PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH,
MAY 9, 2013

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 9, 2013.

Closed Session
2:00 p.m. Property and litigation

Study Session
3:20 p.m. Disposable shopping bags P. 6 - 9

Work Session
4:15 p.m. Council questions and comments
Manager's Report questions and comments P. 10
4:30 p.m. Continuation of Capital Improvements Budget discussion, review of operating expenditures and strategic plans P. 11 - 55
5:50 p.m. Break

Regular Meeting
6:00 p.m.

I ROLL CALL

II COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

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

IV NEW BUSINESS

1. Consideration of an Ordinance adopting the Revised Budget for Fiscal Year 2013-2014 and the Proposed Budget for Fiscal Year 2014-2015 for Park City Municipal Corporation and its related agencies
   (a) Public hearing
   (b) **Motion to continue to May 30, 2013**

2. Consideration of a Declaration of official intent of the City Council of Park City, Utah to reimburse itself from the proceeds of bonds for certain capital expenditures advanced by the City; establishing the maximum principal amount of such expenditures; and authorizing incidental action P. 56 - 62

3. Consideration of authorizing the City Manager to execute a contract for consulting services for Historic Preservation and Intensive Level Survey of Main Street National Register Historic District with CRSA in the amount of $373,482, in a form approved by the City Attorney P. 63 - 72

4. Consideration of the approval of addendums to the sale of 1450 & 1460 Park Avenue with Greenpark Cohousing, LLC, according to the terms outlined in the proposed Addendum #3 Real Estate Purchase Contract, in a form approved by the City Attorney P. 73 - 76

V OLD BUSINESS

1. Consideration of an Ordinance adopting Title 4, Chapter A – Special Event Temporary Alcoholic Beverage Licenses described in the Municipal Code of Park City and amendment Title 4, Chapter 4, Beer and Liquor Licensing; Title 4, Chapter 5, Beer Licenses described; Title 4, Chapter 6, Liquor License Described, of the Municipal Code of Park City
   - (a) Public hearing
   - (b) **Motion to continue to May 16, 2013**

2. Consideration of an Ordinance approving the Third Supplemental Plat for Constructed Units at the Belles at Empire Pass Condominiums amending Unit 4, located at 59 Silver Strike Trail, Park City, Utah P. 77 - 105
   - (a) Public hearing
   - (b) Action

3. Consideration of an Ordinance approving the Fourth Supplemental Plat for Constructed Units at the Belles at Empire Pass Condominiums amending Units 5 and 6, located at 77 and 83 Silver Strike Trail, Park City, Utah P. 106 - 121
   - (a) Public hearing
   - (b) Action

VI ADJOURNMENT

Work Session
6:30 p.m. Joint meeting with Planning Commission P. 122 - 134

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

Posted: 05/06/13
See: www.parkcity.org

Note: This future meeting schedule is TENTATIVE and subject to change.

May 2013

16 **Dana gone**
Community technology – study – SR
RMP - work
Park City/Salt Lake City Connect update – KC (20 min)
Presentation of Historic Preservation Award – Washington School
Award of contract – historic wall
Liquor license amendments – old business

23 **No meeting**

30 Soils Commission study session (90 min)
Budget – Operating expenditures – Strategic Plan team presentations - work
Special Event overhaul – work
4th of July event – work - TY
2013 Pavement Management Plan – regular
2260 Jupiter View Drive, Park View Condominiums amendment to record of survey
1450-1460 Park Avenue plat amendment
General Obligation Bonds – walkability – public hearing
Resolution adopting tentative budget – public hearing

June 2013

6 Budget – P&P Manual; fee changes council compensation, budget policies, outstanding budget issues – work
RMP relocation/expansion – work/public input
Resolution adopting Personnel P&P Manual - action
Resolution on City Fee Schedule – public hearing/action
Ordinance setting Council compensation – public hearing/action
Resolution adopting CEMP –action
Resolution adopting tentative budget – public hearing/action

13 **No meeting (unless time needed for budget)**

20 Budget – presentation of final and outstanding issues – work
Resolution adopting a final budget – public hearing/action
- RDA and MBA budgets – public hearing/action

27 RMP – work
Old Town curb recycling - TP

July 2013

4 **No meeting**

11 Appoint election judges

18 *Diane at ICMA training*

25 *Diane at ICMA training*
Presentation to Courchevel students

August 2013

1

8

15

22 **No meeting**

29 **No meeting**
Diane at MPA class

September 2013

5
12
19 **No meeting – City Tour**
26 Ordinance accepting the public improvements for the Echo Spur Subdivision
Ordinance renaming the section of McHenry Avenue extending from Rossi Hill Drive north to the name of Echo Spur Drive, Park City, Utah – old business

October 2013

3
10 **No meeting**
17
24
31 **No meeting**

November 2013

7
14
21
28 **No meeting - Thanksgiving**

December 2013

5
12
19
26 **No meeting**

January 2014

2
9
14&15 Tentative 2014 Visioning
16 **No meeting – Sundance**
23
30

Pending Items:

Regional recreation strategic plan
Ice operations - study
Meeting management software
Water leak adjustment policy - work
Amendment to Municipal Code - pre-inspections for business licenses
Latino Community outreach and engagement – study

BUDGET CALENDAR

May 2

Work Session

Presentation of the Tentative Budget
- Budget Overview & Timeline
- Update of Financial Impact Report (FIAR)

Revenue/Expenditure Summary

Benefits
- Pay plan
- URS-Retirement
- Health Insurance

Self-Insurance Fund

Special Service Contracts

Administrative Interfund Transfers

Regular Meeting

Public Hearing on the Tentative Budget

May 9

Work Session

CIP Budgets

Regular Meeting

Public Hearing on the Tentative Budget

May 30

Work Session

Operating Expenditures
- Strategic Plan Team Presentations

Regular Meeting

Public Hearing on the Tentative Budget

June 6

Work Session

Personnel Policies and Procedures (P&P) Manual

Fee Changes

City Fee Resolution

Council Compensation

Budget Policies

Outstanding Budget Issues

Adopt CEMP update by resolution

Regular Meeting

Adoption of the Personnel P&P Manuel by Resolution

Public Hearing on the Tentative Budget

Adoption of the Tentative Budget

Public Hearing on the City Fee Schedule

Adoption of the City Fee Schedule by Resolution

Public Hearing on Council Compensation

Adoption of Council Compensation Resolution

Adopt CEMP update by resolution

June 13

Work Session

Outstanding Budget Issues (if necessary)

Regular Meeting

Public Hearing on the Final Budget

June 20

Work Session

Presentation of the Final Budget

Outstanding Budget Issues

Regular Meeting

Public Hearing on the Final Budget

Adoption of the Final Budget by Resolution

Redevelopment Agency Meeting

Public Hearing on the RDA Budgets

Adoption of the RDA Budgets by Resolution

Municipal Building Authority Meeting

Public Hearing on the MBA Budget

Adoption of the MBA Budget by Resolution

*** Schedules and topics subject to change**

City Council
Study Session

Subject: **Study Session – Disposable Shopping Bags**
Author: **Tyler Poulson and Matt Abbott**
Department: **Sustainability**
Date: **May 9, 2013**

Background:
Staff previously presented information on disposable shopping bags to City Council during the Mid-year Environmental Update in October 2011. During that meeting staff conveyed that taxes on plastic bags are not allowed in Utah. Barring any special Utah legislative approval, such a tax would be in violation of the Utah State tax code which restricts the types of taxes that municipalities can levy. In addition to rules in the Local Sale and Use Tax Act, existing case law indicates that such a tax would likely be challenged and overturned at the state-level if pursued.

In the absence of levying a tax, City Council's direction in October 2011 was to not pursue alternative regulatory action such as a ban of plastic bags. This topic has recently garnered renewed interest and staff is returning for a Study Session to review the concept of a plastic bag ban along with alternative pathways for driving increased use of reusable bags in Park City.

Analysis:
There are myriad motivations for encouraging utilization of reusable bags and many communities across the U.S. have used legislative action to advance this objective. Staff is aware of at least 112 disposable bag ordinances in the U.S. and there is great differentiation in variety and scope among participating jurisdictions. The below bullet points reflect the concepts and variety that exists in ordinances from around the country:

- Minimum per-bag tax or fee

- Mandatory per-bag refund for customers who use reusable bags

- Ban of plastic bags with varying exemptions – examples below:
    - Prescription pharmaceutical bags
    - Meat, fish, produce, bakery, and bulk goods
    - Newspaper bags, laundry bags, and door hangers
    - Bags sold in packages containing multiple bags for personal use such as trash, yard waste, or pet waste bags

- Ban of both plastic and paper bags with varying exemptions

- Mandatory standards for disposable bags - examples below
    - Recycled content, durability, and compostability standards (note that compostable bioplastic bags are not recyclable)

- Scope and locations where ordinance is enforced – example below:
    - Only applies to retailers above certain square footage (e.g., 3,500 sq. feet)
    - Exemptions for restaurants and certain other commercial locations

These ordinances have been effective in driving behavior change and product selection. Secondarily, many of these ordinances have been enacted regionally, with multiple municipalities passing identical ordinances simultaneously. However, state-level restrictions in Utah reduce Park City's local authority to deploy certain options such as a per-bag tax that have been highly successful in other jurisdictions. Any legislative pathway taken could also be challenged at the state-level, similar to what occurred with our local anti-idling ordinance that was significantly modified after Utah legislative action in 2012.

In addition to state-level concerns and limitations, the plastic bag industry has been active in challenging laws prohibiting use of their product. Despite industry opposition many municipalities have moved forward with legislative measures, some of which have been delayed or are currently under legal review. For example, plastic bag manufacturers launched a state-wide campaign in California earlier this year in an attempt to derail legislative efforts. While some communities have successfully advanced legislation, industry-led opposition and the associated work and resources involved in protecting restrictive bag policies are things to consider when contemplating policy options.

Staff has been meeting with various parties on the issue of disposable bags, including representatives from the two large local grocery stores and the Park City Chamber. We have also been in discussion with Recycle Utah regarding their interest and support of a plastic bag ban. Recycle Utah cites the persistence of plastic in the natural environment along with adverse impacts on wildlife and the food chain as motivations for banning the plastic bag. Similar reasons have motivated communities in coastal areas and elsewhere to ban plastic bags across the U.S. These bans are often coupled with a fee on single-use paper bags that guide the customer towards reusable bag options.

While banning plastic bags will lead to environmental progress in certain areas it may also result in a net negative impact for other environmental indicators. The demographics of Park City, particularly the very high percentage of daily visitors, would likely mean that banning plastic bags would increase the use of paper bag products. While reusable bag use may also grow as well, increased use of paper bags has an increased cost burden and larger environmental impact than plastic bags in many categories. The table in Exhibit A includes a comparison between paper and plastic bags across certain environmental and financial indicators. This comparison reveals that a ban of either product that simultaneously results in increased usage of the alternative results in a trade-off of environmental impacts. The preference between paper and plastic, and the relative priority of certain negative consequences, is policy level consideration for City Council to consider.

In addition to the economic impacts and environmental trade-offs, banning plastic bags presents some logistical concerns for grocery stores. Plastic bags take up less space than paper options and they are preferred by some customers for carrying groceries and/or utilizing the plastic bag for additional uses (e.g., trash liners, pet pick-up, etc.)

Comparing paper versus plastic bags reinforces the fact that the best option seems to be “neither.” The goal of driving increased use of reusable bags is a legislative challenge given state-level restrictions in Utah. While educational campaigns appear to be a less effective, and more time-consuming and costly, approach than direct legislative action they are an important part of the discussion in Park City given our legislative restrictions and high-visitor population. In addition to municipal government support there are other parties, such as businesses and non-profits, that could play a role in driving positive environmental behavior change and the use of reusable bags.

Department Review:
Sustainability, Legal, and the City Manager reviewed this report and their feedback was incorporated.

Exhibits:
Exhibit A - Paper vs. Plastic Bag Comparison

Exhibit A – Paper vs. Plastic Bag Comparison

Paper vs. Plastic Bag Comparison			
Category	**Paper**	**Plastic**	**Notes w/Citations**
Energy Use	More	Less	4X more w/paper (1); 10% more w/paper (2); 4X more w/paper (3) 3.5X more w/paper (5);
GHG Emissions	More	Less	80% more w/paper (1); 3.3X more w/paper (2); 94% more w/paper (5)
Water Consumption	More	Less	3X more w/paper (1); 4X more w/paper (2); 3X more w/paper (3)
Other Emissions (Air & Water Pollutants)	More	Less	70% more air pollutants w/paper; 50X more water pollutants during production (1); 30% more air pollutants w/paper; 14X more water pollutants w/paper through lifecycle (2)
Recycling	Easier	Harder	Paper requires more energy to recycle, but is typically easier to process (1) Roughly 90-95+% of plastic bags aren't recycled - nationally (3) (6); 80-90% of paper bags aren't recycled - nationally (4) (6); 98% less energy to recycle a pound of plastic compared to a pound of paper (6)
Landfill Impacts	Slightly Less	Slightly More	Plastic bags are migrating nuisances, but paper may not biodegrade as easily as assumed. Paper bags create more total waste than plastic (1) (2); 95% of garbage gets buried making it challenging to biodegrade (6)
Litter / Nuisance	Less	More	Plastic bags are migrating nuisances (multiple sources)
Wildlife Impacts	Less	More	Wildlife mistake plastic for food (1); Plastic bags poise an enduring threat to marine wildlife (4)
Financial Cost (Grocer)	More	Less	Cost per bag: Plastic = $0.005; Paper = $0.05; Reusable = $1.00 (estimates)

Citations
Additional Citations Within Each Link

1. http://science.howstuffworks.com/environmental/green-science/paper-plastic.htm
2. http://www.scotland.gov.uk/Resource/Doc/57346/0016899.pdf
3. http://www.reuseit.com/learn-more/myth-busting/why-paper-is-no-better-than-plastic
4. http://www.sfgate.com/green/article/Paper-or-plastic-The-eco-friendly-answer-is-3299253.php
5. http://www.cawrecycles.org/files/la_study%20082707.pdf
6. http://www.washingtonpost.com/wp-dyn/content/graphic/2007/10/03/GR2007100301385.html
7. http://cascade.uoregon.edu/fall2012/expert/expert-article/

To: Honorable Mayor/Members of City Council
Management Team
KPCW Park Record

From: City Manager's Office

MANAGER'S REPORT – MAY 9, 2013

Building Department Update - The Department of Building Safety has been in the process of changing how we conduct business to make the operation of the Department of Building Safety (Building, Fire, Community Services and Business License Inspections) more transparent to the residence , property owners and the contracting community.

We have put more information on the web and are in the process of making all information smart phone friendly. We are using QR Codes on permits, stickers and business cards to direct people to the Departments web site. On the web site contractors can now find if there inspection is in the morning or afternoon the contractor can also see who is doing the inspection with the inspectors contact information which includes their City cell phone number. Contractors are now encouraged to call the inspectors for code questions anytime during the day from 6:30 am to 6:30 pm six days a week with limited hours on Saturday.

The Building Department is looking forward to starting residential inspections on Saturday beginning this summer with the certification of one of our newest inspectors Gabe. Saturday inspections will be limited.

Also the Department has launched the plan review log onto the website. This log will let builders, architects, engineers, property managers, HOA's and homeowners know where there plans are in the process and the can check to see if there are any problems with the submittal. The reviewers name will be listed on the log and the interested party can click on the name of the reviewer to send them an email. This Permit Log is for reviews taking place in Building, Planning, Engineering and Soils.

Quarterly Strategic Update – submitted by Diane Foster. Attached is the Quarterly Strategic Update for the first quarter of 2013. Council first received the document in this format in January for the last quarter of 2012. Action steps from departmental plans http://www.parkcity.org/Modules/ShowDocument.aspx?documentid=11204 were incorporated into this report and this update reflects progress made in 2013.

Staff will continue to provide this in the form of a Manager's report. If there are concerns which arise from the information contained in the report, Council may choose to request that staff schedule future work session items to address those concerns. Alternatively, individual Council members could contact the City Manager or departments managers to follow up on specific issues.

City Council Staff Report

Subject: City Manager's Recommended Budget
Author: Nate Rockwood, Jed Briggs, Jennifer Danowski
Department: Budget, Debt, & Grants
Date: May 9, 2013
Type of Item: Informational/Discussion

Summary Recommendations:
Hold a public hearing on the City Manager's Recommended Budget. Provide direction regarding the Capital Improvement Plan and Operating Budgets

Topic/Description:
FY 2013 Revised Budget and FY 2014 Proposed Budget

Background:
The City usually begins the budget process in February with the City Council identifying objectives for the next year during the visioning session. This year the focus of visioning was on the strategic plans which were closely tied to the ‗Budgeting for Outcomes' process.

On April 29, staff delivered the City Manager's Recommended Budget (Tentative or Proposed Budget) to City Council. Public hearings are currently scheduled for May 2, 9, 30, June 6, 13, and 20. Discussion/action is slated for these dates as follows, barring changes as needed:

On May 2, staff presented the Tentative Budget, Budget Overview & Timeline, Update of Financial Impact Report (FIAR), Benefits (pay plan, URS-Retirement, Health Insurance) and the CIP Budget.

May 9 – Continuation of CIP Budget, Operating Expenditures - Results Team Presentation

May 30 – Operating Expenditures – Results Team Presentation

June 6 – Personnel Policies and Procedures (P&P) Manual, Fee Changes, City Fee Resolution, Council Compensation, Budget Policies, Special Service Contracts Outstanding Budget Issues, Adopt CEMP update by resolution

June 13 – Outstanding Budget Issues (If necessary)

June 20 – Presentation & Adoption of Final Budget (if no property tax increase), Adoption of Provisional Budget (if property tax will be increased)

Analysis:

Continuation of CIP Budget - Water Projects

Water quality and delivery continue to be a top priority for Park City. With the rate of development that occurred over the past few years and which is projected in future years, future and current water needs have been identified and the projected cost of these improvements have been fairly distributed between users and new development. CIP changes to the Water Fund are reflective of the City‘s continuing commitment to secure Park City‘s water delivery and quality needs through improvements to the City‘s water infrastructure. The current water projects in the CIP reflect one of many options currently being considered as part of the necessary water improvements. These projects are subject to change as the best infrastructure options become clear. The water fund financial model currently sets the rates and projects based on the best possible water system solutions. At the time the tentative budget was prepared, the Water Department was in the process of procuring significant capital contracts. The following table shows the adjusted water capital plan which will be included and adopted as part of the FY 2014 Final Budget.

Recommended Water Capital Improvement Projects

Project Number	Project Name	Funding Type	Budget FY 2013 (Includes Carry Forward)	Budget FY 2014	Budget FY 2015	Budget FY 2016	Budget FY 2017
CP0007	Tunnel Improvements	WATER SERVICE FEES	402,838	228,888	233,466	238,135	242,898
CP0010	Water Department service equipment	WATER SERVICE FEES	159,095	60,000	63,672	75,770	70,000
CP0021	Geographic Information Systems	WATER SERVICE FEES	6,718	0	0	0	0
CP0026	Motor Change-out and Rebuild Program	WATER SERVICE FEES	30,552	26,781	27,718	28,688	29,692
CP0040	Water Department Deficiency Correction Projects	WATER SERVICE FEES	0	621,311	0	665,563	688,858
		BOND PROCEEDS (2012B, 2014, 2015)	1,000,000	0	643,056	0	0
CP0069	Judge Water Treatment Plant.	FEDERAL GRANTS	500,000	1,473,200	0	0	0
		WATER SERVICE FEES	0	0	890,000	0	3,859,980
		BOND PROCEEDS (2012B, 2014, 2015)	2,250,000	5,426,800	0	0	0
CP0070	Meter Radio Read	WATER SERVICE FEES	145,651	0	0	0	0
CP0081	OTIS Water Pipeline Replacement Projects	WATER SERVICE FEES	0	252,806	261,657	270,815	280,294
		BOND PROCEEDS (2012B, 2014, 2015)	1,766,673	0	0	0	0
CP0140	Water System Emergency Power Master Planning	WATER SERVICE FEES	0	0	130,910	0	0
CP0178	Rockport Water, Pipeline, and Storage	WATER SERVICE FEES	1,041,796	1,046,418	1,051,086	1,055,800	1,060,562
		WATER IMPACT FEES	0	0	0	0	0
CP0180	Corrosion Study of Water System	WATER SERVICE FEES	0	0	51,750	0	0
CP0181	Spiro Building Maintenance	WATER SERVICE FEES	56,313	71,415	73,915	100,000	0
CP0238	Quinn's Junction Transmission Lines	Water Fund - EXISTING USERS	46,403	0	0	0	0
CP0239	PC Heights Capacity Upgrade	WATER SERVICE FEES	0	0	0	0	0
		WATER IMPACT FEES	0	0	315,142	318,210	329,347
CP0240	Quinn's Water Treatment Plant	BOND PROCEEDS (2012B, 2014, 2015)	1,096,921	500,000	0	0	3,000,000
		Water Fund - NEW GROWTH	0	0	0	0	0
CP0266	Prospector Drain - Regulatory Project	WATER SERVICE FEES	0	0	0	0	0
CP0273	Landscape Water Checks	WATER SERVICE FEES	10,175	5,356	5,544	6,000	0
CP0274	PC Heights Development Infrastructure (cap expansion component)	WATER IMPACT FEES	0	228,135	236,119	0	0
CP0275	Smart Irrigation Controllers	WATER SERVICE FEES	17,895	12,855	13,305	13,770	14,252
CP0276	Water Quality Study	WATER SERVICE FEES	237,476	250,000	250,000	150,000	150,000
CP0277	Rockport Capital Facilities Replacement	WATER SERVICE FEES	125,831	125,831	125,831	125,831	114,631
CP0286	Ironhorse Electronic Access Control	WATER SERVICE FEES	4,000	2,000	0	0	0
CP0300	Irrigation Screening Facility	WATER SERVICE FEES	0	61,180	0	0	0
		WATER IMPACT FEES	0	204,820	0	0	0
CP0301	Scada and Telemetry System Replacement	WATER SERVICE FEES	0	0	0	150,000	950,149
CP0302	Deer Valley Drive - Water Infrastructure	WATER SERVICE FEES	0	803,419	0	0	0
		BOND PROCEEDS (2012B, 2014, 2015)	776,250	0	0	0	0
CP0303	Empire Tank Replacement	WATER SERVICE FEES	35,000	0	0	0	0
		BOND PROCEEDS (2012B, 2014, 2015)	0	300,000	2,000,000	0	0
CP0304	Quinn's Water Treatment Plant Asset Replacement	WATER SERVICE FEES	16,000	49,939	50,938	51,957	52,900
		WATER IMPACT FEES	34,000	108,243	108,243	110,408	120,500
CP0305	Quinn's Dewatering	Water Fund - EXISTING USERS	16,000	144,000	240,000	240,000	0
		Water Fund - NEW GROWTH	34,000	306,000	510,000	510,000	0
New 14-01	Fleet Management Software	WATER SERVICE FEES	1,500	2,250	2,250	0	0
New 14-31	Spiro/Judge Pre-treatment	WATER SERVICE FEES	0	100,000	100,000	100,000	0
New 14-32	Micro-Hydro/Thanynes Pump Station	WATER SERVICE FEES	0	1,000,000	0	0	0
		Total	**9,811,087**	**13,411,647**	**7,384,602**	**4,210,947**	**10,964,063**

Budgeting for Outcomes

This budget season will be the second-year of the current budget biennium. Between now and June, we will be working on adjusting the FY 2013 budget and developing the FY2014 budget.

Historically, Park City has employed an incremental style of budgeting. In this format, the budget from the prior year is basically assumed to be appropriate and serves as a starting point, or base budget. Any changes, or increments, to the base budget (whether they be an addition to or subtraction from the budget) are captured in a ―budget option" and described. Typically, these budget options are the focus of budget discussions in any given year.

However, last year we moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization. BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating Desired Outcomes within Council goals and then receiving offers from City departments, decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs.

The BFO process is broader than any previous budget development effort, taking representatives from every self-managed team to help better define community goals. These staff representatives (Results Team) wear citizen hats and try to focus their thinking and efforts on what residents want from their government. By doing this, they will be able to flesh out better the Council goals into the Desired Outcomes approved by Council.

The Results Team accepts service proposals (bids) for programs and activities in each Council goal. Proposing budget recommendations by a committee made up of staff is a completely new and unique way of budgeting. The Results Team has had to make tough decisions in order to fit their recommendation 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 Results Team funding level recommendation also has to account for health insurance, retirement, and pay increases, which also fall into the FIAR‘s allowable projected expenditure increase as well as mesh with the CIP committee‘s funding level recommendation. The Results Team discusses their overall rankings and rationale for budget enhancements or decreases and prepares a final recommendation to the City Manager, who refines the budget and passes it along to the City Council.

A few of the expectations for the Results Team: think beyond the limits of your own department/team; take role of average citizen; link bids to Desired Outcomes; take ownership of the process; and present united recommendation to City Manager/Council. Some of the ground rules: everyone has an equal voice; speak up if you have a question/comment/concern; and respectful debate is encouraged. The most controversial aspect of BFO is that it puts a great deal of trust in thoughtful non-experts to make good decisions and to encourage or force experts to start thinking outside the box. If this basic premise is not accepted, BFO will no generate the preferred results.

Staff is confident BFO provides us with the tools we need to build a budget that reflects the city's values and needs, and helps us build towards an even brighter future. 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.

Instructions
Bids or offers can be submitted by one department or multiple departments working in partnership/collaboration with each other. A proposal (or bid), submitted in response to a Desired Outcomes, describes what a service, program, or activity will do to help achieve the Council-approved goals. Managers need to explain the scope of the service and any enhancements or decreases to level of service. The total expenditure and revenue budgeted amounts are included in the bid as well as FTEs.

Managers are encouraged to explain any cost savings, innovation, or collaboration that their program would be able to accomplish during the next fiscal year. There's also a section on the bid that explains the consequences of funding it a lower level. And finally the bid ends with performance measures tailored specifically to that service used to measure its success. Performance measures are taken from the usual department performance measures, the National Citizen's Survey, or ICMA's Center for Performance Measurement.

Since this is the off-year of the two-year budget cycle no increases to the budget were expected. However, if there were mitigating circumstances, unanticipated requests could be taken to the Results Team for review on a very limited basis. These requests must come with a corresponding expense reduction, revenue enhancement (e.g., fee or rate increase, state and federal grants, profit gains, etc.), or justification as to why the adjustment is necessary and could not have been anticipated during the creation of the 2013-2014 budget. Managers bringing unanticipated requests to the Results Team were asked to look first within their existing departmental or team budget. By enhancing or adding a service with the same amount of current budget the City is able to build efficiencies and make the cost of doing service more effective.

Also, managers were encouraged to look for opportunities to find cost savings in their current operations, to think creatively and collaborate with others, inside and outside of City Hall, to identify ways that they could achieve the same or better results at lower costs. Managers hard work will help craft a better budget and fund the services necessary to achieve the community priority outcomes despite the current economic times and longer term revenue decline the Budget Department forecasts.

Ranking of Proposals by Results Teams
Last year, proposals were reviewed and ranked independently by each Results Team member for the corresponding Council goal. Proposals were scored in relationship to

how well they did or did not meet the criteria. Only new BFO programs were scored this year based off of the criteria:

BFO Prioritization Rubric:

Each criteria category will get a rating on a 1-5 scale with “5” being the most supportive/effective/true Program rating.

Criteria **Weight***

1. **Vision** – Meets the vision of the current City Council/Community **1.00**
   5 points – Program has a positive and swift impact on the City/Community Vision
   4 points – n/a
   3 points – Program positively impacts the City/Community Vision
   2 points – n/a
   1 point – Program has no impact on a listed City/Community Vision

2. **Necessity** – Program is a “need to have” verses a “nice to have” **1.25**
   5 points – “Need to Have”; Absolutely required to provide a ***CORE*** City service
   4 points – n/a
   3 points – Program has a positive impact towards a City service or interest with some limited frills
   2 points – n/a
   1 point – “Nice to Have”; Not required to keep the City running, but has some enhancement value

3. **Efficiency and Value** – “Bang for the Buck” - Program provides highest value at the current cost estimate **1.00**
   5 points – For the current cost estimate the value is at the highest level (seems like a great deal)
   4 points – For the current cost estimate the value is at a high level (seems like a good deal)
   3 points – For the current cost estimate the value is at a moderate level (seems like an ok deal)
   2 points – For the current cost estimate the value is at a low level (seems like a bad deal)
   1 point – For the current cost estimate the value is at the lowest level (seems like a horrible deal)

4. **Desired Outcomes** – Program provides rationale addressing the Desired Outcomes for each Council goal **1.25**
   5 points – Bid includes concise justification on how it addresses the Desired Outcomes
   4 points – Bid includes good justification on how it addresses the Desired Outcomes
   3 points – Bid includes average justification on how it addresses the Desired Outcomes
   2 points – Bid includes some justification on how it addresses the Desired Outcomes
   1 point – Bid includes bad or no justification on how it addresses the Desired Outcomes

5. **Cost Savings/Innovation/Collaboration** – Program demonstrates ability to find savings or innovate **.25**

5 points – Major cost savings or efficiencies are gained
4 points – Obvious cost savings or efficiencies are gained
3 points – Some cost savings or efficiencies are gained
2 points – Little cost savings or efficiencies are gained
1 point – No cost savings or efficiencies are gained

6. **Effectiveness of Proposal** – Program demonstrates meaningful measures to gauge effectiveness **.75**
   5 points – Program includes meaningful and effective performance measures
   4 points – Program includes reasonable performance measures
   3 points – Program includes adequate performance measures
   2 points – Program includes below average performance measures
   1 point – Program includes bad or no performance measures

7. **Funding** – Source Availability & Competition for Funds **.50**
   5 points – Earmarked funds exist specifically for the program (such as a grant or debt)
   4 points – Program draws on flexible revenues which are specific to the Fund (such as Water, Transit, and Golf Funds) or program draws entirely on non-earmarked funds for which it has a particularly reasonable claim (Recreation, Ice, BPE fees, Admin IFTs, etc.)
   3 points – Program draws mostly on non-earmarked funds for which it has a particularly reasonable claim (Recreation, Ice, BPE fees, Admin IFTs, etc.)
   2 points – Program partially draws on non-earmarked funds for which it has a particularly reasonable claim (Recreation, Ice, BPE fees, Admin IFTs, etc.)
   1 point – Funds are not identified or funds are subject to much competition (such as the General Fund)

* Proposed weights; subject to change

Last year, the Results Team met to compile their individual rankings and arrive at a composite score. This provided the ranking of proposals within each Council goal. They then identified questions or gaps in specific proposals and requested additional information from the proposal owner, including potential implications of level of service adjustments or suggesting additional collaboration.

Based on the additional information, the Results Team did a second round of ranking for all of the proposals using the same point system, while considering the new information, legal mandates, etc. The prioritization of the BFO programs was the start of the discussion on where to fund it—not the end. Decisions on budget enhancements or decreases were based on the scoring of each BFO program, as well as the manager‘s reasoning, established need, and availability of resources.

Conclusion

The City Manager recommendation, along with the Results Team‘s is what 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.

Takeaways
The Budgeting for Outcomes (BFO) process is meant to prioritize budget needs by Council goals. Staff believes that ultimately this process was successful in doing just this—aligning Council goals with the current operating budget changes. In addition, since the Results Team had to work within the confines of revenue projections, the Results Team was forced into a very realistic and succinct final recommendation.

During FY 2013, Staff worked extensively with consultants to develop a software module specifically for BFO. By tailoring software to our needs, we were able to streamline and completely automate the BFO process. With the addition of specialized budgeting software, the time commitment for the BFO process was greatly reduced during this budget cycle.

Lastly, the BFO process represents a cultural shift in our city, as staff is now intricately involved with the decision-making process of the operating budget. There was definitely a learning curve to the new members of the Results Team, but by the end each member had become fairly proficient at understanding the —big picture" of budgeting for an entire City. By having staff work together a budget synergy was created that resulted in a better and more cost-effective outcome.

