along various streets throughout Park City.
- 165 utility adjustments including water valves, sewer, storm drain, and survey monuments will be lowered in advance of rotomilling then readjusted once new asphalt has been placed
- 5,526 tons of hot asphalt overlays are planned to begin July 5th and completed in early August
- 105,968 square yards of type II slurry seal coating will be placed in August.
- 14,267 square yards of seal coating will be placed along our bike paths in August.

  For further information: Troy Dayley; troy@parkcity.org

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Attached for your approval, please find the minutes for the April 27, 2017, City Council meeting. Thank you for your consideration.

Respectfully:

Michelle Kellogg, City Recorder

PARK CITY COUNCIL MEETING MINUTES-DRAFT
445 MARSAC AVENUE
PARK CITY, SUMMIT COUNTY, UTAH 84060

April 27, 2017

The Council of Park City, Summit County, Utah, met in open meeting on April 27, 2017, at 12:00 p.m. in the City Council Chambers.

Council Member Gerber moved to close the meeting to discuss property, personnel and litigation at 12:02 p.m. Council Member Henney seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto, and Worel.

CLOSED SESSION

Council Member Worel moved to adjourn from Closed Meeting at 3:50 p.m. Council Member Gerber seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto, and Worel.

WORK SESSION

Police Complaint Review Committee Interviews:
Michelle Downard, Police Complaint Review Committee Chair, and Claire Marlin, Committee Secretary, were present for the interviews. The Council Members interviewed Dianne Walker, Michael Collins, and Jeremy Sheppe. The applicants were informed that a decision would be made after the other three applicants were interviewed on May 11th.

Council Member Henney moved to close the meeting to discuss personnel at 4:35 p.m. Council Member Beerman seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto, and Worel.

CLOSED SESSION

Council Member Beerman moved to adjourn from Closed Meeting at 4:50 p.m. Council Member Gerber seconded the motion. Voting Aye: Council Members Beerman, Gerber, Henney, Matsumoto, and Worel.

WORK SESSION

Council Questions and Comments:

Council Member Henney indicated he attended the Historic Park City Alliance (HPCA) meeting where he and Kenzie Coulson talked about parking and received a lot of good input. He noted Michael Barilla worked well with the group and would be bringing the Alliance's position to the Council. Council Member Henney attended the Emergency Operations Center (EOC) during the Great Shakeout, the Recycle Utah Board meeting, the March for Science event, the Earth Day event, and the Park City Follies. He also participated in the Coffee with Council and asserted these events continued to be well attended. He attended the Prospector Square Property Owners Association and reported they were continuing forward with the Sidewinder rebuild. He attended the Mountain Trails Foundation All Board meeting and Park City Community Foundation meeting where he presented the City's perspective on public lands. He also noted Gail Hornstein would be presenting at the hospital on May 3rd on Mental Health.

Council Member Gerber indicated she had been on vacation and had nothing to report.

Council Member Beerman stated he met with concerned citizens who wanted to discuss banning plastic bags. He attended the Recycle Utah fundraiser as well as the March for Science event. He also participated in Coffee with Council. He attended the Mountain Trails meeting and noted the group expressed concern about e-bikes being on trails. He attended the Planning Commission meeting where Land Management Code (LMC) changes were discussed. There was also discussion on accessory structures and he requested that Council discuss this housing type again. Foster stated the single family zone allowed accessory dwellings but the HOAs prohibited it. Bruce Erickson indicated two efforts would be coming forward: Master Planned Development (MPD) regulations with regard to affordable housing, and how to accommodate tiny houses within the accessory use regulations. One problem Erickson saw was with rooms being rented out to different people within a house. Council Member Henney asked if it was possible to allow deed restrictions to be placed on the accessory units that would be built. Council Member Beerman asked that Council discuss accessory structures fitting into the housing plan and setting up a policy where incentives might be an option. He also noted frustrations expressed by the Planning Commissioners that the restrictions and conditions set by the City were not being enforced. Foster stated Code Enforcement would be discussed further at the May 11th meeting.

Council Member Worel indicated the Communities that Care kick-off was on April 17th, and she had helped finalize the job description for its coordinator. She attended the Public Art Advisory Board (PAAB) meeting and saw the mock up art piece intended for the MARC. She attended the Library Board meeting and the Early Childhood Task Force meeting. She stated the Great Shakeout exercise was a good experience. She also attended the Mental Wellness Summit and the March for Science event.

Council Member Matsumoto attended the Special Events Advisory Committee (SEAC) and indicated they were interested in having a Council outreach on special events. She also attended the March for Science event and the Sewer Board meeting and noted the new sewer treatment center was progressing.

Mayor Thomas and Francisco Astorga, City Planner, met with middle school students and discussed the City planning process. Mayor Thomas also attended the US Ski Team function, and announced LL Bean was coming to town on the corner of Heber Avenue and Main Street.

Diane Foster welcomed Minda Stockdale to the Executive Team, and indicated she would be a Deputy City Recorder as well as work with the Leadership Program.

Courchevel Student Exchange Update 2017:
Matt Dias praised Tina Quayle for accomplishing amazing things with the Sister City program. Bob O'Connor, Park City High School principal, Bernard Rizzotto, French teacher, Natalie Heder, student, were also present for this item. O'Connor stated having the students travel to France and stay with locals helped them immerse in the culture. He reviewed the history of the program and noted this group went to Mt. Blanc, skiing, and to Paris. The students also became proficient in the language from being there. O'Connor indicated the Courchevel students would be coming to Park City in July, and noted one concern was being able to appropriately reciprocate the activities and warm welcome that the Park City students received when they went to Courchevel.

Rizzotto said he saw great improvement in the students speaking the language. The faculty in France contacted him and expressed their praise for the students. He felt the experience helped the students grow and he gave examples of how they were given many opportunities over the course of their visit, such as taking cooking classes from a well-known chef.

Heder reviewed that the group went to Paris, but most of the time was spent in Courchevel. She felt lucky to live in Park City, but going to Courchevel expanded her horizons and it was great to talk to others in their native language. Her French improved more in a week there than in months of taking a class. A video was shown recapping the trip.

Quayle indicated that 23 students would be going to Courchevel next year. The immersion program teacher was starting a pen pal program with younger Courchevel students. This teacher would also like to have the younger students go to Courchevel with their parents. The French authorities requested that Park City officials visit before Philippe Mugnier stepped down as Mayor of Courchevel in 2020. Quayle also stated she was planning a trip to Courchevel for the community. She noted that ski instructors from Courchevel had brought some of their clients to Park City to ski this past winter. She was working on a ski pass exchange between those holding passes with Park City ski resorts and those with Courchevel ski resort passes. She noted that Courchevel wanted to implement a City employee exchange as well.

Discuss Proposed Public Utilities and Streets Facility Project Programmatic Goals and Project Alternatives Relating to Net-Zero Energy Goals, the Incorporation of Transit Housing, and the Project Location and Phasing Plan: Clint McAffee, Public Utilities Director, Roger McClain, Water Manager, and Nate Rockwood, Capital Projects Budget Manager, presented this item. McAffee stated this facility project was tied to the clean water project and Public Utilities would need to move into the facility by 2020 because Spiro Tunnel would be demolished at that time.

McClain reviewed that the building design would result in a net zero energy facility. Mayor Thomas asked if the building design would change if the net zero was a code compliant design. Representatives from RNL Design stated the design was basically the same, only there would be more insulation, more windows, etc. Council Member Matsumoto asked if this building would cost more than a 10-15% premium. McAffee stated the cost would be closer to a 15-20% premium to include the energy saving features. Council Member Beerman asked how long it would take to recoup the cost in energy savings. It was indicated those numbers were still being worked out. Foster noted that normally when a building was constructed, there was no payback, but there would be a payback within the lifetime of this proposed building.

McClain stated that the Transit Housing that was proposed with this project would consist of 12 studio-style housing units. He observed that a decision would need to be made soon on whether to implement this alternative in order to keep the design costs down. He displayed a site plan for the Council to view and noted that due to the estimated costs, this project would be built in phases. Phase I would include the Operations vehicle storage, salt, net zero design, micro-hydro, and the 12 housing units. The earthwork would be reduced, as well as parking, paving and square footage.

An alternative location for this project would be to build this facility at the current Ironhorse Drive location in order to save on site costs. McAffee noted that if the Ironhorse Drive site was used, the new facility would take the place that Transit was planning to grow into when Public Utilities left for the Quinn's site. It was noted that there was a big cost to mitigate contaminated soils. McAffee noted this project was really three projects: the administration and garage buildings, the water storage component, and the housing. Council Member Matsumoto favored putting the administration and housing at the Ironhorse Drive location since that was a more central location. Council Member Beerman was in favor of constructing the housing at the Ironhorse Drive location as well. Rhoda Stauffer, Affordable Housing Specialist, stated the Quinn's area was not isolated. Park City Heights was being developed and the location was only a half mile from the next subdivision. She promoted housing at the Quinn's location and thought the project would be completed sooner at that location.

Council Member Henney favored moving forward on Phase I, and said it should be built so housing could be added at a later time. Council Member Worel agreed that the Quinn's area would not be isolated in eight years.

Rockwood indicated the cost estimate for the entire project was double the budgeted amount. Some alternatives that were suggested in order to keep costs down included building in phases, changing the location of the facility to Ironhorse Drive, and/or for Transit to expand into different nodes within the Transit system. Mayor Thomas indicated this item needed to come back to Council for further discussion. He also asked to be updated on the impacts associated with the alternatives, specifically the future of the Transit Department.

REGULAR MEETING

I. ROLL CALL

Attendee Name	Title	Status
Jack Thomas	Mayor	Present
Andy Beerman	Council Member	Present
Becca Gerber	Council Member	Present
Tim Henney	Council Member	Present
Cindy Matsumoto	Council Member	Present
Nann Worel	Council Member	Present
Diane Foster	City Manager	Present
Mark Harrington	City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	City Recorder	Present

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Mayor Thomas paid tribute to Judge Robert Hilder, who passed away this week, and expressed his hope that the community would look to him as an example and live their lives accordingly. It was noted the funeral service would be held May 15th at noon in the Santy Auditorium.

Council Member Henney disclosed that he would recuse himself from Item 4 on New Business, since he lived in Courchevel and was the HOA president.

Staff Communications Reports:

- **Quarterly Budget Report- Third Quarter 2017:**
- **Certificate of Achievement for Excellence in Financial Reporting (CAFR) Award Announcement:**
- **Public Art Update – PCMARC "Gravity & Gear":**

Jenny Diersen stated Wong, the artist, was here with a high school student in the PC CAPS-Engineering program. The student explained the project and showed a 3D video.

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

Mayor Thomas opened the public input portion of the meeting for those who wished to address the Council on items not listed on the agenda.

Josh Hobson stated there was a petition by 300+ people who requested science based policies and laws. He also indicated he was an advocate for the buses in the City, and requested an ordinance requiring vehicles to yield to buses merging into traffic.

IV. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from March 30, 2017 and April 13, 2017:
Council Member Henney referred to Page 16 of the March 30th minutes and requested "music was a permitted activity and should be allowed" be changed to "would be allowed."

Council Member Henney moved to approve the City Council Meeting minutes from March 30, 2017, and April 13, 2017. Council Member Gerber seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

V. CONSENT AGENDA

1. Consideration of Resolution 09-2017, a Resolution Recognizing May 2017 as Mental Health Awareness Month in Park City:

2. Request to Approve Resolution 10-2017, a Resolution Proclaiming May 13, 2017, as Arbor Day and Celebrating Park City's 24Th Anniversary for Recognition as a "Tree City USA Community," in Park City, Utah:

3. Request to Approve Resolution 11-2017, a Resolution Proclaiming May, 2017 as Building Safety Month in Park City, Utah:

4. Request to Authorize the City Manager to Enter into an Construction Agreement in a Form Approved by the City Attorney's Office with DRD Paving L.L.C., in the Amount of $466,431:

5. Request to Waive Parking Fees in the Amount of $49,748 for the 2017 Main Street Improvements Project:

6. Request to Authorize the City Manager to Execute a 3 Year Professional Services Contract with Moreton & Company Insurance Services Co., for Insurance Placement Broker Services, in a Form Approved by the City Attorney and for an Amount Not to Exceed $80,700:

Council Member Worel moved to approve the Consent Agenda. Council Member Beerman seconded the motion

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

VI. OLD BUSINESS

1. Consideration to Approve Ordinance No. 2017-09, an Ordinance Amending the Land Management Code of Park City, Utah, Amending Historic Recreation Commercial (HRC) District, Section 15-2.5; Amending Historic Commercial Business (HCB) District, Section 15-2.6; and Amending Defined Terms, Section 15-15:
Bruce Erickson, Planning Director, and Hannah Tyler, Planner II, presented this item. Erickson indicated the code was modified for the structures that had second floor entrances.

Council Member Worel asked what the outreach for these code amendments entailed. Tyler stated three public notices had been sent out. Staff answered phone calls regarding the proposed code change and met with business owners to discuss the changes as well. An agreement was reached with many business owners, and they acknowledged that this code change would improve the district. Foster noted that staff also reached out to Bill White to address his concerns. Council Member Henney asked if the code changes addressed the Grappa concern, which was that the open parcel around the corner could be developed as part of Grappa. Tyler stated that issue was resolved, and the code change regarding second floor entrances would encourage more businesses to use their facilities as the structures were originally intended to be used.

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

Council Member Beerman moved to approve Ordinance No. 2017-09, an ordinance amending the Land Management Code of Park City, Utah, amending Historic Recreation Commercial (HRC) District, Section 15-2.5; amending Historic Commercial

Business (HCB) District, Section 15-2.6; and amending Defined Terms, Section 15-15. Council Member Henney seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

2. Discuss Encroachment Permit and Construction Mitigation for a Crane Located at the Kimball Garage Development - 638 Park Avenue:
Michelle Downard, Acting Chief Building Official, and Matt Cassel, City Engineer, and Tony Tyler with Columbus Pacific Development, presented this item. Downard reviewed that there was concern about the crane being situated on the sidewalk versus having an interior crane, and indicated the staff report addressed these concerns. Mayor Thomas explained the reasons from the report and gave his support for the recommendation.

Council Member Henney noted there was a demarcation at the site for construction. He asked if that footprint would hold the crane. Cassel stated that spot would house the entire crane. Downard reviewed the conditions on the tower crane operations. Cassel noted that Heber Avenue would be the main site for the construction project. Council Member Worel thought the requirement that the neighbors would be notified if there was work that would be impactful was important, and asked what types of things were considered impactful. Downard listed traffic, circulation, businesses and visitors as things that could be impacted by the use of the crane. Council Member Worel asked that those impacts be specified in the agreement.

Mayor Thomas opened the public hearing.

Mike Sweeney stated he lived through the 820 Park Avenue construction in which a similar crane was used, and there were no problems. He did not see this crane as a major issue for the community.

Mayor Thomas closed the public hearing.

Tyler stated this would be an electric crane and added that a load would not be carried over another private property. The air right agreement that was executed with the property owners did not mean materials would be carried over those properties. Council Member Henney moved to authorize Mayor Thomas to authorize the encroachment agreement for the crane. Council Member Matsumoto seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

3. Consideration to Approve the Supplemental Addendum to the Real Estate Purchase Contract (REPC) for Land for Lot 2 of the Yard Subdivision, Park City, Utah:

Jonathan Weidenhamer, Economic Development Manager, and Tom Daley, Deputy City Attorney, presented this item. Weidenhamer explained the reason for the supplemental addendum, including finalizing the purchase price, the plat, the size and locations of the right-of-ways, parking for uses on Lot 1, and pedestrian access across Lot 1 to get to a public right-of-way.

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

Council Member Henney moved to approve the Supplemental Addendum to the Real Estate Purchase Contract (REPC) for land for Lot 2 of the Yard Subdivision, Park City, Utah. Council Member Worel seconded the motion.

RESULT:	**APPROVED**
AYES:	Council Members Beerman, Gerber, Henney, Matsumoto and Worel

VII. NEW BUSINESS

1. Consideration to Approve Resolution No. 12-2017, a Resolution Proclaiming the Month of May as Bike Month and Bicycle Safety Month and the Week of May 15Th as Bike to Work Week in Park City:

Alfred Knotts, Transportation Planning Manager, and Julia Collins, Senior Transportation Planner, presented this item. Knotts stated active transportation was being promoted and he hoped it would continue to grow over the years. He reviewed the City Transportation priority.

Collins shared some statistics with regard to active transportation. She indicated the e-bike program would begin in June and the City and County were currently working on developing a transportation master plan.

Knotts stated every transportation project was also an air quality project. May was considered Bike Month and activities were planned throughout the month to bring awareness to active transportation. He indicated Park City was a bike friendly community and signage would be displayed indicating this designation to the residents and visitors. It was noted that May 19th was bike to school, work and play day, but a day would also be designated each month of the summer that would promote biking to work.

Mayor Thomas opened the meeting for public input.

Alex Butwinski stated the statistics given showed exhaust emissions starting a car were the same as running a car for 20 minutes, and asked if that contradicted the City's anti-idling ordinance. Knotts explained that statistic was for a cold engine start.

Kate McChesney requested that staff work with the Park Silly Market so efforts could be coordinated in promoting bike riding.

Mayor Thomas closed the public input portion of the meeting.

Council Member Henney stated he was concerned about the idling issue as well and requested clarification in a future staff report. He stated the roads would become safer as roads were repurposed to allow pedestrians and bikes, and he requested more sharrows be marked on the pavement. He also asked for an abbreviated staff report with regard to the consequences associated with e-bikes on trails and a clarification on the purpose of e-bikes.

Council Member Beerman suggested that next year a resolution could be passed for a car-less day.

Council Member Beerman moved to approve Resolution No. 12-2017, a resolution proclaiming the month of May as Bike Month and Bicycle Safety Month and the week of May 15th as Bike to Work Week in Park City. Council Member Worel seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

2. Consideration to Approve the Park Silly Sunday Market 2017 Supplemental Plan:

Jenny Diersen, Special Events Coordinator, Kate McChesney, Park Silly Executive Director, and Michelle McDonald, Park Silly Director of Operations, presented this item. Diersen reviewed the changes in the supplemental plan and indicated the market would operate 14 Sundays this season. There would be two Sundays that the market would not be open, August 6 and 13, due to Arts Fest. The City services fees were estimated at approximately $77,000. She also noted there were several changes to parking and traffic mitigations that were being planned.

Council Member Henney asked if McChesney had an idea on the capacity of the market and if that capacity had been reached. McChesney stated on the Fourth of July weekend last year, which was the most heavily attended weekend, crowds were large but there was still room for more people. McDonald stated there was a little room but it was tight. She stated marketing efforts had been greatly diminished.

Council Member Gerber asked what the plan would be if the market became too crowded. McChesney stated there were ongoing meetings that addressed safety measures and emergency management, but she couldn't tell people to stop coming to town.

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

Council Member Henney moved to approve the Park Silly Sunday Market 2017 Supplemental Plan. Council Member Beerman seconded the motion.

RESULT:	**APPROVED**
AYES:	Council Members Beerman, Gerber, Henney, Matsumoto and Worel

3. Consideration to Approve Ordinance No. 2017-18, an Ordinance Approving the Iron Canyon Subdivision Building Pad Adjustment for Lot 43 Plat Amendment, Located at 2467 Iron Mountain Drive, Park City, Utah, Pursuant to Findings of Fact, Conclusions of Law, and Conditions of Approval in a Form Approved by the City Attorney.

Ashley Scarff, Planner I, and Steve Schuler, Engineer, presented this item. It was indicated the property owner requested to move the configuration of the building pad.

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

Council Member Gerber moved to approve Ordinance No. 2017-18, an ordinance approving the Iron Canyon Subdivision Building Pad Adjustment for Lot 43 Plat Amendment, located at 2467 Iron Mountain Drive, Park City, Utah, pursuant to findings of fact, conclusions of law, and conditions of approval in a form approved by the City Attorney. Council Member Beerman seconded the motion.

RESULT:	**APPROVED**
AYES:	Council Members Beerman, Gerber, Henney, Matsumoto and Worel

4. Consideration to Approve Ordinance No. 2017-19, an Ordinance Approving the Courchevel Condominiums at Deer Valley Sixth Amended, Located at 2700 Deer Valley Drive East, Park City, Utah:

Council Member Henney recused himself from the discussion and vote on this item. Tippe Morlan, Planner II, presented this item and indicated the request was for Unit B101 for a conversion of the existing common attic area into a private space.

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

Council Member Matsumoto moved to approve Ordinance No. 2017-19, an ordinance approving the Courchevel Condominiums at Deer Valley Sixth Amended, located at 2700 Deer Valley Drive East, Park City, Utah. Council Member Worel seconded the motion.

RESULT:	**APPROVED**
AYES:	Council Members Beerman, Gerber, Henney, Matsumoto and Worel

5. Consideration to Approve Extending the Street Dining on Main Program for Another Term, Including the Renewal of Leases of City Property/ROW for Seven (7) Restaurants Located on Main Street, from May 1, 2017 - October 30, 2017:
Ashley Scarff, Planner I, presented this item and noted a change from last year's lease was that the rental rate had been updated.

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

Council Member Worel moved to approve extending the Street Dining on Main Program for another term, including the renewal of leases of City property/ROW for seven restaurants located on Main Street, from May 1, 2017 - October 30, 2017. Council Member Gerber seconded the motion.

RESULT:	**APPROVED**
AYES:	Council Members Beerman, Gerber, Henney, Matsumoto and Worel

6. Consideration to Approve an Amendment to the Current Special Service Contract with Park City Summit County Arts Council for $15,000 for Services Related to the Creation of an Arts and Culture Master Plan in a Form Approved by the City Attorney's Office:
Nate Rockwood, Capital Budget Manager, and Jenny Diersen, Special Events Coordinator, presented this item. Rockwood stated this amendment was recommended as part of the master plan. He noted the Arts Council put together an application that outlined the process and Diersen worked with the group to determine performance measures. Hadley Dynak with the Arts Council indicated she appreciated staff's work, and Diersen stated staff was excited for this project and expressed appreciation for all the work performed by the Arts Council. Council Member Henney indicated he was impressed with how the Arts Council committee meeting was run and the progress being made.

Mayor Thomas opened the public hearing.

Alex Butwinski thanked Council and staff for the support and he expressed excitement on the progress going forward.

Mayor Thomas closed the public hearing.

Council Member Beerman moved to approve an amendment to the current Special Service Contract with Park City Summit County Arts Council for $15,000 for services related to the creation of an Arts and Culture Master Plan in a form approved by the City Attorney's Office. Council Member Gerber seconded the motion.

RESULT: APPROVED
AYES: Council Members Beerman, Gerber, Henney, Matsumoto and Worel

Council Member Henney suggested the Council use its contingency fund to donate money for bike helmets at the activity in May, and asked Council to consider that suggestion.
The Council agreed to donate to this activity.

VIII. ADJOURNMENT

IX. REDEVELOPMENT AGENCY MEETING

ROLL CALL

Attendee Name	Title	Status
Jack Thomas	Chair	Present
Andy Beerman	Committee Member	Present
Becca Gerber	Committee Member	Present
Tim Henney	Committee Member	Present
Cindy Matsumoto	Committee Member	Present
Nann Worel	Committee Member	Present
Diane Foster	City Manager	Present
Mark Harrington	City Attorney	Present
Matt Dias	Assistant City Manager	Present
Michelle Kellogg	Secretary	Present

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

Chairman Thomas opened the meeting for any who wished to address the Committee. No comments were given. Chairman Thomas closed the public input portion of the meeting.

NEW BUSINESS

1. Consideration to Authorize the City Manager to Enter into a Professional Service Provider Agreement in a Form Approved by the City Attorney's Office with Sparano + Mooney Architecture Inc., for Design of the City Park Community Center in an Amount Not to Exceed $94,125:

Matt Twombly, Senior Project Manager, presented this item and reviewed that this award was the next step in the development of the community center. He explained that the architect would need to be onboard to look at the proposed design and to give his opinion, and to determine if the design was within budget. Twombly clarified this award would be for the concept design.

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

Committee Member Beerman moved to authorize the City Manager to enter into a professional service provider agreement in a form approved by the City Attorney's Office with Sparano + Mooney Architecture Inc., for design of the City Park Community Center in an amount not to exceed $94,125. Committee Member Gerber seconded the motion.

RESULT: APPROVED
AYES: Committee Members Beerman, Gerber, Henney, Matsumoto and Worel

X. ADJOURNMENT

With no further business, the meeting was adjourned.

Michelle Kellogg, City Recorder

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and JTS, Inc. for Event Planner services as related to the 2017 Fourth of July Celebration in a form approved by the City Attorney that shall not exceed twenty- thousand dollars ($20,000.00).

Staff currently anticipates returning to the June 8, 2017 City Council meeting to ask for approval of a Supplemental Plan for the Fourth of July Celebration.

Respectfully:

Jennifer Diersen,

City Council Staff Report

Subject:	**Professional Services Agreement to Provide Event Planning Services for the City during the 2017 Fourth of July Celebration**
Author:	**Jenny Diersen, Special Events Coordinator**
Department:	**Special Events**
Date:	**April 27, 2017**
Type of Item:	**Administrative**

Summary Recommendation

Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and JTS, Inc. for Event Planner services as related to the 2017 Fourth of July Celebration in a form approved by the City Attorney that shall not exceed twenty- thousand dollars ($20,000.00).

Staff currently anticipates returning to the June 8, 2017 City Council meeting to ask for approval of a Supplemental Plan for the Fourth of July Celebration.

Executive Summary

- In July of 2016 the City received a two year Restaurant Tax Grant allocation, which includes stipulations that in the second year of the allocation, the City would hire an event planner to bring the many organizations and activity providers that make this day possible together to streamline and better organize the offerings.
- On October 6, 2016 City Council during the Fourth of July Celebration Debrief and Work Session, City Council gave direction for the City to take on the role as the applicant of the Fourth of July Celebration event moving forward.
- In March 2016, the Special Events Department released an RFP for Event Planner for the Fourth of July Celebration.
- Based on JTS Inc.'s qualifications, experience, professionalism and willingness to adapt to the needs of Park City and coordinate with Public Safety and Transportation teams, willingness to comply with insurance requirements and budget proposal, staff recommends JTS Inc. be awarded the contract to provide event planning services to Park City during the 2017 Fourth of July Celebration.

Acronyms

PCMC	Park City Municipal Corporation
RFP	Request for Proposal
SEAC	Special Events Advisory Committee

The Problem and the Opportunity

- While the City has taken on the role of the event applicant for the Fourth of July event, staff is faced with an increased workload for this event in particular as they take on a larger role in both planning and mitigating the impacts of this event.
- In order to successfully pull off this event, an Event Planner is essential in ensuring that the many activity providers and parade participants are coordinated.
    - The scope of services as outlined in the RFP is attached as Exhibit A.
    - The Event Planner who will work directly with staff, as well as the many activity providers and parade participants to accomplish the following goals:
        - Organize the many activity providers and events during the day.
        - Streamline coordination and implementation of mitigations for transportation, residential impacts and community outreach and communications plans for the event.
        - Strengthen community feel, fun and funk of this event.
- This is a one year contract; staff will look for ways to budget for the service provider for future years.

Background

March 26, 2015 Special Events Update (page 8 – 29) / Minutes (page 1 & 2)
August 6, 2015 Fourth of July Managers Report (page 106 & 107)
October 6, 2016 Work Session 2016 Fourth of July Celebration Debrief / Minutes (page 4).

- In 2015, the City received notice that the Fourth of July applicant, the Park City Ambassadors, were discontinuing and would no longer be able to serve as the applicant of the Fourth of July Celebration.
- The City also received increased concerns from residents and staff regarding challenges regarding the growth and impacts of the event, as well as, that the event had lost the fun, funk and community feeling.
- In 2016, staff worked with SEAC and the Park City Chamber and made changes to the event. A summary of those changes can be found in the October 6, 2017 staff report.
- In July of 2016, the City received a two year Restaurant Tax Grant allocation, during which the second year of the allocation stipulates that an Event Planner be hired to further streamline and organize the Fourth of July Celebration.

Analysis

- Staff advertised an RFP beginning on March 31, 2017 for services of an Event Planner for the Fourth of July Celebration.
    - Six (6) responses were received by the April 17 deadline.
- A committee of individuals from Special Events, Building and Community Engagement Departments evaluated the responses.
- Proposers were asked to provide a summary of proposed labor and total cost for services which were outlined in the RFP. A summary of JTS Inc.'s proposal and scope of work is attached as Exhibit B.

Staff recommends entering into a one year contract with JTS Inc. for Event Planning Services during the 2017 Fourth of July Celebration based on the following reasons:

- JTS Inc.'s qualifications, experience, professionalism and willingness to adapt to the needs of Park City;
- JTS Inc. is willing to meet the City's contract, indemnity and insurance requirements; and
- JTS Inc. is a local vendor, they understand the complexity of the event, as well as the value of the many activity providers that come together to make this day unique.

Department Review

Special Events, Economic Development, Budget, Executive and Legal Departments have reviewed this report and their comments have been incorporated.

Funding Source

Funds for this project come from a two year Restaurant Tax Grant that was awarded in 2015.

Alternatives for City Council to Consider

1. **Recommended Alternative:** This is staff's recommendation. Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement between Park City Municipal Corporation and JTS, Inc. for Event Planning services as related to the 2017 Fourth of July Celebration in a form approved by the City Attorney that shall not exceed twenty thousand dollars ($20,000.00).

   Pros

   a. Services provided by JTS Inc. will work in coordination with City Departments and our community activity providers to streamline the event and ensure that it continues to have a community focus.

   Cons

   a. Though this position is in an effort to streamline event productions for the day, this is a one year contract opportunity due to grant funding. Should this be a successful partnership, staff will have to explore how to budget and financially continue this position in the future.

2. **Deny Alternative:**

   City Council could deny the Professional Services Agreement between Park City Municipal Corporation and JTS Inc. for Event Planning.

   Cons

   a. Contracted services for Event Planning during the 2017 Fourth of July Celebration would not be performed. This would likely cause negative impacts to the coordination of the event.

Attachments

Exhibit A Event Planner Project Scope for Fourth of July (as in RFP).
Exhibit B JTS Inc. Scope of Services - Event Planner for the 2017 Fourth of July

Exhibit A – Fourth of July Event Planner Scope of Service

The Fourth of July Event Planner Scope of Service includes providing the following tasks:

Vendor Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating vendors for City Park activities, including, but not limited to:

- Soliciting Event Sponsors
- Vendor Coordination Meetings;
- Mandatory Vendor Final Pre-Event Meeting;
- Rugby Tournament;
- Fourth of July 5K
- Volleyball Tournament;
- Pancake Breakfast and Coffee;
- Kids & Family Games;
- Rotary BBQ;
- Beer Garden;
- Securing Entertainment for Park and Parade;
- First Aid/Lost and Found, Park Access/Security;
- Public Services such as temporary trash, recycling, and restrooms, in coordination with environmental sustainability standards, as well as other utility, power and stage/temporary material or structure set up;
- Residential and Parking Mitigation in coordination with Transportation Planning; and
- Park Activity Volunteer Coordination.

Parade & Participant Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July Parade, including, but not limited to:

- Mandatory Parade Participant Pre-Event Meeting;
- Managing parade application entries;
- Securing parade entertainment (including musical entertainment & flyover);
- Participating in the parade selection/coordination committee;
- Organizing parade entrant line up (order of parade applicants);
- Coordination of Parade volunteers;
- Coordinating with other activities or events that may be political in nature (first amendment activities);
- Coordinating with other activities or events that may be permitted within City or County jurisdictions to ensure the best possible outcome for transportation planning;
- Managing parade course including coordination of emcee/public relations, street closures, drop off, pick up, and parking, in coordination with transportation planning and community engagement; and
- Participating in parade safety and security planning.

Fireworks & Evening Event Coordination – Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July fireworks and evening events, including but not limited to:

- Coordinating with other activities or events that may be permitted within City or County jurisdictions to ensure the best possible outcome for transportation planning;
- Coordinating the event with transportation planning – both for traffic ingress and egress, bus, bike, and walk promotions, transit and taxi/rideshare coordination; and
- Afternoon/ evening activities and firework coordination at Park City Mountain Resort Base.

Volunteer Coordination - Under the supervision of the Special Events Department, the Event Planner is responsible for coordinating the 4th of July volunteers, including, but not limited to:

- PR and outreach for volunteers;
- Mandatory Volunteer Pre-Event/Appreciation Meeting;
- City Park Vendor Activities;
- Parade Course and Participants;
- Post Event Clean Up; and
- PR and outreach.

An anticipated schedule of work requirements for the Event Planner is outlined below.

Weekly Schedule	Hours of Work Expe	Days of the week Work Expected	Expected Work Requirements
Week of April 30	5	Regular Work Week and Business Hours	Introductory Meetings, Fee Reduction Due May 1
Week of May 7	10	Regular Work Week and Business Hours	Review of parade, volunteer and vendor applications
Week of May 14	10	Regular Work Week and Business Hours	Coordination Meetings, Release Parade Float & Volunteer Application
Week of May 21	10	Regular Work Week and Business Hours	Final Fee Reduction Announced, Coordination Meetings, Draft site plans, Draft 4th of July Transportation & Communications Plans Due
Week of May 28	10	Regular Work Week and Business Hours	Finalize all City Park Vendors
Week of June 4	10	Regular Work Week and Business Hours	Final DRAFT Site Plans, Parade Applications Due, Final DRAFT Transportation and Communication Plans Due
Week of June 11	20	Regular Work Week and Business Hours	Late Parade Applications Due, Finalize Volunteer Positions, FINAL Transportaion and Communications Plans Due
Week of June 18	20	Regular Work Week as well as possible work on weekend and outside of normal business hours	Finalize parade line up, vendor and volunteer logistics, coordination meetings, ongoing city park and volunteer and event coordination, Transportation & Communications DRAFT Docx
Week of June 25	25	Regular Work Week as well as possible work on weekend and outside of normal business hours	operations and logistics. This includes separate volunteer, parade and vendor information meetings. Full execution of Communications and Transportation Mitiation Messaging
Week of July 2	40	Regular Work Week as well as possible work on weekend and outside of normal business hours	Event execution Sunday through Wednesday, Fourth of July requires up to 15 hours of work; this week includes event set up, execution and clean up. A Majority of the work is done outside of meetings and requires physical labor.
Week of July 9	20	Regular Work Week and Business Hours	Summary and debrief meetings
Week of July 16	10	Regular Work Week and Business Hours	Summary and debrief meetings
Week of July 23	5	Regular Work Week and Business Hours	Final debrief meetings
Week of July 30	5	Regular Work Week and Business Hours	Final wrap of event
Total Hours for the Project	**200**		

Additionally:

- Applicants must meet all Park City Municipal insurance requirements.
- Application must meet all Federal and State employer requirements.
- Applicants must include all expected equipment costs to perform the work in bid.
- Applicants must include what type of training hired employees receive, as well as a summary of training given to applicant’s employees.
- Applicants must include all costs for personnel hourly rates.
- Applicants must include overtime rates and miscellaneous costs in bid.

- Applicants must include all costs and explanations of costs of any management or administrative fees.
- Applicant must include a statement of experience providing these services including the size of other events.
- A 2-hour mandatory pre-event meeting and training is required for volunteers, parade participants, and vendors and is required as part of the scope with PCMC staff, as included in scope above.

PARK CITY JULY 4TH
EVENT PLANNER PROPOSAL

JTS Inc.

JUNIOR RICHARD

PROPOSAL

JTS Events, brings together a network of private contractors covering all aspects of event production in Utah. No matter what the event, we have the contacts for the equipment, human resources, and the know how needed to throw a great event. JTS teams have thrown events all over the state and been involved with events in Park CIty for over 10 years. JTS staff has worked closely with Park City events and city officials on countless events including, street concerts, nightclubs, silly market, and Sundance film festival pop up events. JTS will be able to comply with requested liability and licensing requirements in the RFP, and has included insurance and administrative into the budget.

"There are no problems, only solutions"

JTS Events owner Junior Richard (Project Manager) is a long time Park City music production professional and has lived in Park City most of his life. Junior has amassed vast experience working with top level bands as well as major music festivals and event production. Junior is a team players coach of coaches, with a great do anything work ethic , sense of humor, positive attitude and professional outlook. Juniors "Parkite" touch and talent for brainstorming new and improved ways to make events fun, will be prevalent throughout the planning process.
There are several areas JTS would set itself apart in assisting Park City in the 4th Of July events.

- Local company
- Team of experienced FUN people
- Extensive experience with outdoor festivals and large crowds
- Proven Digital application management
- Comprehensive understanding of city management and structure
- Experience budgeting large events
- Top level talent contacts
- Relationships with local sponsors
- 20 years of attendance of the event

STAFF STRUCTURE

The JTS team will consist of several key members to make sure every aspect has dedicated attention. This team will be closely directed, monitored and trained directly by the Project Manager.

Junior Richard Project Manager

- Oversee entire scope of project and maintain direct communication to client. To ensure clients goals are achieved in a professional manner as planned and on time.

Project Coordinator-

Assist in communication directly for event planner

Possible candidates: Amanda Hill, Montana Peterson, Pamela Stevens,

Production Manager-

To manage sound, staging, performances, contact to talent for directions load in audio details and set times.

Possible candidates: Travis Perkins, Brian Richards

Vendor Coordinator-

Coordinate directly with vendors. Organize applications send acceptance details. Onsite contact for vendors.

Possible Candidates: Crystal Cossey, Lucia Stewart, Joey Traum

Parade Coordinator-

Organize applications and send acceptance details. In charge of lineup, numbering, and spacing of parade. Direct advance and onsite contact for parade participants.

Possible Candidates: Lauren Kaiser, Danny Bateman

Volunteer Coordinator-

Organize outreach and applications. Send acceptance and details. Assigning staff to jobs. Direct advance and onsite contact for all volunteers.

Possible Candidates Pamela Stevens, Lucia Stewart,

ONLINE APPLICATION MANAGEMENT

JTS will bring its proven online application management systems into play to efficiently handle hundreds of applications for Volunteers, vendors and Parade participants. Our system will allow applicants to easily apply online. The system compiles information so it can be easily sorted and analyzed. The generated lists can easily be used for contacting applicants together or one at a time for selections, information and updates. The lists can be made accessible to any team member through google docs. Having all the proper information up front saves time and we have proven these systems efficiency time and time again. This is not a limited resource and can be used in any instance for gathering application information.

- **Parade Application:** Past applications have been hand written and turned in. This system allows selection staff to review all applicants online well before a meeting to select the participants.
- **Volunteer Application:** Volunteers can fill out important information well before they are accepted. For instance Liability release and emergency contact would be included in this initial application.
- **Vendor Application:** Find diverse food options by collecting applications. Application can include uploads for food handler permits and other needed permits.

A sample link for the Parade application has already been created and can be viewed now. A copy (SAMPLE A) is also attached to the hard copy of this proposal.

SAMPLE LINK:

https://form.jotform.us/71025730984154

"The show must go on"

Time is of the essence when it comes to throwing events. We understand demanding timelines and the decisive moments that arise in events of any magnitude. The time line supplied in the RFP is well designed and JTS can execute the expectation on time and efficiently. We pride ourselves on punctuality and being able to hit our marks. JTS will focus on making sure all aspects of the job at hand are being attended to and working smoothly together.

- City staff communication
- Sponsorship acquisition and deliverables
- Vendor Coordination
- Parade and Participant Coordination
- Fireworks and Evening events Coordination
- Volunteer Coordination
- Safety and compliance
- Community/ local business engagement

“It all starts with an idea”

There are so many parts of making an event fun and interactive. We are interested in the thoughts of the city staff on what may have worked in the past and what ideas others may have. Keeping tradition alive while making the event refreshed and exciting. There are a few ideas that could be beneficial to making the day's events exciting and new. Of course all good ideas need work and input to make them a reality.

- **Multicultural theme: “**We are America”, Park City is home to a very rich multicultural population. Let's show our national pride and diversity by featuring themes, events, performances and vendors from different backgrounds.
- **Designated performance areas during the parade:** This will take some timing with the parade flow but feel it is an accomplishable goal. This would stretch out the time of the parade and give performance participants proper time and areas for the performance.
- **Celebrity host floats**: Park City is home to many celebrities. Some famous and some infamous. Focusing on appearances can give hype to the parade leading up to the date.
- **Expanded locations of live entertainment.** Expanding the live entertainment to other parts of the parade route leading down to the park can be a fun start and finish to the parade. We suggest Miners Park, Corner of Heber and Main, Town Lift Bridge, and other possible pocket park locations along the route host DJs and Bands before and after the parade. Entertainment on main street all day would be good for local businesses. And spread out the crowds throughout the day. Could also support a chosen theme for the event.

