



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
January 6, 2022**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regular City Council meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 for the purposes and at the times as described below on Thursday, January 6, 2022. To participate virtually, follow the public meeting information at www.parkcity.org.

NOTICE OF ELECTRONIC MEETING AND HOW TO COMMENT VIRTUALLY:

This meeting will be an electronic meeting based on the Mayor's Determination: As Mayor, I hereby determine that conducting the Park City Council meeting at an anchor location presents a substantial risk to the health and safety of those who may be present. This is a precautionary change in the meeting format for the safety of the public and City employees. It is based on evolving circumstances and the latest reports from the Center for Disease Control and Prevention. Public comments can be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record, but will not be read aloud. For more information on participating virtually and to listen live, please go to www.parkcity.org

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. APPOINTMENTS

1. Appointment of a Mayor Pro Tem and Alternate for Calendar Year 2022

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

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

V. CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from December 9 and 16, 2021
[December 9, 2021 Minutes](#)
[December 16, 2021 Minutes](#)

VI. CONSENT AGENDA

1. Request to Authorize the City Manager to Enter into a Professional Services Agreement with BuzyBee Cleaning and Maintenance for Janitorial Cleaning Services for Three (3) Years in an Amount Not to Exceed \$1,162,696.81 in a Form Approved by the City Attorney
[2021 Janitorial Cleaning Services Staff Report](#)
[Exhibit A: 2021 Janitorial Cleaning Contract](#)
[Exhibit B: Summary of Bids Received](#)
[Exhibit C: Summary of Lowest Bid](#)
2. Request for Approval of Special Event Temporary Alcoholic Beverage Licenses during the 2022 Sundance Film Festival
[Temporary Liquor License Approvals Staff Report](#)
[Exhibit A: January 6 Liquor List](#)
[Exhibit B: Previously Approved Liquor Licenses](#)
[Exhibit C: Late Liquor License Applications](#)
3. Request for Approval of Type 2 Convention Sales Licenses for Operation during the 2022 Sundance Film Festival
[Type 2 Convention Sales Licenses Staff Report](#)
[Exhibit A: January 6 CSL List of Locations](#)

VII. NEW BUSINESS

1. Consideration to Approve Ordinance 2022-01, an Ordinance Approving the 2022 Regular Meeting Schedule for City Council
(A) Public Hearing (B) Action
[City Council Annual Meeting Notice Ordinance](#)
2. Consideration to Approve Ordinance 2022-02, an Ordinance Amending Section 9-5-3, Parking Code - Types of Permits; and Section 4-7-3, Licensing - Conventional Sales and Commercial Hospitality Applications, of the Municipal Code of Park City
(A) Public Hearing (B) Action
[Parking and Type 2 CSL Load-in Load-out Code Amendments Staff Report](#)
[Exhibit A: Parking Ordinance with Code Amendments](#)

VIII. ADJOURNMENT

IX. PARK CITY HOUSING AUTHORITY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution HA 01-2022, a Resolution Establishing a Regular Meeting Date, Time, and Location for 2022 Meetings and Appointing Officers of the Board of Directors of the Housing Authority of Park City, Utah
(A) Public Hearing (B) Action

IV. ADJOURNMENT

X. PARK CITY REDEVELOPMENT AGENCY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution RDA 01-2022, a Resolution Establishing a Regular Meeting Date, Time, and Location for 2022 Meetings and Appointing Officers of the Board of Directors of the Redevelopment Agency of Park City, Utah
(A) Public Hearing (B) Action
[Redevelopment Agency Annual Meeting Notice Resolution](#)

IV. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Public comments can be accepted virtually. To comment virtually, use eComment or raise your hand on Zoom. Written comments submitted before or during the meeting will be entered into the public record, but will not be read aloud. For more information on participating virtually and to listen live, please go to www.parkcity.org.

***Parking is available at no charge for Council meeting attendees who park in the China Bridge parking structure.**

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

Appointment of a Mayor Pro Tem and Alternate for Calendar Year 2022

Suggested Action:

In accordance with the Park City Officials' Handbook, "The Mayor Pro Tem and Alternate Mayor Pro Tem are appointed annually by the City Council; those positions have voting privileges in all circumstances."

Please consider who should be nominated for these positions. There are no attachments with this item.

Attachments:

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Minutes

Agenda Section:

Subject:

Consideration to Approve the City Council Meeting Minutes from December 9 and 16, 2021

Suggested Action:

Attachments:

[December 9, 2021 Minutes](#)

[December 16, 2021 Minutes](#)



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

December 9, 2021

The Council of Park City, Summit County, Utah, met in open meeting on December 9, 2021, at 2:00 p.m. in the City Council Chambers.

Council Member Gerber moved to close the meeting to discuss property, litigation, and advice of counsel at 2:00 p.m. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

CLOSED SESSION

Council Member Joyce moved to adjourn from Closed Meeting at 3:10 p.m. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

WORK SESSION

FY2022 City Manager's Recommended Budget: Operating Budget and Fee Schedule Amendments Discussion:

Jed Briggs, Erik Daenitz, and Penny Frates, Budget Department, presented this item. Daenitz gave an update on sales tax revenue and indicated FY21 was 11% higher than FY20, and sales tax through the end of September was almost \$900,000 more than the previous year. He reviewed economic indicators and projected a record number of visitor nights this winter. He also noted online sales began spiking in 2020 and it was still a huge market. It was indicated the increase in online transactions was a result of businesses doing more online. Council Member Gerber asked if online hotel bookings were part of the data, to which Daenitz stated it was not counted in the online data. Daenitz stated sales tax for September, 2021 was 15% higher than September, 2020.

Briggs discussed labor challenges within the City and in the nation overall. He indicated the unemployment rate for Summit County was 1.5% and there were one and a half

1 jobs available for every person looking for employment. Daenitz asserted inflation had
2 accelerated over the past year, adding to the difficulty of finding entry level workers.

3
4 Frates noted some of the requested budget adjustments were technical, and other
5 adjustments included personnel and equipment requests. An Ice Arena grant was also
6 moved to the FY22 budget. The facility cleaning contract was renewed with a cost
7 increase of \$80,000. She noted Human Resources requested \$50,000 for recruitment
8 incentives. Frates indicated there were certain positions that had not been filled and
9 there was a request to increase the wages for those positions. Council Member Gerber
10 asked if a wage could be increased if this budget adjustment wasn't sufficient to recruit
11 personnel. Briggs stated the requested amount was for the middle of the year and he
12 thought it was sufficient.

13
14 Chief Wade Carpenter reviewed the police officer shortage and indicated 10 officers
15 had resigned in the last 24 months. When law enforcement agencies in Salt Lake Valley
16 increased their wages, many officers left Park City since they would not have a two-hour
17 commute in addition to their shift. Lieutenant Rob McKinney displayed a wage
18 comparison chart for law enforcement and indicated Park City used to be one of the top
19 payers for officers and now it was at number 15 or 16 in the State. Chief Carpenter
20 stated there were some incentives the City used to attract officers, including mental
21 wellness initiatives, special assignments, community outreach, leadership training, lump
22 sum merit bonuses, having a take-home car, and having the support of the Park City
23 community. Lieutenant Vai Lealaitafea discussed the VALOR officer wellness program,
24 and noted it was a program that created an environment where officers felt valued and
25 respected.

26
27 Council Member Gerber asked what the commute time requirement was for the officers,
28 to which McKinney indicated the officers were required to live within 35 miles from the
29 City limits. Council Member Joyce asked if the budget request would fill the wage gap
30 and would retain and attract officers. Dias stated this request was necessary to keep
31 officers from being recruited to other jurisdictions. Council Member Joyce saw the need
32 for increased wages because of the 1,100 law enforcement officer deficit in the State.
33 Mayor Beerman asked if it was possible to increase wages to the 90th percentile, and
34 noted the City saw a revenue increase because of tourism and tourism required
35 increased enforcement, so this was a justified investment. Briggs stated \$100,000 more
36 would be needed to move the Police from the 80th percentile to the 90th percentile.
37 Council Member Gerber favored moving the wages to the 90th percentile since the
38 budget was available. She asked what other things could be done to attract high caliber
39 officers. Chief Carpenter stated he was working with the legislature on the Tier One/Tier
40 Two retirement plans. Council Members Henney and Doilney favored increasing the
41 wages to the 90th percentile as well.

42 Daenitz stated all capital increases had been funded by revenue or grants. Frates
43 reviewed two changes in the fee schedule. Parking requested to eliminate the first hour

1 of free parking and start paid parking on China Bridge at 6:00 p.m. Wasden noted it
2 simplified the parking fee process. Briggs stated Council would be asked to adopt the
3 adjusted budget at the next meeting. He stressed these requests were critical needs so
4 there wouldn't be problems in the future.

5
6 Council Member Doilney indicated Park City was all about people, and he thought City
7 employees should be among the top paid in the State. He also favored the other
8 recommendations and he hoped staff would keep looking at the future with an eye on
9 retaining employees. Council Member Gerber suggested requiring repayment or a
10 certain service requirement to dissuade officers from leaving after training. Council
11 Member Henney stated Park City was very fortunate that it had the resources to retain
12 employees. Mayor Beerman was surprised there was no mention of replacing the soils
13 manager position, which had been vacant for almost two years. Briggs indicated there
14 was a list of new positions that Budget received, but they decided to focus on retention
15 for now and look at the new positions during the next budget cycle. Mayor Beerman
16 urged the Council to consider funding the soils manager. Council Member Joyce asked
17 Budget to come back next week with additional requests so Council could determine
18 which position was the top priority. Dias stated a soils manager was one of the top
19 priorities and he would bring some of the top priorities to the Council at the next
20 meeting.

21
22 **Winter Economic Preview - Presentation by Chamber/Visitor Bureau, Park City**
23 **Mountain Resort, and Deer Valley Resort:**

24 Jennifer Wesselhoff, CEO Chamber of Commerce/Visitor's Bureau, stated the City was
25 expecting a robust ski season. With occupancy as a key indicator, the outlook was very
26 positive. Lodging reservations had surpassed last year's actual lodging stays. It was
27 important to keep visitors coming to Park City since most businesses made the bulk of
28 their revenue in the winter months. The Bureau's main interest was bringing visitors
29 during mid-week and non-holiday weeks. Marketing would be paused if COVID
30 transmission rates called for it. She thought the City needed to look at impacts caused
31 by climate change.

32
33 Mike Goar, Park City Mountain Resort, indicated snow making conditions were good
34 and he was grateful for the snowfall. He thought the ski experience would be returning
35 to normal this season and noted there were no restrictions to skiing and no
36 requirements for facemasks. There would be vaccine requirements for the restaurants.
37 His team looked forward to a great winter.

38
39 Coleen Reardon, Deer Valley, discussed the facilities being renovated and the
40 restaurant changes. She noted many guests preferred takeout food. She indicated there
41 was a lot of good energy on the mountain. Steve Graff stated skiers enjoyed being
42 outside and restrictions were loosened on the lifts. The World Cup was coming and he
43 noted the community had really embraced this event. He asked for a discussion on

1 closing Marsac Avenue. Mayor Beerman asked for Deer Valley's help in addressing
2 safety concerns for that road. Matt Dias indicated the City had put pressure on UDOT
3 this summer and UDOT needed to hear from others in the community, but he realized
4 the road needed to be opened. He hoped for a quick resolution.

5
6 Council Member Doilney thanked the resorts for pushing sustainability with the visitors
7 who came to town. Council Member Gerber appreciated resort employees who served
8 Park City's guests.

9
10 **Discuss Proposed Land Management Code Amendments to Reduce Accessory**
11 **Apartment Regulations:**

12 Rebecca Ward, Assistant Planning Director, reviewed the current regulations for
13 accessory apartments, and noted HOA CCRs could prohibit these units. She explained
14 the outreach efforts and the Planning Commission efforts as amendments were drafted
15 for these units. The proposed amendments would remove the requirement that the
16 owner live onsite, but a deed restriction would be recorded on the property and the
17 rental agreement had to be a minimum term of six months. There would also be a
18 requirement that impacts from the units be mitigated. She stated there was a proposed
19 amendment for detached units as well. She noted Planning Commission was split on
20 having a staff level review for the units, and the Chair broke the tie in favor of staff
21 review.

22
23 Council Member Gerber talked about the six-month rental requirement for the primary
24 residence and the 90-day lease for renters in the accessory unit and asked how the
25 length of 90 days was determined. Ward stated 90 days was recommended to
26 accommodate seasonal employees. Council Member Joyce noted the amendments
27 were efforts to simplify the process. He was concerned about the deed restriction and
28 asked what prompted that amendment. Ward stated the deed restriction would put
29 future owners on notice and allowed for enforcement if there were short-term rentals.
30 The recommended code included the deed restrictions. It was indicated the deed
31 restriction was tied to the property.

32
33 Council Member Joyce stated some in the community did not like accessory units, but
34 he thought they were a great help to the community. He hoped the code language could
35 be simple and easy to accommodate. He didn't think a deed restriction was necessary
36 and he asked Council what could be done to incentivize this program.

37
38 Council Member Doilney asked if more people living in the HR zone was feasible, since
39 there would be more congestion, trashcans, etc. Council Member Joyce indicated many
40 homes were already built out to the maximum square footage allowed, but there were a
41 few properties that had space for this program.

Council Member Gerber had an issue with the deed restriction and gave an example of accessory units used as caretaker units for owners in the main unit. Council Member Doilney indicated the deed restriction was for long-term rentals or owners who wanted an additional unit. Council Member Gerber asked if zones could be created for accessory units, such as a dense zone that had stricter parking requirements and more flexible zones for areas with bigger lots. Mayor Beerman suggested only putting the deed restriction on the accessory unit.

Council Member Joyce reviewed many changes were made to Building, Planning, and Engineering so applicants could navigate their projects easily. He hoped this program could be easy for the applicant as well. Council Member Henney agreed the process should be predictable and streamlined and he requested public noticing in the process. Mayor Beerman favored public noticing as part of the administrative review. Further discussion ensued on the process. Council Member Gerber requested nightly rentals be allowed to have deed restricted accessory units on the property. Council Member Joyce favored defining long-term rentals as 30+days. Council Member Gerber felt it was beneficial to extend the required rental period to 90 days to serve the seasonal employees. The Council agreed to have administrative review with public noticing.

Discuss Quinn's Junction Partnership Annexation and Master Plan Development (MPD) and the Substantive Modification to the Annexation and MPD for Studio Crossing, a Proposed Mixed-Use Development including Commercial and Housing Uses Located at 4001 Kearns Boulevard:

Alex Ananth, Senior Planner, and Jason Glidden, Affordable Housing Manager, were present for this item. Ananth reviewed the history of the Master Planned Development (MPD) and indicated the applicant could present an alternate proposal for use, number, footprints and buildings on the remaining space. The new proposal included 81,000 square feet of affordable housing, 134,000 square feet of market rate housing and 60,000 square feet of commercial use. She noted if the applicant could increase density, they could increase the affordable units from 90 to 150.

Justin Keys, representative for Crandall Capital, and Trent Smith, Architect, Modern Out West, explained the project layout. Smith indicated the project would include market rate condos, a transit hub, commercial space, a plaza, affordable housing, a rail trail connection, and amenities. He proposed the following building order: mixed-use affordable housing, commercial, townhomes, market rate condos, and possibly more affordable housing if density bonuses were granted. Council Member Gerber asked if affordable housing could be built above the commercial, to which Keys indicated additional density allowances were needed. Smith noted there were five more acres of green space in the current proposal than the original proposal. Keys indicated a subdivision application was pending.

The Council took a break before continuing this discussion during the regular meeting.

REGULAR MEETING

I) ROLL CALL

Attendee Name	Status
Mayor Andy Beerman Council Member Max Doilney Council Member Becca Gerber Council Member Tim Henney Council Member Steve Joyce Matt Dias, City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	Present
Council Member Nann Worel	Excused

II) PROCLAMATION

1. Consideration to Adopt Resolution 29-2021, a Resolution Welcoming the Return of Winter in Park City:

Matt Dias, City Manager, stated winter in this town took a collaborative effort by business employees and frontline staff who plowed streets and shoveled sidewalks.

Mayor Beerman highlighted Public Safety and Public Works staff who worked hard to keep the community safe in the snow. The Mayor and Council read the resolution aloud.

Mayor Beerman opened the meeting for public input. No comments were given. Mayor Beerman closed the public input portion of the meeting.

Council Member Gerber moved to adopt Resolution 29-2021, a resolution welcoming the return of winter in Park City. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

Discuss Quinn's Junction Partnership Annexation and Master Plan Development (MPD) and the Substantive Modification to the Annexation and MPD for Studio Crossing, a Proposed Mixed-Use Development including Commercial and Housing Uses Located at 4001 Kearns Boulevard (Continued from Work Session):

Council Member Gerber asked if the affordable units would be for sale. Keys stated they would be rentals and a third party would manage them. Council Member Gerber asked that more two- and three-bedroom units could be rented at lower AMIs. Keys stated the

average AMI would be 80% so if one unit sold at a high AMI, they would rent another unit at a lower AMI. Council Member Gerber stated any opportunity to create additional density would be appreciated. She also asked if the developer would consider constructing pickleball courts. Smith stated there would be a multiuse court.

Council Member Joyce stated at the last development meeting, the developer stated he tried to keep the density the same as the original MPD. Council Member Doilney favored keeping the proposal as-is so it could move forward. Mayor Beerman agreed, but requested the AMI language state the average would be 80%. Council Member Henney supported the proposal and favored sending it to the Planning Commission for review. Council Member Gerber hoped the commercial use could be over-engineered for possible housing above it in the future. Smith did not recommend over-engineering because it was not wise putting something new on top of something old.

Ananth stated the applicant proposed building additional affordable housing on Phases One, Two, and Four if given density bonuses. The Council agreed to send the proposal to Planning Commission and they could give consideration for density bonuses for additional affordable housing.

III) COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments:

Council Member Henney stated there would be several boards meeting before the new Council liaisons were appointed and he suggested appointing interim liaisons. Mayor Beerman asked Council Member Henney to coordinate with Matt Dias on that.

Council Member Joyce indicated the Prospector Square Property Owners Association was working to be more active with new restaurants and infrastructure. He attended the Council Vacancy information meeting and noted it was well attended. He also announced there would be brush pile burnings in the next few days at certain locations in town.

Council Member Gerber indicated the Electric Light Parade was last Saturday. She requested parking be moved to one side of the street in the future to alleviate congestion.

Council Member Doilney announced he would be gone for the next meeting and he thanked the current Council for their service and friendship. He wished Mayor Beerman and Council Members Henney and Joyce well in the future.

Mayor Beerman indicated Chief Carpenter received the Public Safety Partnership Award from the Governor last week.

Staff Communications Reports:

1. Annual Report on Completion of Park City Heights Development Housing Obligation:

2. Municipal Equity Index and Social Equity Update:

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

Mayor Beerman opened the meeting for any who wished to speak or submit comments on items not on the agenda.

John Greenfield stated he talked to the Crandall Company on the 80% AMI for the Quinn's Junction Development and he thought a lower AMI percentage would benefit the workforce more. He also favored additional affordable housing for the project.

Mayor Beerman closed the public input portion of the meeting.

V) CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from October 28, 2021, and November 4, 11, and 16, 2021:

Council Member Gerber referred to the November 11th minutes, Page 11, Lines 38-40 and indicated she wanted to move ahead with the program but applications should be prioritized within the program and not have as many restrictions on the program to start.

Council Member Henney referred to the October 28th minutes, Page Two, Line 25, and requested to remove "but he felt strongly Royal Street should be designated as the access route."

Council Member Gerber moved to approve the City Council meeting minutes from October 28, 2021, and November 4, 11, and 16, 2021 as amended. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

VI) CONSENT AGENDA

1. Request to Approve Ordinance 2021-48, an Ordinance Establishing Compensation for the Mayor, City Council, and Statutory Officers for Fiscal Year 2021-2022 in Park City, Utah:

2. Request to Authorize the City Manager to Execute Amendment No. 1 to the Design Professional Services Agreement with Horrocks Engineers, Inc. for the Homestake and Munchkin Roadway Improvements Design in a Form Approved by the City Attorney, Not to Exceed \$22,949.00, for a Total Amount Not to Exceed \$192,146.00, and Extend the Termination Date of the Contract to December 31, 2022:

3. Request to Authorize the City Manager to Execute Addendum No. 2 to the Professional Service Agreement with SKM Engineering, LLC for Water System Supervisory Control and Data Acquisition (SCADA) and Telemetry System Integrator Services for Programming, Troubleshooting, and Repair of Water Facilities, Telemetry Communication, and Control Systems, Increasing the Contract by \$233,000 with a Total Contract Amount Not to Exceed \$528,000 and an Extension of the Contract to December 31, 2023:

4. Request to Approve a Five-Year Professional Service Contract with Summit Land Conservancy, in a Form Approved by the City Attorney, for Third Party Open Space Easement Monitoring in an Amount Not to Exceed \$203,614.00:

Council Member Joyce asked if Treasure Hill was included in the financing for Summit Land Conservancy in the Treasure Hill meeting and was told it was not included. Mayor Beerman asked that in the future, a map of the lands should be provided.

Council Member Joyce moved to approve the Consent Agenda. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

VII) OLD BUSINESS

1. Winter Transit Service - Orange Routing Off Royal Street:

Kim Fjeldsted, Transit Manager, Andy Stevenson, Outreach and Marketing Coordinator, and Franklin Williams were present for this item. Fjeldsted indicated the Orange route was changed and significant public comments were received. She reviewed pre-COVID ridership, surveys, and customer feedback were all considered in changing transit routes. The Orange Line was changed to go down Marsac instead of Royal Street, removing nine stops. Transit met with residents virtually and offered those residents on-demand service, but the residents preferred the ongoing bus service. Stevenson

1 reviewed the outreach efforts regarding the route survey. Fjeldsted reviewed three
2 options for this service: keep the current plan, keep the current plan plus offer on-
3 demand service to the impacted area, or return the Orange service to Royal Street.

4
5 Council Member Gerber asked what the on-demand service did. Fjeldsted stated the
6 resident would call Transit and they would be picked up at the nearest bus stop. If they
7 called up to an hour in advance they could be picked up within 15 minutes. They would
8 be taken to another on-demand bus stop, in this case Old Town, Snow Park, or Silver
9 Lake. Staff tried to make on-demand service efficient and it would pick up multiple
10 passengers if possible, so there was a possible 30-minute window of waiting at times.
11 Council Member Gerber asked if on-demand could pick up residents at their home and
12 take them to a transit center. Council Member Joyce thought that sounded like a free
13 Uber. Council Member Gerber stated she was happy so many people on Royal Street
14 were upset about the route change and the comments showed some rode the bus. But
15 it wasn't worth the extra cost of reinstating the original route.

16
17 Council Member Doilney indicated the data made a clear argument for the current plan.
18 He was interested in Option B and wanted to see how the on-demand service worked.

19
20 Mayor Beerman opened the meeting for public input.

21
22 Rick Barros, American Flag HOA, asked to see the new plan because the change was
23 new to him. His neighbor told him there would be no bus service this year. He contacted
24 the City and Alex Roy stated the survey didn't include that area, and then sent him the
25 survey with four days left to take it before the deadline. Barros stated there needed to
26 be a bus service in that area. If Plan B was considered, people would have to wait 30
27 minutes at the transit stop, and the on-demand wouldn't allow passengers to bring kids
28 or grandkids.

29
30 Robert Boone stated the criteria for living in Park City was to be close to a bus line. His
31 family was disappointed there was no longer service. He thought most people in the
32 City had bus service. He learned funding for Transit came from the Federal
33 Transportation Authority (FTA) and local sales tax and he hadn't heard that the FTA had
34 cut funding. He was for efficiency, but there was no perfectly efficient transportation
35 system. He didn't think cutting the Orange Line would serve the community as a whole.
36 He heard the change was to allow Deer Valley employees to get to work quicker. He
37 suggested running the bus less frequently, or running it up Marsac in the mornings and
38 down Royal and the opposite at night so the residents on Royal Street could have
39 access to the bus.

40
41 Bob Dillon lived in town for 25 years and had seen the buses driving around town with
42 5%-10% occupancy. He stated the big buses were designed for high density towns. He
43 suggested smaller buses or a micro-transit system. If the system was usable, people

1 would use it. He thought the on-demand as explained right now was not usable. He
2 suggested an app so people would not have to wait outside for 30 minutes. He also
3 suggested more drop zones and to offer the service to other subdivisions. If the service
4 was usable, it would get used.

5
6 Victoria Schlaepfer, Deer Valley, stated the City was awesome in helping transport
7 employees to work. As a citizen of Royal Street, it would be nice to get people into town
8 and on-demand was a good option.

9
10 John Greenfield favored the on-demand service, but he noted the operator didn't pick up
11 the phone. If the point was to help people, the service needed to be consistent. Buses
12 were predictable and he suggested running the buses during peak times, and then on-
13 demand the rest of the year.

14
15 Liz Kennedy via Zoom echoed other comments that she didn't know the bus service
16 was being cancelled. Her family used it going to town for dinner or going skiing. It didn't
17 make sense that the route was cut because there was limited parking. She noted buses
18 cut down on pollution and drunk driving. She hoped Council would consider returning
19 service to Royal Street.

20
21 Connor McCarthy via Zoom stated he counted on the bus service and was a frequent
22 rider. He understood the need for efficiency, but the cost on Marsac would increase
23 because fuel costs would rise and riders would decrease. He hoped creative
24 alternatives could be considered.

25
26 Paul Twardowski via Zoom asserted his neighborhood was not given notice of the route
27 change. It didn't seem like a fair process to proceed without public participation. He
28 noted his family and guests used the bus. Staff told him it was not a cost issue, but an
29 efficiency issue. He liked the loop option and asked that other options be studied. He
30 also submitted the following eComment: "1. The affected residents were not polled or
31 considered in this decision. We only found out at the last minute by accident. 2. We do
32 ride the bus to avoid adding traffic to the mess on busy days. 3. The options considered
33 do not include options that still allow some bus service on Royal (eg a one-way loop) 4.
34 On-demand will not be used."

35
36 Nancy Delaska via Zoom stated her neighborhood wasn't part of the process. She didn't
37 know what was discussed and what was considered. She thanked staff for their time
38 and Council for their consideration. She stated this was an important service to this
39 area. Buses would be going that way anyway and she thought the route should be
40 maintained. She stated she was confident the ridership numbers were not
41 comprehensive and felt some data was missing. She indicated the only alternative for
42 residents was to drive, causing more traffic in town.

1 Charles Meyer via Zoom indicated it was too cold for his family to stand outside in the
2 winter. On-demand was spotty service. There were fewer options now for the residents
3 of that area. He hoped his comments would be considered.

4
5 Todd Delaska via Zoom thought bus service protected the environment. From an
6 economic standpoint, the residents were patrons of Deer Valley, but there needed to be
7 a viable way to get there.

8
9 Dominic Andreano via Zoom stated this affected everyone in this community. He
10 thought the City wanted to cut down on traffic congestion. He felt eliminating the bus
11 route would hurt property values and urged the City to keep the original Orange Line
12 service.

13
14 Tana Toly stated the Mine Road was closed with one inch of snow, so it would be great
15 to keep the route on Royal Street until it was known what was going to happen with
16 UDOT.

17
18 Jon Burke eComment: "The staff report totally ignores the riders, lots of them, who have
19 gotten on the Orange bus at Snow Park for years during ski season to get to Sliverlake.
20 With no free parking at Silver Lake or the transit center the only way to get to the
21 businesses, restaurants and lodging at Silver Lake is to park at Snow Park and ride the
22 bus. These business generate huge tax revenues. Btw, taking a bus down to the transit
23 center and switching is too long and for those in ski boots with skis/ poles not practical.
24 Please reinstate the Orange route up Royal."