Long-Term Budget Strategies
The City Manager's Recommended Budget was constructed drawing upon Council input and direction received during Visioning. During the visioning session, Council was presented with the FIAR projection of the City's revenues over the next ten years. In essence, the FY14 Budget had 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 also has to account for health insurance, retirement, and pay increases, which also fall into the FIAR's allowable projected expenditure increase as well as mesh with the CIP committee's funding level recommendation. Departmental requests resulted in more than $1M in new budget for FY14, while the Results Team recommended less than $700k. However, there was close to $900k in scheduled budget decreases in FY14, more than offsetting much of the increase without taking into accounts scheduled pay adjustments and fringe benefits. The creation of the FY14 Budget also used the following as guidelines:

1. Budget draws upon Council input from Visioning and FIAR projections as guide
    a. Performance-driven operating budget based upon Council's goals, objectives, and desired outcomes
2. Two-year budget process with fewer budget requests coming in the "off-year"
    a. Second-year budget requests will come with revenue offsets, expense reductions, are mandatory, or necessary
3. Budget committee recommendations will be considered
    a. Committees include Results Team, CIP, Pay Plan, and Fleet Committees
    b. Results Team will make recommendations by considering BFO score, manager's bid request, established need, available resources, and performance measures

4. All operating and capital budget requests should be considered during the budget process
5. General Fund revenues, not used for operating expenditures, should be used for capital projects (e.g., Asset Mgmt, Equipment replacement, Pavement Mgmt)

Expenditure Summary by Major Object - All Funds

	FY 2010	FY 2011	FY 2012	FY 2013 Ori Bud	FY 2013 Adj Bud	FY 2014 Plan	FY 2014 Budget
Personnel	20,553,234	21,098,681	22,750,251	25,112,990	25,055,372	25,598,173	26,544,126
Materials, Supplies & Services	11,052,483	10,942,094	13,235,104	15,163,641	15,515,734	14,925,532	13,320,049
Capital Outlay	41,569,011	64,609,845	29,823,669	17,874,359	48,895,782	30,290,169	42,850,990
Debt Service	9,834,751	12,176,557	10,399,905	10,480,443	10,891,706	10,467,536	10,856,837
Contingency	0	0	99,679	345,000	215,000	330,000	221,000
Actual Budget	**$83,009,480**	**$108,827,176**	**$76,308,608**	**$68,976,432**	**$100,573,594**	**$81,611,410**	**$93,793,002**
Budget Excluding Capital	**$41,440,469**	**$44,217,332**	**$46,484,939**	**$51,102,073**	**$51,677,812**	**$51,321,241**	**$50,942,012**
Interfund Transfers	32,800,255	14,840,021	9,177,643	6,594,188	7,394,188	6,587,463	6,650,855
Ending Balance	94,338,414	73,869,394	71,208,562	22,182,970	33,167,629	23,220,415	33,313,296
Subtotal	**$127,138,669**	**$88,709,415**	**$80,386,205**	**$28,777,158**	**$40,561,817**	**$29,807,878**	**$39,964,151**
Grand Total	**$210,148,148**	**$197,536,591**	**$156,694,813**	**$97,753,590**	**$141,135,411**	**$111,419,287**	**$133,757,153**

The FY 2013 Adjusted Budget reflects a 1.13% increase from the FY 2013 Original Budget and an overall 10% increase from FY 2012 actual expenses (with capital excluded). The FY 2013 Adjusted Budget reflects a decrease in personnel expenses of 0.23% from the FY 2011 Original Budget due to vacancy factor adjustments. This will be closely monitored and probably adjusted again for the final budget. Most of the increase in Materials, Supplies, & Services has to do with an installation of a new Dispatch system ($200) paid for by a grant as well as a budgeted increase of utility costs ($130k) for the MARC. Debt Service is also increasing by $400k due to Water bond payments for Quinn's Water Treatment Plant, Water Infrastructure (Deer Valley Dr. and Empire Ave) projects, Water deficiency correction and quality projects.

The FY 2014 Budget is decreasing to $50.9 million, which is a 2.5% decrease from the FY 2013 Adjusted Budget, but still a 7.2% increase from FY 2012 actual expenses. The operating budget for the entire City (less debt) comes in around $40.1M. The increase to personnel has to do largely with changing the budget from contract positions in materials and supplies to personnel codes. This was done to better match fringe benefit code actual expenditures with budget, thereby easing budget monitoring confusion. Personnel increases also include new FTR positions that were offset by scheduled decreases in contract positions (paid out of materials and supplies) in departments like Transit/Parking, Planning, Budget, and Economy.

The resulting increase to personnel due to contract positions has led to a huge decrease in materials and supplies for FY14. Other notable changes include decreases for EPA-related operating expenditures, a decrease in engineering inspections costs, and a decrease to ITs original request of $115k to $74 to pay for IT support, services, software, and maintenance. Any increases are largely offset with corresponding reductions in operating budgets or revenue enhancements.

The above table shows a decrease to contingency accounts; however, the City's ability to budget for contingencies is not decreasing. The categorization of the contingency accounts was modified due to the new budgeting software that now better reflects the difference between contingency accounts and materials and supplies.

Operating Budget

Total Operating Budget Enhancements by Fund
(Change from FY2013 Adopted Budget & FY2014 Plan)

	FY13 Adj Budget	FY14 Budget
Fund 11 General Fund	$154,766	$373,281
Fund 12 Quinn's Recreation Complex	$15,306	$74,626
Fund 51 Water Fund	-$3,445	-$184,362
Fund 55 Golf Fund	$0	-$16,872
Fund 57 Transportation Fund	$0	$109,609
Fund 62 Fleet Fund	$0	$14,236
Fund 64 Self Insurance Fund	$0	$0
Total	**$166,628**	**$370,519**

The major increase from the FY 2013 Original Budget to the FY 2013 Adjusted Budget is found in the General Fund. Some of the major costs to the General Fund include personnel additions, utility costs for the MARC, retirement, Self-Insurance Fund IFT (interfund transfer) increases. The decrease in the Water Fund has to do with the decrease in EPA-related expenses and moving costs to CIPs. Increases to the Transit Fund are due to scheduled increases in personnel as well as Admin, Self-Insurance, and Fleet IFT increases. Various other changes are happening in the operating budget in FY 2014, but the net effect is close to zero. These changes are more fully discussed further in this report as well as in Vol. II of the Budget Document.

Personnel

Departments submitted personnel requests for the FY 2013 Adjusted Budget and FY 2014 Budget. The impacts of all personnel budget options are shown below:

Total Personnel Options by Fund
(Change from FY2013 Adopted Budget & FY2014 Plan)

	FY13 Adj Budget	FY 2014 Budget
Fund 11 General Fund	-$67,045	$581,641
Fund 12 Quinn's Recreation Complex	$15,306	-$36,374
Fund 51 Water Fund	$0	-$34,254
Fund 55 Golf Fund	$0	-$16,872
Fund 57 Transportation Fund	$0	$443,451
Fund 62 Fleet Fund	$0	$14,236
Fund 64 Self Insurance Fund	$0	$0
Total	**-$51,739**	**$951,829**

Personnel Changes
Personnel is accounted for using a full-time equivalent (FTE) measure, where 1 FTE indicates the equivalent of a full-time position (2,080 annual work-hours), which could be filled by multiple bodies at any given time. Generally, one Full-time Regular employee is measured as 1 FTE, whereas a Part-time Non-benefited or Seasonal employee might account for a fraction of an FTE. Changes in FTE's per department for FY 2013 Adjusted Budget and FY 2014 Proposed Budget are found in Table E4 in Vol. I of the Budget Document.

The City Manager Department is shifting .90 of an FTE out of the Office Assistant II position and moving that budget into contract services ($14k increase). This is a technical adjustment meant to more accurately portray where services are currently being paid out of. The Organizational Development Manager position (.5 FTE) is recommended to move from Executive dept to HR. The proposed increase would include a new level of programming called the Organizational Development Program for City staff including mentoring, consistent and organized training programs, professional learning and development, etc.

The Budget, Debt, and Grants Department is transitioning one contract position into a Full-Time Regular position, resulting in an increase of 1 FTE for a Performance and Budget Analyst. This will not incur a cost increase for the Department, as money will be shifted from the contract services line to a personnel line. The Budget Department will also gain .67 of an FTE for the Capital, Debt, and Grants Manager. This position is currently split three ways between the Budget, Water, and Transit departments. Moving forward, this position will be centralized within the Budget Department. Most of the cost to the General Fund for the benefit that the Water and Transit Fund receive from this position will be recaptured using the Administrative Inter-fund Transfer.

The Information Technology Department is losing 1 FTE of an Analyst 1 for a Marsac Front Desk Customer Service position. This position will be moved into the Community and Environment Department, resulting in an increase of 1 FTE. This move will better reflect the day to day job duties for the Front Desk position.

The Economy Department will be gaining 1 FTE in the form of an Economic Development Project Manager (E06). This position will focus on managing all aspects of the City's increasing number of special events as well as complete special projects for the City Manager as assigned. As this is a new position, it will result in an increase of approximately $98,000 to the General Fund. However, the Ice Facility personnel restructuring for FY14 decreases personnel expenses by close to $40k. The connection here is that the current Ice Business Operations Manager (whose position is going away in FY14) was doing a lot of the work of this new budgeted position in special events unofficially for FY13.

The Planning Department will also be adding 1 FTE for a Current Planning Manager (E08). This position will focus on the daily activities for City Planning, and will allow for additional time to be spent on Long-Range planning by other positions. The dept is also losing the Planner Architect (E08) position, which was currently being underfilled with a Planner II (E06) position that will now be added to the FY14 budget. This results in a $101k increase to the FY14 budget. It must be noted that Planning has been scheduled to lose a contract position in FY14 that has been in the budget for the last two fiscal years to backfill the processing of applications, while other planners in the dept worked on the General Plan. The FY14 budget still has this contract position removed.

Tennis used to pay 4 contract positions from their PTNB line-item budget. With the new budget software we can budget for these contract positions more accurately by budgeting each position for all of their projected wages and fringe benefits in the correct budget personnel codes. This yields a budgeted loss to their PTNB budget, while increasing their overall personnel budget by $33k between FY13 and FY14. This is offset by an increase to tennis revenues.

The Ice Facility will be undergoing several changes during FY 2014. The department will lose 1 FTE for an Ice Operations Manager and 1 FTE for the Ice Business Operations Manager. To replace these management positions, Ice will gain 1 FTE for a General Ice Manager (E07).
Additionally, Ice will gain 1 FTE for a Program Coordinator, 1 FTE for a Front Desk Team Leader as well as PTNB positions to better manage the cashiering as well as streamlining PTNB positions for the Hockey and Skating programs.

The Water Department will be adding 1 FTE position for a Water Distribution Supervisor. However, the Department will be losing 1 FTE of a Water Worker IV position and 1 FTE of a Water Worker III position. These changes will result in a zero-sum change to the Water budget. Also, the Water budget is losing part of the Environmental Regulatory Program Manager, which is moving 100% to the General Fund. Costs for this position will be offset through the Admin IFT.

Currently, Parking Management is overseen by the Transit Department. However, beginning FY 14, a Parking Department will be created to oversee Parking operations for the City. This change will represent a decrease in FTEs from the Transit Department and an increase in 7 FTEs for the Parking Department. Additionally, our parking enforcement will become an in-house service starting FY14. This will result in a decrease in contract services and an increase in personnel costs. However, these changes do not create the need for additional budget, and will be —net-zero” changes. Also, there is a scheduled budgeted addition of a Bus Driver II (N06) in FY14 ($73k).

Strategic Plan Presentations
On May 9 the Results Team will introduce the operating budget with the Biennial Strategic Plans to Council. (Please see attachment A for all BFO changes requested and recommended.) These BFO summaries may highlight significant changes and reductions from the BFO programs. A complete catalogue of these options/reductions that were requested by departments and those recommended by the City Manager (organized by Council goal and high score) are included in the first half of Volume II of the Budget Document.

The City Manager recommendation, along with the Results Team's is what is being presented to City Council. The budget changes this year will be presented through the lens of the Biennial Strategic Plans—similar to Visioning last fiscal year. The Results Team will present their changes to the budget in response to the Desired Outcomes by Council goal. Every presentation will have a Results Team representative to explain the BFO recommendation of funding.

Since there are so many BFO programs it will be difficult to talk in-depth about all the line-item changes within each program. Thus, the Results Team is planning to present their BFO programs in broad terms. However, if Council has specific or detailed questions about a BFO program it may be advantageous to contact the Budget Dept before the Council meeting so that we could answer the question more comprehensively. Also, the City Manager is presenting a balanced budget and if Council decides that they would like to increase funding for a BFO program, it is recommended to also suggest a cut in spending from another BFO program. 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.

Notable Non-Recommended Budget Items

Reciprocal Borrowing (p. 178 Vol. II)
Cards are provided free of charge to Summit County residents ages 5-18 living outside of the Park City limits. For this upcoming fiscal year the County has discontinued their $10k contribution for this program, thus the Results Team was forced to look at this program. It was previously estimated that the cost for this program was around $20k, but once the calculation was placed into the new budget software it came in around $12.1k. Due to the sales tax loss of revenue in the General Fund next fiscal year, the Results Team decided to discontinue the program. However, since part of the program paid for FTR employees, it was decided to remove the materials and supplies as well as the PTNB portion of the budget. The FTR budget would be reprogrammed to other BFO services.

Snow Removal for Main Walkways in Downtown
On February 28, City Council had a discussion on snowmelting Terigo walkway and decided not to do it. A follow-up discussion resulted in looking into enhancing the level of snow removal on main walkways in downtown. Currently hand shoveling stops at 4:00 pm daily. Staff (Park III) at $40k would provide for the ability to hand shovel the main arteries from Swede Alley to Main Street from 4:00 pm to 12:00 am. The Results Team decided not to recommend this enhanced level of service because of the off-year's protocol of trying to only allow increases for requests that are offset with revenues or expenditures. Also the Results Team was concerned about the decrease of sales tax revenues for next fiscal year.

Enhanced Street Snow Removal on Main Street
Last winter/spring the HPCA engaged Council with a request to enhance general operations and maintenance on the street. The City Manager directed staff to do so within the existing budget. However, during the April 5, 2012 presentation to Council on the downtown projects, staff identified the following option for —enhanced snow removal" as part of a radiant heat discussion that would require a budget enhancement. Enhanced process for snow removal is based on removal within 48 hours after an average snow storm. The current process budgets for four (4) hauls off of Main Street for an average year. A new loader ($130k) will need to be purchased and one FTE-equivalent (two individuals, seasonal) at $50k annually would be needed to perform the service over the course of the winter. The enhanced level of service does not include any additional hauling. Swede Alley surface lots will need to be used to store the snow prior to a major haul, impacting a limited amount of parking. Annual equipment maintenance contribution would be $18,571 for loader and $800 for fuel.

The Results Team decided not to recommend this enhanced level of service for the same reasons as the previous service level enhancement for sidewalk snow removal: no revenue/expenditure offset in off-year and concern of sales tax revenue decline.

Department Review:
Budget, Debt, & Grants Department, the Legal Department, and the City Manager reviewed this report

Alternatives:

A. Approve:
Staff recommends that Council hold a public hearing regarding the Proposed Budget.

B. Deny:
State statute requires at least one public hearing before the adoption of a Tentative Budget. The City has traditionally held a public hearing accompanying each discussion of the budget. If Council decides to forgo a public hearing at this time, another must be held before adoption of the Tentative Budget.

C. Modify:
The Tentative (City Manager recommended) Budget is scheduled to be adopted on June 6, however, changes can be made to it for the Final Budget adoption on June 20.

D. Continue the Item:
This has the same effect as Alternative B.

E. Do Nothing:
This also has the same effect as Alternative B.

Significant Impacts:
This public hearing would satisfy the requirements of state statute to hold a public hearing before the adoption of a tentative budget.

Consequences of not taking the recommended action:

If Council decides to forgo a public hearing at this time, another must be held before adoption of the Tentative Budget.

Recommendation:
Hold a public hearing on the City Manager's Recommended Budget. Provide direction regarding the Capital Improvement Plan and Operating Budgets

Attachments:
A – Biennial Strategic Plans/Goal Summaries/BFO Adjustment and Results Team/City Manager Recommendation Report

PARK CITY 1884

Community Vision

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

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

Keeping Park City "Park City"

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

Council Priorities

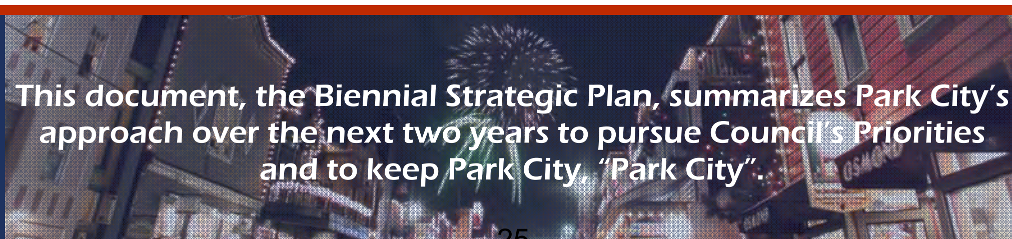
In order to realize the Community Vision, the City Council of Park City Municipal Corporation developed four priorities that will guide decision making and provide the structure for ensuring that incremental, measurable steps are taken to achieve the Community Vision.

A. World-Class, Multi-Seasonal Resort Destination

B. Preserving & Enhancing the Natural Environment

C. An Inclusive Community of Diverse Economic & Cultural Opportunities

D. Responsive, Cutting-Edge & Effective Government



Strategic Planning Process

Park City has set up a series of processes and documents which ensure that the strategies pursued by the City and the taxpayer dollars expended in that pursuit are aimed squarely at achieving the Community Vision.

As illustrated in the graphic to the right, the established ***Community Vision*** gave rise to ***Council Priorities*** (see the first page of this document for a description of these). Park City 2030, the City's long-range strategic plan, identifies long-term goals or ***Desired Outcomes*** within each priority area. Each City department then developed a business plan which outlines ***Strategies***, including operating programs, capital projects, and policies, which the department will carry out in order to actualize the Desired Outcomes.

The strategies put forth in business plans ultimately go through the Budgeting for Outcomes process, where each program is scored, ranked, and awarded funding accordingly. In this manner, Council is able to ensure that taxpayer dollars are being used most effectively to achieve the Community Vision. A summary of the Budgeting for Outcomes process is provided at the end of this document.

Community Vision

↓

Council Priorities

↓

Desired Outcomes

↓

Strategies

- Operating Programs
- Capital Projects
- Policies

Park City Scorecard

Park City staff is currently working on a scorecard feature for future Biennial Plan updates. The Park City Scorecard will give a snapshot of how the City is performing within each priority area. The scorecard may utilize the Key Indicators identified in Park City 2030 or it may report a composite summary of BFO Program Performance Measures. Staff will work to determine a methodology which is consistent with the strategic planning process and which gives a telling summary of the City's progress towards the Community Vision.

Priority Area:

	WC-MS Resort Destination	Natural Environment	Community of Diverse Opp's	Responsive Government
Positive Levels Positive Trends				
Positive Levels Negative Trends				
Neutral Levels Mixed Trends				
Negative Levels Positive Trends				
Negative Levels Negative Trends				

ities	
Above	Neutral
Above	Neutral
Below	Neutral

B

Preserving & Enhancing The Natural Environment

Success of this Priority is defined as:

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

Desired Outcomes

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

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

Key Strategies

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

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

Key Indicators

Type	Indicator	2009	2010	2011		Assessment Comparison to Other Cities	 Trend
Outcome							
	Quality of overall natural environment	N/A	N/A	93%	93%	Much Above	Neutral
	Percent of citizens who rate overall air quality as “good” or “excellent”	N/A	N/A	92%	92%	Much Above	Neutral
	Percent of citizens who rate overall quality of drinking water as “good” or “excellent” and percent rated “excellent”	N/A	N/A	43%	43%	Much Below	Neutral

Staff is currently in the process of revamping our Performance Management program. This overhaul will allow departments to create useful measures that will be directly tied to the BFO process. The key indicators listed above represent high-level examples of how these performance measures can also be used to gauge how the City is doing as whole.

In 2011, Park City began participating in a biennial National Citizens Survey. This survey does an excellent job of gauging how citizens feel that the City is doing. These results are then compared to hundreds of other cities across the nation. Many of the key indicators listed above have been taken from this survey. The next National Citizen’s survey will be completed in summer of 2013. As we continue to participate, more data and trend information will become available for analysis over time.

Biennial Plan for Preserving & Enhancing the Natural Environment

Recent Successes

- Completion of the Holiday Ranch Irrigation and Intake Structure
- Completion of AMR
- EPA Green Power Community of the Year Award in 2010
- Awarded $381,000 in energy grants
- Municipal solar projects at four building locations + eight water sites
- 29,000+ visits to ParkCityGreen.org
- Expanded recycling effort on Main Street and city parks
- Retro fit to LED Holiday lighting
- Environmental input based irrigation station/new energy efficient pump station
- Green Building Standard on PC MARC
- Osguthorpe conservation easement
- Armstrong open space acquisition

Current Challenges

- Water Supply for Build Out
- UPDES Permit Compliance
- Mine Tunnel Management
- Regional Utility Collaboration
- Regional Regulatory Collaboration
- Irrigation/Snowmaking Deliveries
- Program Funding
- Water Rates
- Water Quality
- End User Engagement
- Managing Environmental Liabilities
- Keeping up with Technology
- Soil disposal limitations
- Public Outreach
- Storm Water Master Plan
- Development pressures on open space and funding future acquisitions

Trends & Opportunities

- Increasing Regulations
- Advanced Treatment & Monitoring
- Integrated Water Resources Planning
- Increased use of New Technology
- Energy Cost Inflation
- Public Information Availability
- Affordable Soil Disposal
- Improved Environmental Resources
- Advanced Water Treatment Leading to Improved Water Quality
- Enhanced Monitoring
- Regional Collaboration
- Sustainable Business Program
- Climate Adaptation Planning
- Renewable Energy Financing
- Advancing Technologies
- Recycling Center Relocation
- Collaboration with JSSD
- Micro-Hydro Systems

Action Plan

- Storm Water Utility Study
- Community Carbon Footprint Updates and Mitigation Initiatives
- Municipal Carbon Footprint Reductions, including Financial Analysis and Savings
- Receive policy direction on Dark Skies, Green Biz Program, LEED ISI, City Codes and Solar PV
- Mine Hazard Mitigation Ordinance Implementation Renew Interlocal Agreement with Mountain Regional/JSSD
- Snow Making Policies
- Wholesale Source Delivery Coordination with JSSD and MRWSSD
- Raw Water Delivery Coordination with golf courses, snowmaking and other downstream users
- High Velocity Unidirectional Pipe Flushing
- Improve resident knowledge of Park City's water quality
- Maintain water efficiency rebate program
- Water Public Outreach/Public Information Program
- Blue Ribbon Commission on the Soil Ordinance and Soil Disposal Options

Preserving & Enhancing the Natural Environment

Program	Departments -	SCORE FY 2014	TOT REC COST FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Distribution and Maintenance	MULTIPLE	179	$2,634,882	$2,646,213	$2,614,334	$0	$2,614,334
Water Quality	WATER OPERATIONS	179	$1,339,926	$1,616,882	$1,687,693	$0	$1,687,693
Service Orders	WATER OPERATIONS	173	$642,853	$660,865	$675,883	$0	$675,883
Water Billing	WATER BILLING	163	$142,967	$143,817	$146,505	$0	$146,505
Environmental Regulatory/EPA	MULTIPLE	159	$745,825	$460,082	$468,895	$0	$468,895
Water Rights/Water Projects	LEGAL	160	$95,036	$95,035	$98,090	$0	$98,090
Project Management	WATER OPERATIONS	164	$342,156	$384,927	$392,507	$0	$392,507
Conservation	WATER OPERATIONS	147	$113,591	$201,686	$203,318	$0	$203,318
Open Space	MULTIPLE	138	$57,232	$66,424	$68,655	$-8,000	$60,655
Carbon Reduction	COMMUNITY & ENVIRONMENT	127	$182,324	$167,174	$171,746	$0	$171,746
TOTAL			**$6,296,792**	**$6,443,105**	**$6,527,626**	**$-8,000**	**$6,519,626**

Preserving & Enhancing the Natural Environment - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
179	2	Distribution and Maintenance	051-40451 WATER OPERATIONS	$65k scheduled increase for materials, supplies. Removal of Water Worker III & IV, addition of Water Distribution Supervisor and increase of PTNB $60k (zero-sum). Reallocation of positions between FY13 & FY14.	Established need and zero-sum.	$2,762,882	$2,599,213	$2,542,559	$2,567,334	$2,567,334
179	4	Water Quality	051-40451 WATER OPERATIONS	$65k scheduled increase for materials, supplies. Removal of Water Worker III & IV, addition of Water Distribution Supervisor and increase of PTNB $60k (zero-sum). Reallocation of positions between FY13 & FY14.	Established need and zero-sum.	$1,685,926	$1,587,882	$1,636,971	$1,658,693	$1,658,693
173	6	Service Orders	051-40451 WATER OPERATIONS	$65k scheduled increase for materials, supplies. Removal of Water Worker III & IV, addition of Water Distribution Supervisor and increase of PTNB $60k (zero-sum). Reallocation of positions between FY13 & FY14.	Established need and zero-sum.	$630,853	$648,865	$649,029	$663,883	$663,883
164	10	Project Management	051-40451 WATER OPERATIONS	$65k scheduled increase for materials, supplies. Removal of Water Worker III & IV, addition of Water Distribution Supervisor and increase of PTNB $60k (zero-sum). Reallocation of positions between FY13 & FY14.	Established need and zero-sum.	$334,156	$376,927	$376,927	$384,507	$384,507
159	14	Environmental Regulatory/EPA	011-40100 COMMUNITY & ENVIRONMENT	Scheduled decrease in FY14.	Allowable decrease.	$56,513	$56,513	$56,513	$58,551	$58,551
			011-40102 ENVIRONMENTAL REGULATORY	Scheduled decrease in FY14.	Allowable decrease.	$406,394	$225,611	$0	$230,228	$230,228
			051-40103 ENVIRONMENTAL REGULATORY	Scheduled decrease in FY14, move some costs to CIP.	Allowable decrease.	$211,320	$0	$0	$0	$0
			051-40451 WATER OPERATIONS	Scheduled decrease in FY14, move some costs to CIP.	Allowable decrease.	$154,259	$122,241	$122,241	$122,768	$122,768
147	17	Conservation	051-40451 WATER OPERATIONS	$65k scheduled increase for materials, supplies. Removal of Water Worker III & IV, addition of Water Distribution Supervisor and increase of PTNB $60k (zero-sum). Reallocation of positions between FY13 & FY14.	Established need and zero-sum.	$109,591	$197,686	$197,686	$199,318	$199,318
127	22	Carbon Reduction	011-40100 COMMUNITY & ENVIRONMENT	Scheduled decrease in FY14.	Established need and no service level decrease.	$182,324	$167,174	$167,174	$171,746	$171,746

World Class, Multi-Seasonal Resort Destination

Success of this priority is defined as:

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

Desired Outcomes

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

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

Key Strategies

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

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

Key Indicators

Type	Indicator	2009	2010	2011	2012	Assessment: Comparison to Other Cities	Assessment: Trend
Outcome							
	Number of Events held annually	79	72	78	80	N/A	Neutral
	Percent of citizens who feel "very safe" and percent who feel "very safe" or "somewhat safe" in regards to violent crime and property crime	N/A	N/A	92%	92%	Much Above	Neutral
	Percent of citizens who rate quality of city parks, recreational facilities, and programs as "good" or "excellent" and percent rated "excellent"	N/A	N/A	94%	94%	Much Above	Neutral
	Award winning recreational trail designation (see website for information on specific awards)	Yes	Yes	Yes	Yes	Much Above	Neutral
Intermediate Outcome							
	Visitor nights booked		3079466	3213165		N/A	Positive
	Percent of visitor nights booked off-season (May through October)		41.40%	42.35		N/A	Positive
	Sales tax revenue	$ 11,027,464	$ 11,601,845	$ 12,492,244	$ 13,366,791	N/A	Positive
	Percent of citizens who rate ease of travel in Park City as "good" or excellent" (including travel by car, bus, biking, and walking)	N/A	N/A	89%	89%	Much Above	Neutral

Staff is currently in the process of revamping our Performance Management program. This overhaul will allow departments to create useful measures that will be directly tied to the BFO process. The key indicators listed above represent high-level examples of how these performance measures can also be used to gauge how the City is doing as whole.

In 2011, Park City began participating in a biennial National Citizens Survey. This survey does an excellent job of gauging how citizens feel that the City is doing. These results are then compared to hundreds of other cities across the nation. Many of the key indicators listed above have been taken from this survey. The next National Citizen's survey will be completed in summer of 2013. As we continue to participate, more data and trend information will become available for analysis over time.

Biennial Plan for World Class Multi-Seasonal Resort Destination

Recent Successes

- Bonanza & Comstock Pedestrian Tunnels
- Repairing sunken sidewalks with concrete pumping technology
- Completion of Iron Horse Facility Expansion
- SLC-PC Bus Service
- Completed Marsac & Bonanza Tunnels
- Completed Public Art at PCMARC
- Expanded Street Dining on Main
- Extended Triple Crown Contract 5yrs
- Construction of the PC MARC
- Completion of the Automatic Aid Agreement with Summit County, SBWRD and MRWSSD
- Expanded Sidewalk Snow Removal
- Gold Level Ride Community for IMBA
- Rebuilt Dirt Jump Park
- Spillman dispatch/records systems consolidation with the Summit County Sheriff's Office

Current Challenges

- Federal Funding Uncertainty
- Continued Growth in PC and Surrounding Area
- Future Storm Water Phase 2 Requirements
- Special Event vs. Local Use of Facilities
- Maintaining aging infrastructure
- Community outreach and encouragement for citizens and businesses to adequately prepare
- 15% increase in the crime of theft last year
- Implementation of OTIS projects
- Maintaining Commitment to Public Art (including funding)
- Maintaining Technological Relevance
- Satisfying demand for prime time usage of recreation facilities including ice, golf, fields and programs
- Trail user conflicts, overuse and dog related impacts
- Golf industry flat to negative growth rate nationally
- Impacts of water line construction on PC Golf Club

Trends & Opportunities

- Increased Competition in Destination Tourism
- Contraction of Public Art Programs
- Fiber Infrastructure at BOPA
- Main St./City Facilities Wi-Fi
- Business Accelerator/Incubator
- Increase in action sports
- Social media presence
- Year round aquatic programs
- Expanded fields and parks
- Walkable\Bikeable Communities
- Complete Streets
- Expanded Regional Transit
- Smart Highway Technologies
- BoPa & LPA Redevelopment
- Increased Use of New Technology
- Redevelopment of PCMR Resort Base
- Public Private Partnerships
- Connection of Main St. with Resort Bases
- Interconnect/Ski Link
- Sports specific training

Action Plan

Operating Plan

- Transit Service Expansion
- Street and sidewalk condition assessment
- Maintain sequential plow priorities
- Complete Community Wildfire Protection Plan (CWPP)
- Wi-Fi Network Feasibility Analysis
- Business Retention and Attraction Plan
- PCMR Transit Hub and Parking Agreement
- Treasure Hill Negotiations
- Secure Sundance Agreement thru 2028 & Address MLK Conflict
- Recreation Master Plan
- Special Event Program Overhaul
- Community Wellness
- Participate in Ski Resort Interconnect Concept Plan when Invited

Capital Plan

- Dan's to Jan's Walkability Implementation
- Main Street Sidewalk Reconstruction & Streetscape
- SR 224 Corridor Plan Implementation
- SR 248 Corridor Plan Implementation
- Library Needs Assessment/Expansion
- Parking Management Technology

World-Class, Multi-Seasonal Resort Destination

Program	Departments -	SCORE FY 2014	RT/CM REC FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Winter Service	TRANSPORTATION OPER	173	$3,658,560	$3,637,237	$3,719,285	$0	$3,719,285
Winter Snow Operations	STREET MAINTENANCE	172	$1,137,624	$1,137,623	$1,156,271	$0	$1,156,271
Street & Sidewalk Maintenance	STREET MAINTENANCE	172	$452,056	$452,055	$461,387	$0	$461,387
Park City Mobility	TRANSPORTATION OPER	165	$555,570	$639,261	$643,976	$0	$643,976
Summer Service	TRANSPORTATION OPER	164	$2,548,980	$2,575,825	$2,632,797	$0	$2,632,797
Transportation Management	TRANSPORTATION OPER	157	$283,882	$377,318	$386,668	$0	$386,668
Parks & Sidewalk Snow Removal	MULTIPLE	156	$297,464	$289,748	$294,835	$-2,167	$292,668
Clean-up and Control	STREET MAINTENANCE	156	$234,280	$234,280	$238,295	$0	$238,295
Ice Adult Programs	ICE FACILITY	156	$112,922	$112,460	$126,070	$-241,550	$(115,480)
Street Lights & Signs	MULTIPLE	155	$329,485	$329,484	$333,634	$0	$333,634
Ice Youth Programs	ICE FACILITY	154	$67,706	$67,557	$125,264	$-94,800	$30,464
Special Events	MULTIPLE	152	$1,724,021	$1,856,234	$2,055,553	$-286,067	$1,769,487
Engineering Project Management	ENGINEERING	150	$234,568	$209,568	$214,701	$0	$214,701
Tennis Operations	TENNIS	150	$89,814	$89,814	$45,864	$-194,700	$(148,836)
Operations	ICE FACILITY	150	$412,973	$412,136	$356,038	$-247,850	$108,188
Golf Maintenance	GOLF MAINTENANCE	149	$688,408	$702,005	$712,957	$0	$712,957
Parking Management	PARKING	148	$475,041	$757,570	$764,879	$-559,300	$205,579
Retail	ICE FACILITY	148	$49,177	$51,052	$41,398	$-227,200	$(185,802)
Golf Management Operations	GOLF PRO SHOP	148	$329,564	$324,697	$329,868	$0	$329,868
Economic and Redevelopment	MULTIPLE	147	$584,634	$458,835	$456,234	$0	$456,234
Business Improvement District	BUSINESS IMPROVEMENT DISTRICT	147	$64,419	$64,419	$64,419	$-64,000	$419
Tennis Tournaments	TENNIS	144	$59,468	$59,468	$29,669	$-117,000	$(87,331)
Trash Clean-Up	MULTIPLE	144	$97,278	$95,358	$96,937	$-2,167	$94,770
Swede Alley Parking Structure	SWEDE ALLEY PARKING STRUCT.	142	$76,425	$76,425	$56,425	$0	$56,425
Parks, Turf & Athletic Fields	MULTIPLE	141	$656,962	$655,862	$668,358	$-49,167	$619,192
Retail Operations	GOLF PRO SHOP	139	$223,515	$222,103	$224,166	$0	$224,166
Recreation Adult Programs	CITY RECREATION	139	$560,702	$560,702	$627,987	$-350,950	$277,037
Golf Shop Programs	GOLF PRO SHOP	139	$113,135	$109,843	$110,976	$0	$110,976
Tennis Programs	TENNIS	139	$397,703	$397,703	$422,582	$-525,300	$(102,718)
Ice Programs	ICE FACILITY	138	$146,267	$146,408	$100,857	$-37,600	$63,257
Rec Center Operations	CITY RECREATION	136	$363,645	$363,645	$430,138	$-238,000	$192,138
Park Amenities & Infrastructure	MULTIPLE	136	$158,337	$158,337	$161,221	$-2,167	$159,055
Recreation Youth Programs	CITY RECREATION	135	$481,314	$481,313	$572,521	$-85,500	$487,021
Urban Trails and Walkability	ECONOMY	134	$68,748	$65,451	$67,679	$0	$67,679
Pro Shop	TENNIS	132	$91,965	$91,965	$149,369	$-143,000	$6,369
Cemetery	MULTIPLE	129	$125,269	$125,269	$127,834	$-21,000	$106,834