- **Large park concert:** A larger performance following the Rugby game possibly featuring a major regional or national act as well as local heros. A large stage could be erected south of the softball field at city park.
- **Food truck row:** Expanded food vendors and larger variety of foods.
- **Social media interactivity:** Use social media networks to create interactivity during the event. See who's at the parade doing what in real time. Create popular hashtags for users to follow.
- **Local business involvement:** Constructing teams for events and tournaments, volunteer groups and public outreach through local businesses.

BUDGET PROPOSAL	JULY 4TH EVENT PLANNING			
Expense	Description	Pre Production	Day of show	Post Production
Liability/Legal	Insurance/Permitting/Consultation	$4,500		
Administrative	Records/Accounting/CPA	$500		$500
Event Planner	Junior Richard 150hrs@$50 per	$5,500	$400	$2,000
Project coordinator	80hrs@$30 per	$1,800	$300	$600
Production Manager	20hrs@$30 Per	$600	$300	
Vendor Coordinator	20hrs@$30 per	$600	$300	
Parade Coordinators	20hrs@$30 per	$600	$300	
Volunteer Coordinators	20hrs@$30 per	$600	$300	
		$14,700	$1,900.00	$3,100.00
				$19,700

Junior Richard -Owner JTS Inc

I have dedicated the last 12 years of my life to all aspects of Live Music and Event Production. I specialize in Audio Engineering and Production Management. I have vast experience with organization, budgeting, scheduling, and marketing events and concerts. Through my experiences I have gained extensive knowledge of Concert and Venue front and back ends. In addition to the following positions listed, I have worked a large amount of freelance audio work including corporate work, festivals, and as a band touring engineer.

I am also a very proud Parkite and would be honored to help with my experience and work with the talented people of Park City event planning,
EXPERIENCE:

THE CABIN PARK CITY: General Manager 2015-Present
ROYAL BLISS: Touring Production Engineer/Sound Engineer 2016-Present
MOUNTAIN TOWN MUSIC: Sound Engineer 2004-Present
Sound engineer for outdoor and indoor concert music venues
Responsible for transport, set up and operating various sound designs for variety of events. Manage schedule and equipment inventory.
Silly Market, Jambalaya, Savor the Summit,
PARK CITY LIVE: Production/Operations Manager 2011-2012
STAR BAR: Production Manager 2013
HARRY'OS: Production Manager 2006-2011
Assisted in opening and design of clubs.
Managed day to day on site operations in all aspects of venue
Developed operational systems
Managed clean up, design and construction projects
Produced all production elements for major talent at Sundance
Developed security and safety operational plan, and city code compliance
Produced all production elements for varied genres and level music concerts, special events, conferences,Movie premieres, gifting suites, and award ceremonies.
Responsible for creating budgets, booking talent, marketing, day to day operations,
Building maintenance, safety and evacuation training, and city code compliance.

FESTIVAL EXPERIENCE

SUNDANCE FILM FESTIVAL: 2001-2014
Multiple pop up venue, private party, gifting A/V install and operation, Production Manager/Sound engineer/sound supplier
Tao Nightclub, Marquee Gifting lounge, Dove Lounge, Party Rock Clothing, Snow Lodge, WME lounge, Sundance Channel, Cisero's Nightclub, Flanagan 's, Downstairs,

BONANZA MUSIC FESTIVAL: Consultant 2016
Advisor to new 3 day music festival in Heber Utah.
Site setup and operations, city and county permitting and compliance, vendor and health department compliance. Production staging audio operations

KEETLEY MUSIC FESTIVAL Operations manager 2014-2016
Manage all operations for annual 3 day summer music festival
Development, finance, ticketing, promotion, marketing, booking, lodging and concert production, vending, permitting and compliance, band and crew hospitality

UNCLE UNCANNY'S SUMMER SESSIONS: Operations manager 2008-2013
Manage all operations for annual 3 day summer music festival
Development, finance, ticketing, promotion, marketing, talent booking, lodging and concert production, vending, permitting and compliance, band and crew hospitality.
Increased revenue and attendance every year
Developed local brand name recognition

ROOTS OF THE ROCKS: Operation Manager/Producer 2013
Manage all operations for annual 3 day summer music festival
Development, finance, ticketing, promotion, marketing, talent booking, lodging and concert production, vending, permitting and compliance, band and crew hospitality.

DESERT ROCKS: Production Manager 2010-2012
Coordinated concert production aspects for 4 day outdoor festival
Stage design, lighting, sound, stage management, and artist technical advance

POWELLAPALOOZA: Production Manager 2010-2011
Coordinated concert production aspects for 4 day outdoor festival
Stage design, lighting, sound, stage management, and artist technical advance

REFERENCES

Brian Richards: Director Mountain Town Music

John Kenworthy: Owner River's Edge-Flanagans
Produced several large scale music festivals at Rivers Edge
Produced 7 years Sundance Guiness music cafe Flanagans

Rich Chapman: Owner Keetley Music Festival
Work as Operations manager for Keetley Music Festival

Tim Bassett: Production Manager
The Complex/Bonanza music festival

Additional references available on request

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Pavement Management is a critical part of maintaining our transportation network including infrastructure integrity and quality of street surfaces. The primary performance measure for the pavement management program is to maintain an average Remaining Service Life (RSL) of 10 years or higher. Our current RSL is 8.44. Contracting with these service providers to complete the necessary pavement treatments will help us achieve our goal. During the 2017 CIP budget process, staff requested and was approved additional funding to expand the project scope and ensure we are on track to achieving the goal of 10 RSL.

Respectfully:

Troy Dayley, Streets Supervisor

City Council
Staff Report

Subject:	**2017 Pavement Management**
Author:	**Troy Dayley**
Department:	**Public Utilities**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation

Accept the 2017 Pavement Management bids and authorize the City Manager to enter into agreements in a form approved by the City Attorney's Office with:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of $581,216.42
2. Morgan Pavement, for Type II slurry seals and trail seal coat in in the amount $151,395.89.
3. Kilgore Companies, for Crack Seal, in the amount $82,467.00

Executive Summary

Pavement Management is a critical part of maintaining our transportation network including infrastructure integrity and quality of street surfaces. The primary performance measure for the pavement management program is to maintain an average Remaining Service Life (RSL) of 10 years or higher. Our current RSL is 8.44. Contracting with these service providers to complete the necessary pavement treatments will help us achieve our goal. During the 2017 CIP budget process, staff requested and was approved additional funding to expand the project scope and ensure we are on track to achieving the goal of 10 RSL.

Acronyms/Definitions:

RSL	Remaining Service Life
HMA	Hot Mix Asphalt
RAP	Recycle Asphalt Pavement
CDS	Cul-de-sac

Slurry Seal- is applied to existing asphalt, once the street is cleaned slurry and aggregate material are mixed together and then applied from the back of a large truck using a screed to create a thin layer of material. Slurry is made from emulsified asphalt (a mixture made from oil and fine sand aggregate). A road is slurry sealed to extend the life of the street.

Crack Seal- Cracking in pavements occurs when stress is built up in the street surface causing a fissure or crack to open. Crack sealing and crack filling are methods which can be used to seal these cracks in pavement surfaces. Crack sealing is a cost effective way to extend the life of the pavement.

High Density Mineral Bond- is similar to a slurry seal. It requires an asphalt emulsion like a slurry seal but in higher quantities. It also utilizes smaller aggregate, a slate and refined corundum, instead of the sand used in a slurry seal. This difference in aggregates size helps the mixture to be smoother to the touch and helps the application to stick to the roadway instead of unraveling. This application of high density mineral bond will be friendlier for trail users than a typical slurry seal application.

Asphalt overlay- Asphalt pavement overlay refers to any paved road surfaced with asphalt. Hot Mix Asphalt (HMA) is a combination of approximately 95% stone, sand, or gravel bound together by asphalt cement, a product of crude oil. Asphalt cement is heated aggregate, combined, and mixed with the aggregate at an HMA facility. The asphalt is placed, and then compacted.

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

The Problem

- As our street network ages, routine maintenance is required to protect the City's investment.
- Identifying the correct time frame for carrying out appropriate street maintenance or rehabilitation is critical to cost-effectively prolong the overall life of the street.
- Without proper maintenance, pavements will fail causing damage to the road base and potentially buried utilities resulting in the need for costly and highly disruptive road reconstruction.
- Last winter we experienced above average moisture coupled with significant temperature swings allowing water to seep into the roadway then refreezing. As a result we experienced a considerable amount of potholing throughout town. Staff's recommendation will address many of the problem areas caused last winter. Staff will concentrate on the remaining potholes with its in-house staff.

Background

The pavement management program maximizes pavement life and minimizes road maintenance and reconstruction costs. The benefit of this practice is to extend pavement life and reduce the overall life cycle cost. Pavements typically deteriorate in a non-linear fashion with twenty-five percent of the deterioration occurring during the first seventy-five percent of pavement life. In other words, pavement deterioration accelerates after a certain amount of time. To increase cost-effectiveness, maintenance should occur when the pavement is still in fair condition. Repairs can be done inexpensively using sealing and overlay techniques. Proper pavement management will minimize the need for costly road reconstruction. In 2016 staff contracted with IworQ for a street condition assessment. Their report and software helped develop this summer's pavement program.

Pavement condition reports have identified the overall condition of Park City's pavement system. Pavement is rated using a Remaining Service Life (RSL) scale ranging from 20 years of remaining life being the best possible condition, to 0 years of remaining service life being the worst.

Remaining Service Life (RSL) Scale

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

The average RSL of all Park City pavements is 8.44 years. A value of 8.44 indicates we slightly dropped and a readjustment is needed. The additional funding through the CIP process is in this year's pavement program for City Council consideration and approval. The goal of an average RSL of 10 will be accomplished through routine maintenance including thin to medium thickness overlays, slurry sealing and crack sealing extending the service life of the pavements. The higher we can keep the pavement score the less expensive they will be to repair and maintain.

Alternatives for City Council to Consider

Recommended Alternative: Approve:

Accept the 2017 pavement management bids, approve awarding and authorize staff to enter into an agreement with the lowest qualified bidders:

1. Staker Parson Companies, for Rotomilling, Pavement Overlays, and Utility Adjustments in the amount of $581,216.42
2. Morgan Pavement, for Type II slurry seals and trail seal coat in in the amount $151,395.89.
3. Kilgore Companies, for Crack Seal, in the amount $82,467.00

<u>Pros</u>

a. Transportation is one of City Councils Critical Priorities. A well maintained street network is a major component in achievement of the goal.
b. Proper pavement maintenance will extend pavement life and reduce the overall life cycle costs.
c. Protects/preserves the city's overall investment in our street infrastructure.

<u>Cons</u>

a. **Null Alternative:** Doing nothing will result in a decline of the RSL. Park City's street infrastructure is a critical asset to its residents and visitors. Reduction in the overall pavement quality will result in more costly repairs in the future.

Analysis

The sealed bid notification/process was advertised in the Park Record, Salt Lake Tribune and on the City Webpage, in accordance with State B&C Road Funding.

Map of Recommended Pavement Treatments: Pavement Map 2017

Slurry Seal

The following table identifies streets within the pavement management program. The program identifies a need for 105,968 square yards of slurry seal as part of the overall pavement management strategy.

Street Name	Section
Meadows Drive	Normans Way to SR 224
Meadows Drive	SR 224 to Aspen Springs Drive
Woodside Ave	15th Street to 14th Street
13th Street	Park Ave to Norfolk
Norfolk Ave	13th Streets to 8th Street
Iron Canyon Drive	Pay Day to Iron Mountain Drive
Iron Mountain Drive	From End to End
Iron Canyon Court	Iron Mountain Drive to end CDS
Thanynes Canyon Drive:	Pay Day Drive to Three Kings Dr.
Little Kate Road	Lucky John to Holiday Ranch loop Rd
Little Kate Road	Holiday Ranch Loop to Holiday Ranch Loop
Red Pine Court	Little Kate Road to End of CDS
Mountain Oak Court	Little Kate to End of CDS
White Pine Court	Little Kate to End of CDS
Red Maple Court	Holiday Ranch Loop to End of CDS
Quacking Aspen Court	Holiday Ranch Loop to End of CDS
Mountain Ridge Court	Meadows Drive to end of both CDS
Sunny Slopes Drive	Meadows Drive to Uinta Court
Arabian Drive	Holiday Ranch Loop to American Saddler
Hidden Oaks Lane	Sundridge Drive to Solamere Drive
Hidden Oaks Court	Solamere Drive to End CDS
Solamere Drive	Hidden Oaks Lane to Fox Tail Trail

Crack Seal

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

Pavement Overlays, Rotomilling and Utility Adjustments

The following streets have been identified within the pavement management program to receive a total of 5,526 tons of asphalt in the form of overlays as part of the overall pavement management strategy. Utility adjustments are required after an overlay to raise manholes, water valves, gas valves, and monument markers to the same grade as the new pavement surface. Most require lowering prior to an overlay due to the rotomilling process. 77 water valves/survey monuments and 88 manholes have been identified as needing to be adjusted prior to and after overlay application:

Street Name	Section	Water/ Monuments	Manholes	Tons
Aspen Springs Drive	Meadows Dr. to 2680	10	13	837
Bonanza Drive	Deer Valley Drive to Iron Horse Drive	1	4	513
Park Ave	Heber Ave to 12th street	23	14	897
Heber Ave	Park Ave to Swede Alley	3	3	219
King Road	Main Street to Ridge Ave	14	15	300
Royal Street	Bald Eagle Dr. North to Royal Street West	13	17	1360
Eladar Place	Solamere Drive to end CDS	3	2	154
Monitor Drive	SR 248 to Little Kate Road	0	10	1246

Sealcoat Trails
The following Bike Paths have been identified within the pavement management program to receive a total of 14,267 square yards of High Density Mineral Bond as part of the overall pavement management strategy:

Trail Name	Section
SR 224 Trail	Thaynes Canyon Dr. to Payday Drive
Quinn's Sports Complex	Various Asphalt trails around the Park
McLeod Creek Trail	Snow Creek Drive to Holiday Ranch Loop Road
SR 248 Trail	Bonanza Drive to Rail Trail at end Prospector Park
American Saddler Drive	Meadows Drive to 2718 American Saddler Drive
SR 224 Trail	Thaynes Canyon Dr. to Payday Drive

Bid Results
There were five bids received for street overlays, two bids for slurry seals, four bids for crack sealing, and one bid for seal coat tails.

Asphalt Overlays

Staker & Parsons Companies	**$581,261.42 (Recommended)**
Morgan Asphalt	$594,172.12
Advanced Paving & Construction	$619,158.60
Kilgore Contracting	$639,518.96
Geneva Rock	$671,472.15

Slurry Seals

Morgan Pavement	**$121,863.20 (Recommended)**
M&M Asphalt	$139,877.76

Crack Sealing

Kilgore Companies	**$ 82,467.00 (Recommended)**
Advanced Paving & Construction	$ 85,965.00
Morgan Pavement	$ 97,350.00
M&M Asphalt	$102,300.00

Seal Coat Trails

Morgan Pavement	**$29,532.69(Recommended)**
Advanced Paving & Construction	$34,240.80

Department Review

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

Funding Source

$360,000 - Utah Class B&C Road Fund
$440,000 - General Fund
$ 13,551 - Remaining Balance from 2016 Pavement Program
$ 59,747 - Walkability Maintenance

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

This Amendment No. 2 with Parametrix is for modifications to their professional service agreement to provide additional analysis for the Main Street/Swede Alley intersection area. Parametrix was originally contracted to provide analysis on the Main Street and Swede Alley intersection. Feedback from the neighboring community necessitated expanding this scope of work.

Respectfully:

Matthew Cassel, City Engineer

City Council Staff Report

Subject: **Main Street/Swede Alley Circulation Analysis Amendment No. 2 to Parametrix's Professional Service Agreement**
Author: **Matthew Cassel, Engineering**
Date: **May 11, 2017**
Type of Item: **Administrative**

Summary Recommendations:
Staff recommends City Council authorize the City Manager to execute Contract Amendment No. 2 to the Professional Service Agreement with Parametrix to provide consultants services to analyze the Main Street/Swede Alley intersection area in a form approved by the City Attorney and for an amount of **$24,004.**

Executive Summary:
This Amendment No. 2 with Parametrix is for modifications to their professional service agreement to provide additional analysis for the Main Street/Swede Alley intersection area. Parametrix was originally contracted to provide analysis on the Main Street and Swede Alley intersection. Feedback from the neighboring community necessitated expanding this scope of work.

Acronyms
NTMP – Neighborhood Traffic Management Program
PCMC – Park City Municipal Corporation
ROW – Right-of-Way

The Problem:
Through the Neighborhood Traffic Management Program (NTMP), neighbors originally filed complaints concerning the amount of traffic on Hillside Avenue. Additionally, there have been neighborhood concerns that the proposed Main Street plaza may also have an adverse traffic impact to Hillside Avenue. These two concerns were the basis of the original consultant contract with Parametrix.

In more recent discussion with the neighbors, they highlighted other concerns including lack of signage and impacts caused by shuttles and taxi services. This addendum to the scope of work will analyze these other issues.

Background:

- A professional service agreement was signed with Parametrix on February 5, 2016 to analyze proposed changes to the Main Street and Swede Alley intersection area.
- Amendment No. 1 to the Parametrix professional service agreement was signed on May 4, 2016. This amendment expanded the scope of work in analyzing the Main Street and Swede Alley intersection.

Alternatives:

A. **Approve the Request:**
   This alternative approves Amendment No. 2 to Parametrix's contract.
   Pros – Approving the amendment will allow engineering staff to better analyze the plaza impacts to Hillside Avenue and the intersection of Main Street and Swede Alley while developing recommendations to improve circulation.
   Cons – Cost impacts to the project budget and to other program budgets.

B. **Deny the Request:**
   This alternative would deny Amendment No. 2 to Parametrix's contract.
   Pros – City funds used for this amendment could be used for other projects/needs.
   Cons – Without this amendment, Parametrix would not be able to provide a full and in-depth analysis of traffic circulation issues at the south end of Main Street.

Analysis:

Complaints about the volume of traffic on Hillside Avenue have been constant since the road was re-built seven years ago. Complaints are usually focused on increasing volume of traffic and the shuttles and deliveries that constantly use Hillside Avenue to access Main Street.

With the conceptual development of the proposed Park City Plaza, residents along Hillside Avenue voiced their concern that the venue would have an adverse effect on Hillside Avenue. As the plaza's conceptual design moved forward, staff saw a need and an opportunity to study the impacts to the local street network in order to;

- Make sure the plaza does not impact Hillside negatively, and
- To find opportunities to improve circulation in the area.

The original scope of work and first amendment focused on analyzing the impacts of the plaza to the traffic circulation at the top of Main Street. This contract was completed but needed to wait for the plaza to reach conceptual design before the analysis could take place. The reason for the delay to the analysis was so parking/ no parking on the plaza site could be determined. Resolution of on-site parking was key to analyzing the potential traffic impacts of the plaza.

As staff waited for the decisions regarding parking on the plaza site, staff was working with the Transportation Planning Department about the concept of creating a shuttle/care share drive off of Marsac located just south of China Bridge. Staff realized this shuttle drive concept would affect Hillside Avenue and all of these elements should be evaluated together. This is the basic concept behind this second amendment.

Because the original contract was under $15,000, staff selected Parametrix directly. With this amendment to their agreement increasing their fee over $25,000 and per the City's purchasing policy, Council must approve this change. Because Parametrix was already familiar with this project and had started on the original scope of work, staff knew they were in the best position to most effectively complete the scope of work along with the amendments.

Parametrix was awarded the professional service contract to provide analysis for the Main Street and Swede Alley intersection area. Parametrix's original fee was $5,108. The following tasks were included in the original scope of work;

- Develop circulation concepts within the intersection area,
- Analyze expected impacts of each circulation option to traffic flows, truck delivery patterns, driver behavior and perception, and
- Provide documentation of findings with a technical memorandum.

Amendment No. 1 to the agreement with Parametrix expanded the original scope of work to include the following tasks:

- Provide a qualitative analysis of the impacts of parking at the proposed plaza location and moving the parking to the existing China Bridge parking structure,
- Review GSBS Team's street design related to intersection turn radius to access the proposed underground parking structure, and
- Meet with PCMC and GSBS Team to review conclusions of the circulation analysis and recommendations offered,
- The cost for this Amendment No. 1 was $2,572.

This Amendment No. 2 expands the scope even further and would add the following tasks to Parametrix's scope of work;

- Provide analysis of the proposed new road immediately north of the proposed plaza - The analysis will provide positive and negative impacts of the road as a temporary versus permanent throughway with consideration to the road being used as a trolley turn-around,
- Improve signage on Hillside Avenue – Parametrix will identify a signage scheme that will help drivers better understand rights-of-way between uphill and downhill traffic,
- Analyze a potential one-way street on Main Street from Swede Alley to Hillside including direction, excess pavement and loading/unloading areas for businesses and commercial businesses,
- Evaluate the feasibility of a potential new road around the south side of China Bridge – Parametrix would evaluate a potential road intended to be used for taxis, shuttles other ride-sharing vehicles for queuing purposes. The evaluation will identify potential fatal flaws and other concerns,
- Analyze a cul-de-sac staging area for ride sharing services at the Bob Wells parking lot – Recommendations will be provided for ride sharing staging, pick-up, drop-off and other consideration. Circulation, mitigation for loss of parking will be evaluated as part of this task,
- Analyze pockets of parking along Swede Alley and in front of China Bridge garage to designate as ride sharing pick-up/drop-off stations – This analysis will

include how potential ride sharing pick-up/drop-off station locations would work with a new road just south of the China Bridge garage and how they would work with a potential ride share use of the Bob Wells parking lot.

Parametrix's fee for Amendment No. 2 is $24,004. Parametrix's new total fee for the project including this Amendment No. 2 is $31,684. Staff has reviewed the fee and finds it to be reasonable.

Department Review:
This report has been reviewed by Sustainability, Engineering, Transportation Planning, Legal, Budget and the City Manager's office. All issues have been resolved.

Funding:
The NTMP, Engineering, Transportation Planning and the Park City Plaza project have agreed to share the cost of the original agreement, Amendment No. 1 and this Amendment No. 2.

Recommendation:
Staff recommends City Council authorize the City Manager to execute Contract Amendment No. 2 to the Professional Service Agreement with Parametrix to provide consultants services to analyze the Main Street/Swede Alley intersection area in a form approved by the City Attorney and for an amount of **$24,004.**

Attachments:
Exhibit A – Parametrix's Scope of Work and Fee for Amendment No. 2

SCOPE OF WORK

Park City Municipal Corporation
Main Street/Swede Alley Circulation Analysis – 2/28/17

Introduction

Park City Municipal Corporation (PCMC) has requested the assistance of Parametrix (formerly InterPlan) to analyze proposed changes to the Main Street/Swede Alley intersection area. Spurred by redevelopment possibilities and continued concerns of heavy truck traffic utilizing Hillside Avenue, PCMC desires to consider modifications to the intersection area potentially including a new connection between Main Street and Swede Alley and a one-way circulation pattern. Additionally, this scope addresses the needs identified by consultants designing the public plaza which will replace surface parking south of the Wasatch Brew Pub. The following brief scope and budget outlines the Parametrix proposal to assist in this effort.

Scope of Work

The analysis will be conducted through 12 tasks

1. Develop intersection (Main Street/Swede Alley) area circulation concepts
2. Analyze expected impacts
3. Analyze parking location and effect on circulation
4. Review GSBS Team parking curb/intersection radius at parking structure entrance
5. Meet with PCMC staff and GSBS Team
6. Documentation
7. (NEW) Analysis of Wasatch Brew Pub Road and for a relocated trolley turn-around
8. (NEW) Recommendations for improved signage on Hillside
9. (NEW) Analysis of potential one-way street on Main Street from Swede Alley to Hillside including direction, excess pavement, and loading/unloading areas for businesses and commercial vehicles.
10. (NEW) Evaluate feasibility of potential new road around China Bridge
11. (NEW) Analyze a cul-de-sac staging area for ride sharing services at Bob Wells parking lot by transit center.
12. (NEW) Analyze pockets of parking along Swede Alley and in front of China Bridge to designate as ride sharing pick up stations.

Task 1: Develop Intersection Area Circulation Options

Parametrix will develop several circulation concepts for the Main Street/Swede Alley intersection area. Concepts include potential elements such as, a new roadway connecting Main Street and Swede Alley on the north side of the existing parking lot adjacent to the Wasatch Brew Pub; a one-way circulation system comprising Main Street, Swede Alley, and the new connector road; and modifications to the T-intersection of Main Street and Swede Alley. Included in these circulation options will be signage options and recommendations that support the overall goal of keeping Main Street visitors and deliveries in the downtown core and to minimize Main Street traffic that uses Hillside Avenue. Also included will be potential cross-sections and road treatments that will reinforce the transition in the area from commercial to residential area.

Task 2: Analyze Expected Impacts

Parametrix will analyze the expected impacts of each circulation option to traffic flow, truck delivery patterns, driver behavior and perception. Analysis is not anticipated to include detailed traffic simulation analysis but will focus on the overall advantages and disadvantages each option incurs on the roadway network and travel patterns. The analysis will extend to the likely effects on the use of Hillside Avenue as a delivery and access route for downtown businesses. Also included will be a general discussion of special event considerations for circulation in the area.

Task 3: Analyze Parking Location and Effect on Circulation
Parametrix will provide a qualitative discussion of the impacts of the parking remaining at the current location (although accommodated in structured parking below the plaza) and moving parking to the existing China Bridge parking structure on Swede Alley. This assessment will help inform the questions of whether parking on site is better, worse, or neutral for traffic impacts to the surrounding area.

Task 4: Review GSBS Team parking curb/intersection radius at parking structure entrance
Parametrix staff will review the street design of GSBS Team engineers related to intersection turn radius to access the underground parking structure.

Task 5: Meet with PCMC Staff and GSBS Team
This task assumes that two Parametrix staff will meet in one meeting with PCMC and GSBS in order to discuss conclusions of the circulation analysis and recommendations offered.

Task 6: Documentation
Parametrix will summarize findings and recommendations in a brief Technical Memorandum to deliver to PCMC for review.

(NEW) Task 7: Analysis of Wasatch Brew Pub Road and for a relocated trolley turn-around
Parametrix staff will provide analysis of the potential new road north of the current parking lot. This analysis will include positive and negative impacts of the road being temporary versus permanent, what turning radii would be necessary under various conditions, and whether or not it should be considered as a new location for the trolley turn-around.

(NEW) Task 8: Recommendations for improved signage on Hillside
Parametrix will identify a signage scheme that helps drivers better understand right-of-way between uphill and downhill traffic.

(NEW) Task 9: Analysis of potential one-way street on Main Street from Swede Alley to Hillside including direction, excess pavement, and loading/unloading areas for businesses and commercial vehicles.
This task will involve examining the Main Street segment for one-way suitability, which direction would provide the most benefit to traffic circulation, what impacts a one-way street would have, and what would be the best use of the excess pavement such as pedestrians, loading/unloading, or providing access to commercial uses on this street segment. <u>Additionally, Parametrix will provide an assessment of potential improvements including commercial loading and unloading areas under a two-way configuration and how those may affect the Main Street plaza area.</u>

(NEW) Task 10: Evaluate feasibility of potential new road around China Bridge. Parametrix will evaluate a potential new road intended to be used by taxis, shuttles, and other ride-sharing vehicles for queuing purposes. The road will be evaluated from a traffic engineering perspective and at a conceptual level, identifying potential fatal flaws and other concerns. Parametrix will offer information as to what potential changes to the exits/entrances to

China Bridge would be necessary to allow traffic to circulate efficiently. The work in this task will not be based on structural or design engineering.

(NEW) Task 11: Analyze a cul-de-sac staging area for ride sharing services at Bob wells parking lot by transit center. Parametrix will offer recommendations on the use of the Bob Wells parking lot for ride sharing staging, pick-up, drop off and other considerations. Analysis will included circulation schemes, mitigation of loss of parking, and other factors to consider including how it would function with a China Bridge ride-share road.

(NEW) Task 12: Analyze pockets of parking along Swede Alley and in front of China Bridge to designate as ride sharing pick up stations. This will include how these potential locations would work with a new road around China Bridge as well as a potential ride-share use of the Bob Wells parking lot.

Project Schedule

Parametrix will deliver a draft Technical Memorandum within six weeks of your notice to proceed for comment and overall review of completeness.

Project Cost

Parametrix is proposing this work for a not to exceed cost of $31,684.30 based on the detailed person hour cost table presented below.

Park City Municipal Corporation										
Main Street Circulation										
Parametrix Cost Estimate (REVISED February 28, 2017)										
	Person	**Andrea Olson**	**Charles Allen**	**Tim Sullivan**	**Tim Peterson**	**Vickie Soileau**	**Cody Janson**	**Jen Black**	**TOTAL HOURS**	**TOTAL COST**
Task	**Description**	*$ 140.00*	*$ 118.00*	*$ 118.00*	*$ 75.00*	*$ 107.00*	*$ 170.00*	*$ 65.00*		
	Total Labor	**35**	**123**	**18**	**56**	**10**	**22**	**16**	**413**	**$ 31,588.00**
1	Develop Concepts	4	12	6	4	2	2	2	32	$ 3,668.00
2	Analyze Expected Impacts		10	6					16	$ 1,888.00
3	Analyze Parking Location		4						4	$ 472.00
4	Review Turning Radius at Parking Entrance						4		4	$ 680.00
5	Meet with PCMC/GSBS staff	3	3						6	$ 774.00
6 (Revised)	Documentation	6	20	2	8	2		6	44	$ 4,640.00
7 (NEW)	Analysis of Wasatch Brew Pub road*	4	8	0	4	2	4	2	24	$ 2,828.00
8 (NEW)	Hillside Signage Recommendations		2		2				4	$ 386.00
9 (NEW)	Analysis of Main Street segment: one-way	2	8	2	2				14	$ 1,610.00
10 (NEW)	Evaluate feasibility of road around China Bridge	8	40		20	2	12	2	84	$ 9,724.00
11 (NEW)	Analyze staging at Bob Wells parking lot	4	8		8			2	22	$ 2,234.00
12 (NEW)	Analyze Swede Alley pick up/drop locations	4	8	2	8	2		2	26	$ 2,684.00
	Direct Costs (mileage)	(assumes 3 round trips, 180 miles, at $0.535 per mile)								**$ 96.30**
	Total Cost									**$ 31,684.30**
	*An additional meeting with city staff is included in this task									

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

May is designated as National Historic Preservation Month. Established in 1973 by the National Trust for Historic Preservation, the month-long campaign encourages us to celebrate the places that are meaningful to us and our community. Staff recommends that City Council designated May as Historic Preservation Month.

Respectfully:

Anya Grahn, Planner II

City Council
Staff Report

Subject:	**Historic Preservation Month**
Author:	**Anya Grahn, Historic Preservation Planner**
Department:	**Planning Department**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation
Approve the proposed resolution proclaiming May 2017 as Historic Preservation Month in Park City.

Executive Summary
May is designated as National Historic Preservation Month. Established in 1973 by the National Trust for Historic Preservation, the month-long campaign encourages us to celebrate the places that are meaningful to us and our community. Staff recommends that City Council designated May as Historic Preservation Month.

Acronyms
There are no acronyms.

The Opportunity
Supporting Historic Preservation Month will increase awareness and transparency of existing historic preservation policies, reinforce historic preservation as a City Council priority, and build public support for preservation efforts.

Background
Park City's Preservation Efforts

The development of the ski resorts (Snow Park Ski Area, 1946; Treasure Mountain, 1963; Park City West /Canyons Resort, 1968; and Deer Valley Resort, 1981) played a major role in transforming Park City from a mining ghost town into a year-round resort destination. Greater real estate demands and increased development spurred the historic preservation movement in Park City, which largely began in 1978 with the Main Street nomination for the National Register of Historic Places. A second thematic National Register nomination recognized the historic significance of the Mining Boom Era residences in 1984. These two districts focused on preserving historic buildings within Old Town.

In addition to the designation of National Register districts, the City was also proactive in recognizing the need to encourage historic preservation. A number of initiatives have been developed, including:

- In 1987, the City established its grant program, incentivizing preservation efforts using RDA funds.

- In the early 1990s, the City expanded regulations governing demolition of commercial properties, primarily on Main Street, and soon after extended protections to residential properties on the initial survey or over 50 years old, subject to a determination of significance hearing.
- The City purchased the Watts House and National Garage, put out a request for proposals (RFP) to rehabilitate the site, and then lobbied the Department of the Interior to keep the National Garage on the National Register of Historic Places after it had been panelized.
- In 2007, the City contracted with Preservation Solutions to conduct a reconnaissance level, or "windshield." survey of the historic district. This led to the local designation of some 400 sites and structures on the City's Historic Sites Inventory (HSI). This was followed up by the City contracting with CRSA in 2013 to conduct an intensive level survey of our districts.
- In 2009, City Council adopted the *Design Guidelines for Historic Districts and Historic Sites* to provide guidance in determining the suitability and architectural compatibility of proposed projects while also allowing for reasonable changes to individual buildings to meet current needs.
- Most recently, the City has partnered with Vail and the Park City Museum to form the Friends of Ski Mountain History, which will spearhead the preservation of the City's historic mine sites.

Efforts such as these have allowed Park City to emerge as a state-wide leader in the preservation movement.

History of Historic Preservation Month
In 1973, the National Trust for Historic Preservation designated May as National Historic Preservation Month. The national campaign is co-sponsored by local preservation groups, state and local historical societies, preservation nonprofits, business and civic groups, and municipalities. The purpose of the campaign is the instill national and community pride, promote heritage tourism, as well as demonstrate the social and economic benefits of historic preservation.

This year, the National Trust is celebrating with three simple words "This. Place. Matters." As part of the national campaign, people from all over the country are encouraged to celebrate and showcase the places that hold special meaning to them and their communities.

The Utah State Historic Preservation Office—Utah Division of State History—is also promoting May as Archeology and Preservation Month. The state is celebrating with events scheduled in each of their Certified Local Government (CLG) communities.

Park City is doing our part to celebrate our local history by presenting our annual Historic Preservation Awards on Tuesday, May 23rd following Coffee with Council at the Library. This is our fifth anniversary of our annual Historic Preservation Award and City Council will be partnering with the Historic Preservation Board to present plaques to fourteen (14) award recipients whose projects were completed between 2011 and 2016.

The ceremony will also include unveiling a woodblock print of the California Comstock Mill Building—the 2016 Historic Preservation Art Award winner. The painting, along with those completed of past award recipients, will be displayed in the public hallways of City Hall for all to enjoy.

Alternatives for City Council to Consider

1. **Recommended Alternative:** Staff recommends Council approve the proposed resolution in support of Historic Preservation Month.

   <u>Pros</u>
   - The resolution demonstrates the City Council's commitment to historic preservation and reiterates preservation as a top priority.
   - Supporting this resolution could result in increased awareness in the community.

   <u>Cons</u>
   - No increase in community awareness.

   <u>Consequences of Selecting This Alternative</u>
   - Supporting this resolution will demonstrate that the City values residents of all needs within the community.

2. **Null Alternative:** No material impact.

Department Review

This report has been reviewed by the Legal and Planning Departments.

Exhibits

Exhibit A—Historic Preservation Month Resolution

Exhibit A

Resolution No. 13-2017

A RESOLUTION RECOGNIZING MAY 2017 AS HISTORIC PRESERVATION MONTH IN PARK CITY

WHEREAS, Park City was established as a mining camp after the discovery of silver at the Flagstaff Mine in 1868 and large ore deposit at the Ontario Claim in 1872; and

WHEREAS, the community has set a goal of preserving a strong sense of place, character, and heritage; and

WHEREAS, Park City is home to more than 400 historic sites, including two National Register Historic Districts—the Main Street Historic District listed in 1979 and the Mining Boom Era Residences Thematic District listed in 1984; and

WHEREAS, Park City has taken great measures to protect more than 500 historic resources through local designation on Park City's Historic Sites Inventory, which celebrates and honors our regional vernacular architecture; and

WHEREAS, historic preservation is the economic driver for Old Town and our Historic Main Street District is the heart of our community; and

NOW, THEREFORE, BE IT RESOLVED, that the Park City Council will officially, heartily, and warmly declare the month of May 2017 to be "Historic Preservation Month."

SECTION 2. EFFECTIVE DATE. Passed and adopted this 11th day of May, 2017.

PARK CITY MUNICIPAL CORPORATION

____
Jack Thomas, MAYOR

ATTEST:

____
Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

____
Mark Harrington, City Attorney

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Council should consider a lease with the Mountain Trails Foundation of approximately 4,000 square feet on the city-owned parcel PCRC-2-AM-X, located at Quinn's Junction, for temporary construction and storage associated with summer maintenance of the city's public trail system.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council
Staff Report

Subject:
Author: **Heinrich Deters**
Department: **Sustainability**
Date: **May 11, 2017**
Type of Item: **Property Lease Mountain Trails Foundation**

Summary Recommendation
Staff requests Council approve a 'short term' lease with the Mountain Trails Foundation (MTF), for approximately 4,000 square feet of the city-owned parcel PCRC-2-AM-X. (Exhibit A- Lease area)

Executive Summary
Council should consider a lease with the Mountain Trails Foundation of approximately 4,000 square feet on the city-owned parcel PCRC-2-AM-X, located at Quinn's Junction, for temporary construction and storage associated with summer maintenance of the City's public trail system.

Background
The Mountain Trails Foundation has been providing trail related services to city owned and managed trails, under a professional service contract, for numerous years. During that time, the Foundation has based summer operations out of several city owned properties; the Miner's Hospital, the previous 'Racquet Club' and most recently, the Fire Station property located on Park Avenue. On each occasion, the Foundation operated under varying leases and agreements with the City. On May 1st, the lease on the Fire Station property terminated.

Analysis
Park City's Parks Department and/or Sustainability Department (traditional City Departments that provide trails/parks services) does not have a dedicated 'trails crew'. For more than a decade, the Mountain Trails Foundation has provided 'trail maintenance services' on the City's public trail system. These services are managed through the corresponding agreement and/or funding source.

Backcountry Trail Maintenance
- Current Professional Service Agreement (2015-2020)
- Provides general trail work services at $25/hour on all public trails not located within the general parameters of the resorts and not within the Snyderville Basin Recreation District.
- Approximately 110 miles of trails

Winter Grooming

- Operates under a winter trail 'grooming' agreement (2016-2020)
- MTF utilizes the city-owned groomer but pays for fuel and maintenance costs
- Provides services from the Quinn's Maintenance Facility
- Approximately 30 kilometers of groomed trails
- For numerous years, has received Special Service Contracts from city for these services.

Staff finds that compared to peer cities and/or jurisdictions, the financial relationship outlined in these service agreements is extremely beneficial to the level of service provided.

Why Round Valley

Staff and Mountain Trails looked at numerous locations in which they might 'set up shop' for the next two summers. Both entities agree that the Quinn's area provides the most credible area for the following reasons:

- Located adjacent to the Round Valley Open Space, where much of the City's public trail system is located.
- Staff has an existing relationship with Parks maintenance staff at the Quinn's facility.
- There is ample room for the required storage facility and parking.
- Power is readily available on site.
- Centrally located for the trail crew staff.

Planning Approval

Planning Staff has noted that the proposed storage and maintenance use would require an Administrative Conditional Use Permit. Should Council approve direction, staff would submit the permit application.

Lease

Staff has crafted a draft lease (Attachment I) which outlines the use of City property should Council approve direction. The lease term is May- November and requires payment of $1 total. The City reserves the right to terminate the lease, for any reason, with a fourteen day notice.

At a high level the lease would:

1. Allow for maintenance and storage facilities for the Mountain Trails Foundation 'summer trail crew'.
2. The lease would be from May 1- November 1, 2017.
3. The lease would allow for a one-time extension for the time period May 1, 2018 – November 1, 2018.
4. Storage and Maintenance facilities would consist of a construction trailer and a 'storage POD'.
5. Allow for a short term solution (two summers) for MTF until direction associated with a move into a more permanent location.

Department Review
This report has been reviewed by the Public Utilities, Community Development, City Attorney's Office and Executive Department.

Funding Source
No City funding is required for this request.

Exhibit A- Lease Area

Mountain Trails Foundation Lease 2017

Attachment I- Draft Lease

Mountain Trails Foundation Park City Municipal Corporation

2017 Storage and Maintenance Lease

THIS LEASE AGREEMENT (hereinafter referred to as the "Lease") is made by and between Park City Municipal Corporation (hereinafter referred to as "Landlord") and Mountain Trails Foundation (hereinafter referred to as "Tenant") to set forth the terms and conditions under which Landlord will lease property on parcel PCRC-2-AM-X, Park City Utah (hereinafter referred to as "Premises") to Tenant. The parties agree as follows:

1. <u>Premises.</u> The Premises is located on a portion of parcel PCRC-2-AM-X of the Park City Recreational Complex Subdivision. The lease shall consist of 4,000 square feet as depicted in (Exhibit A-Premises)

2. <u>Term.</u> The Lease term shall commence on May 1, 2017 and terminate on November 1, 2017.
   (a) The Landlord has the ability to extend the lease to similar dates in 2018.
   (b) Tenant must remove all property and vacate the Premises no later than November 1, 2017. Should the Tenant not comply with this section, Tenant forfeits the ability to have the lease extended as outlined in Section 2.a
   (c) Landlord may terminate this Lease for any reason upon fourteen (14) days prior written notice.

