PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
January 20, 2026

The Council of Park City, Utah, will hold its regular meeting in person at the Marsac Municipal Building, City Council Chambers, at 445 Marsac Avenue, Park City, Utah 84060. Meetings will also be available online and may have options to listen, watch, or participate virtually. Click here for more information.
Zoom Link:
https://us02web.zoom.us/j/81300663487

CLOSED SESSION - 4:15 p.m.

The Council may consider a motion to enter into a closed session for specific purposes allowed under the Open and Public Meetings Act (Utah Code § 52-4-205), including to discuss the purchase, exchange, lease, or sale of real property; litigation; the character, competence, or fitness of an individual; for attorney-client communications (Utah Code section 78B-1-137); or any other lawful purpose.

REGULAR MEETING - 5:30 p.m.

I. ROLL CALL

II. SWEARING IN CEREMONY

1. Swearing In Molly Miller as Council Member of the Park City Council for a Term Expiring January 3, 2028

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Municipal Sign Code Updates

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

V. CONSENT AGENDA

1. Request to Approve Type 2 Convention Sales Licenses for Operation during the 2026 Sundance Film Festival

2. Request to Approve Ordinance 2026-02, an Ordinance Adopting the Revised Accommodations, Youth Protection, Drug Testing, and Driving on City Business and Use of City Vehicles Policies

3. Request to Authorize the City Manager to Execute a Professional Services Agreement, in a Form Approved by the City Attorney, with Bowen Collins and Associates Inc., Not to Exceed $200,000, for General Engineering Services

4. Request to Authorize an Amendment to the Exclusive Negotiation Agreement with Brinshore Development, LLC, in a Form Approved by the City Attorney, to Proceed in

Good Faith to Negotiate the Development Agreements to Support the Bonanza 5-Acre Site Redevelopment Partnership

VI. OLD BUSINESS

1. Consideration to Approve Resolution 04-2026, a Resolution Acknowledging the Completion of the Re-Create 248 Transit Study and Formally Adopting the Dedicated Exclusive Bus Lanes Alternative as the Locally Preferred Alternative (LPA)
(A) Public Input (B) Possible Action

VII. NEW BUSINESS

1. Open and Public Meetings Act (OPMA), Government Records Access and Management Act (GRAMA), and Ethics Act Training

VIII. ADJOURNMENT

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.

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

City Council
Staff Communication

Subject: Sign Code Evaluation
Application: GI-25-00587
Authors: Virgil Lund, Planner II
Building Department
Date: January 20, 2026

Summary

On December 11, 2025, the City Council requested that Staff review the existing Sign Code to identify potential amendments that would provide greater flexibility for construction marketing signage.[1] Since the December meeting, Staff has researched nine comparable communities and mountain towns and best practices. With the benefit of that research, Staff is drafting potential amendments to the Sign Code to create greater flexibility for Construction Marketing Signs in coordination with the Building Department and Code Enforcement.

Municipal Code § 12-2-1(U)(35) defines temporary signs as signs intended to be used for a period of less than six (6) months. The Code also restricts the use of temporary signs, as they are often erected in locations that obscure other signs, impair views, and may "depreciate the scenic beauty and quality of life of the community by creating visual clutter."

In certain instances, temporary signs may be permitted for uses such as construction site identification and construction marketing. Potential updates include:

- Refining definition of Construction Marketing Sign
- Establishing new definition for "Freestanding Construction Marketing Sign"
- Allowing larger Freestanding Construction Marketing Signs
- Establishing flexibility for Construction Marketing Signs for projects that have two or more street frontages

Next Steps

The Planning Department will draft potential amendments to the Sign Code and will review these amendments with the City Council with a recommendation from the Planning Commission.

Department Review

The Planning Department, Executive Department, and City Attorney's Office reviewed this report.

[1] See Municipal Code § 12-10-2(C) for existing regulations.

City Council Staff Report

Subject: Request for Approval of Type 2 Convention Sales Licenses for Operation during the 2026 Sundance Film Festival
Author: Sydney Anderson, Business License Specialist
Department: Finance
Date: January 20, 2026

Recommendation
Review and consider approving the Type 2 Convention Sales License (CSL) applications listed in Exhibit A for operation during the 2026 Sundance Film Festival (Festival) contingent on passing the Final Inspection Post Application (FIPA).

Executive Summary
Exhibit A lists Type 2 Convention Sales License applicants currently pending approval. 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 and trash fees. We are requesting approval of the applications for Convention Sales Licenses during the 2026 Sundance Film Festival.

Analysis
During the Festival, various businesses and entities conduct short-term commercial activities within Park City (City) limits. These entities are not affiliated with the Festival, nor are they official sponsors. Their operations present 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 departments, receive a high volume of Type 2 Convention Sales License applications in the months and weeks before the Festival starts.

The Municipal Code for Type 2 CSLs allows the City to address adverse impacts and carrying-capacity considerations associated with licensed activity. It also allows service departments, event staff, and public safety to obtain an accurate 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 CSL is as follows:
1. Submit floor plans stamped by a design professional

2. Obtain a PIPA
3. Provide receipt showing payment to Republic Services to cover trash impacts (one receipt *per applicant*).
4. Submit 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

All of the attached applications have met the Municipal Code standards and have completed department review.