Program	Departments -	SCORE FY 2014	RT/CM REC FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Flowers/Holiday Lighting/Beautification	MULTIPLE	129	$340,001	$340,001	$344,161	$-2,167	$341,994
Trails (Backcountry)	ECONOMY	128	$64,480	$61,682	$62,733	$-8,000	$54,733
Marketing	CITY RECREATION	114	$116,421	$116,421	$141,120	$-88,550	$52,570
Childcare	CITY RECREATION	111	$43,589	$43,589	$44,720	$0	$44,720
TOTAL			**$18,516,372**	**$18,950,722**	**$19,599,846**	**$-3,588,200**	**$16,011,646**

World-Class, Multi-Seasonal Resort Destination - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
173	27	Winter Service	057-40481 TRANSPORTATION OPER	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah. Scheduled increase in FY14.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$3,728,360	$3,637,237	$3,637,237	$3,719,285	$3,719,285
172	31	Winter Snow Operations	011-40421 STREET MAINTENANCE	$50k PTNB increase for Main St snow removal, $800 fuel, $20k annual equipment contribution, $130k loader purchase (CIP).	Not recommended due to revenue declines.	$1,092,319	$1,087,623	$1,125,441	$1,106,271	$1,106,271
	29	Street & Sidewalk Maintenance	011-40421 STREET MAINTENANCE	Fix home coding distribution of PW Mgr 90% Streets 10% Parks	Established need and zero-sum.	$455,577	$452,055	$452,473	$461,387	$461,387
165	33	Park City Mobility	057-40481 TRANSPORTATION OPER	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah. Scheduled increase in FY14.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$562,070	$639,261	$639,261	$643,976	$643,976
164	35	Summer Service	057-40481 TRANSPORTATION OPER	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah. Scheduled increase in FY14.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$2,597,951	$2,575,825	$2,575,825	$2,632,797	$2,632,797
157	37	Transportation Management	057-40481 TRANSPORTATION OPER	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah. Scheduled increase in FY14.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$286,807	$377,318	$377,318	$386,668	$386,668
156	39	Parks & Sidewalk Snow Removal	011-40412 PARKS & CEMETERY	$40k PTMB increase for Terigo Sidewalk snow removal.	Not recommended due to revenue declines.	$223,720	$220,564	$259,509	$224,635	$224,635
			012-40096 FIELDS	Scheduled utility decrease in FY14.	No service level decrease, based off of schedule.	$73,744	$69,184	$69,184	$70,200	$70,200
156	41	Ice Adult Programs	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$112,922	$112,460	$123,134	$126,070	$126,070
156	43	Clean-up and Control	011-40421 STREET MAINTENANCE	Fix home coding distribution of PW Mgr 90% Streets 10% Parks	Established need and zero-sum.	$235,454	$234,280	$234,419	$238,295	$238,295
155	45	Street Lights & Signs	011-40421 STREET MAINTENANCE	Fix home coding distribution of PW Mgr 90% Streets 10% Parks	Established need and zero-sum.	$155,858	$154,684	$154,824	$158,834	$158,834
154	47	Ice Youth Programs	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$67,706	$67,557	$121,913	$125,264	$125,264
152	49	Special Events	011-40091 BLDG MAINT ADM	Decentralization of utility costs, $96k utility increase for MARC, $32k increase for janitorial services, contract services.	Mandatory (utility costs) and established need (janitorial services).	$12,829	$12,829	$3,680	$3,680	$3,680
			011-40101 ECONOMY	Addition of Economic Development Program Manager, scheduled decrease of contract services $123k.	Established need, partial offset.	$205,025	$228,800	$277,345	$233,884	$304,950
			011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$657,919	$658,814	$658,814	$682,064	$682,064
			011-40421 STREET MAINTENANCE	Fix home coding distribution of PW Mgr 90% Streets 10% Parks	Established need and zero-sum.	$133,176	$132,002	$132,141	$135,481	$135,481

World-Class, Multi-Seasonal Resort Destination - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
152	49	Special Events	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$28,751	$28,612	$46,727	$48,310	$48,310
150	54	Tennis Operations	011-40093 TENNIS	Decrease PTNB budget to contract positions and increase PTNB for Pro Shop.	Established need and revenue offset.	$89,814	$89,814	$45,106	$45,864	$45,864
150	56	Engineering Project Management	011-40313 ENGINEERING	Scheduled decrease in FY14.	No service level decrease.	$234,568	$209,568	$209,568	$214,701	$214,701
150	58	Operations	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$412,973	$412,136	$349,926	$356,038	$356,038
148	62	Golf Management Operations	055-40571 GOLF PRO SHOP	Decrease in unemployment, principal and interest payments.	No service level decrease.	$329,564	$324,697	$324,697	$329,868	$329,868
148	64	Retail	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$49,177	$51,052	$40,859	$41,398	$41,398
148	70	Parking Management	057-40481 TRANSPORTATION OPER	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah. Scheduled increase in FY14.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$603,641	$527,041	$210,199	$211,921	$211,921
			057-40483 CAPITAL	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah.	No service level decrease.	$30,000	$30,000	$0	$0	$0
			057-40500 PARKING	Bring Parking Mgmt in house by addition of Parking Supervisor and Parking Officers (FT & PT), offset with decrease in contract services and capital outlay transit line-items (zero-sum). Add PSSM and HPCA $$ to Parking Dept (zero-sum). Increase of $5k in OT for Tour of Utah.	Established need and zero-sum for personnel changes. Scheduled increase in FY14 for personnel.	$0	$200,529	$536,113	$552,959	$552,959
147	68	Economic and Redevelopment	011-40101 ECONOMY	Addition of Economic Development Program Manager, scheduled decrease of contract services $123k.	Established need, partial offset.	$339,634	$213,835	$243,211	$220,777	$251,234
144	72	Trash Clean-Up	012-40096 FIELDS	Scheduled utility decrease in FY14.	No service level decrease, based off of schedule.	$19,775	$17,855	$17,855	$18,193	$18,193
144	74	Tennis Tournaments	011-40093 TENNIS	Decrease PTNB budget to contract positions and increase PTNB for Pro Shop.	Established need and revenue offset.	$59,468	$59,468	$29,393	$29,669	$29,669
142	76	Swede Alley Parking Structure	011-40424 SWEDE ALLEY PARKING STRUCT.	Decrease in utilities.	No service level decrease.	$76,425	$76,425	$53,750	$53,750	$56,425
141	78	Parks, Turf & Athletic Fields	011-40412 PARKS & CEMETERY	$500 increase for historic wall landscaping.	Established need.	$534,580	$537,080	$534,580	$544,811	$544,811
			012-40096 FIELDS	Scheduled utility decrease in FY14.	No service level decrease.	$75,050	$71,450	$71,450	$72,498	$72,498
139	81	Recreation Adult Programs	011-40092 CITY RECREATION	Decentralization of utility costs.	Established need.	$562,591	$560,702	$614,270	$627,987	$627,987
139	87	Tennis Programs	011-40093 TENNIS	Decrease PTNB budget to contract positions and increase PTNB for Pro Shop.	Established need and revenue offset.	$397,703	$397,703	$414,945	$422,582	$422,582
	85	Golf Shop Programs	055-40571 GOLF PRO SHOP	Decrease in unemployment, principal and interest payments.	No service level decrease.	$88,135	$84,843	$84,843	$85,976	$85,976
	83	Retail Operations	055-40571 GOLF PRO SHOP	Decrease in unemployment, principal and interest payments.	No service level decrease.	$223,515	$222,103	$222,103	$224,166	$224,166

World-Class, Multi-Seasonal Resort Destination - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
138	89	Ice Programs	012-40095 ICE FACILITY	Ice personnel changes ($61k increase after removal of Ice Business Operations Manager), $80k increase for contract marketing position, $12k increase for sports officials, $39k increase for retail.	Recommended personnel changes as established need, partial offset. Sports officials, recommended with revenue offset. Marketing and retail not recommended for budget increase, recommended to do with budget adj in FY14.	$146,267	$146,408	$98,372	$100,857	$100,857
136	94	Park Amenities & Infrastructure	011-40412 PARKS & CEMETERY	$5,000 increase for Dirt Jump Park soil annually.	Established need, reduced from $5k to $2.5k. Pay for the rest w/in existing resources.	$144,569	$144,569	$144,569	$147,143	$147,143
	91	Rec Center Operations	011-40092 CITY RECREATION	Decentralization of utility costs.	Established need.	$363,645	$363,645	$419,356	$430,138	$430,138
135	98	Recreation Youth Programs	011-40092 CITY RECREATION	Decentralization of utility costs.	Established need.	$483,044	$481,313	$562,737	$572,521	$572,521
132	100	Pro Shop	011-40093 TENNIS	Decrease PTNB budget to contract positions and increase PTNB for Pro Shop.	Established need and revenue offset.	$91,965	$91,965	$147,931	$149,369	$149,369
114	108	Marketing	011-40092 CITY RECREATION	Decentralization of utility costs.	Established need.	$116,421	$116,421	$137,848	$141,120	$141,120

AN INCLUSIVE COMMUNITY OF DIVERSE ECONOMIC & CULTURAL OPPORTUNITIES

C

Success of this Priority is defined as:

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

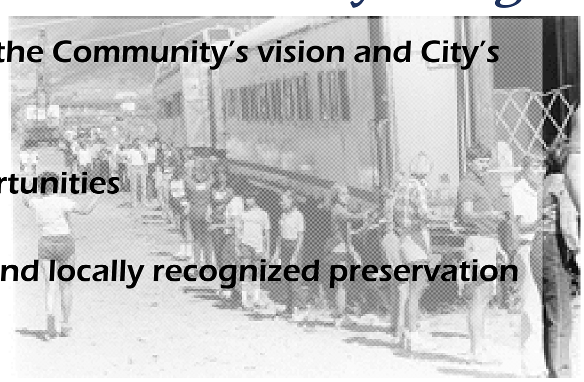
Desired Outcomes

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

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

Key Strategies

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



Key Indicators

Type	Indicator	2009	2010	2011	2012	Assessment: Comparison to Other Cities	Assessment: Trend
Outcome							
	Percent of residents who rate the overall quality of life in Park City as "good" or "excellent"	N/A	N/A	97%	97%	Much Above	Neutral
	Percent of residents who rate the sense of community as "good" or "excellent" and percent rated as "excellent"	N/A	N/A	86%	86%	Much Above	Neutral
	Percent of residents who rate the openness and acceptance of the community towards people of diverse backgrounds as "good" or "excellent" and percent rated as "excellent"	N/A	N/A	68%	68%	Above	Neutral
Intermediate Outcome							
	Percent of citizens whose housing costs more than 30% of their monthly household income.	N/A	N/A	40%	40%	Above	Neutral
	Number of Affordable Housing units added to city-wide housing stock.	9	15	13	1	N/A	Negative

Staff is currently in the process of revamping our Performance Management program. This overhaul will allow departments to create useful measures that will be directly tied to the BFO process. The key indicators listed above represent high-level examples of how these performance measures can also be used to gauge how the City is doing as whole.

In 2011, Park City began participating in a biennial National Citizens Survey. This survey does an excellent job of gauging how citizens feel that the City is doing. These results are then compared to hundreds of other cities across the nation. Many of the key indicators listed above have been taken from this survey. The next National Citizen's survey will be completed in summer of 2013. As we continue to participate, more data and trend information will become available for analysis over time.

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

Recent Successes

Action Items Completed

- High ratings on 2011 community engagement survey
- Bonanza Park Neighborhood plan
- Marsac Public art
- Library check-outs up 18% past 5 years
- Completed Memorial Wall in Cemetery
- Utah Historic Preservation Award for Marsac City Hall & National Garage
- Project of the year award for the Snow Creek Cottages

Savings/Efficiencies Gained

- Partnership with Habitat for Humanity
- Park City Heights partnership with Boyer Company
- Student Library Cards Reciprocal Borrowing

Current Challenges

- Balance between tourism & quality of life for local residents
- Volatility of individual mortgage market
- Rapidly changing technology
- Regional growth pressures
- Current library space
- Protection of historic fabric and Main Street Historic District Designation
- Development and growth pressures
- Funding for capital projects
- Protection of historic fabric, Main Street Historic District Designation and Park City's iconic McPolin Farm National Historic Designation

Trends & Opportunities

- Aging population
- Regional Planning
- E-books & digital media labs in libraries
- Volatility of individual mortgage markets
- Increased demand for technology
- Expanded library technology and space
- Increased technological services, including new programs
- Annexation boundaries
- New technology and apps
- Partnerships with private developers and property owners
- Expanded public art program
- Park City Heights
- 2nd mortgage/equity sharing programs
- Way-finding and Signage
- Bonanza Park & Lower Park Avenue Redevelopment areas

Action Plan

Operating Plan

- General Plan Update
- Bonanza Park Area Plan
- Lower Park Redevelopment Area Plan
- Rocky Mountain Power Substation Upgrade
- Complete feasibility analysis for mortgage assistance program
- Identify target properties & Development of Direct Business Recruitment Plan
- Intensive Level Survey of Main Street Historic District

Capital Plan

- Select architect and begin planning for library expansion project if approved for funding by City Council

An Inclusive Community of Diverse Economic & Cultural Opportunities

Program	Departments -	SCORE FY 2014	RT/CM REC FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Inspections	MULTIPLE	168	$960,995	$979,258	$910,066	$-936,980	$(26,914)
Patrol Operations	POLICE	166	$1,724,217	$1,726,315	$1,810,480	$0	$1,810,480
Prosecution	LEGAL	165	$190,365	$190,365	$195,908	$0	$195,908
State Liquor Enforcement	STATE LIQUOR ENFORCEMENT	162	$60,074	$60,074	$61,046	$-69,000	$(7,954)
Code Enforcement	BUILDING DEPT.	161	$202,770	$205,059	$211,805	$-90,310	$121,495
Dispatch	COMMUNICATION CENTER	160	$684,214	$684,213	$706,752	$-20,000	$686,752
Plan/Application Review	MULTIPLE	159	$497,052	$508,974	$527,584	$-219,710	$307,874
Business Licenses	FINANCE	158	$99,474	$99,474	$102,988	$-23,000	$79,988
Emergency Communications	COMMUNITY & ENVIRONMENT	157	$68,279	$67,954	$70,011	$0	$70,011
Traffic Enforcement	POLICE	156	$831,492	$832,665	$867,994	$0	$867,994
Fire Safety	BUILDING DEPT.	155	$313,494	$294,600	$303,538	$-78,800	$224,738
Emergency Management	MULTIPLE	155	$322,203	$369,198	$370,813	$0	$370,813
Permitting / Current Planning	PLANNING DEPT.	152	$108,017	$113,236	$121,534	$-19,600	$101,934
Special Service Contracts	SPEC. SRVC. CNTRT./UNSPECIFIED	145	$450,000	$492,000	$492,000	$0	$492,000
Affordable Housing	COMMUNITY & ENVIRONMENT	144	$138,091	$131,011	$135,031	$-60,000	$75,031
Circulation Services	LIBRARY	143	$279,778	$285,222	$293,490	$-6,600	$286,890
Senior Services	COMMUNITY & ENVIRONMENT	141	$31,154	$31,079	$31,972	$0	$31,972
Youth Services Officer	POLICE	140	$164,023	$164,248	$169,898	$0	$169,898
DARE/Drug Education	DRUG EDUCATION	137	$24,446	$24,449	$25,171	$0	$25,171
Long Range Planning	PLANNING DEPT.	136	$322,184	$226,010	$207,301	$0	$207,301
Adult Services	LIBRARY	135	$209,761	$225,649	$230,483	$-6,600	$223,883
Community Support	POLICE	135	$449,592	$478,632	$494,510	$0	$494,510
Code Amendments	PLANNING DEPT.	135	$60,449	$50,399	$75,850	$0	$75,850
Youth & Spanish Services	LIBRARY	134	$153,573	$158,022	$161,869	$-4,400	$157,469
Technical Services	LIBRARY	133	$266,272	$271,709	$279,332	$-4,400	$274,932
Special Planning Projects - Inter-Dept	PLANNING DEPT.	132	$83,812	$86,787	$92,593	$0	$92,593
Planning Customer Service	PLANNING DEPT.	132	$132,576	$139,651	$167,063	$-19,600	$147,463
Graffiti Removal	STREET MAINTENANCE	129	$23,721	$23,721	$24,070	$0	$24,070
Historic District Design Review	PLANNING DEPT.	128	$191,678	$172,547	$214,821	$0	$214,821
McPolin Farm	MCPOLIN BARN	124	$27,094	$25,594	$30,685	$0	$30,685
Reciprocal Borrowing	LIBRARY	122		$12,091	$4,053	$0	$4,053
Leadership Park City	MULTIPLE	100	$121,937	$115,837	$116,457	$-46,000	$70,457
Abatement Fund				$48,688	$48,688	$0	$48,688
Historical Incentive Grant				$47,136	$47,136	$0	$47,136
TOTAL			**$9,192,787**	**$9,341,867**	**$9,602,993**	**$-1,605,000**	**$7,997,993**

An Inclusive Community of Diverse Economic & Cultural Opportunities - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
168	114	Inspections	011-40313 ENGINEERING	Increases to cover PW inspection costs for PC Heights and Movie Studio (FY13 $82k, FY14 $93k)	Removed for FY14. Can be reinstated with FY14 bud adj/rev offset.	$185,986	$196,861	$103,464	$106,976	$106,976
			011-40352 BUILDING DEPT.	$3k mileage reimbursement. Increase of $10k of OT and $2k for code enforcement during Sundance from Economy (zero-sum).	Reimbursement not recommended, pay for within existing resources. Sundance inspections recommended, zero-sum.	$775,009	$782,397	$785,397	$803,090	$803,090
166	119	Patrol Operations	011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$1,724,572	$1,726,315	$1,759,689	$1,810,480	$1,810,480
161	123	Code Enforcement	011-40352 BUILDING DEPT.	Increase of $10k of OT and $2k for code enforcement during Sundance from Economy (zero-sum).	Recommneded, zero-sum.	$202,770	$205,059	$205,059	$211,805	$211,805
159	129	Plan/Application Review	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$180,273	$190,358	$192,775	$195,577	$198,176
			011-40352 BUILDING DEPT.	Increase of $10k of OT and $2k for code enforcement during Sundance from Economy (zero-sum).	Recommneded, zero-sum.	$255,603	$257,441	$257,441	$266,333	$266,333
157	134	Emergency Communications	011-40100 COMMUNITY & ENVIRONMENT	Scheduled decrease in FY14.	No service level decrease.	$68,279	$67,954	$67,954	$70,011	$70,011
156	132	Traffic Enforcement	011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$831,995	$832,665	$839,991	$867,994	$867,994
155	136	Emergency Management	011-40148 EMERGENCY MANAGEMENT	$40k increase to move Emergency Mgr from HR.	Established need and zero-sum.	$212,000	$252,987	$0	$252,987	$252,987
			011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$45,203	$45,211	$45,211	$46,826	$46,826
			011-40990 EMERGENCY CONTINGENCY	Increase of $6,000 scheduled for FY14.	Scheduled increase and established need.	$65,000	$71,000	$0	$71,000	$71,000
155	138	Fire Safety	011-40352 BUILDING DEPT.	One-time FY13 increase for vehicle.	No service level decrease.	$313,494	$294,600	$294,600	$303,538	$303,538
152	140	Permitting / Current Planning	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$108,017	$113,236	$117,464	$117,136	$121,534
145	142	Special Service Contracts	011-40135 SPEC. SRVC. CNTRT./UNSPECIFIED	Scheduled increases in FY14.	Final Budget.	$450,000	$492,000	$0	$492,000	$492,000
144	144	Affordable Housing	011-40100 COMMUNITY & ENVIRONMENT	Scheduled decrease in FY14.	No service level decrease.	$138,091	$131,011	$131,011	$135,031	$135,031
143	146	Circulation Services	011-40551 LIBRARY	Scheduled increases in FY14. Decentralization of utilities. Recipricol borrowing loss of $10k from County contribution.	Established need and zero-sum.	$279,778	$285,222	$285,222	$293,490	$293,490
141	148	Senior Services	011-40100 COMMUNITY & ENVIRONMENT	Scheduled decrease in FY14.	Established need and zero-sum and no service level decrease.	$31,154	$31,079	$31,079	$31,972	$31,972
140	150	Youth Services Officer	011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$164,023	$164,248	$164,248	$169,898	$169,898
136	152	Long Range Planning	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$322,184	$226,010	$202,676	$230,622	$207,301
135	158	Adult Services	011-40551 LIBRARY	Scheduled increases in FY14. Decentralization of utilities. Recipricol borrowing loss of $10k from County contribution.	Established need and zero-sum.	$209,761	$225,649	$225,649	$230,483	$230,483
135	162	Community Support	011-40221 POLICE	Decentralization of utility costs. Increase of $5k of OT for Tour of Utah.	Established need.	$449,714	$478,632	$478,632	$494,510	$494,510
135	156	Code Amendments	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$60,449	$50,399	$73,499	$51,915	$75,850
134	164	Youth & Spanish Services	011-40551 LIBRARY	Scheduled increases in FY14. Decentralization of utilities. Recipricol borrowing loss of $10k from County contribution.	Established need and zero-sum.	$153,573	$158,022	$158,022	$161,869	$161,869

An Inclusive Community of Diverse Economic & Cultural Opportunities - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
133	166	Technical Services	011-40551 LIBRARY	Scheduled increases in FY14. Decentralization of utilities. Recipricol borrowing loss of $10k from County contribution.	Established need and zero-sum.	$266,272	$271,709	$271,709	$279,332	$279,332
132	168	Special Planning Projects - Inter-Dept	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$83,812	$86,787	$89,904	$89,331	$92,593
132	160	Planning Customer Service	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$132,576	$139,651	$161,307	$144,613	$167,063
129	172	Graffiti Removal	011-40421 STREET MAINTENANCE	Fix home coding distribution of PW Mgr 90% Streets 10% Parks	Established need and zero-sum.	$23,721	$23,721	$23,721	$24,070	$24,070
128	170	Historic District Design Review	011-40342 PLANNING DEPT.	Addition of Current Planning Manager ($121k) and Planner II ($98k). Removal of Planner Architect ($121k). Scheduled decrease of $123k of contract services.	Not recommended by Results Team due to insufficient information; recommended by City Manager.	$191,678	$172,547	$210,043	$175,892	$214,821
124	174	McPolin Farm	011-40094 MCPOLIN BARN	Scheduled decrease in FY14. Decentralization of utilities.	Established need and no service level decrease.	$27,094	$25,594	$30,010	$30,685	$30,685
107	178	Reciprocal Borrowing	011-40551 LIBRARY	Scheduled increases in FY14. Decentralization of utilities. Recipricol borrowing loss of $10k from County contribution.	Not recommded due to revenue decreases; scored low on BFO.	$0	$12,091	$3,954	$4,053	$4,053
100	176	Leadership Park City	011-40136 LEADERSHIP	Technical adjusment.	Recommend.	$112,645	$106,545	$0	$106,815	$106,815
#N/A	181	Historical Incentive Grant	011-42310 HISTORICAL INCENTIVE GRANT	Zero-sum option taken from CIP.	Established need and zero-sum.	$0	$47,136	$0	$47,136	$47,136
	180	Abatement Fund	011-42305 ABATEMENT	Zero-sum option taken from CIP.	Established need and zero-sum.	$0	$48,688	$0	$48,688	$48,688

D

Responsive, Cutting-Edge, & Effective Government

Success of this Priority is defined as:

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

Desired Outcomes

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

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

Key Strategies

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

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

Key Indicators

Type	Indicator	2009	2010	2011	2012	Assessment: Comparison to Other Cities	Assessment: Trend
Intermediate Outcome							
	Percent of Citizens who have visited the City website at least once in the last 12 months	N/A	N/A	75%	75%	Much Above	Neutral
Outcome							
	General Obligation Bond Rating	AA-	AA	AA+	AA+	Above	Positive
	Percent of citizens who rated value of services for amount of taxes paid as "excellent" and percent rated as "good" or "excellent"	N/A	N/A	70%	70%	Much Above	Neutral
	Percent of citizens who rate the opportunity to participate in community matters as "excellent" and percent rated as "good" or "excellent"	N/A	N/A	84%	84%	Much Above	Neutral
	Percent of citizens who rate public information services as "excellent" and percent rated as "good" or "excellent"	N/A	N/A	83%	83%	Much Above	Neutral
	Percent of residents who rated overall direction taken by Park City Municipal Corporation as "excellent" and percent rated as "good" or "excellent"	N/A	N/A	70%	70%	Much Above	Neutral

Staff is currently in the process of revamping our Performance Management program. This overhaul will allow departments to create useful measures that will be directly tied to the BFO process. The key indicators listed above represent high-level examples of how these performance measures can also be used to gauge how the City is doing as whole.

In 2011, Park City began participating in a biennial National Citizens Survey. This survey does an excellent job of gauging how citizens feel that the City is doing. These results are then compared to hundreds of other cities across the nation. Many of the key indicators listed above have been taken from this survey. The next National Citizen's survey will be completed in summer of 2013. As we continue to participate, more data and trend information will become available for analysis over time.

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

Recent Successes

Action Items Completed

- Building Security Plan implemented
- Budgeting for Outcomes
- Strategic Planning Implementation
- Clean Audit for 2011 & 23rd consecutive GFOA Excellence in Financial Reporting Award
- Council documents digitized and searchable by the public
- Two national awards for website redesign

Savings/Efficiencies Gained

- Moved outside revenue management contracts into Budget Department with net savings of $50,000.
- Technology enhancements saving nearly 1400 pounds of CO2 and 5 trees annually
- Server consolidation saves 83 tons of CO2 and $6,000 in energy costs annually

Current Challenges

- Engaging diverse constituencies
- Conversion to Centralized HVAC
- New facilities & greater complexity in operating systems
- Pace of technology improvements
- Resource allocation, staff workload & succession
- Limited resources for training, professional , legal and licensing requirements
- Increasingly specialized positions due to digital technology and government regulations
- Workforce competition with Salt Lake Valley due to cost of housing and commuting
- Funding Capital Improvement Programs (CIP) Priorities

Trends & Opportunities

- Alternative energy and conservation infrastructure for capital assets
- Increasing regulatory environment requires monitoring and training for financial reporting
- Environmental friendly cleaning productions
- Consolidation of local government functions & joint initiatives aimed at overall cost reduction
- General information technology trends are changing how people exchange information
- Age and ethnic diversity increase the tools and tactics needed to reach a more diverse audience and the need for non-English language and cultural competency skills.
- Technology increasing cost of fleet acquisition & maintenance
- Additional building/system maintenance staff
- Enhanced & more diverse citizen engagement resources
- Widget and Application development
- Victim Advocacy

Action Plan

Operating Plan

- Develop mid-range and long term Information Technology Strategic Deployment and Management Plan
- Connect, collaborate and create with community in person and virtually.
- Reduce paperwork and mailing costs through direct paperless billing and payroll
- Enhance centralized HR training program
- Invest in backup, storage & recovery

Capital Plan

- New vehicle for Building Maintenance
- Specialized software acquisition for BFO and Performance Reviews
- Streaming media software

Other Targets for Action

- Enhance mobile technology to enhance citizen access and communication.
- Identify training needs & develop implementation plan for staff, elected and appointed officials.

Long Term Action Plan

- Centralized building security system
- Expanded computerized control systems for maintenance
- In-house janitorial staff

Responsive, Cutting-Edge & Effective Government

Program	Departments -	SCORE FY 2014	RT/CM REC FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Debt Management	BUDGET, DEBT & GRANTS	166	$10,951	$10,951	$33,745	$0	$33,745
Revenue/Resource Management	BUDGET, DEBT & GRANTS	165	$34,084	$34,084	$25,132	$0	$25,132
Website	TECHNICAL & CUSTOMER SERVICES	163	$47,396	$65,768	$49,997	$0	$49,997
Systems Support	TECHNICAL & CUSTOMER SERVICES	161	$228,243	$251,654	$270,248	$0	$270,248
Financial Services	FINANCE	160	$293,578	$293,578	$303,075	$-23,000	$280,075
Network Support	TECHNICAL & CUSTOMER SERVICES	160	$246,103	$259,593	$255,172	$0	$255,172
Accounting/Audit/Treasury	FINANCE	159	$304,812	$304,812	$313,164	$-23,000	$290,164
Building Repairs and Maintenance	BLDG MAINT ADM	157	$320,724	$320,724	$302,320	$0	$302,320
Support/Help Desk	TECHNICAL & CUSTOMER SERVICES	157	$327,050	$332,243	$324,857	$0	$324,857
Budget Preparation, Coordination, and Monitoring	MULTIPLE	155	$131,225	$131,225	$126,528	$-23,000	$103,528
Capital Budgeting	BUDGET, DEBT & GRANTS	155	$23,287	$23,287	$39,789	$0	$39,789
Legislative Liaison	CITY MANAGER	155	$94,144	$98,471	$96,678	$0	$96,678
Inspections and Contract Supervision	BLDG MAINT ADM	153	$97,408	$97,408	$114,090	$0	$114,090
Analysis Resource	BUDGET, DEBT & GRANTS	153	$48,681	$48,681	$50,645	$0	$50,645
Software Maintenance/Upgrades	TECHNICAL & CUSTOMER SERVICES	153	$169,803	$185,245	$151,256	$0	$151,256
Records Management	MULTIPLE	152	$215,788	$220,945	$239,991	$0	$239,991
City Recorder	CITY MANAGER	152	$98,106	$102,433	$104,902	$0	$104,902
Benefit Design/Administration	HUMAN RESOURCES	150	$62,532	$58,292	$60,153	$0	$60,153
Grant Administration	BUDGET, DEBT & GRANTS	146	$29,404	$29,404	$12,493	$0	$12,493
Utilities	BLDG MAINT ADM	146	$238,006	$187,435	$187,727	$0	$187,727
Pay Plan Design/Administration	HUMAN RESOURCES	146	$73,660	$68,357	$70,620	$0	$70,620
Local, State, and Federal Compliance	HUMAN RESOURCES	145	$128,090	$124,688	$128,386	$0	$128,386
Litigation	LEGAL	145	$79,195	$79,195	$81,783	$0	$81,783
Fleet Management & Maintenance	FLEET SERVICES DEPT	145	$2,369,148	$2,369,147	$2,392,816	$0	$2,392,816
GIS	TECHNICAL & CUSTOMER SERVICES	144	$111,183	$118,767	$113,288	$0	$113,288
Recruitment	HUMAN RESOURCES	142	$80,304	$74,827	$76,936	$0	$76,936
IT Customer Service	TECHNICAL & CUSTOMER SERVICES	142	$99,600	$128,309	$86,471	$0	$86,471
Policy Creation & Implementation	MULTIPLE	140	$341,144	$358,453	$330,943	$0	$330,943
Risk Management	LEGAL	140	$875,156	$875,156	$876,505	$0	$876,505
Janitorial Services	BLDG MAINT ADM	140	$260,973	$260,973	$317,690	$0	$317,690
General Legal Support	LEGAL	140	$78,808	$78,808	$80,688	$0	$80,688
Staff Support	MULTIPLE	138	$227,627	$231,953	$205,912	$0	$205,912
Elections	MULTIPLE	136	$8,516	$21,516	$21,813	$0	$21,813
Performance Management	HUMAN RESOURCES	135	$666,653	$685,610	$665,717	$0	$665,717
Community Outreach and Citizen Engagement	MULTIPLE	133	$433,624	$366,853	$425,672	$0	$425,672

Program	Departments -	SCORE FY 2014	RT/CM REC FY 2013	DEPT REQ FY 2014	RT/CM REC FY 2014	REV FY 2014	TOT REC COST FY 2014
Contracts/Grants	LEGAL	128	$67,816	$67,816	$70,011	$0	$70,011
Performance Measures and Benchmarking	BUDGET, DEBT & GRANTS	127	$62,523	$62,523	$67,447	$0	$67,447
Valuing Employees	HUMAN RESOURCES	127	$127,175	$123,877	$182,119	$0	$182,119
Employment Review	LEGAL	124	$53,802	$53,802	$55,539	$0	$55,539
Council & Board Support	MULTIPLE	123	$386,801	$329,628	$332,576	$0	$332,576
Short-Term Citywide Personnel	HUMAN RESOURCES	113	$57,927	$56,742	$57,406	$0	$57,406
Venture Fund	VENTURE FUND	97	$30,000	$30,000	$30,000	$0	$30,000
Special Meetings	SPECIAL MEETINGS	96	$3,000	$12,000	$12,000	$0	$12,000
TOTAL			**$9,644,053**	**$9,635,233**	**$9,744,300**	**$-69,000**	**$9,675,300**