3. <u>Rent.</u> Tenant shall provide a lump sum payment for the seven month term, in the amount of one dollar ($1).
   (a) Rent: Shall be paid no later than May 1, 2017. Failure to provide rent by this date shall be seen as a default and termination of the lease.
   (b) Deposit: No Deposit is required

4. <u>Tax-Exempt Status.</u> In the event Tenant loses it tax-exempt status, Landlord shall have the option of terminating this Lease with a 14 day notice or increasing the rent to the fair commercial rental market value of the Premises commencing on the date that Tenant's tax exempt status terminated.

5. <u>Scope of Lease and Use of Premises.</u> The Tenant hereby acknowledges that the intent Lease is to provide temporary maintenance services and storage for the city's recreational trails as outlined in the existing Professional Service Contract dated July 9, 2015. Additionally, the Tenant acknowledges that no use of the Premises shall be in conflict with the Purchase and Charitable Donation Agreement dated December 30, 1996 between Florence J. Gillmor and Park City Municipal Corporation.

(a) Tenant shall provide at Tenant's sole expense, one temporary construction trailer and one temporary storage unit, which will allow for the intent of the Lease. The construction trailer and storage unit shall exist, at all times during the term of the lease within the leased area.
(b) The Tenant shall mitigate parking, traffic, and noise impacts associated with any of Tenant's use of the Premises.
(c) No hazardous material shall be stored within the Lease area. Equipment and supplies stored in this area shall be in compliance with applicable building codes and stored such that they do not cause risk of injury to individuals inside or outside of the Premises.
(d) Tenant will be responsible for securing the area used for such storage and Landlord is not responsible for any lost or damage items stored in this area.
(e) Tenant shall not exceed the occupancy limit of any space within the Premises as determined by the Park City Chief Building Official.

6. Assignment/Sublease. The Tenant has no right to assign or sublet any or all portions of the Premises for any purpose whatsoever, including subleases or assignments to other non-profit organizations, or assignments for the benefit of creditors. Any attempt to sublet or assign shall cause this Lease to immediately terminate.

7. Utility Service. Tenant shall be responsible for temporary electricity, refuse collection, telephone, internet and cable television.

(a) Tenant acknowledges that due to the temporary status of the Lease and proposed units, sewer, natural gas and culinary water will not be provided.
(b) Tenant acknowledges that restroom facilities are not provided under this lease and that public restroom facilities are located at the nearby field complex.

8. Accounting. The Tenant agrees to keep and maintain its financial books and records in accordance with generally accepted accounting principles. Landlord or its independent auditor reserve the right to conduct their own annual audit of Tenant's financial records at reasonable times and places during ordinary business hours provided that thirty (30) days written notice of the audit is provided to Tenant and such notice contains a reasonable explanation for the audit. Any audit performed by Landlord pursuant to this Agreement shall be performed at Landlord's sole expense.

9. Insurance. The Tenant will provide insurance at its expense covering its contents against loss through theft, fire, and vandalism. The Landlord carries a public liability policy insuring it against claims of personal injury on the premises. The Landlord's policy does not cover the Tenant's employees or invites who are on the Premises for the purpose of doing business with the Tenant. The Tenant agrees to maintain a comprehensive property liability policy in the amount of Two Million Dollars ($2,000,000) (each person and each occurrence) and Three Million Dollars ($3,000,000) policy aggregate limits and to obtain a certificate of insurance naming Landlord as additional insured and evidencing coverage applicable to any person on the premises in association with Tenant's us of the Premises. The Landlord is protected by the Utah Governmental Immunity Act, and nothing herein is intended to waive or limit the protection of the Act on behalf of either entity, but to the extent it is consistent with this intent, it is

the purpose of this provision to protect the Landlord from liability arising out of the Tenant's use of the Premises or Landlord's property.

10. Increased Insurance Risk. Tenant will not permit the Premises to be used for any purpose which would render void or cause cancellation thereof or increase the insurance risk or increase the insurance premium in effect during or after the term of this Lease. Tenant will not keep, use or sell, or allow to be kept, used or sold in or about the Premises any article or materials which are prohibited by law or by standard fire insurance policies of the kind customarily in force with respect to the Premises of the same general type as those covered by this Lease.

11. Payment of Taxes and Other Assessments. As a tax exempt entity, the Landlord does not expect to be assessed real estate and personal property taxes and other related assessments or taxes on the Premises. However, should Tenant's use of the Premises change Landlord's tax- exempt status or should other circumstances cause taxes or assessments to be imposed on the Premises, then Tenant shall pay real estate and personal property taxes and other related assessments or taxes on the Premises during the term of this lease.

12. Liens. Tenant shall not permit any liens to attach to the Premises or the premises for work done at Tenant's request or for Tenant's benefit. If Landlord receives notice of any such lien against the Premises or the premises, Tenant shall promptly discharge or pay to Landlord the amount of the lien at Landlord's request within 60 days of the lien being imposed. Tenant reserves the right to contest the lien, provided however that Tenant's decision to contest the lien does not relieve Tenant of its obligation to pay Landlord the amount of the lien within 60 days of the lien being imposed. Landlord may, in its sole discretion, discharge the lien and collect the amount paid from the Tenant. The Tenant agrees to pay all reasonable costs incurred by the Landlord in the defense or discharge of any liens on the Premises.

13. Signs. Landlord reserves the right to specifically review and approve or reject proposed signs on the premises. Landlord's approval for signs will not be unreasonably withheld, so long as the sign is directional rather than promotional, meets the requirements of the Park City Sign Code. Tenant shall remove all signs and repair at Tenant's expense any damage resulting from the installation and/or removal of any signs.

14. Remedies. In the event the Tenant violates or breaches any of the terms or conditions of this Lease, Landlord shall have the right to exercise the following remedies, and any other remedies available at law or equity:

(a) Landlord may terminate this Lease upon fourteen (14) days prior written notice.
(b) Landlord may permit the Tenant to continue its use of the Premises and sue for past due amounts, including costs and fees for such action;
(c) Landlord may agree to a payment of damages in such amount as the parties then agree, and release the Tenant from obligations under this Lease entirely. Unless Landlord has released Tenant's continued performance under this Lease,

Tenant is deemed to be in possession of the Premises. Tenant is responsible for all payments and obligations under this Lease until Landlord releases Tenant.

15. Covenant of Quiet Possession. Landlord covenants with Tenant that Landlord owns or controls the Premises and that Tenant's possession will not be disturbed by acts or omissions of the Landlord so long as Tenant faithfully performs the obligations of this Lease. However, Tenant acknowledges the Premises are part of a larger property owned and managed by the Landlord. Therefore, Tenant may experience temporary impacts to operations, noise, and parking access customarily found with public buildings.

16. Care of Premises and Maintenance. The Tenant shall be responsible for any and all maintenance aspects associated with the premises and/or construction trailer and storage unit.

(a) Tenant will inspect and accept the Premises for the purposes of this agreement prior to taking occupancy.
(b) Tenant will not commit any waste on the premises.
(c) Premises nor shall it use or permit the use of the Premises in violation of any state law or county or municipal ordinance or regulation applicable thereto.
(d) Tenant may, with the prior written consent of the Landlord, but at its own cost and expense, in a good workmanlike manner, make such alterations and repairs to the leased space as Tenant may require for the conduct of its business without, however, materially altering the basic character of the Premises. Any permanent alterations or improvements to the Premises shall become the property of the Landlord upon expiration or termination of this Lease unless specifically exempted in writing prior to commencing work.
(e) Tenant shall have the obligation of checking all exterior doors at the conclusion of each day to make sure that they are locked , and that windows in the rooms used by the Tenant are secured. Lights and radiators should be turned off at the conclusion of the Tenant's use each day.

17. Damage or Destruction. If the Premises or any part thereof shall be damaged or destroyed by fire or other casualty which renders the Premises uninhabitable in whole or in part, the rent shall be abated wholly or proportionately until the damage shall be repaired and the premises restored. If the damage or destruction shall be of which may require removal of Tenant's operations from the Premises, either Landlord or Tenant may elect to terminate this lease by written notice to the other within fourteen (14) days after the occurrence of such damage or destruction.

18. Access to Other Spaces. Tenant shall not interfere with the access to other property or facilities adjacent to the premises or obstruct the entrances to spaces in any way. Landlord shall have access through the Premises as reasonably necessary to service common utility facilities. Landlord shall have the right to inspect the Premises during the Tenant's normal business hours.

19. Force Majeure. This Lease shall automatically terminate upon any holding, interpretation, or determination by a court, legislative, or administrative body that Landlord may not lease to a private

educational entity or non-profit entity or that the Landlord may not lease to a private entity either under existing state and federal law or future state and federal law.

20. Surrender of Premise. Tenant agrees to surrender the Premises at the expiration or sooner termination of this Agreement or any extension thereof in the same condition or as altered pursuant to the provisions of this Lease. Ordinary wear, tear and damage by the elements or other acts of God excepted.

21. Hold Over. Should Tenant hold over the premises or any part thereof after the expiration of the term of this Lease unless otherwise agreed in writing, such holding over shall constitute a tenancy from month to month only, and Tenant shall pay as monthly rental the same monthly rental provided for herein.

22. Landlord Liable only for Negligence. Except where caused by Landlord's negligence, Landlord shall not be liable for any injury or damage to persons or property caused by gasoline, oil, steam, gas or electricity; or hurricane, tornado, flood, wind or similar storms or disturbances; or water, rain or snow which may leak or flow from the street, sewer, gas mains or any subsurface area or from any part of the Premises or for an interference with light.

23. Nondiscrimination. Tenant agrees not to discriminate against anyone on the basis of race, color, national origin, age, sex or handicap in its hiring practices, services or operation of its business hereunder.

24. Waiver of Covenants. It is agreed that the waiver of any of the covenants of this Lease Agreement by either party shall be limited to the particular instance and shall not be deemed to waive any other breaches of such covenant or any provisions herein.

25. Rights of Successors and Assigns. The covenants and agreements contained within the Lease shall apply to the benefit of successors in interest and legal representatives, except as expressly otherwise hereinbefore provided.

26. Notice Provision. Any and all notices required by this Lease Agreement shall be in writing and delivered personally to the party to whom the notice is to be given, or mailed by certified mail, postage prepaid, and addressed as follows:

If to Landlord:

Park City Municipal Corporation Attn: Sustainability Department

P.O. Box 1480

Park City, Utah 84060

If to Tenant:

Mountain Trails Foundation Attn: Charlie Sturgis

P.O. Box 754

Park City, Utah 84060

27. Entire Agreement. This agreement constitutes the entire and only agreement between parties and it cannot be altered or amended except by written instrument, signed by both parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

PARK CITY MUNICIPAL CORPORATION
445 Marsac Avenue
Post Office Box 1480
Park City, UT 84060-1480

____

Diane Foster, City Manager

Attest:

____

City Recorder's Office

Approved as to form:

____

City Attorney's Office

Mountain Trails Foundation
PO BOX 754
Park City, UT. 84060
Tax ID#: ___________________________

PC Business License# BL____________________

Signature:

____

Printed name:

____

Title:

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this _____ day of _________________, 20__, personally appeared before me _______________________________, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he/she is the ___________________________ (title or office) of _____________________ Corporation by Authority of its Bylaws/Resolution of the Board of Directors, and acknowledged that he/she signed it voluntarily for its stated purpose as ________________________ (title) for _________________________________, a _______ corporation.

____

Notary Public

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Quinns Junction Water Treatment Plant Upgrades SCADA Integration will implement controls of recent upgrades to the existing treatment plant. SCADA Integration of the plant monitors instrumentation and enables control of how water flows through the treatment plant process, provides proper sequence throughout the treatment process, and allows immediate shut down in the event of an emergency. Controls are critical for plant operation and the reliable delivery of safe drinking water.

Respectfully:

Griffin Lloyd,

City Council Staff Report

Subject:	**Quinns Junction Water Treatment Plant Upgrades - SCADA Integration, Professional Services Agreement SKM, Inc.**
Author:	**Griffin Lloyd, Public Utilities Project Manager**
Department:	**Public Utilities**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation
Staff recommends Council to authorize the City Manager to execute a Professional Services Agreement, in a form approved by the City Attorney, with SKM, Inc., for the Quinns Junction Water Treatment Plant Upgrades - SCADA Integration for an amount not to exceed $30,300.

Executive Summary
Quinns Junction Water Treatment Plant Upgrades SCADA Integration will implement controls of recent upgrades to the existing treatment plant. SCADA Integration of the plant monitors instrumentation and enables control of how water flows through the treatment plant process, provides proper sequence throughout the treatment process, and allows immediate shut down in the event of an emergency. Controls are critical for plant operation and the reliable delivery of safe drinking water.

Acronyms and Abbreviations in this Report
The following acronyms and abbreviations have been used in this report:

City	Park City Municipal Corporation
QJWTP	Quinns Junction Water Treatment Plant

The Issue
Recent upgrades of the QJWTP included instrumentation and mechanical devices that have electronic input/outputs. While the wiring of the controls is complete, integration and programming of each device is required for it to operate in conjunction with other devices in the plant, a certified *Ignition* (SCADA software) programmer that is familiar with the existing treatment plant SCADA programming, network, and controls is needed to implement the new controls into the existing treatment plant controls programming.

Background
Upgrades for the QJWTP Upgrades project are in the process of being completed. These improvements address issues such as the ability to treat seasonally changing source water quality and risk exposures in the raw water supply and conveyance system as well as energy management for the existing facilities. Upgrades include

additional treatment for taste, odor, and manganese removal, as well as the addition of backwash system to accommodate the additional treatment.

Staff previously presented recommendations to City Council during the "New Business" portion of regular meetings. The project related material previously presented at City Council meetings may be found at:

- *QJWTP Upgrades – City Council 10/12/2016*
  http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2042&Inline=True

Alternatives for City Council to Consider

This section provides pros and cons and next steps associated with the recommended SCADA integration services.

Pros

a. Promotes the SCADA integration of recent treatment process upgrades into the existing control system.

Cons

a. Treatment plant would not run effectively and efficiently, requiring additional personnel for operation and potentially impacting drinking water delivery.
b. Increases capital improvement project costs that could be utilized for other purposes

Consequences of not authorizing services

a. Delays could affect the overall project completion schedule which could potentially impact the ability to deliver an adequate water supply.
b. Delays could require changes in treatment plant staffing to facilitate proper operations.

Analysis

A proposal for SCADA integration was solicited from SKM, Inc. SKM provided integration initially on the treatment facility and is expressly familiar with the programming and sequencing of the treatment plant. Proposals from other firms were not solicited due to the complexity of the existing programming and the potential that another integrator could disrupt current controls creating operational issues throughout the plant. Staff has reviewed the proposal and find the costs to be in line with proposals submitted on other projects in the past.

Griffin Lloyd, Public Utilities Project Manager, will be coordinating the work, and will be working under the guidance of the Public Utilities Engineering Manager.

Furthering the Goals of the General Plan

Through the General Plan, City Council has set as an objective to "Provide reliable public resources to ensure the health, welfare, and safety of residents and visitors" *(Objective 1.4 http://www.parkcity.org/home/showdocument?id=12388 page 99).* Additionally, City Council has established, through the strategic planning process and the Biennial Plans, the following Desired Outcomes:

- Enhanced water quality and high customer confidence
- Effective water conservation program
- Adequate and reliable water supply
  (http://www.parkcity.org/Home/ShowDocument?id=13028 page 1)

Department Review
This report has been reviewed by representatives of Public Utilities, City Attorney's Office, and the City Manager's Office. Comments have been integrated into this report.

Funding Source
The funding for the project is from water service fees. The funding for the project is part of the approved FY17 Water CIP.

Attachments
ATTACHMENT A: Integration Services, SKM, Inc. Scope of Services and Fee Summary

ATTACHMENT A: Integration Services, SKM, Inc. Scope of Services and Fee Summary

Attachment A: FEE ESTIMATE

BCWTP Electrical & SCADA Upgrade - Phase 4B System Integration and Phase 4C Construction Management Services
SALT LAKE CITY DEPARTMENT OF PUBLIC UTILITIES

TASK DESCRIPTION	SKM TEAM COSTS						Other Direct Costs	TOTAL ESTIMATED COSTS
	Allen Rogers Project Manager	Tovey Ashby Programmer	Nick Eggertz Programmer	Designer/Technicians	Total SKM Labor Hours	Total SKM Labor Costs		
	$125	$115	$115	$95				
QJWTP Improvements								
Task 0 - Project Management	**36**	**0**	**0**	**0**	**36**	**$4,500**		**$4,572**
Project Management	*20*							
Workshops & Meetings	*16*							
Task 1 - PLC Programming	**0**	**40**	**0**	**0**	**40**	**$4,600**		**$4,680**
PLC Programming	*0*	*40*						
Task 2 - HMI Programming	**0**	**0**	**60**	**0**	**60**	**$6,900**		**$7,020**
HMI Programming			*60*					
Task 3 - PLC Additions	**0**	**8**	**0**	**10**	**18**	**$1,870**	**$5,450**	**$7,356**
DeviceNet Hardware							*$1,700*	
Ethernet Hardware							*$1,650*	
Analog Input Hardware							*$2,100*	
Terminations		*8*						
Updated Drawings				*10*				
Task 4 - Start-Up and Commissioning	**12**	**44**	**0**	**0**	**56**	**$6,560**		**$6,672**
Loop Testing	*4*	*36*						
Functional Testing	*8*	*8*						
QJWTP Improvements Subtotals	**48**	**100**	**60**	**20**	**210**	**$24,430**	**$5,450**	**$30,300**

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

On April 27, 2017, staff presented Council with site layouts, massing models, viewshed perspectives, and programmatic goals as they relate to Council's critical priorities, for the proposed Public Utilities and Streets Facility concept master plan. Due to time constraints at the meeting and the significant volume and complexity of the new information, Council did not have the opportunity to fully consider this information, ask questions, answer the policy questions identified within the report, and provide input to staff and direction for the Project. Staff is now returning to further discuss the following items:

- Energy modeling and costing related to achieving a Net-Zero Energy facility;
- Transit housing alternatives and related costing, and;
- Total Project costing information.

Respectfully:

Roger McCLain, Water Engineer

City Council
Staff Report

Subject:	**Public Utilities and Streets Facility – Project Phasing, Energy Performance, Employee Housing, and Budget**
Author:	**Clint McAffee, Public Utilities Director** **Roger McClain, Public Utilities Engineering Manager**
Department:	**Public Utilities and Streets**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation

Staff is seeking further input from City Council on proposed Public Utilities and Streets Facility (Project) programmatic goals and Project alternatives as they relate to net-zero energy goals, the incorporation of transit housing, and the project location and phasing plan.

Executive Summary

On April 27, 2017, staff presented Council with site layouts, massing models, viewshed perspectives, and programmatic goals as they relate to Council's critical priorities, for the proposed Public Utilities and Streets Facility concept master plan. Due to time constraints at the meeting and the significant volume and complexity of the new information, Council did not have the opportunity to fully consider this information, ask questions, answer the policy questions identified within the report, and provide input to staff and direction for the Project. Staff is now returning to further discuss the following items:

- Energy modeling and costing related to achieving a Net-Zero Energy facility;
- Transit housing alternatives and related costing, and;
- Total Project costing information.

Acronyms

The following acronyms and abbreviations have been used in this report:

City	Park City Municipal Corporation
Project	Proposed Public Utilities and Streets Facility

Work Sessions Questions for City Council

The following questions for Council were identified within the previous April 27, 2017 Staff Report and are provided below, with a detailed discussion, for reference.

<u>Questions for Council:</u>

1. *Does Council want staff to include the recommended energy improvements into the standard compliant building design for the Public Utilities and Streets Facility?*

2. *Does Council want staff to include transit housing into the Public Utilities and Streets Facility and target associated budget from the transit fund?*
3. *Based on identified Project costing and pending budget discussions, does Council support the Phase 1 Project and the associated budget changes or does Council want staff to further pursue the Ironhorse Alternative?*

Project Energy Alternatives and Recommendations

Today's building standards provide a project baseline which incorporates many energy performance elements and provides a substantially more efficient product than in years past. To address Council's Critical Priority for Energy, the Project architect, mechanical engineer, and energy modeling consultant have identified an extensive list of potentially applicable alternatives which, if incorporated into the compliant building standards design, could enable the Project to achieve even higher levels of energy performance. Through a thorough Project specific 'energy performance/life-cycle cost evaluation' of the identified energy related alternatives and subsequent development of an energy options matrix, the more cost-effective alternatives for the Project have been identified.

These recommended energy performance upgrades which are projected to result in achieving a Net-Zero Energy facility are presented in **Attachment A.**

Question for Council:

1. Does Council want staff to include the recommended energy improvements into the Public Utilities and Streets Facility standard compliant building design?

Housing Update

In prior Work Session presentations to Council, the desire to possibly incorporate City housing into the Public Utilities and Streets Facility and issues such as site viability, applicable housing type, location proximity to amenities and transportation, and conformity with City housing inventory needs have been identified. City Housing has recently completed a City-wide housing survey. The results of the survey and Housing's findings and recommendations with respect to the Project are:

Housing staff recommends including housing into the Public Utilities Project due to the need for additional transit staff housing. The March 9th City Council Housing Needs staff report including the following:

> *The highest amount of turn-over occurs in the City's Transit Department. Affordable housing has been critical to attract seasonal employees to the transit department. In the current year, 28 seasonal employees are being housed and the department could have used another 10 spots: rooms or studios. Of the units being used currently, only 13 units/rooms are guaranteed for next year and those are the units built specifically by and for transit. An additional five to seven units will be available by the 2018 winter season though the purchase of the Peace House property. The Transit Department has a goal of hiring five new employees each year for the next five years to accommodate expanded bus routes. This means*

that in the fall of 2017 26 additional beds/rooms/studios will be needed to accommodate seasonal transit employees and over the next four years beyond 2017, that number will increase by another 20.

Project cost estimates and scope remain conceptual and preliminary and housing staff has not had the opportunity to evaluate the costs or plans in detail, however, as construction costs increase over time it is recommended to develop additional housing to further the City's affordable housing goals and meet the City's workforce needs to serve the community. This project in addition the procurement of the property on Marsac Avenue will fulfill 20 to 30 beds of the identified need for transit housing in two to four years if the project timing and required budgetary needs can be successfully coordinated. For this reason, continuing forward with transit housing as an additive alternate option to the project is recommended for any of the options where it is feasible.

The proposed Phase 1 Project is able to incorporate up to 12 studio-style transit housing units into the design. If implemented, transit housing is estimated to add $3.8 million to the Project costs. These costs include associated site improvements and building energy reduction improvements, and design/construction management fees.

Question for Council:

2. Does Council want staff to include transit housing into the Public Utilities and Streets Facility and target associated budget from the transit fund?

Project Alternatives, Budget, and Phasing

In Work Session presentations to Council prior to April 27 the Project has been presented as a facility master planned to meet current and future Public Utilities and Streets needs based on a comprehensive 30-year *Needs Assessment*. The project has now progressed through the schematic design (30%) phase which has enabled the architectural team to prepare an itemized cost estimate with a meaningful level of confidence. With this information, staff is able to scope Phase 1 of the project.

Recommended Project

Phase 1 of the proposed Project has been prepared consistent with the *Needs Assessment*. The Project consists of a 'phased' approach to the facility master planned improvements. The proposed Phase 1 of the facility, which is presented in **Attachment B**, is located on the selected site at the intersection of Richardson Flat Road and SR-248. The proposed Phase 1 meets current facility vehicle & equipment storage needs, operational & administration needs, and addresses existing public utilities and streets deficiencies. For reference, the proposed Project master plan development layout is shown on the Phase 1 site plan included in Attachment B.

The estimated Project cost for the Phase 1 Public Utilities & Streets Facility as proposed exceeds the budget amount established in 2015. Pending budget discussions, staff is recommending construction of the Phase 1, to include the Public Utilities & Streets Facility (which includes recommended net-zero energy elements), the Operational

Storage Basin & Amenities (including micro-hydro generation), and removal of existing contaminated soils at the site. Inclusion of Transit Housing is subject to Council direction.

It is important to note that the monies spent on design to date are not wasted dollars, as if Council chooses to move forward with either Phase 1 or even just the site improvements and pond, the design costs will be well spent.

Alternative Project

Staff has prepared an alternative, to the recommended Phase 1 Project, meeting the existing budget amount. This alternative, which is presented in **Attachment C**, consists of Public Utilities and Streets remaining at the current Public Works site on Ironhorse Drive. To address vehicle & equipment storage, and operations & administration needs and deficiencies, the alternative proposes demolition of the existing structures at the east side of the Public Works site, reconstruction of storage and operations facilities in that location and the inclusion of a second story on the existing Public Works maintenance building to house public utilities administration.

The Ironhorse Alternative does not meet several program needs including adequate on-site parking, sufficient operations yard area, bulk material storage, and sweeper/vac truck waste dewatering/disposal. The latter two items will require the installation of off-site improvements. Additionally, if Public Utilities and Streets remain at the Ironhorse Public Works site, construction of a Parks maintenance building at an off-site location is required (the proposed Phase 1 facility anticipates that Parks will locate to the existing Ironhorse Public Works site facilities).

The Ironhorse alternative also facilitates the installation of 12 transit studio-style units over the proposed vehicle storage bays.

Project Costs

Since the original budget was approved for the Project, several factors have resulted in the need for additional budget including net zero goals, potential Transit housing, higher than expected site costs, and the current construction market.

The total estimated project costs, based on the 30% design phase; includes design, construction management, soft costs, allowances, and contingencies, are summarized in the following **Table 1**. The estimated costs attempt to reflect the impacts of the current local construction environment.

Table 1. Project Budget Analysis

Component	MPD Full Facility	Phase 1	Ironhorse Alternative	
	at Quinns	at Quinns	at Public Works	Off-Site
Public Utilities & Streets Facility				
Public Utilities & Streets Buildings and Site Improvements	$23.4M	$12.8M	$8.5M	
Parks Department Building				$1.0M
Facility Subtotal	***$23.4M***	***$12.8M***	***$8.5M***	***$1.0M***
Net-Zero Energy Facility Upgrades				
Building Energy Performance Upgrades	$2.4M	$1.3M	$2.5M	
Micro-Hydro Power Generation	$0.9M	$0.9M	-	
NZE Upgrades Subtotal	***$3.3M***	***$2.2M***	***$2.5M***	
Housing Alternative				
Transit Housing (including NZE)	$4.1M	$3.8M	$3.5M	
Housing Subtotal	***$4.1M***	***$3.8M***	***$3.5M***	
Raw Water Storage Facilities at Quinns				
Contaminated Soils Removal	$3.0M	$3.0M	-	$3.0M
Operational Storage Basin & Amenities	$5.0M	$5.0M	-	$5.0M
Raw Water Facilities Subtotal	***$8.0M***	***$8.0M***	***-***	***$8.0M***
Total Project Cost	**$38.8M**	**$26.8M**	**$14.5M**	**$9.0M**

Comparison of Projects

A detailed comparison of the elements included in the Master Planned Development Project, the recommended Project (Phase 1), and the Ironhorse Alternative, and a ranking based on project criteria is presented in **Attachment D.** Staff will be prepared to address any questions during the Work Session.

Question for Council:

3. Based on identified Project costing and pending budget, does Council support Phase 1 Project and the associated budget changes or does Council want staff to further pursue the Ironhorse Alternative?

Background

Staff previously presented recommendations to City Council during the "New Business" and "Work Session" portion of regular meetings. The project related material previously presented at City Council meetings may be found at:

Engineering Services PSA – Bowen Collins & Associates, Inc. – May 19, 2016:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2140&Inline=True

Architectural Services PSA – RNL, Inc. – August 11, 2016:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2179&Inline=True

Public Utilities Facility – Programmatic Goals – October 6, 2016:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2193&Inline=True

Public Utilities Facility – Site Concept – November 10, 2016:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2201&Inline=True

Architectural Services PSA, First Amendment – RNL, Inc. – January 5, 2017:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2215&Inline=True

Public Utilities Facility – Employee Housing Alternatives – February 2, 2017:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=2222&Inline=True

Public Utilities Facility – Project Phasing, Energy Performance, Employee Housing, and Budget – April 27, 2017:
http://parkcityut.iqm2.com/Citizens/FileOpen.aspx?Type=14&ID=2248&Inline=True

Next Steps:

- Finalize budget requests and approvals
- Proceed with the Design Development Phase of the Project and process pertinent contract amendments with RNL (architect) and Bowen Collins & Associates (site civil engineer)
- Pre-MPD submission of Phase 1 to the Planning Department.
- Project Contractor acquisition through the CMAR (Construction Manager at Risk) process.

Department Review

This report has been reviewed by representatives of Public Utilities, Transportation, Community Development, Budget, City Attorney's Office, and the City Manager's Office. Comments have been integrated into this report.

Funding Source

Capital Funding Analysis

The financial impact of the proposed capital improvement Project has been reviewed by the Budget Department. The initial project budget was established in FY2015. Available capital funding for the Phase 1 Project, as proposed, is not currently budgeted and will need to be authorized during the FY18 budget process. Additional funding request for this project form the "general fund transfer to capital" is significant related to the available funding. As part of the upcoming budget discussions staff will outline a scenario which could allow the completion of Phase 1. This option will have a significant impact on currently planned capital projects in the 5-year capital improvement plan (CIP).

The Budget Office recommends staff continue to work towards the Phase 1 project, continuing to look for cost savings and efficiencies which would allow the project to meet the adopted budget. Budget further recommends that staff simultaneously continue to explore the Ironhorse alternative. While developing two alternative locations may seem to be a more costly option, this will provide the best options going forward if additional funding/budget for the Phase 1 project is not feasible. Even if not used as an alternative for the Phase 1 project, the site plans will be used in the inevitable expansion needs of the Ironhorse site for transit needs including transit housing.

Transit housing unit development is site dependent and total costs will vary upon site selection. Funding for transit housing is not currently budgeted and, if to be included in the project, budget will need to be authorized during the FY18 budget process. Transit housing has a direct impact on the department's operations ability related to hiring and recruiting needs, as such, funding for transit housing projects going forward should be discussed as a transit system need, which should include contributions at both the City and County level.

Operations Analysis

The projected financial impact on departmental annual operating budgets of the proposed Phase 1 Project is reflected in the following **Table 2**. The annual operating costs include staffing wages and benefits, materials and supplies, maintenance and repairs, and utilities. These costs would start in FY 20.

Table 2. Project O&M Budget Analysis

Expense	Example	Annual Estimate
Building and Site Maintenance *Does not include major replacements	Cleaning Services, Alarms, Plowing, Asphalt, Storm Drains	$85,000
Utilities	Gas, Power, Sewer, Garbage, Generator	$80,000
Office Supplies/Contracts	Printer maintenance, Phones/internet, Office Supplies, Mail	$45,000
TOTAL O&M		**$210,000**

Attachments

Attachment A – Energy Performance Upgrades
Attachment B – Public Utilities and Streets Facility – Proposed Project, Phase 1
Attachment C – Public Utilities and Streets Facility – Ironhorse Alternative
Attachment D – Public Utilities and Streets Facility – Project Criteria and Comparison Evaluation

Attachment A –
Energy Performance Upgrades

Table 1: PROJECT PHOTOVOLTAIC SIZE

	Photovoltaic Size		
	Energy (kWh)	Cost ($)	Area (ft2)
2013 ASHRAE Benchmark	655,354	1,321,631	29,294
Advanced Building Design	114,238	230,380	5,106
Advanced Building Design, All Electric	166,200	335,170	7,429

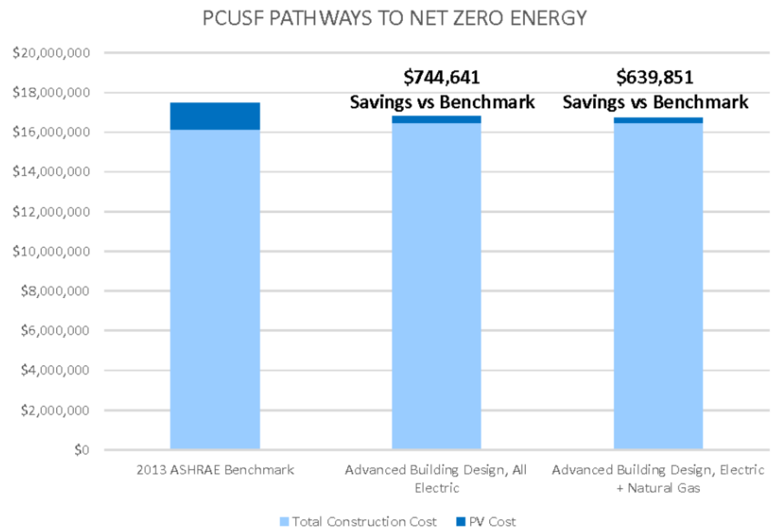
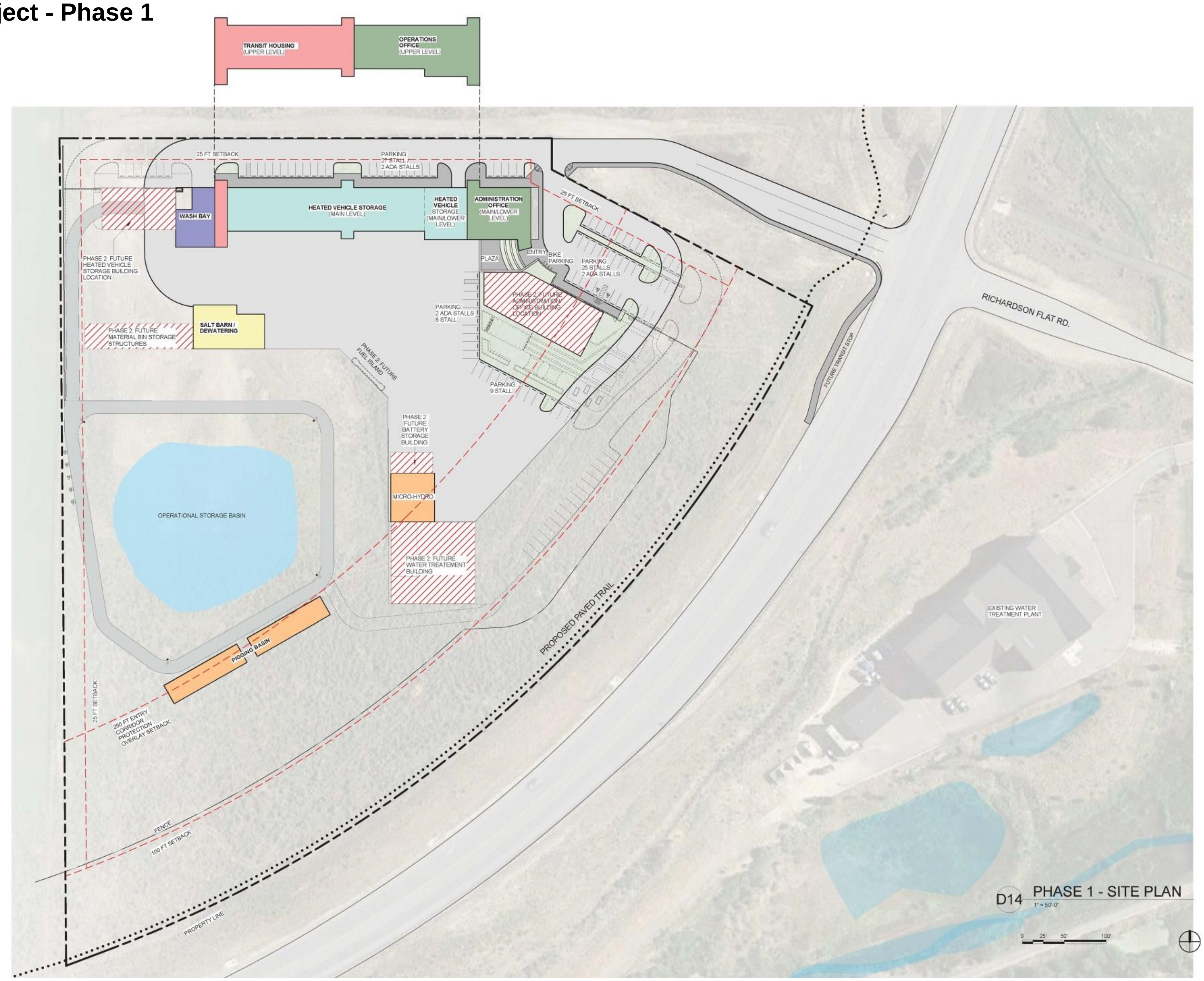


Table 3: RECOMMENDED MEASURES

	Photovoltaic Savings		
Measure	Energy (kWh)	Cost ($)	Area (ft2)
Variable Flow Refrigerant System	163,663	330,053	7,316
Roof Insulation, R-42	8,331	16,801	372
Wall Insulation, R-25 Continuous	9,059	18,269	405
Slab-on-Grade Floors, R-20, 2’ Horizontal	-	-	-
Sunshade, PF = 0.25	(162)	(326)	(7)
Glazing System 108	41,612	83,918	1,860
Kalwall, Standard	9,095	18,342	407
Storefront System 101	12,901	26,017	577
Infiltration, 40% Reduction	13,268	26,757	593
Sectional Door, NFRC	3,941	7,947	176
Interior Lighting, 20% Reduction	14,519	29,281	649
Exterior Lighting, 80% Reduction	74,290	149,819	3,321
Exterior Lighting Controls	TBD	TBD	TBD
Plug Load, 25% Reduction	7,915	15,962	354
Service Water Heating, Heat Pump	TBD	TBD	TBD
Service Water Heating, Reduced Demand	3,967	7,999	177
Transpired Collector, Office Only	TBD	TBD	TBD
Micro Turbine	243,200	490,454	10,871
Battery Storage, 210 kWh	TBD	TBD	TBD

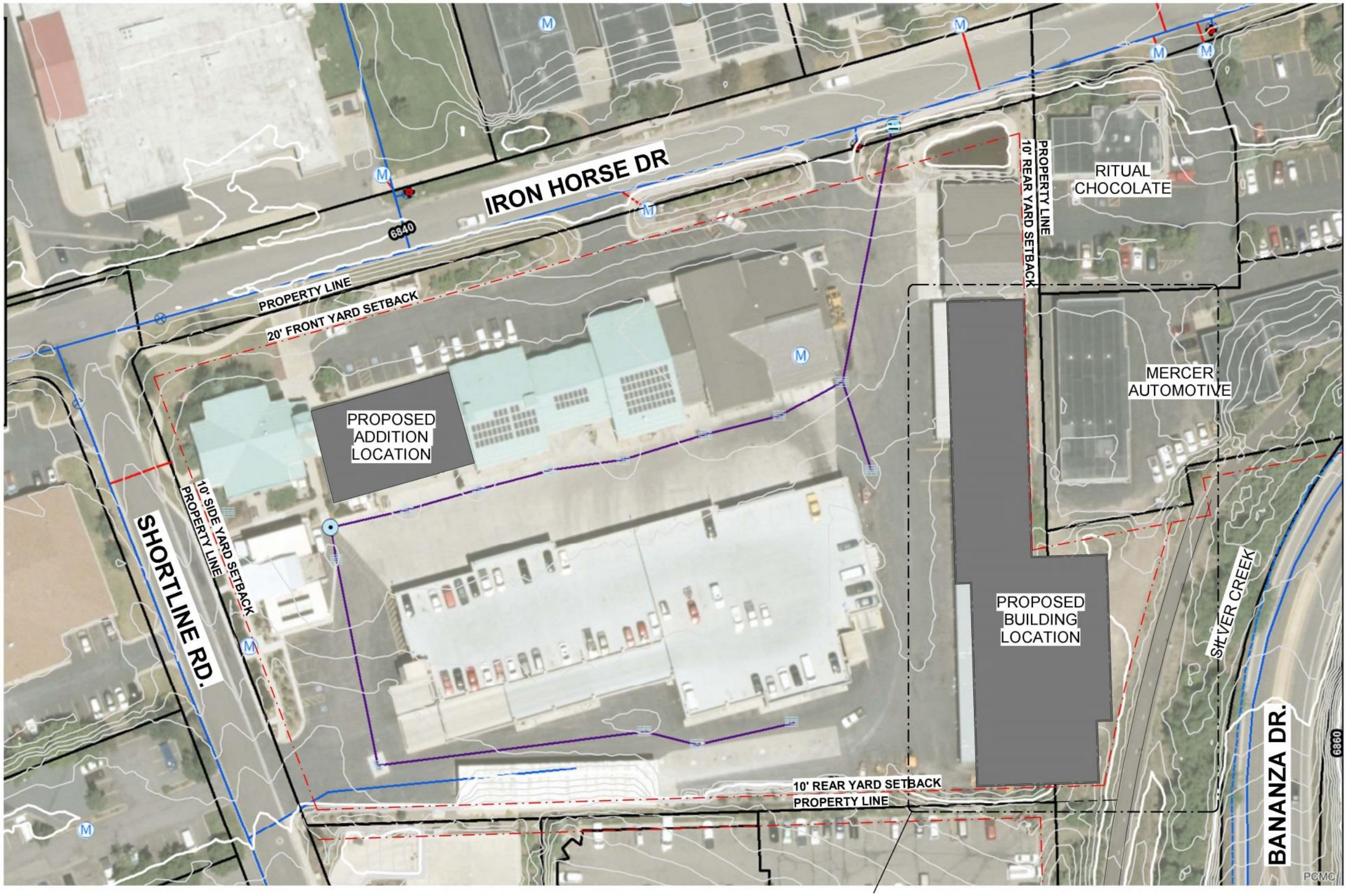
Attachment B –
Public Utilities and Streets Facility
Proposed Project - Phase 1



Attachment C –

Public Utilities and Streets Facility

Project Alternative, Ironhorse Public Works Reconstruction



Attachment D –
Public Utilities and Streets Facility
Project Evaluation Criteria and Compatibility Evaluation

SITE EVALUATION CRITERIA

LISTED IN ORDER OF IMPORTANCE

CRITERION	ATTRIBUTES
COMPATIBLE WITH PUBLIC UTILITIES CURRENT FACILITY NEEDS	ADHERES TO DEPT. OF PUBLIC UTILITIES CRITERIA IDENTIFIED IN THE NEEDS ASSESSMENT REPORT
COMPATIBLE WITH PUBLIC UTILITIES PROJECTED NEEDS FOR FUTURE GROWTH	ADHERES TO DEPT. OF PUBLIC UTILITIES CRITERIA IDENTIFIED IN THE NEEDS ASSESSMENT REPORT
SCHEDULE COMPATABILITY	OCCUPANCY CAN BE ACHIEVED BY 2020
SITE SIZE AND ORIENTATION	CAN ACCOMMODATE FACILITY, OPERATIONAL, AND SITE CIRCULATION NEEDS WITH GOOD SOLAR ORIENTATION
PARKING	CAN ACCOMMODATE VEHICULAR, EMPLOYEE, POTENTIAL EMPLOYEE HOUSING, AND VISITOR PARKING
SITE CONSTRUCTABILITY	SITE REQUIRES RELATIVELY LIMITED ON AND OFF-SITE IMPROVEMENTS
SITE PROXIMITY	AFFORDS GOOD TRAVEL & RESPONSE TIMES AND MINIMIZES CARBON FOOTPRINT IMPACTS
FACILITY VISIBILITY	FACILITY IMPROVEMENTS ARE COMPATIBLE WITH CITY PLANNING AND LAND MANAGEMENT CODES AND PRESENT LIMITED VISUAL IMPACTS
FACILITY EXPANDABILITY	ABLE TO BE CONSTRUCTED IN PHASES AND ALLOWS FOR FUTURE PUBLIC UTILITIES & STREETS EXPANSION
ACCOMMODATES POTENTIAL FUTURE CITY FACILITY NEEDS	SITE CAN ACCOMMODATE POTENTIAL GROWTH OF OTHER CITY INFRASTRUCTURE

ALTERNATIVES COMPATABILITY EVALUATION

			ALTERNATIVES
+	MEETS THE REQUIREMENT. (100%)	A	QUINNS, FULL
=	MARGINALLY MEETS THE REQUIREMENT. (40%)	B	QUINNS, PHASE 1
-	DOES NOT SATISFY THE REQUIREMENT. (0%)	C	IRONHORSE

	MEASUREABLE CRITERIA	A	B	C
1	COMPATIBLE WITH PUBLIC UTILITIES CURRENT FACILITY NEEDS	+	=	=
2	COMPATIBLE WITH PUBLIC UTILITIES PROJECTED NEEDS FOR FUTURE GROWTH	+	-	-
3	SCHEDULE COMPATABILITY	+	+	=
4	SITE SIZE AND ORIENTATION	+	+	=
5	PARKING	+	+	-
6	SITE CONSTRUCTABILITY	=	=	+
7	SITE PROXIMITY	=	=	+
8	FACILITY VISIBILITY	=	=	+
9	FACILITY EXPANDABILITY	+	+	-
10	ACCOMMODATES POTENTIAL FUTURE CITY FACILITY NEEDS	+	+	-

ALTERNATIVES COMPATABILITY		RAW PERCENTAGE		
PRELIMINARY RANKING	1. A 2. B 3. C	75	60	38

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

The Council will hold a public hearing on the adoption of the City Manager's Recommended Budget. According to State Code, the City Council is required to pass a tentative budget by the first city council meeting in May of each year. The final budget is required to be adopted on or before June 21st of each year. A public notice is published a week before the adoption of the final budget, announcing a public hearing in conjunction with the final adoption of the budget.