Exhibits

Exhibit A - List of Locations

Event Name	Event Address	Regular Tenant	Event Dates	
Asian Pacific Filmmakers Experience by Kollaboration	364 Main St.	Alpine Distilling	1/25	
Heretic Lounge by Heretic Events Management, LLC and Hill For Literacy	625 Main St.	Downstairs	1/22-1/25	
Music Lodge w/ Dartmouth University Beyond Film Program	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/ Film Liaisons in California Statewide	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/ Upstate California Film Commission	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/ Film Baton Rouge	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/Goddard Film Complex & Drama school (Goddard Community College)	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/Valais Film Commission (Switzerland)	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Music Lodge w/ Villa at the Vineyard (Texas Luxury Locations)	255 Main St.	Treasure Mountain Inn	1/22-1/26	
Solidarity House	1205 Ironhorse Dr.	Distrikt F	1/22-1/28	
Brand Storytelling	2900 Deer Valley Dr.	The Lodges at DV	1/21-1/24	
502 Film Collective, Inc. Louisville Film Office	427 Main St.	The Cabin	1/26	
Kickstarter PBC DBA Kickstarter W/ Rand Luxury as an agent for Cohiba Cigars	427 Main St.	The Cabin	1/23	
Project Green, Inc.	4001 Kearns Blvd. Annex	Film Studio	1/22-1/26	
Cinema Center W/Bernier Belts LLC	900 Main St.	Loma	1/23-1/26	
11th Hour Productions W/ Cinematography For Actors Institute, Inc.	314 Main St.	David Beavis Fine Art	1/23-1/26	
11th Hour Productions W/I-Fit Health & Fitness	314 Main St.	David Beavis Fine Art	1/23-1/26	
Solidarity House w/ SheMoney	1205 Ironhorse Dr.	Distrikt F	1/22-1/28	

City Council Staff Report

Subject: Park City Municipal Employee Handbook Changes
Authors: Sarah Mangano and Tricia Lake
Department: Human Resources and City Attorney
Date: January 20, 2025

Recommendation

Review and adopt Ordinance 2026-02, approving personnel policy changes in the Park City Municipal Employee Handbook (Handbook).

Executive Summary

The Human Resources department recommends four policy changes. The proposed changes for 2026 are summarized below.

Background

The Handbook is a basic guideline for employment at PCMC. It includes policies such as vacation administration, reasons for termination, and important policies guided by state and federal law. These manuals are updated as necessary to comply with legal and City needs.

The specific policy changes outlined below need to be approved at this time to ensure compliance with state and federal laws, and at the direction of the Utah Risk Management Agency (URMA). As of January 1, 2024, Park City became a member of URMA which provides, amongst other things, insurance coverage, risk management, and education.

Analysis

The Handbook serves as a manual for employment guidelines, pay and work practices, and City rules. The proposed policy changes are outlined below:

Policy 1 – Accommodations (Section 1.7 pg. 7)

This policy has been amended at the direction of URMA to clearly state that accommodations for pregnancy and other short-term needs are temporary and transitional, not permanent.

Policy 2 – Youth Protection (Section 4.7 pgs. 17-18)

This policy has been amended to comply with new state law, clarifying that City employees are considered mandatory reporters and must report any suspicion of child abuse to law enforcement or the Division of Child and Family Services (DCFS) immediately. All current employees have received training and have acknowledged this

new policy.

Policy 3 – Drug Testing (Section 7.6 pg. 32)
This policy has been amended to comply with state law requiring mandatory random drug testing for all employees possessing a Commercial Driver's License or who drive Commercial Motor Vehicles in accordance with the Federal Transit Administration and the Federal Motor Carrier Safety Administration Regulations.

Policy 4 – Driving on City Business and Use of City Vehicles (Section 7.8 pgs. 34-36)
This policy was recently amended per Council direction and clearly outlines the use of City vehicles for on-call and take-home purposes. Council approved this amended policy on September 25, 2025.

At the direction of URMA, an additional amendment requires that all City vehicles shall be backed into a parking space or positioned forward in a pull-through parking space when the vehicle is parked in a parking stall.

Funding:
The only policy requiring additional funding is the random drug testing for two departments. The cost is minimal and can be absorbed into current budgets.

Exhibits:
A – Current Employee Handbook
B – Red-Lined Employee Handbook
C – Proposed 2026 Employee Handbook – Clean
D – Ordnance 2026-02



2024

PARK CITY MUNICIPAL

EMPLOYEE HANDBOOK

PARK CITY
1884

Welcome to Park City Municipal Corporation

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

> The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpret the Handbook.

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I. Our Commitment to Equal Opportunity in the Workplace

1.1 Commitment to Diversity

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

1.2 Equal Employment Opportunity

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or

manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

1.5 Anti-Retaliation

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

1.6 Complaint Procedure

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

1.7 Accommodations

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a light duty assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. Light duty assignments are developed at the City's discretion based on availability of light duty assignments, physical capability, skills, City needs, and the availability of light-duty assignments. Light duty assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration,and locations of all light duty assignments.

II. Understanding Your Compensation

2.1 Employee Pay

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

2.2 Work Week and Pay Periods

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police

Officers is defined by the biweekly pay period of 80 hours. The standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 pm of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

2.3 Timekeeping

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be “clocked in” and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

2.4 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor’s approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day’s work at the established time. Any non-exempt employee must obtain their supervisor’s approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

2.5 Bonuses

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

1. Cost Savings Bonus:
    a. An employee may receive up to 10% of cost savings, not to exceed $5,000, that would be realized in the first year following implementing an employee’s cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.

2. Part-Time and Seasonal Employee End-of-Season Bonus:
    a. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.

3. Pro Shop Bonus:
    a. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation. Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

2.6 On-Call Pay

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

2.7 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

2.8 Bilingual Stipend

Park City will pay a fixed amount of $40 per pay period for Full-Time Regular Employees and $20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

a. Employee must be available to offer translation services during regularly scheduled work hours.

b. A current list of certified bilingual employees will be maintained by the HR Department.

c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.

d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.

e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.

g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.

h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

2.9 Employee Referral Bonus

Park City will pay a cash bonus of $1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

a. The bonus pay schedule is:

   1. $500 is paid after the referred candidate is hired and completes 30 days of employment.

   2. $500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.

b. These City employees are eligible to participate in the Employee Referral Bonus program:

   1. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.

   2. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal employees, are not

eligible for the referral bonus program until two years after their resignation or termination date.

3. The applicant must enter the referring employee's name on the application.

4. Referrals must be hired within 180 days of the original referral date.

5. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.

c. These employees are not eligible to participate in the Employee Referral Bonus program:

1. HR Department personnel;

2. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

2.10 Education Assistance

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

a. City employees who are eligible to participate in the Education Assistance program include:

1. Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.

2. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.

3. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

4. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.

b. The City will pay reimbursements to eligible employees as follows:

1. One hundred percent of tuition, including all mandatory fees, and textbooks capped at $10,000 per calendar year. The first $5,250 will be paid tax-free. If the reimbursement exceeds $5,250, the remaining $4,750 will be considered taxable income.

2. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.

3. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.

4. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.

5. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

2.11 Business Travel

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.

b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.

c. Travel reimbursements greater than $2,500 must be approved by the City Manager or designee.

d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees

must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.

f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.

g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.

h. Transportation should not exceed a class rating of economy or coach, or the equivalent.

i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.

j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at www.irs.gov. The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.

k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.

l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration’s GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem

cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.

n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.

o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.

p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.

q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and will not reimburse for their accommodation, leisure expenses, or any other travel expenses.

r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

2.12 Recording Time While Traveling on Business

Non-exempt employees traveling on business must record time worked as follows:

a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).

b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For

example, if an employee regularly works from 9:00 a.m. to 5:00 p.m., Monday through Friday, any travel time between 9:00 a.m. to 5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee with regular working hours from 9:00 a.m. to 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m.–5:00 p.m., with a one-hour lunch or 7:00 a.m.–5:00 p.m. with a one-hour lunch).

III. Understanding Your Benefits

3.1 Health and Wellness Benefits

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

3.2 Flex Work Schedule

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

a. Flex work schedule options may include:

1. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m.–5:00 p.m., or 9:00 a.m.–6:00 p.m.).

2. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).

3. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).

4. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-site on a set day or number of days during the traditional work week.

5. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.

b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:

1. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.

2. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.

3. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.

4. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.

5. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.

c. Use of equipment and supplies is subject to the following guidelines:

1. Additional costs for remote internet and utilities are not reimbursed.

2. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.

3. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

4. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).

5. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.

d. Employees working remotely are subject to the following security guidelines:

1. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.

2. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.

3. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.

4. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

IV. Understanding Your Responsibilities as a City Employee

4.1 Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.

b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.

c. Voluntary Resignation: An employee who is absent for two consecutive days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.

d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

4.2 Code of Ethics

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for

personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

4.3 Workplace Conduct

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

a. Appropriate employee conduct includes:

1. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.

2. Employees will dress and conduct themselves in a professional manner.

3. Employees will report to work on time and as scheduled.

4. Employees will abide by the provisions of all City ordinances, policies, and procedures.

5. During work hours, employees will devote their time, attention, and efforts to City business.

6. Employees will adhere to all safety guidelines, rules, and policies.

7. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.

b. Inappropriate actions include:

1. Falsifying documents or providing false or intentionally misleading information.

2. Neglect of duty.

3. Sleeping on the job.

4. Insubordination.

5. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.

6. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.

7. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.

8. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.

9. Refusing to comply with requests for information associated with a workplace investigation.

10. Failing to comply with safety guidelines, rules, or policies.

11. Accessing or sharing private, confidential, or protected information without authorization.

12. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.

13. Subjecting others to ridicule or undermining workplace relationships.

14. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:

    A. a legitimate business purpose exists for the recording;

    B. the recording device is in plain view; and

    C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

4.4 Outside Employment

Full-Time Regular Employees must request permission to accept outside employment,

including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

4.5 Solicitations

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.6 Gratuities

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income*. Employees may not directly or indirectly solicit or accept any gift including money, services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

4.7 Youth Protection

The City has no tolerance for mistreatment of children. Employees or Volunteers reasonably suspected of abuse or against whom a complaint is received will be removed from involvement with youth programs pending investigation. Every suspicion of misconduct or allegation of abuse or other misconduct involving children shall be reported immediately to the Park City Police Department and to the HR Department. City staff shall not take it upon

themselves to investigate allegations of abuse by parents, guardians, City staff or Volunteers, or any other person, but rather must report all suspicions or allegations or complaints to Police and HR. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies. City employees and Volunteers should always, when reasonably possible, be accompanied by another City employee or Volunteer when working with minor children.

4.8 Employment of Family Members

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

4.9 Working with Minor Children

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

a. 14-15-year-old restrictions:

1. Work must take place during non-school hours.

2. No more than 3 hours of work is permitted on a school day.

3. No more than 18 hours of work is permitted in a school week.

4. No more than 8 hours of work is permitted on a non-school day.

5. No more than 40 hours on a non-school week.

6. Work must take place between the hours of 7:00 a.m. and 7:00 p.m. (except from June 1through Labor Day, when evening hours are extended to 9:00 p.m.);

7. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.

8. No driving in connection with their employment.

b. 16-17-year-old restrictions:

1. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.

2. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at least ten minutes for every three-hour period that is worked.

4.10 Information Technology (IT)

a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services,software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.

c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet

compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the department manager in consultation with IT.

4.11 Cell Phones and other Electronic Devices

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

4.12 Email Standardization and Usage

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

4.13 Social Media

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related

interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees’ rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.14 Personnel Files

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who are is the subject of the file, a person acting under the current employee’s power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney’s office.

An employee’s medical records and records related to certain investigations may be kept separate from an employee’s central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

4.15 Personal Property

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

4.16 Personal Use of Public Property

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

a. The City specifically authorizes the incidental use of:

1. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. *See* Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.

2. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting family members or friends for short periods of time, that complies with City policy is permissible.

3. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. *See* Driving on City Business and Use of City Vehicles, 7.8.

V. Understanding Your Status as a City Employee

5.1 Classifications of Employment

a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of

employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. *See* the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.

c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days will receive compensation at no less than the minimum salary range for that position during the acting appointment.

d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

e. Seasonal Employees: Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours. Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.

f. Volunteers: An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

5.2 Transfers

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

5.3 Hiring Practices

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

5.4 Performance Evaluations

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

5.5 Promotions

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

5.6 Resignation and Discharge

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations. Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. *See* Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. *See* Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

5.7 References

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

VI. Time Away from Work

6.1 Holiday Pay and Premium Pay

The City provides 13 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

a. New Year's Day

b. Martin Luther King Jr. Day

c. Presidents' Day

d. Memorial Day

e. Juneteenth

f. Independence Day

g. Pioneer Day

h. Labor Day (also known as Miners Day in Park City)

i. Veteran's Day

j. Thanksgiving

k. Friday after Thanksgiving

l. Christmas Eve

m. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holidayis granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

6.2 Vacation Leave

a. Vacation Accruals: City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment. Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre- approved by the employee's department manager.