Responsive, Cutting-Edge & Effective Government - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
166	187	Debt Management	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$10,951	$10,951	$32,577	$33,745	$33,745
165	185	Revenue/Resource Management	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$34,084	$34,084	$24,352	$25,132	$25,132
163	189	Website	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k).	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$47,396	$65,768	$48,648	$49,997	$49,997
161	191	Systems Support	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k), and $37k increase hardware maintenance, subscription, contract services.	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$228,243	$251,654	$265,623	$270,248	$270,248
160	195	Network Support	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k), and $5,300 increase hardware maintenance, subscription, contract services.	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$246,103	$259,593	$251,427	$255,172	$255,172
157	201	Building Repairs and Maintenance	011-40091 BLDG MAINT ADM	Decentralization of utility costs, $96k utility increase for MARC, $32k increase for janitorial services, contract services.	Mandatory (utility costs) and established need (janitorial services).	$307,724	$307,724	$281,698	$289,320	$289,320
	199	Support/Help Desk	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k), and $2,000 increase hardware maintenance, subscription, contract services.	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$327,050	$332,243	$314,405	$324,857	$324,857
155	203	Capital Budgeting	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$23,287	$23,287	$38,425	$39,789	$39,789
155	207	Budget Preparation, Coordination, and Monitoring	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$122,545	$122,544	$114,343	$117,642	$117,642
	205	Legislative Liaison	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$94,144	$98,471	$94,432	$96,678	$96,678
153	211	Inspections and Contract Supervision	011-40091 BLDG MAINT ADM	Decentralization of utility costs, $96k utility increase for MARC, $32k increase for janitorial services, contract services.	Mandatory (utility costs) and established need (janitorial services).	$97,408	$97,408	$111,400	$114,090	$114,090
153	218	Analysis Resource	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$48,681	$48,681	$48,996	$50,645	$50,645
	209	Software Maintenance/Upgrades	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k), and $37k increase hardware maintenance, subscription, contract services.	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$169,803	$185,245	$150,128	$151,256	$151,256
152	122	City Recorder	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$98,106	$102,433	$101,421	$104,902	$104,902

Responsive, Cutting-Edge & Effective Government - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
152	215	Records Management	011-40082 TECHNICAL & CUSTOMER SERVICES	$29k for software maintenance, training, records scanning, removal of Analyst I ($61k).	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$116,699	$121,856	$133,956	$137,177	$137,177
150	220	Benefit Design/Administration	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$62,532	$58,292	$58,292	$60,153	$60,153
146	222	Utilities	011-40091 BLDG MAINT ADM	Decentralization of utility costs, $96k utility increase for MARC, $32k increase for janitorial services, contract services.	Mandatory (utility costs) and established need (janitorial services).	$334,806	$187,435	$187,335	$187,727	$187,727
146	228	Grant Administration	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$29,404	$29,404	$12,104	$12,493	$12,493
	226	Pay Plan Design/Administration	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$73,660	$68,357	$68,357	$70,620	$70,620
145	224	Local, State, and Federal Compliance	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$128,090	$124,688	$124,688	$128,386	$128,386
144	230	GIS	011-40082 TECHNICAL & CUSTOMER SERVICES	$17k GIS contract. Removal of Analyst I ($61k).	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$111,183	$118,767	$111,251	$113,288	$113,288
142	236	Recruitment	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$80,304	$74,827	$74,827	$76,936	$76,936
142	238	IT Customer Service	011-40082 TECHNICAL & CUSTOMER SERVICES	Removal of Analyst I ($61k).	Removal of Analyst I recommended. $115k requested for FY14, reduced to $74 for IT support, services, software, and maintenance due to revenue decrease in GF.	$99,600	$128,309	$83,669	$86,471	$86,471
140	244	Janitorial Services	011-40091 BLDG MAINT ADM	Decentralization of utility costs, $96k utility increase for MARC, $32k increase for janitorial services, contract services.	Mandatory (utility costs) and established need (janitorial services).	$260,973	$260,973	$314,384	$317,690	$317,690
	242	Policy Creation & Implementation	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$76,347	$93,656	$61,623	$63,570	$63,570
138	248	Staff Support	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$227,627	$231,953	$199,502	$205,912	$205,912
136	250	Elections	011-40023 ELECTIONS	Scheduled increases in FY14.	Recommneded as established need.	$500	$13,500	$0	$13,500	$13,500
135	252	Performance Management	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$86,653	$105,610	$83,739	$85,717	$85,717
133	254	Community Outreach and Citizen Engagement	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$138,223	$81,050	$66,058	$68,139	$68,139
			011-40100 COMMUNITY & ENVIRONMENT	Addition of Front Desk position from IT (zero-sum).	Established need and zero-sum.	$116,793	$109,492	$172,160	$177,208	$177,208
127	258	Performance Measures and Benchmarking	011-40034 BUDGET, DEBT & GRANTS	Increase of $72k to put Capital Budget Mgr in Budge Dept, decrease from Water and Transit for same amount. Turn contract Performance & Budget Analyst to FTR (zero-sum).	Recommended as zero-sum and established need.	$62,523	$62,523	$65,104	$67,447	$67,447

Responsive, Cutting-Edge & Effective Government - Notable BFO Changes

Score	Page	Program	Fund-Dept	Notes	RT Rationale	FY13 Budget Values Sum of RT.FY13	Scenario 1 Sum of S1.FY14	Scenario 2 Sum of S2.FY14	Results Team Rec w/ Benefits Sum of RT.FY14	City Manager Rec Sum of CC.FY14
127	262	Valuing Employees	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$127,175	$123,877	$145,748	$182,119	$182,119
123	264	Council & Board Support	011-40021 CITY MANAGER	Remove PTNB Assistant II ($29k) add contract Assistant City Recorder ($43k). Remove OD Manager from City Mgr budget ($56k).Scheduled contract services decrease in FY14.	Recommneded, zero-sum or established need.	$156,422	$99,249	$91,822	$94,625	$94,625
113	268	Short-Term Citywide Personnel	011-40062 HUMAN RESOURCES	Add OD Manager from City Mgr budget ($56k). Loss of Bonus-Pay non-discretionary ($25k).	Recommended as zero-sum and established need.	$57,927	$56,742	$56,742	$57,406	$57,406
96	272	Special Meetings	011-40117 SPECIAL MEETINGS	Scheduled increase in FY14.	Established need.	$3,000	$12,000	$0	$12,000	$12,000

Budgeting for Outcomes

This year the City has moved to a Budgeting for Outcomes (BFO) process, which is a variation of zero-based budgeting that focuses on Council priorities and objectives as the driving factor for prioritization.

BFO is a public budgeting process which seeks to imitate Request for Proposal (RFP) procedures. By creating strategies tied to Council Priorities and then receiving offers from City departments for programs within those strategies, decision-makers can make better-informed decisions regarding the prioritization and cost of City services and programs.

It is estimated that the City saved almost $500,000 by either cutting and/or reprioritizing operating budgets rather than approving budget enhancements in FY 2013. At right is the top 10 BFO programs as well as the total cost of all the programs within each Council Priority.

World-Class, Multi-Seasonal Resort Destination

Total Budget: $ 16,011,646

Top 10 Programs	$ (K)	%
Winter Service	$ 3,719	23 %
Summer Service	$ 2,633	16 %
Special Events	$ 1,769	11 %
Winter Snow Operations	$ 1,156	7 %
Golf Maintenance	$ 713	4 %
Park City Mobility	$ 644	4 %
Parks, Turf & Athletic Fields	$ 619	4 %
Recreation Youth Programs	$ 487	3 %
Street & Sidewalk Maintenance	$ 461	3 %
Economic and Redevelopment	$ 456	3 %
TOTAL	$ 12,659	79 %

Preserving & Enhancing the Natural Environment

Total Budget: $ 6,519,626

Top 10 Programs	$ (K)	%
Distribution and Maintenance	$ 2,614	40 %
Water Quality	$ 1,688	26 %
Service Orders	$ 676	10 %
Environmental Regulatory/ EPA	$ 469	7 %
Project Management	$ 393	6 %
Conservation	$ 203	3 %
Carbon Reduction	$ 172	3 %
Water Billing	$ 147	2 %
Water Rights/Water Projects	$ 98	2 %
Open Space	$ 61	1 %
TOTAL	$ 6,520	100 %

An Inclusive Community of Diverse Economic & Cultural Opportunities

Total Budget: $ 7,997,993

Top 10 Programs	$ (K)	%
Patrol Operations	$ 1,810	23 %
Traffic Enforcement	$ 868	11 %
Dispatch	$ 687	9 %
Community Support	$ 495	6 %
Special Service Contracts	$ 492	6 %
Emergency Management	$ 371	5 %
Plan/Application Review	$ 308	4 %
Circulation Services	$ 287	4 %
Technical Services	$ 275	3 %
Fire Safety	$ 225	3 %
TOTAL	$ 5,817	73 %

Responsive, Cutting-Edge & Effective Government

Total Budget: $ 9,675,300

Top 10 Programs	$ (K)	%
Fleet Management & Maintenance	$ 2,393	25 %
Risk Management	$ 877	9 %
Performance Management	$ 666	7 %
Community Outreach and Citizen Engagement	$ 426	4 %
Council & Board Support	$ 333	3 %
Policy Creation & Implementation	$ 331	3 %
Support/Help Desk	$ 325	3 %
Janitorial Services	$ 318	3 %
Building Repairs and Maintenance	$ 302	3 %
Accounting/Audit/Treasury	$ 290	3 %
TOTAL	$ 6,259	65 %

City Council
Staff Report

Subject: **Sales Revenue Bond Reimbursement Resolution**
Author: **Nate Rockwood**
Department: **Budget, Debt and Grants**
Date: **May 9, 2013**
Type of Item: **Legislative**

Recommendation
Council should adopt the attached Sales Revenue Bond Reimbursement Resolution allowing the City to reimburse itself from the proceeds of future sales revenue bonds for specified capital expenditures advanced by the City and set the maximum principal amount of expenditures.

Topic/Description
Sales Revenue Bond Reimbursement Resolution

Background
On November 29, 2012 City Council unanimously passed an ordinance adopting an additional .5% Resort Communities Sales and Use Tax to be levied beginning April 1, 2013. At that time Council confirmed that all revenue generated with the additional .5% Resort Communities Sales Tax be received directly in to the Capital Improvement Fund to be used for but not limited to the following capital projects, Historic Park City/ Main Street & Downtown Projects, OTIS, Storm Drain Improvements, Open Space Acquisition and other capital improvement projects as determined appropriate by City Council.

It has been staff's recommendation that the additional resort tax should be evaluated as part of the annual Capital Improvement Plan (CIP) budget process which will allow City Council the flexibility to determine, on a yearly basis, the most appropriate use of the additional funds.

Analysis
The attached Sales Revenue Bond Reimbursement Resolution allows the City to reimburse itself for expenses related to specific projects currently listed and proposed as part of the Additional Resort Communities Sales Plan. The resolution sets the maximum reimbursement amount at $10,000,000. The maximum is set high to allow maximum flexibility. It is anticipated that the City will issue the 2014 Series Sales Revenue Bond in the spring of 2014. The adoption of the Sales Revenue Bond Reimbursement Resolution does not constitute an adjustment to project budgets or timelines, but simply allows the City the ability to reimburse project expenditures from the future bond proceeds. Project funding and timing is set with the adoption of the CIP and part of the budget process.

> DECLARATION OF OFFICIAL INTENT OF THE CITY COUNCIL OF PARK CITY, UTAH (THE "CITY") TO REIMBURSE ITSELF FROM THE PROCEEDS OF BONDS FOR CERTAIN CAPITAL EXPENDITURES ADVANCED BY THE CITY; ESTABLISHING THE MAXIMUM PRINCIPAL AMOUNT OF SUCH EXPENDITURES; AND AUTHORIZING INCIDENTAL ACTION

The projects which qualify for reimbursement are defined in the resolution as Historic Park City/Main Street and downtown streetscape improvements, OTIS (Old Town street and utility improvement projects), storm drain improvements as specified in the Storm Water Master Plan, open space acquisition and Deer Valley Drive reconstruction and streetscape improvements. The issuance of debt to fund some or all of these projects was anticipated in the FY 2013 CIP budget and the Additional Resort Communities Sales Tax Plan. The Deer Valley Drive project (phase II) is currently recommended in the FY 2014 CIP budget and updated Additional Resort Communities Sales Tax Plan.

Significant Impacts

The attached Sales Revenue Bond Reimbursement Resolution allows the City to reimburse itself for expenses related to specific projects currently listed and proposed as part of the Additional Resort Communities Sales Plan. Without a resolution the City would not be allowed to reimburse project expenses which would necessitate (1) the immediate issuance of sales revenue bonds, (2) finding other funding sources to cover planned projects, or (3) delaying planned projects until sales revenue bonds in an amount necessary to cover costs is issued.

Alternatives:

- **A.** Adopt the attached Sales Revenue Bond Reimbursement Resolution. **Staff's recommendation.**
- B. Modify the request: Council could choose to modify the resolution.
- C. Deny the request: Council could choose to not adopt the attached resolution.
- D. Continue the Item: Council may feel there is not enough information to make a decision, and have staff return with more information.
- E. Do Nothing: This would have the same impact as alternative C.

Departmental Review

This report has been reviewed by the Legal Department and City Manager.

Staff Recommendations:

Council should adopt the attached Sales Revenue Bond Reimbursement Resolution allowing the City to reimburse itself from the proceeds of future sales revenue bonds for specified capital expenditures advanced by the City and set the maximum principal amount of expenditures.

Attachments:

A – Reimbursement Resolution

Park City, Utah

May 9, 2013

The City Council (the "Council") of Park City, Utah (the "Issuer"), met in regular public session at the regular meeting place of the Council in Park City, Utah, on May 9, 2013, at the hour of 6:00 p.m., with the following members of the Council being present:

Dana Williams	Mayor
Andy Beerman	Councilmember
Alex Butwinski	Councilmember
Cindy Matsumoto	Councilmember
Richard Peek	Councilmember
Liza Simpson	Councilmember

Also present:

Janet M. Scott	City Recorder
Diane Foster	City Manager
Mark D. Harrington	City Attorney
Nate Rockwood	Capital Budget, Debt & Grants Manager

Absent:

After the meeting had been duly called to order and after other matters not pertinent to this resolution had been discussed, the City Recorder presented to the Council a Certificate of Compliance with Open Meeting Law with respect to this ______, 2013, meeting, a copy of which is attached hereto as Exhibit A.

The following resolution was then introduced in written form, was fully discussed, and pursuant to motion duly made by Councilmember ____________ and seconded by Councilmember ______________, was adopted by the following vote:

AYE:

NAY:

The resolution is as follows:

RESOLUTION NO. ____

DECLARATION OF OFFICIAL INTENT OF THE CITY COUNCIL OF PARK CITY, UTAH (THE "CITY") TO REIMBURSE ITSELF FROM THE PROCEEDS OF BONDS FOR CERTAIN CAPITAL EXPENDITURES ADVANCED BY THE CITY; ESTABLISHING THE MAXIMUM PRINCIPAL AMOUNT OF SUCH EXPENDITURES; AND AUTHORIZING INCIDENTAL ACTION

WHEREAS, Park City, Utah (the "City") may incur significant costs for Historic Park City/Main Street and downtown streetscape improvements, OTIS (Old Town street and utility improvement projects), storm drain improvements as specified in the Storm Water Master Plan, open space acquisition and Deer Valley Drive reconstruction and streetscape improvements (collectively, the "Project"); and

WHEREAS, the City has determined that it may finance all or a portion of the cost of the Project with the proceeds of obligations of the City or a related entity the interest on which is excludable from gross income for federal income tax purposes ("tax-exempt bonds"); and

WHEREAS, no costs of the Project to be reimbursed were paid more than 60 days prior to the date of this Resolution, other than preliminary expenditures (not exceeding 20% of the aggregate issue price of the tax-exempt bonds issued to finance the Project), provided that such preliminary expenditures shall not include costs of land acquisition or site preparation or other costs of construction or acquisition of the Project;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Declaration of Official Intent to Finance Capital Expenditures; Maximum Authorized Debt. The City Council of Park City, Utah hereby declares its intention and reasonable expectation to use proceeds of tax-exempt bonds to reimburse itself for expenditures for costs of the Project. The bonds are to be issued, and the reimbursements made, by the later of 18-months after the payment of the costs or after the Project is placed in service, but in any event, no later than three years after the date the original expenditure was paid. The maximum principal amount of the bonds which will be issued to finance the Project is not expected to exceed $10,000,000.

Section 2. Nature of Project Costs. The costs of the Project consists entirely of capital expenditures or costs of issuance of the bonds, and no cost of the Project to be reimbursed with the proceeds of the bonds is a cost of working capital.

Section 3. Incidental Action. The appropriate officers of the City are hereby authorized and directed to take or approve the taking of such actions as may be necessary or appropriate in order to preserve the ability of the City to facilitate the financing of the Project in accordance with the federal tax regulations and this Resolution.

Section 4. No Replacement Proceeds. The City will not, at any time within one year after any allocation of proceeds of the bonds to reimburse any expenditure, use the reimbursed funds to create a sinking fund for any issue of tax-exempt bonds, or to otherwise replace the proceeds of any issue of tax-exempt bonds.

Section 5. Effective Date; Repeal. This Resolution shall take effect immediately. All prior resolutions or portions thereof inconsistent herewith are hereby repealed.

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

I, Janet M. Scott, hereby certify that I am the duly qualified and acting City Recorder of Park City, Utah.

I further certify that the above and foregoing constitutes a true and correct copy of the minutes of a regular meeting of the City Council of Park City, Utah, including a resolution adopted at said meeting held on ______, 2013, as said minutes and resolution are officially of record in my possession.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and affixed the seal of this 9th day of May 2013.

____

City Recorder

(S E A L)

EXHIBIT A

CERTIFICATE OF COMPLIANCE WITH OPEN MEETING LAW

I, Janet M. Scott, the undersigned City Recorder of Park City, Utah (the "City"), do hereby certify, according to the records of the City in my official possession, and upon my own knowledge and belief, that in accordance with the requirements of Section 52-4-202, Utah Code Annotated, 1953, as amended, I gave not less than twenty-four (24) hours public notice of the agenda, date, time and place of the ______, 2013, public meeting held by the City Council of the City (the "City Council") as follows:

(a) By causing a Notice, in the form attached hereto as Schedule 1, to be posted at the principal offices of the City on _________, 2013, at least twenty-four (24) hours prior to the convening of the meeting, said Notice having continuously remained so posted and available for public inspection until the completion of the meeting;

(b) By causing a copy of such Notice, in the form attached hereto as Schedule 1, to be delivered to the Park Record on ___________, 2013, at least twenty-four (24) hours prior to the convening of the meeting; and

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

In addition, the Notice of 2013 Annual Meeting Schedule for the City Council (attached hereto as Schedule 2) was given specifying the date, time, and place of the regular meetings of the City Council to be held during the year, by causing said Notice to be (a) posted on __________________, at the principal office of the City Council, (b) provided to at least one newspaper of general circulation within the City on ________________ and (c) published on the Utah Public Notice Website (http://pmn.utah.gov) during the current calendar year.

IN WITNESS WHEREOF, I have hereunto subscribed my official signature this May 9, 2013.

By:___________________________
City Recorder

City Council
Staff Report

Subject:	**Consulting Services for Historic Preservation and Intensive Level Survey of the Main Street National Register Historic District**
Author:	**Anya Grahn, Historic Preservation Planner; Thomas E. Eddington Jr., Planning Director**
Department:	**Planning**
Date:	**May 9, 2013**
Type of Item:	**REVISIONS TO ORIGINAL STAFF REPORT**

REVISIONS:
The original version of this staff report was posted online on Monday, May 6, 2013. On that same day, it was brought to the authors' attention that there were some discrepancies in the report in terms of the costs associated with this project. This has since been clarified in the following attached report.

A miscalculation had occurred as to the total cost of Preservation Solutions' proposal. Staff had listed that amount as $744,661; however, the correct amount was $640,983. Despite this discrepancy, it should be noted that the Selection Committee utilized Preservation Solution's new submittal at the cost of $640,983 to assess the proposals.

Moreover, staff has chosen to address the Supplemental Information provided online during the RFP.

City Council
Staff Report

Subject:	**Consulting Services for Historic Preservation and Intensive Level Survey of the Main Street National Register Historic District**
Author:	**Anya Grahn, Historic Preservation Planner; Thomas E. Eddington Jr., Planning Director**
Department:	**Planning**
Date:	**May 9, 2013**
Type of Item:	**Administrative**

Summary Recommendations:
The Council should authorize the City Manager to execute a contract for consulting services for Historic Preservation and Intensive Level Survey of Main Street National Register Historic District with CRSA in the amount of $373,482.

Topic/Description:
The purpose of this contract is to modify the geographic boundaries of the National Register Historic District, nominate individual buildings to the National Register, re-establish the architectural integrity of seven (7) buildings on Main Street, conduct intensive level surveys (ILSs) on buildings within the Main Street National Register Historic District as well as all sites listed in the Historic Sites Inventory (HSI).

Background:
In December, City Council approved Staff's recommendation to award the contract to CRSA in the amount of $219,205. In meeting with CRSA in March, prior to signing the contract, CRSA realized it had inadvertently omitted 155 Intensive Level Surveys (ILSs). In response to this, the Planning staff decided it was necessary to rebid the project.

Staff released a new Request for Proposal (RFP) on March 18th. Proposals were due on April 1st. The following consultants submitted RFPs based on our request:

1. CRSA in Salt Lake City, UT
2. Preservation Solutions (Dina Blaes) in Salt Lake City, UT
3. SWCA Environmental Consultants in Salt Lake City, UT

In reviewing the proposals, Staff recommends that City Council award the contract to CRSA. The firm has completed nearly fifty (50) projects throughout Utah including intensive level surveys (ILSs) of over one-hundred (100) buildings as well as National Register of Historic Places (HRHP) nominations. Moreover, Principal Allen Roberts is familiar with historic preservation activities, having served on the Park City Landmarks Commission for eight (8) years, four (4) of which as its chairman. Moreover, Roberts co-authored *Summit County History* and completed the City's first Reconnaissance Level Survey in the 1980s.

In addition to the information provided by CRSA in their project proposal, the selection committee interviewed CRSA as part of their selection process. In doing so, staff was further impressed by CRSA's intimate knowledge of Park City's history, in particular the work that Allen Roberts has completed in restoring buildings on Main Street. Staff is confident in their approach to assessing National Register eligibility and has been in touch with the State Historic Preservation Office (SHPO) in regards to the City modifying the boundaries of our Main Street Historic District. CRSA is also dedicated to sustainability, having designed the Swaner Eco-Center, and focuses on renovations that ensure LEED-certification as well. Furthermore, the Selection Committee was impressed by CRSA's thoroughness in their approach to the project, their preparedness for our interview, and their management of the requested deliverables.

Analysis:
The following provides a comparison of the three (3) bids received:

	CRSA	SWCA	Preservation Solutions
Task 1: Modify the Geographic Boundaries of the National Register Historic District	$5,200	$15,889	$2,625
Task 2: Nominate Individual Buildings to the National Register	$2,700	$10,635	$3,780
Task 3: Re-Establish Architectural Integrity to Seven Buildings on Main Street	$46,872	$45,959	$121,054
Task 4: Conduct Intensive Level Surveys on Buildings within the Main Street National Register Historic District	$46,315	$71,712	$44,651
Task 5: Conduct Intensive Level Surveys for All Sites Listed in the Historic Sites Inventory	$272,395	$412,695	$468,874
Total Cost	**$373,482**	**$556,890**	**$640,983**

In addition to the posted RFP, Staff provided additional information and clarification online as Supplemental Information. In this document, staff clarified that GIS data and a GIS database of historic properties were not required deliverables of this RFP; however, the City was open to accepting these as additional deliverables of the project. If the City elects to purchase additional services and deliverables, such as GIS data and a GIS database of historic properties, the cost will not exceed $25,000 or the City will post another RFP for these specific services.

In reviewing the proposals, Staff believes CRSA continues to be the strongest choice for this project. Their approach is thorough, and they clearly understand the scope of work. Moreover, the total cost of $373,483 is significantly less than SWCA's $556,890 proposal by $183,408 and Preservation Solutions' $640,983 by $371,179. In working with CRSA on previous projects in the past, such as the City's Distressed Buildings List, we have found that CRSA requires little direction, has a strong work ethic, and exceeds our expectations in deliverables.

The Selection Committee has thoroughly reviewed the proposals received for this second RFP. Staff was mindful of CRSA's miscommunication in the past in our selection process, yet the Selection Committee was confident that CRSA continued to be the best choice for this project. While Preservation Solutions is familiar with Park City and our historic resources, the Selection Committee felt that CRSA brought a fresh perspective to the project and at a significantly lower cost. SWCA was equally qualified; however, their proposed cost was significantly higher than CRSA as well.

Department Review:
This report has been reviewed by the City Manager and the Legal Department. All issues have been appropriately resolved.

Alternatives:

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

B. Deny the Request:
If this request is denied, the Council could choose to deny the need for an intensive level survey of the Main Street National Register Historic District.

C. Continue the Item:
If the Council needs more information, the item can be continued; however, the City runs the risk of delaying the progress of this project.

D. Do Nothing:
This option would delay the historic preservation work that the Council considered in its last Council Visioning session.

Consequences of not taking the recommended action:
The Planning Department has long desired to have a clearer understanding of the quality of the City's National Register sites. This project will allow us to update our Historic Structures Inventory (HSI) and create a series of plans to address the City's valued historic resources. Additionally, the proposed work will allow us to improve upon our past efforts to protect these valued historic resources.

Significant Impact:

	World Class Multi-Seasonal Resort Destination (Economic Impact)	Preserving & Enhancing the Natural Environment (Environmental Impact)	An Inclusive Community of Diverse Economic & Cultural Opportunities (Social Equity Impact)	Responsive, Cutting-Edge & Effective Government
Which Desired Outcomes might the Recommended Action Impact?	+ Balance between tourism and local quality of life + Multi-seasonal destination for recreational opportunities	+ Reduced municipal, business and community carbon footprints + Enhanced conservation efforts for new and rehabilitated buildings	+ Preserved and celebrated history; protected National Historic District + Shared use of Main Street by locals and visitors ~ Community gathering spaces and places + Vibrant arts and culture offerings	+ Well-maintained assets and infrastructure + Streamlined and flexible operating processes + Ease of access to desired information for citizens and visitors
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Very Positive	Very Positive	Positive	Positive

Comments:

Funding has been budgeted through CP0298 - Historic Preservation.

Recommendation:
The Council should authorize the City Manager to execute a contract for consulting services for Historic Preservation and Intensive Level Survey of the Main Street National Register Historic District with CRSA/SWCA in the amount of $373,482.

Exhibit: Scope of Services and Supplemental Information

Exhibit A

Request for Proposals – Historic Preservation

Scope of Work

The successful bidder will report to the Planning Director and/or his/her designee. The Planning Director and/or his/her designee shall approve the work product and/or necessary changes therein. The desired products are described below:

LUMP SUM PROJECTS:

- **Task 1: Modify the Geographic Boundaries of the National Register Historic District.**

  The Project team will follow guidance and procedures provided by the National Park Service (NPS) in proposing revised boundaries for the Main Street National Register Historic District. NPS recognizes that it is appropriate to revise boundaries for registered districts if the resources lose integrity and no longer contribute to the significance of the district.

- **Task 2: Nominate Individual buildings to the National Register.**

  The project team will follow guidance and procedures provided by the National Park Service (NPS) in preparing nominations for individual buildings that fall outside the revised district boundaries. Cost estimate shall be for two (2) buildings that fall outside of the Historic District.

- **Task 3: Re-Establish Architectural Integrity to Seven Buildings on Main Street.**

  The Main Street National Register Historic District Study identified seven (7) of eighteen (18) altered buildings that reflect reversible alterations. In order to reverse the incompatible alterations and regain the architectural integrity of these seven buildings the successful bidder shall describe the process by which this integrity may be re-established. The scope should be outlined from the exploratory phase to the proposed solutions to the design phase and include a total cost estimate (and individual cost for each) for all of the following structures:

  558 Main Street
  515 Main Street
  442 Main Street

354 Main Street
556 Main Street
461 Main Street
405 Main Street

- **Task 4: Conduct Intensive Level Surveys on Buildings within the Main Street National Register Historic District.**

  The Main Street National Register Historic District was designated in 1979 with 59 historic buildings, 15 non-historic buildings, and 17 vacant lots. As of June 30, 2011 the district has 32 buildings, 57 non-historic buildings and 2 vacant lots. In order to provide the city with more precise information about when and how the originally designated historic buildings lost their historic integrity, Intensive Level Surveys should be completed on those buildings that made up the original nomination. Though 9 of the **original 59 buildings** have been demolished, an Intensive Level Survey should be completed up through the time of demolition. Intensive Level Surveys should follow the Standard Operating Procedures established by the Utah State Preservation Office and include the following:

  1. <u>Researching the property and its Owners</u>

  2. <u>Documentation of Property's Physical Appearance</u>

  3. <u>Completion of the Historic Site Form</u>

- **Task 5: Conduct Intensive level Surveys for all sites listed in the Historic Sites Inventory.**

  Intensive Level Surveys should follow the Standard Operating Procedures set by the Utah State Historic Preservation Office and be completed over a 2 – 3 year period. It is recommended that the surveys be completed with the following priority:

  1. Buildings nominated and/or listed in the National Register of Historic Places through the Mining Boom Era Residences Thematic District. This includes **100 extant sites;** 76 were listed in the National Register. Originally, the nomination was prepared with 106 sites but 6 have been demolished.

  2. Locally designated Landmark Sites. This includes approximately **92 sites.** This number is derived by taking the total number of Landmark Sites designated to the City's Historic Sites Inventory, less the Landmark Sites located within the Main Street District (see Task 4 above) and less the Landmark Sites in the Mining Boom Era Residences district accounted for in Task 5: Priority 1 (directly above).

3. Locally designated Significant Sites. This list includes approximately **155 sites.** This number is derived by taking the total number of Significant Sites designated to the City's Historic Sites Inventory, less the Significant Sites located within the Main Street district (see Task 4 above) and less the Significant Sites in the Mining Boom Era Residences district accounted for in Task 5: Priority 1 (directly above).

- **Other projects as needed and agreed upon in writing**

1. Hourly rate for such services as may be needed. Please note your hourly rate (if different for different individuals to complete a task; please include all rates for all persons that may be involved in completing a Task).

Supplemental Information Regarding:

RFP for Consulting Services for Historic Preservation and Intensive Level Survey of the Main Street National Register Historic District

Updated 3.26.13

1. **Task 2: Nominate Individual Buildings to the National Register**

   Park City Municipal has identified the two buildings to be nominated to the National Register. Previously conducted research for these two buildings, as well as all the sites to be included in the Intensive Level Survey (ILS), is available on our Historic Sites Inventory (HSI) forms. These can be found online at: http://www.parkcity.org/index.aspx?page=139.

2. **Task 3: Re-Establish Architectural Integrity to Seven (7) Buildings on Main Street**

   Park City Municipal would expect the selected consulting firm to conduct an intensive investigation of the seven (7) altered buildings along Main Street. (This may include removal of interior building materials to fully understand existing conditions and then repair and replacement of any investigative demolition that may occur.) The owners have not yet been contacted about this project; however, the City anticipates working closely with the selected firm to arrange informational and design meetings with property owners in order to create plans that will restore the integrity of the seven (7) commercial buildings.

   Park City Municipal and the selected firm will work with the property owners to promote and develop this program. We are currently considering financial incentives that would encourage property owners to restore the historic integrity to the exterior of these buildings. The property owner, acting as the client, would ultimately choose whether or not they restore the building. The selected firm will develop construction documents for restoring the exterior of the building only (i.e. changes to windows, doors, etc. that alter interiors should be addressed). Incorporation of additional programming, extensive interior remodeling, or landscaping design costs will be assumed by the property owner. The selected firm may serve as the architect and project manager of these projects, if and when the owner choses to move forward with the building restoration.

   These integrity-restoring designs should address the entire exterior of the building, and not be limited to the Main Street façade. Any destructive investigation (if necessary) should be considered as reimbursable "time and materials" and will be presented in advanced and approved by the Park City Planning and Building Departments.

3. **Task 4 & Task 5: Conduct Intensive Level Surveys for Buildings within the Main Street National Register District as well as for All Sites listed in the Historic Sites Inventory**

   The City requires that all Historic Site Forms resulting from the ILS be reviewed by and submitted to the Utah State Historic Preservation Office (SHPO). The firm should be experienced with Preservation Pro in order to enter the data directly into the SHPO's database.

Park City's Historic Sites Inventory was completed in 2008 and adopted in 2009. Since that time, few new properties have been added and only a few have been removed from the inventory. A current list of locally-designated landmark and significant sites is available at: http://www.parkcity.org/index.aspx?page=139. These site forms have not been previously entered into Preservation Pro.

4. Budget for this project

No budget has been established.

5. GIS

Though GIS is not referenced in the RFP, the City recognizes the importance of its use. The City would welcome the selected firm, if experienced in GIS, to create and share GIS data as an additional deliverable categorized as "other projects as needed and agreed upon in writing" by the current RFP. The City does have an existing geodatabase of historic resources that could be used as a schema during data creation. Currently, the City has no plans on making these properties available as a layer in its public interactive map viewer; however, this could be addressed in the future.

6. Database of Historic Properties

The City currently has a basic GIS database of our historic properties; however, this could be updated or expanded. This could take a simple form such as an Excel spreadsheet / GIS data or it may be as complex as an Access database.