Respectfully:

Michelle Kellogg, City Recorder

Ordinance No. 2017-20

ORDINANCE ADOPTING A TENTATIVE REVISED BUDGET FOR FISCAL YEAR 2017 AND A TENTATIVE BUDGET FOR FISCAL YEAR 2018 FOR PARK CITY MUNICIPAL CORPORATION AND ITS RELATED AGENCIES AND AUTHORIZING THE COMPUTATION OF THE PROPERTY TAX RATE AT A NO TAX INCREASE RATE

WHEREAS, the Utah State law requires that city budgets be adopted by ordinance: and;

WHEREAS, a public hearing was held on May 11 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. TENTATIVE REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 11, 2017 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative revised Fiscal Year 2017 budget for Park City Municipal Corporation and its related agencies.

SECTION 2. TENTATIVE BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended budget presented on May 11, 2017 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the tentative budget for Fiscal Year 2018 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized, after the County has provided the Certified Property Tax data, to compute the City's Certified Property Tax Rate for 2017 at a "No Tax Increase Rate" and file said rate with the County.

SECTION 4. EFFECTIVE DATE**.** This Ordinance shall be effective on the day of publication.

PASSED AND ADOPTED this 11th day of May, 2017

PARK CITY MUNICIPAL CORPORATION

Mayor Jack Thomas

Attest:

Michelle Kellogg, City Recorder

APRROVED AS TO FORM:

Mark Harrington, City Attorney

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

In response to the development pressure on Bonanza Flat, PCMC entered into a purchase option agreement with Redus Park City, LLC (Redus) on January 12, 2017. Redus is a partnership of lenders which now owns Bonanza Flat. Under the terms of that agreement, PCMC made an initial option payment of $1,500,000 to Redus on January 13, 2017, and a second payment of $1,500,000 on March 15, 2017. PCMC structured the agreement with Redus as a purchase option in large part because of the $13,000,000 funding gap between PCMC's successful $25,000,000 open space bond, which voters approved in the November, 2016 election, and the purchase price of $38,000,000. Since the execution of the purchase option agreement on January 12, 2017, a coalition of groups led by Utah Open Lands has campaigned with great success to raise money needed to purchase and protect Bonanza Flat. The coalition is comprised of Utah Open Lands, The Nature Conservancy, Summit Land Conservancy, Mountain Trails Foundation, Wasatch Backcountry Alliance, Friends of Alta, Save Our Canyons, Utah Chapter of the Sierra Club, Trails Utah, and others.
With a closing deadline of June 15, 2017, the coalition has redoubled its efforts to raise the money needed for the purchase. As coalition members explore funding sources, many potential donors ask for an assurance that PCMC will in fact place a conservation easement on Bonanza Flat if PCMC is successful in purchasing the property. The adoption of a resolution restating and confirming PCMC's commitment to placing a conservation easement on Bonanza Flat would provide that assurance.

Respectfully:

Michelle Kellogg, City Recorder

City Council
Staff Report

Subject:	**Bonanza Flat Open Space Bond**
Author:	**Tom Daley, Deputy City Attorney**
Department:	**City Attorney's Office**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation

City Council should hold a public hearing and consider adopting a resolution that restates and confirms PCMC's intent to place a conservation easement on Bonanza Flat.

Executive Summary

In response to the development pressure on Bonanza Flat, PCMC entered into a purchase option agreement with Redus Park City, LLC (Redus) on January 12, 2017. Redus is a partnership of lenders which now owns Bonanza Flat. Under the terms of that agreement, PCMC made an initial option payment of $1,500,000 to Redus on January 13, 2017, and a second payment of $1,500,000 on March 15, 2017. PCMC structured the agreement with Redus as a purchase option in large part because of the $13,000,000 funding gap between PCMC's successful $25,000,000 open space bond, which voters approved in the November, 2016 election, and the purchase price of $38,000,000. Since the execution of the purchase option agreement on January 12, 2017, a coalition of groups led by Utah Open Lands has campaigned with great success to raise money needed to purchase and protect Bonanza Flat. The coalition is comprised of Utah Open Lands, The Nature Conservancy, Summit Land Conservancy, Mountain Trails Foundation, Wasatch Backcountry Alliance, Friends of Alta, Save Our Canyons, Utah Chapter of the Sierra Club, Trails Utah, and others.

With a closing deadline of June 15, 2017, the coalition has redoubled its efforts to raise the money needed for the purchase. As coalition members explore funding sources, many potential donors ask for an assurance that PCMC will in fact place a conservation easement on Bonanza Flat if PCMC is successful in purchasing the property. The adoption of a resolution restating and confirming PCMC's commitment to placing a conservation easement on Bonanza Flat would provide that assurance.

Acronyms

PCMC Park City Municipal Corporation

The Opportunity

Support PCMC's coalition partners by providing them with a tool that will help them continue to raise money for the purchase and protection of Bonanza Flat.

Background and Analysis

The Bonanza Flat Open Space Bond is specific to the potential purchase and preservation of Bonanza Flat. Bonanza Flat is comprised of approximately 1,400 acres of undeveloped and pristine ground situated along Guardsman Pass Road in unincorporated Wasatch County at the upper elevations of the Wasatch Mountains. It is contiguous to Park City's southern boundary which is also the Summit and Wasatch County line. Bonanza Flat is bordered to the west generally by the ridge line of Clayton's Peak and 10420' which is also the Wasatch and Salt Lake County line. Bonanza Flat is a scenic mountain land parcel with alpine terrain of dramatic stands of conifers, large aspen groves, steep cliff areas, and open meadows.

As a result of the March, 2015 Wells Fargo foreclosure and subsequent public auction by the Wasatch County Sheriff, Redus took ownership of Bonanza Flat. Redus is owned by Wells Fargo and its lending partner, Midtown Acquisitions, a hedge fund based in Manhattan. The change in ownership opened the door to a new opportunity for PCMC to pursue the acquisition of Bonanza Flat if and when it became available. At the time of adopting the resolution to put the bond on the November, 2016 ballot, PCMC did not have a deal with Redus. In fact, PCMC was aware of Redus' ongoing negotiations with a private developer and that those discussions precluded PCMC from approaching Redus with an offer. PCMC's strategy was to prepare itself to be able to make an offer if and when Redus or a subsequent owner should approach Park City. That opportunity presented itself in late 2016.

Though similar to past open space bonds, the Bonanza Flat Open Space Bond was different in one respect: the City Council asked voters to authorize funding only if PCMC got into a position to purchase a specific piece of property – namely Bonanza Flat. While voters in Park City historically approved by high margins open space bonds without knowing what property might be purchased, in this instance they were asked to approve bond funding the use of which was limited to the preservation of Bonanza Flat. Without knowing that PCMC would reach an agreement to buy and preserve Bonanza Flat or that the bond would be issued, seventy-two percent (72%) of voters approved the bond.

In the course of analyzing the potential purchase of Bonanza Flat, PCMC concluded that a general obligation bond for a majority of the potential purchase price would be the only means by which PCMC might achieve the preservation and protection of Bonanza

Flat. (In other words, PCMC reached this conclusion knowing that the $25,000,000 would not cover the full purchase price). Accordingly, the November, 2016 ballot measure asked voters to authorize funding for the singular purpose of purchasing and protecting Bonanza Flat. Voters were presented with this question on the ballot:

> "Shall Park City, Utah be authorized to issue general obligation bonds in an amount not to exceed $25,000,000 and to mature in no more than 16 years from the date or dates of such bonds to acquire, improve, and forever preserve open space, park, and recreational land located in Bonanza Flat, to protect the conservation values thereof, to remove existing unneeded man-made improvements, and to make limited improvements for public access, parking, and use? "

Thus, the voters' approval of PCMC's use of the bond proceeds is limited by this language, i.e., the money can be used for nothing more or different than the perpetual preservation of open space and protection of conservation values within Bonanza Flat. The adoption of a resolution, a draft of which is attached hereto, confirms PCMC's intent to preserve and protect Bonanza Flat even as funding sources beyond the $25,000,000 bond are used.

Alternatives for City Council to Consider

Recommended Alternative: Council should adopt a resolution, substantively similar to the draft attached hereto, that restates and confirms PCMC's intent to place a conservation easement on Bonanza Flat.

Pros

a. This would provide coalition members with the ability to assure potential donors of PCMC's intent to place a conservation easement on Bonanza Flat.

b. The public generally would be given further confirmation of PCMC's intent to preserve and protect Bonanza Flat.

Cons

a. Staff has not identified any drawbacks to Council's adoption of the attached resolution.

Null Alternative: This would leave coalition members without the ability to assure potential donors of PCMC's intent to place a conservation easement on Bonanza Flat.

Department Review

This report has been reviewed by the Executive Department and the Budget and Finance Department.

Funding Source

N/A

Attachments

Attachment A: Draft Resolution

Resolution No. 14-2017

A RESOLUTION THAT RESTATES AND CONFIRMS PARK CITY MUNICIPAL CORPORATION'S INTENT TO PLACE A CONSERVATION EASEMENT ON BONANZA FLAT

WHEREAS, the City Council of Park City passed a resolution on August 18, 2016 to place on the November 8, 2016 ballot a $25,000,000 Bonanza Flat Open Space Bond specifically for the preservation and protection of Bonanza Flat; and

WHEREAS, on November 8, 2016 seventy-two percent (72%) of Park City voters approved the $25,000,000 Bonanza Flat Open Space Bond; and

WHEREAS, on January 12, 2017 the City Council of Park City entered into an option agreement to purchase Bonanza Flat for $38,000,000; and

WHEREAS, the City Council of Park City intends to apply to the purchase of Bonanza Flat the proceeds of the $25,000,000 Bonanza Flat Open Space Bond, which bond limits the use of proceeds to the preservation, protection and conservation of Bonanza Flat; and

WHEREAS, Park City Municipal Corporation intends to protect Bonanza Flat and to guarantee the preservation and enhancement of the conservation values of Bonanza Flat; and

WHEREAS, in recognition and consideration of the funds raised to purchase and protect Bonanza Flat by Utah Open Lands, The Nature Conservancy, Summit Land Conservancy, Mountain Trails Foundation, Wasatch Backcountry Alliance, Friends of Alta, Save Our Canyons, Utah Chapter of the Sierra Club, Trails Utah and others, the City Council of Park City intends to grant and convey a conservation easement over and upon the 1,350 acres known as Bonanza Flat, forever ensuring the preservation, protection and enhancement of its conservation values; and

WHEREAS, upon purchase of Bonanza Flat, Park City Municipal Corporation shall work with Utah Open Lands and other appropriate stakeholders to develop a resource inventory, conservation easement restrictions and permitted uses, and management plan in furtherance of the goal of protecting the conservation values of Bonanza Flat in perpetuity.

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

On this 11th day of May, 2017 that upon purchasing the 1350 acres known as Bonanza Flat with the proceeds of the $25,000,000 Bonanza Flat Open Space Bond and with other contributions made toward the purchase of Bonanza Flat, Park City Municipal Corporation shall work with Utah Open Lands and other appropriate stakeholders to create the aforementioned conservation easement, management plan and resource inventory with the intent of granting and conveying a permanent conservation easement over Bonanza Flat.

PASSED AND ADOPTED this 11th day of May, 2017.

PARK CITY MUNICIPAL CORPORATION

____
Mayor Jack Thomas

Attest:

____
Park City Recorder

Approved as to Form:

____
City Attorney

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Disposable plastic bags have a negative impact on the natural environment and the curbside recycling collection program. Staff is recommending the City Council consider of adoption of the attached ordinance banning plastic bags.

Respectfully:

Luke Cartin, Environmental Sustainability Manager

City Council
Staff Report

Subject:	**Plastic Bag Ban**
Author:	**Luke Cartin, Environmental Sustainability Manager**
Department:	**Sustainability**
Date:	**May 11, 2017**
Type of Item:	**Legislative**

Summary Recommendation

Staff recommends Council vote to adopt the plastic bag ban ordinance.

Executive Summary

Disposable plastic bags have a negative impact on the natural environment and the curbside recycling collection program . Staff is recommending the City Council consider of adoption of **Title 6 Health; Nuisance Abatement; Noise, Chapter 1 Abatement Of Garbage And Other Deleterious Material, Section 13 Ban Of The Distribution of Disposable Single Use Plastic Bags (less than 2.25 millimeters in thickness)**.

Key Terms, Definitions

Disposable Single Use Plastic Bag: A bag made from either non-compostable plastic or compostable plastic provided by a business to a customer at the point of sale for the purpose of transporting goods that is less than 2.25 millimeters (2.25 mil) in thickness. NOTE: This does not include thicker plastic bags.

Paper Bag: A bag made predominately of paper that is provided to a customer by a grocer at the point of sale for the purpose of transporting goods. These bags are currently accepted in Summit County's curbside recycling program and are exempt from this ban.

Reusable Bag: Made of cloth or other machine washable fabric that has handles, or a durable plastic bag that is at least 2.25 mil thick with handles and is specifically designed and manufactured for multiply use. The bag shall not contain lead, cadmium or any other heavy metal in toxic amounts

Background

Park City Municipal has promoted and funded a reusable bag program. In 2009 the City Council discussed, in a Study Session format, the options available to reduce or eliminate the use of plastic bags.

- September 18, 2008: Resolution promoting the use of reusable bags (link begins on page 15)
- February 4, 2009: Manager's Report: Colorado Association of Ski Towns (CAST) Reusable Bag Challenge

- October 6, 2011: Staff informational report on Plastic Bags Tax/Ban to Council (link begins on page 3)
- May 9, 2013: Study Session on disposable shopping bags (link begins on page 6) and minutes from the Study Session (link begins on page 132)
- July 11, 2013: Staff report on Reusable Bags Updates and Resolution (link begins on page 11)
- July 25, 2013: Resolution No. 16-13: Reusable Bags Resolution: encouraged the use of reusable bags (link begins on page 41)

Analysis

Disposable Single Use Plastic Bag Ban:

There are over 230 plastic bag ban ordinances adopted at the city or county-level in the United States according to staff research. There have been proposed state-level bans; however only two have passed at the state legislatures. Hawaii's plastic bag ban was put in place after the four counties adopted similar ordinances and contains a significant loophole for "recyclable" plastic bags so its effectiveness is still largely contested. California's single use plastic bag ban was passed by the state legislature and affirmed by voters this past November. It is a ban on single use plastic bags at certain retailers, and a bag fee on paper bags.

At the City level, many cities have established a plastic bag ban or have imposed a plastic bag fee. Notable cities that have banned plastic bags include Austin, Cambridge, Chicago, and Seattle, while ones that have imposed bag fees include Boulder, New York, Portland (Maine) and Washington DC.

Arizona, Idaho, Missouri and Michigan have gone the other direction, enacting into law a ***ban on banning*** plastic bags, thus making it illegal to ban plastic bags. Utah could pass similar legislation, preempting municipalities from passing plastic bag ban.

Over 73% of the studied bag bans focus on bags less than 2.25 mil. Many of these ordinances include exemptions for bags that are less than 2.25 mil, including bags used for dry cleaning, packaging of bulk foods, wrap meat or seafood. These bans can be limited by store-type (i.e. grocery) to simplify enforcement and apply to the largest sources of plastic bags, or apply city-wide to all applications of bags.

Plastic Bags and Summit County Recycling:
The impact of single use plastic bags on the community's recycling program is well documented. The bags contaminate the recycling, clog recycling equipment, and contribute to litter when the bins are emptied by blowing away. There has been outreach on making the public aware of the impacts. This includes radio and newspaper interviews, and applying stickers to every curbside recycling bin. This outreach has had limited effect. According to Curb-It Recycling, a plastic bag ban would be very beneficial to their operations in reducing cost, labor, and litter.

Outreach to impacted businesses:

Staff has conducted outreach to the local managers of Fresh Market, Market at Park City, and Rite-Aid to understand their concerns. Here are the major concerns:

- Cost of paper bags compared to plastic: plastic bags cost significantly less than paper bags. Removing the choice of plastic bags will increase the cost of doing business.
- Use of Reusable bags: Fresh Market stated that they conducted a survey of use of reusable bags by customers. Less than 1% of customers entered the store with their bags. Also, Fresh Market incentivized reusable bags by selling the bags at cost. The sales of reusable bags were minimal.

Staff has also spoken with Dave Davis, President of the Utah Food Industry Association and the Utah Retail Merchants Association. These associations track bag legislation in Utah. He provided information on Senate Bill 244, and had questions about bag fee versus bag tax.

Single-use bag fee:
It is staff's understanding that the Utah Legislature would have to grant cities the ability to tax grocery bags. This current power does not exist, and therefore will not be considered.

Senate Bill 244 during Utah's 2017 legislative session proposed a bag fee on single use retail bags. This includes "retail bag, whether paper or plastic, designed for one use before disposal." This bill did not have a house sponsor and was not voted on.

Proposed Plastic Bag Ban Frequently Asked Questions (FAQ)
What is the proposed ban?

- It is focused on plastic bags less than 2.25 mil. These are the typical grocery store bags that customers have their groceries bagged in at the check-out. These types of bags have a negative impact on our recycling program, and contribute to litter.

What is exempt?

- Paper bags
- Reusable bags (washable and durable)
- Bags provided by pharmacists to contain prescription drugs
- Newspaper bags, door hanger bags, laundry-dry cleaning bags, or bags sold in packages containing multiple bags intended for use as garbage, pet waste, or yard waste bags;
- Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
- Contain or wrap frozen foods, meat, or fish, regardless of whether the items are prepackaged;
- Contain or wrap flowers, potted plants, or other items where dampness may be a problem; or

- Contain unwrapped prepared foods or bakery goods.
- Plastic bags used by businesses that are less than 12,000 square feet or that do not distribute groceries. Although the City discourages the use of plastic bags by these businesses, staff is not recommending a bag ban for these businesses.

What businesses are impacted?

- Stores over 12,000 square feet that distributes groceries. This is focused on the largest volume distributor of these bags. The stores impacted would be Fresh Market, the Market at Park City, and Rite-Aid.

Why not ban paper bags?

- While the production of paper bags does have an environmental impact, paper bags are currently recyclable in the Summit County curbside recycling program.

What about compostable plastic bags?

- Commercial composting systems are needed for a compostable plastic bag to break down. Currently, there are no commercial composting programs operating in Summit County. Also, compostable plastic bags and non-compostable bags are often mixed together, contaminating the composting system.

How successful are plastic bag recycling programs?

- Plastic bag recycling programs have varying level of success. The complication of looking at these programs are that plastic bag recycling rates are not directly identified, and are often mixed in with other thin-film plastics such as shrink-wrap and packaging material.
- Cal Recycle completed a study in 2009 that surveyed the use and recycling of plastic bags at grocery stores in California. It found a recycling rate of 3%.

Where in the United States have plastic bags been banned?

- There are 230 plastic bag bans in the United States in 21 states. Over 73% of these bag bans focus on bags less than 2.25 mil.
- There are no plastic bag bans in Utah.

What about special events and plastic bags?
Special Events Department has included a list of Sustainable Practices for all events to consider implementing this summer. One of the items includes removing plastic bags as part of a sustainable event strategy. Staff is currently meeting with several event applicants to discuss removing/reducing plastic bags in particular and how they can help move towards implementing sustainable solutions at events.

When would the ordinance go into effect?
The proposed ordinance would go into effect 45 days after being adopted by City Council. This is to allow stores time to use their current inventory, and replace it with bags that would comply with this ordinance.

How this could further the goals expressed in the General Plan

This program aligns with the General Plan:

5B Encourage efficient infrastructure to include water conservation, energy conservation, renewable resource technology, **decreased waste production**, green public transit, and increased road and pathway connectivity.

Recommendations for City Council to Consider

Option 1: Council pass draft ordinance (Attached)

Pros

- This will significantly reduce the distribution of the most common plastic bag
- This will set an example for other communities in Utah to follow
- This will narrowly define the disposable plastic bags
- Many of our tourists/guests come from jurisdictions/Countries that do not use plastic bags and they are used to shopping without them

Cons

- This will not eliminate all single-use plastic bags
- This will not impact grocery stores in the region not located within city limits
- This ordinance could trigger a reaction by the Utah Legislature similar to idling.
- This could increase the operating cost for grocery stores in Park City.
- Some visitors may be inconvenienced when they are not aware of the restriction
- Some shoppers find plastic bags more convenient for certain products; bad weather and public transportation

Option 2: Direct staff to work with Utah legislature on bag fee/ban legislation

Pros

- This could create state-wide solution
- Bag fee bills have been introduced. Park City's support could help sway legislators to pass a bill.

Cons

- Bag fee bills have not passed.
- This could not reduce impact on recycling systems and litter if a fee was passed.

Option 3: Council encourage use of reusable bags

Pros

- This will give stores multiple ways to comply without removing options for customers
- This option would still aim to reduce the use of single use bags through awareness

Cons

- Council has passed resolutions to encourage reusable bag use
- This could not reduce impact on recycling systems and litter

Option 4: Encourage voluntary fee collected by grocery stores

Pros

- This could provide small financial disincentive to use plastic
- Fees could be used to reduce litter, aid in recycling efforts, or other priorities the grocery stores see fit

Cons

- A program like this would be challenging to monitor and enforce
- This could not reduce impact on recycling systems and litter

Option 5: Council takes no action

Department Review

Sustainability, Legal and Executive

Funding Source

No funding is required at this time.

Attachments

Draft Ordinance

Ordinance 2017-21

AN ORDINANCE ADOPTING TITLE 6 HEALTH; NUISANCE ABATEMENT; NOISE, CHAPTER 1 ABATEMENT OF GARBAGE AND OTHER DELETERIOUS MATERIAL, SECTION 13 BAN OF THE DISTRIBUTION OF DISPOSABLE SINGLE USE PLASTIC BAGS (LESS THAN 2.25 MILLIMETERS IN THICKNESS) IN THE PARK CITY MUNICIPAL CODE

WHEREAS Park City has an obligation to protect the environment, public health, and the economy.

WHEREAS disposable single use plastic bags increase litter which adversely impacts wildlife and water quality.

WHEREAS disposable single use plastic bags negatively impact recycling equipment and are a large source of contamination of recycling. Plastic bags are seldom recycled through proper channels.

WHEREAS compostable plastic single use bags as currently manufactured do not solve the above-mentioned statements of litter and recycling contamination. These bags are manufactured to remain intact until placed in a professional compost facility. Compostable plastic single use bags are often mixed with non-compostable single use bags, which prevent them from composting.

WHEREAS options to replace the disposable plastic bags are readily available that are recyclable or reusable.

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

<u>SECTION 1.</u> Adoption. Title 6 Chapter 1 Section 13 of Park City Municipal Code is hereby adopted as follows

6-1-13 BAN OF THE DISTRIBUTION OF DISPOSABLE SINGLE USE PLASTIC BAGS (LESS THAN 2.25 MILLIMETERS IN THICKNESS)

(A) DEFINITIONS
  (1) ”Disposable single use plastic bag” means a bag made from either non-compostable plastic or compostable plastic provided by a business to a customer at the point of sale for the purpose of transporting goods that is less than 2.25 millimeters in thickness according to ASTM D6988-08 or ISO 4593-1993 or ISO 4591:1992 standards. The term "disposable plastic bag" does not include:

a. Bags provided by pharmacists to contain prescription drugs
b. Newspaper bags, door hanger bags, laundry-dry cleaning bags, or bags sold in packages containing multiple bags intended for use as garbage, pet waste, or yard waste bags;
c. Reusable bags that are made of cloth or other machine washable fabric that has handles, or a durable plastic bag that is at least 2.25 mil thick with handles and is specifically designed and manufactured for multiply use. The bag shall not contain lead, cadmium or any other heavy metal in toxic amounts
d. Disposable paper bags; or
e. Bags used by consumers inside stores to:
    i. Package bulk items, such as fruit, vegetables, nuts, grains, candy or small hardware items;
    ii. Contain or wrap frozen foods, meat, or fish, regardless of whether the items are prepackaged;
    iii. Contain or wrap flowers, potted plants, or other items where dampness may be a problem; or
    iv. Contain unwrapped prepared foods or bakery goods.

(2) "Large Grocery" is a retail business that is located in a permanent building containing retail space that: a) operates year round as a full line, self-service market offering for sale staple foodstuffs, meats, produce, or other perishable items; and b) is over 12,000 square feet. Large Grocery is defined as Large Retail, and falls under Retail and Service, Commercial-Major as defined in Land Management Code Title 15, Chapter 15, Section 1.220 (B).

(B) PROHIBITION

It is unlawful for any Large Grocery to distribute disposable single use plastic bags to customers. Recyclable paper bags or reusable bags should be made available to customers.

(C) ENFORCEMENT

The City Manager or his/her designee(s) shall have the primary responsibility for enforcement of this Section. If the City Manager or his/her designee(s) determines that a violation of this Article has occurred, he/she shall issue a written warning notice to the Store that a violation has occurred. Subsequent violations of the Article shall be subject to the penalties set forth below.

Violations of this Section shall be an infraction punishable by fines as follows:

(a) A fine not exceeding $250 for the first violation following a written warning in a one-year period;

(b) A fine not exceeding $500 for the second and each subsequent violation in a one-year period.

SECTION 2. EFFECTIVE DATE: This Ordinance shall be effective 45 days after adoption by the City Council.

PASSED AND ADOPTED this 11th day of May, 2017.

PARK CITY MUNICIPAL CORPORATION

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Mayor Jack Thomas

Attest:

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Michelle Kellogg, City Recorder

Approve as to Form:

____

Mark Harrington, City Attorney

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Code Enforcement staff has multiple tools of enforcement including verbal warnings, criminal citations (with the assistance of an officer), Administrative Code Enforcement (ACE) citations and stop work orders. Each of these methods of enforcement has benefits and are applied dependent on the circumstance.
Recently, specific concerns have been raised regarding topics such as noise, construction mitigation, gravel and specific conditions of approval for projects. Staff has considered those concerns within the recommendation and proposes to prioritize them in future enforcement efforts.

Respectfully:

Michelle Downard, Deputy Chief Building Official

PARK CITY 1884

City Council Staff Report

Subject: Code Enforcement- Prioritization and Levels of Service
Author: Michelle Downard, Deputy Building Official
Department: Building Department
Date: May 11, 2017
Type of Item: Informational

Summary Recommendation
Staff requests Council discussion on what Council's desired code enforcement level of service to achieve. Specifically, staff would like Council to provide direction on the following:

- the level of service from code enforcement (proactive, complaint based or both);
- prioritization responsibilities; and
- the level of assertiveness code enforcement action should be.

Staff recommends for the current hybrid of strategic code enforcement, primarily complaint based with proactive enforcement for key concerns, continue with the highest priority being adjusted for construction mitigation, Planning Commission conditions of approval, noise and community outreach. Staff finds that this level of code enforcement has the ability to balance and adjust to community concerns while also being the most effective.

Executive Summary
Conceptually and quite generally, there are three categories of approaches to code enforcement:

1. **Proactive Code Enforcement**: Code enforcement staff regularly conducts visual surveys throughout the community to identify and rectify code violations. Requires the highest staffing level.
2. **Hybrid or Strategic Code Enforcement**: Primarily complaint based with additional specific high priority area focus. The high priority areas of focus can either be ones of specific community concern (construction mitigation, noise, etc.) or a geographic focus.
3. **Reactive Code Enforcement**: Nearly exclusively complaint-based. This requires the lowest staffing level.

Park City's approach falls in the middle category of Hybrid or Strategic Code Enforcement.

Code Enforcement staff has multiple tools of enforcement including verbal warnings, criminal citations (with the assistance of an officer), Administrative Code Enforcement (ACE) citations and stop work orders. Each of these methods of enforcement has benefits and are applied dependent on the circumstance.

Recently, specific concerns have been raised regarding topics such as noise, construction mitigation, gravel and specific conditions of approval for projects. City Council has requested a work session on Code Enforcement level of service to understand pros and cons of the primarily complaint based system; what other options might be available, as well as the pros and cons of other systems.

Acronyms

- ACE- Administrative Code Enforcement (Citation)
- CMP- Construction Mitigation Plan
- LMC- Land Management Code
- SWPPP – Storm Water Pollution Prevention Plan

Background

Tools of Enforcement

Code Enforcement has the ability to pursue enforcement action in the form of Criminal Citations, ACE Citations or Stop Work Orders.

Verbal Warnings are provided as appropriate for first time, less egregious offenses. Generally, violations are resolved and do not escalate to additional enforcement action.

Criminal Citations can only be done with the assistance of a police officer and are processed through the Justice Court. In 2016, the state legislature limited most violations regarding work without a building permit to infractions, punishable by a maximum fine of $750. Otherwise, violations of the LMC are class C misdemeanors (same $750 fine limitation; 90 days jail).

ACE Citations are one of the most common forms of enforcement for code enforcement. ACE was codified on June 15, 2006 (Packet, pg 31) and designed consistent with the model established by West Valley City. It provided the City with an alternative to prosecute enforcement violations under a civil process rather than the criminal process. This helped to alleviate workload within the local justice court while still holding the responsible party accountable. An additional benefit is that civil action doesn't necessarily result in a criminal history unless staff has to pursue it that way.

It allows staff to assess fees for violations, in accordance with the adopted fee schedule, of $100 per violation per day, restitution and abatement action. These fees were never intended to be revenue generating, but a deterrent to violations. In comparison, West Valley City's fees vary from $25 to $1,000 dependent on the circumstance. Park City Municipal received ACE Fees totaling $1,500 in FY16 and $1,600 in FY15. <u>Council may recommend that the fee be further explored for adjustment.</u>

ACE Citations are regulated by the Utah State Law 10-9a-803 (3), which requires that municipalities provide the owner a reasonable opportunity to cure a noticed violation prior to imposing a penalty. This legislation was specifically drafted as a result of actions in other jurisdictions within the State of Utah who were being more aggressive with enforcement action (fees and citations). This resulting State Law implemented limitations on local jurisdictions' enforcement procedures and decriminalization of code enforcement. Additional enforcement personnel would not have the ability to alter this enforcement process.

10-9a-803. Penalties -- Notice.

(3) Prior to imposing upon an owner of record a civil penalty established by ordinance under authority of this chapter, a municipality shall provide:

(a) written notice, by mail or hand delivery, of each ordinance violation to the address of the:

(i) owner of record on file in the office of the county recorder; or

(ii) person designated, in writing, by the owner of record as the owner's agent for the purpose of receiving notice of an ordinance violation;

(b) the owner of record a reasonable opportunity to cure a noticed violation; and

(c) a schedule of the civil penalties that may be imposed upon the expiration of a time certain.

Stop Work Orders are utilized on construction sites in accordance with the Municipal Code of Park City 11-14-8.

11-14-8 Enforcement And Penalties

This Chapter shall be primarily enforced by the Building Official, with the assistance of the Police Department. When probable cause exists to believe a violation has been committed, the Building Official may issue a stop work order on any construction project until the violation is eliminated or the court finds that no violation exists.

Regardless of the form of enforcement, the responsible party has a legal right to due process and the City is required to produce the evidence supporting the enforcement action. Therefore, Code Enforcement cannot take enforcement action on a violation they did not witness where there is a complainant/witness who declines to produce evidence of the violation (written witness statement, recording, etc.)

Currently, staff allows and investigates anonymous complaints. Staff feels that it is necessary to provide service and to respect that some individuals do not want to get involved in neighborhood feuds. However, as a result of the anonymity, staff is not able to contact the complainant with the disposition of the investigation or any resulting enforcement action. Similarly, this can result in the inability to enforce due to lack of evidence as referenced above. Council may provide direction to change the current approach on anonymous complaints.

Analysis

The Evolution of Code Enforcement

For many years, code enforcement has been constantly evolving in order to respond to fluctuating concerns. Staff finds that it is essential to hold responsible parties accountable and serve and protect the public. As time has progressed, the number of code enforcement officers has increased, job priorities have adjusted and been expanded on an ongoing basis. This trend of evolution has been ongoing and in response to community concerns as they evolve and change with time. Therefore, it will be appropriate for code enforcement to further evolve in the future. In kind, staff is supportive to adjust enforcement efforts to adjust to current concerns.

Park City code enforcement is located within the Building Department. This is a direct result of the intent to maintain a high symmetry with code enforcement and building safety and mitigation. However, code enforcement (education, enforcement action, clarifying codes, etc.) is performed by not only Building Department staffers, but also Parking Enforcement, Police, Engineering and Planning. Therefore, staffers recognize the heightened need to coordinate and communicate efforts. When complaints are received, they may be handled by any one of these departments. The responding department is determined by who first noticed the violation, the hours of day, the nature of the complaint and consideration of the appropriate enforcement action. For example, Police will often refer a landscaping complaint to code enforcement and code enforcement will refer a China Bridge parking complaint to Parking Enforcement. Any change in code enforcement staffing will necessitate direction from Council in what field to prioritize enforcement efforts to ensure that it is allocated to serve the intended purpose.

Park City code enforcement is a hybrid model of strategic code enforcement, primarily complaint based with limited capacity to be proactive on specific, high priority topics. This form of enforcement has consistently been the case for many years with the intent to gain compliance while not being punitive.

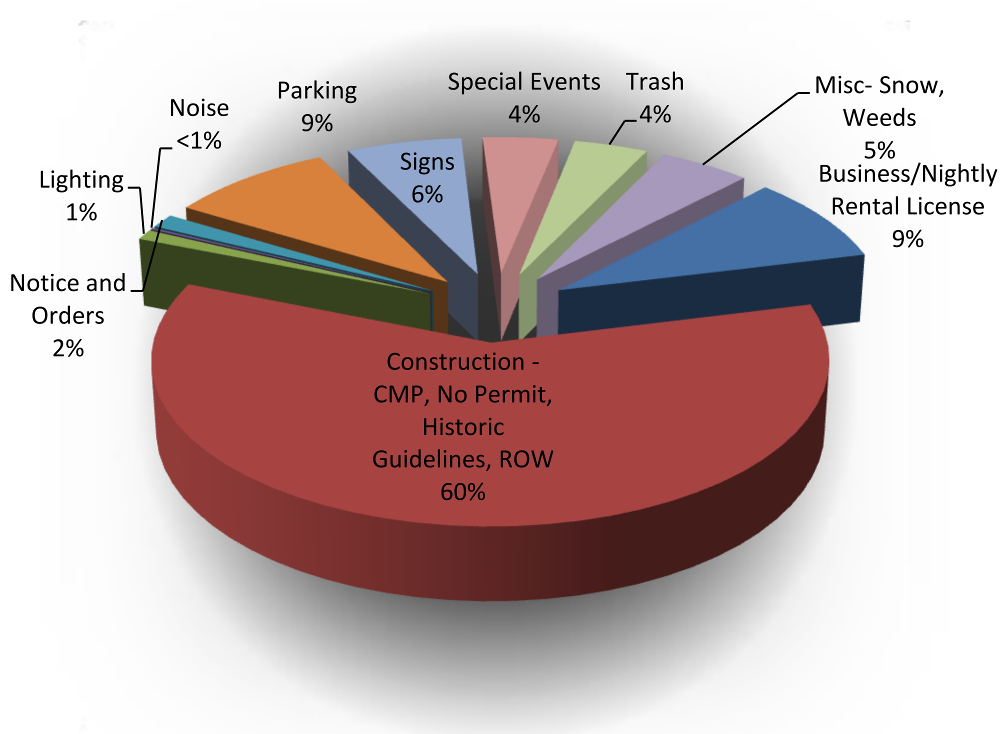
Park City currently employees three Code Enforcement Officers in the Building Department. Job duties and coverage are shared amongst all three. Each code enforcement officer manages his or her time between the field and office. Job duties are shared with each officer having his or her own individual strengths such as Notice and Orders (for dangerous buildings), Land Management Code (signs and zoning) and field inspections (Storm Water Pollution Prevention Plan and Limits of Disturbance).