The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

b. Requesting Leave: Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.

c. Hardship Cash-Out: Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department's discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.

d. Leaving the City: Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period, or fails to resign having provided two weeks' notice, the employee is not entitled to payment of accrued, but unused vacation.

6.3 Sick Leave

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. *See* Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. *See* FMLA Policy, 6.6.

6.4 Family Care Leave

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

6.5 Parental Leave

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). *See* FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. *See* Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. *See* FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

6.6 Family and Medical Leave Act Leave

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, fmlaen.pdf (dol.gov), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

6.7 Return to Work From Medical Leave

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available.

6.8 Other Leave -

a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves

of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

b. Military: The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.

c. Juror and Witness: City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.

d. Bereavement: Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

VII. Workplace Safety and Productivity

7.1 Safety

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

7.2 Background Checks and Criminal Matters

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be

conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of afelony crime, in accordance with applicable law.

7.3 Workplace Violence

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment,including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

7.4 Smoking

All government buildings are designated as “smoke-free” under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

7.5 Drug and Alcohol

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

a. Definitions:

1. “Alcohol” means ethyl alcohol or ethanol.

2. “Illegal Drugs” means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.

3. “Controlled Substance” means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.

b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:

1. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.

2. The possession or consumption of alcohol.

3. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee’s position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

7.6 Drug Testing

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.

b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.

c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such refusal or tampering may result in the applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

7.7 Fitness for Duty Medical Examinations

The City may require that any applicant complete a "fitness for duty" medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City's expense.

7.8 Driving on City Business and Use of City Vehicles

a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.

b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver's license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:

    1. Three or more moving violations in past 24 months.

    2. Reckless driving in the past 24 months.

    3. Two or more at-fault accidents in the past 36 months.

    4. DUI or impaired driving in the past 72 months.

    5. Leaving the scene of an accident in the past 72 months.

    6. Any combination of the above.

c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver's license suspended or revoked.

d. Should an unacceptable driving record render the employee "uninsurable" by the City's insurance carrier, they will be unable to drive any vehicle for City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.

e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle

must have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

f. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:

1. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;

2. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;

3. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;

4. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or

5. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.

g. Liability Coverage: Liability Coverage provided by the City for an employee's authorized off-duty use of a City vehicle is limited to circumstances wherein the City vehicle is being used by an employee to commute to and from the

employee's place of work with the City and the employee is not performing duties or services for the City.

h. Maintenance: It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.

i. Accident Involvement and Damage Reporting Requirements: If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee's supervisor, the City Attorney's Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney's Office.

7.9 Uniforms

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

a. Distribution and Maintenance: Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.

b. Uniform Allowance or Reimbursement: Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.

c. Exceptions and Accommodations: In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.

d. Uniform Return Upon Termination: Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.
   - Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

VIII. Disciplinary Action and Appeal Procedures

8.1 Disciplinary Action

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

a. Verbal Counseling: A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.

b. 1st Written Counseling: In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

c. 2nd Written Counseling: In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

d. Termination: In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employeesmay have rights of appeal. *See* Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

8.2 Discharge and Pre-Termination Meeting

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to

participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time Regular Employee shall have the right to discuss the reasons for their discharge in a pre-termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

8.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarilytransferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee’s salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

- *Budget & Strategic Planning Director*
- *Chief Building Official*
- *Chief of Police*
- *Community Engagement Manager*
- *City Attorney*
- *City Engineer*
- *City Manager*
- *City Recorder*
- *City Treasurer/Accounting Manager*
- *Deputy City Attorney*
- *Deputy City Manager*
- *Director of Economic Development & Analytics*
- *Emergency Manager*
- *Environmental Sustainability Manager*
- *Executive Assistant*
- *Finance Director (Manager)*
- *Golf Course Manager*
- *Housing Director*
- *Human Resources Director*
- *Ice Rink General Manager*
- *IT & Customer Service Director*
- *Library Director*
- *Police Captain*
- *Planning Director*
- *Public Utilities Director*
- *Public Works Director*
- *Recreation Director*
- *Transportation Director*

Welcome to Park City Municipal Corporation.

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpretthe Handbook.

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I. Our Commitment to Equal Opportunity in the Workplace

1.1 Commitment to Diversity

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

1.2 Equal Employment Opportunity

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or manager with whom the employee feels comfortable. Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or

department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

1.5 Anti-Retaliation

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

1.6 Complaint Procedure

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

1.7 Accommodations

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary

and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a ~~light duty~~temporary transitional assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. ~~Light duty~~Temporary transitional assignments are developed at the City's discretion based on availability of ~~light duty~~temporary transitional assignments, physical capability, skills, and City needs~~., and the availability of light-duty assignments. Light duty~~Temporary transitional assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration,and locations of all ~~light duty~~ temporary transitional assignments.

II. Understanding Your Compensation

2.1 Employee Pay

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

2.2 Work Week and Pay Periods

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police Officers is defined by the biweekly pay period of 80 hours. The standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 pm of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 am on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

2.3 Timekeeping

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be "clocked in" and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

2.4 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor's approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day's work at the established time. Any non-exempt employee must obtain their supervisor's approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

2.5 Bonuses

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

1. Cost Savings Bonus:
    a. An employee may receive up to 10% of cost savings, not to exceed $5,000, that would be realized in the first year following implementing an employee's cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.
2. Part-Time and Seasonal Employee End-of-Season Bonus:
    a. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.
3. Pro Shop Bonus:
    a. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation.

Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

2.6 On-Call Pay

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

2.7 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

2.8 Bilingual Stipend

Park City will pay a fixed amount of $40 per pay period for Full-Time Regular Employees and $20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

a. Employee must be available to offer translation services during regularly scheduled work hours.

b. A current list of certified bilingual employees will be maintained by the HR Department.

c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.

d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.

e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.

g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.
h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

2.9 Employee Referral Bonus

Park City will pay a cash bonus of $1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

a. The bonus pay schedule is:

    1. $500 is paid after the referred candidate is hired and completes 30 days of employment.

    2. $500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.

b. These City employees are eligible to participate in the Employee Referral Bonus program:

    1. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.

    2. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal employees, are not eligible for the referral bonus program until two years after their resignation or termination date.

    3. The applicant must enter the referring employee's name on the application.

    4. Referrals must be hired within 180 days of the original referral date.

    5. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.

c. These employees are not eligible to participate in the Employee Referral Bonus program:

    1. HR Department personnel;

2. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

2.10 Education Assistance

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

a. City employees who are eligible to participate in the Education Assistance program include:

   1. Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.

   2. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.

   3. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

   4. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.

b. The City will pay reimbursements to eligible employees as follows:

   1. One hundred percent of tuition, including all mandatory fees, and textbooks capped at $10,000 per calendar year. The first $5,250 will be paid tax-free. If the reimbursement exceeds $5,250, the remaining $4,750 will be considered taxable income.

   2. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.

   3. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.

4. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.

5. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

2.11 Business Travel

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.

b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.

c. Travel reimbursements greater than $2,500 must be approved by the City Manager or designee.

d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.

f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.

g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.

h. Transportation should not exceed a class rating of economy or coach, or the equivalent.

i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.

j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at www.irs.gov. The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.

k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.

l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration's GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.

n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.

o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.

p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.

q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and

will not reimburse for their accommodation, leisure expenses, or any other travel expenses.

r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

2.12 Recording Time While Traveling on Business

Non-exempt employees traveling on business must record time worked as follows:

a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).

b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For example, if an employee regularly works from 9:00 a.m. to 5:00 p.m., Monday through Friday, any travel time between 9:00 a.m. to 5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee with regular working hours from 9:00 a.m. to 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m. – 5:00 p.m., with a one-hour lunch or 7:00 a.m. – 5:00 p.m. with a one-hour lunch).

III. Understanding Your Benefits

3.1 Health and Wellness Benefits

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

3.2 Flex Work Schedule

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

a. Flex work schedule options may include:

   1. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m. – 5:00 p.m., or 9:00 a.m. – 6:00 p.m.).

   2. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).

   3. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).

   4. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-site on a set day or number of days during the traditional work week.

   5. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.

b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:

   1. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.

2. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.

3. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.

4. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.

5. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.

c. Use of equipment and supplies is subject to the following guidelines:

1. Additional costs for remote internet and utilities are not reimbursed.

2. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.

3. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

4. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).

5. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.

d. Employees working remotely are subject to the following security guidelines:

1. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.

2. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.

3. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.

4. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

IV. Understanding Your Responsibilities as a City Employee

4.1 Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.

b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.

c. Voluntary Resignation: An employee who is absent for two consecutive days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.

d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved

leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

4.2 Code of Ethics

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

4.3 Workplace Conduct

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

a. Appropriate employee conduct includes:

1. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.

2. Employees will dress and conduct themselves in a professional manner.

3. Employees will report to work on time and as scheduled.

4. Employees will abide by the provisions of all City ordinances, policies, and procedures.

5. During work hours, employees will devote their time, attention, and efforts to City business.

6. Employees will adhere to all safety guidelines, rules, and policies.

7. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.

b. Inappropriate actions include:

1. Falsifying documents or providing false or intentionally misleading information.

2. Neglect of duty.

3. Sleeping on the job.

4. Insubordination.

5. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.

6. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.

7. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.

8. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.

9. Refusing to comply with requests for information associated with a workplace investigation.

10. Failing to comply with safety guidelines, rules, or policies.

11. Accessing or sharing private, confidential, or protected information without authorization.

12. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.

13. Subjecting others to ridicule or undermining workplace relationships.

14. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:

A. a legitimate business purpose exists for the recording;

B. the recording device is in plain view; and

C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

4.4 Outside Employment

Full-Time Regular Employees must request permission to accept outside employment, including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

4.5 Solicitations

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.6 Gratuities

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income.* Employees may not directly or indirectly solicit or accept any gift including money,

services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

4.7 Youth Protection

~~The City has no tolerance for mistreatment of children. Employees or Volunteers reasonably suspected of abuse or against whom a complaint is received will be removed from involvement with youth programs pending investigation. Every suspicion of misconduct or allegation of abuse or other misconduct involving children shall be reported immediately to the Park City Police Department and to the HR Department. City staff shall not take it upon themselves to investigate allegations of abuse by parents, guardians, City staff or Volunteers, or any other person, but rather must report all suspicions or allegations or complaints to Police and HR. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies. City employees and Volunteers should always, when reasonably possible, be accompanied by another City employee or Volunteer when working with minor children.~~

Park City Municipal is committed to ensuring the safety and protection of minors (individuals under 18 years old) participating in City programs and services. This policy applies to all Park City

Municipal employees and volunteers whose job duties involve direct and recurring interaction, care, supervision, guidance, or control of minors in any City-sponsored program or activity, including their employment with the City.

a. Employees working with, interacting with, or supervising minors will be subject to the following background screening requirements on an annual basis:

1. A criminal background check conducted by Park City Municipal.
2. A registered sex offender check including both the Utah Sex and Kidnap Offender Notification and Registration (SONAR) and the Dru Sjodin National Sex Offender Public Website. Employees who fail a background check conducted by Park City Municipal or who are registered sex offenders on the Utah Sex and Kidnap Offender Registry or the Dru Sjodin National Sex Offender Registry shall not be employed by the City in a position that interacts with minors in any capacity.

b. Employees covered under this policy must complete a child abuse identification and reporting training prior to beginning employment with Park City Municipal and will be required to complete this training once annually while working in a position covered by this policy.

c. Employees working with minors shall maintain professional and appropriate relationships with minors at all times, including:

1. Not engaging in communication with minors outside of the program or work setting without the express written consent of both Park City Municipal and the minor's parent or legal guardian.
2. Always, when reasonably possible, be accompanied by another City employee when working with minor children.

d. In accordance with Utah Code § 80-2-602, all employees subject to this section are considered mandated reporters and must report any suspicion of child abuse or neglect to

law enforcement or the Division of Child and Family Services (DCFS) immediately. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies.
e. Failure to comply with the requirements of this policy, including refusal to complete background checks, failed screenings, or violations of conduct standards, will result in disciplinary action as outlined in the Employee Handbook Section 8.1.