25
26 Gottfried Tittiger eComment: "I sent an e-mail to Sarah Pearce a bit earlier today
27 outlining a potential solution that I thought might work for Royal Street. I don't have all
28 the scheduling specifics, but thought some service on Royal Street could be
29 accommodated. I hope that you will consider reinstating some service on Royal Street
30 serving our community among others. Thank you for your time. Excerpt from Sarah
31 Pearce e-mail: I would like to suggest that you consider adding at least a variable one -
32 way route on Royal Street. In the mornings, the Orange Bus could leave the OTTC and
33 go straight up Marsac to Silver Lake which addresses the desire for many riders (likely
34 individuals going to work or skiing) for a faster route. The bus could then go down from
35 Silver Lake to Snow Park on Royal Street and then on to the OTTC. Based on the 9-
36 minute travel time, it appears the Orange Line could stay on a one-half hour frequency,
37 as it does now. In the afternoon, the Orange Line would reverse direction and go from
38 the OTTC to Snow Park and up to Silver Lake. From Silver Lake, it would provide direct
39 service down to the OTTC, thereby satisfying the desire for (workers and skiers) a direct
40 route and the efficiencies it provides. I believe that this routing should at least be
41 implemented on a trial basis, perhaps through the upcoming holidays. While this
42 proposal does not replace the service that has been discontinued, it does provide a
43 more reliable option as opposed to the On-demand service. At least with an effective

hourly scheduled service on the portion of Royal Street that is not currently serviced, one could get from stops on Royal Street to the OTTC, Snow Park and Silver Lake."

Karen Whitney eComment: "First, I want to make the observation that the data collected on bus ridership took place over only one season or year: 2019 and 2020. For such important decision making as the altering of the Orange Line bus route, an amenity that has served for decades, I would hope that data collection spanned more than one year. In my work as a researcher, I could describe the ridership data collection as a one-shot case study. With Park City's rapid growth, we are experiencing huge, rapid change. While change is exciting and inevitable, I think we all hope that we deal with it in a savvy and proactive manner. We want to make decisions about scarce resources in an economic, yet fair and equitable manner. Occasionally those decisions may have unintended consequences. In studying the various Orange Line graphics, three areas of question or concern seem to be apparent to me: Safety and Environmental Concerns- On the Guardsman Cutoff link from Marsac up to Royal St., I envision potentially hazardous conditions and situations when the large, city bus negotiates that very narrow road with two-way traffic, on a icy and snowy surface. During the busiest of the ski season, there is heavy, vehicular traffic going up and down Guardsman Cutoff. Drivers are often in a hurry and take risks on that road. City liability exposure comes to mind here. Also, at the top of the Guardsman, the road ends in a "T," with a required right or left turn onto Royal St. and oncoming traffic. I have seen uphill cars stacked eight and nine deep, while waiting to get through the intersection. Another factor to be considered is that with the wildfire growth taking place all around Park City and Deer Valley, parking is becoming prohibitively scarce and outright impossible. We do not need to add more cars! Fairness and Equity-As indicated in one of the proposal documents, the segment of Royal St. that has been eliminated includes many single-family homes, and of course there isn't the population density of many of the more recent developments. If much of the funding for Park City's transportation comes from sales taxes, don't those Royal St. residents' sales tax dollars spend as well as everyone else's? Another consideration that must not be overlooked is the possible erosion of property values along those stretches of Royal St. that do not enjoy the same conveniences and amenities as other areas of Deer Valley and Park City. The Deer Valley Experience-The full length of Royal St. is a relaxing, gently flowing street with beautiful natural vistas, and examples of long- established residential areas. It is a very inviting ride for visitors, especially those non-skiers who will not be touring Deer Valley by ski lift and runs. And I would add, the full length of Royal St. is a very pleasant tour for visitors in the summer. Marsac does not display such natural splendor. As we discussed when we talked, earlier this morning, Deer Valley has held a vaunted position among skiers and winter travelers for many years. Ski Mag readers have consistently ranked Deer Valley at the top, or among the top three or four ski resorts for decades, and just this year, Conde Nast has named Deer Valley as #1 ski resort in the United States! Again, thank you for working with me, Sarah. I will hope that, with the rapid growth and change in the area, the Park City Council will recognize the

1 importance of maintaining good support for transportation along the full length of Royal
2 Street.”

3
4 Mayor Beerman closed the public input portion of the meeting.

5
6 Council Member Gerber asked what the plan was when Marsac was closed, and was
7 told Marsac would not be closed. She stated it didn't make sense to run the big buses,
8 but it was a great place to use on-demand service. She also suggested adding the on-
9 demand service to the Transit app. She stated one concern was the on-demand service
10 would leave before the patron arrived, to which Fjeldsted stated the shuttle would wait.

11
12 Council Member Joyce apologized some neighborhoods didn't receive notice of the
13 route change, but this wasn't a survey discussion. Transit was asked to be more
14 efficient, and an average of nine riders per day was not efficient. He indicated Transit
15 was funded with sales tax, which came mostly from visitors and businesses. He didn't
16 think the on-demand option currently in place was a good fit for Royal Street. He
17 thought microtransit would be a good fit when that service was implemented in the
18 future.

19
20 Council Member Henney stated the bus used to go up Marsac and down Royal and
21 then it only went on Royal Street. He thought before the service was taken away from
22 Royal Street, there needed to be a viable alternative. Council Member Gerber liked
23 Council Member Henney's suggestion of having the bus route go up Marsac and down
24 Royal while working on a microtransit solution. Council Member Doilney agreed with
25 Council Member Joyce, but favored Council Member Henney's suggested option. The
26 Council consistently talked about getting people out of cars and this option was a good
27 compromise.

28
29 Mayor Beerman asked Fjeldsted if it was accurate that on-demand was not reliable.
30 Fjeldsted indicated it was more reliable than was related, but the app was not running
31 and the on-demand option was not optimal. Council Member Joyce was fine with
32 Council Member Henney's option, but he didn't want to minimize the on-demand
33 service. He noted oftentimes microtransit generated more traffic than on-demand.

34
35 Matt Dias summarized Council favored the hybrid solution for bus service up Marsac
36 and down Royal. He asked Fjeldsted to look at a plan and bring it back to Council next
37 week. He noted this could mean another route was impacted. Mayor Beerman thanked
38 the residents who gave feedback. He stated this was not a sustainable solution and he
39 hoped Transit could implement microtransit soon.

40
41 **2. Consideration of the Southeast Quinn's Junction Annexation Protests:**

42 David Everitt, Deputy City Manager, presented this item and reviewed the background
43 of the City's annexation petition. United Park City Mines was the primary owner of the

annexation area which was part of the Flagstaff development. He indicated the City Recorder certified the annexation petition on October 27th and a protest period was implemented with a deadline of November 27th. Four protests were received, and from the City's perspective, the protestors lacked statutory authority to protest. NB 248 and Redus were not property owners or affected entities, which were requirements to protest. The Town of Hideout filed a protest based on their annexation petition, which was ruled void by the 4th District Court so they were not an affected entity. The Hideout Community Advancement and Development, LLC was not authorized to protest because its property was not rural real property.

Mayor Beerman reviewed Council could deny the petition or take no action. Council Member Gerber clarified the Redus protest was another name for Wells Fargo and NB 248 was a protest by Nate Brockbank.

Council Member Joyce thought the annexation was going as planned. A boundary commission would be formed to address the protests and Council should take no action. Plane clarified it was the County's decision whether to form a boundary commission Council Member Doilney agreed.

Mayor Beerman opened the meeting for public input.

Rory Murphy stated he was vice president of United Park City Mines when the development agreement was signed. He supported the City's effort to annex the property and asserted the landowner stated in the first line of the development agreement that that it unconditionally supported any efforts by the City to annex the property. He was disappointed Redus protested and stated they couldn't accept part of the agreement and not the other part.

Mayor Beerman closed the public input portion of the meeting. The Council decided to do nothing with regard to the protests.

VIII) NEW BUSINESS

1. FY2022 City Manager's Recommended Budget: Operating Budget and Fee Schedule Amendments:

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

Council Member Henney moved to continue the FY2022 City Manager's Recommended Budget: Operating Budget and Fee Schedule amendments to December 16, 2021.

Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

2. Consideration to Approve Ordinance 2021-46, an Ordinance Approving the Park City Heights Phase 4 Subdivision, Located South of Calamity Lane, South of Richardson Flat Road and West of US Highway 40, Park City, Utah, and Approving the Acceptance of the Phase 1 Park City Heights Public Park:

Alex Ananth, Senior Planner and Brad Mackay, Ivory Homes, presented this item. Ananth explained Phase Four was originally approved August 29, 2019, but the plat wasn't recorded. Ivory Homes requested subdivision approval again with two new Conditions of Approval, which were to extend the date of plat recordation and a one-year guarantee for the retaining wall. The park in Phase One would also be accepted by the City. Mackay thanked staff for helping with this phase. He noted it was approved and then COVID hit. Also, the park was great and he was happy to dedicate it to the City.

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

Council Member Joyce moved to approve Ordinance 2021-46, an ordinance approving the Park City Heights Phase 4 Subdivision, located south of Calamity Lane, south of Richardson Flat Road and west of US Highway 40, Park City, Utah, and approving the acceptance of the Phase 1 Park City Heights Public Park. Council Member Henney seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

3. Consideration to Approve the Memorandum of Understanding in a Form Approved by the City Attorney's Office with JF Development Regarding the Development of the Homestake Lot Owned by Park City Municipal Corporation:

Jason Glidden, Affordable Housing Manager, and Peter Tomai, Rory Murphy, and others representing JF Development, were present. Glidden explained the request for qualifications (RFQ) and indicated they were used in multiple ways, including to prequalify possible vendors and identify the right vendor to negotiate a contract when the City knew what they were looking for in a service. The City issued an RFQ in April, 2021. In the RFQ, the selection process was outlined. A selection committee was formed, and J. Fisher was selected as the developer of this project.

1 Tomai stated he helped negotiate the MOU. They were hoping to use federal affordable
2 housing tax credits and the application window would be open September, 2022. An
3 aggressive time schedule was set in order to be ready for that application window. The
4 goal for the site was to optimize the number of affordable units. The consensus was to
5 create a mixed income housing development, with the market rate units subsidizing the
6 affordable units. The site would be deed restricted for 50 years and the project would
7 work to achieve the City's net-zero energy requirements. There would be community
8 outreach to ensure the target AMI would be reached and the project would blend with
9 the neighborhood. It was contemplated the City would maintain the long-term ownership
10 of the property, with a 99-year lease of the buildings.

11
12 Council Member Joyce asked about exclusivity and if the project was dependent on the
13 tax credits. Tomai stated the intent of the exclusivity was that the developer wouldn't
14 shop the project to someone else down the road if the project didn't pencil out for them.

15
16 Jake Wood, J. Fisher partner, explained the tax credits being offered. The company's
17 track record of producing affordable units would help increase the probability of getting
18 the bonds. Council Member Henney asked to describe the sunset of deed restrictions
19 after 50 years. Wood stated that could be negotiated, but 50 years was the minimum for
20 any affordable housing project done in Utah.

21
22 Council Member Joyce read the developer would provide quarterly reports, and asked if
23 that would remain quarterly because he thought it should be on an annual basis. Tomai
24 stated at first it should be quarterly to make sure nothing was missed. Wood indicated
25 there was a property management company within the group that handled the reports
26 and they could be produced monthly. Council Member Joyce didn't want to create a lot
27 of extra work.

28
29 Council Member Gerber stated the City owned the land, but the developer owned the
30 buildings. She asked if the City would have the first right of refusal when the units were
31 sold. Wood stated they would own the units for around 15 years and then the units
32 would probably be sold. The City could be the buyer if it was interested. Utah Housing
33 Corporation would have to approve any buyers. Council Member Gerber stated the land
34 was purchased for affordable housing and she suggested having Council liaisons to
35 help the project move forward as simply as possible. Council Member Joyce thought
36 this project was a clean project and direction could be given to the Planning
37 Commission. Council Member Gerber hoped this project could petition for more height
38 and density. Council Member Joyce stated the code was just amended to be more
39 flexible and he hoped they would follow that.

40
41 Matt Dias suggested the developer run through the plan with the Council prior to
42 submitting it to the Planning Commission. Glidden stated they proposed to come back
43 to Council with conception designs in January. He indicated designs were in the current

property lines because discussions with Rocky Mountain Power over a property swap would hold up the project by a couple years.

Mayor Beerman opened the public hearing.

Ryan Dickey, discussed some restrictions regarding the anticipated tax credits for this project if the project was only intended for those living and working in Park City limits.

Angela Moschetta via Zoom requested the City push pause on this project. She didn't know the reasoning behind the RFQ scoring. This was an opportunity to have a better public process and a greater level of transparency. She thought Mayor Beerman stating this had public support was inaccurate because the majority of residents didn't know what they were supporting. The City needed to let the public know how the developer selection was arrived at to have community support. Regarding questions in the RFQ, the City talked about diversity, but she thought there should be a question on the diversity within the development company. John Greenfield made comments on AMI, and she had not seen science-based evidence of 80% AMI being the sweet spot, and she liked J. Fisher having an AMI average goal of 60%. She requested staff open the analysis of the selection committee and also explain the intended use of the project, including the commercial part. If the MOU moved forward, the community might say this was not what they were expecting.

Mayor Beerman closed the public hearing.

Council Member Joyce felt there was value in transparency, and it was seen with displaying who was on the selection committee. But it was clear the committee was consistent with their high and low evaluation numbers, so he was comfortable moving forward. It was important to engage the community, but it was good at a certain level. If the community weighed in on every decision, nothing would get done. Community engagement was a balancing act.

Council Member Doilney indicated there was a similar conversation around open space, and as a result the Citizens' Open Space Advisory Committee (COSAC) was created. Council discussed creating a housing authority that could represent the community with regard to affordable housing. He asked if that was getting traction. Council Member Joyce thought a housing authority was needed for regional decisions. Council agreed to public/private partnerships and stakeholders from the community with different backgrounds who came together to determine how the partnerships should work. Council Member Doilney thought a group should be organized who could guide the City through the next phase of affordable housing. Mayor Beerman stated the community got uncomfortable with housing because Council was both the applicant and the regulator. That was the reason for forming an independent group to make the recommendation.

He requested bringing in an expert or a nonprofit to help the City and to widen the circle of influence with regard to the City's affordable housing projects.

Council Member Gerber thought help was needed and a more transparent process could be created. She suggested making the RFQs public and that could help the community feel more comfortable about the selection of J. Fisher. She agreed there were questions that weren't being asked and Council could take suggestions to get better going forward. She favored approving this MOU now. Council Member Henney stated the MOU was the beginning of the public process and the community would have many opportunities to weigh in. He clarified this was a housing project, not a mixed-use project.

Council Member Doilney moved to approve the memorandum of understanding in a form approved by the City Attorney's Office with JF Development regarding the development of the Homestake Lot owned by Park City Municipal Corporation. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Doilney, Gerber, Henney, and Joyce

EXCUSED: Council Member Worel

4. Consideration to Authorize the Following Annual Insurance Premiums to Fund the City's Insurance Placements for the 2022 Calendar Year: Property Insurance: \$239,179 and Auto Physical Damage: \$93,597 to Liberty Mutual; Public Entity Liability Insurance: \$219,528 to States Self-Insurance Risk Retention Group, Inc.; Workers' Compensation Insurance: \$210,479 for the Workers Compensation Fund; Cyber Liability Insurances: to Beazley Insurance Co.; Crime Insurance: \$6,327 to Travelers Insurance Co.; and Drone Insurance: \$2,252 to Global Aerospace:

Matt Dias stated there was a risk management team within the City who spent a lot of time protecting the City's assets. There were training sessions and safety programs administered throughout the year that helped reduce the insurance premiums. He noted the cyber insurance increased the most because of increased cyber attacks throughout the world.

Mayor Beerman opened the meeting for public input. No comments were given. Mayor Beerman closed the public input portion of the meeting.

Council Member Gerber moved to authorize the following annual insurance premiums to fund the City's Insurance Placements for the 2022 Calendar Year: Property Insurance: \$239,179 and Auto Physical Damage: \$93,597 to Liberty Mutual; Public Entity Liability Insurance: \$219,528 to States Self-Insurance Risk Retention Group, Inc.; Workers' Compensation Insurance: \$210,479 for the Workers Compensation Fund; Cyber

1 Liability Insurances: to Beazley Insurance Co.; Crime Insurance: \$6,327 to Travelers
2 Insurance Co.; and Drone Insurance: \$2,252 to Global Aerospace. Council Member
3 Doilney seconded the motion.

4 **RESULT: APPROVED**

5 **AYES:** Council Members Doilney, Gerber, Henney, and Joyce

6 **EXCUSED:** Council Member Worel

7
8 **IX) ADJOURNMENT**

9 With no further business, the meeting was adjourned.
10
11
12
13

Michelle Kellogg, City Recorder



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

December 16, 2021

The Council of Park City, Summit County, Utah, met in open meeting on December 16, 2021, at 4:30 p.m. in the City Council Chambers.

WORK SESSION

Summit Land Conservancy Discussion - Iron Mountain Open Space Donation and Conservation Easement Proposal:

Heinrich Deters, Trails and Open Space Manager, and Cheryl Fox, Summit Land Conservancy, presented this item. Deters reviewed a resident requested to place a conservation easement on the blue zone depicted on the map in the staff report. Since that time, the amount of land proposed for the conservation area grew, and the current proposal included a significant land donation from the Colony Subdivision. Fox stated some of the parcels had deed restrictions but some did not, so this easement would secure the open space.

Council Member Gerber asked if any property would change ownership, to which Deters stated the two parcels owned by the Colony would be conveyed to the City. Mayor Beerman indicated there was no more buildable land and the motivation from developers to get land was incredible. He was happy to see the conservation protection on these lands.

Council Member Worel asked about weed abatement and ongoing maintenance costs. Deters stated he could bring back maintenance estimates. Council Member Joyce asked that the property be researched for mining claims or other detrimental things.

Mayor Beerman stated there was overwhelming support to move ahead with this conservation easement. Fox indicated Summit Land would raise funds for the stewardship of the land. She also thanked Council for their service and thanked the retiring members for all their work and support of Summit Land.

Council Member Joyce asked if the Citizens' Open Space Advisory Committee (COSAC) should reactivate with all the land use issues going on. Mayor Beerman stated COSAC members were told they would reconvene when the Clark Ranch land use discussions began.

Discuss Diversity, Equity, and Inclusion (DEI) Special Service Contracts Funding Recommendations:

Council Member Gerber disclosed her children attended PC Tots, which was one of the contracts in this discussion, but she didn't receive any monetary benefit.

Kirsten Darrington and Jed Briggs, Budget Department, presented this item. Darrington explained the background of special service contracts and how some contracts were split off into regular service contracts. She reviewed the RFP timeline for the DEI special service contracts and noted the budget included \$250,000 for FY22 and \$250,000 for FY23. The selection committee prioritized new or expanded programming and services with a focus on DEI. There were 19 applications submitted and 13 were recommended for funding for a combined two-year total of \$449,800. She displayed a graph of the organizations that submitted applications and were recommended for funding. Briggs stated the DEI contracts were part of the budget amendment that would be adopted during the regular meeting.

Council Member Gerber stated the funding was really for a year and a half since it was midway through FY22. She stressed big chunks of funding were given to organizations trying new programs. Council Member Joyce explained the committee was looking for new ideas, not the same programs that had been around for years. He suggested the new Council discuss whether they wanted to fund new ideas only, or look at what had worked best over the years and fund those programs. Council Member Henney noted there had been a lot of push back from nonprofits and there was intentional education to get them onboard. Council Member Worel thanked the liaisons for their efforts and especially for clarifying the timeline for the next year and a half. Mayor Beerman felt the process had been refined and it was solid.

Council Member Henney asked if some of these programs could evolve to the regular service contract process. Briggs stated the regular services were delineated in the budget, and this could be a future Council discussion.

Mayor Beerman opened the meeting for public comment.

Cheryl Sosnick, Park City Seniors, stated this was a bold step for the seniors. They hit the ground running and they thanked Council for their support. Council Member Worel disclosed she was part of the seniors group and she consulted with them on their application.

Lynn Ware Peek stated she was on the committee. Innovation was a great thing, but more thought should be put into the proposals going forward.

Chris Cherniak supported the funding for the programs. He hoped the applicants would take the opportunity to collaborate with other groups regarding their programs. Council

Member Joyce stated one thing the committee evaluated was all the organizations that would be involved with the program.

Communities That Care (CTC) Annual Update:

Council Member Henney asked for clarification on his conflict of interest, which was being in a relationship with the director of Communities that Care, to which Margaret Plane stated she did not recommend Council Member Henney participate in the discussion since he would be abstaining from Council direction.

Kirsten Darrington, Budget Analyst, and Mary Christa Smith, Executive Director of Communities That Care, presented this item. Darrington stated the City had previously donated \$60,000 for this program and Smith would be requesting another \$60,000 donation.

Smith reviewed this program began in 2017, after two tragic teen deaths from substance overdose. This program trained and supported professionals as they interacted with youth. She indicated the Park City Community Foundation (PCCF) oversaw this program. Smith conducted a needs assessment over the past 12 months and indicated there was still significant substance abuse and mental illness among youth. She noted some achievements in 2021 included community education, training professionals, online expansion, a public service campaign, partnerships with youth organizations, and more.

Smith stated there was a federal Drug-Free Communities Grant that was only available because of the CTC organization in Park City. This grant would be a \$125,000 per year match for 10 years. She asked that Park City donate \$60,000 and noted Summit County had made the same commitment.

Diego Zegarra, PCCF, stated CTC was a prevention program, and it was hard to measure things that didn't happen. This program was very beneficial to the community. Lynn Ware Peek, CTC Chair, asserted the learning and collaboration with this program were so helpful in bringing other organizations together to work on prevention and identifying the issues in the community around substance abuse and mental illness.

Council Member Joyce asked if the Mental Health Alliance was different than CTC and why both were needed. Smith indicated CTC focused solely on youth prevention.

Council Member Gerber favored moving forward with the funding, but noted if this was a 10-year funding cycle, there should be a combined meeting with the other entities to determine how the ongoing funding would be achieved. Mayor Beerman stated he would ask Matt Dias to arrange a regional meeting.

Council Member Worel indicated this was a great program and she was especially impressed that this was a science-based program. CTC played an important role in the community with mental health. She did not want a long-term commitment, and asked for a regional discussion. She was disappointed that the funds requested for this program was more than some of the other regular service contracts received.

Council Member Joyce felt the model of selecting special service contract recipients was more beneficial because staff could look at the group of applications to determine a priority in funding. Smith stated in comparison with other nonprofits in the community, the \$60,000 commitment turned into \$250,000 with the federal match, which would provide a great benefit.

Mayor Beerman reviewed with the deaths of the young men in the community, the City realized there was a gap. This program was focused in its mission. He suggested moving this into the regular service contract category, which would have to be approved each year, but it would have some stability. He thanked Smith for her work and the service the program gave to the community.

Council Member Gerber stated it was important to figure out how to fund mental health in the community and she looked forward to future discussions. Council Member Joyce suggested the DEI special service contract structure would weed out the mental health applications. He asked if Council wanted a separate fund for mental health. Mayor Beerman reviewed the City created CTC because Council realized help was needed. He thought the funds were leveraged well.

Council Member Worel clarified the Council's first budget item for mental wellness went to fund the Mental Wellness Alliance. When the County absorbed the director position, the City used that money to invest in CTC.

Millicent Tracey stated she was on the PCCF board and was a parent. Her family benefitted from the CTC program and she indicated the program was well run.

The Council supported the \$60,000 donation for CTC, with the direction that before next year's request, they meet with the other entities in the region to discuss ongoing funding. Some Council members were not in favor of long-term funding.

REGULAR MEETING

I) ROLL CALL

Attendee Name	Status
Mayor Andy Beerman	Present

Council Member Becca Gerber Council Member Tim Henney Council Member Steve Joyce Council Member Nann Worel (via Zoom) David Everitt, Deputy City Manager Margaret Plane, City Attorney Michelle Kellogg, City Recorder	
Council Member Max Doilney	Excused

1
2 **II) COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF**
3

4 **Council Questions and Comments:**

5 Council Member Gerber thanked Council Member Joyce for pushing her to consider
6 other points of view. She thanked Council Member Henney and Mayor Beerman for
7 standing with her as a young council member. She appreciated Council Member
8 Henney's advise to say things in a way everyone could understand. The three had been
9 wonderful mentors and teachers and she wished them the best.

10
11 Council Member Worel stated the combined service of the three outgoing members was
12 25 years of service, knowledge, leadership and visioning. Each contributed so much in
13 their own way and brought forth many initiatives that improved the community. She
14 announced that she would be resigning her seat as a council member after this meeting
15 so applications could be accepted for the open council seat beginning tomorrow. She
16 thanked Mayor Beerman for his mentorship of her and thanked Council Members
17 Henney and Joyce for their leadership on the Council.

18
19 Council Member Joyce stated he would miss his interactions from being on Council and
20 Planning Commission. Like Council Member Gerber said, they sometimes disagreed
21 and then they put it behind them.

22
23 Council Member Henney stated the past eight years had been great, and Council was
24 the job he enjoyed the most of all his jobs. This position was all about the relationship
25 he had with the community. He felt like he belonged to Park City and didn't just live
26 here.

27
28 Mayor Beerman indicated he was grateful for the friends he had made over the years
29 because of his roles on the Council. He gave a shout out to the City staff and stated
30 they made it their career to make a difference in the community. He had faith the new
31 Mayor and Council would continue to run a great city.

32
33 Mayor Beerman also explained the status of the road closures on Marsac during
34 snowstorms. UDOT contracted with a company to plow and that company declined to

renew the contract. Efforts had been made to collaborate to resolve the plowing issue. He was confident a solution would be found.

Staff Communications Reports:

1. Drop, Load, and Stage (DLS) Program Update

2. Winter Service Orange Routing Royal Street

3. Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2020:

Council Member Henney commented the Finance Department award of excellence was for an outstanding job. The Budget Department also received awards, which was a great compliment.

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

Mayor Beerman opened the meeting for any who wished to speak or submit comments on items not on the agenda.

Rick Barros thanked staff and Council for the solution of implementing the new Bronze Transit Route. He thought it was necessary to get the word out to notify the residents in the area and encourage transit use. He also wanted to get the word out on fire mitigation. He stated wildfires were a major concern for the community, and each subdivision needed to make an effort to keep their space debris free.

Nancy Delaska thanked Council for listening to the residents' concerns on transit going to Royal Street. She was very encouraged and grateful.

David Everitt stated on behalf of PCMC, he wanted to thank the retiring three members for the service they had given to the community. He indicated it was hard to be there for the constituents and be a leader that the community needed. Especially during 2020, they gave great leadership in a dark time. Open space, community housing and pursuing aggressive sustainability goals were some of their accomplishments. This community was better from the service they gave.

Charlie Sturgis thanked the Council and the three who were leaving their seats. He saw Council members come and go and projects come and go. He stated the important thing to remember was that this was a hard job and everyone worked so hard and did the best they could.

Paul Kerwin stated in the 1970s none of the Council or audience met sober. Things had changed. He thanked the three for leading the community through the pandemic. The

communication was outstanding. He complimented Council Member Henney for his execution, Council Member Joyce for his communication, and stated Mayor Beerman had a tough job and he did an excellent job.

Carolyn Wawra eComment: "I wanted to thank Mayor Andy Mayor Beerman, Council Member Steve Council Member Joyce and Council Member Tim Council Member Henney for all their years of service to our community. I am proud of the work we have accomplished as a community with your leadership and am grateful for your commitment to our town's critical priorities. You have all been advocates for the environment and allies of Recycle Utah. I have truly enjoyed working with you."

Mayor Beerman closed the public input portion of the meeting.

IV) CONSIDERATION OF MINUTES

Consideration to Approve the City Council Meeting Minutes from November 18, 2021:

Council Member Henney noted the votes on the items included his name even though he was absent from the meeting, and he requested the votes state he was excused.

Mayor Beerman referred to Page Five, Line One, and requested the word "moved" be replaced with "incorporated."

Council Member Gerber moved to approve the City Council meeting minutes from November 18, 2021 as amended. Council Member Worel seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Joyce, and Worel

EXCUSED: Council Member Doilney

ABSTAIN: Council Member Henney

Council Member Henney abstain

V) CONSENT AGENDA

1. Request to Approve and Accept the Fiscal Year 2021 Draft Annual Comprehensive Financial Report (ACFR):

Council Member Joyce commented this was a tremendous amount of work and he encouraged the new Council and residents to review this item, which explained in layman's terms the City's budget. Council Member Gerber thought the statistics in the back of the report were interesting too.

2. Request to Approve the Special Event Temporary Alcoholic Beverage Licenses during the 2022 Sundance Film Festival:

Council Member Worel asked if staff anticipated a special meeting for late applicants. Beth Bynan, Business License Specialist, stated there were more applicants that would be requesting approval at the January 6th Council meeting.