7. For additional materials and information regarding our historic districts, please contact Anya Grahn at anya.grahn@parkcity.org or 435.615.5067.

City Council Staff Report

Subject:	**Contract Addendum to Sale of 1450 & 1460 Park Avenue**
Author:	**Jason Glidden & Diane Foster**
Department:	**Executive**
Date:	**May 8, 2013**
Type of Item:	**Administrative**

Summary Recommendations:
Staff recommends that Council approve the addendums proposed to the sale of 1450 & 1460 Park Avenue to Greenpark Cohousing, LLC, according to the terms outlined in the attached contract.

Topic/Description:
Contract Addendum to Sale of 1450 & 1460 Park Avenue

Background:
On April 26, 2012, Council formally directed staff to proceed with negotiations on a purchase agreement with Greenpark Cohousing for the sale of 1450 & 1460 Park Ave following a Request for Proposal (RFP) process in which Greenpark was the recommended bid. In the ensuing months, the City and Greenpark have negotiated the terms of the Real Estate Purchase Contract (REPC), and Council's approved the sale of 1450 & 1460 Park Avenue to Greenpark Cohousing, LLC in November 2012.

The following narrative outlines the primary deal points of the approved sale:

Purchase Price: $400,000 (plus 80% of net profit from sale of units)
Earnest Money Down: $20,000 (plus $175/month until settlement)
Due Diligence Deadline: 5/15/2013
Settlement Deadline: 6/15/2013

Greenpark Cohousing has submitted a request to amend the deadline dates of the Real Estate Purchase Contract. The group has requested the following changes:

Due Diligence Deadline extended to 8/15/13
Financing and Appraisal Deadline extended to 8/15/13
Settlement Deadline extended to 10/1/13

Analysis:
The Greenpark Cohousing, LLC has been working through the planning process as part of their due diligence. The request for an extension is to allow the group additional time to work with both city staff and the Planning Commission to develop a design plan that will be in line with both the Historic Preservation Guidelines and Land Management Code.

Department Review:
Executive Department, Legal Department, Budget Department

Alternatives:

A. Approve:
Staff recommends that Council approve the addendums proposed to the sale contract of 1450 & 1460 Park Avenue to Greenpark Cohousing, LLC.

B. Deny:
Should Council decide not to approve the addendums to the REPC, the original terms of the contract would remain unchanged.

C. Modify:
If Council wishes to modify the REPC, staff recommends that Council consider the matter in closed session in order to secure the best possible terms

D. Continue the Item:
If Council choses to continue the item, the original terms would remain unchanged.

E. Do Nothing:
If Council takes no action, the original terms of the contract would remain unchanged.

Significant Impacts:

	World Class Multi-Seasonal Resort Destination **(Economic Impact)**	**Preserving & Enhancing the Natural Environment** **(Environmental Impact)**	**An Inclusive Community of Diverse Economic & Cultural Opportunities** **(Social Equity Impact)**	**Responsive, Cutting-Edge & Effective Government**
Which Desired Outcomes might the Recommended Action Impact?	+ Balance between tourism and local quality of life + Safe community that is walkable and bike-able		+ Residents live and work locally + Preserved and celebrated history; protected National Historic District + Physically and socially connected neighborhoods + Diverse population (racially, socially, economically, geographically, etc.)	
Assessment of Overall Impact on Council Priority *(Quality of Life Impact)*	Positive	Neutral	Very Positive	Neutral

Comments: This project is consistent with the Lower Park Avenue master plan and will provide unique and affordable housing in a location which will limit environmental and traffic impacts. Simultaneously, the historic structures on the property will be preserved. Staff feels that the project impacts are very positive overall.

Funding Source:
Funding for the original purchase of this property was made from the LPA RDA fund. Proceeds from the sales will be returned to the fund. In the unlikely event that the City

should have to make payments on the construction loan as a guarantor, funding would come from property tax increment in the LPA RDA Fund.

Consequences of not taking the recommended action:
Should Council decide not to approve the attached addendums to REPC, Council should direct staff whether to pursue further negotiations with Greenpark or allow for the current terms of the contract to remain unchanged.

Summary Recommendations:
Staff recommends that Council approve the addendums proposed to the sale of 1450 & 1460 Park Avenue to Greenpark Cohousing, LLC.

Attachments:
A – Proposed Addendum #3 Real Estate Purchase Contract

ADDENDUM NO. 3
TO
REAL ESTATE PURCHASE CONTRACT

THIS IS AN [x] ADDENDUM [ ] COUNTEROFFER to that REAL ESTATE PURCHASE CONTRACT (the "REPC") with an Offer Reference Date of October 3, 2012, including all prior addenda and counteroffers, between Greenpark Cohousing, LLC as Buyer, and Park City Redevelopment Agency as Seller, regarding the Property located at 1450/1460 Park Avenue. The following terms are hereby incorporated as part of the REPC:

1. Section 24(b): 5/15/2013 shall be removed and replaced with 8/15/2013

2. Section 24(c): 5/15/2013 shall be removed and replaced with 8/15/2013

3. Section 24(d): 6/15/2013 shall be removed and replaced with 10/1/2013

BUYER AND SELLER AGREE THAT THE CONTRACT DEADLINES REFERENCED IN SECTION 24 OF THE REPC (CHECK APPLICABLE BOX): [ ] REMAIN UNCHANGED [x] ARE CHANGED AS FOLLOWS: See language above.

To the extent the terms of this ADDENDUM modify or conflict with any provisions of the REPC, including all prior addenda and counteroffers, these terms shall control. All other terms of the REPC, including all prior addenda and counteroffers, not modified by this ADDENDUM shall remain the same. **[ ] Seller [ ] Buyer** shall have until ________ **[ ] AM [ ] PM** Mountain Time on ________________(Date), to accept the terms of this ADDENDUM in accordance with the provisions of Section 23 of the REPC. Unless so accepted, the offer as set forth in this ADDENDUM shall lapse.

Darrell M. Finlayson Jr. 4-18-2013 8:17 AM

[x] Buyer [ ] Seller Signature (Date) (Time) [ ] Buyer [ ] Seller Signature (Date) (Time)

Darrell Finlayson

ACCEPTANCE/COUNTEROFFER/REJECTION

CHECK ONE:

[ ] ACCEPTANCE: [ ] Seller [ ] Buyer hereby accepts the terms of this ADDENDUM.

[ ] COUNTEROFFER: [ ] Seller [ ] Buyer presents as a counteroffer the terms of attached ADDENDUM NO. ____.

(Signature) (Date) (Time) (Signature) (Date) (Time)

[ ] REJECTION: [ ] Seller [ ] Buyer rejects the foregoing ADDENDUM.

(Signature) (Date) (Time) (Signature) (Date) (Time)

City Council Staff Report

PARK CITY 1884 PLANNING DEPARTMENT

Subject:	**Third Supplemental Plat for Belles at Empire Pass Unit 4 Condominium plat**
Author:	**Kirsten A Whetstone, MS, AICP**
Date:	**May 9, 2013**
Type of Item:	**Administrative – Supplemental Plat (condominium plat amendment)**
Project Number:	**PL-13-01828**

Summary Recommendations

Staff recommends the City Council hold a public hearing for the Third Supplemental Plat for Constructed Units for the Belles at Empire Pass Condominium plat amending Unit 4 and consider approving the plat based on the findings of fact, conclusions of law and conditions of approval as found in the attached ordinance.

Topic

Applicant:	Belles at Empire Pass HOA and owner of Unit 4
Location:	59 Silver Strike Trail
Zoning:	Residential Development (RD) as part of the Village at Empire Pass MPD
Adjacent Land Uses:	Single family condominium units, multi-family condominium units, development parcels of the Village at Empire Pass MPD, ski trails and open space.
Reason for Review:	Plat amendments require Planning Commission review and recommendation to City Council for final action.

Proposal

The purpose of this application is to plat as-built conditions of constructed Unit 4 and to identify common, limited common and private areas for this Unit, as stipulated by the underlying Silver Strike Subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass condominium plat. A condition of approval of this underlying condominium plat requires that upon completion of the condominium units, a supplemental condominium plat identifying as built conditions, shall be approved by the City Council and recorded at Summit County as a condition precedent to issuance of a final certificate of occupancy

Purpose

The purpose of the Residential Development RD District is to:

A. Allow a variety of Residential Uses that are Compatible with the City's Development objectives, design standards, and growth capabilities,

B. Encourage the clustering of residential units to preserve natural Open Space, minimize Site disturbance and impacts of Development, and minimize the cost of municipal services,

C. Allow commercial and recreational activities that are in harmony with residential neighborhoods,

D. Minimize impacts of the automobile on architectural design,

E. Promote pedestrian connections within Developments and between adjacent Areas; and

F. Provide opportunities for variation in architectural design and housing types.

Background

On February 5, 2013, the City received a complete application for this plat to memorialize as-built conditions for Unit 4 of the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass condominium plat that was approved by City Council on March 24, 2011 and recorded at Summit County on November 28, 2011.

On June 24, 1999, Council adopted Ordinance 99-30 and Resolution 20-99 approving the annexation and development agreement for the 1,655 acre Flagstaff Mountain area. Resolution 20-99 granted the equivalent of a "large-scale" master planned development (MPD) and set forth the types and locations of land use; maximum densities; timing of development; development approval process; as well as development conditions and amenities for each parcel.

On July 28, 2004, the Planning Commission approved a Master Planned Development for the Village at Empire Pass, aka Pod A. The MPD identified an area of Pod A as the location for 18 detached single family homes, similar to the Paintbrush units currently under construction in other parts of Empire Pass. The Development Agreement allowed a total of 60 units (single detached or duplex) within the annexation area and the rest of the units being multi-family (stacked-flat or tri-plex or greater attached). The Belles at Empire Pass condominiums (formerly known as Christopher Homes) utilize 17 of the 60 allocated PUD style units for the Flagstaff Development area.

On June 29, 2006, City Council approved the Silver Strike Subdivision creating two lots of record within Pod A. Lot 1 is 4.37 acres in size while lot 2 contains 1.99 acres. The plat was recorded on December 1, 2006. The subject unit, Unit 4 of the Belles at Empire Pass, is located on Lot 2 of the Silver Strike Subdivision and was originally platted as part of the Christopher Homes Phase 1 condominium plat.

On March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011. A condition of approval of the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass plat requires that upon completion of the condominium units, a supplemental condominium plat identifying as built conditions, shall be approved by the City Council and recorded at Summit County as a condition precedent to issuance of a final certificate of occupancy.

On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012. This current plat for Unit 4 is the Third Supplemental Plat.

On April 24th, the Planning Commission conducted a public hearing, discussed the application, and voted unanimously to forward to City Council a positive recommendation. The Commission made minor changes to finding #18 as well as a corresponding change to the Table. Both revisions are reflected in this report. There was no public input presented at the hearing. The owner's representative clarified the future trail easement situation and provided some history regarding the future easement.

All conditions of the underlying approvals, namely the Village at Empire Pass MPD; Silver Strike Subdivision; and the Amended, Consolidated, and Restated Belles at Empire Pass condominium plat continue to apply and are reflected as conditions of approval and plat notes on this proposed supplemental plat (Exhibit A).

Analysis

This request for a Third Supplemental plat for Constructed Units at The Belles at Empire Pass amends Unit 4 and documents the final as built conditions of this constructed unit in accordance with the Utah Condominium Act. The zoning is Residential Development (RD-MPD); subject to the Village at Empire Pass MPD.

The Silver Strike subdivision restricts each unit to a maximum house size of 5,000 square feet of Gross Floor Area as defined in the LMC, excluding 600 square feet for garage area and the basement area that is below final grade.

The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for these units, in addition to maximum house size. The UE formula includes all interior square footage "calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such equipment. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable." Basement area is included in the UE calculations.

A total of 90,000 square feet (45 UE) were approved for the Belles at Empire Pass area (formerly known as the Christopher Homes at Empire Pass condominiums). Within the

Flagstaff Development Agreement one residential unit equivalent equals two thousand square feet of Gross Floor Area, including the basement area. Unit 4 meets the maximum house size requirement in both Gross Floor Area and Unit Equivalent calculation as noted above. Unit 4 contains 4,811 sf of Gross Floor Area, excluding basement area and 600 sf garage area and accounts for 2.815 UEs based on the Total Floor area of 5,629.3 sf (includes basement area but not garage area). Units 1, 2, 4, 9, and 12 utilize a total of 14.633 Unit Equivalents (UE).

Site development parameters are as follows:

	Permitted	**Approved**
Height	28' (+5' for pitched roof) total maximum of 33'	33' max with pitched roof. No height exception. **Unit 4 complies.**
Front setback	Minimum of 20', 25' to front facing garage	20' minimum to house 25' minimum to garage. **Unit 4 complies**
Rear setback	Per the Building Code and MPD (allows zero setback to interior property lines.)	10' minimum from Lot boundary. **Unit 4 complies.**
Side setbacks	Per the Building Code and MPD (allows zero setback to interior property lines).	12' minimum from Lot boundaries. **Unit 4 Complies**
Parking	Two spaces required	2 per unit. **Unit 4 Complies**.
Maximum house size (based on the Silver Strike subdivision and defined per the Land Management Code)	5,000 sf (Gross Floor Area excludes basement area below final grade and 600 sf of garage area).	Unit 4 contains 4,811 sf Gross Floor Area **Unit 4 Complies**
Unit Equivalent (based on the Village at Empire Pass MPD)	Maximum of 45 UE for all of the Belles Condominiums. Gross floor area for UE calculations excludes 600 sf garage and any uninhabitable space, i.e. crawl space, attics, etc. Includes basement area.	Unit 4 – 5,629.3 sf which is 2.815 UE. **Unit 4 Complies** Total UE for units 1, 2, 4, 9, and 12 is 14.633 UE.

Good Cause

Staff finds good cause for this record of survey amendment as it memorializes and documents as-built conditions and UE calculations for this unit. Unit 4 complies with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. In addition the unit is consistent with the development pattern envisioned in the Village at Empire Pass MPD and the 14 Technical Reports.

Department Review
This project has gone through interdepartmental review by the Development Review Committee on February 26, 2013, and no issues were raised pertaining to the requested plat amendment.

Notice
The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record.

Public Input
Staff had not received public input on this application at the time of this report. No public input was provided at the Planning Commission meeting.

Process
Approval of this application by the City Council constitutes Final Action that may be appealed following the procedures found in LMC 1-18. A Building Permit is publicly noticed by posting of the permit.

Alternatives
- The City Council may approve the application for the Third Supplemental plat for Constructed Units at The Belles at Empire Pass for Unit 4 as conditioned or amended, or
- The City Council may deny the application and direct staff to make Findings for this decision, or
- The City Council may continue the discussion and provide Staff and the Applicant with specific direction regarding additional information necessary to make a recommendation on this item.

Significant Impacts
There are no significant fiscal or environmental impacts from this application. The Unit is constructed. Water and sewer impact fees, and other fees associated with increased floor area, are evaluated during the building permit process and collected prior to issuance of any building permits.

Consequences of not taking the Suggested Recommendation
No certificate of occupancy may be granted until the plat is recorded.

Recommendation
Staff recommends the City Council hold a public hearing for the Third Supplemental Plat for Constructed Units for the Belles at Empire Pass Condominium plat amending Unit 4 and consider approving the plat based on the findings of fact, conclusions of law and conditions of approval as found in the attached ordinance

Exhibits
Ordinance

Exhibit A- Supplemental plat for Belles Unit 4
Exhibit B- Amended, Consolidated, and Restated Condominium Plat of the Belles at Empire Pass
Exhibit C- Aerial Photo
Exhibit D- Silver Strike Subdivision plat
Exhibit E- Planning Commission minutes from April 24, 2013

Ordinance No. 13-

AN ORDINANCE APPROVING THE THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS AT THE BELLES AT EMPIRE PASS CONDOMINIUMS AMENDING UNIT 4, LOCATED AT 59 SILVER STRIKE TRAIL, PARK CITY, UTAH.

WHEREAS, the owners of the property known as The Belles at Empire Pass Condominium Unit 4, have petitioned the City Council for approval of the Third Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project; and

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

WHEREAS, proper legal notice was published in the Park Record and notice letters were sent to all affected property owners, in accordance with the Land Management Code; and

WHEREAS, the Planning Commission held a public hearing on April 24, 2013, to receive input on the supplemental plat;

WHEREAS, the Planning Commission, on April 24, 2013, forwarded a positive recommendation to the City Council; and,

WHEREAS, on May 9, 2013, the City Council held a public hearing on the amended record of survey plat; and

WHEREAS, it is in the best interest of Park City, Utah to approve the Third Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project to document the as-built conditions and constructed Unit Equivalents for this completed condominium unit.

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

SECTION 1. APPROVAL. The above recitals are hereby incorporated as findings of fact. The Third Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project, as shown in Exhibit A, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The property, Unit 4 of the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass and associated common area, is located at 59 Silver Strike Trail. The property is located on portions of Lot 2 of the Silver Strike subdivision and is within Pod A of the Flagstaff Mountain Development, in an area known as the Village at Empire Pass.

2. The property is located within the RD –MPD zoning district and is subject to the Flagstaff Mountain Development Agreement and Village at Empire Pass MPD.
3. The City Council approved the Flagstaff Mountain Development Agreement and Annexation Resolution 99-30 on June 24, 1999. The Development Agreement is the equivalent of a Large-Scale Master Plan. The Development Agreement sets forth maximum densities, location of densities, and developer-offered amenities.
4. On July 28, 2004, the Planning Commission approved a Master Planned Development (MPD) for the Village at Empire Pass, aka Pod A. The MPD identified the area of the proposed condominium plat as the location for 18 PUD –style detached single family homes and duplexes.
5. On June 29, 2006, the City Council approved the Silver Strike Subdivision creating two lots of record. Unit 4 is located on Lot 2 of the Silver Strike Subdivision.
6. On August 17, 2007, the City Council approved 4 units on Lot 2 as the Christopher Homes at Empire Pass Phase I condominium plat. The plat was recorded at Summit County on October 3, 2007.
7. On November 29, 2007, the City Council approved the first amended Christopher Homes at Empire Pass Phase II condominium plat creating an additional 4 units on Lot 2. The plat was recorded at Summit County on February 20, 2008.
8. On April 23, 2008, the City Council approved two more condominium units on Lot 1 of the Silver Strike subdivision as Christopher Homes at Empire Pass Phase III condominium plat. The plat was recorded at Summit County on December 1, 2008.
9. On August 28, 2008, the City Council approved the Christopher Homes at Empire Pass Phase IV plat for eight additional condominium units on Lots 1 and 2, specifically units 5/6, 7/8, 13/14, and 17/18 in duplex configurations. The plat was recorded at Summit County on November 19, 2008.
10. March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011.
11. On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012.
12. On February 5, 2013, the Planning Department received a complete application for the Third Supplemental Plat for Constructed Unit 4.
13. The purpose of the supplemental plat is to describe and document the as-built conditions and the UE calculations for constructed Unit 4 at the Belles Condominiums prior to issuance of a certificate of occupancy and to identify private, limited common and common area for this unit.
14. The supplemental plat complies with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. The plat is consistent with the development pattern envisioned by the Village at Empire Pass MPD and the 14 Technical Reports of the MPD and the Flagstaff Development Agreement.
15. Unit 4 is located on Lot 2 of the Silver Strike subdivision plat.
16. The approved maximum house size is 5,000 square feet of Gross Floor Area, as

defined by the LMC. Gross Floor Area exempts basement areas below final grade and 600 square feet of garage area. Unit 4 contains 4,811 sf Gross Floor Area.

17. The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for all Belles units, in addition to the maximum house size. The UE formula includes all interior square footage "calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such facilities. Unit Equivalent floor area includes all basement areas. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable on this plat." Within the Flagstaff Development Agreement one residential unit equivalent equals 2,000 sf.
18. Unit 4 contains a total of 5,629.3 square feet and utilizes 2.815 UE. The total UE for units 1, 2, 4, 9, and 12 is 14.633 Unit Equivalents of the 45 total UE allocated for the Belles at Empire Pass.
19. As conditioned, this supplemental plat is consistent with the approved Flagstaff Development Agreement, the Village at Empire Pass MPD, and the conditions of approval of the Silver Strike Subdivision.
20. The findings in the analysis section are incorporated herein.

<u>Conclusions of Law:</u>

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

<u>Conditions of Approval:</u>

1. The City Attorney and City Engineer will review and approve the final form of the supplemental plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at Summit County within one year from the date of City Council approval. If recordation has not occurred within the one year timeframe, this approval will be void, unless a complete application requesting an extension is made in writing prior to the expiration date and an extension is granted by the City Council.
3. All conditions of approval of the Village at Empire Pass Master Planned Development, the Silver Strike Subdivision plat, and the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass shall continue to apply.
4. As a condition precedent to issuance of a final certificate of occupancy for Unit 4, the supplemental plat shall be recorded at Summit County.
5. A note shall be added to the plat prior to recordation stating the following, "At the

time of resurfacing of Silver Strike Trail, the Master Association shall be responsible to adjust wastewater manholes to grade according to Snyderville Basin Water Reclamation District Standards".

6. The size and UE shall be reflected on the plat as they are to reflect the actual size and UE of the Unit.

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

PASSED AND ADOPTED this __ day of ___, 2013.

PARK CITY MUNICIPAL CORPORATION

____

Dana Williams, MAYOR

ATTEST:

____

Jan Scott, City Recorder

APPROVED AS TO FORM:

____

Mark Harrington, City Attorney

EXHIBIT A

SURVEYOR'S CERTIFICATE

REGISTERED LAND SURVEYOR
No. 154491
JOHN
DEMKOWICZ
State of Utah

I, John Demkowicz, do hereby certify that I am a Registered Land Surveyor and that I hold Certificate No. 154491 as prescribed by the laws of the State of Utah, and that I have caused to be made under my direction and by the authority of the owner(s), this Second Supplemental Plat for constructed units of THE BELLES AT EMPIRE PASS CONDOMINIUMS, a Utah Condominium Project, in accordance with the provisions of the Utah Condominium Ownership Act. I further certify that the information shown hereon is correct.

______________________ JOHN DEMKOWICZ, L.S. #154491   ____________ DATE

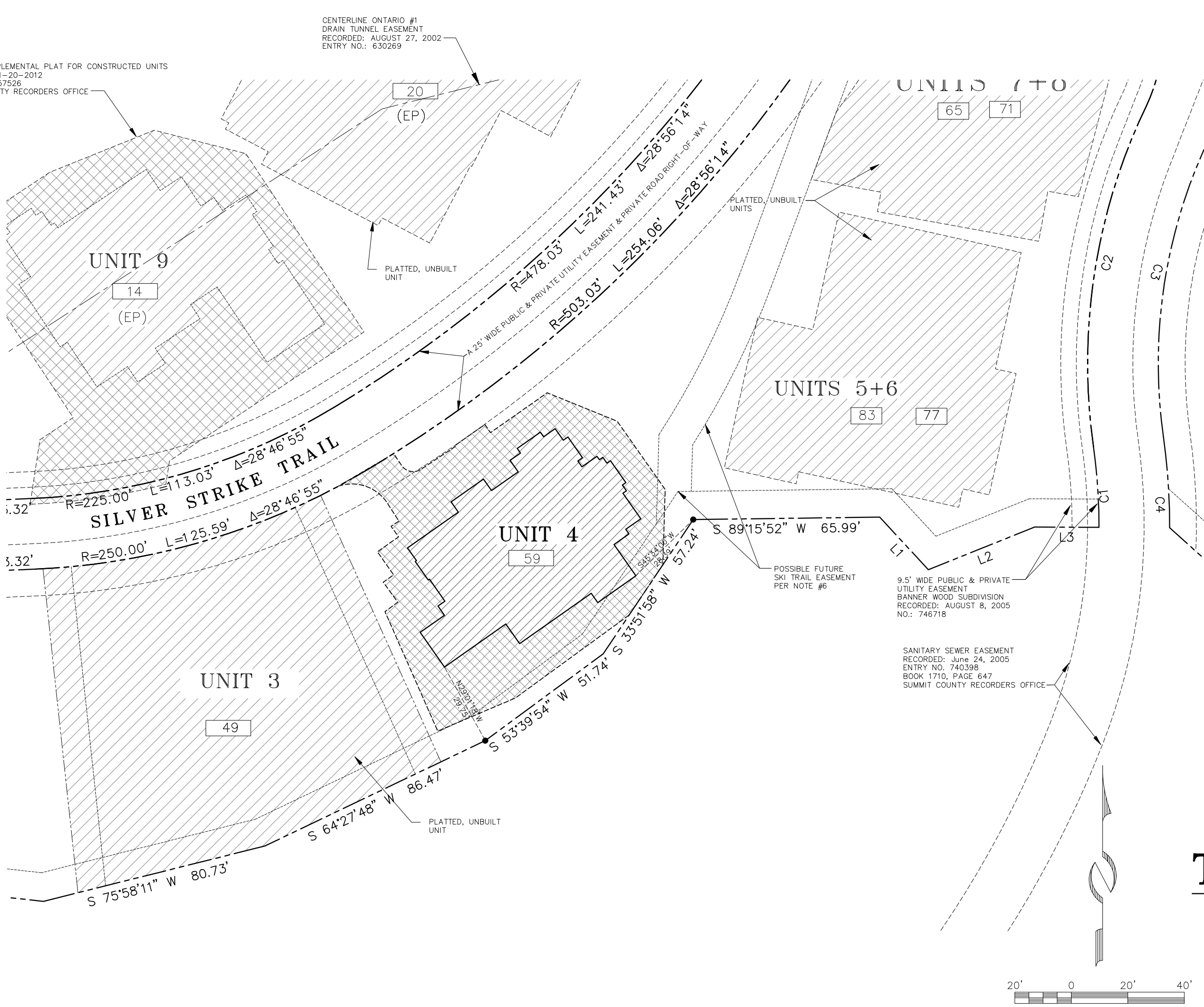
BOUNDARY DESCRIPTIONS

(PARCEL 1)

UNIT 4, of the Amended, Consolidated and Restated Condominium of THE BELLES AT EMPIRE PASS, (formerly known as Christopher Homes at Empire Pass), a Utah expandable condominium project, together with an undivided interest in the common areas and facilities as described in the official plat recorded November 28, 2011, as Entry No. 934780 and the Amended and Restated Declaration of Condominium recorded November 28, 2011, as Entry No. 934781 in Book 2105 at Page 961, Summit County Recorder's Office.

(EASEMENT 1)

Together with a right-of-way and easement for public and private utilities and a private road over the Silver Strike Trail as delineated on the official plat of Banner Wood Subdivision as recorded August 12, 2005, as Entry No. 746718 in the records of the Summit County Recorder.



OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, WICHITA, LP, A UTAH LIMITED PARTNERSHIP, the owner of Unit 9, hereby certifies that it has caused a survey to be made and this Condominium Plat of The Belles at Empire Pass to be prepared, and does hereby consent to the recordation of this Second Supplemental Plat for constructed units and submit to the Utah Condominium Ownership Act.

In witness whereof the undersigned has executed this certificate and dedication this ____ day of _________________, 2013.

Wichita, LP
A Utah Limited Partnership
By BelleArbor, Inc.
Its Managing General Partner

By: _________________________
Mark H. Prothro
President

ACKNOWLEDGMENT

State of _____________:
ss:
County of ____________:

This instrument was acknowledged before me this _____ day of _____________, 2013, by Mark H. Prothro, the president of Wichita, LP, a Utah Limited Partnership.

____
Notary Public

____
Printed Name

Residing in: _____________________

My commission expires: ___________

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, the undersigned President of The Belles at Empire Pass Homeowners Association, Inc., and as owner of the Common Areas described herein does hereby certify that it has caused this survey to be made and this Condominium Plat of The Belles at Empire Pass to be prepared and hereby consents to the recordation of this First Amended Condominium Plat and submit to the Utah Condominium Ownership Act. As President, he also certifies that more than 67% of the Owners of the Units have approved this First Amended Condominium Plat.

_________________________   ____________
Mark H. Prothro, President   Date
The Belles at Empire Pass Homeowners Association, Inc.

ACKNOWLEDGMENT

State of _____________:
ss:
County of ____________:

This instrument was acknowledged before me this _____ day of _____________, 2013, by Mark H. Prothro, President, The Belles at Empire Pass Homeowners Association, Inc.

____
Notary Public

____
Printed Name

Residing in: _____________________

My commission expires: ___________

NOTES:

1. All notes contained in the Amended, Consolidated and Restated Condominium plat of THE BELLES AT EMPIRE PASS, recorded November 28, 2011, Entry No. 934780 shall continue to apply.
2. A Limited Common Area will extend 30' from the rear boundary of each Completed Unit and 10' on the sides and front of the Completed Unit ("Buffer Area") for the purpose of providing unit owners with added privacy and the exclusive right to use and occupy such land surrounding their respective Unit. The use of all Common and Limited Common Areas is described in more detail in the Declaration.
3. All Common Area is dedicated as a non-exclusive easement to Park City Municipal Corporation, Snyderville Basin Water Reclamation District (SBWRD), Park City Fire Protection District, Summit County and the The Belles At Empire Pass Homeowners for the purpose of providing access for utility and drainage installation, use, and maintenance and eventual replacement.
4. Unit 9 is served by private wastewater lateral lines. The Empire Pass Master Homeowners Association, Inc. (the "Master Association") shall be responsible for the maintenance and replacement of all sanitary sewer laterals serving the The Belles At Empire Pass Units within the plat. The cost of such maintenance and replacement shall be paid by The Belles At Empire Pass Owners Association, Inc. as part of the Common Expenses.
5. Lots designated as Ejector Pump (EP) lots may require privately owned wastewater ejector pumps.
6. All conditions of approval of The Village at Empire Pass Master Development Plan and the Silver Strike Subdivision plat shall continue to apply.

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 42°49'03" W	25.35
L2	S 68°07'49" W	40.54
L3	N 89°42'15" W	22.73

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA
C1	196.63	28.67	8°21'19"
C2	209.75	123.66	33°46'43"
C3	184.75	108.92	33°46'43"
C2	221.63	32.32	28°21'19"

LEGEND:

(EP) EJECTOR PUMP
xx STREET ADDRESS ON SILVER STRIKE TRAIL
COMMON OWNERSHIP
PRIVATE OWNERSHIP
LIMITED COMMON OWNERSHIP

THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNIT 4

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

20' 0 20' 40'

PAGE 1 OF 3

1/24/13 JOB NO.: 6-6-10 FILE: X:\Empire\dwg\SilverStrikeSub\Plat\Belles\Unit4\Sht1 Unit4.dwg

(435) 649-9467
Alliance Engineering Inc.
CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ______
DAY OF __________, 2013 A.D.
BY _______________ S.B.W.R.D.