4.8 Employment of Family Members

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

4.9 Working with Minor Children

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

a. 14-15-year-old restrictions:

1. Work must take place during non-school hours.
2. No more than 3 hours of work is permitted on a school day.
3. No more than 18 hours of work is permitted in a school week.
4. No more than 8 hours of work is permitted on a non-school day.
5. No more than 40 hours on a non-school week.
6. Work must take place between the hours of 7 a.m. and 7 p.m. (except from June 1 through Labor Day, when evening hours are extended to 9 p.m.);
7. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
8. No driving in connection with their employment.

b. 16-17-year-old restrictions:

1. No hazardous work is permitted, including transportation, public utilities,

or operating power-driven machinery.

2. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not later than five hours from the beginning of their shift. A rest break is required for minors of at leastten minutes for every three-hour period that is worked.

4.10 Information Technology (IT)

a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services,software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.

c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the

department manager in consultation with IT.

4.11 Cell Phones and other Electronic Devices

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

4.12 Email Standardization and Usage

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

4.13 Social Media

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in

violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.14 Personnel Files

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who are is the subject of the file, a person acting under the current employee's power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney's office.

An employee's medical records and records related to certain investigations may be kept separate from an employee's central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

4.15 Personal Property

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

4.16 Personal Use of Public Property

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that

significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

a. The City specifically authorizes the incidental use of:

1. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. *See* Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.

2. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting family members or friends for short periods of time, that complies with City policy is permissible.

3. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. *See* Driving on City Business and Use of City Vehicles, 7.8.

V. Understanding Your Status as a City Employee

5.1 Classifications of Employment

a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. *See* the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.

c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days will receive compensation at no less than the minimum salary range for that position during the acting appointment.

d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

   Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

e. Seasonal Employees: Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours. Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.

f. Volunteers: An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

5.2 Transfers

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

5.3 Hiring Practices

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

5.4 Performance Evaluations

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

5.5 Promotions

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

5.6 Resignation and Discharge

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations. Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. *See* Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. *See* Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled

pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

5.7 References

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

VI. Time Away from Work

6.1 Holiday Pay and Premium Pay

The City provides 12 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

a. New Year's Day

b. Martin Luther King Jr. Day

c. Presidents' Day

d. Memorial Day

e. Juneteenth

f. Independence Day

g. Pioneer Day

h. Labor Day (also known as Miners Day in Park City)

i. Thanksgiving

j. Friday after Thanksgiving

k. Christmas Eve

l. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holidayis granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

6.2 Vacation Leave

a. Vacation Accruals: City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment. Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre- approved by the employee's department manager. The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

b. Requesting Leave: Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour

day schedule takes a day of vacation, they will need to use 10 hours of vacation time.

c. Hardship Cash-Out: Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department's discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.

d. Leaving the City: Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period, or fails to resign having provided two weeks' notice, the employee is not entitled to payment of accrued, but unused vacation.

6.3 Sick Leave

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. *See* Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. *See* FMLA Policy, 6.6.

6.4 Family Care Leave

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents,

children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

6.5 Parental Leave

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). *See* FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. *See* Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. *See* FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

6.6 Family and Medical Leave Act Leave

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, fmlaen.pdf (dol.gov), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

6.7 Return to Work From Medical Leave

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the

employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may return to their regular duties, whether modifications will be made, or if there is no modified work available.

6.8 Other Leave

a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

b. Military: The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.

c. Juror and Witness: City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.

d. Bereavement: Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

VII. Workplace Safety and Productivity

7.1 Safety

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor,

seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

7.2 Background Checks and Criminal Matters

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime, in accordance with applicable law.

7.3 Workplace Violence

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment,including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences

with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

7.4 Smoking

All government buildings are designated as "smoke-free" under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

7.5 Drug and Alcohol

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

a. Definitions:

1. "Alcohol" means ethyl alcohol or ethanol.
2. "Illegal Drugs" means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.
3. "Controlled Substance" means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.

b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:

1. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.
2. The possession or consumption of alcohol.
3. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee's position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

7.6 Drug Testing

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.

b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.

c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such refusal or tampering may result in the applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

In addition, some employees who work in safety-sensitive positions, including employees with Commercial Driver's Licenses or who drive Commercial Motor Vehicles, are also subject to the Park City Municipal Corporation's Drug and Alcohol Testing Policies for Employees Subject to Federal Motor Carrier Safety Administration or Federal Transit Administration Regulations, which policies are found here.

7.7 Fitness for Duty Medical Examinations

The City may require that any applicant complete a "fitness for duty" medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City's expense.