3. Request to Approve the Type 2 Convention Sales Licenses for Operation during the 2022 Sundance Film Festival:

4. Request to Authorize the City Manager to Enter into a Design Professional Services Agreement with Horrocks Engineers in an Amount Not to Exceed \$268,107 in a Form Approved by the City Attorney, for the Preparation of a Feasibility Analysis for the SR 248/Snow Creek Drive Active Transportation Crossing:

Council Member Joyce asked if the sidewalk project planned for that area would be delayed because of this project. John Robertson, City Engineer, stated the sidewalk project would begin, but would stop at the hotel.

5. Request to Approve a Contract with Neubrain, in a Form Approved by the City Attorney, for a Software Update and Five Years of Maintenance for Board Budgeting Software, for a Total Amount Not to Exceed \$115,745.60:

Council Member Joyce moved to approve the Consent Agenda. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

VI) OLD BUSINESS

1. Consideration to Approve Ordinance 2021-49, an Ordinance Adopting an Adjusted Budget for FY2022 for Park City Municipal Corporation:

Jed Briggs and Penny Frates, Budget Department, presented this item. Briggs reviewed the discussion from last week and noted there were some additional considerations the Council wanted to discuss. Frates stated the Police Department wages would be adjusted to the 90th percentile and the Library IT coordinator pay would be increased. Briggs stated a senior environmental project manager position would be added at Council's request. Frates indicated that from the Transit discussion last week, \$112,000 would be added to create a Bronze Transit Route.

Council Member Gerber asked if the \$180,000 for the environmental project manager position would be for a half year or for a whole year, to which Briggs stated it was an annual increase. Mayor Beerman indicated from the Transit discussion last week, the residents stated they didn't need it very frequently, and he thought it didn't need to start

at 6:35 a.m. David Everitt, Deputy City Manager, stated it was scheduled to be in line with staffing and shifts. Mayor Beerman asked to get back with Council after he clarified route times with staff.

Kim Fjeldsted, Transit Manager, stated there was increased ridership on the Orange Line and staff felt the Bronze route could help with capacity. Council Member Gerber asked if the times could be adjusted if ridership was not strong in the early morning hours, to which Fjeldsted affirmed.

Mayor Beerman opened the public hearing.

Todd Delaska stated he could attest the capacity on the Orange Line was standing room only going to Silver Lake when he used to work at Park City Mountain Resort (PCMR). He thought the early morning and late afternoon buses had high usage.

Mayor Beerman closed the public hearing.

Council Member Henney moved to approve Ordinance 2021-49, an ordinance adopting an adjusted budget for FY2022 for Park City Municipal Corporation. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

2. Consideration to Adopt Resolution 30-2021, a Resolution Amending the Fee Schedule:

Penny Frates, Budget Analyst, stated there were minor adjustments that were discussed last week.

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

Council Member Joyce moved to adopt Resolution 30-2021, a resolution amending the Fee Schedule. Council Member Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

3. Consideration to Approve Ordinance 2021-50, an Ordinance Amending Title 14, Trees/Landscaping; Streets, Sidewalks and Stairs; Streetcuts; Snow Removal; Street Address System; News Racks by Adding Chapter 14-7, Small Wireless

Facilities in the Public Right of Way of the Municipal Code of Park City; and Approving the Master License Agreement, Design Standards, and Permit Application. for the Installation of Small Wireless Facilities in City Rights-of-Way:

John Robertson, City Engineer, and Tom Daley, Deputy City Attorney, presented this item. Robertson reviewed the legislation passed by the State which prohibited cities from passing stricter requirements on 5G. He indicated two applications were received for small wireless facilities within the City right-of-way. He noted the design standards presented for approval did not include designs for the Historic District. Those standards would come to Council for approval in February, 2022. Daley explained the orders from the Telecommunications Act in 2018, which was to remove impediments to implementing 5G. Mayor Beerman reviewed these documents would allow for upgrades in technology. Daley stated 5G defined the antenna by linear foot length.

Council Member Worel stated she did not like it when the federal and state governments decided what municipalities could and could not do. She asked what enforcement went along with this ordinance. Daley stated fines could be implemented. Council Member Worel asked if the fines would be added to the Fee Schedule. Daley stated the fines were in the Master License Agreement. She asked how the violations would be determined. Daley stated there would be testing of the facilities, and there were times when the provider would default on the agreement, and the City could enforce that agreement.

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

Council Member Gerber moved to approve Ordinance 2021-50, an ordinance amending Title 14, Trees/Landscaping; Streets, Sidewalks and Stairs; Streetcuts; Snow Removal; Street Address System; News Racks by Adding Chapter 14-7, Small Wireless Facilities in the Public Right of Way of the Municipal Code of Park City; and approving the Master License Agreement, Design Standards, and permit application for the Installation of small wireless facilities in City rights-of-way. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

4. Consideration to Approve Ordinance No. 2021-51, an Ordinance Amending Land Management Code Sections 15-2.1-2, 15-2.2-2, 15-2.3-2, 15-2.4-2, 15-2.5-2, 15-6-2, 15-2.9-2, 15-2.10-2, 15-2.11-2, 15-2.12-2, 15-2.13-2, 15-2.14-2, 15-2.15-2, 15-2.16-2, 15-2.17-2, 15-2.18-2, 15-2.19-2, and 15-2.23-2 Uses, 15-4-7 Accessory Apartments, and 15-15-1 Definitions, Amending Accessory Apartment Regulations:

1 Rebecca Ward, Assistant Planning Director, stated this item was discussed last week.
2 She defined internal accessory dwelling units as units regulated by the State. Accessory
3 apartments were units attached to the home or the attic of a garage. She reviewed the
4 current regulations for additional dwelling units (ADU). The proposed amendments
5 would allow the units to be as small as 280 square feet, the property owner wouldn't
6 have to live on site, but long-term rentals would be required, would remove the proximity
7 cap, and would allow detached units on larger lots.

8
9 Ward indicated at the meeting last week, Council requested for staff to review the
10 applications with public noticing and public hearing requirements. There would also be a
11 deed restriction placed on the property and the ADU would have a minimum rental of 90
12 days. The long-term rental requirement for the single-family home was removed per
13 feedback at the last Council meeting. Ward stated the Housing Department staff
14 monitored long-term rental compliance and currently there was 100% compliance. For
15 ADUs, there would be an annual compliance report from a third-party monitoring
16 business.

17
18 Council Member Gerber asked why the ADUs weren't similar to the Internal Accessory
19 Dwelling Units (IADU). Ward indicated there would be State code changes in the 2022
20 Legislative session and then staff would look at amending the IADUs.

21
22 Council Member Joyce asked if conditional use permit (CUP) language should be
23 included with nonconforming ADUs. Ward stated nonconforming ADUs could be
24 reviewed at staff level if it met the criteria. These applications would still go to the
25 Planning Commission if they met additional requirements and that was the reasoning for
26 the code language. Council Member Joyce stated he wouldn't hold up the amendments
27 but asked if Margaret Plane, City Attorney, could work on Line 1541. Ward stated the
28 language was in the code since the 1990s, and she could evaluate it to see why the
29 language was in there, but she could see Council Member Joyce's suggestion to allow a
30 nonconforming use to continue without going through this process.

31
32 Council Member Worel asked what enforcement there was for conforming units that
33 were not in compliance. Ward indicated there was a process for helping the property
34 come into compliance or eliminate the use. She gave examples of ADUs being
35 converted to art studios by removing the kitchen.

36
37 Mayor Beerman opened the public hearing.

38
39 Lou Moreno requested that Council oppose the ordinance. There was an overwhelming
40 voice from the survey to say no because of impacts to neighborhoods. He asked what
41 the vision was for the City. He could see this ordinance turning neighborhoods from
42 single-family residences to multifamily residences. He lived in Arie Subdivision and
43 roads were dangerous and they would be more congested with ADUs. He suggested

opposing this tonight and letting a new Council make a decision next year. The Planning Department was wonderful and he hoped Council would oppose or continue the item.

Powder Bursick was happy to see HOAs could prohibit ADUs, but State law superseded the HOA. The other concern was enforcement. She could see someone renting a unit for 90 days and only staying in it for two weeks. She opposed the amendment the way it was currently written.

Angela Moschetta supported the accessory unit amendments and thought it was a great way to help people cover their bills. She agreed with the other comments about concern with enforcement. She discussed companies that leased and then subleased properties to get around nightly rental restrictions.

Mayor Beerman closed the public hearing.

Council Member Gerber asked if an ADU list would be created, to which Ward affirmed. Council Member Gerber asked if current ADUs were tracked. Ward stated all legal ADUs were tracked. She noted properties would have a deed restriction and the accessory unit would be rented for 90+ days.

Council Member Worel didn't think there was sufficient enforcement for violators. Council Member Joyce stated more options were needed for workforce housing. There was also a general issue of the fight to have municipalities control their own Airbnbs. He thought the State would make changes and then the City could make changes. He felt the City should push more workforce housing and try to control the nightly rentals. Council Member Gerber stated these amendments would help staff track and enforce ADUs better than the nightly rentals. She also read the survey and didn't think the survey said No to accessory apartments. She indicated housing was a crisis for those who worked in the City and the City was trying to find ways to create affordable housing. She stated efforts had to start somewhere. Council Member Worel indicated when these amendments were implemented and evaluated, they would be grandfathered in if there were impacts such as parking, etc.

Council Member Gerber asked if staff could track these like other affordable housing units. Council Member Joyce stated these units were already there and the amendments were in place. The rules were changing to make it easier for units to get approved. But some of the rules were making the use more restrictive. Council Member Worel asked what would be done when the units intended for workforce were used for nightly rentals.

Mayor Beerman asked if there was language in the amendments to block subletting, and if not, could that be added. Ward stated staff was looking into that, but she felt the language allowed for workforce rentals. Companies would more than likely be interested

1 in the single-family home over a small ADU. Mayor Beerman thought that was
2 something that needed to be addressed. Council Member Joyce stated that was not just
3 an ADU problem, but it was a problem Citywide.

4
5 Council Member Gerber asked how affordable housing was tracked. Jason Glidden
6 stated ADUs could be tracked with the other affordable units. Housing compliance was
7 done on an annual basis with an affidavit that must be signed. He noted the neighbors
8 reported on nonconforming units. Notice would be given to correct the situation within a
9 certain time, criminal charges could be filed, or the City could force the sale of the
10 property. He noted subleasing was not allowed. Council Member Gerber supported the
11 amendments, but asked for tracking and enforcement language. She asked if the
12 process should be written in the code. Mayor Beerman indicated the desire was to have
13 the ADUs enforced the same as affordable housing. Plane indicated the process could
14 be covered through the deed restrictions, but she could take another look to see if
15 language could be added to the amendments.

16
17 Council Member Henney stated the amendments and tweaks made were outstanding.
18 There were issues with the role and authority of CCRs. He thought staff should find out
19 if CCRs prohibiting nightly rentals would stand up in court. There were some
20 neighborhoods where ADUs would work and some where they wouldn't work. He stated
21 Council passed ordinances prohibiting nightly rentals in entire neighborhoods and he
22 supported that.

23
24 Council Member Henney moved to approve Ordinance No. 2021-51, an Ordinance
25 amending Land Management Code Sections 15-2.1-2, 15-2.2-2, 15-2.3-2, 15-2.4-2, 15-
26 2.5-2, 15-6-2, 15-2.9-2, 15-2.10-2, 15-2.11-2, 15-2.12-2, 15-2.13-2, 15-2.14-2, 15-2.15-
27 2, 15-2.16-2, 15-2.17-2, 15-2.18-2, 15-2.19-2, and 15-2.23-2 Uses, 15-4-7 Accessory
28 Apartments, and 15-15-1 Definitions, amending accessory apartment regulations.

29
30 Council Member Joyce requested the motion to approve be amended to include "with
31 changes to Section C, beginning at Line 1526 about existing nonconforming accessory
32 apartments so it is clear it does not require CUP process, and it allows existing
33 nonconforming to continue without having to go back to the Planning Department or
34 Planning Commission." Council Member Gerber also requested to require the deed
35 restrictions to move towards alignment with the affordable housing deed restrictions so
36 there is a method staff can use for tracking, enforcement, and monitoring." Ward
37 suggested amending Line 1443 to clarify the deed restrictions in a form approved by the
38 City Attorney.

39
40 Council Member Henney accepted the amendments to the motion. Council Member
41 Gerber seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, and Joyce

NAY: Council Member Worel

EXCUSED: Council Member Doilney

Council Member Joyce clarified the internal ADU restrictions and stated the ADUs were not part of the State legislation and HOAs could prohibit them.

VII) NEW BUSINESS

1. Consideration to Approve Ordinance 2021-52, an Ordinance Amending the Land Management Code Section 15-2.13.2 to Prohibit Nightly Rentals in the Hidden Oaks at Deer Valley Subdivision Phases 2 and 3:

Spencer Cawley, Planner, stated the Land Management Code (LMC) allowed nightly rentals in the residential development zone and 90% of residents of the subdivision were in favor of prohibiting nightly rentals. He noted there were three nightly rental business licenses in the subdivision, and they would continue to operate if the ordinance was passed as long as they maintained active business licenses. He noted this request was consistent with a few other subdivision requests.

Mayor Beerman opened the public hearing.

Chris Carter stated there were issues with homes being rented in the neighborhood and it led to the process between the neighbors to get nightly rentals prohibited.

Mayor Beerman closed the public hearing.

Council Member Joyce commented he liked it when neighbors came together and decided to protect their neighborhoods. He encouraged staff to perform outreach that an ordinance could be passed prohibiting nightly rentals. Council Member Gerber asked how the enforcement changed. Council Member Joyce stated the HOA prohibition would require one neighbor to sue another. With this ordinance, the City code enforcement staff would get involved. Council Member Gerber noted the City was somewhat dependent on neighbors reporting violations.

Cawley stated that although there was no mechanism for enforcement, staff reviewed all business licenses for nightly rentals to ensure they were in compliance with the zone. Council Member Worel stated this neighborhood had some 10-bedroom homes under construction, and there was a difference between these mini-hotel nightly rentals and a little condo that was rented out. She asked if there could be a differentiation. She supported this ordinance.

Council Member Gerber moved to approve Ordinance 2021-52, an ordinance amending the Land Management Code Section 15-2.13.2 to prohibit nightly rentals in the Hidden Oaks at Deer Valley Subdivision Phases 2 and 3. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

2. Consideration to Approve the 2022 Sundance Film Festival Supplemental Plan and Level Five Event Permit:

Jenny Diersen, Special Events Manager, Jonathan Weidenhamer, Economic Development Manager, and Betsy Wallace, Tina Graham, Robert Dick, and Jasmine Abad, Sundance Film Festival team, were present. Diersen indicated in the past few years, Sundance was highly focused on having a safe event. Staff proposed transportation changes to mitigate impacts. She reviewed Council tentatively approved a 10-day transportation plan, but noted Swede Alley could not have two-way for residents, emergency, and loading exceptions. If staff decided to revert to the normal traffic flow earlier than 10 days, notice would be given one day in advance.

Diersen indicated some items not included in the Council report were Acura's request to park their vehicles on three spots on City property. She noted the car on Main Street would only be parked 8:00 a.m.-10:00 p.m. daily during the event. Diersen also stated outreach would begin the first part of January.

Wallace thanked staff for all their work. The most important consideration was how to bring people together safely. The festival would be held in a hybrid format with participation in-person and virtually. Council Member Joyce asked if there was an estimate of attendance over the 10-day duration. Wallace stated there would be fewer theatres and more online viewings so it was hard to estimate.

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

Council Member Henney indicated Sundance always worked with requests from the City to resolve issues and make the City work and function for the residents who lived here.

Council Member Henney moved to approve the 2022 Sundance Film Festival Supplemental Plan and Level Five Event Permit. Council Member Joyce seconded the motion.

RESULT: APPROVED

AYES: Council Members Gerber, Henney, Joyce, and Worel

EXCUSED: Council Member Doilney

VIII) ADJOURNMENT

IX) PARK CITY WATER SERVICE DISTRICT MEETING

II) ROLL CALL

Attendee Name	Status
Chair Andy Beerman Board Member Becca Gerber Board Member Tim Henney Board Member Steve Joyce Board Member Nann Worel (via Zoom) David Everitt, Deputy Executive Director Margaret Plane, City Attorney Michelle Kellogg, City Recorder	Present
Board Member Max Doilney	Excused

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

Chair Beerman opened the meeting for public input on items not on the agenda. No comments were given. Chair Beerman closed the public input portion of the meeting.

III) CONSENT AGENDA

1. Request to Authorize the Mayor to Execute a Memorandum of Agreement in a Form Approved by the City Attorney, to Continue Leasing Surplus Water to Weber Basin through Provisions in the Western Summit County Project Master Agreement:

Council Member Joyce explained this item and indicated the City sold water to Weber Basin who sold it to Summit County. Currently, the surplus water was saving the region from building a new water facility. He urged the Board to pay attention to the water issues.

Board Member Gerber moved to authorize the Mayor to execute a Memorandum of Agreement in a form approved by the City Attorney, to continue leasing surplus water to

1 Weber Basin through provisions in the Western Summit County Project Master
2 Agreement. Board Member Henney seconded the motion.

3 **RESULT: APPROVED**

4 **AYES:** Board Members Gerber, Henney, Joyce, and Worel

5 **EXCUSED:** Board Member Doilney

6
7 **IV) ADJOURNMENT**

8
9 With no further business, the meeting was adjourned.
10
11
12
13
14

Michelle Kellogg, City Recorder

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Troy Dayley

Submitting Department: Building Maintenance

Item Type: Staff Report

Agenda Section:

Subject:

Request to Authorize the City Manager to Enter into a Professional Services Agreement with BuzyBee Cleaning and Maintenance for Janitorial Cleaning Services for Three (3) Years in an Amount Not to Exceed \$1,162,696.81 in a Form Approved by the City Attorney

Suggested Action:

Attachments:

[2021 Janitorial Cleaning Services Staff Report](#)

[Exhibit A: 2021 Janitorial Cleaning Contract](#)

[Exhibit B: Summary of Bids Received](#)

[Exhibit C: Summary of Lowest Bid](#)

City Council Staff Report



Subject: Janitorial Cleaning Services
Author: Troy Dayley, Public Works Director
Mike Lennon, Building Maintenance Manager
Sara Rush-Mabry, Public Works Administration
Department: Building Maintenance
Date: January 6, 2022
Type of Item: Administrative

Acronyms

PCMC Park City Municipal Corporation

Recommendation

Council should consider authorizing the City Manager to enter into a Professional Services Agreement with **BuzyBee Cleaning and Maintenance** for janitorial cleaning services for the City's twenty-three (23) municipal buildings/facilities, in a form approved by the City Attorney. The proposed contract is for three (3) years in an amount not to exceed **\$1,162,696.81**, with an option to extension for two (2) years upon mutual written agreement of the Parties.

Executive Summary

PCMC has seen growth in the number of facilities it manages over the past 15 years. Entering into a long-term agreement for cleaning services is important to maintaining our current levels of service, including deep cleaning and response to increased Special Event needs. If approved, this Agreement would include daily cleaning services, regular deep cleaning, emergency response, and special event cleaning services throughout the City.

Background

- BuzyBee Cleaning & Maintenance is the City's current cleaning contractor. However, we have been on a month-to-month contract since the expiration of their original contract in June 2021.
- The previous contract was awarded in June of 2016 for \$295,515.74 annually with a 3% increase after the first year.
- In November 2021, a 'Request for Proposals' was issued and published in the Park Record and the Salt Lake Tribune.
- A mandatory walk-through of all twenty-three (23) City facilities was conducted on November 16, 2021. Five (5) companies attended.
- Four (4) proposals were received by the bid deadline on 11/19/2021.
- Interviews of candidates were held to clarify items in bid proposals.
- The lowest qualified bidder was, once again, BuzyBee Cleaning and Maintenance in the amount of \$376,167.72 annually, which includes \$9,252.00 for Special Event cleaning costs.

- All other bids received were considerably higher than budgeted and ranged 35-53% higher than the lowest bid.

Analysis

The City oversees numerous high-quality facilities, which are seeing increasingly heavy usage, and require the level of services proposed by entering into an Agreement for Janitorial Cleaning Services with BuzyBee Cleaning and Maintenance. The proposed Agreement will maintain Park City Municipal Corporation's commitment to usability and enjoyment of City facilities for both residents and visitors. Without this approval we will see deterioration in the cleanliness and appearance, increased maintenance, and overall life of City maintained buildings and facilities.

Proposals were evaluated based on their responsiveness to the bid requirements, experience providing janitorial cleaning services, and price.

BuzyBee Cleaning and Maintenance is a highly qualified General Contractor and has the demonstrated ability to provide quality dependable cleaning services. After analyzing the cost estimate and evaluating the remaining proposal, the Evaluation Committee recommends award of the contract to BuzyBee Cleaning and Maintenance.

Alternatives

1. **Recommended:** Authorize the City Manager to execute a contract with BuzyBee Cleaning and Maintenance, in a form approved by the City Attorney, for Janitorial Cleaning Services (attached)
2. **Null Alternative:** Council does not approve the contract, and we continue in a month-to-month contract with BuzyBee Cleaning until another solution is reached.
3. **Other Alternatives?** The City can reserve its right to modify or cancel the terms of the Request for Proposals and/or the Scope of Services, and re-bid.

Department Review

Building Maintenance, Public Works, the City Manager's Office, the City Attorney's Office, and Budget & Grants have reviewed this staff report.

Funding Source

The Building Maintenance budget in the General Fund.

Attachments

- Exhibit A: [2021 Janitorial Cleaning Services PSA Contract](#)
- Exhibit B: See Below or [Summary of Bids Received](#)
- Exhibit C: See Below or [Summary of Lowest Bid](#)

Exhibit B – Summary of Bids Received

A mandatory walk-through of all twenty-three (23) City facilities was conducted on November 16, 2021. Five (5) companies attended.

Four (4) proposals were received by the bid deadline on 11/19/2021. They are as follows:

BuzyBee Cleaning

Exhibit A	\$346,462.00	
Exhibit B	\$9,600.00	
Exhibit C	\$9,252.00	
Exhibit D	\$10,853.00	
Total Annual Cost	\$376,167.72	Plus 3% Increase

APS Cleaning

Exhibit A	\$514,240.00	
Exhibit B	\$13,950.00	
Exhibit C	\$9,503.00	
Exhibit D	\$22,598.00	
Total Annual Cost	\$560,291.00	Plus 3% Increase

One Stop

Exhibit A	\$523,665.00	
Exhibit B	\$24,502.50	
Exhibit C	\$15,120.00	
Exhibit D	\$19,666.92	
Total Annual Cost	\$582,954.42	No Increase Indicated

Five Star Construction

Exhibit A	\$766,055.40	
Exhibit B	\$16,855.00	
Exhibit C	\$7,860.00	
Exhibit D	\$5,910.00	
Total Annual Cost	\$796,680.40	No Increase Indicated

Exhibit C - Summary of Lowest Bid BuzyBee Cleaning and Maintenance

EXHIBIT A - Scope of Services

Police Facility	\$13,200.00
Marsac Building	\$14,160.00
Library Center	\$59,400.00
Miners Hospital	\$5,700.00
PC MARC	\$54,000.00
Public Works West Building	\$16,500.00
Public Works West Building	\$15,400.00
Public Works East Building	\$9,000.00
Public Works East Building	\$8,400.00
Quinn's Water Treatment	\$5,760.00
Quinn's Maintenance Building	\$2,688.00
Quinn's Restrooms	\$12,960.00
Farm Shed	\$3,648.00
Transit Center	\$6,750.00
Transit Center	\$18,900.00
Miners Plaza Restrooms	\$5,400.00
Miners Plaza Restrooms	\$15,120.00
Museum Restrooms	\$5,400.00
Museum Restrooms	\$15,120.00
China Bridge Elevators	\$2,880.00
Summer Only (APR 1 – NOV 1)	
Miners Hospital	\$4,500.00
Golf Building	\$896.00
Recreation Center	\$5,320.00
Recreation Center Restrooms	\$7,560.00
South End Park Restrooms	\$7,560.00
Middle School Restrooms	\$7,560.00
High School Restrooms	\$7,560.00
Rotary Park Restrooms	\$7,560.00
Creekside Park Restrooms	\$7,560.00
Total Cost of Exhibit A: \$346,462.00	

EXHIBIT B - Deep Cleaning

Weekly	\$0.00
Monthly	\$1,100.00
Quarterly	\$3,000.00
Annual	\$5,500.00
Total Cost of Exhibit B: \$9,600.00	

EXHIBIT C - Special Events	
Sundance	\$4,788.00
Kimball	\$1,008.00
Fourth of July	\$648.00
Autumn Aloft	\$108.00
Park Silly Sunday Market	\$2,700.00
Total Cost of Exhibit C:	\$9,252.00
EXHIBIT D - Equipment Supply	
Equipment Needed for Exhibit A	
Clean Rags	\$576.60
Clean Mop Heads	\$163.12
Gloves,Masks, and Safety Glasses	\$3,230.00
Vacuums	\$6,884.00
SUBTOTAL	\$10,853.72
Equipment Needed for Exhibit B	
Clean Rags	N/A
Clean Mop Heads	N/A
Gloves,Masks, and Safety Glasses	N/A
Vacuums	N/A
SUBTOTAL	N/A
Equipment Needed for Exhibit C	
Clean Rags	N/A
Clean Mop Heads	N/A
Gloves,Masks, and Safety Glasses	N/A
Vacuums	N/A
SUBTOTAL	N/A
Total Cost of Exhibit D:	\$10,853.72
EXHIBIT E - Hourly Rates	
Non-Holiday, Normal Business Hours (6:00am-8:30pm)	\$32.00
Emergency Calls	\$50.00
After hours (8:30pm-6:00am)	\$36.00
Holidays	\$54.00
Quick clean of a facility & replacement of supplies/paper products	\$32.00
Replacement of supplies/paper product only	\$32.00
Guaranteed Response Time:	15 min - 1 hour
Total Cost	
Full Bid Total (Exhibits A-D) year one	\$376,167.72
Full Bid Total (Exhibits A-D) year two with 3% Increase	\$387,452.75
Full Bid Total (Exhibits A-D) year three with 3% Increase	\$399,076.33
Total Cost for the Life of Initial Contract (3 Years)	\$1,162,696.81

2021 JANITORIAL CLEANING SERVICES Professional Services Agreement



OWNER
PARK CITY MUNICIPAL CORPORATION
PUBLIC WORKS
PO BOX 1480
PARK CITY, UTAH 84060

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

This Service Provider/Professional Services Agreement (the "Agreement") is made and entered into as of this _____ day of _____, 20____, by and between **PARK CITY MUNICIPAL CORPORATION**, a Utah municipal corporation, ("City"), and **BUZY BEE CLEANING & MAINTENANCE, INC.**, a Utah corporation, ("Service Provider"), collectively, the City and the Service Provider are referred to as (the "Parties)."

WITNESSETH:

WHEREAS, the City desires to have certain services and tasks performed as set forth below requiring specialized skills and other supportive capabilities;

WHEREAS, sufficient City resources are not available to provide such services; and

WHEREAS, the Service Provider represents that the Service Provider is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the Parties hereto agree as follows:

1. SCOPE OF SERVICES.

The Service Provider shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as Service Provider responsibilities throughout this Agreement and as set forth in the "Scope of Services" attached hereto as "**Exhibit A**", and incorporated herein (the "Project"). The total fee for the Project shall not exceed **THREE HUNDRED SEVENTY SIX THOUSAND ONE HUNDRED SIXTYSEVEN DOLLARS AND SEVENTYTWO CENTS (\$376,167.72) ANNUALLY PLUS A THREE PERCENT (3%) INCREASE PER YEAR AFTER THE FIRST YEAR.**

The City has designated Mike Lennon, or his designee as City's Representative, who shall have authority to act on the City's behalf with respect to this Agreement consistent with the budget contract policy.

2. TERM.

No work shall occur prior to the issuance of a Notice to Proceed. The Notice to Proceed will not be issued prior to the full execution of this Agreement. The date on which this Agreement is fully executed shall be the execution date, which date shall be commencement of the Term. The Term shall end on February 1, 2025, or earlier as provided herein, unless extended by mutual written agreement of the Parties. City may, in its sole discretion, extend the Term for an additional two (2) years.