Prior to August 2007, Park City had one (1) Code Enforcement Officer. Code violations were very similar to the current discussion and included construction activity without permits, unapproved road closures, noise and signs. At that time, as the City and community grew, a second code enforcement position was created to maintain levels of service. In July 2012, code enforcement expanded their hours of coverage to include some nights and weekends. This was a result of a concern that violations (including temporary signs and construction work without permits) were occurring on nights and weekends to avoid enforcement action. However, after several months of night and weekend enforcement, staff determined that these hours were less affective due to a lack of violations in comparison to weekday shifts. For example, very few construction sites are active, trash has generally been serviced for the week and more businesses are closed than during the week, including many city departments. Additionally, a resolution is not always available and enforcement action is limited to providing a recommendation for the responsible party to follow-up during the next work week in order to get a business license, pay a citation fee, obtain a permit, etc. In June 2016, an additional (third) code enforcement officer position was added, resulting in the three (3) current code enforcement positions. The intent was to add a code enforcement officer to specifically focus on nightly rental enforcement. However, due to changing State Legislation, this position was soon adjusted to be more consistent with the other broad scoping code enforcement positions and to help supplement existing staff in anticipation of implementing the state mandated MS4 (stormwater) standards (which required reoccurring SWPPP inspections).

It is important to note that while Park City's strategic code enforcement approach is primarily complaint based with high priority focus on specifically defined areas, if a staff member from Community Development (Building, Planning, Housing, Engineering & Transportation Planning) notices a code violation through the normal course of business, that staff member will take a proactive approach and report that code violation to the City's code enforcement team.

Strategic Priorities

Code enforcement's complaints file workload for the past 3 years (2014, 2015 and 2016) has been compiled here to identify how code enforcement has been investing resources.



Code Enforcement adjusts priorities and phases of enforcement as a result of community concern and needs. For example, based on direction from City Council, code enforcement prioritized a substantial amount of time conducting outreach and enforcement of trash receptacles in 2015.   The rotating phases of enforcement include special events, such as Sundance and Arts Fest, during which code enforcement adjusts schedules and provides event enforcement outside of regular schedules. In addition, code enforcement phases are adjusted as a result of seasons, which directly affect the types of violations (including snow plowing vs. noxious weeds).

Staff recommends that future priorities are adjusted to more proactively enforce construction mitigation (including incorporating conditions of approval into CMPs), noise and community outreach. Code Enforcement's working priority matrix is provided below with recommended changes listed in red.

Strategic Code Enforcement Priorities with Proposed Changes

Tier 1	Tier 2	Tier 3
-Response and follow-up to Individual Complaints -Work w/o Permits **-Construction Site (CMP) Enforcement in the Field** **-Noise**	-Sign Enforcement -Special Event/Holiday (outside normal hours coverage) **-Snow Shoveling, Landscaping, Weeds** **-Community Outreach**	-Business License and Nightly Rental Enforcement -Housing Code Violations -Abatement of Distressed Properties
-LOD inspections (scheduled) -Drafting CMPs (including covering front counter each morning) -MS4 inspections	**-Land Management Code- property lines, setbacks, fences, drainage** -ROW issues (road closures, staging in ROW)	- Trash Receptacles -Training/UOCA Involvement

Levels of Service

As stated above, code enforcement is constantly evolving in order to respond to concerns. If an adjustment in priorities is not adequate to address current concerns, Council may find that the level of code enforcement needs to be adjusted in the form of staffing and resources. Additional staffing and resources would result in an increased level of code violation detection. However, the enforcement process of providing the responsible party with a reasonable opportunity to cure the violation will remain the same, consistent with the State Law listed above.

The performance standards for Budgeting for Outcomes identified both a 24 hour response to complaints (currently on track to meet the goal of 80%) and the number of complaints initiated as a result of proactive enforcement vs. complaint based (currently on track to meet the goal of 40%). Council may provide staff with direction if these performance measures meet the general level of service that code enforcement should provide.

Cost Per Code Enforcement Officer

Salary ($16.19 - $24.15/hr) and Benefits	$93,310
Computer (Hardware & Software), Cell Phone & Supplies	$5,000
Vehicle	$23,000
Total	**$121,310**

If Park City were to add additional code enforcement officer(s), those staffers could be primarily focused on proactive enforcement in the field throughout the City.

As with all increases in level of service, the increase in code enforcement personnel would have an associated cost. This increase would impact the general fund and current budget recommendations, which have already been identified for FY18. Additionally, Vehicle requests require the Park City Municipal Fleet Committee to complete an assessment and recommendation.

Increasing the Level of Service of Code Enforcement & moving to a proactive Code Enforcement system

Pros

- Maintain a consistently, cleaner community.
- Reduce code violation complaints.
- Reduce neighbor vs. neighbor conflict.
- Codes being enforced more uniformly.
- Catching violations early, when they are smaller in scale resulted in simpler and less costly resolutions (construction projects, unsightly properties, etc.)
- An ability to conduct more outreach and education with the community and interact on a casual/educational basis in the field rather than only when there is a problem
- An ability to provide property owners reasonable time to remedy violations, without the pressure of a complainant who has expectations for a quick resolution
- Reduced citizen frustration and complaints
- Quick response to complaints

Cons

- Creation of a perception of being constantly policed for victimless crimes (due to lack of complainant).
- Difficult transition during the learning curve with increased enforcement and workload prior to becoming completely proactive.
- Changes in existing service or personnel would impact the general fund and budget recommendations, which have already been identified for FY18
- Community resentment toward strict enforcement.
- In the past, Night and weekend code enforcement has not been able to find as many violations as day shifts.
- Resident frustration and possible push back for higher levels of code enforcement action, contrary to past enforcement standards.

- Additional personnel would not have the ability to alter the citation process as that will still be required to be compliant with State Law and first give a warning.

In summary, some members of the community will be pleased with a greater level of code enforcement, while others will be unhappy and claim that the community character has changed.

The Park City Homebuilders helped to collect feedback regarding the topic. It should be noted that these comments are not the official position of the Park City Homebuilders Association. Feedback included:

- I think these building departments in general do just fine with code compliance in most areas.
- Mitigation requirements are not too strict.
- General contractors and their employees are like little kids; they will try and get away with everything and anything.
- Construction sites are like low income housing. No one wants it next door.

Specific Concerns

Noise Both code enforcement (within the Building Department) and Police respond to noise complaints depending on the hours of day. Staff, specifically Police, have responded, both recently and historically, to noise concerns. Staff has responded by researching current enforcement standards, which resulted in the following recommendations:

- Consider amendments to the current Park City Noise Ordinance to promote best practices by minimizing conflicts in neighboring commercial and residential zones and to enact sound legislation that is able to withstand constitutional scrutiny, and is able to be consistently enforced and understood;
- Purchase new sound level meters that meet American National Standards Institute S1.4-1983 standards which would be calibrated on an annual basis (coordinating with Police)
- All operators would complete training for calibration and operation (coordinating with Police)
- Code Enforcement and Police would maintain a log of received complaints
- Adjusting the form of enforcement (proactive vs. complaint based) in response to community concerns

Construction Mitigation Plans Construction mitigation plans were codified in 1998, Ord 98-18, pg 143. The City increased the CMP requirements substantially following the 1997 General Plan adoption and community vision process leading up it. Amendments to the City Code CMP requirements were expanded and codified in 2002, Ordinance 02-32, pg 79 in order to address soil erosion and limit of disturbance fencing. The Park City Municipal Code 11-14-4, regarding CMP requirements, has otherwise remained the same including construction hours, construction site requirements, road closures and parking.

On November 17, 2016, Council discussed CMPs (specifically in Old Town) and staff's efforts (see packet, pg 6). Since that time, staff has maintained CMPs as a high priority. A code enforcement officer is available each weekday during over the counter permit hour (8:00AM to 12:00PM) to speak to contractors about the CMP conditions on their specific site and to draft those specific conditions into the CMP document for the contractor to sign. While the general number of permits in 2016 is less than 2006 and 2007, the increased CMP efforts from staff have resulted in a 357% increase in the number of CMPs. (The CMP average for 2006 and 2007 was 56 CMPs per year compared to 200 CMPs in 2016.)

Unfortunately, staff has found that the conditions of approval for specific sites are not always being incorporated within the CMP document. The conditions of approval remain the same, intact and enforceable. However, the neighboring residents are not always aware of the conditions of approval to be able to complain when a violation occurs. Additionally, the lack of conditions listed within the CMP created staff confusion and unfamiliarity with the conditions. Staff has therefore recommended that these conditions of approval be incorporated into the prioritization recommendations as listed below.

Staff finds CMPs to be helpful to put contractors on notice and provide education regarding job site expectations. Of western resort towns, very few jurisdictions, only Telluride and Park City, require CMPs. By requiring the documents, violations are likely prevented. Therefore, staff feels that Park City is already providing a higher level of service. Council may provide staff with direction if this direction meets general level of service that code enforcement should provide.

Gravel As a result of recent enforcement action and the subsequent community concerns, Park City's gravel ordinance has been a topic of discussion for both staff and the Planning Commission. (Notices of violation had been issued to multiple properties throughout the City regarding gravel and parking, most of which were a result of complaints.) The resulting dialogue identified community concerns regarding the City Code. As a result, a temporary stay of enforcement was put into place and code enforcement has since not been prioritizing enforcement on gravel while the form of the future ordinance is under discussion. Staff did not intend to cause additional community alarm by proactively enforcing the current standard, forcing residents to change their properties to be consistent with standards that are proposed to be amended. Council may provide staff with a recommendation to prioritize this enforcement should they feel that this is not appropriate.

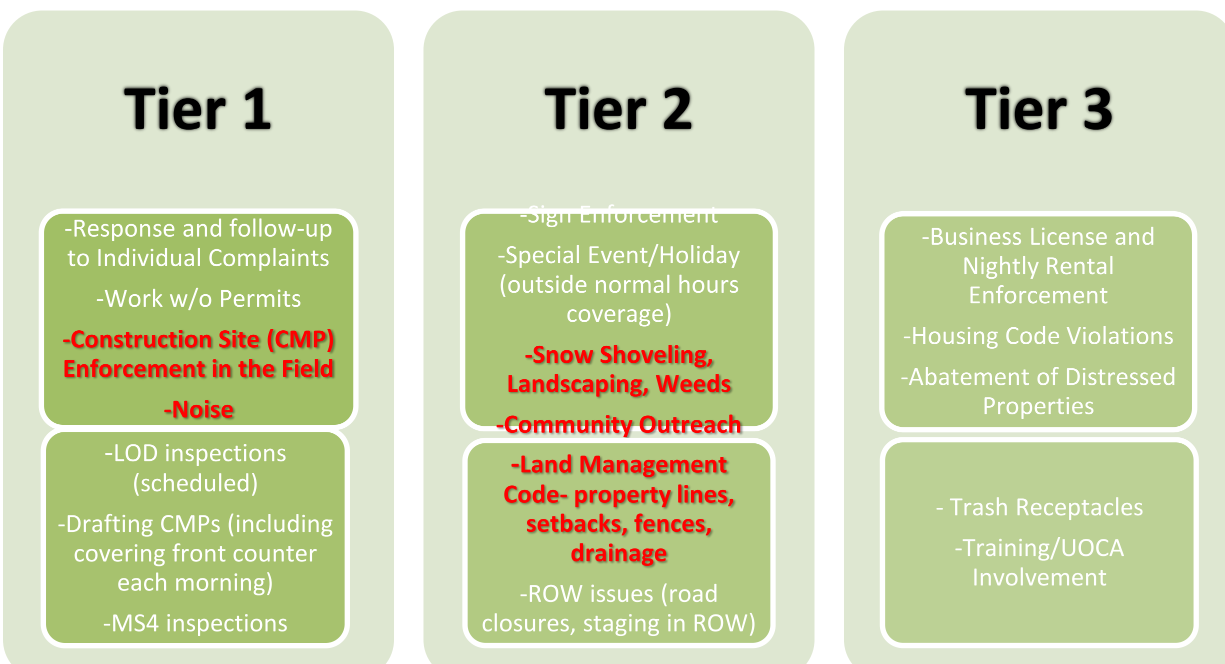
City Council Feedback for Staff

Staff requests the City Council have a discussion on the goals they would like to see achieved through code enforcement. . Specifically, in addition to any other direction Council would like to provide, staff would like Council to provide direction on the following:

- the level of service from code enforcement (proactive, strategic (primarily complaint-based with focus on specific high priority areas, or strictly complaint based)
- If Council agrees with the prioritization tiers found on page 6 and 10 of this report
- the level of assertiveness code enforcement action should be
- If there are areas of specific high priority Council would like to see, such as the ones proposed in the Strategic Code Enforcement Priorities with Proposed Changes graphic, above.
- If there are specific geographic areas where proactive code enforcement would make more sense or if Council would like to consider a geographically limited pilot program for proactive code enforcement (additional resources would be needed for a pilot program)

Staff Recommendation

1. **Staff Recommendation:** Adjust Code Enforcement Priorities or Phases of Enforcement
2. Staff recommends for the current hybrid of strategic code enforcement (primarily complaint based with proactive enforcement for key concerns) continue with the highest priority and focus being adjusted to construction mitigation, Planning Commission conditions of approval, noise and community outreach, per the aforementioned three tiers. Staff finds that this level of code enforcement has the ability to balance and adjust to community concerns while also being the most effective. This also allows City Council and staff to respond to community concerns which can change over time. The City of Shoreline, Washington has a similar hybrid strategic code enforcement program: http://www.shorelinewa.gov/home/showdocument?id=13163



Pros

a. Focus on the Council's and Community's concerns

Cons

b. Changing code enforcement priorities often can confuse the community

2. **Alternative 1:** Increased level of service- Add code enforcement officer(s) for an increase level of enforcement. (Pros and Cons as listed above)

3. **Alternative 2**: Seriously consider moving to a proactive enforcement strategy & ask staff to return to Council during next year's budget process with a proposal for moving to a proactive strategy

   Pros
   - Allows staff to gather specific feedback from stakeholder groups regarding their perspectives on moving from a primarily complaint based system to a proactive one. Stakeholders could include business groups such as the Chamber, Historic Park City Alliance, Lodging Association and Restaurant Association as well as community groups and community members.
   - Gives community and staff time to develop a program, after the busy summer building season.
   - Allows sufficient time to develop the required staffing model
   - Recognizes that true proactive code enforcement is a new program, not simply additional staffing

   Cons
   - Will not be quick enough for some community members
   - A future elected body may not want to fund this approach

Should City Council wish to change the Level of Service to a proactive system of enforcement, it is important to realize that adding Code Enforcement Officers alone is not enough. Staff will need time to work on program design, administrative guidelines to avoid 'enforcee' perception of being targeted, staff training and, also important, community and stakeholder engagement and education. For example, the City of San Luis Obispo has provided this public information flier to residents: http://www.slocity.org/Home/ShowDocument?id=4510

Although the adopted 2014 General Plan does not specifically address the role code enforcement plays in our community goals, it does include the policy guidance for adding or revising our Land Management Code through its intent to protect the community and neighborhoods, stay environmentally, culturally, and economically vibrant, and maintain the 'Park City' quality of life enjoyed by or residents and guests.

Funding

Funding will be dependent on Council direction and as listed above ($121,310 for each additional enforcement officer). Council will be presented with the City Manager's Recommended Budget on May 11, which does not include any code enforcement level of service level increases. It should be noted, there has not been any budget request for code enforcement. Any additional budget increases outside of the recommended budget will likely result in a decrease somewhere else.

Department Review

The Budget, Parking/Fleet, Police, Engineering, Legal, Planning, Executive Department have reviewed this report.

Exhibits

Exhibit A – A Sampling of Code Enforcement in other Communities

Exhibit A

A Sampling of Code Enforcement Level of Service in other Communities

Staff has been in communication with eight other Code Enforcement divisions including Durango, Aspen, Telluride, Moab, Vail, Heber, Vernal and Summit County to understand how job duties and priorities varied.

- **Proactive vs. Complaint Based-** All contacted jurisdictions are currently complaint based. However, Durango was previously proactive. As the community grew and staffing levels remained the same, code enforcement has become more complaint based.
- **Priorities-** Priorities varied between jurisdictions. For example, Aspen prioritizes enforcement in the downtown core area to maximize the attractive presentation of the streetscape.
- **Construction Mitigation Plan (CMP)-** Telluride, Colorado was the only jurisdiction contacted that has construction mitigation plans, which address topics such hours of work, project fencing, parking, dust and noise. Wasatch County and Summit County enforce against construction sites through their Police/Sherriff Departments, strictly on a complaint basis and do not regulate hours, noise, signs or other standard conditions within Park City's CMP document.

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

City Council should review and consider the proposed terms and conditions associated with a Purchase Agreement authorizing the purchase of eleven (11) newly constructed units located at 1893 Prospector Avenue in the amount of $4,328,000. The Purpose of the acquisition is to provide for affordable housing needs.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council
Staff Report

Subject:	**Affordable Housing Acquisition- Central Park Condos Avenue**
Author:	**Heinrich Deters Property, Real Estate, Trails and Open Space Manager and Anne Laurent, Community Development Director**
Department:	**Sustainability and Community Development**
Date:	**May 11, 2017**
Type of Item:	**New Business-Property Acquisition**

Summary Recommendation
Staff requests Council approve the proposed terms and conditions associated with a Purchase Agreement (Attachment I- Real Estate Purchase Agreement) in the amount of $4,328,000 to acquire eleven (11) newly constructed units located at 1893 Prospector Avenue, for the purpose of affordable housing. (Attachment I- Map)

Executive Summary
City Council should review and consider the proposed terms and conditions associated with a Purchase Agreement authorizing the purchase of eleven (11) newly constructed units located at 1893 Prospector Avenue in the amount of $4,328,000. The purpose of the acquisition is to provide for affordable housing needs.

Background:
City staff first began discussions with the sellers regarding purchase of the Central Park Condos project in February 2016 in response to received proposal letter. Council direction to staff was to perform due diligence on the project's market value and amount of subsidy required to re-sell the units as deed restricted affordable housing units. Additionally, Council requested discussions with the developer on options for achieving a net-zero energy projects.

On April 25th, Mr. Peabody LLC agreed to final terms associated with the acquisition of the property, which included components of Council's requested energy related improvements.

Affordable housing is one of City Council's three Critical Priorities and has been an annual City Council goal since the early 1990s. In 2016, Council established a goal of 800 additional affordable units by 2026 with an interim goal of 220 units by 2020.

A Housing Needs Assessment completed in the fall of 2016 by James Wood of the University of Utah states that the City needs both rental and for-sale housing. Based on existing affordable stock and the economic profile of the workforce currently commuting, new units should be targeted to households at 30-60 percent of AMI for rental properties $26,500 to $53,136 in annual income) and 60 to 100 percent of AMI for homeownership units ($53,136 to $88,560 in annual income).

Analysis:
The Central Park City Condominiums project is located at 1893 Prospector Avenue, and owned by Mr. Peabody, LLC. Hank and Ehlias Louis are the majority owner of the LLC. The project design includes 11 units and is nearing the final design phases. The owner offered a pre-sale of all 11 units to the City at a (10 - two bedroom units, and 1 - studio unit) for the purposes of created affordable housing.

The Central Park Condominium project breakdown is as follows:

- 3 units are two bedroom, two bath units and 1050 square feet
- 7 units are two bedroom, one and a half bath at 855 square feet
- 1 studio unit is 500 square feet.
- Each unit also has a storage locker (a “toy” locker big enough to fit 2-3 bikes, boxes, skis, etc.).

The project has received Planning Commission approval and is currently under construction with a grading and foundation building permit. The project construction is a twelve month endeavor completing in the summer of 2017. If the City were to purchase all units, all 11 would be deed restricted in the City standard manner including limits on property value appreciation and targeted sales to Park City’s workforce.

Purchase of the units would also allow the City to include language to the Declaration of Covenants, Conditions and Restrictions (CC&Rs) to keep the housing units affordable long term.

Parking is located on the main level and the new housing structure built above the parking. The parking management is governed by the Prospector Square Property Owners Association and will remain in their control even while specific parking slots will be assigned to units in the building.

Attachment 3 includes a site plan, floor plans, and elevations of the project.

The project received Planning Commission approval of the Master Planned Development application on July 8, 2015; received a building permit June 10, 2016; and is currently under construction and is scheduled to be completed by October 2017. The City intends to purchase all units, which would be deed restricted in the City standard manner including limits on property value appreciation and targeted sales to Park City’s workforce.

The energy efficiency upgrades include improvements to the building envelope which anticipate a 15% decrease in carbon emissions, all appliances are energy star rated, plumbing fixtures are low flow and a 25kW solar array will provide one third of the electric power load.

The purchase price of the units including the energy efficiency upgrades is $393,000 per unit average with a range between approximately $250,000 and $450,000 depending on the unit size. The square foot purchase of the building is $450/SF. The anticipated re-sale of the units by the City to qualified buyers is anticipated to be between $160,000 and $363,000 based on the size of the unit and income qualification. Pricing options for the re-sale of deed restricted affordable units are as follows:

Central Park Condos

		AMI		
Unit Type	**Family Size**	**60%**	**80%**	**100%**
Studio	1	$160,004	$213,340	$266,672
2 br/1.5 bath	2	$182,863	$243,816	$304,769
2br/2 bath	3	$205,769	$274,359	$342,948

Comparable active residential listings in the Prospector area denote an average of $421/SF cost/listing price. That said, it is important to note, that these comparisons are for existing units and not new construction. Additionally, the current square foot costs associated with the City's 1450-1460 project is anticipated to be $450/SF.

The proposed purchase agreement provides for a $100,000 earnest payment (Deposit) within five days of the effective date (signing). Closing is currently set for October 15, 2017.

Goal seven of the General Plan states "Create a diversity of primary housing opportunities to address the changing needs of residents" and goal eight states: "increase affordable housing opportunities and associated services for the workforce of Park City" (Link here to pages 70-77 of the Sense of Community section of the General Plan) All efforts and issues identified here are to increase the number of units affordable to members of Park City's workforce. General Plan objectives that are addressed by this work include:

- 7A - Increase diversity of housing stock to fill void within housing inventory.
- 7E - Create housing opportunities for the city's aging population.
- 8A - Provide increased housing opportunities that are affordable to a wide range of income levels.
- 8C - Increase housing ownership opportunities for workforce within primary residential neighborhoods.

The following projects currently in construction of design are making good progress on the City Council's affordable housing goal:

Project	Total Units	% of Goal
Park City Heights	14	
1450-1460 Park Avenue	8	
Central Park	11	
Woodside Park Phase I	13	
Woodside Park Phase II	55	
Total	**101**	**12.63%**

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

Alternatives:
Council may request staff to return with more information, or no longer pursue the purchase of Central Park Condos.

Significant Impacts:
The projects discussed in this report are within the scope of the current five-year housing plan approved by Council in February in 2016. Funding was approved in the five-year CIP for projects of the nature described in this report.

Funding Source:
Funding for this project has be allocated and approved by City Council as part of the five-year capital improvement plan. Funds as approved are part of the City's affordable housing plan. This project has a budget of $4,328,000. The total project budget comes from the LPA RDA; therefore all units must meet the affordable housing requirement. Funds received from sale of the units will be received in the LPA RDA to be reallocated for future affordable housing projects or other projects allowable as part of the RDA.

Recommendation:
Staff requests Council approve the proposed terms and conditions associated with a Purchase Agreement (Attachment I- Real Estate Purchase Agreement) in the amount of $4,328,000 to acquire eleven (11) newly constructed units located at 1893 Prospector Avenue, for the purpose of affordable housing.

Attachments:
1 - Map- 1893 Prospector Avenue
2 - Real Estate Purchase Agreement
3 – Project Site Plan, Floor Plans and Elevations

Attachment 1- Map

Attachment II- Real Estate Purchase Agreement

Attachment III– Project Site Plan, Floor Plans and Elevations

Real Property Purchase Agreement

THIS REAL PROPERTY PURCHASE AGREEMENT (this "*Agreement*") is entered into effective ________________, 2017 (the "*Effective Date*"), between PARK CITY MUNICIPAL CORPORATION, a Utah municipal corporation, ("*Buyer*"), and MR PEABODY LLC, a Utah limited liability company, ("*Seller*"), for the purchase and sale of the Central Park City Condominiums. Buyer and Seller (each a "*Party*" or collectively the "*Parties*") acknowledge and hereby agree to the following:

R E C I T A L S:

A. Seller owns that certain real property located at approximately 1893 Prospector Avenue, Park City, UT, 84060, Parcel # PSA-25b-R, and all improvements made and to be made by Seller thereon prior to Closing, the legal description of which is attached hereto as Exhibit "A" (the "*Property*").

B. Seller is currently developing the Property by constructing a condominium complex to be known as Central Park City Condominiums (the "*Condo Project*"), pursuant to those certain plans and specifications, Building Permit #BD-16-22410 (the "*Plans and Specs*"). Seller's improvements to the Condo Project are expressly included in the definition of "Property."

C. Buyer desires to purchase the Property from Seller, and Seller desires to sell the Property to Buyer, pursuant to the terms and conditions in this Agreement.

D. The Parties intend to set forth herein all of the terms and conditions relating to the purchase and sale of the Property and to supersede hereby all prior agreements and negotiations, oral and/or written, for the purchase and sale of any or all of the Property.

A G R E E M E N T:

NOW, THEREFORE, in consideration of the premises, the mutual covenants and undertakings of the Parties hereto, and for other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

ARTICLE 1
PURCHASE AND SALE OF THE PROPERTY

Section 1.1. **Purchase and Sale**. At the Closing (defined below), Seller shall sell and convey to Buyer, and Buyer shall purchase and take from Seller, fee simple absolute title to the Property as provided in this Agreement.

Section 1.2. **Purchase Price**. The purchase price for the Property shall be Four Million Three Hundred Twenty-Eight Thousand and 00/100 Dollars ($4,328,000.00) (the "*Purchase Price*").

Section 1.3. **Payment of Purchase Price**. Buyer shall pay the Purchase Price to Seller as follows:

(a) *Earnest Money Deposit*. Within five (5) business days of the Effective Date, Buyer shall deliver to the Title Company, as hereinafter defined, the sum of One Hundred Thousand and no/100 Dollars ($100,000.00) as an earnest money deposit (the "*Deposit*"), which shall be deposited in an interest-bearing escrow account held by the Title Company . The Deposit (which term shall include any and all interest accrued thereon) shall be applied against the Purchase Price at the Closing (defined below) unless this Agreement is terminated, in which event the Deposit shall be delivered to the appropriate Party in accordance with the terms of this Agreement, or unless said Deposit has become non-refundable hereunder.

(b) *Balance at Closing*. The Buyer shall deliver and pay the balance of the Purchase Price in immediately available funds (US Dollars) to Seller at Closing.

ARTICLE 2
TITLE

Section 2.1. **Title**. As of the Closing, Seller shall own fee simple absolute title to the Property, and shall have the right to convey the Property to Buyer as provided in this Agreement. At the Closing, Seller shall convey and transfer to Buyer by warranty deed (the "*Deed*") fee simple absolute title to the Property, subject to the Permitted Exceptions (defined below).

Section 2.2. **Title Commitment.** Within ten (10) calendar days after the Effective Date, Seller shall arrange to obtain, for Buyer's review and approval in its discretion, a commitment for an ALTA owner's policy of title insurance covering the Property, issued by Park City Title, 1670 Bonanza Drive, Suite 105, Park City, UT 84060, (the "Title Company"), together with legible copies of all exceptions and matters referred to therein (said commitment, together with the materials referred to in clause (i) and (ii) above shall be referred to as the "Commitment"). The Commitment shall show that Seller has marketable and insurable fee simple title to the Property.

Section 2.3. **Title Review**. Buyer shall have twenty (20) days after receipt of the Commitment to notify Seller of any exceptions, qualifications, conditions, or matters disclosed in the Commitment that are not acceptable to Buyer in its reasonable discretion (all such items and all monetary liens, deeds of trust or encumbrances shall be referred to as "*Title Objections*"). Buyer shall be deemed to approve any items not objected to by the Buyer.

Section 2.4. **Seller's Right to Cure**. Within five (5) calendar days after receipt of Buyer's notice of any Title Objections, Seller shall have the right, upon written notice to Buyer within five (5) calendar days after receipt of Buyer's notice of Title Objections, to (i) elect by written notice to Buyer and Title Company to cause the Title Objections to be removed of record or otherwise cured to the reasonable satisfaction of Buyer by the Closing ("*Approved Title Objections*"), or (ii) elect not to cure; provided, however, that notwithstanding anything to be contrary, Seller must cure all exceptions relating to deeds of trust, mortgages, judgments, liens or other encumbrances representing monetary liens which can be removed by the payment of money, including without limitation, all UCC financing statements ("*Monetary Liens*"). If Seller elects not to cure such Title Objections as provided in clause (ii) above, then Buyer shall have the right, upon written notice to Seller, to acquire the Property subject to such Title Objection without any abatement in the Purchase Price, or to terminate this Agreement and receive a full refund of the Deposit.

Section 2.5. **Permitted Exceptions**. The exceptions Buyer has agreed in writing to accept as provided above shall be referred to herein as the "*Permitted Exceptions*."

Section 2.6. **Owner's Policy**. At Closing, the Title Company shall issue to Buyer an ALTA 2006 Owner's Policy of Title Insurance, in the amount of the Purchase Price, insuring fee simple title to the Property, subject only to the Permitted Exceptions, with liability in the amount of the Purchase Price, and with the standard exceptions or provisions for mechanic's liens, coinsurance, creditor's rights, and mandatory arbitration omitted or modified in a manner requested by Buyer ("*Title Policy*"). Any additional costs related to an extended coverage policy shall be paid by the Buyer.

ARTICLE 3
CONDITION OF THE PROPERTY; BUYER'S DUE DILIGENCE

Section 3.1. **Access**. From and after the Effective Date, Buyer and its agents and consultants shall have, at reasonable times and upon reasonable prior notice, access to the Property for the purpose of conducting such inspections, surveys and testing (at Buyer's sole expense) as Buyer reasonably may desire, but shall at all times, nevertheless, be accompanied on the Property with Seller or Seller's representative or a builder representative. Buyer shall restore the Property to the same condition prior to any of Buyer's due diligence activities on the Property hereunder. Buyer shall indemnify, defend and hold Seller harmless from and against any and all damages (including attorneys' fees), claims, demands, actions, or other proceedings, actual or threatened, arising from or in any manner related to Buyer's activities with respect to the Property prior to the Closing. Notwithstanding anything herein to the contrary, in conducting its inspections hereunder, Buyer shall not reasonably interfere with the construction of the Condo Project.

(a) *Quality Control.* Buyer has the right, but not the obligation, to make on-site inspections during regular business hours and upon reasonable notice to ensure the ongoing quality and workmanship of the Project are consistent with the Plans and Specs. If, at any time, Buyer has concerns of lesser quality and/or workmanship, then Buyer shall have the right to give Seller written notice ("Notice") of such deficiency or issue, which notice shall include a reasonably detailed description of the deficiencies and specify a reasonable corrective action. Seller shall promptly cease work on the specific aspects associated with the Project and provide written response to the corrective action. Seller shall cease work on the Project until its quality is improved to the reasonable satisfaction of Buyer consistent with the Plans and Specs. Should the item/issue not be resolved to the reasonable satisfaction of the Buyer, the contract may be terminated by both Parties.

(b) *Final Walk-Through Inspection.* Not less than thirty (30) days prior to Settlement, Buyer may conduct a "walk-through" inspection of the Property. If, as of Settlement, minor work remains to be completed, corrected, or replaced on the Property, then Buyer, pending completion of such work, may withhold in escrow at Settlement, a reasonable amount agreed to by Seller, Buyer and mortgage lenders, if applicable, sufficient to pay for completion of such work. If such work is not completed within thirty (30) days after Settlement, the amount so escrowed may, at Buyer's option, be released to Buyer as liquidated and agreed damages for failure to complete. The failure of Buyer to conduct a walk-through inspection prior to Settlement shall not constitute a waiver by Buyer of the right to receive on the date of possession, the Property as required under the Agreement.

Section 3.2. **Initial Disclosures**. Other than as set forth herein, within five (5) days of the Effective Date, Seller shall provide to Buyer any and all reports, contracts, plans and/or documents relating to the Property in Seller's possession, including, but not limited to, the Plans and Specs ("*Seller Disclosures*") and the following:

(a) A Seller property condition disclosure form for the Property, including any improvements;
(b) Within five (5) days of Closing, a copy of the recorded CC&R's and rules and regulations affecting the Property, in addition to a copy of the recorded plat;
(c) Within five (5) days of Closing, a copy of the most recent minutes, budget, and financial statement for the Property owner's association, if any;
(d) Written notice of any claims and/or conditions known to Seller relating to environmental, soil stability, drainage or other problems or other known defects in the Property that materially affect its value that cannot be discovered by a reasonable inspection by an ordinary prudent buyer;
(e) Evidence of any water rights and/or water shares; and
(f) Name of contractor and contractor's license number, as well as a list of all subs.

Section 3.3. **Due Diligence Period.** From and after the Effective Date and continuing through the date that is sixty (60) days after the date of delivery of Seller Disclosures, (the "*Due Diligence Period*"), Buyer may perform, at its expense, such studies, tests, analyses and other examinations and due diligence (collectively, "*Buyer's Due Diligence*") as Buyer deems appropriate in its sole discretion to determine the suitability of the Property for Buyer's purposes. However, Buyer must obtain Seller's permission to conduct any invasive testing, which Seller shall not unreasonably deny. Except as otherwise set forth herein, the Deposit shall become non-refundable to the Buyer upon the expiration of the Due Diligence Period.

Section 3.4. **Buyer's Permissive Termination.** If Buyer is dissatisfied with the results of Buyer's Due Diligence or otherwise determines that the Property is unsuitable for Buyer's purposes, then Buyer may so notify Seller in writing of such finding (and its intent to terminate this Agreement) at or before the expiration of the Due Diligence Period. In such event:

(a) This Agreement shall be deemed automatically terminated;

(b) The Deposit and any other monies theretofore paid by Buyer to Seller hereunder shall be immediately refunded to Buyer;

(c) The Parties thereupon shall be relieved of all of their respective rights and obligations under this Agreement; and

(d) Buyer shall deliver to Seller any studies, reports, or surveys completed as part of Buyer's due diligence hereunder at no cost to Seller.

Section 3.5 **Buyer Change Orders**. Buyer may, subject to the terms of this Section 3.5, request changes to the Plans and Specs as follows:

(a) Buyer shall submit to Seller in writing any proposed changes to the work being performed on the Property ("*Change Order Request*"). Within ten (10) days of receiving the Change Order Request, Seller shall provide notice to Buyer as to whether it has accepted the Change Order Request, in which case Seller shall provide Buyer with a contractor's estimate for proposed changes. Seller shall have the discretion to reject the Change Order Request if the completion of the work requested would (a) result in a default under Seller's obligations to Seller's construction lender on the Condo Project, or (b) such Change Order would result in a violation of applicable laws.

(b) The net increase in costs associated with any Change Order Request, including, but not limited to, all hard and soft costs, a ten percent (10%) developer fee of the increased costs for the Condo Project, and any other out-of-pocket costs incurred by Seller as a result of the Change Order Request ("*Increased Change Order Costs*") shall be paid for by the Buyer before Seller performs the work requested.

(c) Any Change Order Request resulting in a delay of completion of the Condo Project shall, at Seller's option, similarly delay Closing hereunder consistent with the delay in construction and shall not be considered a default by Seller hereunder.

Section 3.8 Special Assessments. Any assessments for capital improvements as approved or as assessed by an owners association, municipality or special improvement district, prior to the Settlement Deadline, shall be paid for by the Seller. The Buyer shall assume all costs associated with such assessments after Closing. The provisions of this Section 3.8 shall survive Closing.

ARTICLE 4
POSSESSION AND TAXES

Section 4.1. **Possession**. Seller shall deliver to Buyer, and Buyer shall assume from Seller, possession of the Property as of the Closing.

Section 4.2. **Taxes and Assessments**. Buyer shall pay, or cause to be paid, any and all taxes and assessments of every kind and nature, real and personal, which are or which may be assessed and which may become due on or in connection with the Property from and after the Closing Date. All such taxes on the Property for the calendar year of the Closing shall be prorated between Seller and Buyer on a daily basis as of the Closing Date, based on the 2016 tax assessment for the Property, with Seller paying a share of such taxes for the period lying before the Closing Date and Buyer paying a share of such taxes for the period falling after the Closing Date. The pro-rations paid at Closing shall be final.

ARTICLE 5
REPRESENTATIONS, WARRANTIES AND COVENANTS

Section 5.1. **Seller's Representations and Warranties**. Seller makes the following representations and warranties to Buyer:

(a) *Title*. As of the Closing, Seller shall own fee simple absolute title to the Property and shall have the right to convey the Property to Buyer as provided herein.

(b) *Building Warranty*. Seller warrants the heating, cooling, electrical, plumbing (including all gas and electric appliances), fixtures, and structural elements of the Property, (including the roof, walls, and foundation), against defects in material and workmanship for a period of one (1) year after the Settlement Date. Additionally, Seller shall provide proof of any additional manufacturer warranties associated with the Condo project. The provisions of this Section shall survive Closing.

(b) *Authority*. Seller has full authority to execute and deliver this Agreement and all other documents contemplated by this Agreement. Seller's execution, delivery, and performance of this Agreement is not in conflict with any law or governmental or regulatory rule, regulation or order, or any order, writ, judgment, decree, or injunction of any court or arbitrator applicable to Seller or any of its properties or assets.

(c) *Due Execution and Delivery*. Upon its execution and delivery, this Agreement will constitute Seller's valid and legally binding obligation, enforceable in accordance with its terms.

(d) *Litigation/Claims*. There is no pending action, litigation, condemnation, or other proceeding against the Property or against Seller (or any of its partners or principals) with respect to the Property, (i) Seller has not received any written threats or demands of any litigation, condemnation, or other proceeding against the Property or against Seller (or any of its partners or principals) with respect to the Property, and (ii) to Seller's knowledge, there are no threatened or contemplated actions, suits, arbitrations, claims or proceedings, at law or in equity, affecting the Property or in which Seller is, or will be, a Party by reason of Seller's ownership of the Property.

(e) *Legal Compliance*. Seller has received no written notice from any governmental authority having jurisdiction over the Property to the effect that the Property is not currently in compliance with applicable laws and ordinances, and Seller has no knowledge that the Property is not currently in compliance with all applicable laws and ordinances.

Section 5.2. **Seller Covenant – Condo Plat/HOA**. Prior to Closing, Seller shall record a record of survey for the Condo Project pursuant to the Utah Condominium Act and other applicable codes. Seller shall also prepare reasonable and appropriate condominium owners' association documents for the Condo Project for the Buyer's final review, edits and acceptance for recordation, in Buyer's reasonable discretion, which shall not be unreasonably withheld or delayed.

Section 5.3 **Buyer's Representations and Warranties**. Buyer makes the following representations and warranties to Seller:

(a) *Authority*. Buyer has full authority and has taken all necessary actions to execute and deliver this Agreement and all other documents contemplated by this Agreement. Buyer's execution, delivery, and performance of this Agreement is not in conflict with any law or governmental or regulatory rule, regulation or order, or any order, writ, judgment, decree or injunction of any court or arbitrator applicable to Buyer or any of its properties or assets.

(b) *Due Execution and Delivery*. Upon its execution and delivery, this Agreement will constitute Buyer's valid and legally binding obligation, enforceable in accordance with its terms.

ARTICLE 6
EMINENT DOMAIN; CASUALTY

Section 6.1. **Eminent Domain**. If any material part of the Property is taken or threatened to be taken pursuant to eminent domain prior to the Closing, then Buyer may, at its option, either terminate this Agreement or, alternatively, proceed to close Buyer's purchase of the Property and to receive at Closing all condemnation proceeds previously paid to Seller resulting from such actual or threatened condemnation of the Property.

Section 6.2. **Casualty**. Sellers will, at Sellers' expense, maintain such policies of insurance on the Property and improvements thereon as are currently in force from the Effective Date until the Closing Date. The risk of loss or damage to the Property or to any or all improvements thereon between the Effective Date and Closing Date shall be on Sellers. The occurrence of any loss or damage, whether substantial or insubstantial, shall not avoid, terminate, or impair this contract, nor entitle Buyer to any reduction in the Price.

ARTICLE 7
CLOSING OF PURCHASE AND SALE

Section 7.1. **Closing**. The closing (the "*Closing*") of Buyer's purchase of the Property shall occur at the offices of Title Company on a date (the "*Closing Date*") mutually acceptable to both Buyer and Seller that is within ten (10) days after the receipt by Seller of certificates of occupancy on all units in the Condo Project, which is expected to be completed on or about October 15,, 2017, unless mutually extended in writing by the Parties. Closing shall be conditioned on the Parties' compliance with their respective obligations under this Agreement prior to, or on, the Closing Date. Notwithstanding anything herein to the contrary, Seller shall have no liability to Buyer in the event construction of the Condo Project is delayed or prevented due to any cause beyond Seller's reasonable control.