7.8 Driving on City Business and Use of City Vehicles

a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.

b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver's license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:

   1. Three or more moving violations in past 24 months.

   2. Reckless driving in the past 24 months.

   3. Two or more at-fault accidents in the past 36 months.

   4. DUI or impaired driving in the past 72 months.

   5. Leaving the scene of an accident in the past 72 months.

   6. Any combination of the above.

c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver's license suspended or revoked.

d. Should an unacceptable driving record render the employee "uninsurable" by the City's insurance carrier, they will be unable to drive any vehicle for City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.

e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle must

have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

f. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:

   i. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;
   ii. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;
   iii. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;
   iv. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or
   v. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.

g. Distance from Work Location
   i. Employee must live within a 60-mile or 1-hour drive time radius, unless otherwise approved by the City Manager

h. Incidental Personal Use
   i. De minimus stops are allowed "on the way" to or from work. Must be infrequent and incidental; i.e., coffee on the way to work
   ii. Passengers are not permitted unless they are City employees
   iii. All vehicles are required to be parked off-street and locked when not in use.

i. Dogs are allowed in the vehicle, provided:

i. Allowed by position and/or worksite
ii. Vehicle is kept clean
iii. Doesn't impede the ability to work
iv. Require liability and damage release

j. Extended Absences (e.g., vacation over one week)
i. Take-home vehicles to remain at home if parking and safety requirements are met and are not necessary for other employee utilization.

k. Taxes
i. Assessed benefit for maintenance taxed at $3/day for employees earning less than $183,100.
ii. Assessed benefit for maintenance taxed at $0.70/mile for employees earning $183,100 or more.

~~l. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:~~

~~1. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;~~

~~2. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;~~

~~3. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;~~

~~4. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or~~

~~5. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.~~

m. Liability Coverage: Liability Coverage provided by the City for an employee's authorized off-duty use of a City vehicle is limited to circumstances wherein the

City vehicle is being used by an employee to commute to and from the employee's place of work with the City and the employee is not performing duties or services for the City.

n. Maintenance: It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.

o. Accident Involvement and Damage Reporting Requirements: If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee's supervisor, the City Attorney's Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney's Office.

p. Parking of City Vehicles: All City Vehicles shall be backed into a parking space or positioned forward in a pull-through parking space when the vehicle is parked in a parking stall. This does not apply to angle parking spaces or parking a City vehicle at the employee's home.

7.9 Uniforms

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

a. Distribution and Maintenance: Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.

b. Uniform Allowance or Reimbursement: Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.

c. Exceptions and Accommodations: In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.

d. Uniform Return Upon Termination: Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.
   - Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

VIII. Disciplinary Action and Appeal Procedures

8.1 Disciplinary Action

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

a. Verbal Counseling: A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.

b. 1st Written Counseling: In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

c. 2nd Written Counseling: In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

d. Termination: In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employeesmay have rights of appeal. *See* Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

8.2 Discharge and Pre-Termination Meeting

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time

Regular Employee shall have the right to discuss the reasons for their discharge in a pre-termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

8.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarilytransferred from one position to another with less remuneration for any disciplinary reason, shall have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee's salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

Budget & Strategic Planning Director
Chief Building Official
Chief of Police
Community Engagement Manager
City Attorney
City Engineer
City Manager
City Recorder
City Treasurer/Accounting Manager
Deputy City Attorney
Deputy City Manager
Director of Economic Development & Analytics
Emergency Manager
Environmental Sustainability Manager
Executive Assistant
Finance Director (Manager)
Golf Course Manager
Housing Director
Human Resources Director
Ice Rink General Manager
IT & Customer Service Director
Library Director
Police Captain
Planning Director
Public Utilities Director
Public Works Director
Recreation Director
Transportation Director



2026

PARK CITY MUNICIPAL

EMPLOYEE HANDBOOK

PARK CITY
1884

Welcome to Park City Municipal Corporation

We are excited that you have chosen to work at Park City Municipal Corporation and look forward to a productive and successful work relationship. We hope your work experience is meaningful and rewarding. You are an important member of our team and we look forward to your contributions to our mountain town. To help you understand how our organization works, we are providing you with the Employee Handbook. The Handbook explains the ins and outs of City employment, discusses our commitments to provide a safe, healthy, and fair work environment, and highlights our expectations for your successful employment with Park City.

The information contained in this Handbook is intended to serve as a guide to employment at Park City. Nothing in this Handbook or any other policy or procedure prepared by the City is intended to be or shall be construed as constituting a contract or contract term of any kind, either express or implied, regarding any and all terms and conditions of your employment with the City, including without limitation with respect to your duties, compensation, discipline procedure or duration of employment or any other obligation on the part of the City. The City hereby reserves the right to unilaterally alter, amend or revoke any policy contained in this Handbook, and to amend or revoke any other City policy, practice, or procedure.

Park City is committed to providing equal employment opportunities for all and to creating a work environment that is free of unlawful discrimination, and, in addition to the many important policies in this Handbook, we direct your attention to the Equal Employment Opportunity policies in section I.

Understanding Park City's Handbook

It is the responsibility of all Park City Municipal Corporation (Park City or the City) employees, including managers and supervisors, to be familiar with Park City Municipal Corporation's Employee Handbook (the Handbook). Except as expressly provided otherwise in the Handbook, the Handbook applies to Full-Time Regular Employees, Part-Time Employees, Seasonal Employees, Student Interns, and Volunteers. The forms discussed below are available on the City's Payroll Portal. Please review the Handbook and sign the acknowledgement form confirming your understanding of these important policies.

Individual departments within the City may establish additional policies. However, these department policies may not be less restrictive than the policies set forth here.

The City has exclusive authority to interpret the Handbook.

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I. Our Commitment to Equal Opportunity in the Workplace

1.1 Commitment to Diversity

Park City is committed to creating and maintaining a workplace where all employees have an opportunity to participate in and contribute to the success of our operations and where employees are valued for their skills, experience, and unique perspectives.

1.2 Equal Employment Opportunity

Park City supports equal employment opportunity for all applicants and employees in compliance with state and federal laws. It does not discriminate against employees or applicants for employment on any prohibited basis, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. This policy applies to all terms and conditions of employment, including hiring, promotion, termination, layoff, leave of absence, compensation, and training. Employees are expected to treat each other with dignity and respect at all times. If you believe that you or any other employee have been subject to discriminatory treatment, you should contact the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other supervisor or manager with whom you feel comfortable.

1.3 Anti-Sexual Harassment

It is the City's policy and expectation that all employees have a right to work in an environment free from sexual harassment. Sexual harassment is a violation of federal law under Title VII of the Civil Rights Act of 1964, as amended, and is also against state law. Park City will not tolerate or permit sexual harassment at our workplace in any form, and such conduct may result in disciplinary action up to and including discharge.