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

3. COMPENSATION AND METHOD OF PAYMENT.

- A. Payments for services provided hereunder shall be made monthly following the performance of such services.
- B. No payment shall be made for any service rendered by the Service Provider except for services identified and set forth in this Agreement.
- C. For all “extra” work the City requires, the City shall pay the Service Provider for work performed under this Agreement according to the schedule attached hereto as “**Exhibit B,**” or if none is attached, as subsequently agreed to by both Parties in writing.
- D. The Service Provider shall submit to the City Manager or his/her designee on forms approved by the City Manager, an invoice for services rendered during the pay period. The City shall make payment to the Service Provider within thirty (30) days thereafter. Requests for more rapid payment will be considered if a discount is offered for early payment. Interest shall accrue at a rate of six percent (6%) per annum for services remaining unpaid for sixty (60) days or more.
- E. The Service Provider reserves the right to suspend or terminate work and this Agreement if any unpaid account exceeds sixty (60) days.
- F. Service Provider acknowledges that the continuation of this Agreement after the end of the City’s fiscal year is specifically subject to the City Council’s approval of the annual budget.
- G. The City reserves the right to refuse payment for services that have not been performed by the Service Provider. The City will request in writing a refund and/or an updated invoice with uncompleted services deducted from the original invoice.

In the event the Service Provider fails to complete all the work required during the time limits set within the Scope of Services, then for each partial or complete day which the work remains uncompleted thereafter, the Service Provider agrees to pay the City **One Hundred Dollars (\$100.00)** which the parties believe, due to the difficulty of assessing the actual damages the City will suffer in event of such a delay, is a fair estimate of the loss the City will suffer. The parties agree that the daily liquidated damages provided for herein is reasonable and fair and is not a penalty.

4. RECORDS AND INSPECTIONS.

- A. The Service Provider shall maintain books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement, including (but not limited to) that which is necessary to sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement, and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement.

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- B. The Service Provider shall retain all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement for six (6) years after expiration of the Agreement.
- C. The Service Provider shall, at such times and in such form as the City may require, make available for examination by the City, its authorized representatives, the State Auditor, or other governmental officials authorized by law to monitor this Agreement, all such books, records, documents, statements, reports, data, information, and other material with respect to matters covered, directly or indirectly, by this Agreement. The Service Provider shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the Service Provider's activities, which relate directly or indirectly to this Agreement.
- D. The City is subject to the requirements of the Government Records Access and Management Act, Chapter 2, Title 63G, Utah Code, 1953, as amended and Park City Municipal Code Title 5 ("GRAMA"). All materials submitted by Service Provider pursuant to this Agreement are subject to disclosure unless such materials are exempt from disclosure pursuant to GRAMA. The burden of claiming an exemption from disclosure rests solely with Service Provider. Any materials for which Service Provider claims a privilege from disclosure based on business confidentiality shall be submitted marked as "confidential - business confidentiality" and accompanied by a concise statement from Service Provider of reasons supporting its claim of business confidentiality. Generally, GRAMA only protects against the disclosure of trade secrets or commercial information that could reasonably be expected to result in unfair competitive injury. The City will make reasonable efforts to notify Service Provider of any requests made for disclosure of documents submitted under a claim of confidentiality. Service Provider specifically waives any claims against the City related to any disclosure of materials pursuant to GRAMA.

5. INDEPENDENT CONTRACTOR RELATIONSHIP.

- A. The Parties intend that an independent Service Provider/City relationship will be created by this Agreement. No agent, employee, or representative of the Service Provider shall be deemed to be an employee, agent, or representative of the City for any purpose, and the employees of the Service Provider are not entitled to any of the benefits the City provides for its employees. The Service Provider will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors or representatives during the performance of this Agreement.
- B. In the performance of the services herein contemplated, the Service Provider is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the City and shall be subject to the City's general rights of inspection and review to secure the satisfactory completion thereof.

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

6. SERVICE PROVIDER EMPLOYEE/AGENTS.

The City may at its sole discretion require the Service Provider to remove an employee(s), agent(s), or representative(s) from employment on this Project. The Service Provider may, however, employ that (those) individuals(s) on other non-City related projects.

7. HOLD HARMLESS INDEMNIFICATION.

- A. The Service Provider shall indemnify and hold the City and its agents, employees, and officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Service Provider's negligent performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Service Provider; and provided further, that nothing herein shall require the Service Provider to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Service Provider expressly agrees that the indemnification provided herein constitutes the Service Provider's limited waiver of immunity as an employer under Utah Code Section 34A-2-105; provided, however, this waiver shall apply only to the extent an employee of Service Provider claims or recovers compensation from the City for a loss or injury that Service Provider would be obligated to indemnify the City for under this Agreement. This limited waiver has been mutually negotiated by the Parties, and is expressly made effective only for the purposes of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.
- B. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

8. INSURANCE.

The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees, or subcontractors. The Service Provider shall provide a Certificate of Insurance evidencing:

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- A. General Liability insurance written on an occurrence basis with limits no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) aggregate for personal injury, bodily injury and property damage.

The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

- B. Automobile Liability insurance with a combined single limit of not less than Two Million Dollars (\$2,000,000) each accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of owned, hired, and non-owned motor vehicles. This policy must not contain any exclusion or limitation with respect to loading or unloading of a covered vehicle.
- C. Professional Liability (Errors and Omissions) insurance (if applicable) with annual limits no less than One Million Dollars (\$1,000,000) per occurrence. Service Provider agrees to continue to procure and maintain professional liability insurance coverage meeting these requirements for the applicable period of statutory limitation of claims (or statute of repose, if applicable) after the project completion or termination of this Agreement.

If written on a claims-made basis, the Service Provider warrants that the retroactive date applicable to coverage precedes the effective date of this agreement; and that continuous coverage will be maintained for an extended reporting period endorsement (tail coverage) will be purchased for a period of at least three (3) years beginning from the time that work under this agreement is complete.

- D. Workers Compensation insurance and Employers Liability coverage with Workers Compensation limits complying with statutory requirements, and Employer's Liability Insurance limits of at least One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) for bodily injury by accident, and One Million Dollars (\$1,000,000) each employee for injury by disease.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Park City Municipal Corporation for all work performed by the Service Provider, its employees, agents and subcontractors.

- E. Park City Municipal Corporation, its officers, officials, employees, and volunteers are to be covered as additional insureds on general liability and auto liability insurance policies, with respect to work performed by or on behalf of the Service Provider including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Service Provider and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance.

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- F. Should any of the above described policies be cancelled before the expiration date thereof, Service Provider shall deliver notice to the City within thirty (30) days of cancellation. The City reserves the right to request certified copies of any required policies.
- G. The Service Provider's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- H. For any claims related to this Agreement, the Service Provider's insurance coverage shall be primary insurance coverage with respect to Park City Municipal Corporation, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Park City Municipal Corporation, its officers, officials, employees, or volunteers shall be excess of the Service Provider's insurance and shall not contribute with it.

9. TREATMENT OF ASSETS.

Title to all property furnished by the City shall remain in the name of the City and the City shall become the owner of the work product and other documents, if any, prepared by the Service Provider pursuant to this Agreement (contingent on City's performance hereunder).

10. COMPLIANCE WITH LAWS AND WARRANTIES.

- A. The Service Provider, in the performance of this Agreement, shall comply with all applicable federal, state, and local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.
- B. Unless otherwise exempt, the Service Provider is required to have a valid Park City business license.
- C. The Service Provider specifically agrees to pay any applicable fees or charges which may be due on account of this Agreement.
- D. If this Agreement is entered into for the physical performance of services within Utah, the Service Provider shall register and participate in E-Verify or an equivalent program. The Service Provider agrees to verify employment eligibility through E-Verify, or an equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code § 63G-12-302.
- E. Service Provider shall be solely responsible to the City for the quality of all services performed by its employees or sub-contractors under this Agreement. Service Provider hereby warrants that the services performed by its employees or sub-contractors will be performed substantially in conformance with the standard of care observed by similarly situated companies providing services under similar conditions.

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

11. NONDISCRIMINATION.

Any Service Provider that enters into an agreement for goods or services with Park City Municipal Corporation or any of its boards, agencies, or departments shall:

- A. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment- related decision or benefit against a person otherwise qualified, because of actual or perceived race; color; sex; pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability; sexual orientation; gender identity; genetic information; or military status.
- B. In the performance of this Agreement, Service Provider shall not discriminate on account of actual or perceived race; color; sex; pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability; sexual orientation; gender identity; genetic information; or military status.
- C. Incorporate the foregoing provisions in all subcontracts or assignments hereunder and take such actions as may be required to ensure full compliance with the provisions of this policy.

12. ASSIGNMENTS/SUBCONTRACTING.

- A. The Service Provider shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the City, and it is further agreed that said consent must be sought in writing by the Service Provider not less than thirty (30) days prior to the date of any proposed assignment. The City reserves the right to reject without cause any such assignment. Any assignment made without the prior express written consent of the City, as required by this paragraph, shall be deemed null and void.
- B. Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state or federal statutes, ordinance and guidelines.
- C. Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the City.
- D. Each subcontractor that physically performs services within Utah shall submit an affidavit to the Service Provider stating that the subcontractor has used E-Verify,

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

or an equivalent program, to verify the employment status of each new employee, unless exempted by Utah Code § 63G-12-302.

13. CHANGES.

Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both Parties. Such amendments shall be attached to and made part of this Agreement.

14. PROHIBITED INTEREST, NO THIRD PARTY RIGHTS AND NO GRATUITY TO CITY EMPLOYEES.

- A. No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- B. Nothing herein is intended to confer rights of any kind in any third party.
- C. No City employee who has procurement decision making authority and is engaged in the procurement process, or the process of administering a contract, may knowingly receive anything of value including but not limited to gifts, meals, lodging or travel from anyone that is seeking or has a contract with the City.

15. MODIFICATIONS TO TASKS AND MISCELLANEOUS PROVISIONS.

- A. All work proposed by the Service Provider is based on current government ordinances and fees in effect as of the date of this Agreement.
- B. Any changes to current government ordinances and fees which affect the scope or cost of the services proposed may be billed as an "extra" pursuant to Paragraph 3(C), or deleted from the scope, at the option of the City.
- C. The City shall make provision for access to the property and/or project and adjacent properties, if necessary, for performing the services herein.

16. TERMINATION.

- A. Either party may terminate this Agreement, in whole or in part, at any time, by at least thirty (30) days' written notice to the other party. The Service Provider shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Service Provider shall promptly submit a termination claim to the City. If the Service Provider has any property in its possession belonging to the City, the Service Provider will account for the same, and dispose of it in a manner directed by the City.
- B. If the Service Provider fails to perform in the manner called for in this Agreement, or if the Service Provider fails to comply with any other provisions of the Agreement and fails to correct such noncompliance within three (3) days' written notice thereof, the City may immediately terminate this Agreement for cause.

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Termination shall be effected by serving a notice of termination on the Service Provider setting forth the manner in which the Service Provider is in default. The Service Provider will only be paid for services performed in accordance with the manner of performance set forth in this Agreement.

17. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the Parties below. Notice is effective upon the date it was sent, except that a notice of termination pursuant to Paragraph 16 is effective upon receipt. All reference to “days” in this Agreement shall mean calendar days.

18. ATTORNEYS FEES AND COSTS.

If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney’s fees and other costs incurred in connection with that action or proceeding.

19. JURISDICTION AND VENUE.

- A. This Agreement has been and shall be construed as having been made and delivered within the State of Utah and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Utah, both as to interpretation and performance.
- B. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

20. SEVERABILITY AND NON-WAIVER.

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Utah, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform in such statutory provisions.
- C. It is agreed by the Parties that the forgiveness of the non-performance of any provision of this Agreement does not constitute a subsequent waiver of the provisions of this Agreement. No waiver shall be effective unless it is in writing and signed by an authorized representative of the waiving party.

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

21. ENTIRE AGREEMENT.

The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both Parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. Both Parties recognize time is of the essence in the performance of the provisions of this Agreement.

22. COUNTERPARTS.

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

23. ELECTRONIC SIGNATURES.

Each party agrees that the signatures of the parties included in this Agreement, whether affixed on an original document manually and later electronically transmitted or whether affixed by an electronic signature through an electronic signature system such as DocuSign, are intended to authenticate this writing and to create a legal and enforceable agreement between the parties hereto.

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed the day and year first herein above written.

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

Matt Dias, City Manager

Attest:

City Recorder's Office

Approved as to form:

City Attorney's Office

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT
SERVICE PROVIDER:**

BUZY BEE CLEANING & MAINTENANCE, INC., a
Utah corporation
Address: 925 E Executive Park Dr
Address: # C
City, State, Zip: Murray, UT 84117

Tax ID#: _____

Murray City Business License #18189

Signature

Printed name

Title

THE CITY REQUIRES THE SERVICE PROVIDER TO COMPLETE EITHER THE NOTARY BLOCK
OR THE UNSWORN DECLARATION, WHICH ARE BELOW.

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this ____ day of _____, 20__, personally appeared before me _____, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he/she is the _____ (*title or office*) of BUZY BEE CLEANING & MAINTENANCE, INC., a Utah corporation, by authority of its Bylaws/Resolution of the Board of, and acknowledged that he/she signed it voluntarily for its stated purpose as _____ (title) for BUZY BEE CLEANING & MAINTENANCE, INC..

Notary Public

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.
Signed on the ____ day of _____, 20__ at _____
(insert State and County here).

Printed name _____

Signature: _____

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

EXHIBIT “A” SCOPE OF SERVICES

Locations

(Renderings not perfectly to scale)

Location 1.

Police Facility on SR 224– 2060 Park Avenue

All cleaning to be completed five (5) days per week, Monday through Friday from 9:00AM until 1:00PM.

Daily Cleaning Projects:

RESTROOMS (5):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect all handrails and doorknobs
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LOCKER ROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops and benches
- Clean and disinfect all handrails and doorknobs
- Clean mirrors
- Clean and disinfect showers
- Wipe down lockers, partitions, and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect doorknobs and water fountains
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum or sweep and mop all stairways
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION

SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

ENTRANCE, LOBBY, ENTRY DESK AREA AND TRAINING ROOM:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect water fountains
- Clean all interior/exterior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

DISPATCH AREA (TOC AND SIDE OFFICE):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect large tables
- Clean and disinfect all doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

DISPATCH KITCHEN AREA (NORTHEAST CORNER):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect tables, counter tops, and sink
- Clean and disinfect all doorknobs
- Wipe down lockers and walls
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

OFFICER KITCHEN AREA (SOUTHWEST CORNER):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect tables, counter tops, and sink
- Clean and disinfect all doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERVIEW ROOMS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs or couches as needed
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ELEVATOR:

- Pick up all trash and dispose of in dumpster
- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- Sweep, mop, and disinfect hard surfaced floors, if applicable

BASEMENT LEVEL:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect doorknobs and water fountains
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

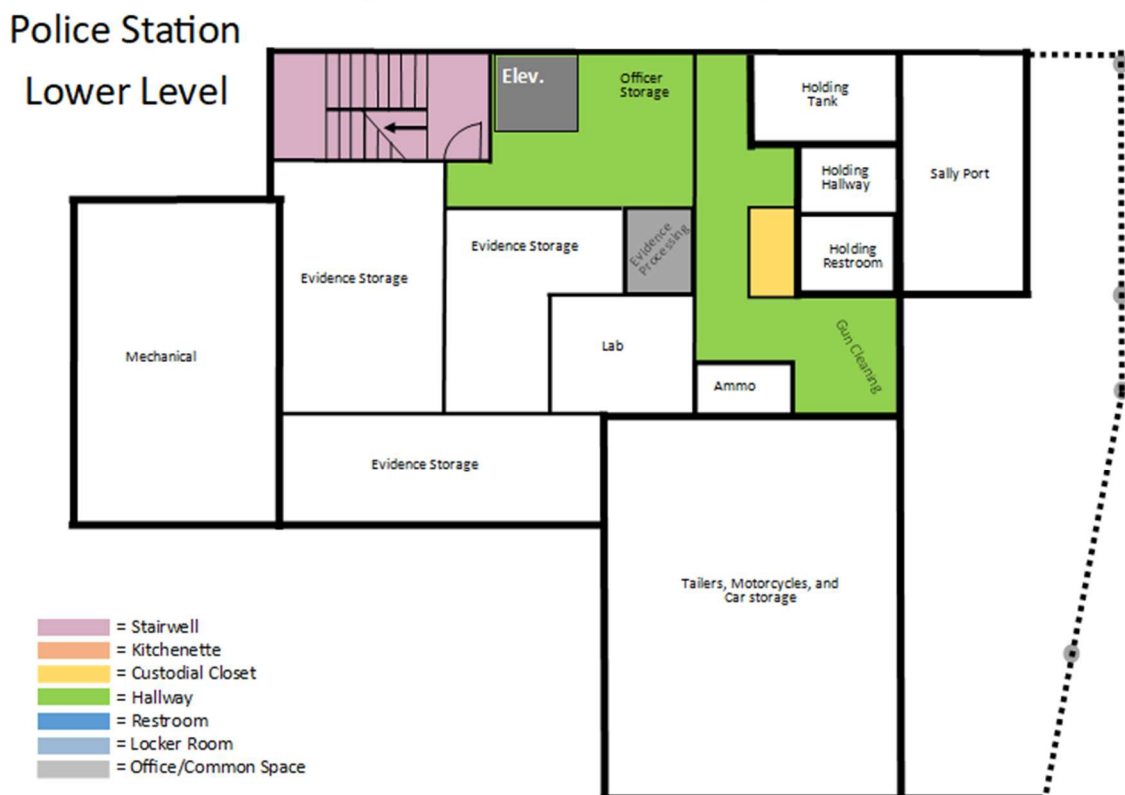
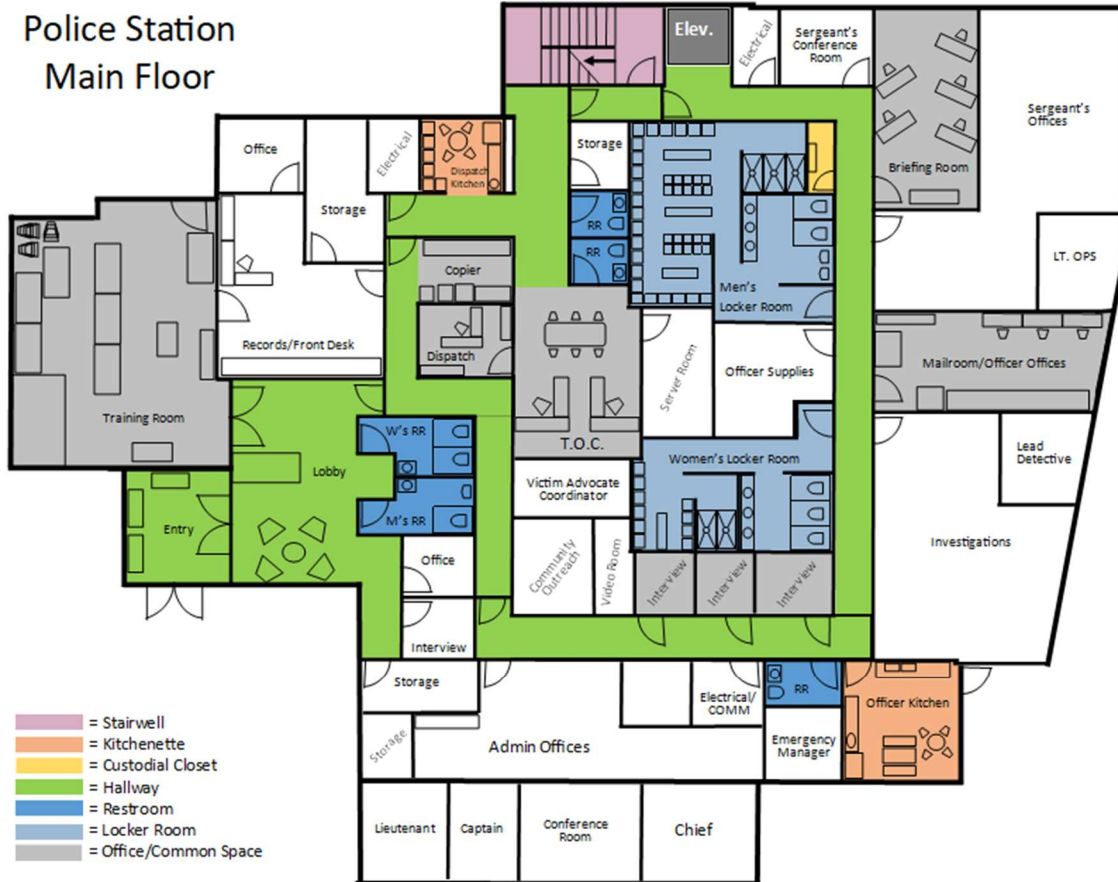
ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have proper MSDS Book

PARK CITY MUNICIPAL CORPORATION

SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

POLICE RENDERINGS



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 2.

Marsac Building – 445 Marsac Avenue

All cleaning to be completed five (5) days per week, Monday through Friday from 6:00 AM until 8:00 AM.

Daily Cleaning Projects:

RESTROOMS (4):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect all handrails and doorknobs
- Clean mirrors
- Wipe down partitions and walls
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, HALLWAYS, STAIRS AND RAMPS

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean and disinfect water fountains
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum or sweep and mop all stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ENTRANCES

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

CONFERENCE ROOM

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

COUNCIL CHAMBERS

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, in and around furniture, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN AREA:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops, and sink(s)
- Clean all interior glass doors, windows, and window ledges, as needed
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

MARSAC RENDERINGS

Marsac City Hall
First Floor



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Marsac City Hall Second Floor



Marsac City Hall Third Floor



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

**Location 3.
Library Center – 1255 Park Avenue**

All cleaning to be completed seven (7) days per week from 2:00 AM until 6:00 AM.

Daily Cleaning Projects:

RESTROOMS (9):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect water fountains as needed outside restrooms [(3) – one on each floor]
- Clean mirrors
- Wipe down partitions and walls
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum or sweep and mop all stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

FREE STANDING BOOKSHELVES – ALL LEVELS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Dust tops of all bookshelves*
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

* Note: Please do not dust individual shelves. This is done by library staff.

PUBLIC SEATING (5) – ALL LEVELS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs or couches as needed
- Vacuum all carpeting under tables and chairs, including mats, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- Sweep, mop and disinfect hard surfaced floors

PUBLIC COMPUTER STATIONS (2) – ALL LEVELS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

MEETING ROOMS 101, 201, AND 301:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect countertops and sink
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

CHILDREN'S STORYTIME ROOM – LEVEL 1

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors

KID'S MOUNTAIN READING AREA – LEVEL 1

- Spot clean fabric chairs, couches, and vinyl seating as needed
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

YOUCREATE MEDIA LABS (2) – LEVEL 1

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LUCKY ONE'S COFFEE LOUNGE – LEVEL 1

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop and disinfect hard surfaced floors

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

READING ROOM – LEVEL 2

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed.
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs, couches, and vinyl seating as needed
- Dust tops of all bookshelves.*
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

* Note: Please do not dust individual shelves. This is done by library staff.

NORTH & SOUTH CONFERENCE ROOMS – LEVEL 2:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

STUDY ROOMS (8) – LEVEL 2

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs, couches, and vinyl seating as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

STAFF OFFICES – LEVEL 2 (ONE time per week: Fridays):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass windows and doors as needed
- Spot clean fabric chairs, couches, and vinyl seating as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

STAFF KITCHEN – LEVEL 2 (ONE time per week: Fridays):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Restock all paper products and soap
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

SANTY AUDITORIUM – LEVEL 3:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Use blower to remove trash and debris from under/in-between seats
- Vacuum all carpeting, including mats, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- Sweep, mop and disinfect stage (once a month)

SANTY AUDITORIUM COMMUNITY SPACE – LEVEL 3:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN – LEVEL 3:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean all interior glass doors, windows, and window ledges, as needed.
- Clean and disinfect countertops
- Clean and disinfect sink with stainless steel cleaner
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

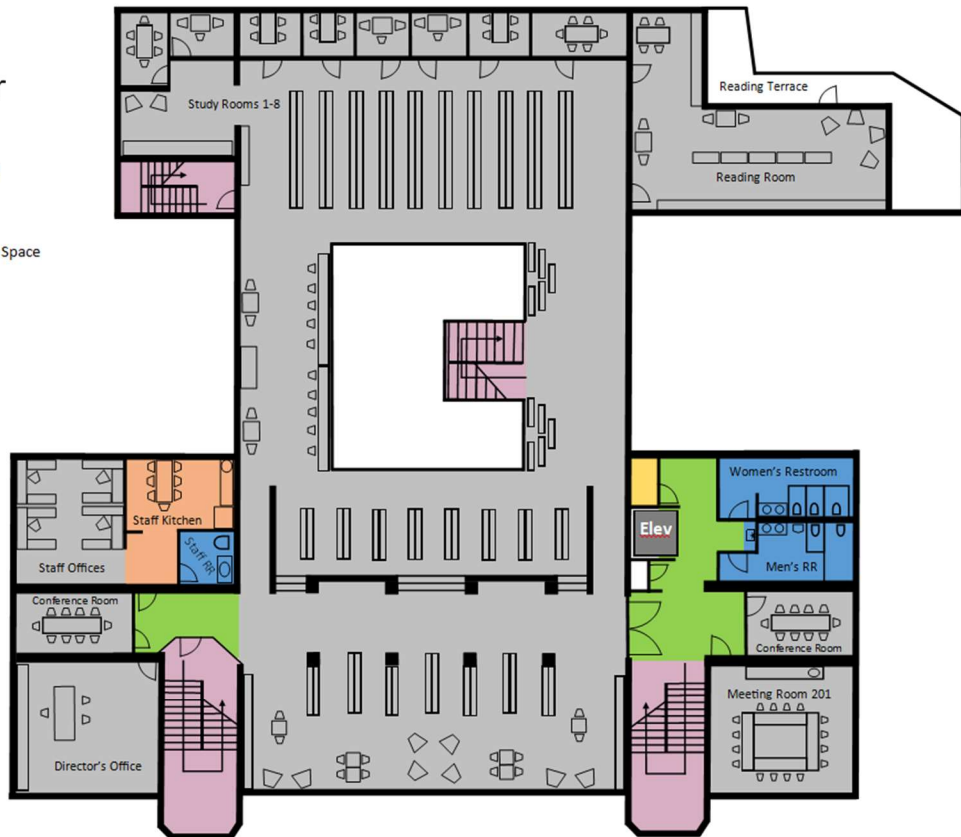
LIBRARY RENDERINGS



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

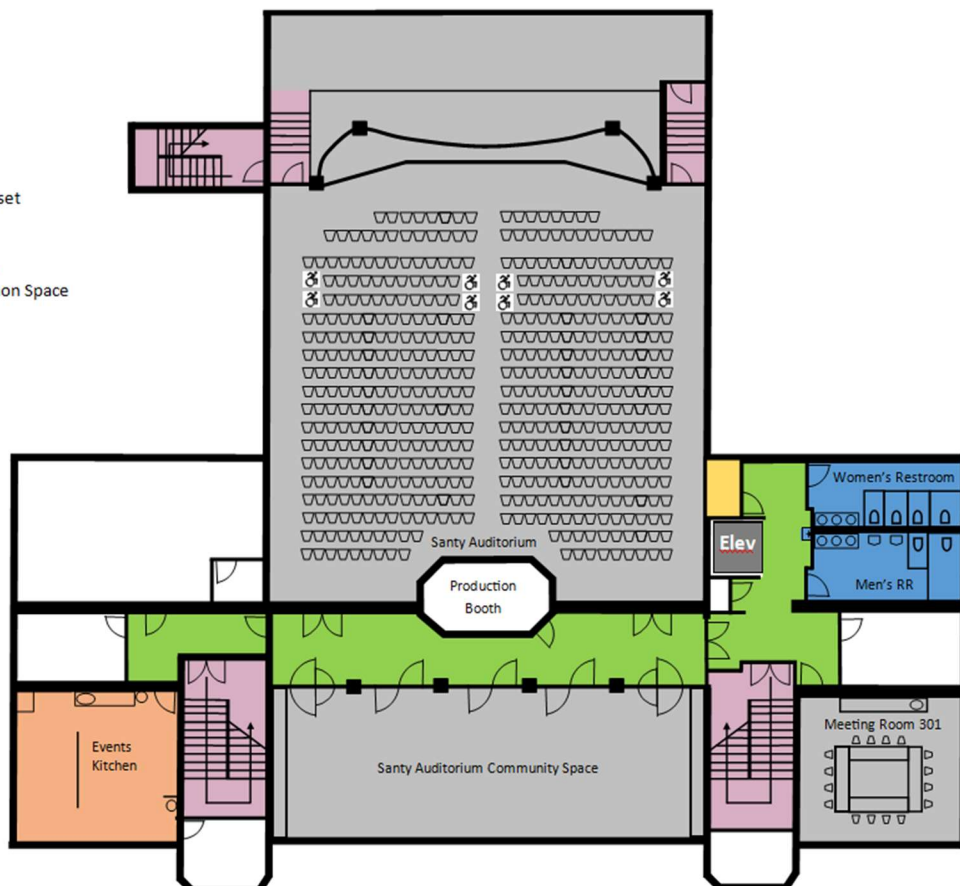
Library Second Floor

- = Stairwell
- = Kitchenette
- = Custodial Closet
- = Hallway
- = Restroom
- = Locker Room
- = Office/Common Space



Library Third Floor

- = Stairwell
- = Kitchenette
- = Custodial Closet
- = Hallway
- = Restroom
- = Locker Room
- = Office/Common Space



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 4.