PLANNING COMMISSION
APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF _______, 2013 A.D.
BY _______________ CHAIRMAN

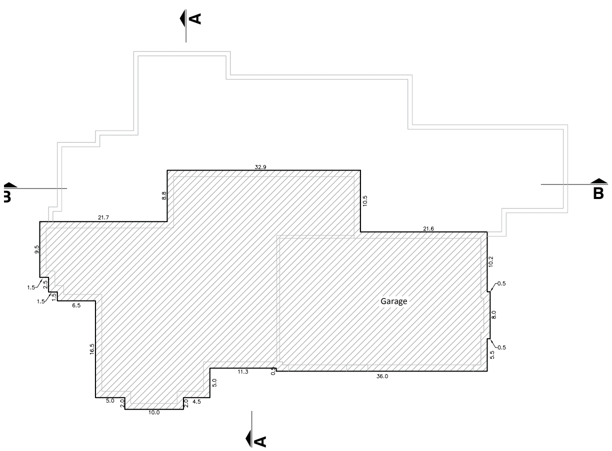
ENGINEER'S CERTIFICATE
I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF __________, 2013 A.D.
BY _______________ PARK CITY ENGINEER

APPROVAL AS TO FORM
APPROVED AS TO FORM THIS _____
DAY OF __________, 2012 A.D.
BY _______________ PARK CITY ATTORNEY

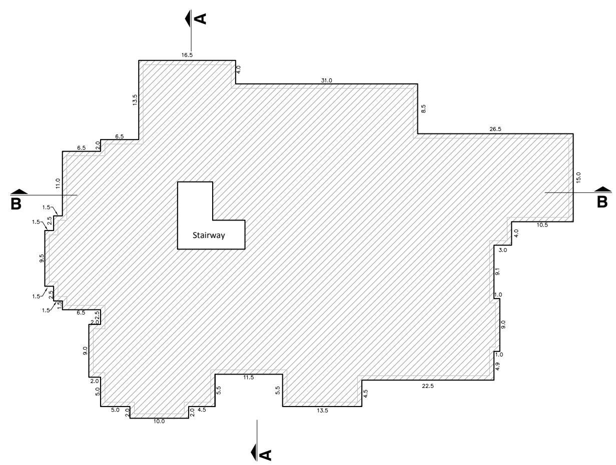
CERTIFICATE OF ATTEST
I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF __________, 2013 A.D.
BY _______________ PARK CITY RECORDER

COUNCIL APPROVAL AND ACCEPTANCE
APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____DAY OF _____, 2013 A.D.
BY _______________ MAYOR

RECORDED
STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ____________________
DATE _______ TIME _____ BOOK _____ PAGE _____
_________ FEE   _______________ RECORDER



1 LOWER LEVEL AREAS
SCALE: 1" = 10'



2 MAIN LEVEL AREAS
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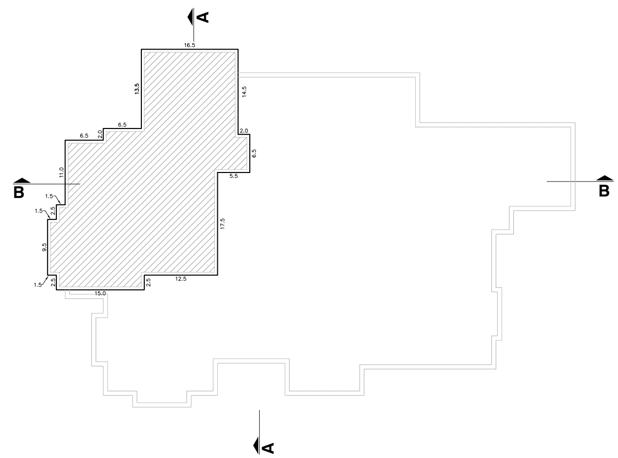

3 UPPER LEVEL AREAS
SCALE: 1" = 10'

COMMON AREA

PRIVATE OWNERSHIP UNIT

LIMITED COMMON AREAS AND FACILITIES

UNIT SQUARE FOOTAGE TABLE*

LEVELS	UE- SQUARE FOOTAGE	GROSS FLOOR AREA (SF)
LOWER	1162.5 SF	345.0 SF
MAIN	3,692.3 SF	3,692.3 SF
UPPER	774.5 SF	774.5 SF
TOTAL SF	5,629.3 SF	4,811.0 SF
GARAGE**	600 SF	600 SF

** Per Architectural Drawings*

*** Maximum garage allowance*

THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNIT 4

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

SHEET 2 OF 3

JOB NO: 6-6-10

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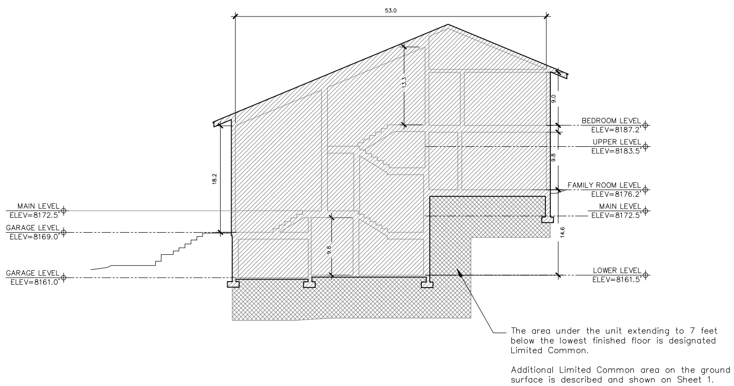

A BUILDING SECTION
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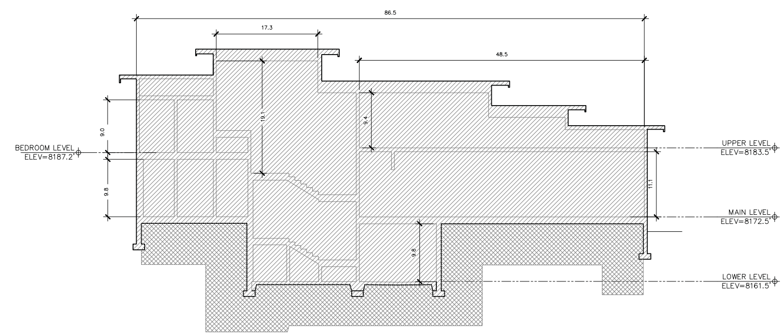


B BUILDING SECTION
SCALE: 1" = 10'

COMMON AREA

PRIVATE OWNERSHIP UNIT

LIMITED COMMON OWNERSHIP

SHEET 3 OF 3

THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNIT 4

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

1/7/13

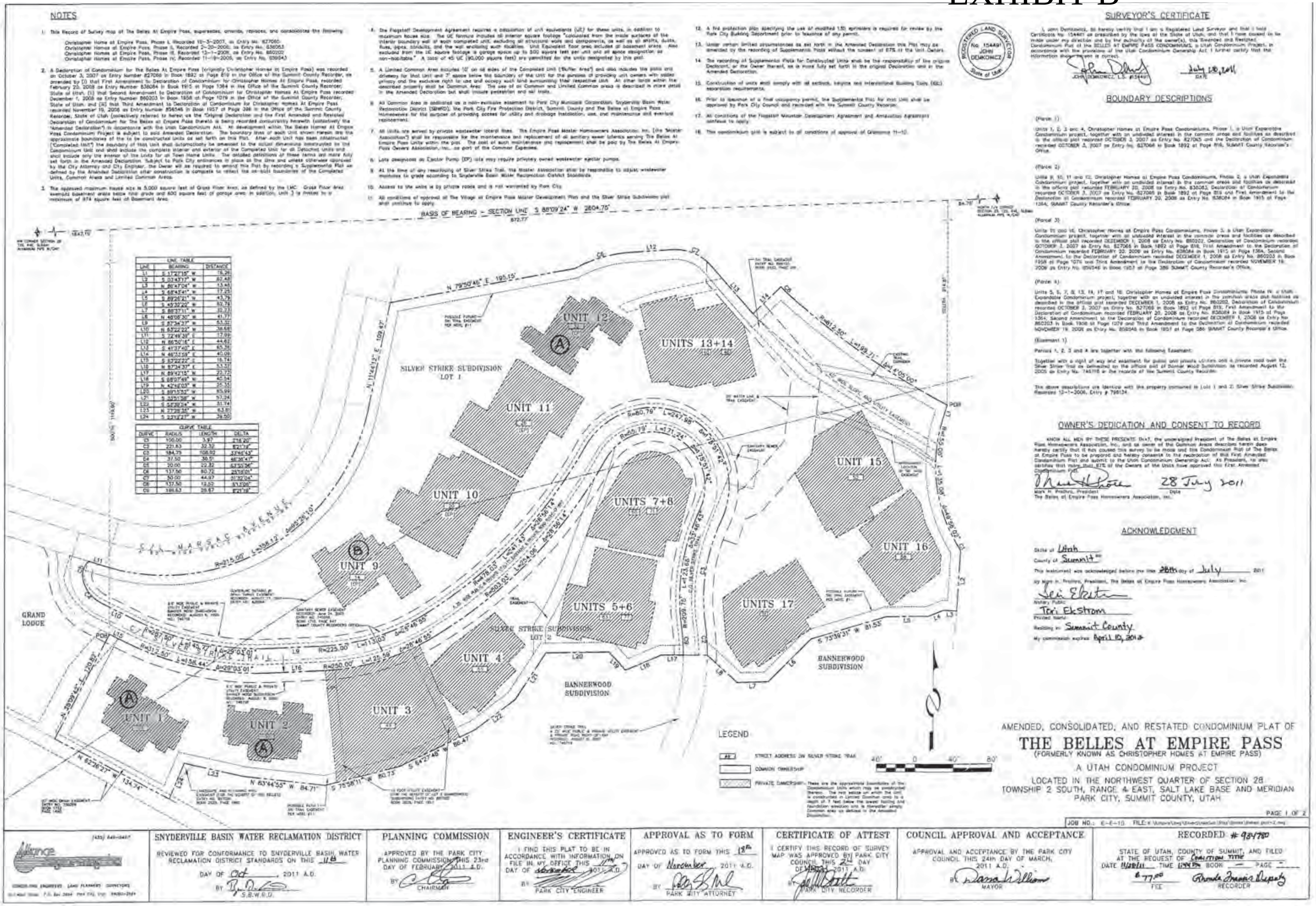
JOB NO: 6-6-10

RECORDED

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

FEE RECORDER

EXHIBIT B



BELLES AT EMPIRE PASS CONDUMINIUM

EXHIBIT C

50' 0 50' 100'

(435) 649-9467

Alliance Engineering Inc.

CONSULTING ENGINEERS LAND PLANNERS SURVEYORS

323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
J. DEMKOWICZ
S. SCHUELER

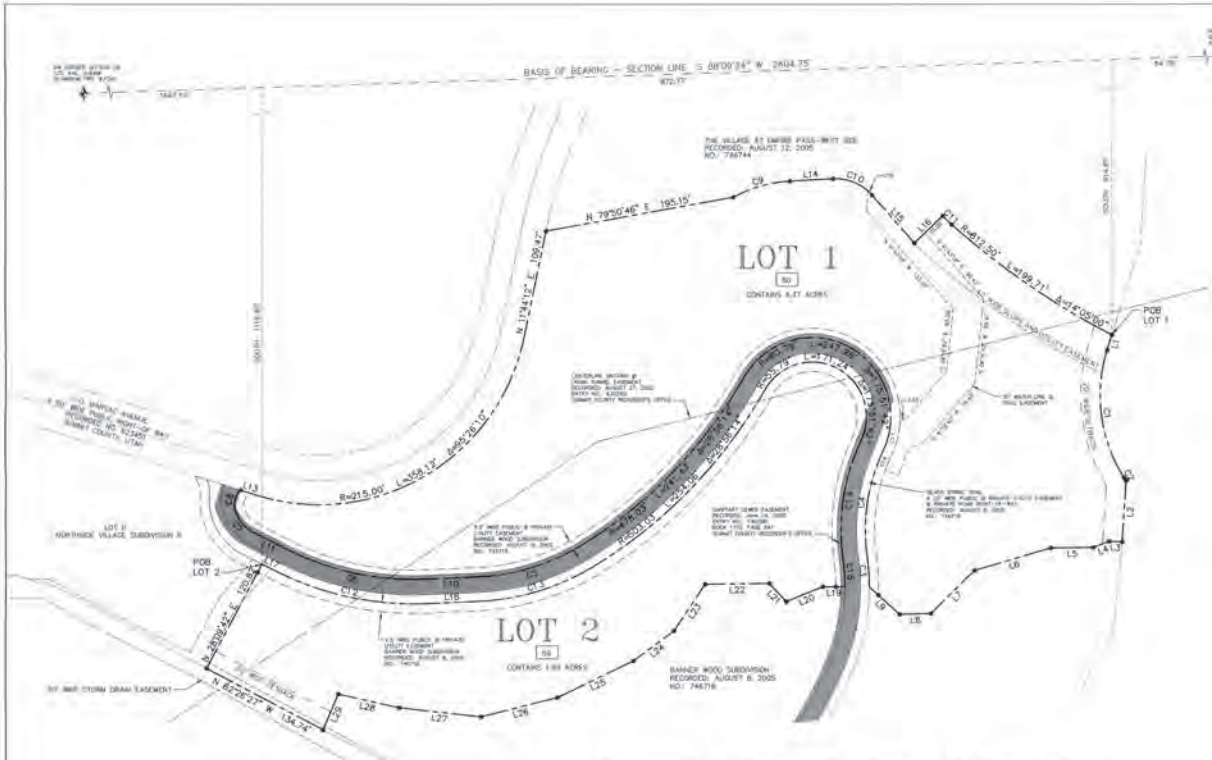
DATE: 1/25/13

AERIAL ORTHO PHOTOGRAPH
THE BELLES AT EMPIRE PASS

FOR: Wichita LLP
JOB NO.: 6-6-10
FILE: X:\empire\dwg\sss\plat\belles\exhibit\aerial-ortho.dwg

SHEET 1 OF 1

EXHIBIT D



CURVE TABLE			
CURVE	RADIUS	LENGTH	DELTA
C1	155.00	135.08	49°56'02"
C2	100.00	3.97	2°16'20"
C3	221.63	32.32	8°21'19"
C4	184.75	108.92	33°46'43"
C5	225.00	113.03	28°46'55"
C6	287.50	145.77	29°03'01"
C7	37.50	30.51	46°36'47"
C8	20.00	22.32	63°55'56"
C9	137.50	60.72	25°18'01"
C10	50.00	44.97	51°32'04"
C11	137.50	12.52	5°13'06"
C12	312.50	158.44	29°03'01"
C13	250.00	125.59	28°46'55"
C14	209.75	123.66	33°46'43"
C15	196.63	28.67	8°21'19"

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 17°27'15" W	16.26
L2	S 03°43'17" W	62.48
L3	N 86°47'04" W	13.48
L4	S 68°43'41" W	17.25
L5	S 89°26'21" W	43.79
L6	S 73°39'31" W	81.53
L7	S 45°32'20" W	62.79
L8	S 88°37'11" W	32.23
L9	N 48°08'30" W	41.77
L10	S 87°34'37" E	53.32
L11	N 63°22'22" W	38.68
L13	S 72°49'39" E	17.99
L14	N 86°50'16" E	44.62
L15	S 41°37'40" E	65.38
L16	N 46°33'59" E	40.09
L17	S 63°22'22" E	16.74
L18	N 87°34'37" E	53.32
L19	N 89°42'15" W	22.73
L20	S 68°07'49" W	40.54
L21	N 42°49'03" W	25.35
L22	S 89°15'52" W	65.99
L23	S 33°51'58" W	57.24
L24	S 53°39'54" W	51.74
L25	S 64°27'48" W	86.47
L26	S 75°58'11" W	80.73
L27	N 83°44'55" W	84.71
L28	N 77°28'35" W	83.81
L29	S 23°12'27" W	39.50

LEGEND

● Property corner to be set

[50] Indicates street address on Silver Strike Trail

SILVER STRIKE SUBDIVISION

LOCATED IN THE NORTHWEST QUARTER OF SECTION 28,
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

SURVEYOR'S CERTIFICATE

REGISTERED LAND SURVEYOR No. 154491 JOHN DEMKOWICZ State of Utah

I, John Demkowicz, do hereby certify that I am a Registered Land Surveyor and that I hold Certificate No. 154491 as prescribed by the laws of the State of Utah. I further certify that by the authority of the owners I have made a survey of the tract of land shown on this plat and described hereon and have subdivided said tract of land into lots, private rights-of-way and easements to be hereafter known as SILVER STRIKE SUBDIVISION and that the same has been correctly surveyed on the ground as shown on this plat.

JOHN DEMKOWICZ, L.S. #154491 — 8/7/06 DATE

LOT 1

A parcel of land located in the northwest quarter of Section 28, Township 2 South, Range 4 East, Salt Lake Base and Meridian, said parcel being more particularly described as follows:

Beginning at a point that is South 88°09'24" West 84.78 feet along section line and South 814.81 feet from the north quarter corner of Section 28, Township 2 South, Range 4 East, Salt Lake Base and Meridian, said point also being on the southerly right-of-way of Empire Club Drive as shown and dedicated on The Village at Empire Pass Phase 1, recorded November 24, 2004, as #718934, according to the official plat thereof on file and of record in the office of the recorder, Summit County, Utah; [illegible]

LOT 2

A parcel of land located in the northwest quarter of Section 28, Township 2 South, Range 4 East, Salt Lake Base and Meridian, said parcel being more particularly described as follows:

[illegible]

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS: that the undersigned is the Owner of the herein described tracts of land, and hereby causes the same to be designated as lots together with easements and private rights-of-way as set forth on the Plat, hereafter to be known as SILVER STRIKE SUBDIVISION. Also the owner hereby dedicates to Park City Municipal Corporation, Snyderville Basin Water Reclamation District, Park City Fire Protection District, and dry utilities providers, a non-exclusive easement over the utility easements shown this plat for the purpose of providing access for utility installation, maintenance, use, and eventual replacement.

The owner, or its representative, hereby irrevocably offers for dedication to the City of Park City all the land for local government uses, easements, required utilities and easements shown on the subdivision plat and construction plans in accordance with an irrevocable offer of dedication.

In witness whereof the undersigned has set their hand on this 9th day of August 2006.

FRIENDS OF BANNER WOOD, LLC, a Delaware limited liability company
By: Park City Developers, LLC, a Nevada limited liability company, its Manager
By: CH Park City, LLC, a Nevada limited liability company, its Manager
By: The JCS Family III Trust Dated August 30, 2001, its Manager

By: ______________ [illegible], Trustee

ACKNOWLEDGMENT

State of Nevada
County of Clark ss

This instrument was acknowledged before me this 9th day of August 2006, by John Christopher Stewart the Manager of Friends of Banner Wood, LLC, a Delaware corporation.

P A Cara

A Notary Public commissioned in Las Vegas NV

P.A. Cara
Printed Name

Residing in Las Vegas NV

My commission expires Feb 1, 2010

SHEET 1 OF 2

JOB NO.: 1-1-01 FILE: X:\Empire\dwg\Talisker\plat\silver strike.dwg

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	# 798134 RECORDED
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS 11th DAY OF August 2006 A.D. BY ______ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS 14th DAY OF JUNE, 2006 A.D. BY ______ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS 11th DAY OF NOVEMBER 2006 A.D. BY ______ PE PARK CITY ENGINEER	APPROVED AS TO FORM THIS 29th DAY OF November 2006 A.D. BY ______ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS 29TH DAY OF JUNE, 2006 A.D. BY ______ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 29TH DAY OF JUNE, 2006 A.D. BY Dana Williams MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF Coalition Title DATE 10-1-2006 TIME 16:25pm BOOK —— PAGE —— $62.00 FEE ______, Deputy RECORDER

NOTES:

General

1. Development Approval. These criteria are in addition to the conditions imposed on the project by the project's CC&Rs, Design Guidelines and other conditions imposed by the Empire Pass Design Review Board (AKA the Design Review Committee in the Design Guidelines, Exhibit 2 of the 1999 Large Scale Master Plan Development (LSMPD) for the Project). All references to defined terms in the Land Management Code (LMC) are references to the LMC in effect at the time of this plat approval. All references to defined terms in the Design Guidelines (DGs) and Emergency Response Plan (ERP) are references to exhibits to the project's 1999 LSMPD and are subject to any future revision of those documents. All Development (as defined under the LMC) is subject to the approval of both the City and the Design Review Board. Written approval by the Design Review Board must be submitted to the City with any Building Permit within this subdivision plat.

2. Building Height and Setbacks. All current LMC zone restrictions on building height and setbacks apply. Building setbacks are minimum RD Zone setbacks unless noted otherwise, or as restricted by ski, utility, slope or other easements.

3. Defensible Space Plan. Prior to vertical construction of residential units, a Defensible Space plan, consistent with the project Emergency Response Plan (Exhibit 7 of the LSMPD), shall be approved by the City and implemented by the developer.

4. Water Efficient Irrigation and Limited Turf. Each platted unit, when developed, must incorporate a water efficient irrigation system (to the extent an irrigation system is used), and must limit the area of turf, consistent with the Design Guidelines.

Building Approval Process

1. General Applicability of Design Review Guidelines. All Development is subject to applicable requirements of the Design Review Guidelines, and as such may be amended or superseded from time to time.

2. Building Location. The Building Location will be no greater than 10,000 sq ft. The Building Locations are established on an individual unit basis with the approval of the Design Review Board. Such approvals must be obtained prior to the issuance of a building permit. Site-specific plans must be developed within these locations and submitted to the Design Review Board, whose approval must be received before the issuance of a building permit. Any such Design Review Board approval is subject to review and approval by the Planning Department in accordance with the provisions of the LMC and applicable Design Guidelines.

3. Building Footprint and Site Disturbance. In order to encourage lower building forms, the maximum building footprint is allowed up to the total area shown within the Building Location (Design Guidelines). Second story square footage cannot be more than two thirds of the first floor. Total Limits of Disturbance cannot extend more than 20' beyond the outside walls of the building. Driveways, utility corridors, paths, drainage features, ski trails and their associated retaining structures are exceptions to this restriction. Limits of Disturbance (LMC) plans shall be submitted to the City Planning Department for review and approval. These plans must demonstrate compliance with the goal of maximum retention of Significant Vegetation (LMC) and minimization of overall site disturbance.

4. Defensible Space. Vegetation outside of the Limits of Disturbance will be managed in accordance with the Defensible Space Plan consistent with the Urban Wildland Fire Interface Code and will focus on fire hazard reduction as well as good forest health, and may not be improved for additional yard area. Removal of vegetation beyond the Limits of Disturbance will be done only by hand held equipment. All vegetation removal and management must be approved by both the Planning and Building Departments whose requirements may include that a licensed professional arborist prepare the plan.

5. Irrigated Area. Each individual unit must submit landscape plans consistent with the project's Design Guidelines and a Defensible Space Plan (Emergency Response Plan). The maximum irrigated area within the landscaped area that will be considered for any unit is 5,000 square feet. This does not limit the City's ability to require additional intermittent irrigation of existing vegetation in the Defensible Space zone adjacent to the landscaped area.

6. Design Review Board Approval. The Design Review Board's review shall consist of, but not be limited to, insuring the maximum preservation of existing vegetation, minimizing grading impacts, providing for solar access and views and minimizing impacts on adjacent units.

7. Landscaping Plans. Landscaping plans are subject to the review and approval of the Design Review Board and the Planning Department in accordance with the project's Design Guidelines.

House Size

1. Gross Floor Area. The maximum Gross Floor Area (LMC) of a house is 5,000 square feet. Gross Floor Area includes all enclosed areas designed for human occupation. Unenclosed porches, balconies, patios and decks, vent shafts and courts are not calculated in Gross Floor Area. Garages, up to a maximum area of 600 square feet, are not considered Gross Floor Area. Basement Area (LMC) below Final Grade (LMC) is not considered Gross Floor Area. The square footage of all Accessory Structures (LMC) is deducted from the house Gross Floor Area. Garage square footage in excess of 600 square feet is deducted from the house Gross Floor Area.

Limits of Disturbance and Vegetation Protection

1. Limits of Disturbance. As required by the LMC and the Design Guidelines, limits of disturbance plans must be reviewed and approved by both the City Planning Department and the Design Review Board.

2. Ski Run Vegetative Buffer. Existing Significant Vegetation (LMC) within the buffer to the ski runs must be maintained where possible. Vegetation management within the buffer and/or beyond the approved limits of disturbance on approved building plans will be maintained in accordance with good forest health practices and fire hazard reduction, but all such maintenance shall be approved by the Design Review Board, and the Park City Planning and Building Departments.

Easements and Lot Line Adjustments

1. The Empire Pass Master Association has the power to grant and convey to any third party, and Owner (Friends of Bonnerwood LLC.) reserves unto itself, transferable easements and rights of way on, over, under and through (i) the area being a ten (10) foot wide strip of land immediately inside the perimeter boundary of each Unit (or wider if necessary for purpose "(a)", below), and (ii) all other areas of the Silver Strike Subdivision, including but not limited to rights of ingress and egress for the purposes of: (a) grading to accommodate the construction of platted roadways; (b) constructing, erecting, operating and maintaining lines, cables, wires, conduits or other devices for electricity, cable television, power, internet service, telephone and other purposes, public sewers, storm drains and pipes, drainage areas, water systems, sprinkling systems, water, heating and gas lines or pipes, and any similar public or quasi-public improvements or facilities to provide common utility service to the Declarant's Property or to the Silver Strike Subdivision; and (c) constructing, repairing, replacing, operating and maintaining hiking and biking trails, and ski trails and lifts.

2. Lot Line Adjustments. Individual lot lines are subject to adjustment as approved by the Design Review Board and in accordance with the Park City Land Management Code and applicable State law.

Other Specific Conditions, Restrictions and Benefits Affecting the Plat

1. Master Declaration. The property and units depicted on this plat are subject to the Amended and Restated Master Declaration of Covenants, Conditions, and Restrictions for Flagstaff, a Planned Community, recorded on December 14, 2004, as entry No. 00719855 in Book No. 01666, Pages 01054 to 01155, in the office of the Summit County Recorder, as the same may be supplemented, modified or amended from time to time.

2. All conditions of the MPD continue to apply.

Utility Notes

1. At the time of the resurfacing of the road within the subdivision, the Master Association shall be responsible to adjust wastewater manholes to grade according to Snyderville Basin Water Reclamation District (SBWRD) Standards.

2. Private wastewater ejector pumps may be required for certain Units as determined by Park City and/or SBWRD.

SILVER STRIKE SUBDIVISION

LOCATED IN THE NORTHWEST QUARTER OF SECTION 28,
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

SHEET 2 OF 2

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798134 RECORDED

STATE OF UTAH, COUNTY OF SUMMIT, AND FILED
AT THE REQUEST OF Coalition Title
DATE 12-1-08 TIME 16:28pm BOOK ___ PAGE ___
$62.00 FEE
RECORDER

PARK CITY MUNICIPAL CORPORATION
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS
MARSAC MUNICIPAL BUILDING
APRIL 24, 2013

COMMISSIONERS IN ATTENDANCE:

Chair Nann Worel, Brooke Hontz, Stewart Gross, Adam Strachan, Jack Thomas, Charlie Wintzer

EX OFFICIO:

Planning Director, Thomas Eddington; Kirsten Whetstone; Planner; Anya Grahn, Planner; Shauna Stokes, Planning Tech; Mathew Evans, Planner; Polly Samuels McLean, Assistant City Attorney

===

REGULAR MEETING

ROLL CALL

Chair Worel called the meeting to order at 5:30 p.m. and noted that all Commissioners were present except Commissioner Savage who was excused.

ADOPTION OF MINUTES

<u>November 5, 2012</u>

Director Eddington clarified that the minutes from the joint meeting with the Snyderville Basin Planning Commission on November 5, 2012 were delayed because City Council, Planning Commission and General Plan meeting minutes were a higher priority.

MOTION: Commissioner Wintzer moved to APPROVE the minutes of November 5, 2012 as written. Commissioner Gross seconded the motion.

VOTE: The motion passed unanimously. Commissioners Strachan and Thomas abstained since they were absent from that meeting.

<u>April 10, 2012</u>

Commissioner Hontz referred to page 17 of the Staff report, page 1 of the minutes, first line, and corrected Commissioner Hontz to read, "**Commissioner Wintzer** referred to page 23…"

Commissioner Hontz referred to page 20 of the Staff report, page 4 of the minutes, last paragraph, and noted that the name of the Commissioner making the statement had been omitted. The Commissioners recalled that Commissioner Savage had made the statement and the minutes were corrected to read, "Commissioner **Savage** assumed…"

Commissioner Hontz referred to page 22 of the Staff report, page 6 of the minutes, and questioned the second sentence of Finding of Fact #2. Director Eddington believed it was a footer that was inadvertently copied into the Findings. The minutes were corrected to delete Planning Commission - April 10, 2013 Page 57 of 1283 from the finding.

Commissioner Hontz referred to page 23 of the Staff report, page 7 of the minutes, Finding of Fact #14, second line, and corrected the word aide to correctly read **side.**

Commissioner Hontz did not believe the Findings of Fact in the minutes regarding 343 Park Avenue matched the findings that were in the April 10, 2012 Staff report. As an example, in Finding #14, she did not think the maximum footprint allowed for Lot 1 of 1,200.68 was for the same property. Commissioner Hontz also questioned whether the lot numbers were accurate in Finding of Fact #16.

Commissioner Hontz suggested that the minutes be tabled until the next meeting pending verification and further corrections.

MOTION: Commissioner Wintzer moved to CONTINUE the minutes of April 10, 2012 to the next meeting pending verification of the corrected minutes. Commissioner Thomas seconded the motion.

VOTE: The motion passed unanimously.

Commissioner Hontz was concerned that the positive recommendation of the plat amendment for 343 Park Avenue had been forwarded to the City Council with the incorrect Findings of Fact, Conclusions of Law and Conditions of Approval. Planner Whetstone replied that 343 Park Avenue had not yet gone to the City Council.

Director Eddington explained that in the past when a property is noticed for the Planning Commission, as a public courtesy it is also noticed for the City Council meeting. The noticing has been two weeks out. Therefore, if the Planning Commission meets on Wednesday, it goes before the City Council two weeks and one day later. On that time frame, if there is an issue with the minutes the Staff would not have that information until 24 hours prior to the City Council meeting. To address that issue, the Staff was proposing to extend the initial notice to three weeks out, which would allow time for the Planning Commission minutes to be approved or corrected before going to the City Council. If the minutes are not approved, the City Council hearing would be continued.

Commissioner Hontz asked when 343 Park Avenue was scheduled to go the City Council. Planner Whetstone replied that it was scheduled for May 2nd. Planner Whetstone noted that minor corrections had been made to the April 10th minutes and she was unsure what the issue was and why the minutes were incorrect.

Commissioner Strachan noted that the square footage reflected in Finding of Fact #14 was different from what was approved. Planner Whetstone explained that Finding #14 pertained to Lot 1, the new lot, and the 1200.68 square feet was based on the lot size. Commissioner Wintzer stated that he has never seen square footage ending with .68. Planner Whetstone clarified that it follows a formula and that it does end with .68. The number could be rounded if it would make the Commissioners more comfortable. Planner Whetstone pulled up the April 10th Staff report to show that 1200.68 square feet was the number reflected in Finding #14.

Director Eddington clarified that the first sentence in Finding #14 was based on a footprint formula. The square footage was not the realistic footprint but rather what could be; and the formula could result in a decimal place.

The Commissioners and Planner Whetstone reviewed and compared the Findings, Conclusions and Conditions in the minutes to the ones in the April 10th Staff report.

Commissioner Strachan was satisfied that the Findings of Fact, Conclusions of Law and Conditions of Approval were consistent with the changes made at the last meeting. He was prepared to approve the minutes this evening with the corrections to pages 17, 20, 22 and 23 of the Staff report as stated by Commissioner Hontz earlier in the discussion.

MOTION: Commissioner Strachan moved to APPROVE the minutes of April 10, 2013 as corrected. Commissioner Thomas seconded the motion.

VOTE: The motion passed unanimously.

Public Input

There were no comments.

STAFF/COMMISSIONER COMMUNICATIONS AND DISCLOSURES

Commissioner Thomas disclosed that a project on the agenda this evening is located across the street from another project in which he has a financial interest. He did not believe it would affect his ability to objectively participate in the discussion and decision this evening.

Director Eddington reported that in addition to extending the noticing date for projects, the Planning Department was working with Mary May to make sure the Staff receives the minutes by Wednesday afternoon to allow time to for the Staff to review them. Director Eddington stated that if the Findings, Conclusions and Conditions are modified from the original Staff report during a meeting, the Project Planner would send Mary a full set of the modified Findings, Conclusions and Conditions in word format so she could cut and paste them into the minutes instead of having to re-type them. If they are no changes, the Planner would let Mary know that as well.

REGULAR AGENDA – Discussion, Public Hearing and Possible Action

**1. <u>59 Silver Strike Trail – Amendment to Record of Survey</u>
(Application #PL-13-01828)**

Planner Whetstone provided the Planning Commission with copies of a revised sheet 2 of the amended plat, as well as a copy of accurate information for Unit 4 to replace what was in the Staff report. Planner Whetstone explained that she had the correct information when the Staff report was written, however, there was not an electronic version of the corrected sheet and the old one was inadvertently placed in the packet.

Planner Whetstone reported that 59 Silver Strike Trail is an amendment to the record of survey, and an amendment to the Amended, Consolidated and Restated plat of the Belles at Empire Pass showing all the Belles units. She noted that this project is within the layers of the Flagstaff Annexation area, the Empire Pass MPD, the Silver Strike Subdivision, and this condominium plat. The final requirement is that once a unit is built or substantially constructed to accurately measure exactly what is built, they would know what is private and what limited common or common space is for each unit. The final step is this amended record of survey plat that has to memorialize exactly what is there, and to specifically define the square footage on each plat. Planner Whetstone stated that the Silver Strike subdivision, like the previous ones, require no more than 5,000 square feet floor area, not including basements or 600 square feet for a garage. It also only allows 45 unit equivalents for this project or 90,000 square feet. Basements are included in that number. In order to track everything accurately, each plat is individually recorded.

Planner Whetstone summarized that this was a condominium plat that memorializes the as-built conditions of Unit 4. She clarified that a portion of Unit 4 encroaches on what was believed to be an easement; however, it is actually identified on the plat as a possible future trail easement. Prior to sending this to the City Council, Planner Whetstone recommended that the easement be redrawn so Unit 4 is not shown as not encroaching. Planner Whetstone stated that it is a private future easement within this development for ski-through, but it is not yet an easement. It is only a possible future easement.

Commissioner Strachan thought Unit 5 was showing as encroaching. Planner Whetstone replied that Unit 5 was shown as clipping the easement, but in reality Unit 5 does not encroach.

Commissioner Hontz asked for an explanation of the double-hatched area shown on the drawing. Planner Whetstone replied that it was limited common area specific to Unit 4. Commissioner Hontz stated that if the potential easement was ever a viable ski trail, Units 3, 2 and 1would always have to cross the road. She was comfortable having it as a condition, but she did not think it was smart to approve something that goes across the ski trail.

Commissioner Strachan pointed out that it was a private easement for the development and he was not interested in involving the City. Commissioner Wintzer understood that the developer who submitted the application owns the easement, in which case he was building on his own easement. Planner Whetstone replied that this was correct.

Commissioner Hontz read the last sentence under the Analysis on page 45 of the Staff report, "The five units platted to date, 1,2,5,9 and 12 utilize 14.633 unit equivalents". She understood that this application was for Unit 4. She then referred to the table on page 46 of the Staff report, and noted that the total of all platted units to date references units 1, 2, 4, 9 and 12, which are different units, but with the same platted unit equivalents. Planner Whetstone clarified that the table was correct in specifying 1, 2, 4, 9 and 12 because unit 5 was the next item on the agenda.

Commissioner Hontz pointed out that the text assumes that Unit 4 would be platted. Therefore, the platted to date was inaccurate because Units 4 and 5 were not platted yet. The total of all platted units to date should be the total of 1, 2, 9 and 12. Planner Whetstone would revise Finding of Fact #18 to accurately reflect the correct units and totals.