Section 7.2. **Conveyance of Title; Title Insurance**. At the Closing, Seller shall (a) execute and deliver to Buyer the Deed conveying fee simple title to the Property, unencumbered by any obligations other than the Permitted Exceptions and any matters arising as a result of Buyer or its activities on the Property; and (b) cause to be provided to Buyer the Title Policy insuring that upon recording of the Deed, Buyer shall be the owner of good and marketable fee title to the Property, subject to the Permitted Exceptions.

Section 7.3. **Documents**. Also at the Closing:

(a) *Seller's Deliveries*. Seller shall execute, acknowledge and deliver to Buyer any other documents or instruments required to be executed pursuant to the provisions of this Agreement or otherwise reasonably necessary to be executed or delivered for consummation of the transactions contemplated hereby, including, but not limited to, the Deed, Building and Manufacturer Warranties, Project *As-Builts*, copies of building inspection documents, all shop drawings and contractor submittals.

(b) *Buyer's Deliveries*. Buyer shall execute and deliver to Seller (i) the Purchase Price; and (ii) any other documents or instruments required to be executed pursuant to provisions of this Agreement, or otherwise reasonably necessary to be executed or delivered for consummation of the transactions contemplated hereby.

Section 7.4. **Costs**. The Parties shall equally share the escrow fees, if any, charged by the Title Company. Seller shall pay the cost of the Title Policy (except Buyer shall pay any additional costs if it elects to obtain an extended coverage policy), and the cost of recording any documents necessary to clear title to the Property so that such title may be conveyed to Buyer as contemplated herein. Buyer shall pay the cost to record the Deed. Each Party shall pay its own attorneys' fees and costs with respect to the preparation and negotiation of this Agreement and any other agreements and documents contemplated hereby. All other costs of Closing shall be equally shared by the Parties.

Section 7.5. **Prorations**. Real and personal property ad valorem taxes and assessments against the Property or the Property shall be allocated between the Parties as specified in section 4.2 above.

ARTICLE 8
TERMINATION; DEFAULT; REMEDIES

Section 8.1. **Permitted Termination**. If this Agreement is terminated by either Party pursuant to a right expressly given it hereunder (a "*Permitted Termination*"), neither Party shall have any further rights or obligations hereunder, and (except as expressly otherwise provided herein) the Deposit shall be returned to Buyer.

Section 8.2. **Default by Seller**. Seller shall be in default under this Agreement if Buyer has satisfied all of its obligations hereunder and one or more of the following events occurs:

(a) Any of Seller's warranties or representations set forth herein are untrue or inaccurate in any material respect; or

(b) Other than as set forth herein, Seller shall fail to meet, comply with, or perform, within ten (10) days after Buyer's written notice, any material covenant, agreement, or obligation on its part required, in the manner required in this Agreement, for any reason other than a Permitted Termination.

In the event of a default by Seller under this Agreement, Buyer may terminate this Agreement (if Closing has not yet occurred) or, if Closing has occurred, may pursue any and all legal and equitable remedies that are available to Buyer.

Section 8.3. **Default by Buyer**. Buyer shall be in default under this Agreement if Seller has satisfied all of its obligations hereunder and one or more of the following events occurs:

(a) Any of Buyer's warranties or representations set forth herein are untrue or inaccurate in any material respect; or

(b) Buyer shall fail to meet, comply with, or perform, within ten (10) days after Seller's written demand, any material covenant, agreement, or obligation on its part required, in the manner required in this Agreement, for any reason other than a Permitted Termination.

In the event of a default by Buyer under this Agreement, then as Seller's exclusive remedy, Seller may terminate this Agreement and retain the Deposit as liquidated damages.

ARTICLE 9
ADDITIONAL PROVISIONS

The following provisions are also an integral part of this Agreement:

Section 9.1. **Binding Agreement**. This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the respective Parties hereto.

Section 9.2. **Captions**. The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to define, limit, extend, describe, or affect in any way the meaning, scope, or interpretation of any of the terms or provisions of this Agreement or the intent hereof.

Section 9.3. **Counterparts**. This Agreement may be signed in any number of counterparts with the same effect as if the signatures upon any counterpart were upon the same instrument. All signed counterparts shall be deemed to be one original.

Section 9.4. **Severability**. The provisions of this Agreement are severable, and should any provision hereof be void, voidable, unenforceable, or invalid, such void, voidable, unenforceable, or invalid provision shall not affect the other provisions of this Agreement.

Section 9.5. **Waiver of Breach**. Any waiver by either Party of any breach of any kind or character whatsoever by the other, whether such be direct or implied, shall not be construed as a continuing waiver of, or consent to any subsequent breach of this Agreement.

Section 9.6. **Cumulative Remedies**. The rights and remedies of the Parties shall be construed cumulatively, and none of such rights and remedies shall be exclusive of, or in lieu of, any other right, remedy, or priority allowed by law or equity.

Section 9.7. **Amendment**. This Agreement may not be modified except by an instrument in writing signed by the Parties hereto.

Section 9.8. **Interpretation**. This Agreement shall be interpreted, construed and enforced according to the substantive laws of the State of Utah. This Agreement is the result of arms-length negotiations between the Parties, and both Buyer and Seller have had substantive input regarding the various provisions of this Agreement. Accordingly, each of the Parties affirms its desire that this Agreement be interpreted in an absolutely neutral fashion with no regard to any rule of interpretation (or the like) requiring that the provisions of this Agreement be construed to favor one Party (such as, for example, the Party that did not draft this Agreement) over the other.

Section 9.9. **Attorneys' Fees**. In the event any action or proceeding is brought by either Party concerning this Agreement, the prevailing Party shall be entitled to recover its costs and reasonable attorneys' fees, whether such sums are expended with or without suit, at trial, on appeal, or in any bankruptcy or insolvency proceeding.

Section 9.10. **Notice**. Any notice or other communication required or permitted to be given hereunder shall be deemed to have been received (a) upon personal delivery or actual receipt thereof by hand delivery or by facsimile transmission, (b) upon acceptance or refusal of delivery by Federal Express or a similarly reputable guaranteed overnight delivery service, or (c) within five (5) days after such notice is deposited in the United States mail, postage prepaid and certified and addressed to the respective addresses set forth below, or to such other address(es) as may be supplied by a Party to the other from time to time in writing:

If to Seller:

Mr. Peabody LLC
Attn: Ehlias Louis
1255 Iron Horse Drive
PO Box 3360
Park City, UT 84060
Phone: (435) 649-4661

Email: ehlias@gigaplexdesign.com

With copy to: Holland & Hart LLP
Attn: Matthew T. Wirthlin, Esq.
222 South Main, Suite 2200
Salt Lake City, UT 84101
Phone: (801) 799-5800
Email: mwirthlin@hollandhart.com

If to Buyer: Heinrich Deters, Trails & Open Space Manager
Park City Municipal Corporation
P.O. Box 1480
Park City, UT 84060
Phone: (435) 615-5205
Email: hdeters@parkcity.org

With a copy to:
Thomas Daley, Deputy City Attorney
Park City Municipal Corporation
P.O. Box 1480
Phone (435) 615-5025
Email: tdaley@parkcity.org

Section 9.11. **Time of Essence**. Time is the essence of this Agreement.

Section 9.12. **Assignment**. Buyer may assign its rights and delegate its duties under this Agreement only upon the written consent of the Seller, in Seller's reasonable discretion, provided, however, that no such assignment or delegation by Buyer, with or without Seller's consent, shall relieve Buyer from its obligation to assure the timely and full performance by its assignee or successor of all of Buyer's responsibilities under this Agreement.

Section 9.13. **Survival**. All of the Parties' respective representations, covenants and warranties and obligations (including, without limitation, any obligation to indemnify) set forth herein shall survive the Closing and the delivery of any deeds, bills of sale or the like contemplated herein.

Section 9.14. **Commissions**. Each Party hereto hereby represents and warrants to the other Party that no commission is payable to any person or entity in connection with the transaction contemplated herein based upon any dealings or actions by the Party making such representation. Each Party further agrees to and shall indemnify, protect, defend and hold the other Party harmless from and against the payment of any commission to any person or entity claiming by, though, or under the indemnifying Party. This indemnification shall extend to any and all claims, liabilities, costs, losses, damages, causes of action and expenses (including reasonable attorneys' fees and court costs) arising as a result of such claims and shall survive the Closing.

Section 9.15. **Force Majeure**. Each date by which a condition or obligation set forth herein must be satisfied shall be extended by the number of days during which satisfaction of such condition or obligation is necessarily delayed by strikes, lockouts, civil strife, war, natural disasters, acts of God, unavailability of materials or supplies, delays by governmental authorities, or any lender in giving any required approvals, or any other events beyond the control of the Party required to perform, so long as the Party charged with performance in that situation diligently pursues such performance.

Section 9.16. **Memorandum**. No "short form" or other memorandum of this Agreement may be recorded against title to part or all of the Property without Seller's prior written consent.

Section 9.17. **Execution and Delivery**. This Agreement may be executed and delivered by facsimile or e-mail transmission with the same binding legal effect as manual execution and physical delivery.

Section 9.18. **Confidentiality**. Buyer agrees that, prior to the Closing, all documents and information obtained from Seller or Seller's representatives pursuant to this Agreement shall be kept confidential as provided in this Section 9.18. Prior to the Closing, the property information received from Seller shall not be disclosed by Buyer or its representatives, in any manner whatsoever, in whole or in part, except (a) with the prior written consent of Seller, (b) to the extent that such document or information is publicly available, (c) to Buyer's representatives who need to know the property information for the purpose of evaluating the Property and who are informed by Buyer of the confidential nature of the property information; (d) as may be necessary for Buyer or Buyer's representatives to comply with any applicable laws, including, without limitation, governmental regulatory, disclosure, tax and reporting requirements, to comply with other requirements of regulatory and supervisory authorities and self-regulatory organizations having jurisdiction over Buyer or Buyer's representatives; or to comply with regulatory or judicial processes; or (e) as may be necessary in order to obtain financing for the Property. The provisions of this Section 9.18 shall not survive the Closing but shall, notwithstanding any other provision of this Agreement, survive any termination of this Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

DATED effective the date first above written.

BUYER:

Park City Municipal Corporation, a Utah municipal corporation

By:______________________________________
Name: Diane Foster, City Manager

SELLER:

MR PEABODY LLC, a Utah limited liability company

By:____
Name:_______________________________________
Title:____

EXHIBIT “A”

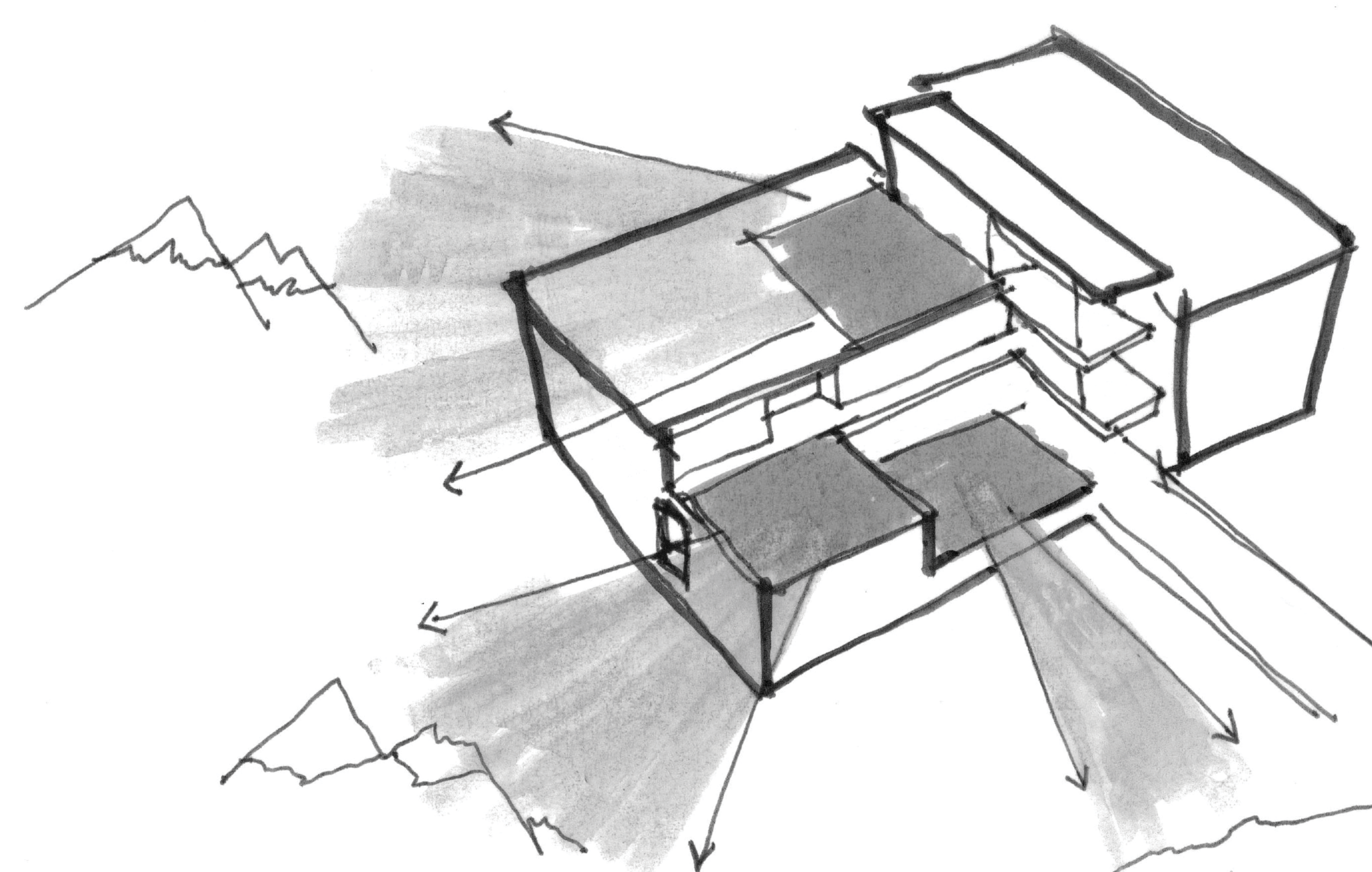
Legal Description

EIN: GIGA-25B-R

Lot 25B-R, GIGAPLAT REPLAT, a Resubdivision of Lots 25a, 25b, Parking Lot F & Common Area of Prospector Square Supplemental Amended Plat, according to the official plat thereof, on file and of record in the office of the Summit County Recorder, Summit County, Utah.

CENTRAL PARK CONDOMINUMS

1893 PROSPECTOR AVE
PARK CITY, UT



PROJECT TEAM

OWNER:
He2

ARCHITECT:
GIGAPLEX ARCHITECTS
1255 Iron Horse Dr.
PO Box 3360
Park City, Utah 84060
(435) 649 4661
Contact: Hank Louis, Architect
Jarrett Moe, Project Manager

GENERAL CONTRACTOR:
CDR DEVELOPMENT, LLC
6584 North Creekside lane Suite 225
Park City, UT 84098
LIC # 5923023-5501
(801) 557-1029
CONTACT: Brandon Schofield

CIVIL ENGINEER:
ALLIANCE ENGINEERING INC
PO BOX 2664
323 Main St.
Park City, UT 84060
435.649.9467
Contact: Michael Demkowicz

STRUCTURAL ENGINEER:
JARRATT ENGINEERING,INC
Peter Jarratt PE
8830 Upper Lando Lane
Park City, UT 84098
435-655-9557
Contact: Peter Jarratt

CENTRAL PARK
CONDOMINIUMS

1893 PROSPECTOR AVE
PARK CITY UT

SEPT 3, 2015	DESIGN DEVELOPMENT
JAN 23.2016	CD - 25%

CONSULTANT

STAMP

CD - 25%

ORIGINAL SIZE 24"X36" IF ALTERNATE SHEET SIZE, SCALE REDUCED ACCORDINGLY

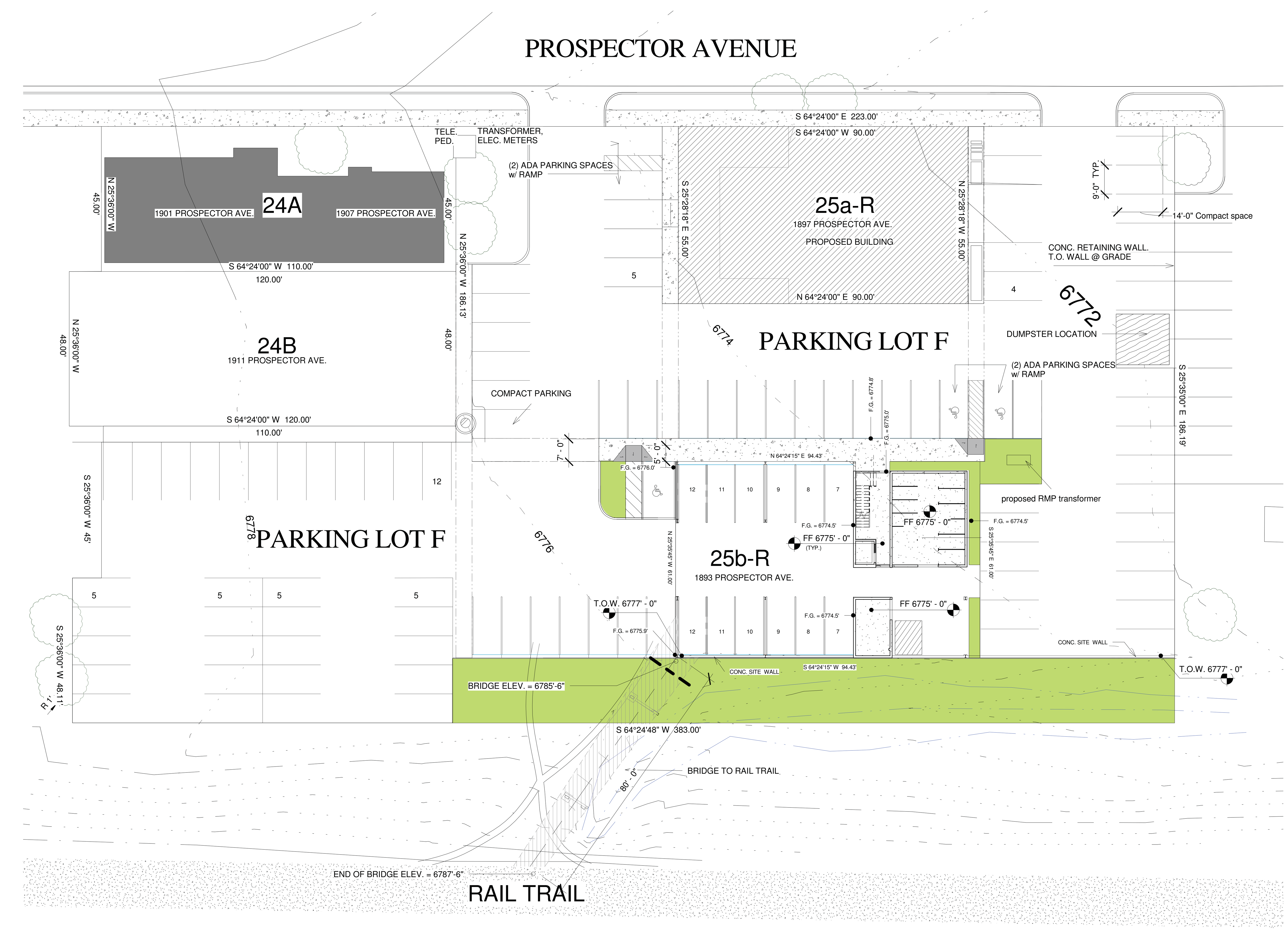
gigaplex ARCHITECTS
1255 IRONHORSE DRIVE
P.O. BOX 3360
PARK CITY, UT 84060
P: 435.649.7080
F: 435-649-6545
www.gigaplexdesign.com
office@gigaplexdesign.com

COVER SHEET

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A0.01
FILE		

CENTRAL PARK CITY - MATERIAL STUDY

gigaplex ARCHITECTS



1 SITE PLAN
1" = 20'-0"

CENTRAL PARK CONDOMINIUMS

1893 PROSPECTOR AVE
PARK CITY UT

SEPT 3, 2015	DESIGN DEVELOPMENT
JAN 23.2016	CD - 25%

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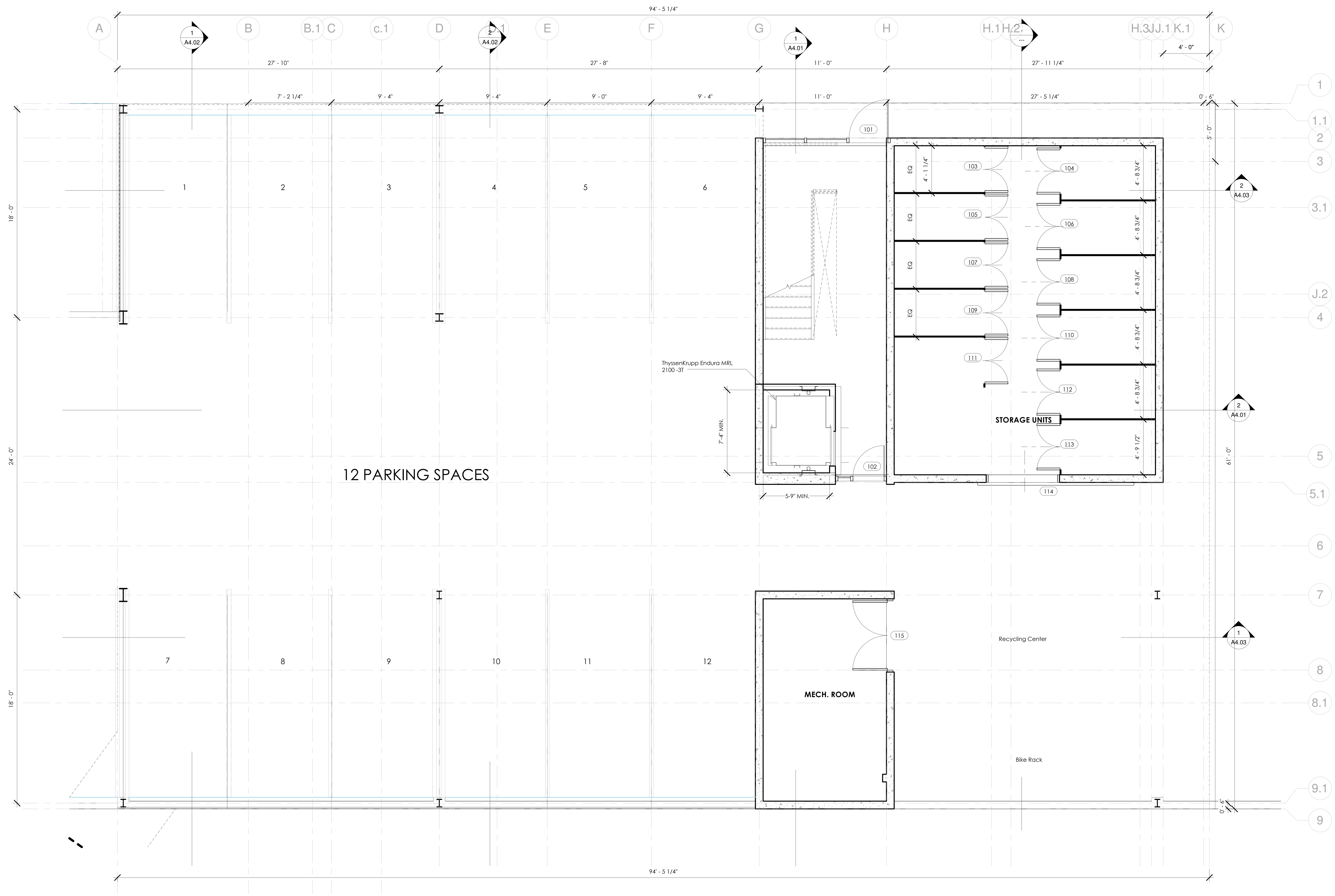
www.gigaplexdesign.com
office@gigaplexdesign.com

SITE PLAN

JOB NO. 0815
DATE JAN 23.2016
FILE
SHEET NO. A1.01



1 GROUND LEVEL
1/4" = 1'-0"

CENTRAL PARK
CONDOMINIUMS

1893 PROSPECTOR AVE
PARK CITY UT

SEPT 3, 2015	DESIGN DEVELOPMENT
JAN 23.2016	CD - 25%

CONSULTANT

STAMP

CD - 25%

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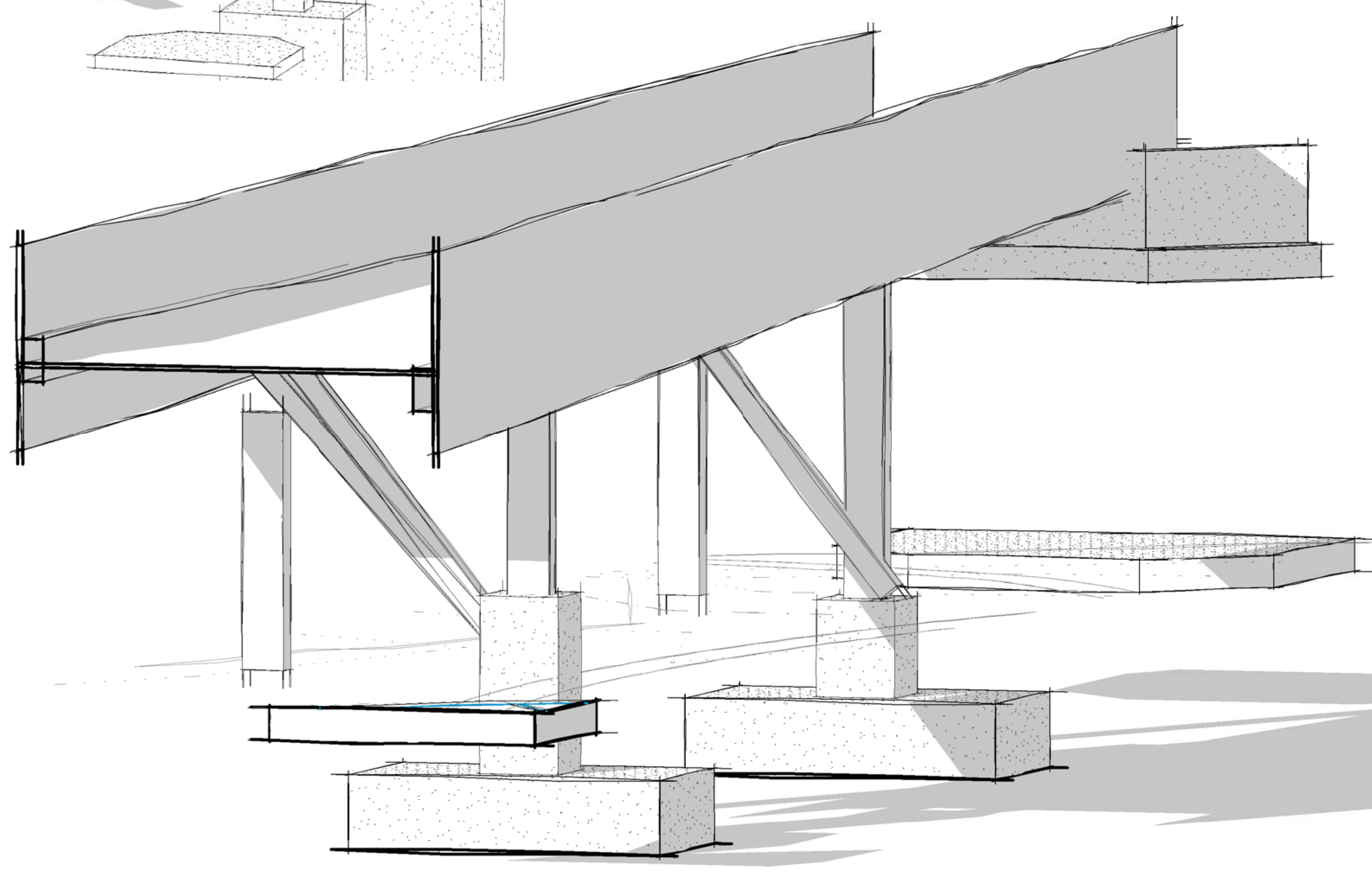
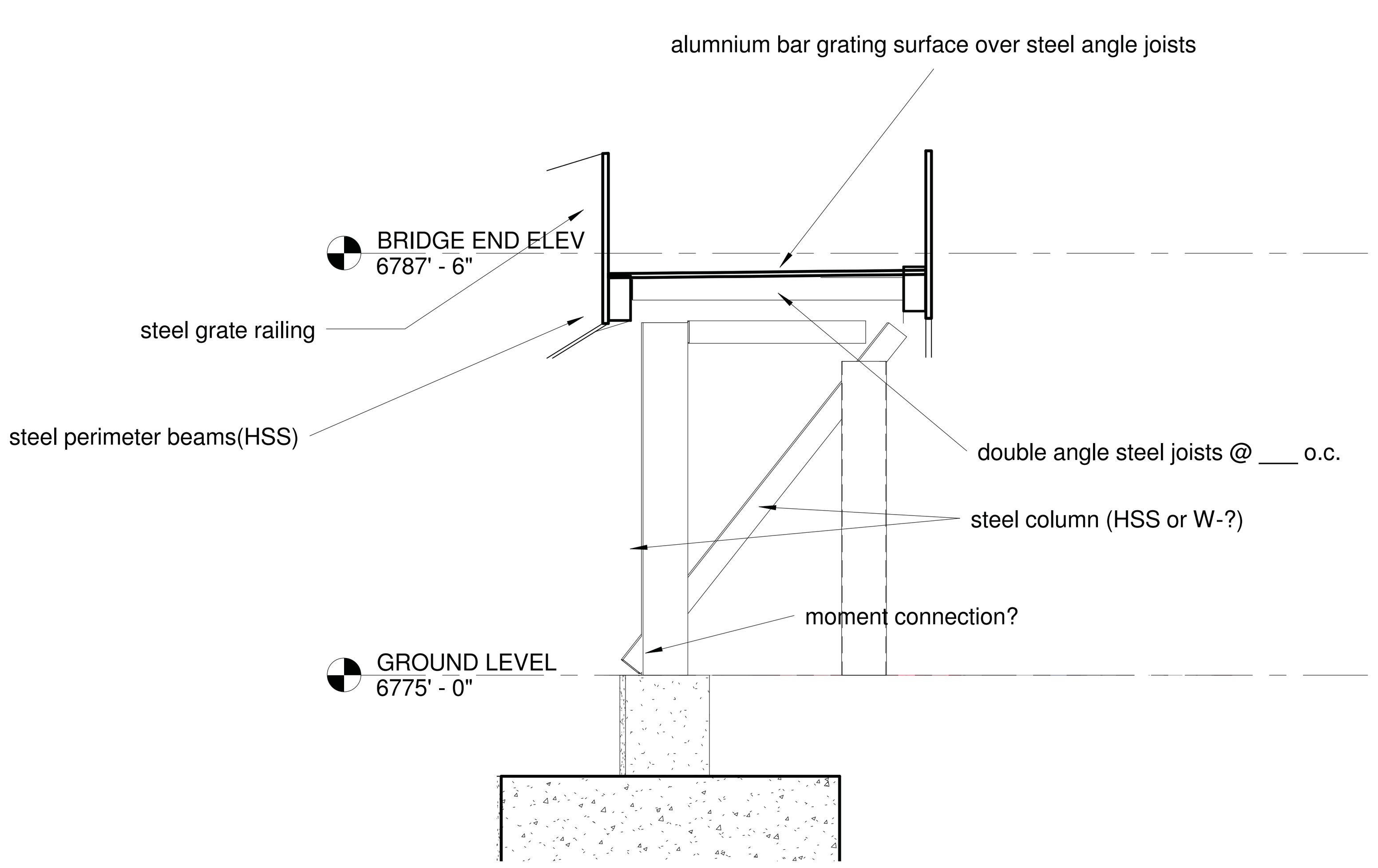
office@gigaplexdesign.com

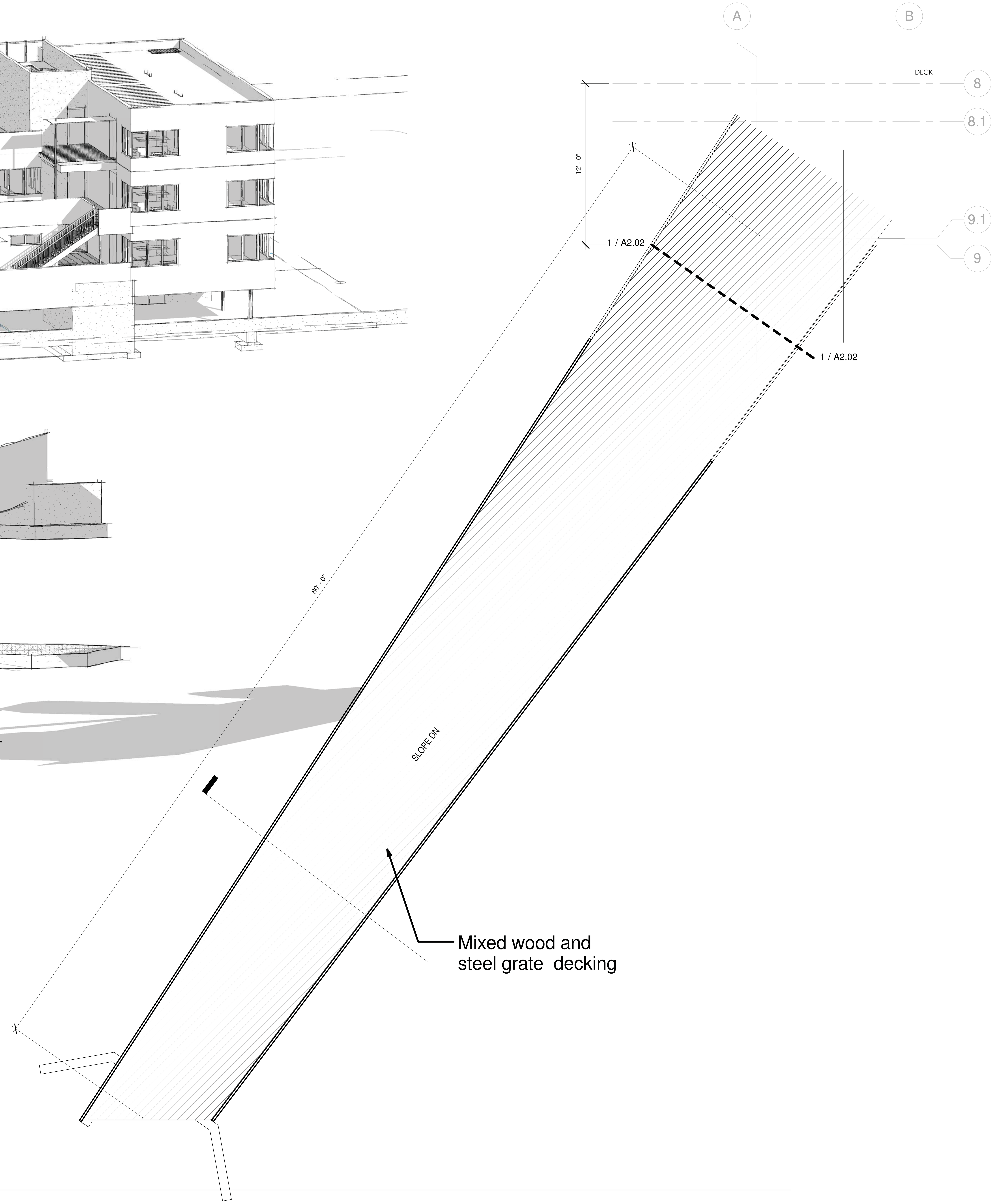
FLOOR PLANS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.01
FILE		





4 Section 8
1/4" = 1'-0"



1 Level 2 - Bridge
1/4" = 1'-0"

CENTRAL PARK
CONDOMINIUMS

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PARK CITY UT

SEPT 3, 2015	DESIGN DEVELOPMENT
JAN 23.2016	CD - 25%

CONSULTANT

STAMP

CD - 25%

ORIGINAL SIZE 24"X36" IF ALTERNATE SHEET SIZE, SCALE REDUCED ACCORDINGLY

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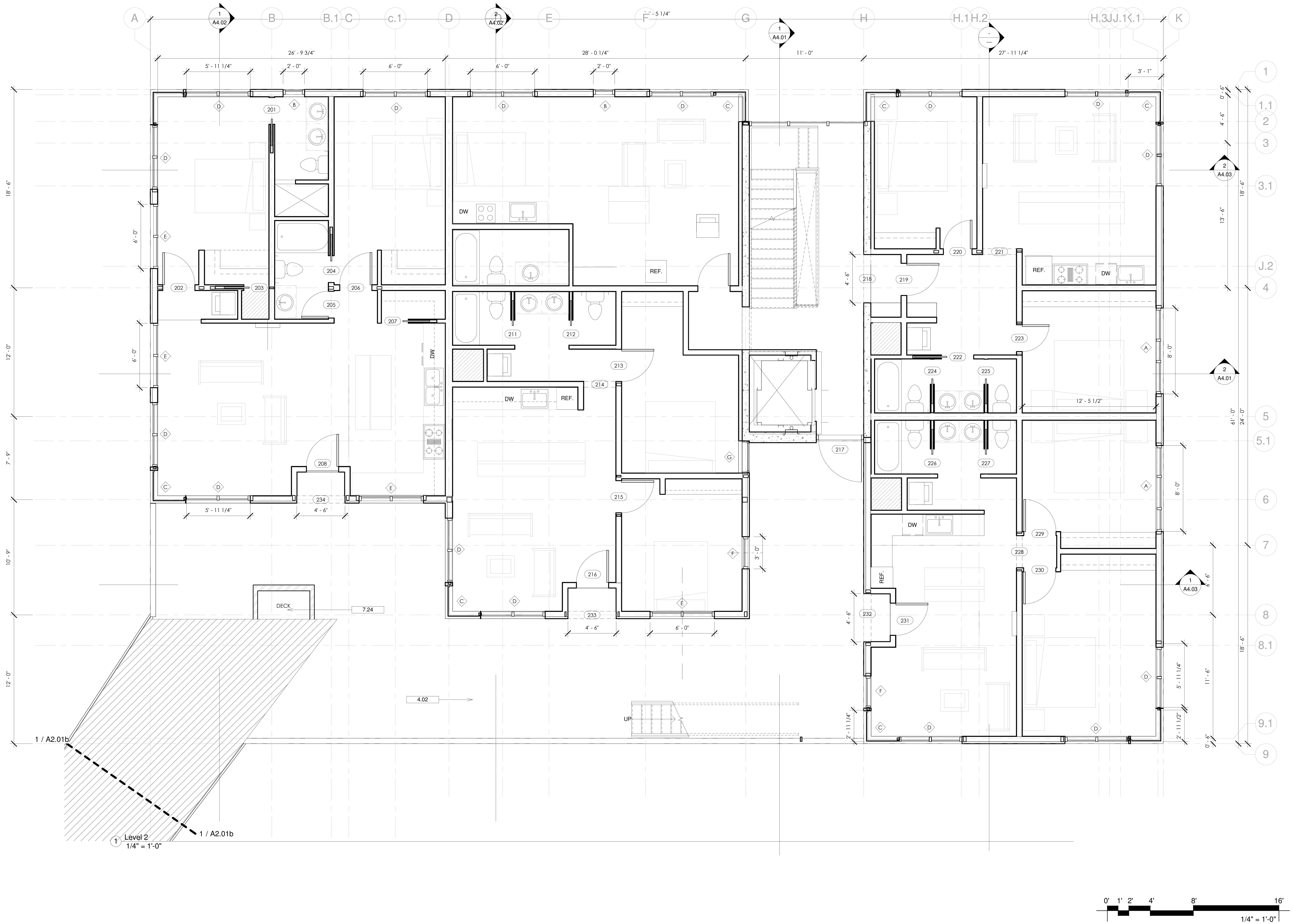
BRIDGE PLAN