Miners Hospital – 1354 Park Ave.

4a: (October 1 – March 1) All cleaning to be completed three (3) days per week, Monday, Wednesday, Friday from 5:00 AM until 6:00 AM.

4b: (June 1 – Labor Day) All cleaning to be completed five (5) days per week, Monday through Friday from 9:00 AM until 10:00 AM.

Daily Cleaning Projects:

RESTROOMS (3):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect all handrails and doorknobs
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, ENTRANCES AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

OFFICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN AREA:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops. and sink
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

MEETING ROOMS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

MINER'S HOSPITAL RENDERINGS



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 5.

PC MARC – 1200 Little Kate Road

All cleaning to be completed seven (7) nights per week from 9:00 PM until 1:00 AM.

Daily Cleaning Projects:

RESTROOMS (6):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LOCKER ROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect showers
- Check sauna and spot clean
- Wipe down lockers, partitions, and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

CHILDREN'S PLAYROOM AND RESTROOM (1):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, and toilet
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs, mats, or couches as needed
- Clean and disinfect all flush handle and underside of toilet
- Clean mirrors
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION

SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

INTERIOR COMMON AREAS – CORRIDORS, CENTRAL SITTING AREAS, STAIRS, AND ENTRY DESK:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Clean and disinfect water fountains
- Spot clean fabric chairs, mats, or couches as needed
- Pick up any trash left in common areas that may have been missed by staff
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum or sweep, mop and disinfect stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

NOTE: Please do **not clean, dust, or wipe down any gym equipment (i.e., treadmills, elliptical, weights, etc.).*

KITCHEN AREAS (3) & PARTY ROOM (1):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops, and sink(s)
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

STAFF OFFICES & CLIMBING WALL (cleaning on Fridays and Tuesdays ONLY):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting in Climbing Zone*.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

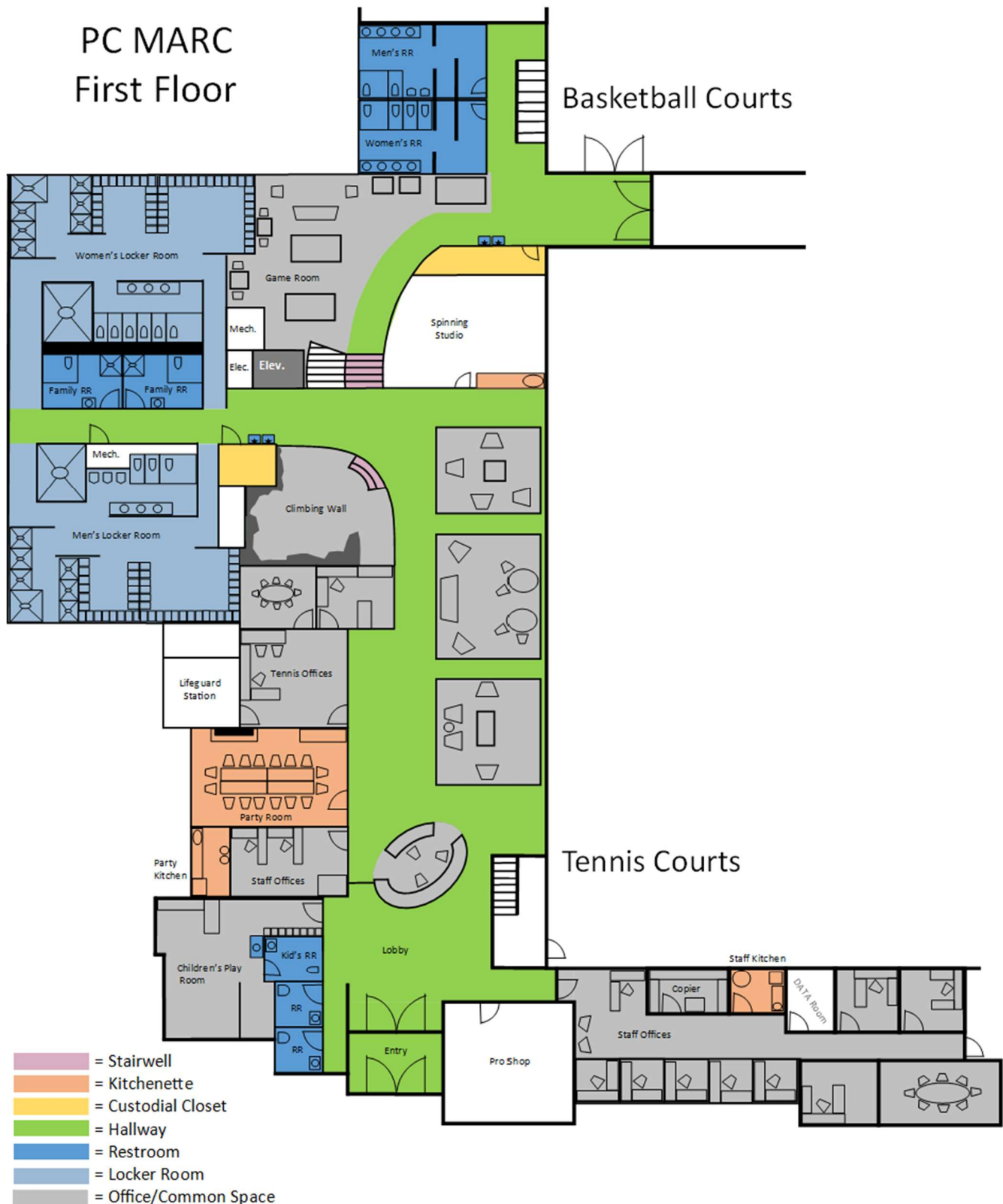
**NOTE: Mats will be stacked in different locations before each night.*

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

PC MARC RENDERING



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 6.

Public Works West Building – 1053 Iron Horse Drive

6a: (November 1 – April 1) All cleaning to be completed seven (7) days per week from 8:00 AM until 12:00 PM.

6b: (April 1 – November 1) All cleaning to be completed five (5) days per week, Monday through Friday from 8:00 AM until 12:00 PM.

Daily Cleaning Projects:

RESTROOMS (6):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LOCKER ROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean and disinfect showers
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down lockers, partitions, and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect water fountains
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum or sweep, mop, and disinfect stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

COMMON OFFICE AREAS – ADMIN ENTRY DESK, OFFICES [all three levels] (Cleaning on Tuesday and Thursday ONLY):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Wipe down tables and counters
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs or couches as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

BREAK ROOM/KITCHEN (3):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops, and sink(s)
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

TRAINING ROOM in 1616 Shortline Road Housing Building (20 sq. foot area)

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect doorknobs
- Clean and disinfect tabletops, countertops, and hard surfaced chairs, if applicable
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

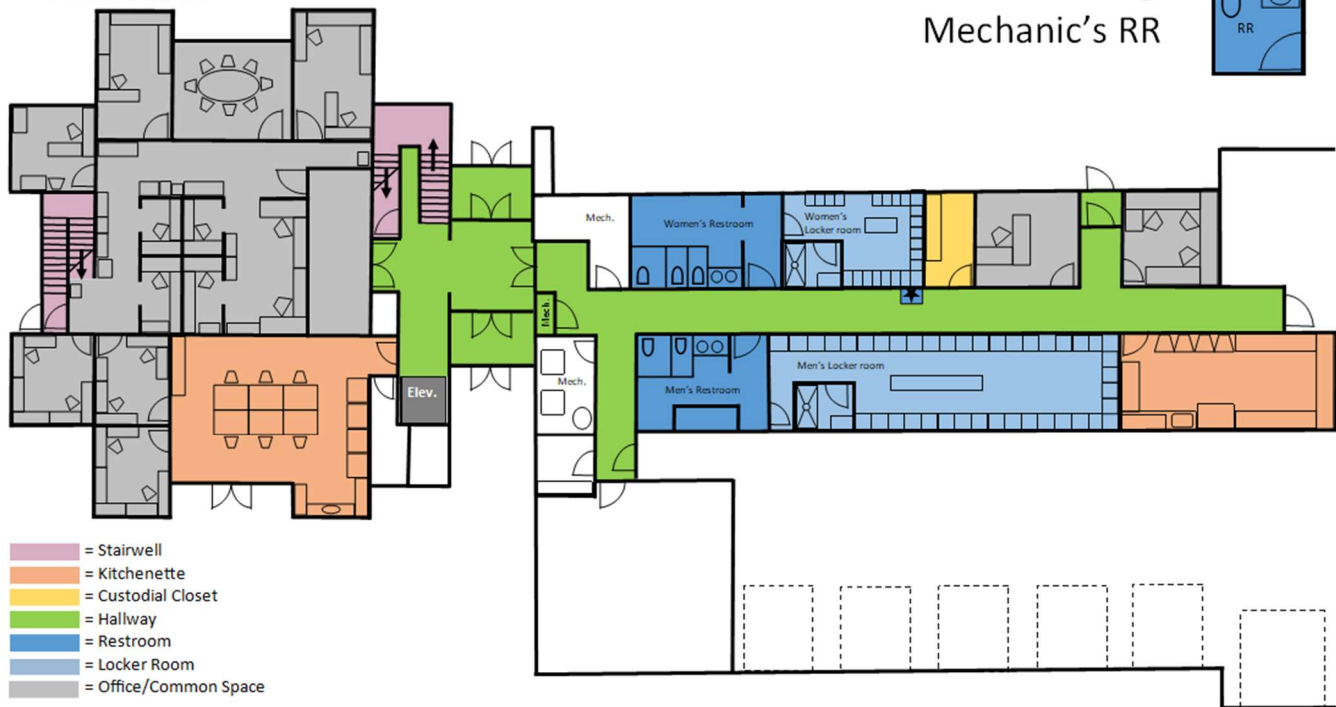
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

PARK CITY MUNICIPAL CORPORATION

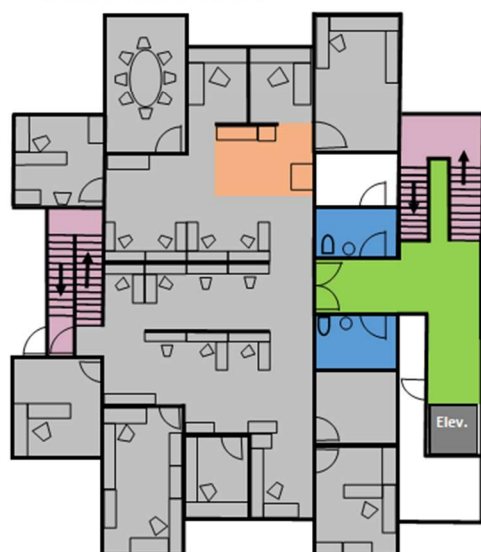
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

PUBLIC WORKS WEST RENDERINGS

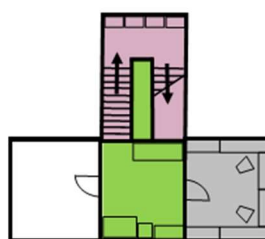
Public Works
West Building
First Floor



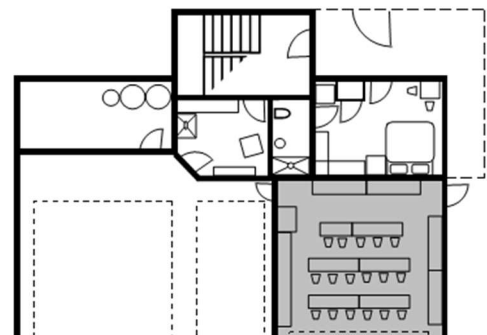
Public Works
West Building
Second Floor



Public Works
West Building
Third Floor



Public Works
1616 Shortline RD
Training Room



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 7.

Public Works East Building – 1053 Iron Horse Drive

7a: (November 1 – April 1) All cleaning to be completed seven (7) days per week from 1:00 PM until 4:00 PM.

7b: (April 1 – November 1) All cleaning to be completed five (5) days per week, Monday through Friday from 1:00 PM until 4:00 PM.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, ENTRANCE AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect water fountains
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum or sweep, mop and disinfect stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

COMMON OFFICE AREAS (Cleaning on Tuesday and Thursday ONLY):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Wipe down tables and counters
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect tabletops and hard surfaced chairs, if applicable
- Spot clean fabric chairs or couches as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

BREAKROOM/KITCHEN:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- Clean and disinfect all tabletops, counter tops, and sinks
- Clean all interior glass doors, windows, and window ledges, as needed.
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

GARAGE BREAK ROOM (60 sq. foot area, Monday thru Friday ONLY):

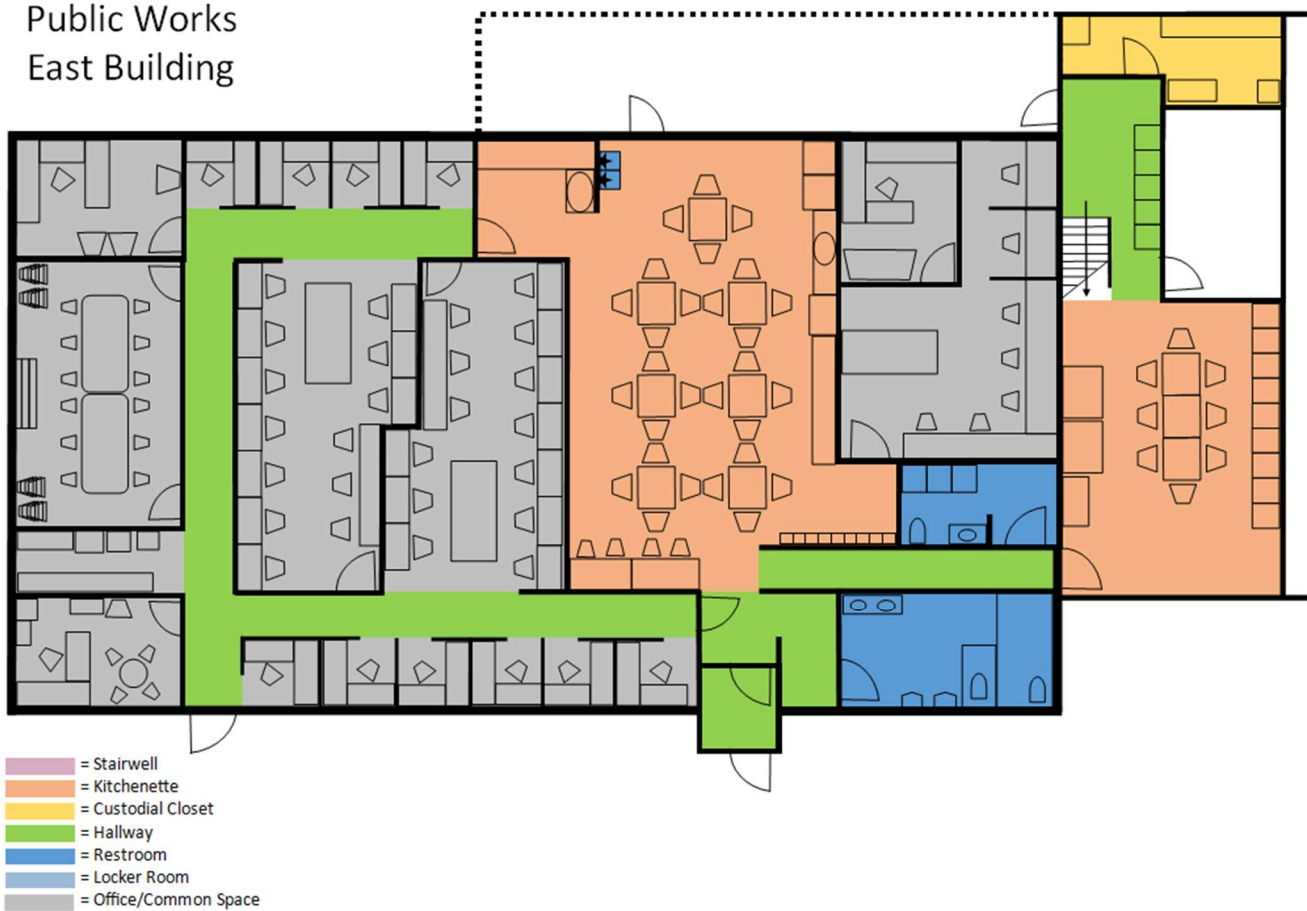
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all tabletops
- Clean and disinfect all handrails and doorknobs
- Wipe down lockers, partitions, and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

PUBLIC WORKS EAST RENDERING

Public Works
East Building



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 8.

Quinn's Water Treatment Plant – 2800 Richardson Flat Road

All cleaning to be completed two (2) days per week, Monday and Thursday, from 7:00 AM until 9:00 AM.

Daily Cleaning Projects:

BATHROOMS (4):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect showers
- Clean mirrors
- Clean and disinfect water fountains
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LOCKER ROOM

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all benches and doorknobs
- Wipe down lockers, partitions, and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LAB

- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

OFFICES

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

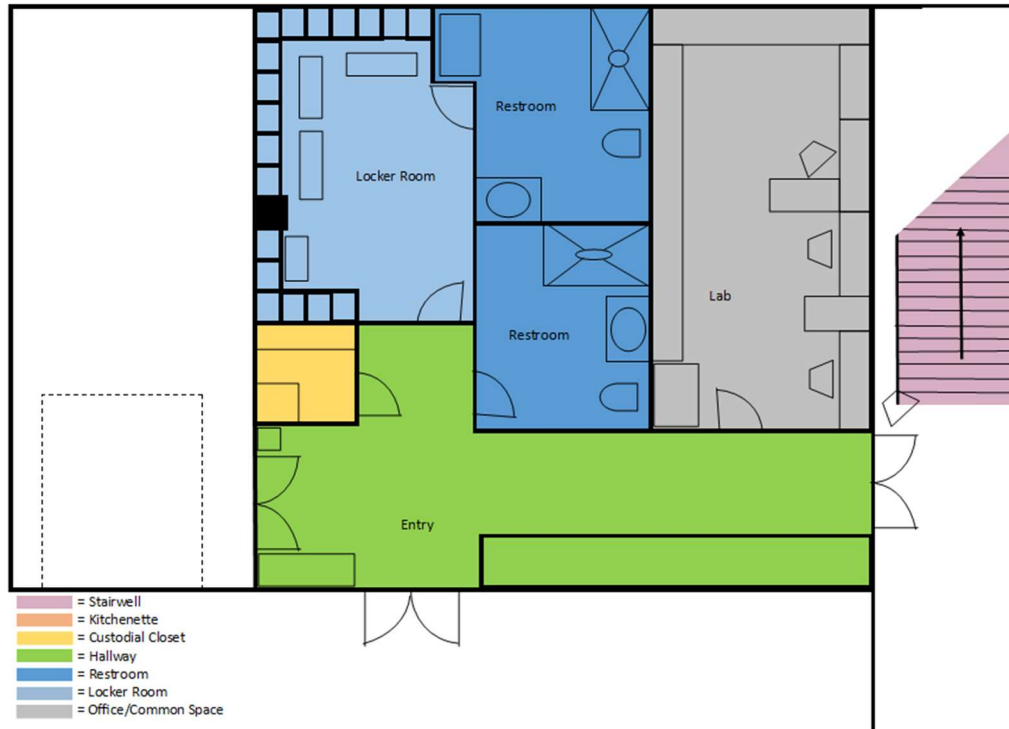
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

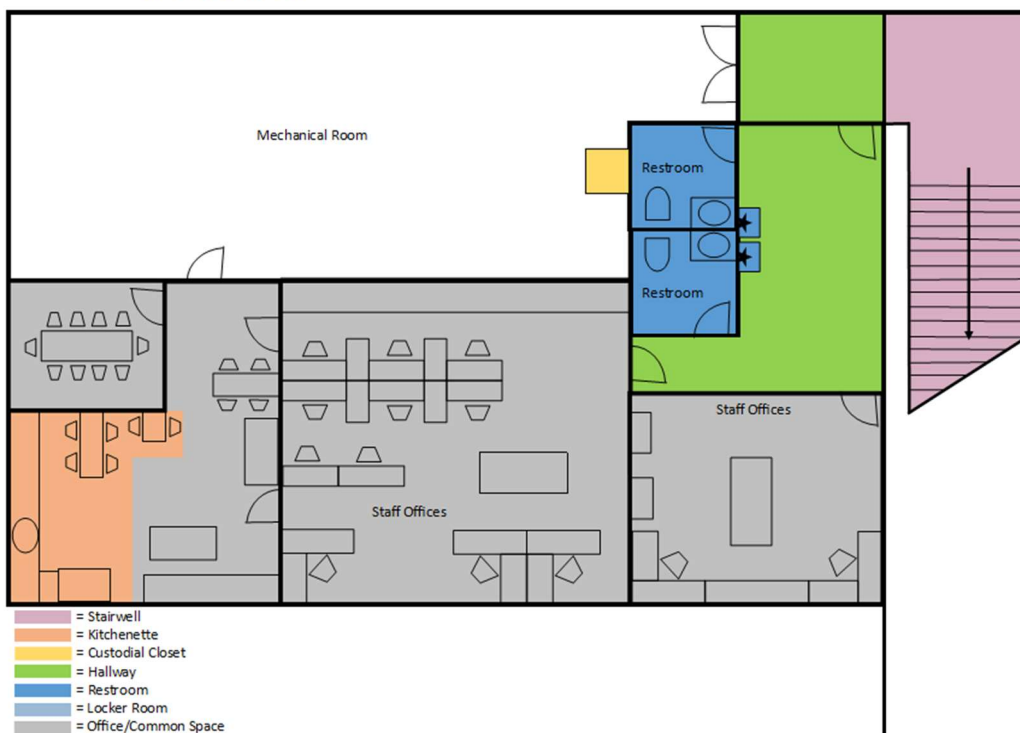
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

QUINN'S WATER TREATMENT PLANT RENDERINGS

Quinn's Water Treatment Plant
First Floor



Quinn's Water Treatment Plant
Second Floor



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 9.

Quinn's Maintenance Building – 425 FJ Gilmore Way

All cleaning to be completed two (2) days per week, Monday and Thursday, from 6:00 AM until 7:00 AM.

Daily Cleaning Projects:

RESTROOMS (1):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS –AND OFFICE:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

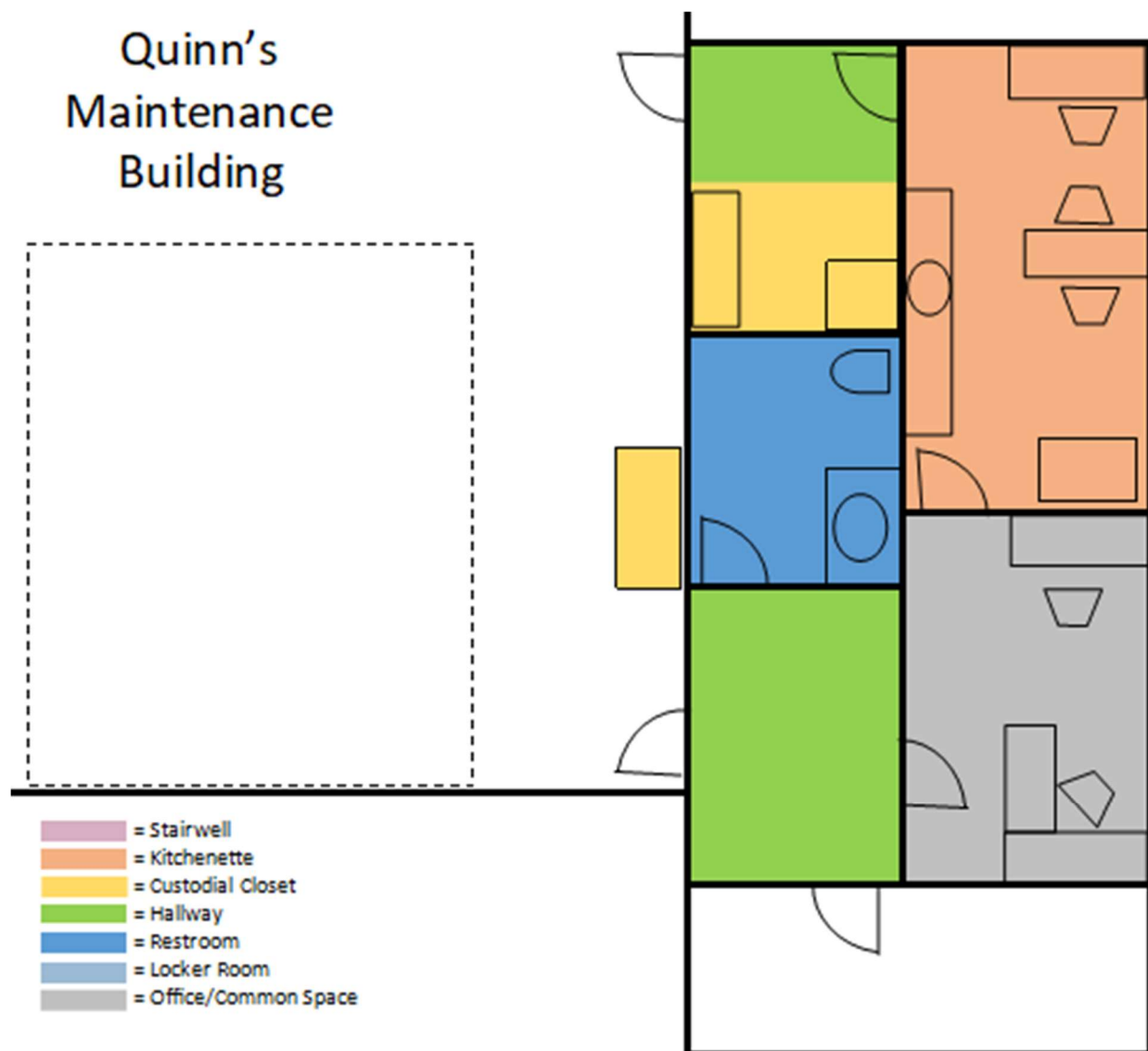
KITCHEN/BREAKROOM

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean tables, counter tops, and sink(s)
- Restock all paper products and soap
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have proper MSDS Book

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT
QUINN'S MAINTENANCE BUILDING RENDERING**



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 10.

Quinn's Restrooms – 300 FJ Gillmor Way

All cleaning to be completed seven (7) days per week from 5:00 AM until 6:00 AM.

Daily Cleaning Projects:

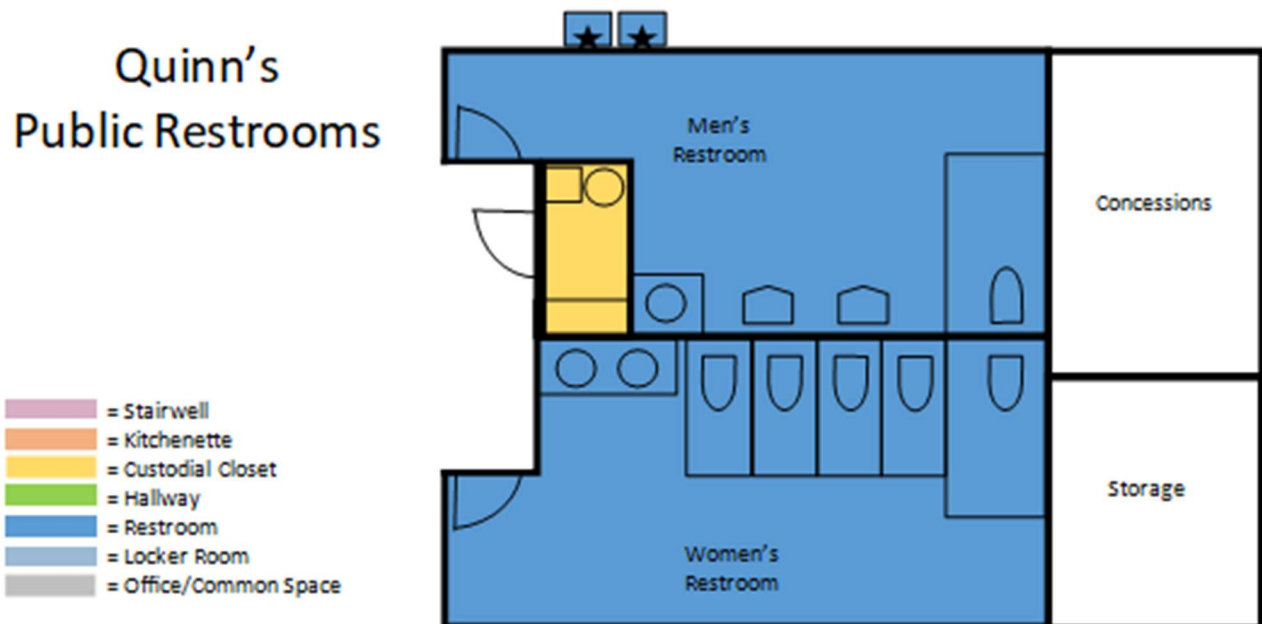
RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.
- All janitorial closets are to be kept clean, sanitary, and have proper MSDS Book

QUINN'S RESTROOM RENDERING



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 11.