Commissioner Strachan asked for the difference between the as-built conditions and what was platted. Planner Whetstone explained that when it was Christopher Homes, the condominium units were all depicted like Unit 3. When that Unit 3 was sold the owner thought his entire lot was private, even though the subdivision specified that once built only the unit was the private area and the remainder of the area is either common or limited common area. It was a controversial issue and the developer decided to identify approximate building pads and make it clear that once the unit is built then that actual building area becomes the private area. Commissioner Strachan asked about the final square footage on Unit 4. Planner Whetstone replied that the total square footage was 5,623.3, including the basement. Commissioner Strachan wanted to know what it was supposed to be originally. Planner Cattan stated that there were no specified limits on each one, and they just have a building pad identified on the underlying plat. Director Eddington remarked that they draw down from the 90,000 square feet total as each unit is built.

The Staff recommended that the Planning Commission conduct a public hearing and forward a POSITIVE Recommendation to the City Council on the Third Supplemental Plat for Constructed Units at Belles, located at 59 Silver Strike Trail, with the Findings of Fact, Conclusions of Law and Conditions of Approval as amended. Planner Whetstone reported that she had not received any public input to date.

Denna Fleming, the listing agent representing the applicant, stated that the Dagwood Single Family six lot subdivision owned by the Rothman's is behind Unit 4. Many years ago she was approached by Talisker, because she was representing the Rothman's, to make sure everyone was fine with the easement because all the property lines come right to that easement. When Talisker sold the property to Christopher Homes there was an agreement and it was all cleaned up. If the Commissioners had questions, Ms. Fleming was certain they could research historical data to find the answers.

Chair Worel opened the public hearing.

There were no comments.

Chair Worel closed the public hearing.

MOTION: Commissioner Thomas moved to forward a POSITIVE recommendation to the City Council for the Third Supplemental Plat for Constructed Units at Belles, at 59 Silver Strike Trail, with the Findings of Fact, Conclusions of Law and Conditions of Approval found in the draft ordinance and as amended. Commissioner Gross seconded the motion.
VOTE: The motion passed unanimously.

<u>Findings of Fact – 59 Silver Strike Trail</u>

1. The property, Unit 4 of the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass and associated common area, is located at 59 Silver Strike Trail. The property is located on portions of Lot 2 of the Silver Strike subdivision and is within Pod A of the Flagstaff Mountain Development, in an area known as the Village at Empire Pass.

2. The property is located within the RD –MPD zoning district and is subject to the Flagstaff Mountain Development Agreement and Village at Empire Pass MPD.

3. The City Council approved the Flagstaff Mountain Development Agreement and Annexation Resolution 99-30 on June 24, 1999. The Development Agreement is the equivalent of a Large-Scale Master Plan. The Development Agreement sets forth maximum densities, location of densities, and developer-offered amenities.

4. On July 28, 2004, the Planning Commission approved a Master Planned Development (MPD) for the Village at Empire Pass, aka Pod A. The MPD identified the area of the proposed condominium plat as the location for 18 PUD –style detached single family homes and duplexes.

5. On June 29, 2006, the City Council approved the Silver Strike Subdivision creating two lots of record. Unit 4 is located on Lot 2 of the Silver Strike Subdivision.

6. On August 17, 2007, the City Council approved 4 units on Lot 2 as the Christopher Homes at Empire Pass Phase I condominium plat. The plat was recorded at Summit County on October 3, 2007.

7. On November 29, 2007, the City Council approved the first amended Christopher Homes at Empire Pass Phase II condominium plat creating an additional 4 units on Lot 2. The plat was recorded at Summit County on February 20, 2008.

8. On April 23, 2008, the City Council approved two more condominium units on Lot 1 of the Silver Strike subdivision as Christopher Homes at Empire Pass Phase III condominium plat. The plat was recorded at Summit County on December 1, 2008.

9. On August 28, 2008, the City Council approved the Christopher Homes at Empire Pass Phase IV plat for eight additional condominium units on Lots 1 and 2, specifically units 5/6, 7/8, 13/14, and 17/18 in duplex configurations. The plat was recorded at Summit County on November 19, 2008.

10. March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011.

11. On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012.

12. On February 5, 2013, the Planning Department received a complete application for the Third Supplemental Plat for Constructed Unit 4.

13. The purpose of the supplemental plat is to describe and document the as-built conditions and the UE calculations for constructed Unit 4 at the Belles Condominiums prior to issuance of a certificate of occupancy and to identify private, limited common and common area for this unit.

14. The supplemental plat complies with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. The plat is consistent with the development pattern envisioned by the Village at Empire Pass MPD and the 14 Technical Reports of the MPD and the Flagstaff Development Agreement.

15. Unit 4 is located on Lot 2 of the Silver Strike subdivision plat.

16. The approved maximum house size is 5,000 square feet of Gross Floor Area, as defined by the LMC. Gross Floor Area exempts basement areas below final grade and 600 square feet of garage area. Unit 4 contains 4,811 sf Gross Floor Area.

17. The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for all Belles units, in addition to the maximum house size. The UE formula includes all interior square footage “calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such facilities. Unit Equivalent floor area includes all basement areas. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable on this plat.” Within the Flagstaff Development Agreement one residential unit equivalent equals 2,000 sf.

18. Unit 4 contains a total of 5,629.3 square feet and utilizes 2.815 UE. The total UE for units 1, 2, 4, 9, and 12 is 14.633 Unit Equivalents of the 45 total UE allocated for the Belles at Empire Pass.

19. As conditioned, this supplemental plat is consistent with the approved Flagstaff Development Agreement, the Village at Empire Pass MPD, and the conditions of approval of the Silver Strike Subdivision.

20. The findings in the analysis section are incorporated herein.

<u>Conclusions of Law – 59 Silver Strike Trail</u>

1. There is good cause for this supplemental plat as it memorializes the as-built conditions for Unit 4.

2. The supplemental plat is consistent with the Park City Land Management Code and applicable State law regarding condominium plats.

3. Neither the public nor any person will be materially injured by the proposed supplemental plat.

4. Approval of the supplemental plat, subject to the conditions of approval stated below, will not adversely affect the health, safety and welfare of the citizens of Park City.

<u>Conditions of Approval – 59 Silver Strike Trail</u>

1. The City Attorney and City Engineer will review and approve the final form of the supplemental plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.

2. The applicant will record the plat at Summit County within one year from the date of City Council approval. If recordation has not occurred within the one year timeframe, this approval will be void, unless a complete application requesting an extension is made in writing prior to the expiration date and an extension is granted by the City Council.

3. All conditions of approval of the Village at Empire Pass Master Planned Development, the Silver Strike Subdivision plat, and the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass shall continue to apply.

4. As a condition precedent to issuance of a final certificate of occupancy for Unit 4, the supplemental plat shall be recorded at Summit County.

5. A note shall be added to the plat prior to recordation stating the following, "At the time of resurfacing of Silver Strike Trail, the Master Association shall be responsible to adjust wastewater manholes to grade according to Snyderville Basin Water Reclamation District Standards".

6. The size and UE shall be reflected on the plat as they are to reflect the actual size and UE of the Unit.

2. <u>77 Silver Strike Trail – Amendment to Record of Survey</u>
(Application PL-13-01829)

Commissioner Hontz addressed the same issues as in the prior item, 59 Silver Strike Trail. Finding of Fact 18 should be revised. The same changes to the body of the Staff report should be made on page 63 and page 64 of the77 Silver Strike Trail Staff report, in terms of which units add up to which number. Commissioner Hontz stated that Finding 18 should be revised to reflect that the UEs for Units 1, 2, 4, 5, 6, 9 and 12 is 18.567. The words “to date” should be removed.

Planner Whetstone noted that this item was a similar plat amendment to memorialize the units that are under construction for the duplex, which is actually units 5 & 6, located at 77 and 83 Silver Strike Trail.

The Staff recommended that the Planning Commission conduct a public hearing and consider forwarding a positive recommendation based on the Findings of Fact, Conclusions of Law and Conditions of Approval as amended.

Chair Worel opened the public hearing.

There were no comments.

Chair Worel closed the public hearing.

MOTION: Commissioner Thomas moved to forward a POSITIVE recommendation to the City Council for the Fourth Supplemental plat for Constructed Units at the Belles at Empire Pass, Units 5 and 6, based on the Findings of Fact, Conclusions of Law and Conditions of Approval found in the draft ordinance and as amended. Commissioner Winter seconded the motion.

VOTE: The motion passed unanimously.

<u>Findings of Fact – 77 Silver Strike Trail</u>

1. The property, Units 5 and 6 of the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass and associated common area, are located at 77 and 83 Silver Strike Trail. The property is located on portions of Lot 2 of the Silver Strike subdivision and is within Pod A of the Flagstaff Mountain Development, in an area known as the Village at Empire Pass.

2. The property is located within the RD –MPD zoning district and is subject to the Flagstaff Mountain Development Agreement and Village of Empire Pass MPD.

3. The City Council approved the Flagstaff Mountain Development Agreement and Annexation Resolution 99-30 on June 24, 1999. The Development Agreement is the equivalent of a Large-Scale Master Plan. The Development Agreement sets forth maximum densities, location of densities, and developer-offered amenities.

4. On July 28, 2004, the Planning Commission approved a Master Planned Development (MPD) for the Village at Empire Pass, aka Pod A. The MPD identified the area of the

proposed condominium plat as the location for 18 PUD –style detached single family homes and duplexes.

5. On June 29, 2006, the City Council approved the Silver Strike Subdivision creating two lots of record. Units 5 and 6 are located on Lot 2 of the Silver Strike Subdivision.

6. On August 17, 2007, the City Council approved 4 units on Lot 2 as the Christopher Homes at Empire Pass Phase I condominium plat. The plat was recorded at Summit County on October 3, 2007.

7. On November 29, 2007, the City Council approved the first amended Christopher Homes at Empire Pass Phase II condominium plat creating an additional 4 units on Lot 2. The plat was recorded at Summit County on February 20, 2008.

8. On April 23, 2008, the City Council approved two more condominium units on Lot 1 of the Silver Strike subdivision as Christopher Homes at Empire Pass Phase III condominium plat. The plat was recorded at Summit County on December 1, 2008.

9. On August 28, 2008, the City Council approved the Christopher Homes at Empire Pass Phase IV plat for eight additional condominium units on Lots 1 and 2, specifically units 5/6, 7/8, 13/14, and 17/18 in duplex configurations. The plat was recorded at Summit County on November 19, 2008.

10. March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011.

11. On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012. The Third Supplemental Plat for Constructed Unit 4 was submitted concurrently with this Fourth Supplemental Plat and is being reviewed at this same meeting.

12. On February 5, 2013, the Planning Department received a complete application for the Fourth Supplemental Plat for Constructed Units 5 and 6.

13. The purpose of the supplemental plat is to describe and document the as-built conditions and the UE calculations for constructed Units 5 and 6 at the Belles Condominiums prior to issuance of a certificate of occupancy and to identify private, limited common and common area for this unit.

14. The supplemental plat complies with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. The plat is consistent with the

development pattern envisioned by the Village at Empire Pass MPD and the 14 Technical Reports of the MPD and the Flagstaff Development Agreement.

15. Units 5 and 6 are located on Lot 2 of the Silver Strike subdivision plat.

16. The approved maximum house size is 5,000 square feet of Gross Floor Area, as defined by the LMC. Gross Floor Area exempts basement areas below final grade and 600 square feet of garage area. Unit 5 contains 4,194 sf Gross Floor Area and Unit 6 contains 3,673.5 sf Gross Floor Area.

17. The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for all Belles units, in addition to the maximum house size. The UE formula includes all interior square footage “calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such facilities. Unit Equivalent floor area includes all basement areas. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable on this plat.” Within the Flagstaff Development Agreement one residential unit equivalent equals 2,000 sf.

18. Unit 5 contains a total of 4,194 square feet and utilizes 2.097 UE. Unit 6 contains a total of 3,673.5 square feet and utilizes 1.837 UE. The total UE for units 1, 2, 4, 5, 6, 9, and 12 is 18.567 Unit Equivalents of the 45 total UE allocated for the Belles at Empire Pass.

19. As conditioned, this supplemental plat is consistent with the approved Flagstaff Development Agreement, the Village at Empire Pass MPD, and the conditions of approval of the Silver Strike Subdivision.

20. The findings in the analysis section are incorporated herein.

<u>Conclusions of Law – 77 Silver Strike Trail</u>

1. There is good cause for this supplemental plat as it memorializes the as-built conditions for Units 5 and 6.

2. The supplemental plat is consistent with the Park City Land Management Code and applicable State law regarding condominium plats.

3. Neither the public nor any person will be materially injured by the proposed supplemental plat.

4. Approval of the supplemental plat, subject to the conditions of approval stated below, will not adversely affect the health, safety and welfare of the citizens of Park City.

<u>Conditions of Approval – 77 Silver Strike Trail</u>

1. The City Attorney and City Engineer will review and approve the final form of the supplemental plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.

2. The applicant will record the plat at Summit County within one year from the date of City Council approval. If recordation has not occurred within the one year timeframe, this approval will be void, unless a complete application requesting an extension is made in writing prior to the expiration date and an extension is granted by the City Council.

3. All conditions of approval of the Village at Empire Pass Master Planned Development, the Silver Strike Subdivision plat, and the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass shall continue to apply.

4. As a condition precedent to issuance of a final certificate of occupancy for Units 5 and 6, the supplemental plat shall be recorded at Summit County.

5. A note shall be added to the plat prior to recordation stating the following, "At the time of resurfacing of Silver Strike Trail, the Master Association shall be responsible to adjust wastewater manholes to grade according to Snyderville Basin Water Reclamation District Standards".

6. The size and UE shall be reflected on the plat as they are to reflect the actual size and UE of the Unit.

City Council
Staff Report

Subject:	**Fourth Supplemental Plat for Belles at Empire Pass Units 5 and 6 Condominium plat**
Author:	**Kirsten A Whetstone, MS, AICP**
Date:	**May 9, 2013**
Type of Item:	**Administrative – Supplemental Plat (condominium plat amendment)**
Project Number:	**PL-13-01829**

PARK CITY 1884 PLANNING DEPARTMENT

<u>Summary Recommendations</u>
Staff recommends the City Council hold a public hearing for the Fourth Supplemental Plat for Constructed Units for the Belles at Empire Pass Condominium plat amending Units 5 and 6 and consider approving the plat based on the findings of fact, conclusions of law and conditions of approval as found in the attached ordinance.

<u>Topic</u>

Applicant:	Belles at Empire Pass HOA and owner of Units 5 and 6
Location:	77 and 83 Silver Strike Trail
Zoning:	Residential Development (RD) as part of the Village at Empire Pass MPD
Adjacent Land Uses:	Single family condominium units, multi-family condominium units, development parcels of the Village at Empire Pass MPD, ski trails and open space.
Reason for Review:	Plat amendments require Planning Commission review and recommendation to City Council for final action.

<u>Proposal</u>
The purpose of this application is to plat as-built conditions of constructed Units 5 and 6 and to identify common, limited common and private areas for these Units, as stipulated by the underlying Silver Strike Subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass condominium plat. A condition of approval of this underlying condominium plat requires that upon completion of the condominium units, a supplemental condominium plat identifying as built conditions, shall be approved by the City Council and recorded at Summit County as a condition precedent to issuance of a final certificate of occupancy

<u>Purpose</u>
The purpose of the Residential Development RD District is to:

A. Allow a variety of Residential Uses that are Compatible with the City's Development objectives, design standards, and growth capabilities,

B. Encourage the clustering of residential units to preserve natural Open Space, minimize Site disturbance and impacts of Development, and minimize the cost of municipal services,

C. Allow commercial and recreational activities that are in harmony with residential neighborhoods,

D. Minimize impacts of the automobile on architectural design,

E. Promote pedestrian connections within Developments and between adjacent Areas; and

F. Provide opportunities for variation in architectural design and housing types.

Background

On February 5, 2013, the City received a complete application for this plat to memorialize as-built conditions for Units 5 and 6 of the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass condominium plat that was approved by City Council on March 24, 2011 and recorded at Summit County on November 28, 2011.

On June 24, 1999, Council adopted Ordinance 99-30 and Resolution 20-99 approving the annexation and development agreement for the 1,655 acre Flagstaff Mountain area. Resolution 20-99 granted the equivalent of a “large-scale” master planned development (MPD) and set forth the types and locations of land use; maximum densities; timing of development; development approval process; as well as development conditions and amenities for each parcel.

On July 28, 2004, the Planning Commission approved a Master Planned Development for the Village at Empire Pass, aka Pod A. The MPD identified an area of Pod A as the location for 18 detached single family homes, similar to the Paintbrush units currently under construction in other parts of Empire Pass. The Development Agreement allowed a total of 60 units (single detached or duplex) within the annexation area and the rest of the units being multi-family (stacked-flat or tri-plex or greater attached). The Belles at Empire Pass condominiums (formerly known as Christopher Homes) utilize 17 of the 60 allocated PUD style units for the Flagstaff Development area.

On June 29, 2006, City Council approved the Silver Strike Subdivision creating two lots of record within Pod A. Lot 1 is 4.37 acres in size while lot 2 contains 1.99 acres. The plat was recorded on December 1, 2006. The subject units, Units 5 and 6 of the Belles at Empire Pass, are located on Lot 2 of the Silver Strike Subdivision and were originally platted as part of the Christopher Homes Phase IV condominium plat.

On March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011. A condition of approval of the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass plat requires that upon completion of the condominium units, a supplemental condominium plat identifying as built conditions, shall be approved by the City Council and recorded at Summit County as a condition precedent to issuance of a final certificate of occupancy.

On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012. The Third Supplemental Plat for Constructed Unit 4 was submitted concurrently with this Fourth Supplemental Plat and is being reviewed at this same meeting.

On April 24th, the Planning Commission conducted a public hearing, discussed the application, and voted unanimously to forward to City Council a positive recommendation. The Commission made minor changes to finding #18 as well as a corresponding change to the Table. Both revisions are reflected in this report. There was no public input presented at the hearing.

All conditions of the underlying approvals, namely the Village at Empire Pass MPD; Silver Strike Subdivision; and the Amended, Consolidated, and Restated Belles at Empire Pass condominium plat continue to apply and are reflected as conditions of approval and plat notes on this proposed supplemental plat (Exhibit A).

Analysis

This request for a Fourth Supplemental plat for Constructed Units at The Belles at Empire Pass amends Units 5 and 6 and documents the final as built conditions of this constructed unit in accordance with the Utah Condominium Act. The zoning is Residential Development (RD-MPD); subject to the Village at Empire Pass MPD.

The Silver Strike subdivision restricts each unit to a maximum house size of 5,000 square feet of Gross Floor Area as defined in the LMC, excluding 600 square feet for garage area and the basement area that is below final grade.

The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for these units, in addition to maximum house size. The UE formula includes all interior square footage “calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such equipment. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable.” Basement area is included in the UE calculations.

A total of 90,000 square feet (45 UE) were approved for the Belles at Empire Pass area (formerly known as the Christopher Homes at Empire Pass condominiums). Within the Flagstaff Development Agreement one residential unit equivalent equals two thousand square feet of Gross Floor Area, including the basement area. Units 5 and 6, a duplex, meet the maximum house size requirement in both Gross Floor Area and Unit Equivalent calculation as noted above. Unit 5 contains 4,194 sf of Gross Floor Area,(includes all lower level because it does not qualify as basement area and excludes 600 sf garage area) and accounts for 2.097 UEs based on the Total Floor area of 4,194 sf (includes basement area but not garage area). Unit 6 contains 3,673.5 sf of Gross Floor Area, (includes all lower level because it does not qualify as basement area and excludes 600 sf of garage area) and accounts for 1.837 UEs based on the Total Floor area of 3,673.5 sf (includes basement area but not garage area). The seven units (Units 1, 2, 4, 5, 6 , 9 and 12) utilize 18.567 Unit Equivalents (UE). Site development parameters are as follows:

	Permitted	**Approved**
Height	28' (+5' for pitched roof) total maximum of 33'	33' max with pitched roof. No height exception. **Units 5 and 6 comply.**
Front setback	Minimum of 20', 25' to front facing garage	30' minimum to house, 25' minimum to garage. No setback reductions. **Units 5 and 6 comply.**
Rear setback	Per Building Code and MPD (allows zero setback to internal property line)	Minimum 65' from Lot boundary. **Units 5 and 6 comply.**
Side setbacks	Per Building Code and MPD (allows zero setback to internal property line)	7' on north side and 12' on south side from Lot boundary. **Units 5 and 6 comply.**
Parking	Two spaces required	2 per unit. **Units 5 and 6 Comply**.
Maximum house size (based on the Silver Strike subdivision and defined per the Land Management Code)	5,000 sf (Gross Floor Area excludes basement area below final grade and 600 sf of garage area).	Unit 5 contains 4,194 sf Gross Floor Area Unit 6 contains 3,673.5 sf Gross Floor Area **Units 5 and 6 Comply**
Unit Equivalent (based on the Village at Empire Pass MPD)	Maximum of 45 UE for all of the Belles Condominiums. Gross floor area for UE calculations excludes 600 sf garage and any uninhabitable space, i.e. crawl space, attics, etc.	Unit 5- 4,194 sf which is 2.097 UE Unit 6- 3,673.5 sf which is 1.837 UE **Units 5 and 6 Comply** The total UE for Units 1, 2, 4, 5, 6, 9, and12 is 18.567 UE

Good Cause
Staff finds good cause for this record of survey amendment as it memorializes and documents as-built conditions and UE calculations for this unit. Units 5 and 6 comply with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. In addition the units are consistent with the development pattern envisioned in the Village at Empire Pass MPD and the 14 Technical Reports.

Department Review
This project has gone through interdepartmental review by the Development Review Committee on February 26, 2013, and no issues were raised pertaining to the requested plat amendment.

Notice
The property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record.

Public Input
Staff had not received public input on this application at the time of this report. No public input was provided at the Planning Commission hearing.

Process
Approval of this application by the City Council constitutes Final Action that may be appealed following the procedures found in LMC 1-18. A Building Permit is publicly noticed by posting of the permit.

Alternatives
- The City Council may approve the application for the Fourth Supplemental plat for Constructed Units for the Belles at Empire Pass amending Units 5 and 6, as conditioned or amended, or
- The City Council may deny the application and direct staff to make Findings for this decision, or
- The City Council may continue the discussion and provide Staff and the Applicant with specific direction regarding additional information necessary to make a recommendation on this item.

Significant Impacts
There are no significant fiscal or environmental impacts from this application. Water and sewer impact fees, and other fees associated with increased floor area, are evaluated during the building permit process and collected prior to issuance of any building permits.

Consequences of not taking the Suggested Recommendation
No certificate of occupancy may be granted until the plat is recorded.

Recommendation
Staff recommends that the City Council hold a public hearing for the Fourth Supplemental Plat for Constructed Units for the Belles at Empire Pass Condominium plat amending Units 5 and 6 and consider approving the plat based on the findings of fact, conclusions of law and conditions of approval as found in the attached draft ordinance.

Exhibits
Ordinance
Exhibit A- Supplemental plat for Belles Units 5 and 6
Exhibit B- Aerial photos
(see 59 Silver Strike Trail report for PC minutes and underlying plats)

Ordinance No. 13-

AN ORDINANCE APPROVING THE FOURTH SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS AT THE BELLES AT EMPIRE PASS CONDOMINIUMS AMENDING UNITS 5 AND 6, LOCATED AT 77 AND 83 SILVER STRIKE TRAIL, PARK CITY, UTAH.

WHEREAS, the owners of the property known as The Belles at Empire Pass Condominium Units 5 and 6, have petitioned the City Council for approval of the Fourth Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project; and

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

WHEREAS, proper legal notice was published in the Park Record and notice letters were sent to all affected property owners, in accordance with the Land Management Code; and

WHEREAS, the Planning Commission held a public hearing on April 24, 2013, to receive input on the supplemental plat;

WHEREAS, the Planning Commission, on April 24, 2013, forwarded a recommendation to the City Council; and,

WHEREAS, on May 2, 2013, the City Council held a public hearing on the amended record of survey plat; and

WHEREAS, it is in the best interest of Park City, Utah to approve the Fourth Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project to document the as-built conditions and constructed Unit Equivalents for this completed condominium unit.

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

SECTION 1. APPROVAL. The above recitals are hereby incorporated as findings of fact. The Fourth Supplemental plat for Constructed Units at the Belles at Empire Pass, a Utah Condominium project, as shown in Exhibit A, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The property, Units 5 and 6 of the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass and associated common area, are located at 77 and 83 Silver Strike Trail. The property is located on portions of Lot 2

of the Silver Strike subdivision and is within Pod A of the Flagstaff Mountain Development, in an area known as the Village at Empire Pass.

2. The property is located within the RD –MPD zoning district and is subject to the Flagstaff Mountain Development Agreement and Village of Empire Pass MPD.
3. The City Council approved the Flagstaff Mountain Development Agreement and Annexation Resolution 99-30 on June 24, 1999. The Development Agreement is the equivalent of a Large-Scale Master Plan. The Development Agreement sets forth maximum densities, location of densities, and developer-offered amenities.
4. On July 28, 2004, the Planning Commission approved a Master Planned Development (MPD) for the Village at Empire Pass, aka Pod A. The MPD identified the area of the proposed condominium plat as the location for 18 PUD –style detached single family homes and duplexes.
5. On June 29, 2006, the City Council approved the Silver Strike Subdivision creating two lots of record. Units 5 and 6 are located on Lot 2 of the Silver Strike Subdivision.
6. On August 17, 2007, the City Council approved 4 units on Lot 2 as the Christopher Homes at Empire Pass Phase I condominium plat. The plat was recorded at Summit County on October 3, 2007.
7. On November 29, 2007, the City Council approved the first amended Christopher Homes at Empire Pass Phase II condominium plat creating an additional 4 units on Lot 2. The plat was recorded at Summit County on February 20, 2008.
8. On April 23, 2008, the City Council approved two more condominium units on Lot 1 of the Silver Strike subdivision as Christopher Homes at Empire Pass Phase III condominium plat. The plat was recorded at Summit County on December 1, 2008.
9. On August 28, 2008, the City Council approved the Christopher Homes at Empire Pass Phase IV plat for eight additional condominium units on Lots 1 and 2, specifically units 5/6, 7/8, 13/14, and 17/18 in duplex configurations. The plat was recorded at Summit County on November 19, 2008.
10. March 24, 2011, the City Council approved the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass amending, consolidating, and restating the previously recorded Christopher Homes at Empire Pass condominium plats Phases I, II, III, and IV. Also on March 24, 2011, the City Council approved the First Supplemental Plat for Constructed Units 1, 2, and 12 of the Belles at Empire Pass Condominiums. These plats were recorded November 28, 2011.
11. On June 28, 2012, the City Council approved the Second Supplemental Plat for Constructed Unit 9. This plat was recorded on November 20, 2012. The Third Supplemental Plat for Constructed Unit 4 was submitted concurrently with this Fourth Supplemental Plat and is being reviewed at this same meeting.
12. On February 5, 2013, the Planning Department received a complete application for the Fourth Supplemental Plat for Constructed Units 5 and 6.
13. The purpose of the supplemental plat is to describe and document the as-built conditions and the UE calculations for constructed Units 5 and 6 at the Belles Condominiums prior to issuance of a certificate of occupancy and to identify private, limited common and common area for this unit.
14. The supplemental plat complies with the conditions of approval of the underlying plats, namely the Silver Strike subdivision plat and the Amended, Consolidated, and Restated Condominium plat of The Belles at Empire Pass. The plat is consistent

with the development pattern envisioned by the Village at Empire Pass MPD and the 14 Technical Reports of the MPD and the Flagstaff Development Agreement.

15. Units 5 and 6 are located on Lot 2 of the Silver Strike subdivision plat.
16. The approved maximum house size is 5,000 square feet of Gross Floor Area, as defined by the LMC. Gross Floor Area exempts basement areas below final grade and 600 square feet of garage area. Unit 5 contains 4,194 sf Gross Floor Area and Unit 6 contains 3,673.5 sf Gross Floor Area.
17. The Flagstaff Development Agreement requires calculation of unit equivalents (UE) for all Belles units, in addition to the maximum house size. The UE formula includes all interior square footage "calculated from the inside surfaces of the interior boundary wall of each completed unit, excluding all structural walls and components, as well as all shafts, ducts, flues, pipes, conduits and the wall enclosing such facilities. Unit Equivalent floor area includes all basement areas. Also excluded from the UE square footage are garage space up to 600 square feet per unit and all space designated as non-habitable on this plat." Within the Flagstaff Development Agreement one residential unit equivalent equals 2,000 sf.
18. Unit 5 contains a total of 4,194 square feet and utilizes 2.097 UE. Unit 6 contains a total of 3,673.5 square feet and utilizes 1.837 UE. The total UE for Units 1, 2, 4, 5, 6, 9, and 12 is 18.567 Unit Equivalents of the 45 total UE allocated for the Belles at Empire Pass.
19. As conditioned, this supplemental plat is consistent with the approved Flagstaff Development Agreement, the Village at Empire Pass MPD, and the conditions of approval of the Silver Strike Subdivision.
20. The findings in the analysis section are incorporated herein.

<u>Conclusions of Law:</u>

1. There is good cause for this supplemental plat as it memorializes the as-built conditions for Units 5 and 6.
2. The supplemental plat is consistent with the Park City Land Management Code and applicable State law regarding condominium plats.
3. Neither the public nor any person will be materially injured by the proposed supplemental plat.
4. Approval of the supplemental plat, subject to the conditions of approval stated below, will not adversely affect the health, safety and welfare of the citizens of Park City.

<u>Conditions of Approval:</u>

1. The City Attorney and City Engineer will review and approve the final form of the supplemental plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at Summit County within one year from the date of City Council approval. If recordation has not occurred within the one year timeframe, this approval will be void, unless a complete application requesting an extension is made in writing prior to the expiration date and an extension is granted by the City Council.
3. All conditions of approval of the Village at Empire Pass Master Planned

Development, the Silver Strike Subdivision plat, and the Amended, Consolidated, and Restated Condominium Plat of The Belles at Empire Pass shall continue to apply.

4. As a condition precedent to issuance of a final certificate of occupancy for Units 5 and 6, the supplemental plat shall be recorded at Summit County.
5. A note shall be added to the plat prior to recordation stating the following, "At the time of resurfacing of Silver Strike Trail, the Master Association shall be responsible to adjust wastewater manholes to grade according to Snyderville Basin Water Reclamation District Standards".
6. The Unit sizes and UEs shall be reflected on the plat as they are to reflect the actual size and UE of the Units.

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

PASSED AND ADOPTED this __ day of ___, 2013.

PARK CITY MUNICIPAL CORPORATION

____

Dana Williams, MAYOR

ATTEST:

____

Jan Scott, City Recorder

APPROVED AS TO FORM:

____

Mark Harrington, City Attorney

EXHIBIT A

SURVEYOR'S CERTIFICATE

REGISTERED LAND SURVEYOR No. 154491 JOHN DEMKOWICZ State of Utah

I, John Demkowicz, do hereby certify that I am a Registered Land Surveyor and that I hold Certificate No. 154491 as prescribed by the laws of the State of Utah, and that I have caused to be made under my direction and by the authority of the owner(s), this Fourth Supplemental Plat for constructed units of THE BELLES AT EMPIRE PASS CONDOMINIUMS, a Utah Condominium Project, in accordance with the provisions of the Utah Condominium Ownership Act. I further certify that the information shown hereon is correct.

______________________ JOHN DEMKOWICZ, L.S. #154491   ____________ DATE

BOUNDARY DESCRIPTIONS

(PARCEL 1)

UNITS 5+6, of the Amended, Consolidated and Restated Condominium of THE BELLES AT EMPIRE PASS, (formerly known as Christopher Homes at Empire Pass), a Utah expandable condominium project, together with an undivided interest in the common areas and facilities as described in the official plat recorded November 28, 2011, as Entry No. 934780 and the Amended and Restated Declaration of Condominium recorded November 28, 2011, as Entry No. 934781 in Book 2105 at Page 961, Summit County Recorder's Office.

(EASEMENT 1)

Together with a right-of-way and easement for public and private utilities and a private road over the Silver Strike Trail as delineated on the official plat of Banner Wood Subdivision as recorded August 12, 2005, as Entry No. 746718 in the records of the Summit County Recorder.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, WICHITA, LP, A UTAH LIMITED PARTNERSHIP, the owner of Unit 9, hereby certifies that it has caused a survey to be made and this Condominium Plat of The Belles at Empire Pass to be prepared, and does hereby consent to the recordation of this Second Supplemental Plat for constructed units and submit to the Utah Condominium Ownership Act.

In witness whereof the undersigned has executed this certificate and dedication this ____ day of ________________, 2013.

Wichita, LP
A Utah Limited Partnership
By BelleArbor, Inc.
Its Managing General Partner

By: __________________________
Mark H. Prothro
President

ACKNOWLEDGMENT

State of ____________:
ss:
County of ___________:

This instrument was acknowledged before me this _____ day of ____________, 2013, by Mark H. Prothro, the president of Wichita, LP, a Utah Limited Partnership.

____
Notary Public

____
Printed Name

Residing in: ____________________

My commission expires: ___________

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, the undersigned President of The Belles at Empire Pass Homeowners Association, Inc., and as owner of the Common Areas described herein does hereby certify that it has caused this survey to be made and this Condominium Plat of The Belles at Empire Pass to be prepared and hereby consents to the recordation of this First Amended Condominium Plat and submit to the Utah Condominium Ownership Act. As President, he also certifies that more than 67% of the Owners of the Units have approved this First Amended Condominium Plat.