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.01b
FILE		



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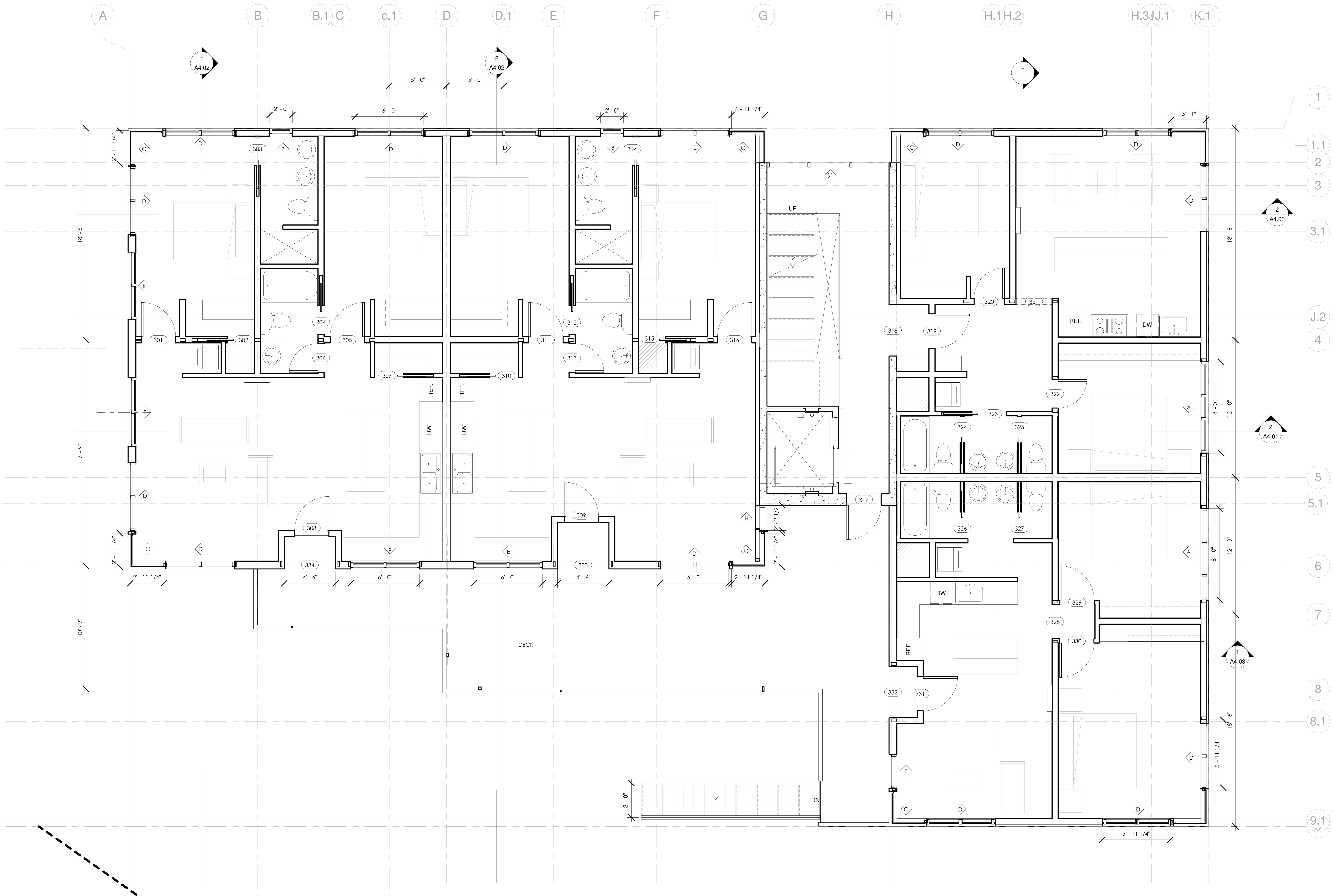
FLOOR PLANS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.02
FILE		



1 Level 3
1/4" = 1'-0"

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SEPT 3, 2015	DESIGN DEVELOPMENT
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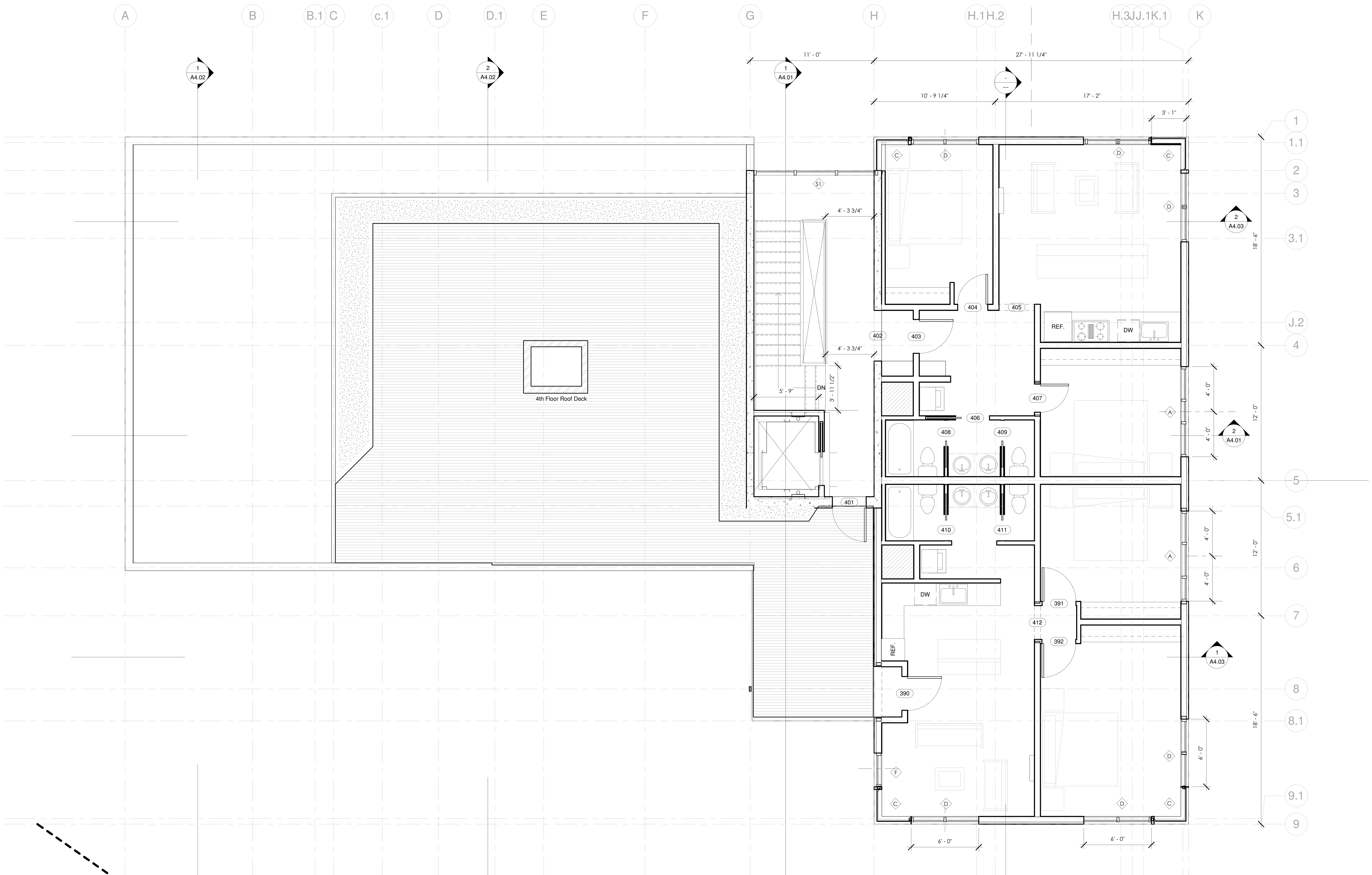
FLOOR PLANS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.03
FILE		



1 Level 4
1/4" = 1'-0"

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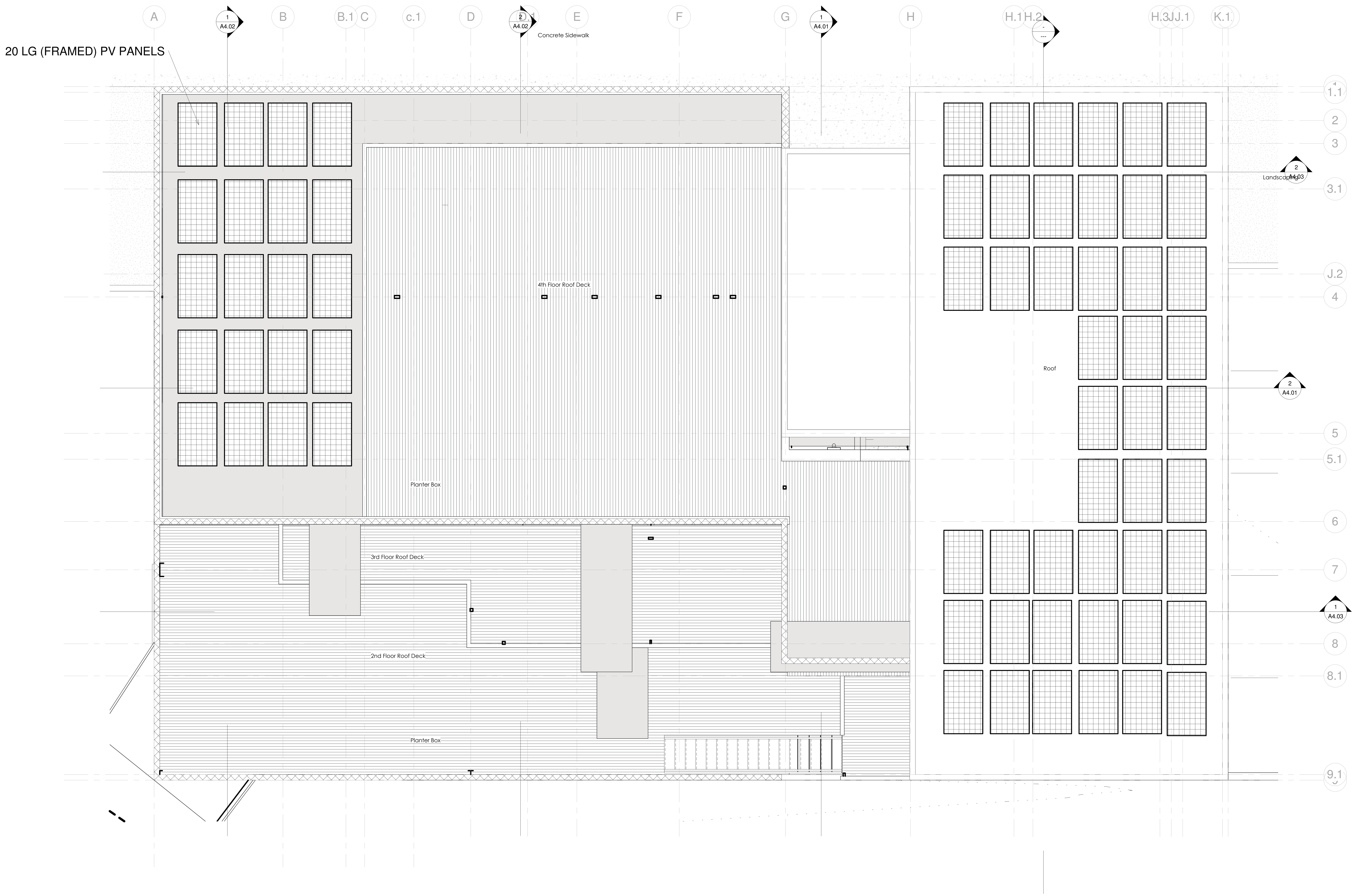
FLOOR PLANS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.04
FILE		



1 ROOF PLAN BUILDING
1/4" = 1'-0"

25 KW SOLAR PV SYSTEM
69 LG (FRAMED) PANELS
14 IUMOS (FRAMELESS) PANELS

CENTRAL PARK CONDOMINIUMS

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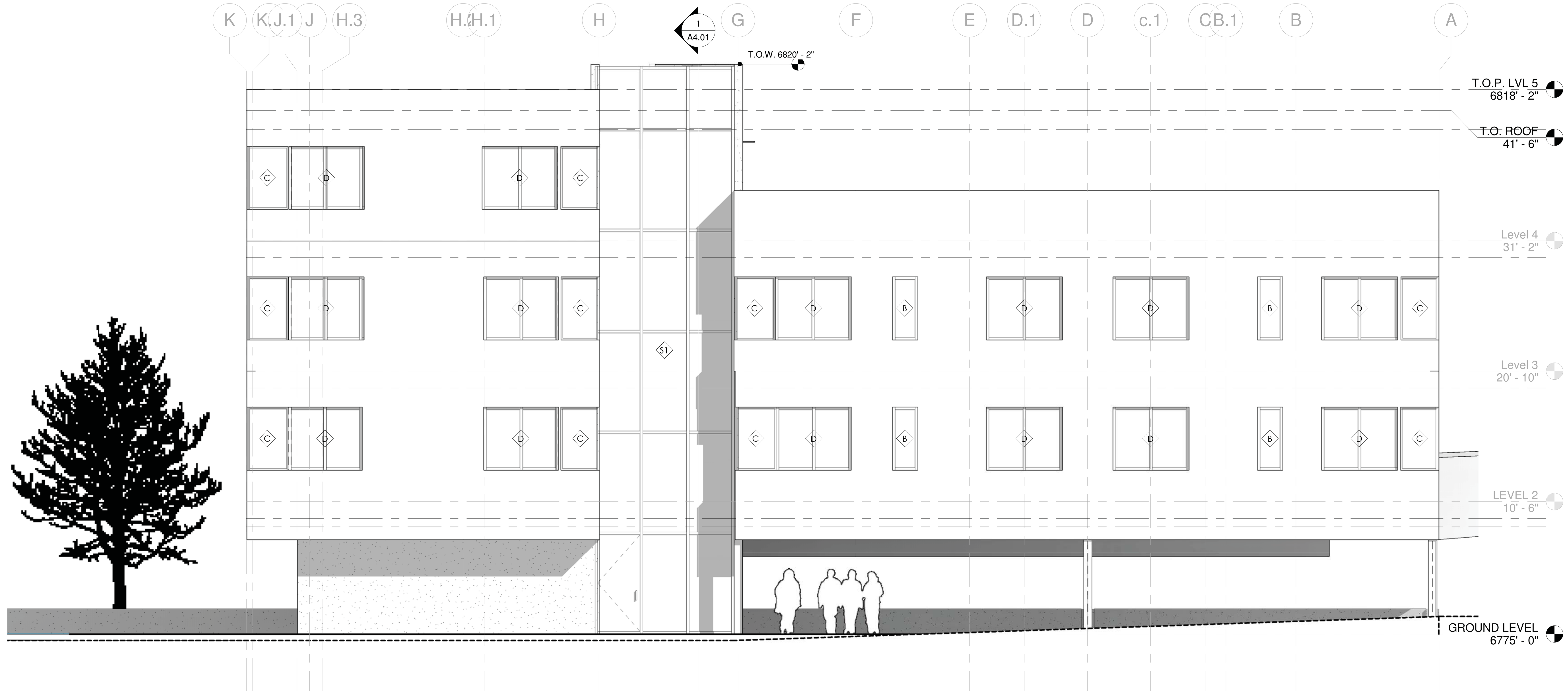
ROOF PLAN

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A2.05
FILE		



2 North
3/16" = 1'-0"

1 East
3/16" = 1'-0"

CENTRAL PARK
CONDOMINIUMS

1893 PROSPECTOR AVE
PARK CITY UT

FEB 20, 2015 MPD

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ELEVATIONS

JOB NO.	0815	SHEET NO. A3.01
DATE	JAN 23.2016	
FILE		

1 South
3/16" = 1'-0"

2 West
3/16" = 1'-0"

CENTRAL PARK
CONDOMINIUMS

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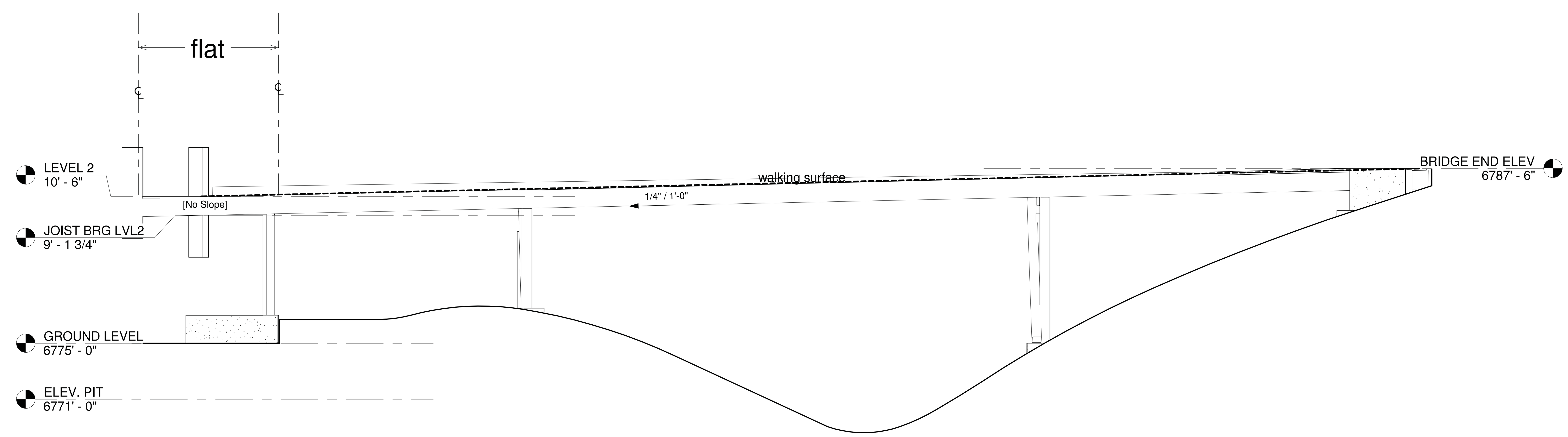
ELEVATIONS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A3.02
FILE		



1 West Bridge
3/16" = 1'-0"

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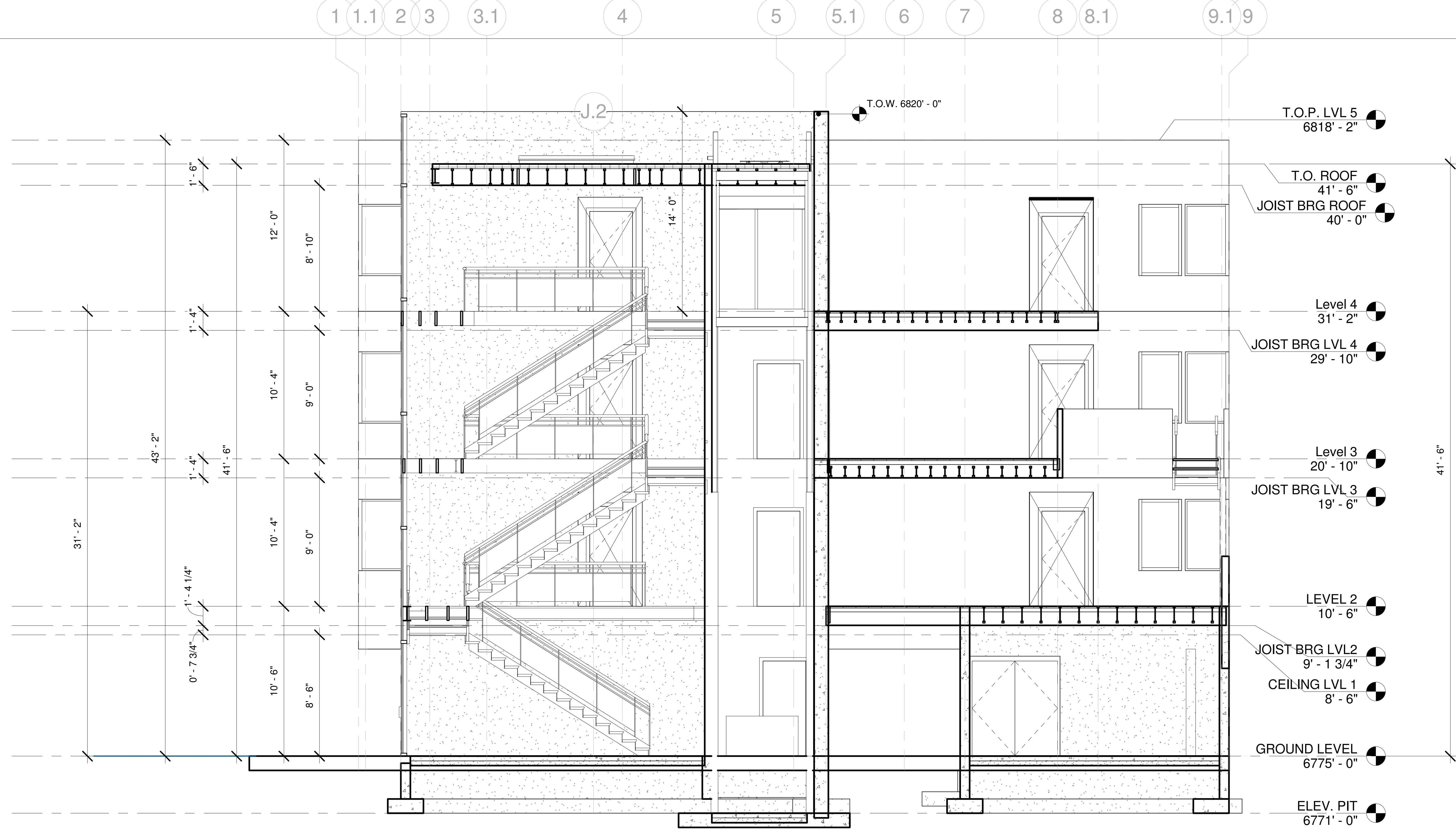
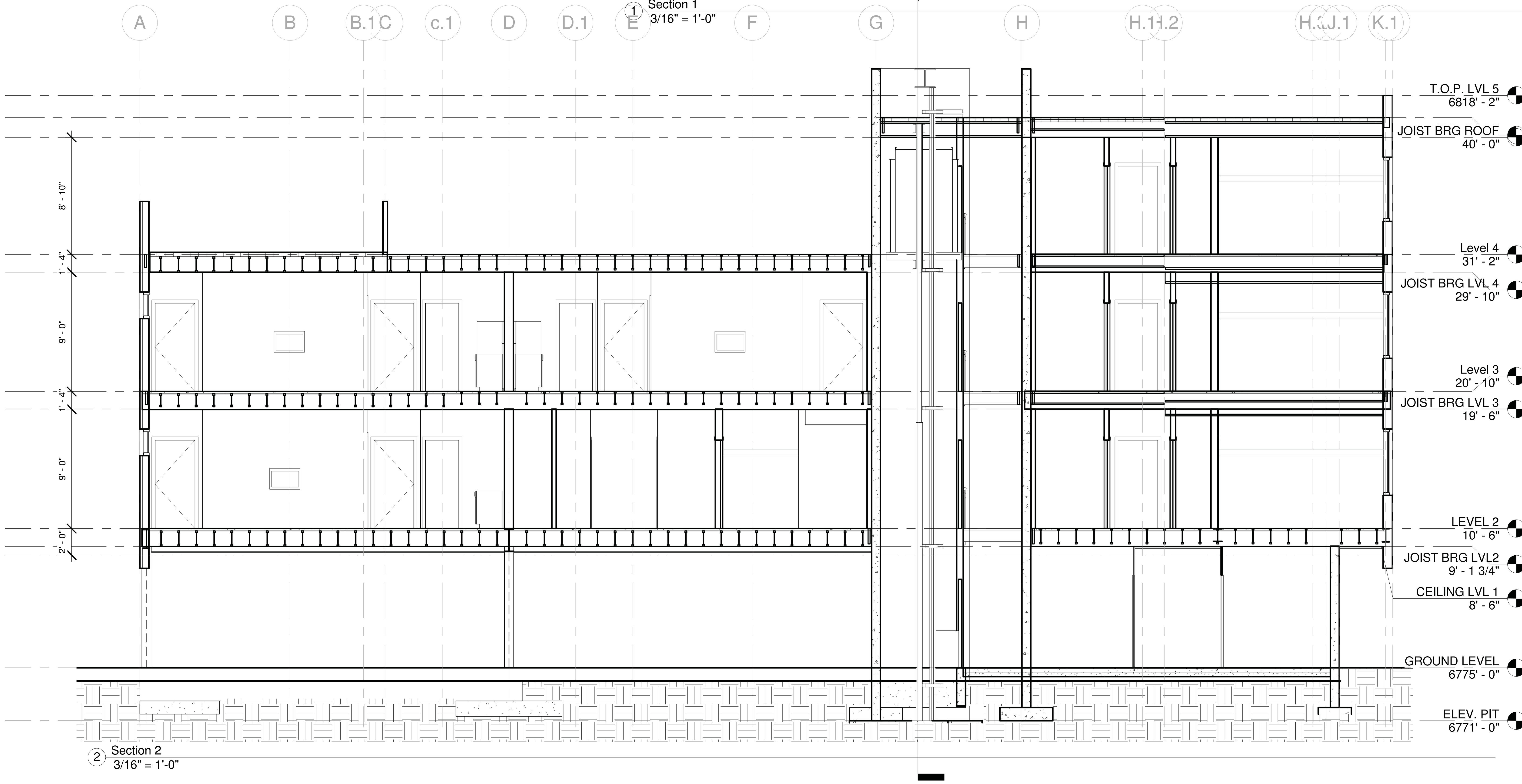
ELEVATION - BRIDGE

JOB NO. 0815
DATE JAN 23.2016
FILE
SHEET NO. A3.03



1 Section 1
3/16" = 1'-0"



2 Section 2
3/16" = 1'-0"

CENTRAL PARK CONDOMINIUMS

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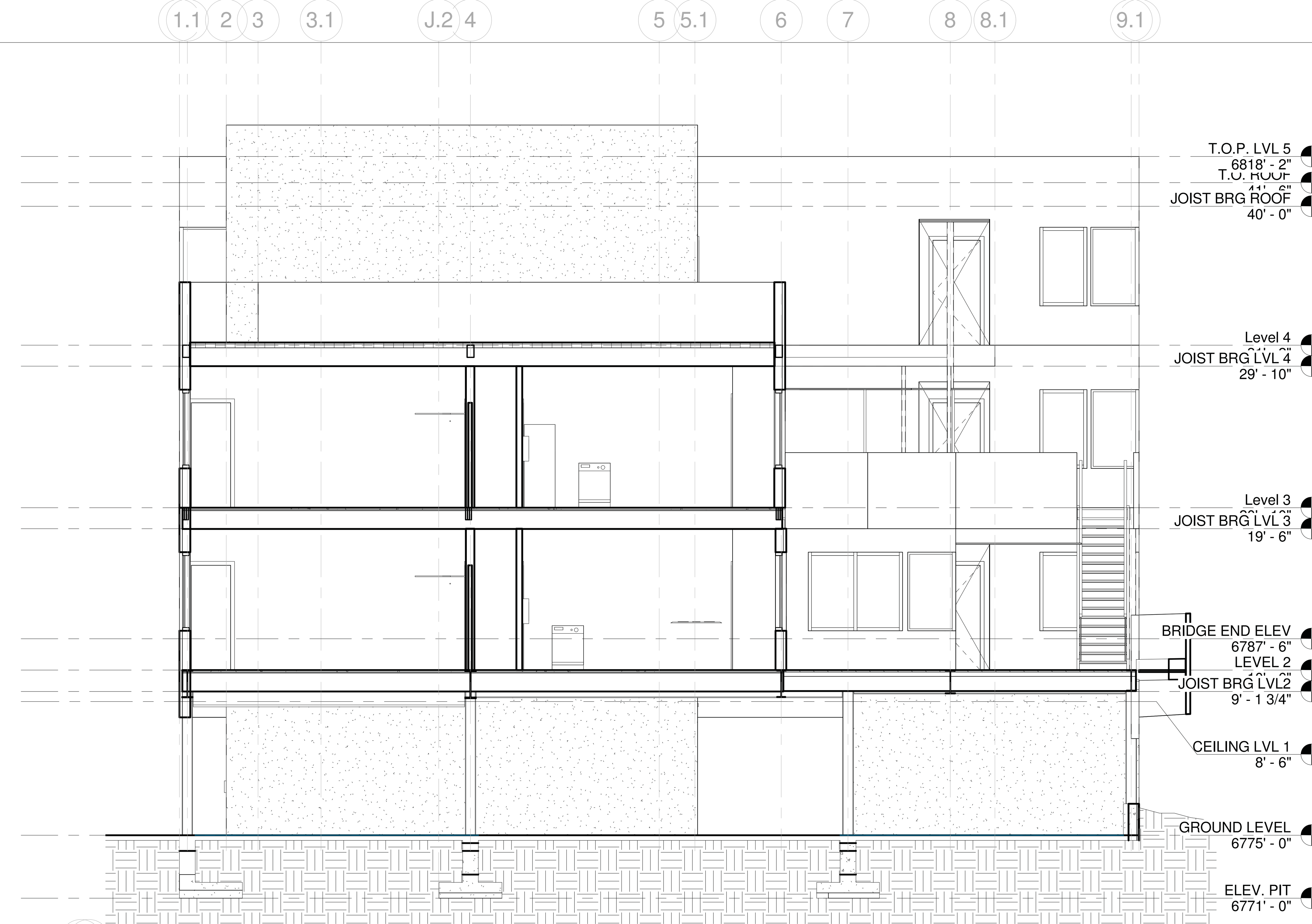
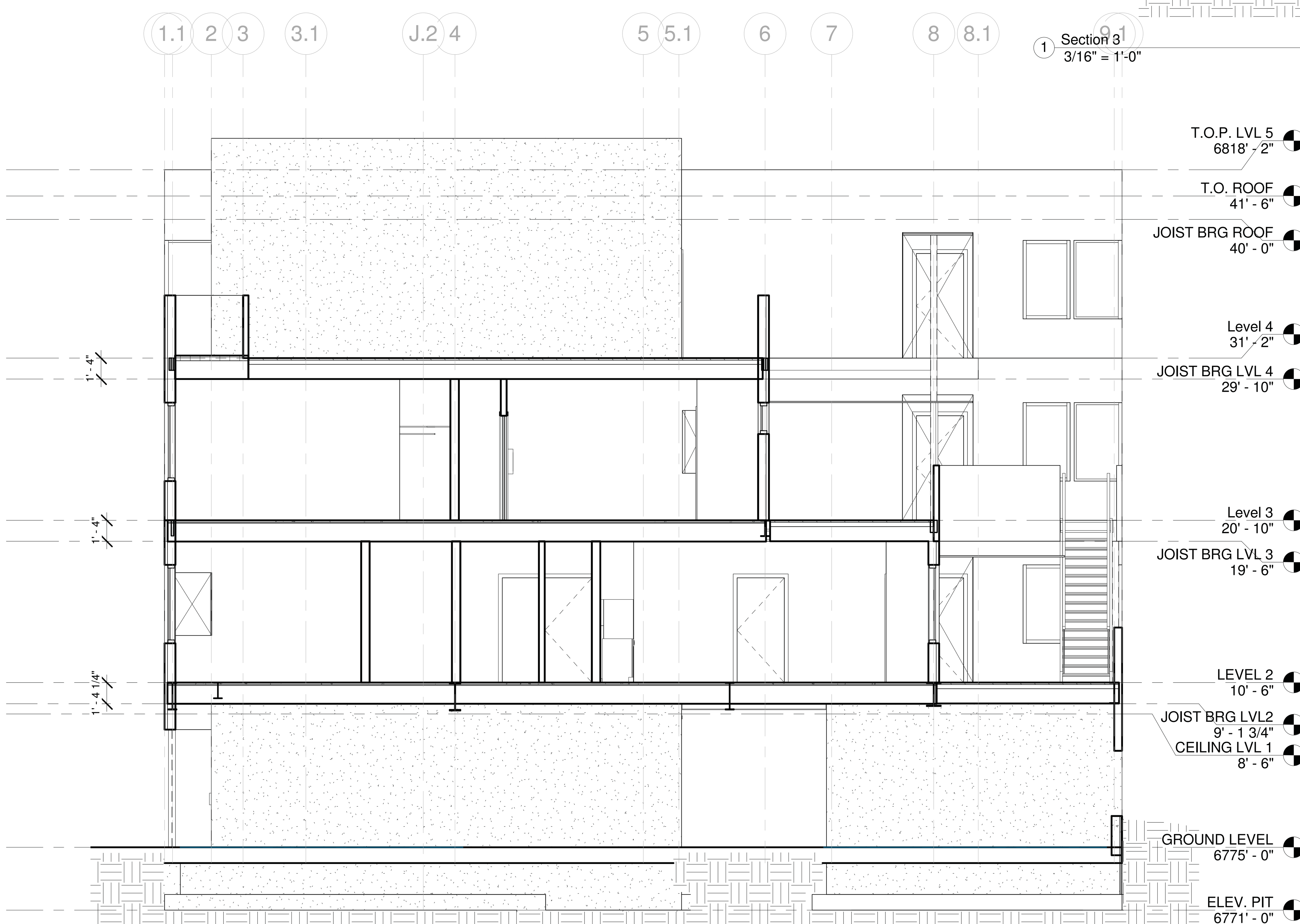
BUILDING SECTIONS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A4.01
FILE		



1 Section 3
3/16" = 1'-0"



2 Section 4
3/16" = 1'-0"

CENTRAL PARK
CONDOMINIUMS

1893 PROSPECTOR AVE
PARK CITY UT

SEPT 3, 2015	DESIGN DEVELOPMENT
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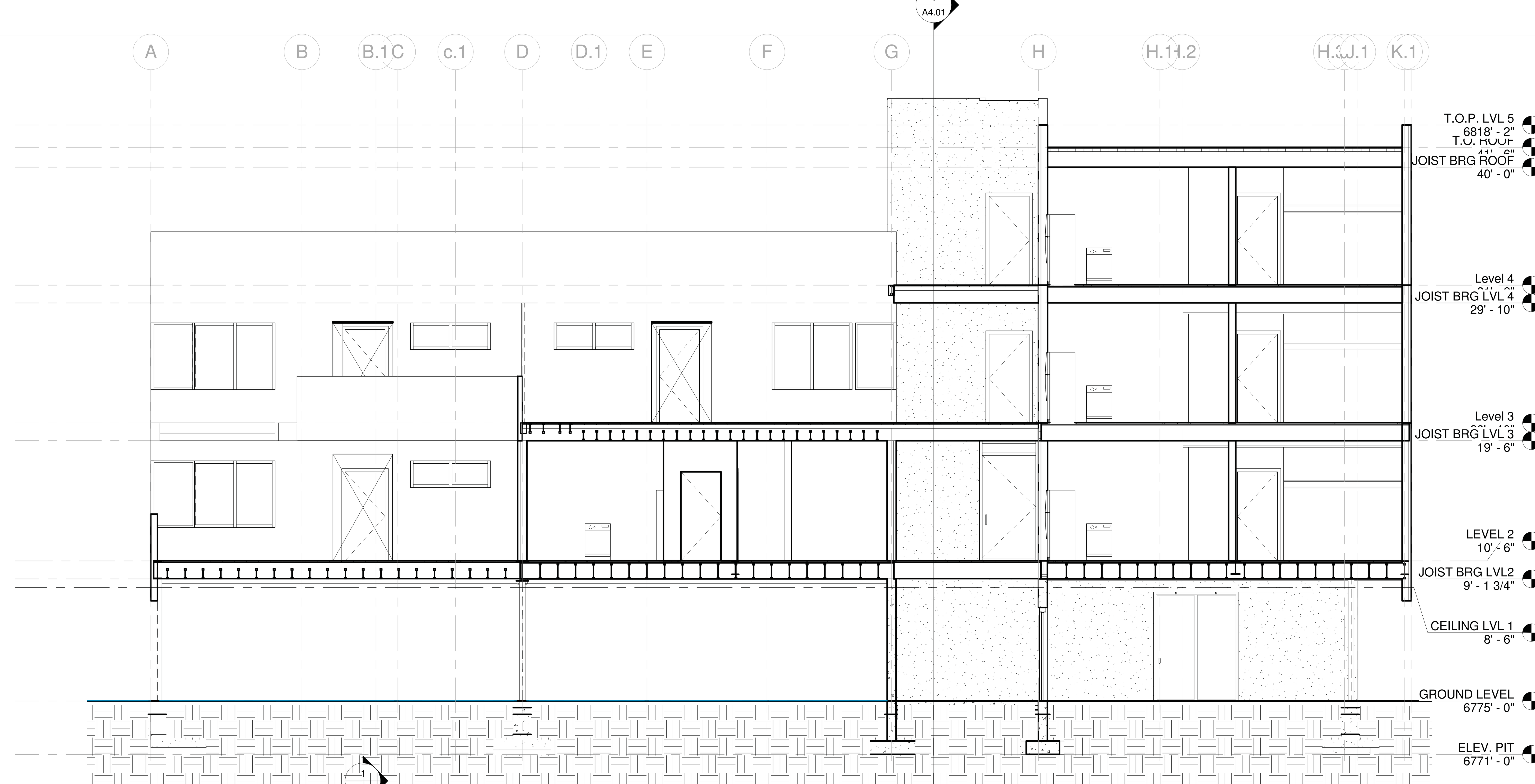
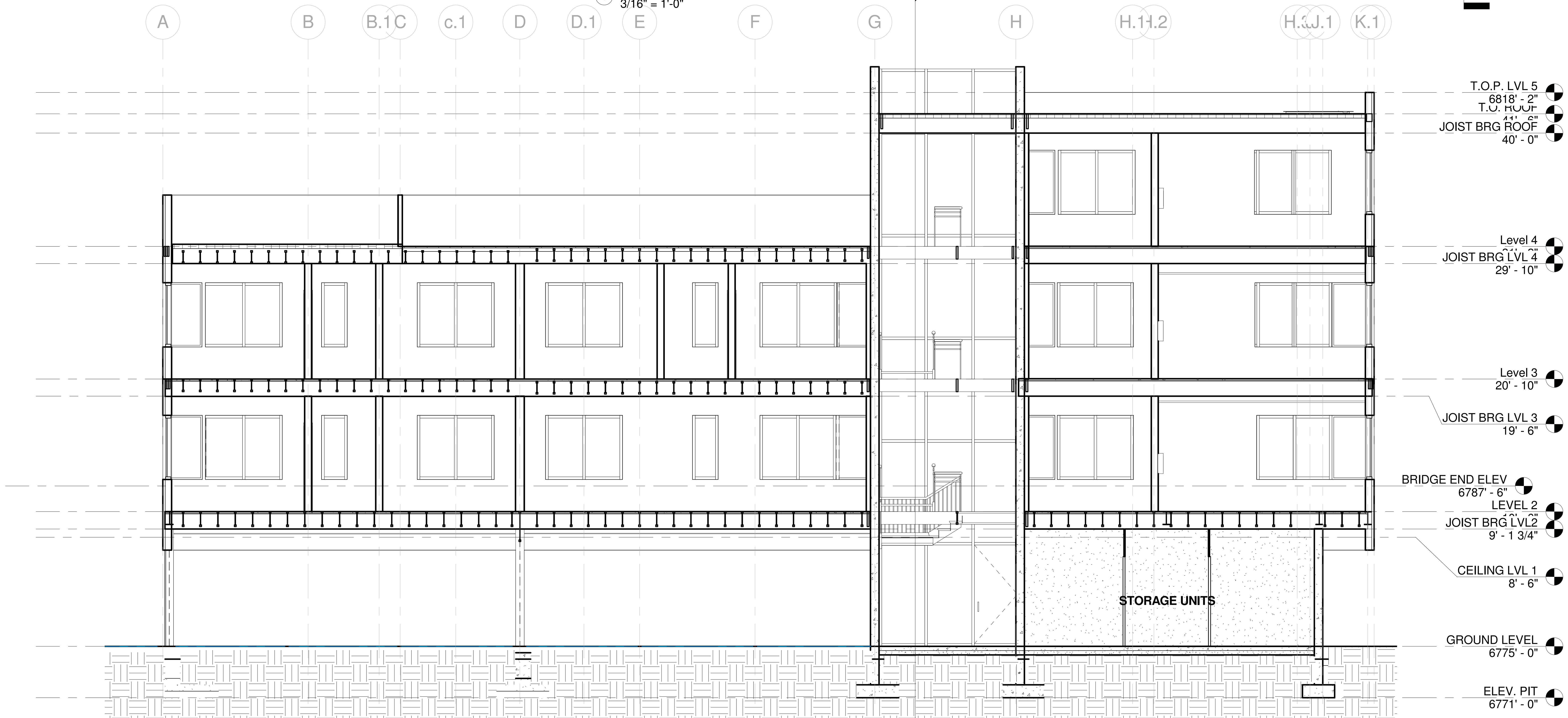
BUILDING SECTIONS