Farm Shed on HWY 224 – 3000 Park Avenue

All cleaning to be completed two (2) days per week, Monday and Thursday from 9:00 AM until 10:00 AM.

Daily Cleaning Projects:

RESTROOMS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean and disinfect water fountains
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

LOCKER ROOM

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all benches
- Clean and disinfect all handrails and doorknobs
- Wipe down lockers and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

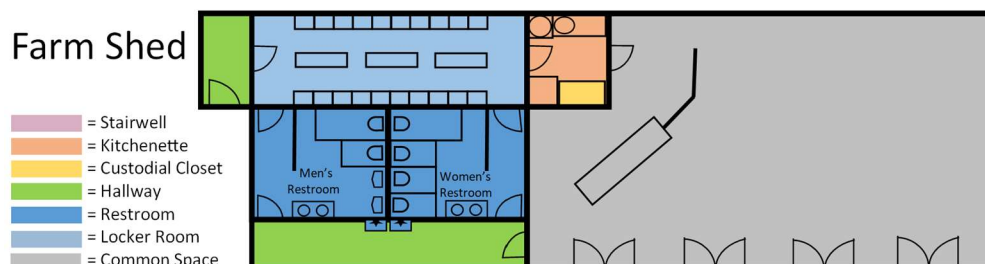
KITCHEN

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

FARM SHED AT MCPOLIN BARN RENDERING



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 12.

Transit Center – 558 Swede Alley

12a: (April 1 – June 1 & Labor Day – December 1) All cleaning to be completed seven (7) days per week from 5:00 AM until 7:00 AM.

12b: (December 1 – April 1 & June 1 – Labor Day) All cleaning to be completed seven (7) days per week, twice per day. First cleaning to be completed from 5:00 AM until 7:00 AM. Second cleaning to be completed from 2:00 PM and 4:00 PM daily.

Daily Cleaning Projects:

RESTROOMS (4):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable
-

SHOWER ROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect showers
- Wipe down walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, WAITING AREAS, STAIRS, AND ENTRY WAYS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect water fountains
- Clean entry doors interior glass windows and spot clean all interior glass windows
- Vacuum or sweep and mop stairways
- Vacuum all carpeting, including mats, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

- Sweep, mop, and disinfect hard surfaced floors, if applicable

TRANSIT BREAKROOM AREA

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect large tables
- Clean and disinfect counter tops
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

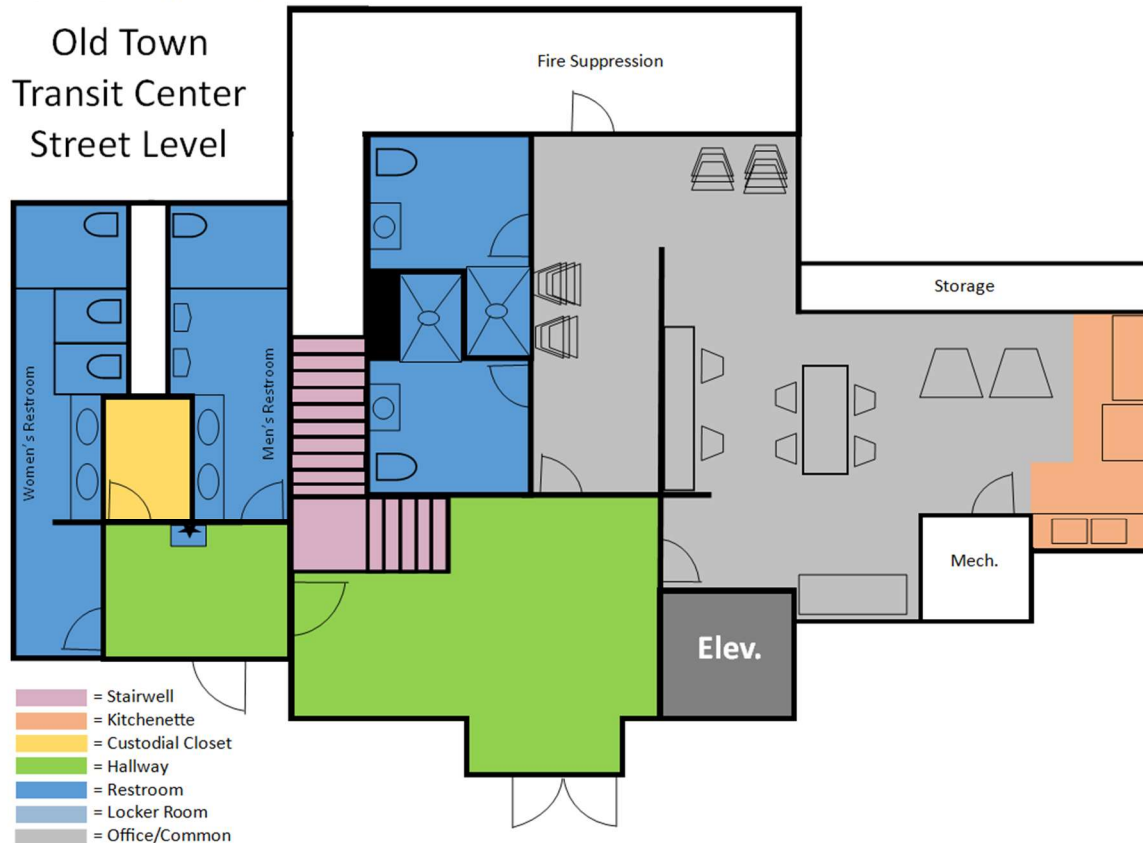
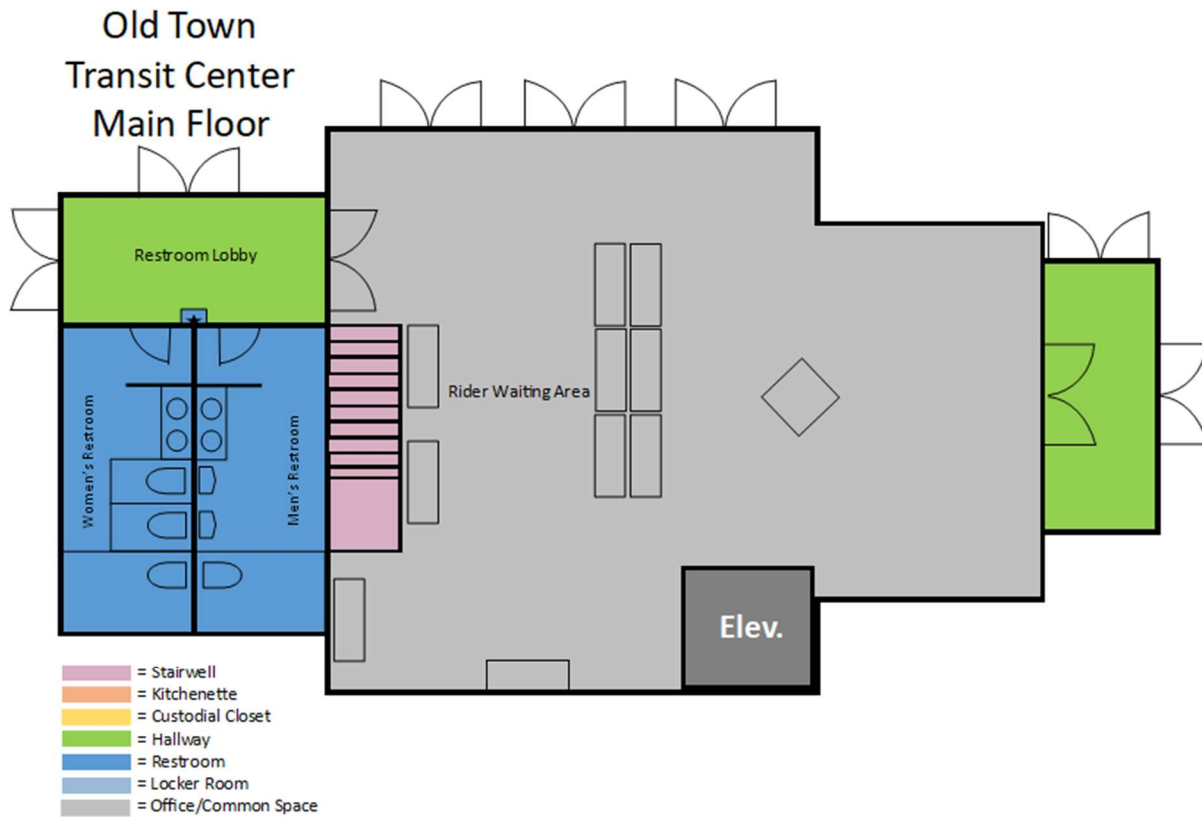
ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons
- Clean and disinfect all handrails and doorknobs
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT TRANSIT CENTER RENDERINGS



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 13.

Miner's Plaza Restrooms – 415 Main Street

13a: (April 1 – June 1 & Labor Day – December 1) All cleaning to be completed seven (7) days per week from 7:00 AM until 8:00 AM.

13b: (December 1 – April 1 & June 1 – Labor Day) All cleaning to be completed seven (7) days per week, twice per day. First cleaning to be completed from 7:00 AM until 8:00 AM. Second cleaning to be completed from 4:00 PM and 5:00 PM daily.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops and doorknobs
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

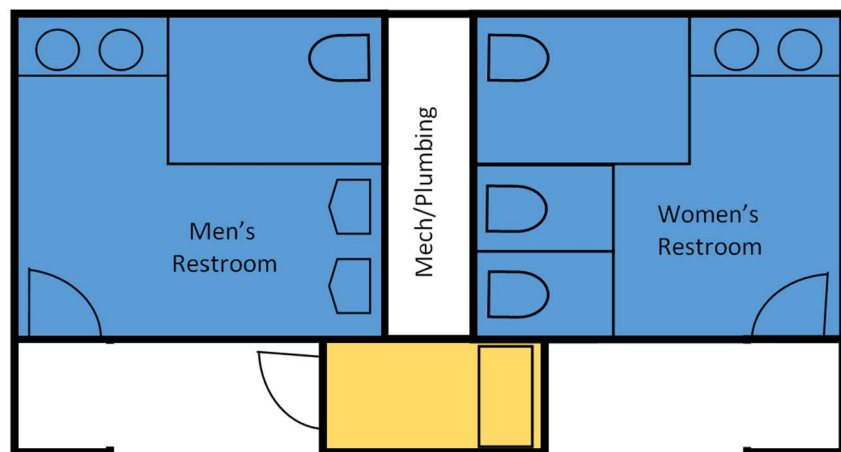
ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

MINER'S PLAZA RESTROOM RENDERING

Miner's Plaza Public Restrooms

-  = Stairwell
-  = Kitchenette
-  = Custodial Closet
-  = Hallway
-  = Restroom
-  = Locker Room
-  = Office



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 14.

Museum Restrooms – 528 Main Street

14a: (April 1 – June 1 & Labor Day – December 1) All cleaning to be completed seven (7) days per week from 8:00 AM until 9:00 AM.

14b: (December 1 – April 1 & June 1 – Labor Day) All cleaning to be completed seven (7) days per week, twice per day. First cleaning to be completed from 8:00 AM until 9:00 AM. Second cleaning to be completed from 5:00 PM and 6:00 PM daily.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS AND STAIRS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect doorknobs and water fountains
- Clean all interior glass doors, windows, and window ledges, as needed
- Clean and disinfect water fountains
- Vacuum, sweep, mop, and disinfect stairways
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

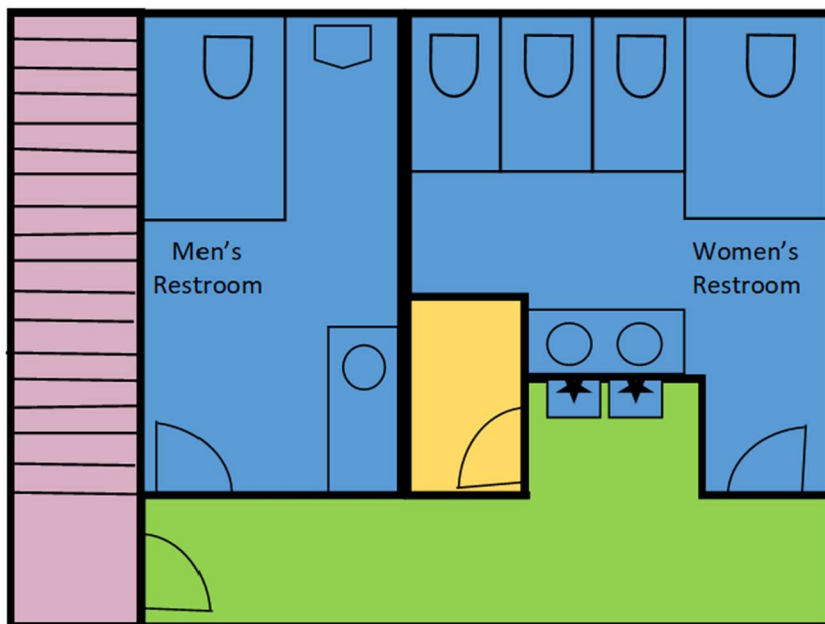
ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT
MUSEUM RESTROOM RENDERING**

**Museum
Public Restrooms**

-  = Stairwell
-  = Kitchenette
-  = Custodial Closet
-  = Hallway
-  = Restroom
-  = Locker Room
-  = Office



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 15.

China Bridge Elevator – 350 Swede Alley

All cleaning to be completed seven (7) days per week from 9:00 AM until 10:00 AM.

Daily Cleaning Projects:

ELEVATOR:

- Polish stainless steel, wipe down walls and doors, and disinfect buttons on all levels
- Clean and disinfect all handrails and doorknobs
- Clean out floor track for the doors on each level with blower
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

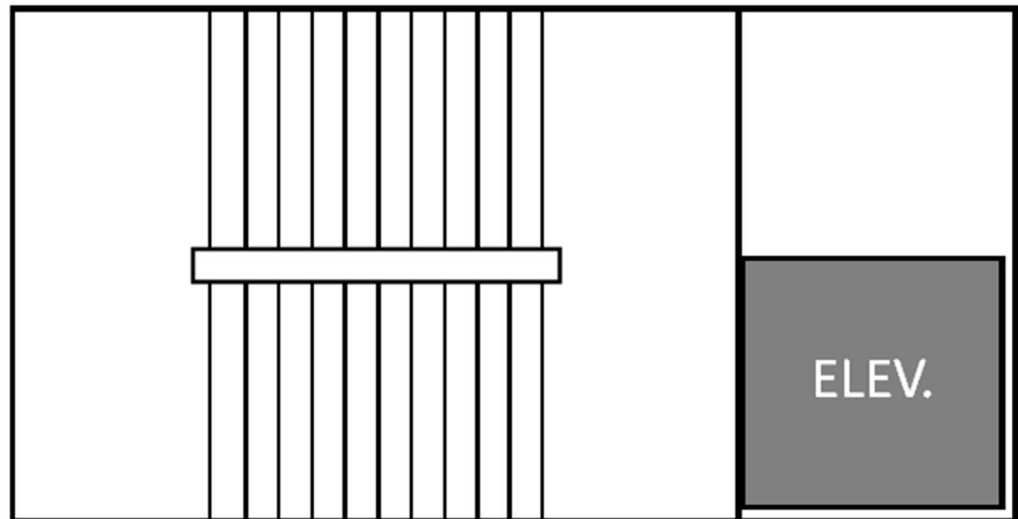
ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

CHINA BRIDGE ELEVATOR RENDERING

China Bridge
Elevator
All Levels

-  = Stairwell
-  = Kitchenette
-  = Custodial Closet
-  = Hallway
-  = Restroom
-  = Locker Room
-  = Office/Common Space



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 16.

Golf Building – 1800 Three Kings Drive

(April 1 – November 1) All cleaning to be completed one (1) day per week, on Friday, from 10:00 AM until 11:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – STAFF OFFICES AND HALLWAY:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean tables and counter tops
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN/BREAKROOM

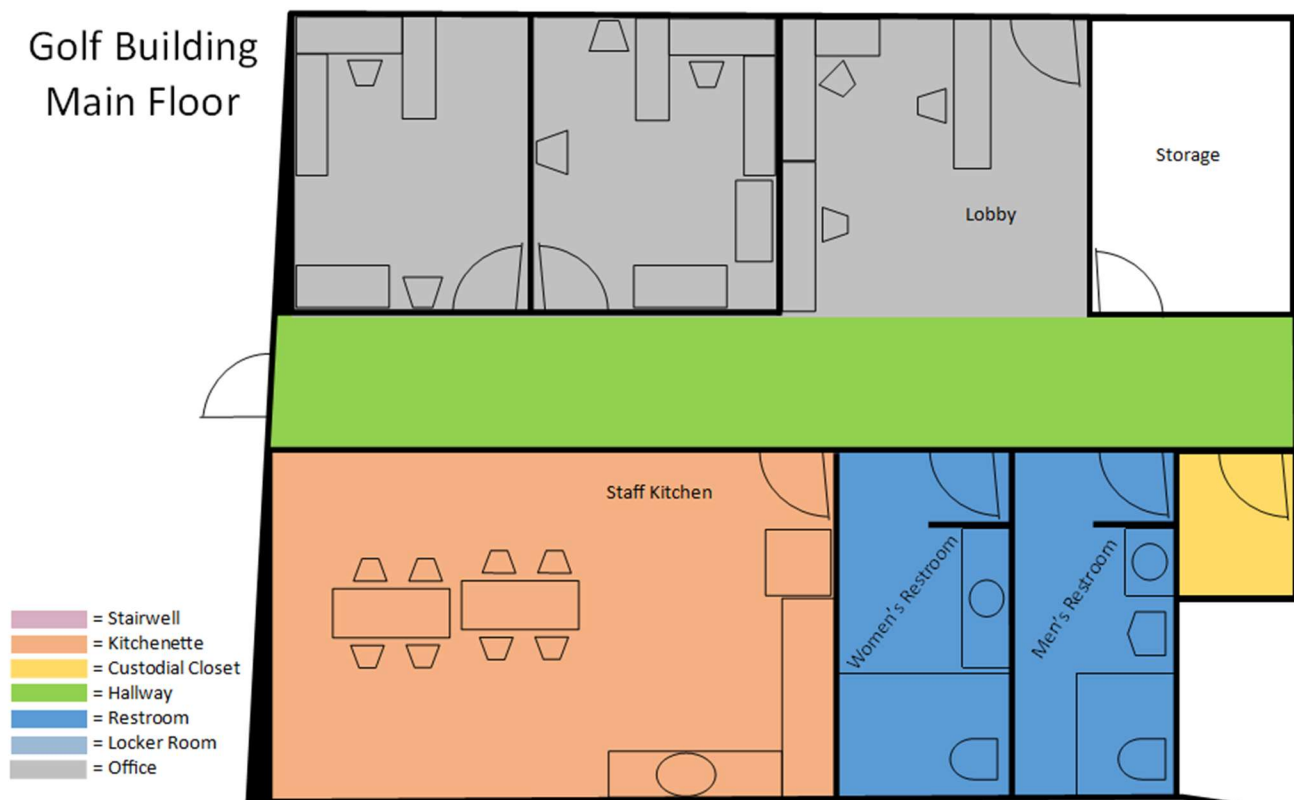
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean tables, counter tops, and sink(s)
- Restock all paper products and soap
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

PARK CITY MUNICIPAL CORPORATION **SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT** **GOLF BUILDING RENDERING**

Golf Building
Main Floor



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 17.

Recreation Center – 1400 Sullivan Road

(April 1 – November 1) All cleaning to be completed five (5) day per week, Monday through Friday, from 7:30 AM until 9:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean and disinfect water fountains as needed
- Clean mirrors
- Clean all interior glass doors, windows, and window ledges, as needed
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

INTERIOR COMMON AREAS – CORRIDORS, CONCESSION AREA, ENTRANCE AND MEETING ROOM ON ALL LEVELS:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops, and sink(s)
- Clean and disinfect all handrails and doorknobs
- Clean all interior glass doors, windows, and window ledges, as needed
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

KITCHEN

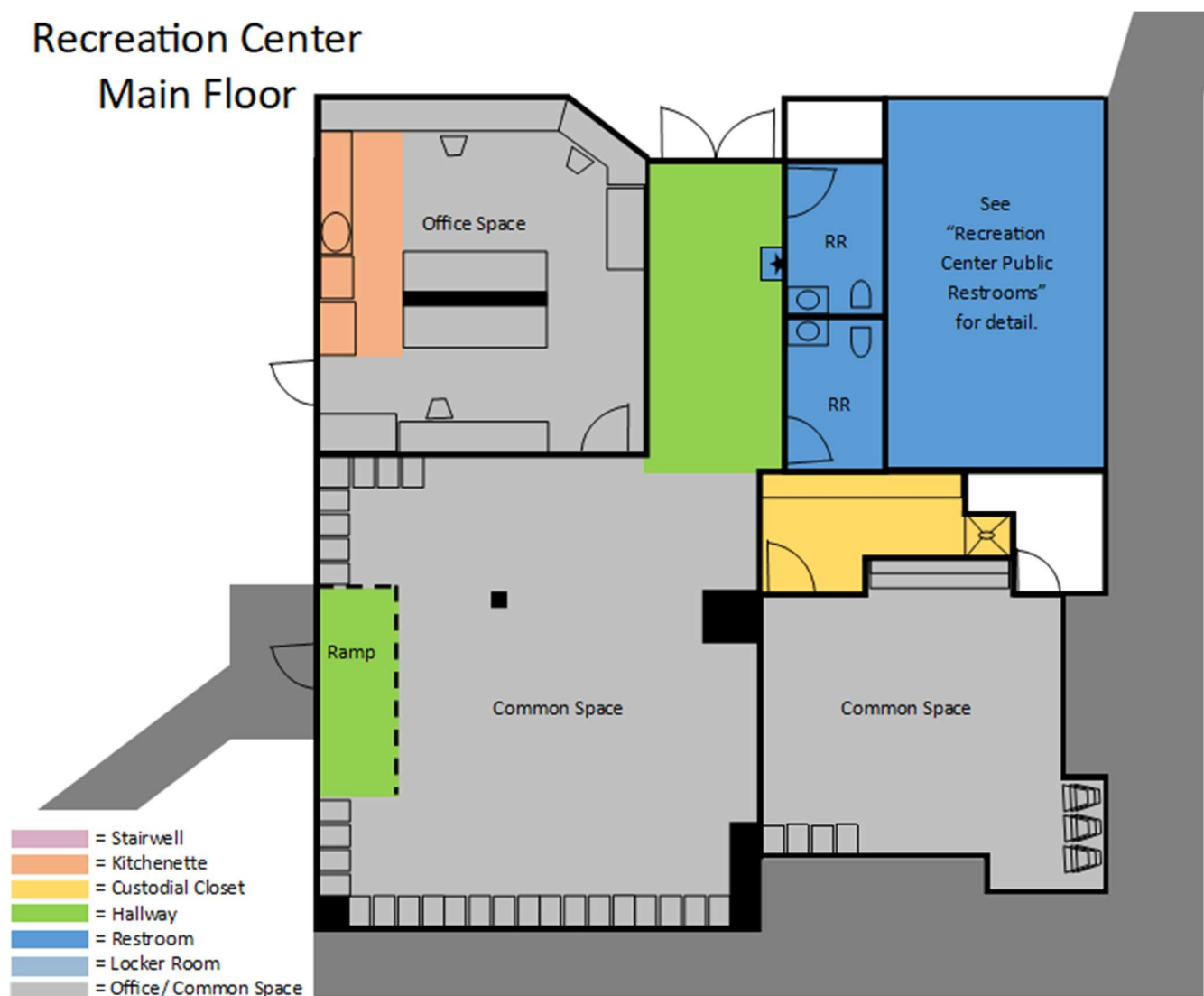
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Clean and disinfect all handrails and doorknobs
- Clean tables, counter tops, and sink
- Restock all paper products and soap
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT
RECREATION CENTER RENDERING**

Recreation Center
Main Floor



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 18.

Recreation Center Restrooms – 1400 Sullivan Road

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 7:00 AM until 7:30 AM.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

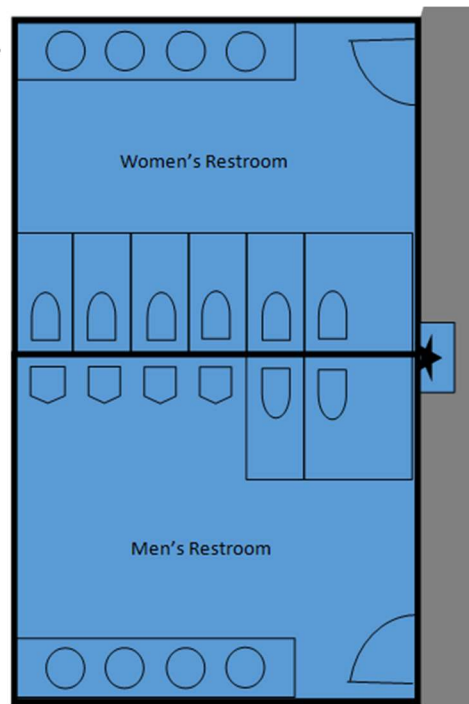
ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

RECREATION CENTER RESTROOM RENDERING

Recreation Center
Public Restrooms

-  = Stairwell
-  = Kitchenette
-  = Custodial Closet
-  = Hallway
-  = Restroom
-  = Locker Room
-  = Office



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 19.

South End Park Restrooms – 1352 Park Avenue

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 6:00 AM until 7:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

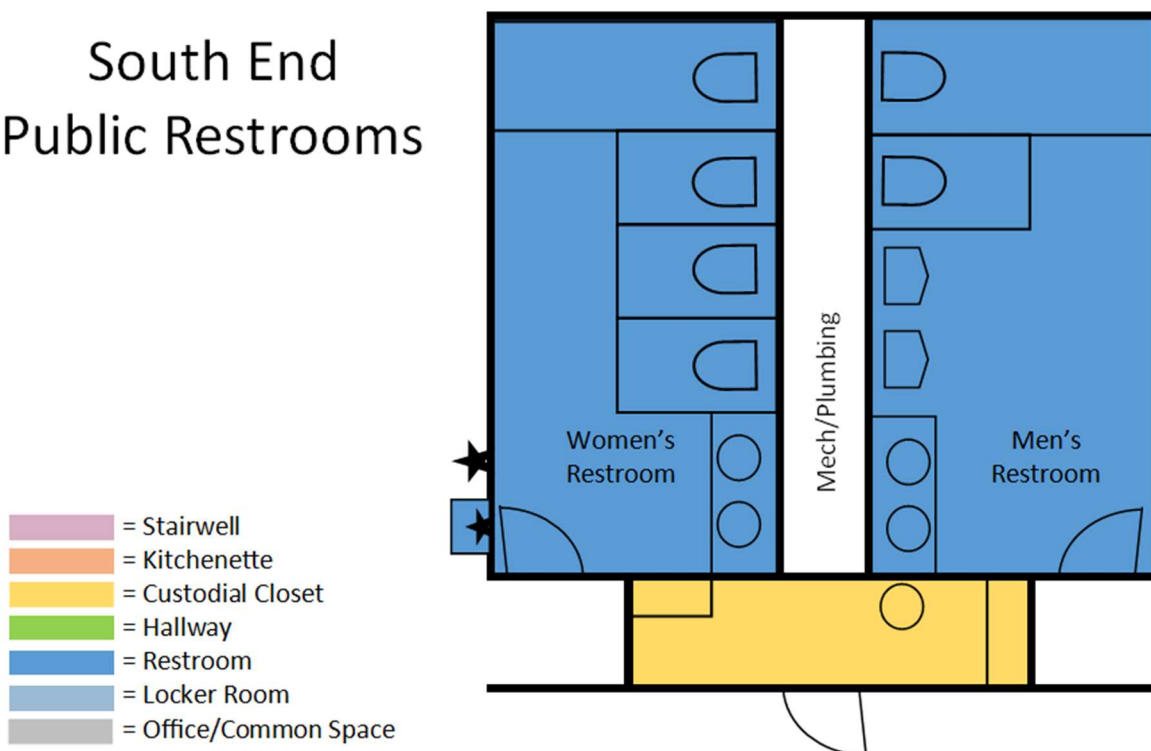
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

SOUTH END PARK RESTROOM RENDERING

South End Public Restrooms



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 20.