______________________   ____________
Mark H. Prothro, President   Date
The Belles at Empire Pass Homeowners Association, Inc.

ACKNOWLEDGMENT

State of ____________:
ss:
County of ___________:

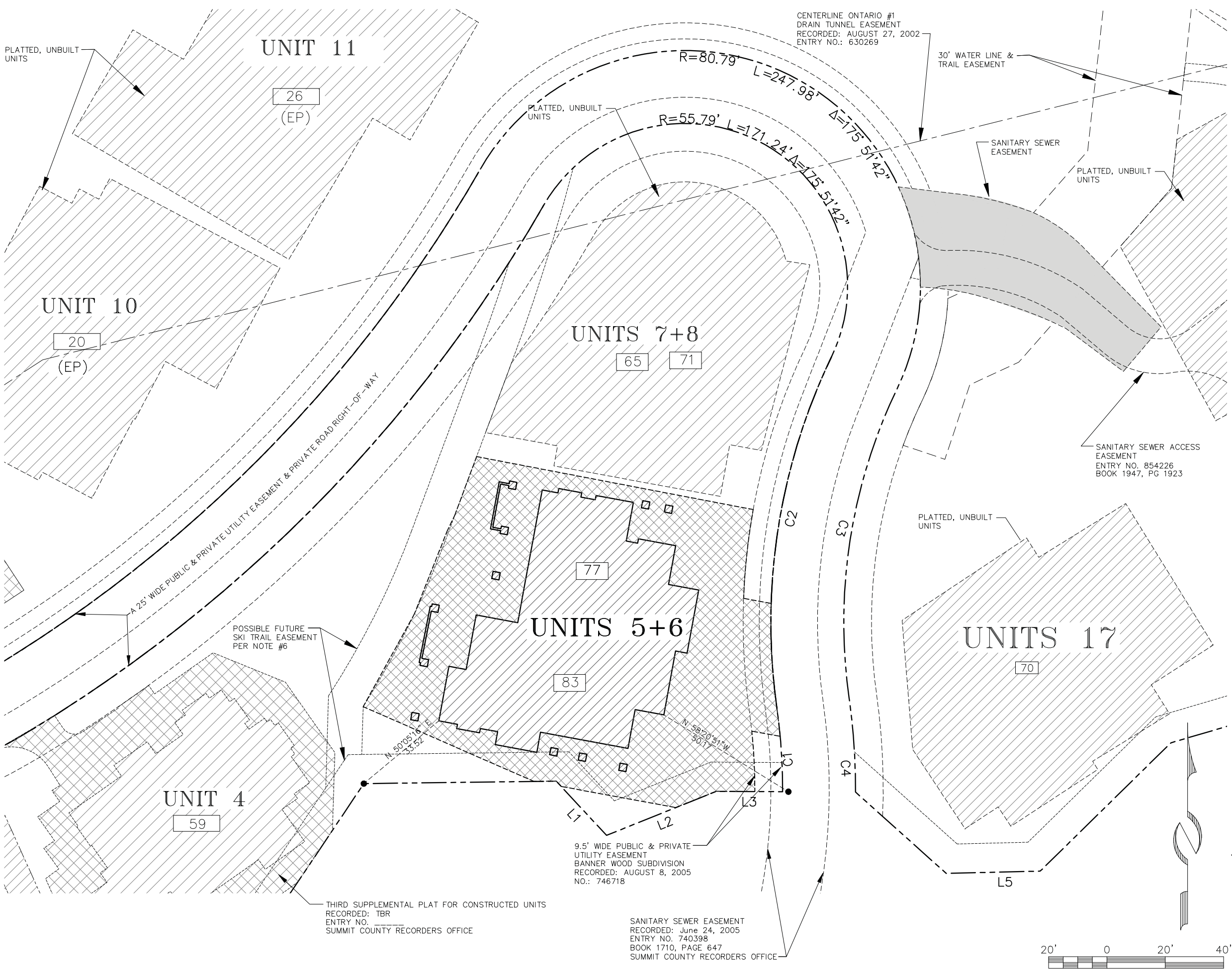
This instrument was acknowledged before me this _____ day of ____________, 2013, by Mark H. Prothro, President, The Belles at Empire Pass Homeowners Association, Inc.

____
Notary Public

____
Printed Name

Residing in: ____________________

My commission expires: ___________



20' 0 20' 40'

NOTES:

1. All notes contained in the Amended, Consolidated and Restated Condominium plat of THE BELLES AT EMPIRE PASS, recorded November 28, 2011, Entry No. 934780 shall continue to apply.
2. A Limited Common Area will extend 30' from the rear boundary of each Completed Unit and 10' on the sides and front of the Completed Unit ("Buffer Area") for the purpose of providing unit owners with added privacy and the exclusive right to use and occupy such land surrounding their respective Unit. The use of all Common and Limited Common Areas is described in more detail in the Declaration.
3. All Common Area is dedicated as a non-exclusive easement to Park City Municipal Corporation, Snyderville Basin Water Reclamation District (SBWRD), Park City Fire Protection District, Summit County and the The Belles At Empire Pass Homeowners for the purpose of providing access for utility and drainage installation, use, and maintenance and eventual replacement.
4. Unit 9 is served by private wastewater lateral lines. The Empire Pass Master Homeowners Association, Inc. (the "Master Association") shall be responsible for the maintenance and replacement of all sanitary sewer laterals serving the The Belles At Empire Pass Units within the plat. The cost of such maintenance and replacement shall be paid by The Belles At Empire Pass Owners Association, Inc. as part of the Common Expenses.
5. Lots designated as Ejector Pump (EP) lots may require privately owned wastewater ejector pumps.
6. All conditions of approval of The Village at Empire Pass Master Development Plan and the Silver Strike Subdivision plat shall continue to apply.

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 42°49'03" W	25.35
L2	S 68°07'49" W	40.54
L3	N 89°42'15" W	22.73
L4	N 48°08'30" W	41.77
L5		32.23

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA
C1	196.63	28.67	8°21'19"
C2	209.75	123.66	33°46'43"
C3	184.75	108.92	33°46'43"
C2	221.63	32.32	28°21'19"

LEGEND:

(EP) EJECTOR PUMP
xx STREET ADDRESS ON SILVER STRIKE TRAIL
COMMON OWNERSHIP
PRIVATE OWNERSHIP
LIMITED COMMON OWNERSHIP

FOURTH SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

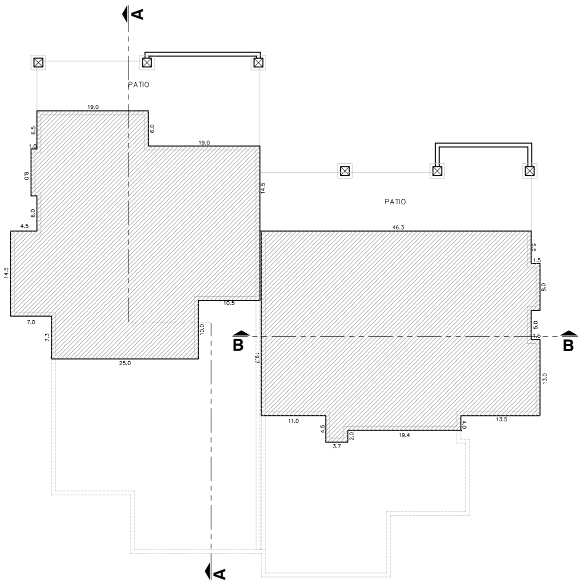
A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNITS 5 & 6

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

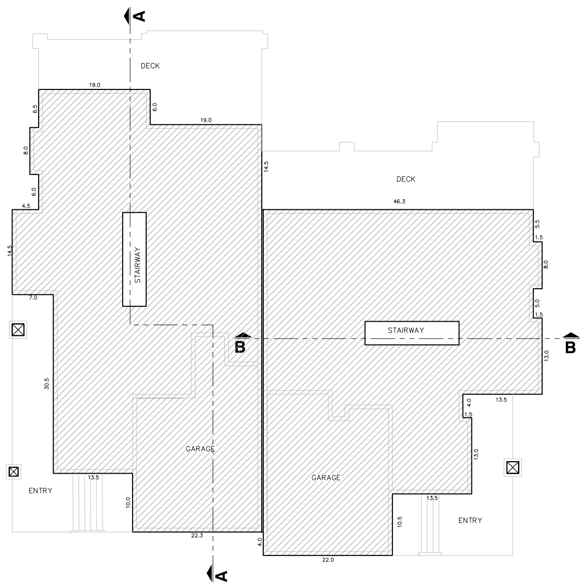
PAGE 1 OF 3

2/4/13 JOB NO.: 6-6-10 FILE: X:\Empire\dwg\SilverStrikeSub\Plat\Belles\Unit4\Sht1 Unit4.dwg

Alliance Engineering Inc	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION	ENGINEER'S CERTIFICATE	APPROVAL AS TO FORM	CERTIFICATE OF ATTEST	COUNCIL APPROVAL AND ACCEPTANCE	RECORDED
(435) 649-9467 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS ______ DAY OF __________, 2013 A.D. BY _______________ S.B.W.R.D.	APPROVED BY THE PARK CITY PLANNING COMMISSION THIS ____ DAY OF _______, 2013 A.D. BY _______________ CHAIRMAN	I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF __________, 2013 A.D. BY _______________ PARK CITY ENGINEER	APPROVED AS TO FORM THIS _____ DAY OF __________, 2013 A.D. BY _______________ PARK CITY ATTORNEY	I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF __________, 2013 A.D. BY _______________ PARK CITY RECORDER	APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS ____DAY OF _____, 2013 A.D. BY _______________ MAYOR	STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF ____________________ DATE _______ TIME _____ BOOK _____ PAGE _____ _________ FEE _______________ RECORDER



1 LOWER LEVEL AREAS
SCALE: 1" = 10'



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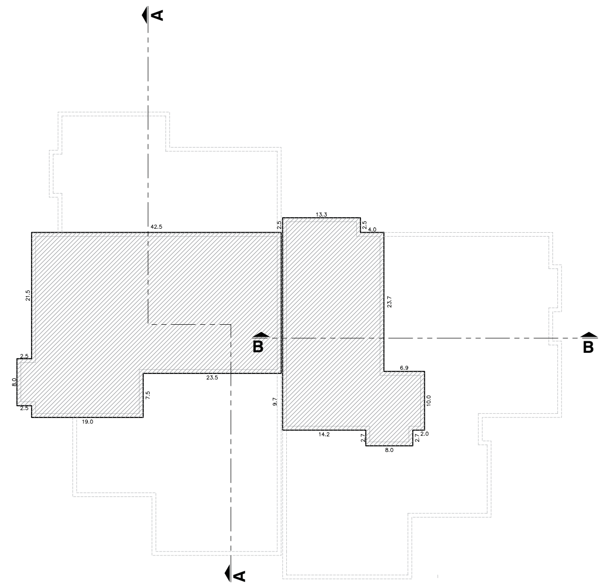


3 UPPER LEVEL AREAS
SCALE: 1" = 10'

COMMON AREA

PRIVATE OWNERSHIP UNIT

LIMITED COMMON AREAS AND FACILITIES

UNIT 5 SQUARE FOOTAGE TABLE*

LEVELS	UE-SQUARE FOOTAGE	GROSS FLOOR AREA (SF)
LOWER	1,306 SF	1,306 SF
MAIN	1,864 SF	1,864 SF
UPPER	1,024 SF	1,024 SF
TOTAL SF	4,194 SF	4,194 SF
GARAGE	547.5 SF	547.5 SF

** Per Architectural Drawings*

UNIT 6 SQUARE FOOTAGE TABLE*

LEVELS	UE-SQUARE FOOTAGE	GROSS FLOOR AREA (SF)
LOWER	1,404 SF	1,404 SF
MAIN	1621 SF	1621 SF
UPPER	648.5 SF	648.5 SF
TOTAL SF	3,673.5 SF	3,673.5 SF
GARAGE	522.3 SF	522.3 SF

** Per Architectural Drawings*

THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNITS 5 + 6

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

SHEET 2 OF 3

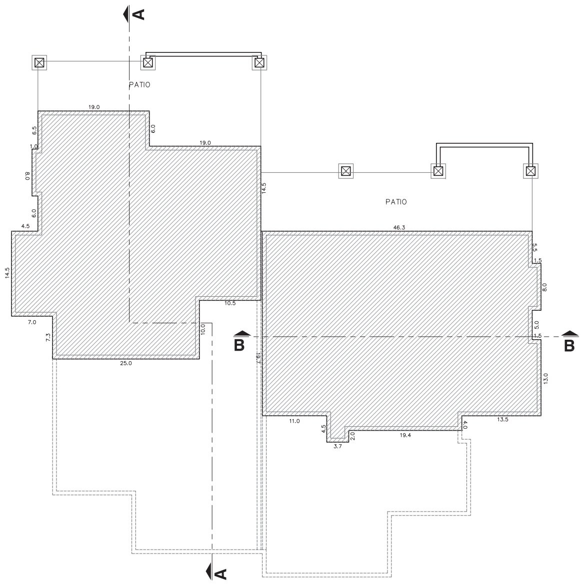
JOB NO: 6-6-10

RECORDED

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

FEE RECORDER

12/18/12



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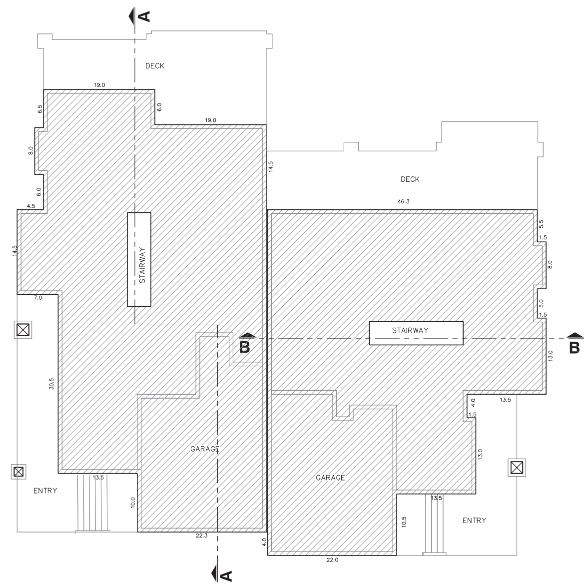

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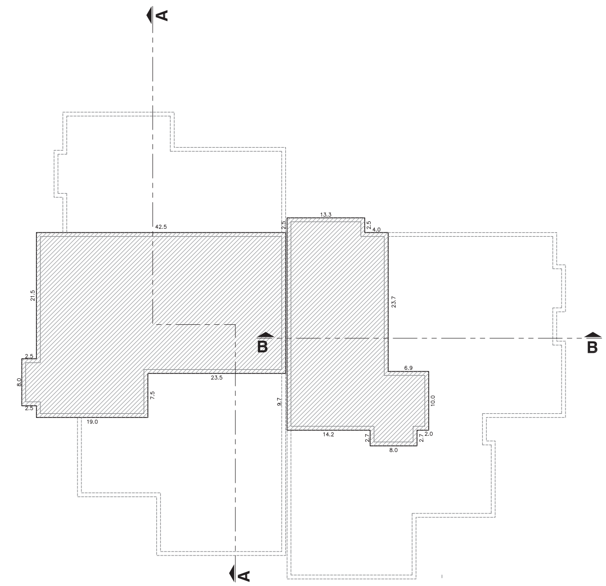

3 UPPER LEVEL AREAS
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SHEET 2 OF 3

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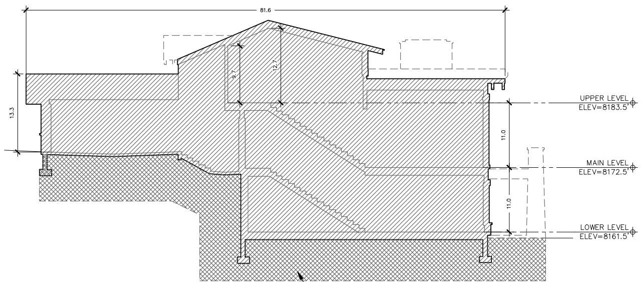

A BUILDING SECTION
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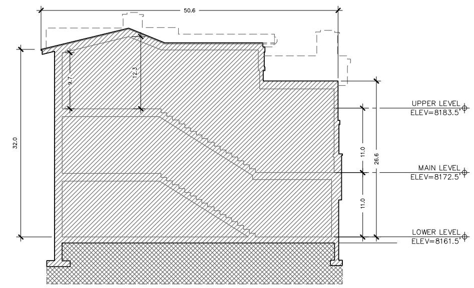

B BUILDING SECTION
SCALE: 1" = 10'

COMMON AREA

PRIVATE OWNERSHIP UNIT

LIMITED COMMON AREAS AND FACILITIES

THIRD SUPPLEMENTAL PLAT FOR CONSTRUCTED UNITS

THE BELLES AT EMPIRE PASS

A UTAH EXPANDABLE CONDOMINIUM PROJECT AMENDING UNITS 5 + 6

LOCATED IN SECTION 28, TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN, PARK CITY, SUMMIT COUNTY, UTAH

12/18/12

SHEET 3 OF 3

JOB NO: 6-6-10

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FEE RECORDER

EXHIBIT B

50' 0 50' 100'

(435) 649-9467 Alliance Engineering Inc. CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	STAFF: J. DEMKOWICZ S. SCHUELER DATE: 1/25/13	AERIAL ORTHO PHOTOGRAPH THE BELLES AT EMPIRE PASS FOR: Wichita LLP JOB NO.: 6-6-10 FILE: X:\empire\dwg\sss\plat\belles\exhibit\aerial-ortho.dwg	SHEET 1 OF 1

(435) 649-9467

Alliance Engineering Inc.

CONSULTING ENGINEERS LAND PLANNERS SURVEYORS

323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
J. DEMKOWICZ
S. SCHUELER

DATE: 4/9/13

AERIAL ORTHO PHOTOGRAPH
THE BELLES AT EMPIRE PASS

FOR: Wichita LLP
JOB NO.: 6-6-10
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SHEET
1
OF
1

City Council
Staff Report

Subject: Priority & Scheduling for Planning Documents
Author: Thomas Eddington Jr., Planning Director
Department: Planning
Date: May 9, 2013
Type of Item: Administrative

Recommendation
The City Council and Planning Commission should discuss the various planning documents and determine a target priority and schedule for the completion and adoption thereof.

Background
Through the work of the Planning Commission and Planning Department, several significant planning documents have been drafted over the past year. While each document is in a different stage of development, most are at the point where they need input from both the Planning Commission and City Council and then approval and adoption.

Because there are so many documents so far along in the process and because the volume of applications in process by the Planning Department is back to pre-recession levels, it is necessary to determine the order and schedule for the completion of adoption of each document.

There are four (4) documents in draft form that the City Council and Planning Commission should discuss. The documents are in differing draft stages and are as follows:

1. Bonanza Park Neighborhood Area Plan;
2. Form Based Code;
3. General Plan; and
4. Lower Park Avenue/Resort Center Neighborhood Area Plan.

It is important to remember that once the General Plan is completed, the Planning Commission and Planning staff will then need to address its implementation and tackle updates to Park City's Land Management Code (LMC).

It is also important to remember that three Planning Commissioners have terms expiring in July 2013.

Analysis
The aforementioned four (4) documents are in varying stages in the drafting process.

The formal Lower Park Avenue/Resort Center Neighborhood Area Plan is discussed in a fair amount of detail on pages 343 through 362 of the General Plan draft. However, Planning staff has not yet begun to draft the full Neighborhood Area plan for that part of town. The final version of the Lower Park Avenue/Resort Center Neighborhood Area Plan (LPA/RC NAP) will be similar in size and scope to the Bonanza Park Plan. Because staff expects to receive one or more applications for projects in that area prior to the completion of that Neighborhood Area Plan, and also because there are already a number of existing support documents that will be incorporated into that Plan, staff recommends developing a consolidated plan that addresses the existing documents for the LPA/RC NAP and prioritizing it in recognition of the likelihood that Planning applications (for this area) will be received in the summer or fall of 2013.

Below is a description of the various documents and the recommended prioritization of each:

Document Name	**Status in the drafting process**	**Why document needs to be completed**	**What needs to be done**	**Est. staff time needed to complete** *(Total hours by all staff, including meetings)*	**Estimated PC & CC meetings needed to complete**	**Staff's opinion of priority order**
Bonanza Park Plan	90% complete	Must have completed by July 30, 2013 for Community Development Area (CDA)	PC review; then CC review & additional public hearings		4 PC 2 CC 1 Joint to reduce above estimate?	1
Form Based Code	60% complete	Must complete by September 15, 2013 to supplement Plan for CDA & also for BoPa development	PC & staff to meet w/ consultants in May; PC & CC review & additional public hearings		3 PC 2 CC 1 Joint to reduce above estimate?	2
Consolidated Documents Plan for Lower Park Ave/RC Plan	30% complete	Document must complete by June 1 2013 for resort applications anticipated in August 2013 (PC and CC in June/July)	Staff needs to draft; PC meetings; CC meetings & public hearings		2 PC 1 CC	3
General Plan	70% complete	Because our GP is 15 years old – ideally complete by March 15, 2014	PC meetings; CC meetings & public hearings		8 PC 3 CC	4
Full Lower Park Ave/RC Plan	20% complete	To guide development in that area – Spring/Summer 2014	Public input sessions; staff draft; PC & CC meetings; public hearings		3 PC 2 CC	5

Prioritization

Staff recommends that the City Council and Planning Commission first discuss the priority of each document and then discuss the schedule that will get each document to adoption. Some of the questions for consideration and discussion should include:

1. ***Why*** does each document need to be adopted?
2. ***What are the implications*** for the community & PCMC if the document is not adopted?

Possible Schedule
When considering, realistically, by when the City Council and Planning Commission think these documents can be adopted, there are several additional questions that should be discussed:

3. ***By when*** does each document need to be adopted?
4. What are the ***consequences*** for the community and PCMC if each document is not being adopted by a date certain?
5. How can the City Council, Planning Commission and staff ***facilitate*** getting each document adopted by the desired "by when" date?

Considerations for Scheduling
Staff recommends that the City Council and Planning Commission establish a realistic plan and schedule for the completion and adoption of these schedules. Staff understands the importance of getting these documents completed so that the Planning Commission is not only reacting in a regulatory posture, but rather being a proactive and guiding partner. Implications of not setting a realistic plan include:

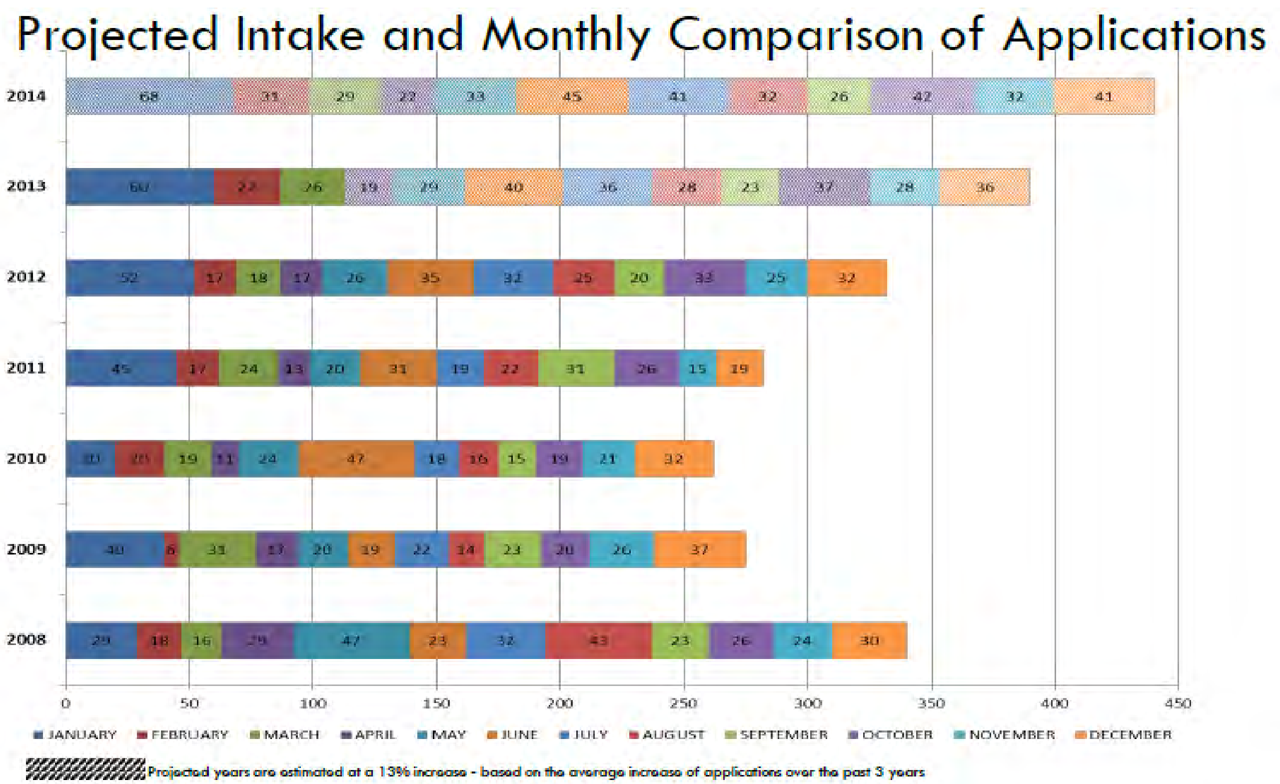
1. Disappointment and anger on the part of the City Council, Planning Commission, community members *and* staff at inability to meet defined schedule;
2. Burnout of City Council, Planning Commission and staff at attempting to meet schedule;
3. Negative impact on day to day regulatory function of Planning Department; and
4. Creation of negative perceptions of local government.

<u>Factor 1 - Willingness and ability of City Council, Planning Commission and Staff to take steps necessary to meet schedule:</u> Should the City Council and Planning Commission wish to set a schedule for one or more of these documents that is more aggressive, the group should consider its willingness and ability to either extend meeting times or add meetings. Staff does not believe this is a wise move, unless extended meetings or additional meetings are used to facilitate the completion and adoption of one specific document. If the City Council and Planning Commission decide to extend all meetings or add additional meetings over a longer time period, staff believes that the quality of the work will be diminished because we will burn out our City Council and Planning Commission.

<u>Factor 2 - Ability of Planning Staff to complete work:</u> Should the City Council and Planning Commission wish to set a schedule for one or more of these documents that is more aggressive, the group should consider the impact on Planning Staff and the impact on the quality of day-to-day work.

Directly below is a chart showing staffing of the Planning Department as compared to applications. Below this chart is another showing the pace of application receipt, by month.

Year	Applications	Planners	Total Emp	Apps/Planner	Apps/Emp
2008	340	5	11	68	31
2009	275	5	8.5	55	32
2010	262	4	6.75	66	39
2011	282	4	8	71	35
2012	332	3.75	8.25	89	40
2013 (est)	390	4	7.45	98	52



It is important to note that not every application received requires the same amount of staff time, however, the average time spent per application tends to be similar when viewed on an annual basis.

Should the City Council and Planning Commission wish to set more aggressive targets for completion and adoption of one or more documents, staff believes that the only mitigation techniques available for providing support to the City Council and Planning Commission would be scheduling the extended and/or extra meetings earlier in the afternoon or being sure to provide the right types of food.

There are additional mitigation tactics that could be employed to avoid staff burnout, should the City Council and Planning Commission wish to adopt one or more aggressive schedules for completion and adoption:

1. *Add full time staffing:* While the Planning Department is already looking to add one senior full time staff member (see 2014 City Manager recommended budget), Council could also add a Planner II and a Senior Planner to address the current application workload and provide support to staff to meet a more aggressive schedule. Because the Land Management Code will need to be completed in the future, it may make sense to add full time staffing;
2. *Adding contract staffing:* It may be possible to find "hired guns" to come in and support the application process. We would be concerned about investing in staff that would not be with the City for the long term and the higher cost of contract staff;
3. *Funding overtime and staff support:* If the City Council and Planning Commission wanted to address one of the documents on an accelerated schedule, it might be possible to do this by funding over time as well as budgeting for staff who live further away to stay in a local hotel room one or two nights a week, for a short period of time.

Significant Impacts

Setting an accelerated schedule for all documents and not addressing mitigation will result in a burned out staff and reduced quality of work.

Because this staff report is recommending discussion and direction on prioritization and establishment of a schedule, the Significant Impacts Matrix was not included.

Alternatives:

A. Adopt a reasonable prioritization and associated schedule. **Staff's recommendation.**

B. Adopt a reasonable schedule for most of the documents and an accelerated schedule for one of the documents, while utilizing one or more of the mitigation tactics.

C. Adopted an accelerated schedule for more than one of the documents, while utilizing one or more of the mitigation tactics.

D. Adopted an accelerated schedule for all of the documents, while utilizing one or more of the mitigation tactics.

E. Do not establish a schedule for completion and adoption of the documents.

Departmental Review

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

Staff Recommendations:

The City Council and Planning Commission should discuss the various planning documents and determine a target priority and schedule for the completion and adoption thereof.

MAY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
HISTORIC PRESERVATION MONTH!			1 Historic Preservation Board Report due: 4/9	2 City Council	3	4
5	6	7 Board of Adjustment Report due: 4/16	8 Planning Commission Report due: 4/16	9 City Council	10	11
12	13	14 DRC Meeting Memo Due: 5/9	15	16 City Council	17	18
19	20	21 Board of Adjustment Report due: 4/30	22 Planning Commission Report due: 4/30	23	24	25
26	27 Memorial Day OFFICE CLOSED	28 DRC Meeting Memo Due: 5/23	29	30 City Council	31	

NOTES

Board of Adjustment meetings are scheduled on an as needed basis – please confirm quorum with PA prior to scheduling with applicant/appellant.

JUNE 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Board of Adjustment Report due: 5/14	5 Historic Preservation Board Report due: 5/14	6 City Council	7	8
9	10	11 DRC Meeting Memo Due: 5/6	12 Planning Commission Report due: 5/21	13	14	15
16	17	18 Board of Adjustment Report due: 5/28	19	20 City Council	21	22
23	24	25 DRC Meeting Memo Due: 5/20	26 Planning Commission Report due: 6/4	27 City Council	28	29
30						

NOTES

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JULY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Board of Adjustment Report due: 6/11	3	4 Independence Day OFFICE CLOSED	5	6
7	8	9 DRC Meeting Memo Due: 7/3	10 Planning Commission Report due: 6/18	11 City Council	12	13
14	15	16 Board of Adjustment Report due: 6/26	17 Historic Preservation Board Report due: 6/25	18 City Council	19	20
21	22	23 DRC Meeting Memo Due: 7/18	24 Pioneer Day OFFICE CLOSED	25 City Council	26	27
28	29	30	31			

NOTES

Board of Adjustment meetings are scheduled on an as needed basis – please confirm quorum with PA prior to scheduling with applicant/appellant.

AUGUST 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 City Council	2	3
4	5	6 Board of Adjustment Report due: 7/16	7 Historic Preservation Board Report due: 7/16	8 City Council	9	10
11	12	13 DRC Meeting Memo Due: 8/8	14 Planning Commission Report due: 7/23	15 City Council	16	17
18	19	20 Board of Adjustment Report due: 7/30	21	22	23	24
25	26	27 DRC Meeting Memo Due: 8/22	28 Planning Commission Report due: 8/6	29	30	31

NOTES

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SEPTEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day OFFICE CLOSED	3	4	5 City Council	6	7
8	9	10 DRC Meeting Memo Due: 9/5	11 Planning Commission Report due: 8/20	12 City Council	13	14
15	16	17 Board of Adjustment Report due: 8/27	18 Historic Preservation Board Report due: 8/27	19	20	21
22	23	24 DRC Meeting Memo Due: 9/19	25 Planning Commission Report due: 9/3	26 City Council	27	28
29	30					

NOTES

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OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Board of Adjustment Report due: 9/10	2 Historic Preservation Board Report due: 9/10	3 City Council	4	5
6	7	8 DRC Meeting Memo Due: 10/3	9 Planning Commission Report due: 9/17	10	11	12
13	14	15 Board of Adjustment Report due: 9/24	16 Boss' Day 	17 City Council	18	19
20	21	22 DRC Meeting Memo Due: 10/17	23 Planning Commission Report due: 10/1	24 City Council	25	26
27	28	29	30	31 Halloween 		

NOTES

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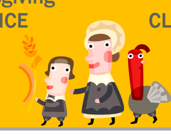
NOVEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Board of Adjustment Report due: 10/15	6 Historic Preservation Board Report due: 10/15	7 City Council	8	9
10	11	12 DRC Meeting Memo Due: 11/7	13 Planning Commission Report due: 10/22	14 City Council	15	16
17	18	19 Board of Adjustment Report due: 10/29	20	21 City Council	22	23
24	25	26 DRC Meeting Memo Due: 11/21	27	28 Thanksgiving OFFICE	29 CLOSED	30



NOTES

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DECEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Board of Adjustment Report due: 11/12	4 Historic Preservation Board Report due: 11/12	5 City Council	6	7
8	9	10 DRC Meeting Memo Due: 12/5	11 Planning Commission Report due: 11/19	12 City Council	13	14
15	16	17 Board of Adjustment Report due: 11/26	18	19 City Council	20	21
22	23	24 Christmas Eve OFFICE	25 Christmas Day CLOSED	26	27	28
29	30	31				

NOTES

Board of Adjustment meetings are scheduled on an as needed basis – please confirm quorum with PA prior to scheduling with applicant/appellant.