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A4.02
FILE		



1 Section 6
3/16" = 1'-0"



2 Section 7
3/16" = 1'-0"

CENTRAL PARK CONDOMINIUMS

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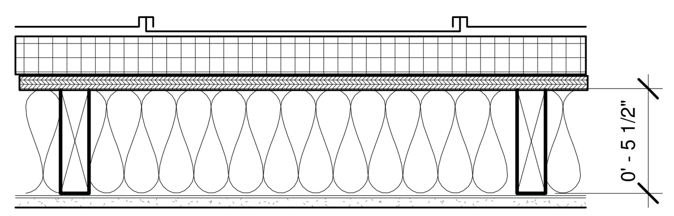
BUILDING SECTIONS

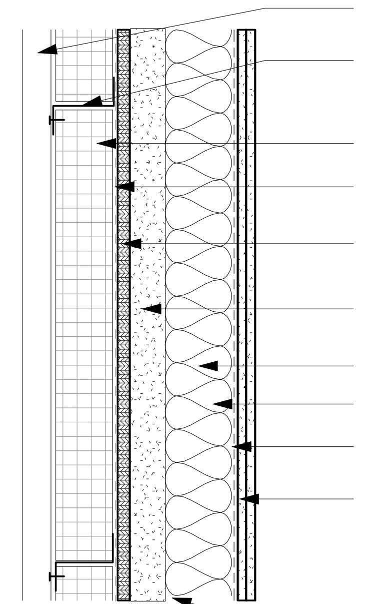
JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A4.03
FILE		

WALL TYPES

A - EXTERIOR 2x6 SHEAR WALL- 1 HR FIRE RATING UL #U 300 SERIES



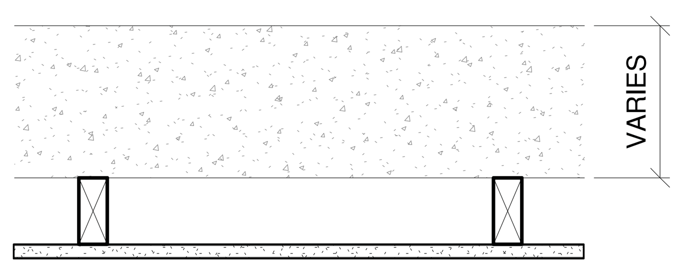
	EXTERIOR
R-0	22 ga. (METAL) VERTICAL WALL PANEL, TBD
R-0.17	BUILDING WRAP
R-13	2" FOIL FACED POLY-ISOCYANURATE INSULATION W TAPED SEAMS
R-0.62	7/16" CDX PLYWOOD SHEATHING OR OSB PER STRUCTURAL
R-19.11	2x STUD LAYER / R-19 FIBERGLASS BATT INSULATION
R-0.45	4 mil. POLYETHYLENE VAPOR RETARDER
	5/8" TYPE 'X' GYPSUM WALL BOARD
	INTERIOR



METAL PANEL FINISH, T.B.D.
Z-GIRT SPACED
24" O.C OR WOOD SLEEPER
2" FOIL FACED POLY-ISOCYANURATE INSLUATION
WEATHER BARRIER MEMBRANE
5/8" CDX OR APA RATED OSB SHEATHING
2" POLY URETHANE SPRAY -IN INSULATION
3 1/2" CELLULOSE BLOWN-IN INSULATION
2X6 STUD FRAMING, BEYOND
4 MIL. VAPOR BARRIER
(2) LAYERS OF 5/8" TYPE 'X' GYP. BD., PAINT FINISH

WALL TYPE 'A' SECTION DETAIL

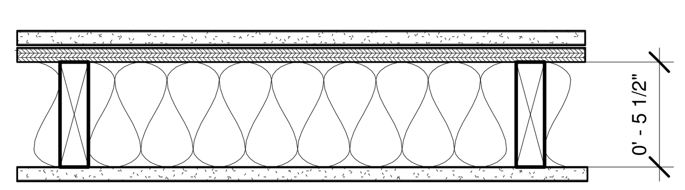
B - EXTERIOR WALL C-I-P CONCRETE 3HR FIRE RATING



	EXTERIOR
R-0.25/INCH	CAST-IN-PLACE CONCRETE WALL, REINFORCING AND MIX DESIGN PER STRUCTURAL
	2x4 STUD LAYER
	5/8" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

D - INTERIOR SHEAR WALL - 1 HR

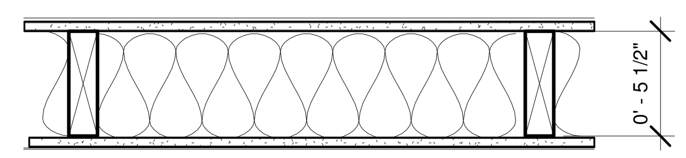
2X6



	INTERIOR
R-0.5	5/8" TYP. X GYP. BD. FINISH W PAINT
N/A	7/16" CDX PLYWOOD OR OSB SHEATHING
N/A	2x STUD LAYER
	5 1/2" ACCOUSTICAL INSULATION
	5/8" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

E- INTERIOR WALL - 1 HR FIRE RATING UL #U-327

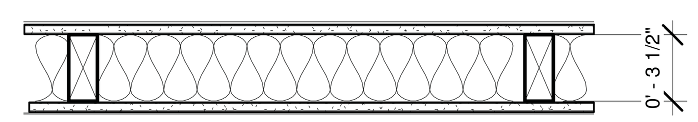
2X6



	INTERIOR
R-0.5	5/8" TYP. X GYP. BD. FINISH W PAINT
N/A	2x STUD LAYER
N/A	3 1/2" ACCOUSTICAL INSULATION
	1/2" RC CHANNEL
	5/8" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

F- INTERIOR WALL - 1 HR

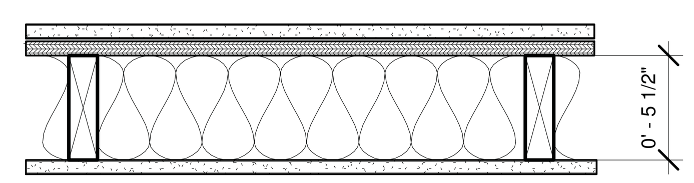
2X4



	INTERIOR
	1/2" TYP. X GYP. BD. FINISH W PAINT
R-0.5	2x STUD LAYER
N/A	3 1/2" ACCOUSTICAL INSULATION
N/A	1/2" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

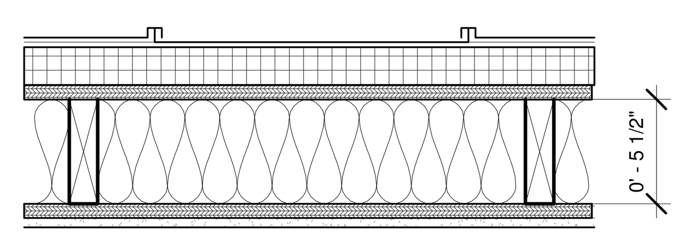
G- INTERIOR SHEAR WALL - 1 HR FIRE RATING UL # 300 SERIES

2X6



	INTERIOR
R-0.5	5/8" TYP. X GYP. BD. FINISH W PAINT
N/A	7/16" CDX PLYWOOD OR OSB SHEATHING
N/A	2x STUD LAYER
	5 1/2" ACCOUSTICAL INSULATION
	5/8" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

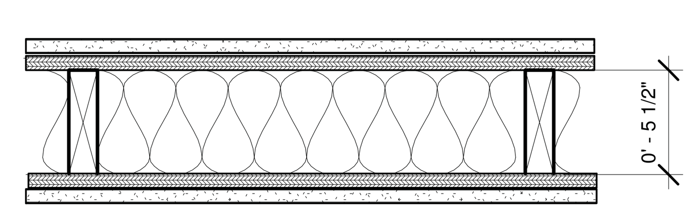
H- EXTERIOR 2x6 SHEAR WALL- 1 HR FIRE RATING UL #U 300 SERIES



	EXTERIOR
R-0	22 ga. (METAL) VERTICAL WALL PANEL, TBD
R-0.17	BUILDING WRAP
R-13	2" FOIL FACED POLY-ISOCYANURATE INSULATION W TAPED SEAMS
R-0.62	7/16" CDX PLYWOOD SHEATHING OR OSB PER STRUCTURAL
R-19.11	2x STUD LAYER / R-19 FIBERGLASS BATT INSULATION
R-0.45	4 mil. POLYETHYLENE VAPOR RETARDER
R-0.62	7/16" CDX PLYWOOD SHEATHING OR OSB PER STRUCTURAL
	1/2" TYPE 'X' GYPSUM WALL BOARD
	INTERIOR

I - INTERIOR SHEAR WALL - 1 HR

2X6

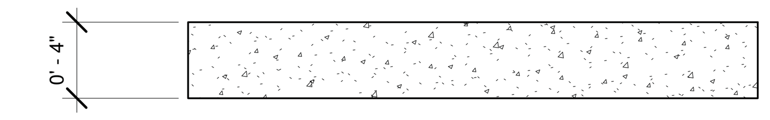


	INTERIOR
R-0.5	5/8" TYP. X GYP. BD. FINISH W PAINT
N/A	7/16" CDX PLYWOOD OR OSB SHEATHING
N/A	2x STUD LAYER
	5 1/2" ACCOUSTICAL INSULATION
	7/16" CDX PLYWOOD OR OSB SHEATHING
	5/8" TYP. X GYP. BD. FINISH W PAINT
	INTERIOR

1 WALL TYPES
1 1/2" = 1'-0"

ROOF/FLOOR TYPES

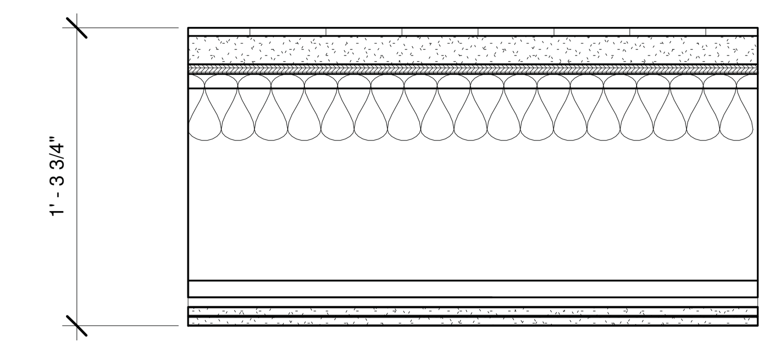
1 - LEVEL 1 4" CONC. SLAB ON GRADE



FLOOR

4" CONC. SEE STRUCTURAL FOR REINFORCING

2 - LEVEL 2 WOOD FRAMED JOIST FLOOR - 1 HR FIRE RATING UL #L500 SERIES

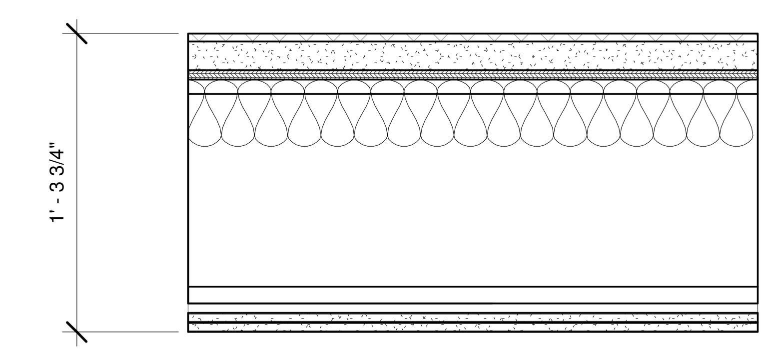


FLOOR

FINISH FLOORING
1 1/2" GYP. CRETE RADIANT SLAB
1/2" PLYWOOD SUB-FLOOR
11 7/8" TJI 210 SEE STRUCTURAL
3 1/2" SOUND BATT INSUL.
1/2" RC CHANNEL
(2) LAYERS 1/2" TYPE X GYP. BD.

CEILING

3 - LEVEL 3 WOOD FRAMED JOIST FLOOR - 1 HR FIRE RATING UL #L500 SERIES

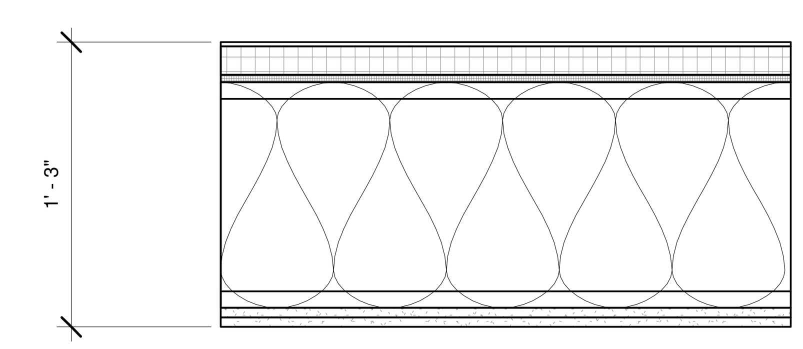


FLOOR

FINISH FLOORING
1 1/2" GYP. CRETE RADIANT SLAB
1/2" PLYWOOD SUB-FLOOR
11 7/8" TJI 360 SEE STRUCTURAL
3 1/2" SOUND BATT INSUL.
1/2" RC CHANNEL
(2) LAYERS 1/2" TYPE X GYP. BD.

CEILING

4 - LEVEL 3 WOOD FRAMED JOIST FLOOR - 1 HR FIRE RATING UL #R500 SERIES



ROOF

TPO ROOFING MEMBRANE
TAPERED FOAM ROOF INSUL.
3/4" PLYWOOD ROOF SHEATHING
11 7/8" TJI 360 SEE STRUCTURAL
R-49 BATT INSUL.
(2) LAYERS 1/2" TYPE X GYP. BD.

CEILING

2 ROOF/FLOOR TYPES
1 1/2" = 1'-0"

CENTRAL PARK CONDOMINIUMS

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WALL/FLOOR/CEILING TYPES

JOB NO.	0815	SHEET NO.
DATE	JAN 23.2016	A5.01
FILE		

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Council should consider a public donation, in the form of a memorial bench and tree, to be placed on the perimeter of the library field parcel

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council
Staff Report

PARK CITY 1884

Author: **Heinrich Deters, Property, Real Estate, Trails and Open Space Manager**
Subject: **Administrative Policy: Community Project Donations**
Date: **May 11, 2017**
Type of Item: **Administrative**

Recommendation

City Council should review and approve the attached Donation Application for placing a bench and tree on the City-Owned Library Field parcel.
(Attachment I)

Executive Summary

Council should consider a public donation, in the form of a memorial bench and tree, to be placed on the perimeter of the Library Field parcel.

Background

In June 2011, Council adopted a City donation policy for community service and private donations on City property. On April 27, Bonnie Park, submitted a donation application for a memorial bench and tree on the City's Library Field parcel on behalf of the Robert Hilder family.

Analysis

The City's donation policy requires City Council notification and approval for projects located on certain city properties. The applicant provided details associated with the project, including, size, scope and location.

Proposed Library Field Preservation Easement
On March 16, 2017 the Citizen's Open Space Advisory Committee (COSAC) presented recommendations associated with a proposed preservation easement on the Library Field parcel. Council approved of the recommendations and directed staff to draft an easement and procure a land trust for the project. The COSAC recommendations included the following:

- *The easement would not include the slope/patio area on the south end of the field but would go 'curb to curb' elsewhere. (Map below)*
- *The easement would prohibit permanent structures.*
- *The easement would allow temporary programing/structures if approved under the existing regulatory/public process.*
- *The easement would allow for special events if approved under the existing regulatory process.*

- *The easement would identify a process to approve/deny public requests for minor park amenities (think benches), which would be restricted to the perimeter of the easement area.*

Staff has yet to implement Council's direction on drafting the easement and/or procuring a land trust for the project. That said, staff has implemented, to the best of their ability, Council's intent to process/ approve/deny requests associated with minor park amenities proposed on the parcel.

On May 2nd, staff presented the donation application to the Recreational Advisory Board (RAB). RAB discussed the application and provided a positive recommendation. Staff also committed to placing the tree in an area that does not significantly impact the view corridor of the Field.

Staff finds the bench is consistent with the donation policy and the intent of the Library Field easement process. Staff finds that the donations provide a benefit to the public utilizing the property. Staff does not see any negative aspects to the project. The value of the donation is under $5000 and consistent with the notification of an asset to the Finance Department.

Staff has provided Council with a list of approved donations to date. (Exhibit A- Donation Matrix)

Council Alternatives:
Recommended Alternative: Council may approve the attached donation application for a bench on the Library Field parcel.

Null Alternative: Council may deny the application and the bench and tree would not be placed on the parcel.

Departmental Review
This report has been reviewed by the Office of the City Attorney and City Manager.

Staff Recommendations:
City Council should review and approve the attached Donation Application for placing a bench on the Library Field parcel.

Attachment I- Library Field Bench and Tree Donation Application

PCMC Donation Written Proposal

PARK CITY
1884

Date: 4-26-17

Applicant: Bonnie Park on behalf of Robert Hilder family

Address: PO Box 414, Park City UT 84060

Phone: 435-655-1635

Email: bonniebpark57@gmail.com

Scope of donation(s) *(Why and what are you submitting for this request?)*
Tier I donation. A memorial bench and weeping cherry tree. To honor former 3rd District Court Judge of 16 years and Summit County attorney at the time of his death.

Location *(Where are you proposing to donate the item(s)? maps, photos are encouraged. Please be specific)* (complete)
Park City Library - request a site visit with staff to determine suitable location. As a scholarly man, the library location is important. The weeping cherry of sentimental importance because it blossoms around the time of Robert Hilder's birthday (May 15)

Type of Donation *(Please provide size, shape, materials, quantity of donation.)* Weeping cherry sized to meet City specification (minimum or greater than) One tree.
One memorial bench of size, material and signed as approved per city specifications
Memorial plaque

Approximate Cost of Donation
TBD based on approved items.
Less than $5,000

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

Special exception for expedited tree planting
May 15, 2017, 2pm, following service at Santy Auditorium

(Exhibit C)

Donation Letter of Intent

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

1. Project and Process

This donation agreement shall be appurtenant to the following location and project: Park City Library Field Bench, plaque + cherry tree

2. Funding

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

3. Installation

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

4. Location

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

5. Vandalism & Maintenance

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

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

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

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

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

THIS AGREEMENT is made by and between PARK CITY MUNICIPAL CORPORATION (City) and DAVID BENNETT ON BEHALF OF ROBERT HILDER FAMILY (Donor(s)) to set forth the terms and conditions under which the City will permit the applicant to donate certain improvements on City property at LIBRARY FIELD (location), Park City, Utah.
Subject to the following terms and conditions of this agreement.

DATED this ______________ day of ______________, 20___

PARK CITY MUNICIPAL CORPORATION

____

~~Dana Williams~~, Mayor
Jack Thomas

Attest:

____
Owner's Signature

DAVID BENNETT
Owner's Name (Printed)

2940 AMERICAN SADDLER PC 84060
Mailing Address

DAVID BENNETT@ MAC. COM
email address or phone number

STATE OF UTAH)
ss
COUNTY OF SUMMIT)

On the 27 day of April, 2017, David Mark Bennett personally appeared before me Armando Castillo who, being first duly sworn and upon oath, and in full recognition of the penalty for perjury in the State of Utah, did acknowledged to me that she/he is the Owner(s) of the property or, if the Owner(s) is a Corporation, that she/he is an authorized representative of the Corporation, and that she/he signed the foregoing instrument on their behalf.

____
Notary Public

NOTARY PUBLIC
ARMANDO CASTILLO
680867
COMMISSION EXPIRES
DECEMBER 10, 2018
STATE OF UTAH

Exhibit A- Donation Matrix

Donation Matrix	*policy adopted June 2011*		
Name/Number	**Location**	**Year**	Notes
Sam Sumsion (3)	McPolin Nature Trail	Sep-14	CC approved in meeting
SLC Osguthorpe Program (4 benches warren, phillips, altschular, backcountry) (PC Hill Rock)	Round Valley	Dec-11	Approved as part of osguthorpe fund raising efforts
Kevin King (1)	Round Valley	Nov-10	reason for policy
Jay Burke (1)	Stoneridge	Sep-15	CC approved in meeting
Lacy Compton (1)	McLoed Creek	Sep-15	CC approved in meeting
Keith McCauley (1)	Round Valley	Dec-15	CC approved in meeting
Ben Sumsion (3)	Round Valley	Sep-09	prior to policy adoption
Virgina Smith (1)	McLeod Creek	Oct-11	CC approved in meeting
Ginny Valor (signs)	McPolin Nature Trail	Oct-11	CC approved in meeting
Carson Cheney (1 table)	Round Valley	Aug-12	CC approved in meeting
Lori Wilson (1)	Sandstone Cove/Quarry Mountain	Dec-16	CC approved in meeting
Judge Robert Hilder	Library Field	May 2017	Pending

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Summary

Staff requests continuation to June 15, 2017, of a final subdivision plat to create three platted lots of record for development parcels of the Village at Empire Pass Pod A Master Planned Development approved on July 28, 2004, and a fourth lot for Silver Strike ski lift and ski related activities.

On April 26, 2017, Planning Commission conducted a public hearing and voted unanimously to continue the public hearing and action on this item to May 10, 2017, to allow Staff time to address requested changes made by the applicant at the April 26th meeting. The applicant requested changes to the plat and conditions of approval regarding a ski access easement and a recorded development covenant on Lot 3. Staff worked with the applicant and the City Engineer to revise conditions of approval and the applicant provided a revised subdivision plat reflecting the ski easement and amended plat notes.

On May 10th Staff will request the Commission continue this item to May 24th due to public input provided on May 5th by an adjacent property owner. This item is now scheduled for a public hearing on May 24th by Planning Commission with possible recommendation to City Council on June 15th for final action.

Respectfully:

Kirsten Whetstone, Senior Planner

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff requests continuation to June 15, 2017, of a public hearing for amendments to the Park City Land Management Code (LMC) related to 1) lot and site requirements in the Single Family (SF) Zoning District (Chapter 2.11), 2) amending the Annexation Expansion Area (Chapter 8.7), and 3) elimination of the numbering of definitions in Chapter 15 and throughout the LMC document.

On April 26, 2017, Planning Commission conducted a public hearing and voted unanimously to forward a positive recommendation on these proposed Land Management Code amendments, with recommendation to staff to incorporate findings related to State Code requirements for Annexation Policy Plan changes, as enumerated in the report body, into the Ordinance. No public input was provided at the meeting. This item was noticed for the May 11th Council meeting.

Staff requests continuation of the public hearing to June 15, 2017 to allow additional time for review of the final ordinance and to accommodate staff scheduling.

Respectfully:

Kirsten Whetstone, Senior Planner

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

City Council should consider interim uses on the newly acquired 1.86 acre YARD parcel located at 1251 Kearns Boulevard. The Transit and Parking Departments are recommending the property be utilized as temporary parking for Main Street employees for the initial roll out of the Old Town parking plan.

Respectfully:

Jonathan Weidenhamer, Economic Development Manager

City Council
Staff Report

Subject:	**Interim Parking Use at 1875 Homestake Road aka (Lot 2, Amended Yard Subdivision or South Yard lot)**
Authors:	**Jonathan Weidenhamer**
Department:	**Economic Development**
Date:	**May 11, 2017**
Type of Item:	**Administrative**

Summary Recommendation
Direct staff to temporarily use the newly acquired City property as a park and ride for Main Street employees and event parking until an affordable housing and/or transit/parking development starts, anticipated in spring 2019.

Executive Summary
City Council should consider interim uses on the newly acquired 1.86 acre YARD parcel located at 1251 Kearns Boulevard. The Transit and Parking Departments are recommending the property be utilized as temporary parking for Main Street employees for the initial roll out of the Old Town parking plan.

Acronyms
OTTC	Old Town Transit Center
PCMC	Park City Municipal Corporation

The Opportunity
Provide a convenient park and ride closer to Main Street than Ecker Hill or Richardson Flat that is served by dedicated shuttle service and does not result in dispersed parking in adjacent residential areas.

Alternatives for City Council to Consider

1. **Recommended Alternative:** Direct staff to use the newly acquired property as a park and ride for Main Street employees and event parking

   <u>Pros</u>
   - a) Will allow for express bus service to and from the Old Town Transit Center (OTTC).
   - b) Will allow event parking in a central location, adjacent to existing transit routes.
   - c) Could reduce traffic related impacts of events in the downtown.
   - d) Would bring a more consistent parking operation and level of management to the site.
   - e) Assist employees during the transition period from free parking to paid parking by providing a reasonable alternative to paid parking

Cons

a. Doesn't initially allow general public parking.
b. Would increase traffic volumes on Homestake Drive and turning movements to and from SR 224 and/or S248.
c. Does not effectively discourage employees from traveling into Park City on our entry corridors

2. **Ask staff to return with analysis to consider expanding parking use to allow broader public parking:**

Pros

a) Could support the broader interests of the redeveloping commercial district.
b) Reduces traffic volumes to and from Old Town and overall Vehicle Miles Traveled
c) Would require less enforcement and management of the parking inventory

Cons

a. Would reduce available parking to main street employees

3. **Null Alternative:** The City Council could choose to not use the property in the interim.

Pros

a. Would minimize potential impacts on the neighborhood.

Cons

a. Could miss an opportunity to assuage the impacts of paid parking on Main Street businesses and employees.
b. Does not utilize a City resource that is available to effectuate change in travel behavior in one of the regions primary travel markets

Background

Park City Municipal Corporation (PCMC) closed on the 1.86 acre lot on May 2, 2017. A conditional use permit was granted for a commercial parking lot on the property on June 10, 2009 (link). That permit runs with the land, and is still in effect. City Council has, to date, prioritized the use of this property to forward their affordable housing goals. They have also additionally contemplated using the property to forward their goal of reducing congestion, and may still consider some level of transportation or parking infrastructure in conjunction with the affordable housing component. The current timeline estimates beginning development in spring 2019.

Analysis

Staff from the Streets Department is currently evaluating the status of the property infrastructure, including the fencing and pavement. Once the evaluation is completed, any maintenance issues can be addressed. Next, staff will secure and sign the area appropriately to ensure any liability concerns are elevated.

Interim Uses
The Parking Department would like to operate a park and ride lot on the property for Main Street employees. They believe they can run 10 minute shuttles beginning in the late afternoon running through 2am or 3am. They would make minor, temporary improvements to the site to address public safety and building code needs, including pavement patching, striping, emergency call boxes, and solar powered low – level lighting. It is estimated that approximately 232 of parking spots can be accommodated for on the site. It is possible that they would bring

In the interim, with the advent of expanded paid parking in the downtown, staff believes using the property temporarily as a park and ride lot for a Main street employee shuttle will provide a reasonable alternative to those affected by paid parking. Continued use for event parking is also supported by staff to support ongoing event traffic management strategies. At this time, staff does not see general public parking as the best use for the property. After rollout of the expanded paid parking in the downtown, staff recommends reevaluation to see if there is additional, available space for general public use.

Operations
Should City Council support the use, the Parking Department expects to manage and operate the lot in house, including both access control and enforcement. During busiest times such as the Film Festival, a third party vendor is brought on to supplement staff, and we would have that vendor manage the lot

Public Input
Public input has been given from the adjacent Claimjumper and Homestake Condos during the multiple public hearings during the purchase of the property. In general, the neighbors were in support of residential projects and voiced concern over intensive transportation activities.

Council Direction-Affordable Housing
Staff is clear that current direction from the City Council has been to develop affordable housing. At a high level the housing pipeline includes:

1. Woodside Park Ph. 1 (fire station)   fall 2017
2. Woodside Park Ph 2. (sr. ctr)   Summer 2018
3. Yard   2019

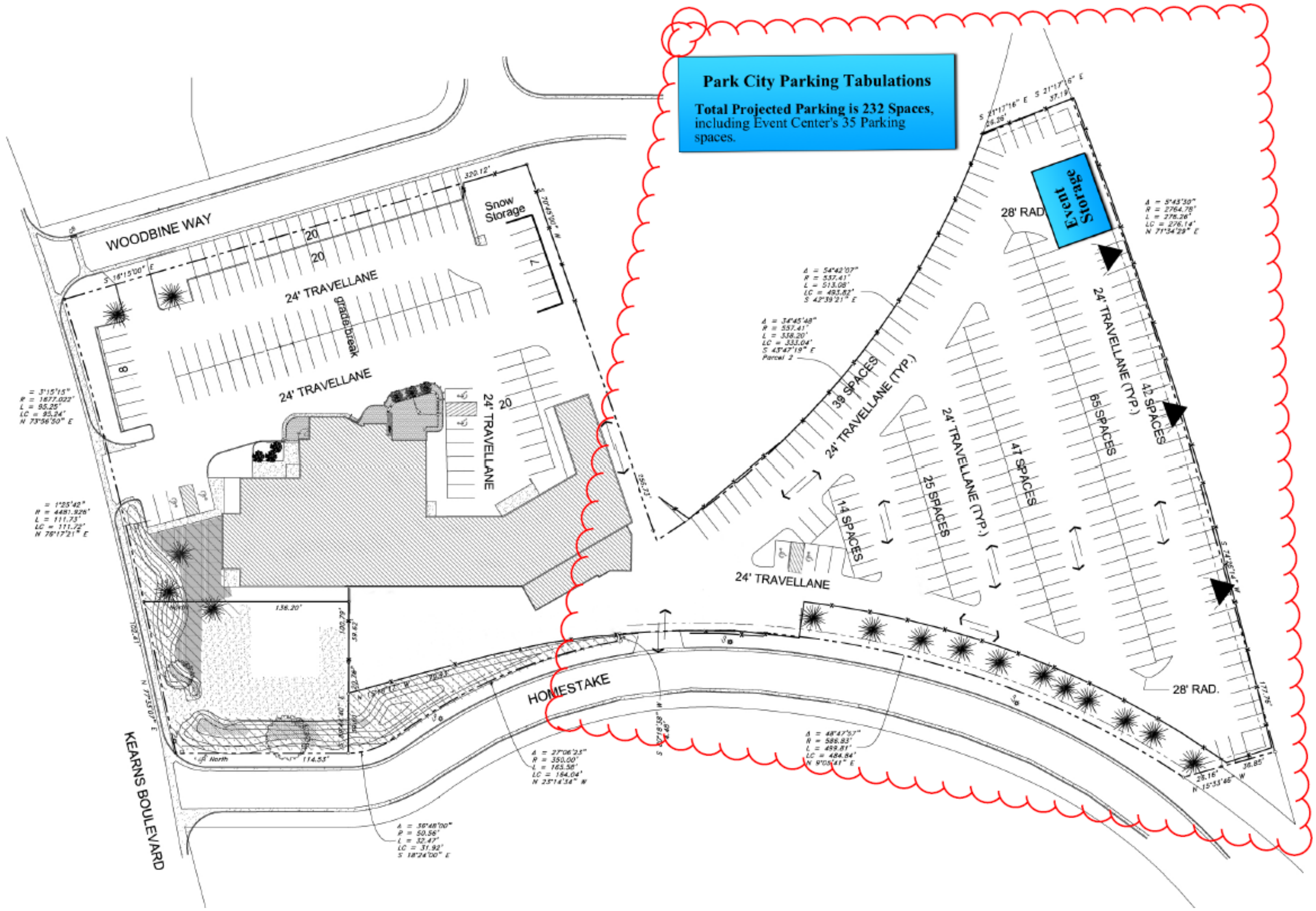
With the anticipated expansion of paid parking in the downtown, staff believes running a park and ride lot from this location will provide a convenient, free alternative to paid parking. Further, Council has directed staff to consider alternatives to event related access and circulation issues. This would be an opportunity to test alternatives.

Funding Source
The property was purchased with affordable housing funds from the Lower Park Avenue Development Authority. Staff will evaluate if the transportation fund needs to reimburse the Redevelopment Fund depending on Council direction.

Department Review
Budget, Legal and City Manager.

Attachments
A Potential site plan for parking.

Exhibit A


Park City Parking Tabulations
Total Projected Parking is 232 Spaces, including Event Center's 35 Parking spaces.
Event Storage
WOODBINE WAY
Snow Storage
24' TRAVELLANE
grade break
24' TRAVELLANE
24' TRAVELLANE
28' RAD
39 SPACES
24' TRAVELLANE (TYP.)
24' TRAVELLANE (TYP.)
47 SPACES
65 SPACES
24' TRAVELLANE (TYP.)
42 SPACES
25 SPACES
14 SPACES
24' TRAVELLANE
28' RAD.
HOMESTAKE
KEARNS BOULEVARD

DATE: May 11, 2017

TO HONORABLE MAYOR AND COUNCIL

Due to an increased usage of outdoor recreation spaces for personal financial gain, the Recreation Department is looking to regulate this use by implementing an application process and a fee to those that run classes and offer instruction at outdoor recreation facilities.

The proposed fees are the following:

	Per Day	Season
Resident	$50	$300
Non-Resident	$75	$500

The use of these facilities is non-exclusive and will have the lowest scheduling priority of any user. The facilities that are available for use include City Park, Park City Sports Complex, and Park City School District Fields on the Kearns Campus.

Recreation Staff will perform spot checks at facilities to help ensure compliance with the fees & application process.

Respectfully:

Ken Fisher, Recreation Manager

City Council
Staff Report

Subject: Permitting Commercial Use of Outdoor Facilities
Author: Ken Fisher, Recreation Manager
Department: Recreation
Date: May 11, 2017
Type of Item: Administrative

Summary Recommendation

Staff recommends Council approve the permitting process & fees for the use of Outdoor Recreation Facilities for commercial use. The fees will not go into effect until the FY18 Fee Schedule is approved by Council, which is normally done as part of the annual budget approval process.

Executive Summary

Due to an increased usage of outdoor recreation spaces for personal financial gain, the Recreation Department is looking to regulate this use by implementing an application process and a fee to those that run classes and offer instruction at outdoor recreation facilities.

The proposed fees are the following:

	Per Day	**Season**
Resident	$50	$300
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The use of these facilities is non-exclusive and will have the lowest scheduling priority of any user. The facilities that are available for use include City Park, Park City Sports Complex, and Park City School District Fields on the Kearns Campus.

Recreation Staff will perform spot checks at facilities to help ensure compliance with the fees & application process.

The Problem

- Over the past several years there has been an increase in commercial activity in the parks and athletic fields. This ranges from private sport lessons to boot camp classes.
- Currently when an organizer calls the department to see how they can schedule use we are unable to help them since we don’t currently have a way to regulate or permit the use.
- It is important that this gets addressed so we have greater control and knowledge of what is happening with regards to commercial use in our public facilities.
- We currently regulate instruction at the PC MARC, Ice Arena & Golf.

Background

- Recreation assembled a group of City staff to look into the best way to permit & regulate this use. This included representatives from Recreation, Finance, Legal and Sustainability (Trails).
- Commercial use includes anyone who offers instruction and charges a fee.
- It was decided to not include trails in this permitting process. The reason for this is that trails already have a special event use policy that regulates commercial use of the trail system. If an individual group is larger than 30 they are considered a special event. To date groups using the trail system have not caused an issue with overcrowding as they keep individual groups to under the 30 user threshold.
- Outdoor Fitness Classes and athletic instruction have become more popular in recent years and the increased use of open park space to hold these classes is an area municipalities are looking to regulate. The group modeled the recommendations off of those found in Boulder, Colorado and Austin, Texas, communities that have implemented commercial use regulations in their outdoor facilities.
- The City currently has an Administrative Policy that regulates who can teach in our recreation facilities (PC MARC, Ice Arena & Golf) but not in outdoor facilities.
- The proposed fees are the following:

	Per Day	**Season (5/1-10-15)**
Resident	$50	$300
Non-Resident	$75	$500

- The fees allow for non-exclusive use of space at an outdoor facility so it doesn't preclude others from using the facility as well. If exclusive use is desired the field would need to be rented.
- The fees will go into effect and be included in the City's Fee Schedule when that comes before Council as part of this year's budget process.
- Those that have been known to teach or use facilities in the past have been contacted about the proposal to regulate use. While they would prefer to not be regulated they understand the need to do so.

Analysis

The Recreation Department believes the proposed fees for commercial use of outdoor recreation facilities are fair & reasonable when compared to similar fees that the City currently collects.

Facility	Resident	Non-Resident
Park Pavilions	$85 per day	$200 per day
Field Rental	$100-$500 per day	$375-$1,000 per day
Personal Trainer (PC MARC)	$20 per training; $300 month; $3,000 per year	N/A

Department Review
This report was reviewed by Recreation, Library, Golf, Ice, Legal, Finance and the Executive Department.

Funding Source
This will be an additional revenue source for the city. There are no additional expenses that would require additional funding.

Attachments
Commercial Use of Park City Operated Outdoor Facilities

Commercial Use of
Park City Operated Outdoor Facilities

Commercial use includes anyone who offers instruction and charges a fee. Examples of a commercial use: outdoor fitness or yoga class in a park, individual or small group sport training; (e.g.: weight training, sports and other activities).

USE GUIDELINES

●Priority of use: Recreation programs, park maintenance, stakeholder groups and special events take precedence. Facility availability can be obtained from the facility scheduler.
●Park use is conditional based on weather conditions and maintenance practices.
●Uses are confined to the areas included on the Facility addendum attached here.
●Outdoor facilities are available per the Facility addendum (weather dependent)

PROHIBITED

●Use of playground area or equipment is prohibited (exception: Park City Fitness Park at the Park City Sports complex, Quinn's Junction);
●The sale of any product is prohibited at any City facility.
●Tennis courts, volleyball courts and basketball court are not available for commercial use.

COMMERICAL USE FEES AND PROCEDURES

The fee charged to user groups in the program are based on the number of user visits and includes the following elements:
●Park sites/times/days to be used will be identified.
●Reporting and payment will made PRIOR to use.
●Park City Recreation has the right to deny use for any reason.
●Spot checks will be made periodically by Recreation staff.

FEE STRUCTURE

	Per day fee	Season fee (5/1-10/15)
Resident/Local business	$50	$300
Non-Resident	$75	$500

Resident/Local businesses are those with a physical location in the Park City School District.

HOW TO OBTAIN A COMMERCIAL USE PERMIT

●To fill out your forms online click here: application
●An application must be submitted with all information completed.
●A new request is needed each year.

●Each request is reviewed by a group of program managers and may take up to 10 days to review
●Incomplete applications will not be considered.

The following items must be submitted with the completed application:

1. Proof of liability insurance
   Specs: Policy must be a primary and non-contributory policy of general liability insurance, in an amount of at least Two Million Dollars ($2,000,000). Policy must name *Park City Municipal Corporation* as additional insured.
2. If you instruct for a period longer than 30 days, a Park City business license is required.

Contact Information:

Karen Yocum
Park City Recreation Supervisor
435-615-5413
karen@parkcity.org

PARK CITY OUTDOOR FACILITY USE APPLICATION

Organization Information

*Organization Name

*Organization Website

*Organization Type (circle one)

Resident Non-Resident

*Liability Insurance

Yes No

*Park City Business License (necessary if instructing for a period of 30 days or more)

Yes License #________________________ No

Applicant Information

*****First name *****Last name

Title

*****Physical Address (street, PO Box, City, State, Zip)

*****Mailing Address (street, PO Box, City, State, Zip)

*****Email address

*****Phone Alternate Phone

RENTAL INFORMATION

Description of Program

Population(s) Served ☐ Youth/Teens ☐ Adults ☐ Seniors

Maximum number of clients expected per date:

Amenities provided by Organizer:

Secondary Location(s) Requested: (please be specific)

Date Requested: Time Requested: Date Requested: Time Requested:

Circle the months you plan to provide this service:

May June July August September October

Additional Information:

Print Name

Signature

Date

Please include Copies of your insurance & business license

Submit application to:
Facility Supervisor PCMARC
1200 Little Kate Road
PO Box 1480
Park City UT 84060
karen@parkcity.org

ADDENDUM
OUTDOOR FACILITY USE AGREEMENT
PROFESSIONAL SERVICES

The following are the specifications and specific rules for use of the following facilities. Facilities not listed here are not available for use unless special written permission granted by Recreation Facilities Supervisor.

●All use is non-exclusive
●Priority: Recreation/PCHS athletic programs, Special Events, Stakeholder games, stakeholder practices, other users

SITE NAME	OPEN DATES (subject to weather/field conditions)
City Park Field	May 1 – October 15
Park City Sports Complex (PCSC)	
Sportexe Field	year round
Fitness Park	May 1 – October 31
Park City High School*	
Little League Field	May 1 – October 15
Softball Field	May 1 – October 15
Baseball Field	May 1 – October 15
Batting Cage	May 1 – October 15
North 40 Fields	May 1 – October 15
Treasure Mtn. Junior High	
Pony League Field	May 1 – October 15
Little League 1	May 1 – October 15
Little League 2	May 1 – October 15

*****During high school sports seasons, fields will be used by PCHS teams and other trainings will not be available during times the HS has games or practices.
*All school fields (within the City limits) are closed til 5pm on school days. Uses open for scheduling by Park City Recreation after 5pm school days, all day Saturday and Sunday, all day on holidays, all summer.