Middle School Restrooms – 2270 Kearns Boulevard

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 8:00 AM until 9:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

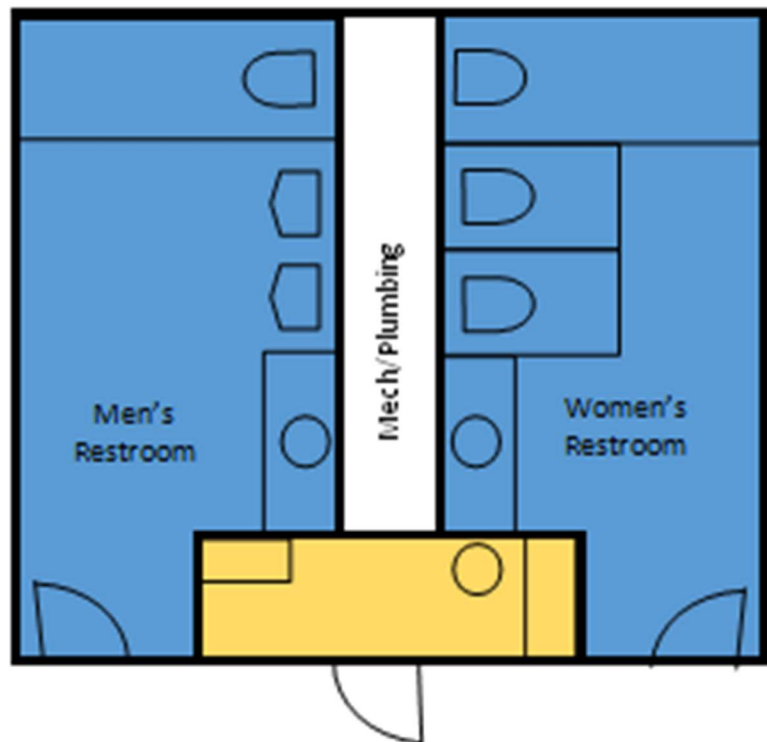
ADDITIONAL ITEMS:

- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

MIDDLE SCHOOL RESTROOM RENDERING

Middle School Public Restrooms

-  = Stairwell
-  = Kitchenette
-  = Custodial Closet
-  = Hallway
-  = Restroom
-  = Locker Room
-  = Office/Common Space



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 21.

High School Restrooms – 1750 Kearns Boulevard

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 7:00 AM until 8:00 AM.

Daily Cleaning Projects:

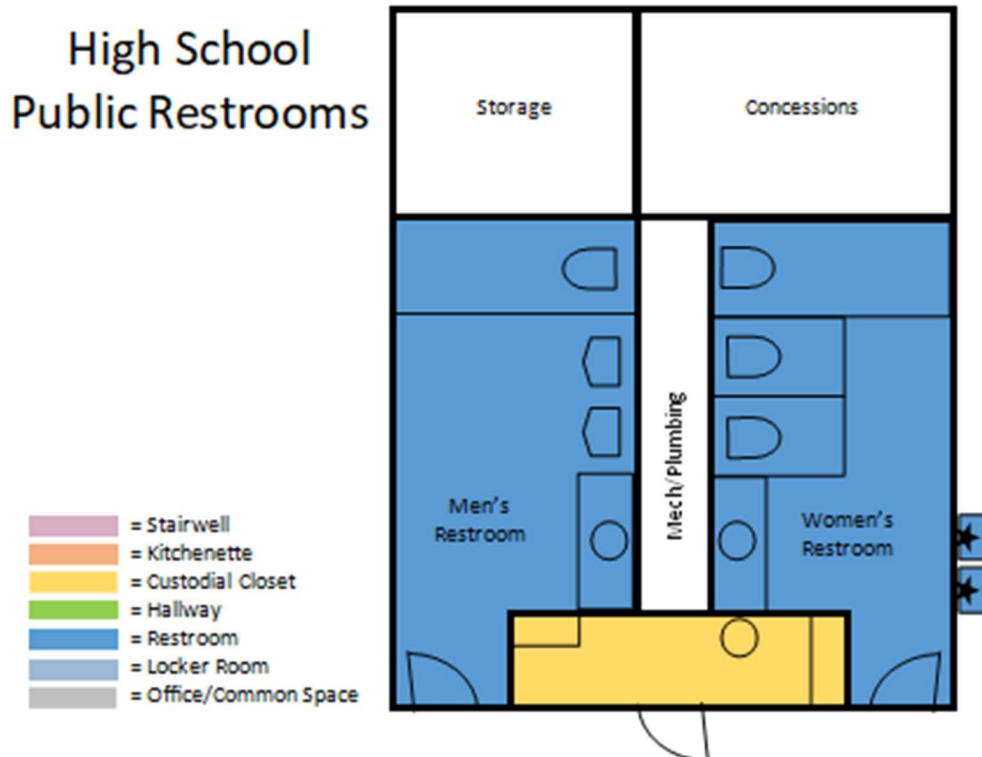
RESTROOMS (2):

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary and have proper M SDS Book

HIGH SCHOOL RESTROOM RENDERING



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 22.

Rotary Park Restrooms – Pay Day Drive

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 5:00 AM until 6:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

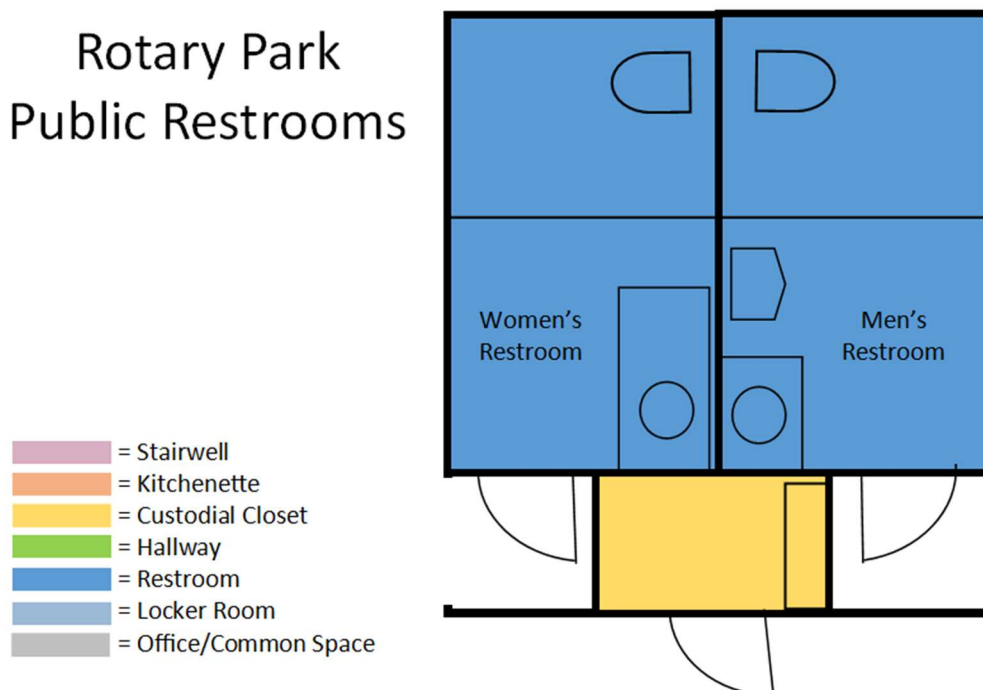
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

ROTARY PARK RESTROOM RENDERING

Rotary Park
Public Restrooms



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Location 23.

Creekside Park Restrooms – 2392 Holiday Ranch

(April 1 – November 1) All cleaning to be completed seven (7) days per week from 6:00 AM until 7:00 AM.

Daily Cleaning Projects:

RESTROOMS (2):

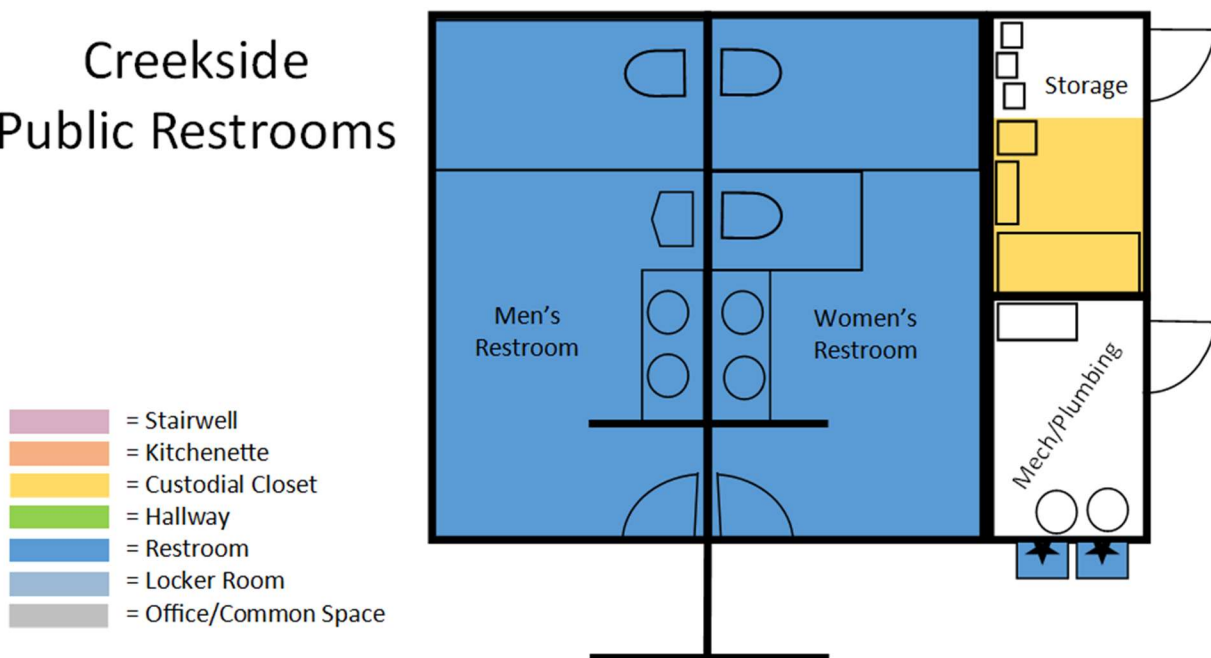
- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Clean mirrors
- Wipe down partitions and walls
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

ADDITIONAL ITEMS:

- Clean and disinfect water fountains as needed
- Spot cleaning
- Check and report on any maintenance issues (i.e., low on paper products, soap, etc.)
- All janitorial closets are to be kept clean, sanitary, and have a proper MSDS Book

CREEKSIDE RESTROOM RENDERING

Creekside
Public Restrooms



PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Payment Schedule – Locations

	Year Round	<u>Daily \$</u>	<u>Monthly \$</u>	<u>Yearly \$</u>
1	Police Facility	<u>\$55.00</u>	<u>\$1,100.00</u>	<u>\$13,200.00</u>
2	Marsac Building	<u>\$59.00</u>	<u>\$1,180.00</u>	<u>\$14,160.00</u>
3	Library Center	<u>\$165.00</u>	<u>\$4,950.00</u>	<u>\$59,400.00</u>
4a	Miners Hospital	<u>\$60.00</u>	<u>\$1,200.00</u>	<u>\$5,700.00</u>
5	PC MARC	<u>\$150.00</u>	<u>\$4,500.00</u>	<u>\$54,000.00</u>
6a	Public Works West Building	<u>\$110.00</u>	<u>\$3,300.00</u>	<u>\$16,500.00</u>
6b	Public Works West Building	<u>\$110.00</u>	<u>\$2,200.00</u>	<u>\$15,400.00</u>
7a	Public Works East Building	<u>\$60.00</u>	<u>\$1,800.00</u>	<u>\$9,000.00</u>
7b	Public Works East Building	<u>\$60.00</u>	<u>\$1,200.00</u>	<u>\$8,400.00</u>
8	Quinn's Water Treatment	<u>\$60.00</u>	<u>\$480.00</u>	<u>\$5,760.00</u>
9	Quinn's Maintenance Building	<u>\$28.00</u>	<u>\$224.00</u>	<u>\$2,688.00</u>
10	Quinn's Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$12,960.00</u>
11	Farm Shed	<u>\$38.00</u>	<u>\$304.00</u>	<u>\$3,648.00</u>
12a	Transit Center	<u>\$45.00</u>	<u>\$1,350.00</u>	<u>\$6,750.00</u>
12b	Transit Center	<u>\$90.00</u>	<u>\$2,700.00</u>	<u>\$18,900.00</u>
13a	Miners Plaza Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$5,400.00</u>
13b	Miners Plaza Restrooms	<u>\$72.00</u>	<u>\$2,160.00</u>	<u>\$15,120.00</u>
14a	Museum Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$5,400.00</u>
14b	Museum Restrooms	<u>\$72.00</u>	<u>\$2,160.00</u>	<u>\$15,120.00</u>
15	China Bridge Elevators	<u>\$8.00</u>	<u>\$240.00</u>	<u>\$2,880.00</u>
	Summer Only (APR 1 – NOV 1)	<u>Daily \$</u>	<u>Monthly \$</u>	<u>Yearly \$</u>
4b	Miners Hospital	<u>\$60.00</u>	<u>\$720.00</u>	<u>\$4,500.00</u>
16	Golf Building	<u>\$32.00</u>	<u>\$128.00</u>	<u>\$896.00</u>
17	Recreation Center	<u>\$38.00</u>	<u>\$760.00</u>	<u>\$5,320.00</u>
18	Recreation Center Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
19	South End Park Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
20	Middle School Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
21	High School Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
22	Rotary Park Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
23	Creekside Park Restrooms	<u>\$36.00</u>	<u>\$1,080.00</u>	<u>\$7,560.00</u>
	Total	<u>\$1,696.00</u>	<u>\$42,376.00</u>	<u>\$346,462.00</u>

PARK CITY MUNICIPAL CORPORATION

SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Deep Cleaning Standards All City Municipal Buildings

All cleaning to be done on a weekly, monthly, quarterly, and yearly basis as specified below on all buildings.

Weekly Cleaning Projects:

ALL AREAS:

- Edge vacuum all carpeted areas, including corners and under desks
- Clean stairway risers, ledges, and dust handrails, if applicable
- Spot clean stains on all hard surfaced floors and walls
- Dust all hard surfaces, including bookshelves, cabinets, chairs, file cabinets, tables, and walls
- Clean and disinfect light switches
- Clean entry doors (interior and exterior sides), including kick plates

RESTROOMS:

- Dust all partition tops
- Wipe down and disinfect ceramic tile walls, if applicable

Monthly Cleaning Projects:

ALL AREAS:

- Restore finish on all non-carpeted hard surfaced floors
- Shampoo carpets in all carpeted areas
- Dust tops of all hard surfaces, including frames, mirrors, hanging light fixtures, air vents and walls
- Low dusting of baseboards and window ledges
- Fill floor drains with at least one gallon of water and disinfect to prevent sewer smells

KITCHEN:

- Damp wipe tops of all appliances, including refrigerators, microwaves, and vending machines.
- Wipe fronts of all cabinetries

Quarterly Cleaning Projects:

ALL AREAS:

- Buff and high gloss finish all non-carpeted hard surfaced floors, except the Farm Shed
- Dust and clean all venetian and vertical blinds, if applicable
- Brush and clean all air vents

Yearly Cleaning Projects:

ALL AREAS:

- Strip and re-wax all non-carpeted hard surfaced floors
- Buff and high gloss finish the stained concrete floor in Farm Shed ONLY (to be completed approximately between April and May)

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Payment Schedule – Deep Cleaning Standards All City Municipal Buildings

1. Weekly Deep Cleaning Projects	<u>\$0.00 – price included in Exhibit A</u>
2. Monthly Deep Cleaning Projects	<u>\$1,100.00 (includes interior glass)</u>
3. Quarterly Deep Cleaning Projects	<u>\$3,000.00</u>
4. Annual Deep Cleaning Projects	<u>\$5,500.00</u>
Total	<u>\$9600.00</u>

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Special Events

Park City holds the following annual special events during which City facilities see higher usage and thus need supplementary janitorial services above the usual daily tasks as identified in Scope of Services – Exhibit A. While Exhibit C lists major special events, the City does host several smaller special events throughout the year which may require supplementary janitorial services and/or additional janitorial staff presence. The City will provide advance notification to the Service Provider when special events are finalized, as well as the specific supplementary janitorial services required for each event. All events and event dates/times are subject to change and/or cancellation.

Special Event 1.

SUNDANCE FILM FESTIVAL

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

DURATION:

- Ten (10) days – End of January of each year (times subject to change)
- First Thursday 3:00 PM to 10:00 PM
- All other days 8:00 AM to 10:00 PM

STAFFING:

- Service Provider to provide one (1) extra dedicated janitorial staff member, equipped with cell phone, rotating between locations.

CLEANING LOCATIONS:

- Transit Center Restrooms
- Miner's Plaza Restrooms
- Museum Restrooms

CLEANING SERVICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Special Event 2.

KIMBALL ARTS FESTIVAL

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

DURATION:

- Three (3) Days – Typically the first weekend in August (times subject to change)
- Friday 3:00 PM to 9:00 PM
- Saturday 9:00 AM to 9:00 PM
- Sunday 9:00 AM to 7:00 PM

STAFFING:

- Service Provider to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

CLEANING LOCATIONS:

- Transit Center Restrooms
- Miner's Plaza Restrooms
- Museum Restrooms

CLEANING SERVICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Special Event 3.

FOURTH OF JULY CELEBRATION

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

DURATION:

- One (1) day: July 4th

STAFFING:

- Service Provider to provide two (2) dedicated janitorial staff members, equipped with cell phone, rotating between locations.

CLEANING LOCATIONS:

- Transit Center Restrooms (10:00 AM and 1:00 PM ONLY)
- Miner's Plaza Restrooms (10:00 AM and 1:00 PM ONLY)
- Museum Restrooms (10:00 AM and 1:00 PM ONLY)
- South End Park Restrooms (7:00 AM to 9:00 PM)
- Recreation Center Restrooms (7:00 AM to 9:00 PM)

CLEANING SERVICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Special Event 4.

AUTUMN ALOFT FESTIVAL

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

DURATION:

- One Day – Mid-September (times subject to change)
- Typically, Saturday
- 7:00 AM to 10:00 AM

STAFFING:

- Service Provider to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

CLEANING LOCATIONS:

- Middle School Restrooms
- High School Restrooms

CLEANING SERVICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Special Event 5.

PARK SILLY SUNDAY MARKET

All cleaning is in addition to services outlined in Scope of Services – Exhibit A for the locations listed below.

DURATION:

- Sundays, Mid-June through Mid-September (times subject to change)
- 11:00 AM

STAFFING:

- Service Provider to provide one (1) dedicated janitorial staff member, equipped with cell phone, rotating between locations.

CLEANING LOCATIONS:

- Transit Center Restrooms (10:00 AM and 1:00 PM ONLY)
- Miner's Plaza Restrooms (10:00 AM and 1:00 PM ONLY)
- Museum Restrooms (10:00 AM and 1:00 PM ONLY)

CLEANING SERVICES:

- Empty all trash cans and dispose of in dumpster; replace liners and spot clean trash cans
- Restock all paper products and soap
- Clean and disinfect all handrails and doorknobs
- Clean and disinfect all restroom fixtures, dispensers, faucets, rails, sinks, toilets, and urinals
- Clean and disinfect all flush sensors and underside of all toilets
- Clean and disinfect all countertops
- Vacuum all carpeting, including mats, if applicable
- Sweep, mop, and disinfect hard surfaced floors, if applicable

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

Payment Schedule – Special Events

1. Sundance Film Festival	<u>\$4,788.00</u>
2. Kimball Arts Festival	<u>\$1,008.00</u>
3. Fourth of July Celebration	<u>\$648.00</u>
4. Autumn Aloft Festival	<u>\$108.00</u>
5. Park Silly Sunday Market	<u>\$2,700.00</u>
Total	<u>\$9,252.00</u>

PARK CITY MUNICIPAL CORPORATION SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT

Equipment Supply

Service Provider will be responsible for storing and maintaining its equipment. Park City will fund the initial supply of new equipment and replacement only when the useful life of the equipment has been reached. Park City will not be responsible to replace equipment in the event of operator error.

All cleaning equipment must be approved by the building maintenance supervisor prior to purchase.

CLEANING RAGS:

- Freshly laundered rags are to be used in each location for each cleaning

MOPS:

- Freshly laundered mop heads are to be used in each location for each cleaning

GLOVES, MASKS, AND SAFETY GLASSES:

- As needed for employees

VACUUMS:

- One floor or backpack vacuum per each employee on staff that day.
 - Must have a HEPA filter

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

Payment Schedule – Equipment Supply

Please list total cost for each piece of equipment to perform all jobs listed in Locations.

1. Clean Rags	<u>\$576.60</u>
2. Clean Mop Heads	<u>\$163.12</u>
3. Gloves, Masks, and Safety Glasses	<u>\$3,230.00</u>
4. Vacuums	<u>\$6,884.00</u>
Total	<u>\$10,853.72</u>

Please list total cost for each piece of equipment to perform all jobs listed in Deep Cleaning Services.

1. Clean Rags	\$ included above
2. Clean Mop Heads	\$ included above
3. Gloves, Masks, and Safety Glasses	\$ included above
4. Vacuums	\$ included above
Total	\$ N/C

Please list total cost for each piece of equipment to perform all jobs listed in Special Events.

1. Clean Rags	\$ included above
2. Clean Mop Heads	\$ included above
3. Gloves, Masks, and Safety Glasses	\$ included above
4. Vacuums	\$ included above
Total	\$ N/C

Total of all equipment \$10,853.72

**PARK CITY MUNICIPAL CORPORATION
SERVICE PROVIDER/PROFESSIONAL SERVICES AGREEMENT**

EXHIBIT “B”

PAYMENT SCHEDULE FOR “EXTRA” WORK

All “extra” work shall be agreed to in advance in writing by the City.

Please specify hourly rate for:

- Non-Holiday, Normal Business Hours \$ 32.00
- Emergency Calls \$ 50.00
- After-Hours \$ 36.00
- Holidays \$ 54.00

Please specify hourly rate for:

- Additional Special Events with advance notice \$ 36.00

Please specify cost for:

- Quick clean of a facility and replacement of supplies/paper products \$ 32.00
- Replacement of supplies/paper products ONLY \$ 32.00

Emergency Response Time:

Please specify your guaranteed response time to emergency cleaning requests. Locations of all twenty-three (23) City facilities should be considered. If your guaranteed response time is different for various locations, please list the individual response times on a separate sheet:

- Guaranteed Emergency Response Time 15 minutes to 1 hour

Comments: Response time depends on hazardous weather and time of day/night of the call. Note for business hours as listed above. The business hours are 7 days/evenings per week 6:00am-8:30pm. After hours are 8:30pm-6:00am.

Exhibit B – Summary of Bids Received

A mandatory walk-through of all twenty-three (23) City facilities was conducted on November 16, 2021. Five (5) companies attended.

Four (4) proposals were received by the bid deadline on 11/19/2021. They are as follows:

BuzyBee Cleaning

Exhibit A	\$346,462.00	
Exhibit B	\$9,600.00	
Exhibit C	\$9,252.00	
Exhibit D	\$10,853.00	
Total Annual Cost	\$376,167.72	Plus 3% Increase

APS Cleaning

Exhibit A	\$514,240.00	
Exhibit B	\$13,950.00	
Exhibit C	\$9,503.00	
Exhibit D	\$22,598.00	
Total Annual Cost	\$560,291.00	Plus 3% Increase

One Stop

Exhibit A	\$523,665.00	
Exhibit B	\$24,502.50	
Exhibit C	\$15,120.00	
Exhibit D	\$19,666.92	
Total Annual Cost	\$582,954.42	No Increase Indicated

Five Star Construction

Exhibit A	\$766,055.40	
Exhibit B	\$16,855.00	
Exhibit C	\$7,860.00	
Exhibit D	\$5,910.00	
Total Annual Cost	\$796,680.40	No Increase Indicated

Exhibit C - Summary of Lowest Bid

BuzyBee Cleaning and Maintenance

EXHIBIT A - Scope of Services	
Police Facility	\$13,200.00
Marsac Building	\$14,160.00
Library Center	\$59,400.00
Miners Hospital	\$5,700.00
PC MARC	\$54,000.00
Public Works West Building	\$16,500.00
Public Works West Building	\$15,400.00
Public Works East Building	\$9,000.00
Public Works East Building	\$8,400.00
Quinn's Water Treatment	\$5,760.00
Quinn's Maintenance Building	\$2,688.00
Quinn's Restrooms	\$12,960.00
Farm Shed	\$3,648.00
Transit Center	\$6,750.00
Transit Center	\$18,900.00
Miners Plaza Restrooms	\$5,400.00
Miners Plaza Restrooms	\$15,120.00
Museum Restrooms	\$5,400.00
Museum Restrooms	\$15,120.00
China Bridge Elevators	\$2,880.00
Summer Only (APR 1 – NOV 1)	
Miners Hospital	\$4,500.00
Golf Building	\$896.00
Recreation Center	\$5,320.00
Recreation Center Restrooms	\$7,560.00
South End Park Restrooms	\$7,560.00
Middle School Restrooms	\$7,560.00
High School Restrooms	\$7,560.00
Rotary Park Restrooms	\$7,560.00
Creekside Park Restrooms	\$7,560.00
Total Cost of Exhibit A:	\$346,462.00
EXHIBIT B - Deep Cleaning	
Weekly	\$0.00
Monthly	\$1,100.00
Quarterly	\$3,000.00
Annual	\$5,500.00
Total Cost of Exhibit B:	\$9,600.00
EXHIBIT C - Special Events	
Sundance	\$4,788.00
Kimball	\$1,008.00
Fourth of July	\$648.00
Autumn Aloft	\$108.00
Park Silly Sunday Market	\$2,700.00
Total Cost of Exhibit C:	\$9,252.00
EXHIBIT D - Equipment Supply	
Equipment Needed for Exhibit A	
Clean Rags	\$576.60
Clean Mop Heads	\$163.12
Gloves,Masks, and Safety Glasses	\$3,230.00
Vacuums	\$6,884.00
SUBTOTAL	\$10,853.72

Equipment Needed for Exhibit B	
Clean Rags	N/A
Clean Mop Heads	N/A
Gloves,Masks, and Safety Glasses	N/A
Vacuums	N/A
SUBTOTAL	N/A
Equipment Needed for Exhibit C	
Clean Rags	N/A
Clean Mop Heads	N/A
Gloves,Masks, and Safety Glasses	N/A
Vacuums	N/A
SUBTOTAL	N/A
Total Cost of Exhibit D:	
	\$10,853.72

EXHIBIT E - Hourly Rates	
Non-Holiday, Normal Business Hours (6:00am-8:30pm)	\$32.00
Emergency Calls	\$50.00
After hours (8:30pm-6:00am)	\$36.00
Holidays	\$54.00
Quick clean of a facility & replacement of supplies/paper products	\$32.00
Replacement of supplies/paper product only	\$32.00
Guaranteed Response Time:	15 min - 1 hour
Total Cost of All Exhibits	
Full Bid Total (Exhibits A-D) year one	\$376,167.72
Full Bid Total (Exhibits A-D) year two with 3% Increase	\$387,452.75
Full Bid Total (Exhibits A-D) year three with 3% Increase	\$399,076.33
Total Cost for the Life of Initial Contract (3 Years)	\$1,162,696.81
Optional Two (2) year Extension	
Full Bid Total (Exhibits A-D) year four with 3% Increase	\$411,048.62
Full Bid Total (Exhibits A-D) year five with 3% Increase	\$423,380.08
Total Cost for the Life of Contract if Extended (5 Years)	\$1,997,125.51

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Beth Bynan

Submitting Department: Finance & Accounting

Item Type: Staff Report

Agenda Section:

Subject:

Request for Approval of Special Event Temporary Alcoholic Beverage Licenses during the 2022 Sundance Film Festival

Suggested Action:

Attachments:

[Temporary Liquor License Approvals Staff Report](#)

[Exhibit A: January 6 Liquor List](#)

[Exhibit B: Previously Approved Liquor Licenses](#)

[Exhibit C: Late Liquor License Applications](#)

City Council Staff Report



Subject: Request for Approval of Special Event Temporary Alcoholic Beverage Licenses during the 2022 Sundance Film Festival
Author: Beth Bynan, Business License Specialist
Department: Finance
Date: January 6, 2022
Type of Item: Consent

Summary Recommendation

Staff is requesting Council approval of the Special Event Temporary Alcoholic Beverage License (License) applications listed in Exhibit A for operation during the 2022 Sundance Film Festival (Festival). These approvals are part of an annual approval process leading up the Festival.

Executive Summary

Exhibit A lists all License applicants to date pending approval. These applicants have completed all requirements for application, including insurance requirements and applicable license fees. All locations are vibrant or meet one of the one-year vibrancy exceptions listed in the code and eligible for a Single Event Temporary Liquor permit. Staff is requesting approval of the attached applicants to serve alcoholic beverages during the 2022 Festival.

Background

The Municipal Code of Park City [4-6-2-\(B\)1](#) requires City Council approval of all single event alcoholic beverage licenses effective during the Festival, “no later than the last regularly scheduled meeting in the month of December.” There are instances in which Park City Municipal (City) requires a License and the Department of Alcoholic Beverage Control (DABC) does not (i.e. private parties). As stated in Municipal Code [4-6-2-\(B\)1](#), all Single Event Temporary Liquor permit applications for the dates during the Sundance Film Festival are required to obtain Council approval no later than the last regularly scheduled meeting in the month of December.

Municipal Code [4-6-2\(B\)\(2\)](#), allows City Council to hear no more than twelve (12) late applications for approval. All applications must be complete and submitted no later than the first Friday in January to be heard no later than the second Thursday in January. No more than the first twelve (12) complete applications to be submitted will be heard.

Condition of Approval:

In order to maintain life safety standards, staff recommends that security personnel (at a ratio of 1 security officer per 50 occupants) be required for all Single Event Temporary Alcoholic Beverage Licenses issued to nightclubs, bars and similar uses. Staff recommends that this security be included as a condition of approval for these identified sites if highlighted in Exhibit A. Staff included this condition of approval information in

the 2022 Festival Rules of the Road document to encourage compliance and reduce last minute surprises for event organizers and applicants. To ensure compliance, the Fire Marshall will be monitoring the security plan implementation of these occupancy ratios.

Sites approved through the Special Event process are separately regulated; security is addressed during that application process.

Vibrancy:

In accordance with 4-2-15 [Vibrant Commercial Storefronts](#), locations that have been deemed “dark” for two or more consecutive quarters and which do not meet any of the one-year allowed exceptions will not be eligible for a Single Event Temporary Liquor permit at that location. All the locations listed in Exhibit A are either vibrant or have met one of the exceptions to vibrancy and are eligible to be approved for the Single Event Temporary Liquor permit.

Recommendation

Staff recommends City Council approve the Special Event Temporary Alcoholic Beverage License (License) applications listed in Exhibit A for operation during the 2022 Sundance Film Festival (Festival).

Attachments

Exhibit A- List of locations

Exhibit B- Previously Approved Liquor Licenses

Exhibit C- List of Late Liquor License Applications

Applicant Name		Location Address	Regular Tenant
To Be Approved			
1	IndieWire	625 Main Street	Sotheby's
2	UCLA	1283 Deer Valley Drive	CC of Park City
3	Door Dash	305 Main Street	Meyer Gallery
4	Impact Studio Events	260 Main Street	Susan Swartz
5	Aflac	268 Main Street	OP Rockwell
6	Meredith Marks Retail	511 Main Street	Meredith Marks
7	Meredith Marks Retail	511 Main Street	Meredith Marks
8	A-List Communications - IHG Supper Suite	890 Main Street	The Mustang
9	ChefDance, LLC	427 Main Street	Chefdance- Pending BL application
10	White Claw	608 Main Street	Montgomery Lee Fine Art
11	White Claw	608 Main Street	Montgomery Lee Fine Art
12	HBO	306 Main Street	Firewood on Main
13	Warner Media Lounge	660 Main Street	Sky and Main Depot
14	DirecTV	447 Main Street	No Name Saloon
15	DirecTV	449 Main Street	Annex Burger
16	Acura	364 Main Street	Alpine Distilling- Pending BL application
17	Canon	528 Main Street	PC Museum
18	Canon	528 Main Street	PC Museum
19	Vulture	591 Main Street	Lund's Fine Art
20	Project Green, Inc. *LATE* (1/12)	580 Main Street	Changing Hands
21	Music Lodge by Precious Entertainment *LATE* (2/12)	324 Main Street	324 Main LLC *Vibrancy exception- open bldg permit
22	Music Lodge by Precious Entertainment *LATE* (3/12)	324 Main Street	324 Main LLC *Vibrancy exception- open bldg permit
23	Durkin Entertainment-Ecoluxe Lounge *LATE* (4/12)	255 Main Street	Tekila
21	Storied Managment- Courchevel *LATE* (5/12)	201 Heber Ave	Courchevel

	Previously Approved		
1	Cananda Goose	558 Main Street	Park City Fine Art
2	Slamdance	221 Main Street	TMI
3	Egyptian Theatre	328 Main Street	Egyptian Theatre
4	Egyptian Theatre	328 Main Street	Egyptian Theatre
5	Egyptian Theatre	328 Main Street	Egyptian Theatre
6	Audible/Variety	628 Park Ave	*Vibrancy exception- open bldg permit
7	Precious Entertainment	780 Main Street	Marriott Summit Watch
8	Precious Entertainment	780 Main Street	Marriott Summit Watch
9	Precious Entertainment	780 Main Street	Marriott Summit Watch
10	XRM Media Lounge	751 Main Street	Rich Haines Galleries
11	XRM Media Lounge	751 Main Street	Rich Haines Galleries
12	Chase Media Studio	580 Main Street	Willie Holdman Photographs
13	Chase Media Studio	580 Main Street	Willie Holdman Photographs
14	Netflix Lounge	890 Main Street	The Mustang
15	Netflix Lounge	890 Main Street	The Mustang
16	Chase Sapphire	573 Main Street	Prospect Gallery
17	Chase Sapphire	573 Main Street	Prospect Gallery

*Recalled, changed venue

*Recalled, changed venue

*Recalled, changed venue

	Applicant Name	Location Address	Regular Tenant
	LATE		
1	Project Green Inc.	580 Main Street	Changing Hands
2	Precious Entertainment- Music Lodge	324 Main Street	324 Main LLC
3	Precious Entertainment- Music Lodge	324 Main Street	324 Main LLC
4	Durkin Entertainment-Ecoluxe Lounge	255 Main Street	Tekila
5	Storied Management/Courchevel	201 Heber Ave	Courchevel
6			
7			
8			
9			
10			
11			
12			

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Beth Bynan

Submitting Department: Finance & Accounting

Item Type: Staff Report

Agenda Section:

Subject:

Request for Approval of Type 2 Convention Sales Licenses for Operation during the 2022 Sundance Film Festival

Suggested Action:

Attachments:

[Type 2 Convention Sales Licenses Staff Report](#)

[Exhibit A: January 6 CSL List of Locations](#)



City Council Staff Report

Subject: Request for Approval of Type 2 Convention Sales Licenses for Operation during the 2022 Sundance Film Festival
Author: Beth Bynan, Business License Specialist
Department: Finance
Date: January 6, 2022
Type of Item: Consent

Summary Recommendation

Staff is requesting Council approval of the Type 2 Convention Sales License (CSL) applications listed in Exhibit A for operation during the 2022 Sundance Film Festival (Festival) contingent on passing the Final Inspection Post Application (FIPA).

Executive Summary

The Type 2 Convention Sales License applicants to date requesting approval are shown in Exhibit A. The applicants have obtained a pre-inspection prior to application (PIPA), provided a site/floor plan stamped by a design professional with occupant load, and paid the applicable license fees. Staff is requesting approval of the applications for Convention Sales Licenses during the 2022 Sundance Film Festival (Festival).

Background

The Sundance Film Festival attracts an increasing number of businesses/entities which conduct business within the Park City (City) limits on a short-term basis. These entities are not affiliated with the Sundance Film Festival nor are they official sponsors. The increase in number of these entities has created health, safety and wellness concerns for the City and its residents, including the City's ability to provide basic Police, safety and emergency services. The Finance Department as well as other City staff is inundated with Type 2 Convention Sales License applications in the months and weeks before the Festival starts.

The Municipal Code for Type 2 CSL's allows the City to address issues related to adverse impacts or carrying capacity issues related to the licensed activity and volume. It also allows service departments, event staff and public safety to obtain a more adequate picture of the total public service demands for the Festival in a timeframe that provides for service level and cost adjustments

Municipal Code [4-7-3 \(B\)\(2\)](#) states that Council retains authority to approve Type 2 CSL license applications. Prior to Council's consideration of the Type 2 CSL license applications, the applicant must have a pre-inspection prior to application (PIPA). This inspection will highlight any issues related to the space prior to their final inspection. The inspection must accompany the license application along with accurate floor plans stamped by a design professional including the occupant load. The process for a Type 2 CLS is as follows:

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

Conventional Chain Businesses (CCBs)

There are no Conventional Chain Businesses listed in Exhibit A.

Recommendation

Staff has reviewed the applications for accuracy and completeness. Staff recommends that Council review and approve the applicants listed in Exhibit A. The applicant(s) listed has received a PIPA and if approved by Council, must receive a FIPA prior to the license being issued.

Attachments

Exhibit A - List of Locations

[illegible]

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Ordinance 2022-01, an Ordinance Approving the 2022 Regular Meeting Schedule for City Council

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[City Council Annual Meeting Notice Ordinance](#)

Ordinance 2022-01

An Ordinance Giving Notice of a Regular Meeting Date, Time, and Location for Meetings of the City Council, Redevelopment Agency, and Housing Authority of Park City, Utah, for 2022

The regular meetings of the Park City Council, Redevelopment Agency, and Housing Authority shall be held on Thursdays at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah, at 6:00 p.m., except when there is no quorum, no pending business, the regular meeting date falls on a holiday or there's a Determination of Substantial Health and Safety Risk that requires an electronic meeting. The 2022 meeting schedule for the City Council is as follows and the other bodies may meet at the same time and date as needed:

January 6, 13, 27
February 3, 17
March 3, 17, 31
April 7, 28
May 12, 26
June 9, 16, 23

July 14, 21
September 1, 15
October 6, 27
November 3, 10, 17
December 8, 15

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.

EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 6th day of January, 2022.

PARK CITY MUNICIPAL CORPORATION

Nann Worel, MAYOR

ATTEST:

Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

City Attorney's Office

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Johnny Wasden

Submitting Department: Parking Services

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Ordinance 2022-02, an Ordinance Amending Section 9-5-3, Parking Code - Types of Permits; and Section 4-7-3, Licensing - Conventional Sales and Commercial Hospitality Applications, of the Municipal Code of Park City
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Parking and Type 2 CSL Load-in Load-out Code Amendments Staff Report](#)

[Exhibit A: Parking Ordinance with Code Amendments](#)

City Council Staff Report

Subject: Special Use Parking Permits for Official Sundance Venues and Sponsors and Type 2 Convention Sales License (CSL) Holders
Author: Johnny Wasden, Parking Manager
Department: Parking Services
Date: January 6, 2022
Type of Item: Legislative

Recommendation

Approve amendments to the Parking and Licensing Codes to address vehicle-loading rules and regulations during the Sundance Film Festival (Festival) time period for official Sundance venues and sponsor and Type 2 Convention Sales License (CSL2) holders.

Executive Summary

The proposed amendments to [section 9-5-3 of the Parking Code \(Types of Permits\)](#) (Exhibit A) and [section 4-7-3 of the Licensing Code \(Convention Sales and Commercial Hospitality Applications\)](#) (Exhibit B) create a single Special Use Parking Permit (SUPP) that would be available to official Festival venues and sponsors operating under the Special Event Permit and CSL2 holders. The amendments clarify loading rules and simplify the process for applicants as well as aiding the Parking Division and Police Department in management as they enforce parking regulations during the Sundance Film Festival.

Background

Keeping Main Street vibrant and safe during the Festival time period is a priority for the City, the Sundance Institute, and the Historic Park City Alliance (HPCA). During the [March 9, 2017 work session](#), Council asked staff to develop ways to minimize impacts stemming from the turnover of temporary businesses in commercial spaces during the Festival. Staff returned to City Council on [August 3, 2017 \(item VII\)](#) with proposed amendments to [section 4-7-3 \(Convention Sales and Commercial Hospitality Applications\)](#) which were adopted and codified.

On [November 11, 2021](#) (p. 170/ [minutes](#) p. 2), during Work Session, staff provided an update on a number of code clarifications that would come to Council in preceding months. This included changes to parking permits during the Festival.

CSL2s are used to regulate activity during temporary activations that are not directly associated with the Sundance Film Festival (non-Special Event Permit Holder events). This includes regulating items such as building and fire codes and permits, floor plans, designed occupant loads, inspections, and trash. Type 2 CSLs are also used to regulate loading, unloading, and crowd management through SUPPs.

Currently, SUPPs are only available to Type 2 CSL holders, and because official Festival venues and sponsors are regulated by a Special Event Permit, those venues and sponsors have not been able to obtain the same type of parking permit that is issued to CSL2 holders. This has caused confusion for the license holders and enforcement staff seeking specific rules and regulations pertaining to operations on Main Street.

Analysis

The proposed changes move the parking permit process available for Type 2 CSL holders to the Parking Code (Exhibit A) and expands the availability of the permit to official Sundance venues and sponsors. This would maintain the intent of the strategic loading regulations approved by City Council in 2017 but allow a single permitting scheme to apply more broadly, simplifying the process for applicants and making administration and enforcement easier for the Parking Division and Police Department.

Specific changes include:

- SUPP for the Festival time period would be created under the Parking Code (Exhibit A). They would be similar to the permits previously found in the CSL2 section of the Licensing Code. SUPP would continue to be required for all CSL2 holders but be expanded to also cover official Festival venues and sponsors. In past years, Sundance venues and sponsors have not been eligible for these types of parking permits because they did not have CSL2s, as they are permitted under a Special Event Permit.
- The Licensing Code would be amended to remove the specific parking permit regulations for CSL2 and would instead reference the subsection in Parking Code (Exhibit A).
- The Blue Permit currently found in the Licensing Code provision would be removed. These permits would be covered by the Green Permit.
- Specific language would be added to the Code, outlining more clearly when loading activity can and cannot occur.

Special Use Parking Permits are required for venue loading, unloading and crowd management. The permits are not required for daily merchant deliveries (like FedEx, UPS, Sysco, and Nicholas).

Attachments

Exhibit A - Ordinance with Proposed Addition to Section 9-5-2 of the Parking Code and Proposed Amendments to Section 4-7-2 of the Licensing Code

Ordinance No. 2022-02

AN ORDINANCE AMENDING SECTION 9-5-3, PARKING CODE - TYPES OF PERMITS; AND SECTION 4-7-3, LICENSING - CONVENTIONAL SALES AND COMMERCIAL HOSPITALITY APPLICATIONS, OF THE MUNICIPAL CODE OF PARK CITY

WHEREAS, creating a single Special Use of Public Parking that would be available to official venues and sponsors operating under Special Event Permit and CSL2 holders.

WHEREAS, the amendments clarify loading rules and simplify the process for applicants as well as aiding the Parking Division and Police Department in management as they enforce parking regulations during the Sundance Film Festival.

WHEREAS, keeping Main Street vibrant and safe during the Festival time period is a priority for the City, the Sundance Institute, and the Historic Park City Alliance (HPCA).

WHEREAS, during the March 9, 2017 Work Session Council asked staff to develop ways to minimize impacts stemming from the turnover of temporary businesses in commercial spaces during the Festival.

WHEREAS, staff returned to City Council on August 3, 2017 (item VII) with proposed amendments to section 4-7-3 (Convention Sales and Commercial Hospitality Applications) which were adopted and codified.

WHEREAS, on [November 11, 2021](#) (p. 170/ [minutes](#) p. 2), during Work Session, staff provided an update on a number of code clarifications that would come to Council in preceding months. This included changes to parking permits during the Festival.

WHEREAS, CSL2s are used to regulate activity during temporary activations that are not directly associated with the Sundance Film Festival (non-Special Event Permit Holder events). This includes regulating items such as building and fire codes and permits, floor plans, designed occupant loads, inspections, and trash. Type 2 CSLs are also used to regulate loading, unloading, and crowd management through SUPPs.

WHEREAS, currently, SUPPs are only available to Type 2 CSL holders, and because official Festival venues and sponsors are regulated by a Special Event Permit, those venues and sponsors have not been able to obtain the same type of parking permit that is issued to CSL2 holders. This has caused confusion for the license holders and enforcement staff seeking specific rules and regulations pertaining to operations on Main Street.

WHEREAS, The proposed changes move the parking permit process available for Type 2 CSL holders to the Parking Code (Exhibit A) and expands the availability of the permit

to official Sundance venues and sponsors. This would maintain the intent of the strategic loading regulations approved by City Council in 2017 but allow a single permitting scheme to apply more broadly, simplifying the process for applicants and making administration and enforcement easier for the Parking Division and Police Department.

WHEREAS, specific changes include:

- SUPP for the Festival time period would be created under the Parking Code (Exhibit A). They would be similar to the permits previously found in the CSL2 section of the Licensing Code. SUPP would continue to be required for all CSL2 holders but be expanded to also cover official Festival venues and sponsors. In past years, Sundance venues and sponsors have not been eligible for these types of parking permits because they did not have CSL2s, as they are permitted under a Special Event Permit.
- The Licensing Code would be amended to remove the specific parking permit regulations for CSL2 and would instead reference the subsection in Parking Code (Exhibit A).
- The Blue Permit currently found in the Licensing Code provision would be removed. These permits would be covered by the Green Permit.
- Specific language would be added to the Code, outlining more clearly when loading activity can and cannot occur.

WHEREAS, Special Use Parking Permits are required for venue loading, unloading and crowd management. The permits are not required for daily merchant deliveries (like FedEx, UPS, Sysco, and Nicholas).

BE IT ORDAINED BY THE CITY COUNCIL OF PARK CITY, UTAH, THAT:

Sections 9-5-3 and 4-7-3 of the Municipal Code of Park City are amended and adopted to read as outlined in Exhibits A and B. This Ordinance shall become effective upon publication.

PASSED AND ADOPTED this 6th day of January, 2022.

PARK CITY MUNICIPAL CORPORATION

Mayor Nann Worel

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

Exhibit A – Parking Code 9-5-3 Amendment (Addition)

H. **SPECIAL USE OF PUBLIC PARKING PERMITS DURING SUNDANCE FILM FESTIVAL TIME PERIOD.**

If the City Manager or designee deems necessary, the loading operations of official Sundance venues and sponsors operating under the Special Event Permit as well as each Type 2 Convention Sales License (CSL2) holder must be permitted by the Parking Division with three (3) different permits:

1. Red – Large-scale loading operations with vehicles over 15 feet. These operations will only be permitted between 4:00 a.m. - 10:00 a.m. on designated days. The first opportunity for load-in will be the Tuesday before the start of the Sundance Film Festival. The first opportunity for load-out will be on Tuesday (Day 6) after the start of the Festival. The specific parameters on location, timing, and vehicles will be determined by the Parking Division.
 - a. Official Sundance venues and sponsors may conduct loading operations until 12 p.m. (noon), at the discretion of the Parking Department. Official Sundance venues and sponsors may request load-in prior to Tuesday before the start of the Festival but shall not be permitted for load-out before the first Tuesday of the Festival (day 6).
2. Green – For smaller loading operations with vehicles under 15 feet, such as catering, food and beverage, musical instruments, or linen service. These operations will be permitted throughout the day with specific parameters on location, timing, and vehicles determined by the Parking Division.
3. Crowd Management – The Parking Division shall require a crowd management plan for any official Sundance venues and sponsors operating under the Special Event Permit as well as each Type 2 CSL if the venue uses public parking or public sidewalk/right of way for crowd management. Crowd Management Permits will be issued by the Parking Division and reviewed in coordination with the Police, Engineering, Special Events and Building Departments.

The Parking Division will forward issued permits to the Finance Department for Type 2 Convention Sales Licensees and the Special Events Department for official Sundance venues and sponsors.

Any violation of the permit regulations may result in fines as outlined in the adopted fee schedule as well as the revocation of a Type 2 CSL and the inability to obtain a Type 2 CSL in the future.

Exhibit B – Type 2 Commercial Sales License - Licensing Code Amendments

4-7-3 Applications

- A. For Type 1 and Type 3 convention sales licenses, the City may take up to ten (10) business days to complete the licensure process to permit adequate time for the Police, Building, Finance, and Planning Departments for review and investigation. The Departments may request reasonable evidence of title to goods proposed to be offered for sale as part of the review.
- B. Retained Council Authority for Type 2 licenses:
 - 1. The Finance Manager or his/her designee shall refer the Type 2 convention sales license application to the Building, Planning, Parking, and Public Safety Departments for approval.
 - 2. After obtaining department approval, all Type 2 licenses shall require City Council approval at a publicly noticed meeting. All Type 2 license applications must be completed and received at least seven (7) calendar days prior to a regular scheduled meeting and three (3) business days prior to a special meeting.
 - 3. All Type 2 license applications require the applicant to have a pre-inspection prior to application at the Place of Business conducted by the Building Department for compliance with the building and fire codes. A copy of said pre-inspection report must accompany the license application submittal. The pre-inspection prior to application shall remain valid for one hundred and twenty (120) days.
 - 4. All Type 2 license applications shall require an accurate floor plan and a design occupancy load stamped by a design professional to be submitted to the Building Department prior to application.
 - 5. All Type 2 license applicants require a final inspection by the Building Department post application after the space has been set up for the event. Business shall not be conducted until the final inspection has been passed and the applicant has been issued a Type 2 convention sales license.
 - 6. All Type 2 convention sales license applicants for locations within the Main Street Business Improvement District (BID) boundaries are required to submit a payment receipt from the contracted local solid waste removal service provider in the amount of one hundred dollars (\$100) at time of application, and be required to pay the Main Street BID tax set forth by ordinance.
 - 7. All Type 2 convention sales licenses will be assessed the Enhanced Enforcement Fees as established in the Fee Schedule to be paid at time of application.
 - 8. If the City Manager or designee deems necessary, the loading operations of each Type 2 convention sales licensee must be permitted by the Parking Division as set forth in section 9-5-3(H) of the Municipal Code.

- C. Type 1 and Type 2 Convention Sales and Hospitality Licenses, located in a Storefront that meet the definition of a Conventional Chain Business, must comply with the Land Management Code Section 15-2.5-2 in the Historic Recreation Commercial District or 15-2.6-2 in the Historic Commercial Business District.

Council Agenda Item Report

Meeting Date: January 6, 2022

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Resolution

Agenda Section:

Subject:

Consideration to Approve Resolution HA 01-2022, a Resolution Establishing a Regular Meeting Date, Time, and Location for 2022 Meetings and Appointing Officers of the Board of Directors of the Housing Authority of Park City, Utah

(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Housing Authority Annual Meeting Notice Resolution](#)

Resolution No. HA 1-2022

A RESOLUTION ESTABLISHING A REGULAR MEETING DATE, TIME, AND LOCATION FOR 2022 MEETINGS AND APPOINTING OFFICERS OF THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF PARK CITY, UTAH

BE IT RESOLVED by the Housing Authority of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meeting of the Housing Authority shall be held on January 6, 2022, and thereafter as determined by the board. Meetings shall be held at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah unless there's a Determination of Substantial Health and Safety Risk that requires an electronic meeting.

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given, including the agenda, date, time, and place of the meeting. The agenda will be posted at the Marsac Municipal Building at least twenty-four (24) hours prior to each regular meeting, and delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable. The Board of Directors may meet socially at an announced location after the meeting, but City business will not be conducted.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the Board's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-204 and 52-4-205 of the Utah Code. A closed meeting may be held if a quorum is present and upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-202. No closed meeting is allowed except for purposes expressly allowed under Section 52-4-205; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. A record of closed meetings shall be created and maintained in accordance with Section 52-4-206 of the Utah Code, as amended.

SECTION 5. SPECIFIC MEETING DATES. The meeting schedule for the Housing Authority in 2022 is as follows: January 6, 2022, at 6:00 p.m. and thereafter as determined by the board.

SECTION 6. APPOINTMENT OF OFFICERS. The officers of the Board of Directors of the Housing Authority of Park City, Utah shall be as follows: The elected Mayor shall be the Chairman; the Mayor Pro Tempore shall be the Vice-Chairman; the Alternate Mayor Pro Tempore shall be the Alternate Vice-Chairman; the

City Manager shall be the Executive Director; the City Recorder shall be the Secretary; and the Deputy City Recorder shall be the Deputy Secretary.

PASSED AND ADOPTED this 6th day of January, 2022.

PARK CITY HOUSING AUTHORITY

Chair Nann Worel

ATTEST:

Michelle Kellogg, Secretary

Approved as to form:

City Attorney's Office

Resolution No. RDA 1-2022

A RESOLUTION ESTABLISHING A REGULAR MEETING DATE, TIME, AND LOCATION FOR 2022 MEETINGS AND APPOINTING OFFICERS OF THE BOARD OF DIRECTORS OF THE REDEVELOPMENT AGENCY OF PARK CITY, UTAH

BE IT RESOLVED by the Redevelopment Agency of Park City:

SECTION 1. REGULAR MEETING DATE. The regular meeting of the Redevelopment Agency shall be held on January 6, 2022, and thereafter as determined by the board. Meetings shall be held at the Marsac Municipal Building, 445 Marsac Avenue, Park City, Utah unless there's a Determination of Substantial Health and Safety Risk that requires an electronic meeting.

SECTION 2. NOTICE OF PUBLIC MEETINGS. Notice shall be given, including the agenda, date, time, and place of the meeting. The agenda will be posted at least twenty-four (24) hours prior to each regular meeting, and delivered to the local news media. The agenda for special or emergency meetings shall be noticed in the best manner practicable. The Board of Directors may meet socially at an announced location after the meeting, but City business will not be conducted.

SECTION 3. WORK SESSIONS. Work sessions are open informational meetings, where new items are introduced or regular meeting agenda items are discussed for clarification prior to action. Typically, no formal action is scheduled or taken during a work session, but formal actions may be made to conduct the Agency's business, if it is deemed to be in the best interest of the public.

SECTION 4. CLOSED MEETINGS. Every meeting and work session is open to the public, unless closed pursuant to Sections 52-4-204 and 52-4-205 of the Utah Code. A closed meeting may be held if a quorum is present and upon the affirmative vote of two-thirds of the members of the public body present at an open meeting for which notice is given pursuant to Section 52-4-202. No closed meeting is allowed except for purposes expressly allowed under Section 52-4-205; provided no ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. A record of closed meetings shall be created and maintained in accordance with Section 52-4-206 of the Utah Code, as amended.

SECTION 5. SPECIFIC MEETING DATES. The meeting schedule for the Redevelopment Agency in 2022 is as follows: January 6, 2022, at 6:00 p.m. and thereafter as determined by the board.

SECTION 6. APPOINTMENT OF OFFICERS. The officers of the Board of Directors of the Redevelopment Agency of Park City, Utah shall be as follows: The elected Mayor shall be the Chairman; the Mayor Pro Tempore shall be the Vice-Chairman; the Alternate Mayor Pro Tempore shall be the Alternate Vice-Chairman; the City Manager shall be the Executive Director; the City Recorder shall be the Secretary;

and the Deputy City Recorder shall be the Deputy Secretary.

PASSED AND ADOPTED this 6th day of January, 2022.

PARK CITY REDEVELOPMENT AGENCY

Chair Nann Worel

ATTEST:

Michelle Kellogg, Secretary

Approved as to form:

City Attorney's Office