Sexual harassment may take various forms and may be verbal, physical, or visual. Sexual harassment may include offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about individuals or individuals' bodies, degrading words or names, sexually suggestive displays, emails, pictures, or objects in the workplace. A manager's, supervisor's, or co-worker's threat or insinuation, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's work environment or any conditions of employment may also be sexual harassment. While these examples are not a complete list of what may be deemed to be sexual harassment under the law, sexual harassment problems should be avoided if employees act professionally and treat each other with respect.

The City will not permit any such conduct that interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. If any individual believes that they have been sexually harassed, they must notify their supervisor or any other officer, supervisor, or manager with whom the employee feels comfortable.

Any employee, including supervisors and managers, who has knowledge of any incident of sexual harassment, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. Any employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any necessary and appropriate remedial action will be taken.

1.4 Anti-Harassment

Park City wants to provide its employees with a workplace free of tensions involving matters that are not related to the services offered by the City. The City will not tolerate disparaging or degrading remarks or animosity in the workplace based on any protected classification, including race, color, sex, age, pregnancy, childbirth or pregnancy-related condition, religion, gender identity, sexual orientation, national origin, disability, or veteran status. Such conduct may result in disciplinary action up to and including termination. Further, such harassment may be a violation of state or federal law. If any employee believes that they have been subject to harassment based on a protected classification, the employee should notify the HR Department, the City Attorney, the City Manager, his or her supervisor or department manager or any other supervisor, or manager with whom the employee feels comfortable. If you are a supervisor and have knowledge of any incident of harassment, you must report the matter to the HR Department, the City Attorney, the City Manager, your supervisor or department manager, or any other manager with whom you feel comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. The complaint will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken.

1.5 Anti-Retaliation

Park City prohibits retaliation of any kind against employees who, in good faith, report harassment or discrimination or assist in investigating such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should notify their supervisor, the HR Department or any other supervisor, or manager with whom the employee feels comfortable.

1.6 Complaint Procedure

Any employee, including supervisors and managers, who has knowledge of any incident of discrimination, harassment, or retaliation, is required to report such information to the HR Department, the City Attorney, the City Manager, their supervisor or department manager, or any other supervisor or manager with whom the employee feels comfortable. An employee who brings a complaint in good faith will not be adversely treated by the City. All complaints will be properly investigated, and any remedial action, which is necessary and appropriate, will be taken. Confidentiality will be protected to the extent possible.

1.7 Accommodations

The City will provide reasonable accommodations to qualified applicants and employees with disabilities so that they can perform their essential job functions. When notified, the City will engage in an interactive process to determine whether a reasonable accommodation is necessary and possible, without undue hardship to the City, for an otherwise qualified applicant or employee with a known physical or mental disability.

Park City will also reasonably accommodate the religious beliefs or practices of applicants and employees. In addition, the City provides reasonable accommodation for employees related to pregnancy, childbirth, breastfeeding, and related conditions, as required by law.

An employee or applicant who believes that they need a reasonable accommodation should contact their immediate supervisor, department manager, or the HR Department.

The City may provide a temporary transitional assignment to an eligible employee in response to a request for a reasonable accommodation or pursuant to work restrictions ordered by an appropriate health care provider. Temporary transitional assignments are developed at the City's discretion based on availability of temporary transitional assignments, physical capability, skills, and City needs. Temporary transitional assignments will be re-evaluated as necessary. The City will determine appropriate work hours, shifts, duration,and locations of all temporary transitional assignments.

II. Understanding Your Compensation

2.1 Employee Pay

The City operates within the guidelines of an established Pay Plan. The Pay Plan attempts to ensure the uniform and equitable application of pay based on factors including employee duties, classification, qualifications, and relevant market data. The City believes rewarding performance and not longevity is an equitable way of compensating employees. All employee pay, including raises and adjustments, is subject to budget constraints and revenue availability and may be altered at any time.

The City's Pay Plan contains a list of grades and positions supported by written job descriptions detailing job duties and the qualifications necessary for a position. The classification system is not static and is not intended to fix positions permanently into grades. Instead, the system is periodically reviewed to adapt to changing conditions.

2.2 Work Week and Pay Periods

The standard work week for all non-public safety personnel begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the same week. The standard work week for all sworn Police Officers is defined by the biweekly pay period of 80 hours. The

standard pay period for all sworn Police Officers begins on Sunday at midnight and ends Saturday at 11:59 p.m. of the following week; equating to an 80 hour biweekly pay period. Employees must approve timecards by 10:00 a.m. on the Monday following the end of the pay period. Managers must approve timecards the same day by noon. Employees are paid every other Friday for the proceeding pay period either by direct deposit or traditional paychecks.

2.3 Timekeeping

All non-exempt employees must clock in to work by an approved time-keeping method. This may include a physical time clock, phone app, or computer check-in. Employees must use the time-keeping method approved by their supervisor or department. Employees are expected to be “clocked in” and ready to work at their work location when their shift starts. Falsifying time clock entries or allowing any employee to punch in or out for another employee is prohibited.

2.4 Overtime

For non-exempt and non-public safety employees, overtime is time worked above a 40-hour workweek. For non-exempt public safety employees, overtime is defined as hours worked above 80 hours during the biweekly pay period. Sick leave, vacation, and other non-worked hours do not apply toward accrual of overtime hours.

While the City pays employees for all overtime worked, an employee must obtain their supervisor’s approval for overtime hours before working overtime hours. Employees should consult their supervisor or department manager for clarification on department-specific practices.

Without overtime approval from their supervisor, all hourly employees must conclude their day’s work at the established time. Any non-exempt employee must obtain their supervisor’s approval to conduct City business during unscheduled work hours. This includes phone calls, texts, and emails for City business during unscheduled work hours.

2.5 Bonuses

The bonus program is designed to recognize a specific incident such as seasonal work, sales, or other on-the-job accomplishments and contributions.

a. Cost Savings Bonus:
    i. An employee may receive up to 10% of cost savings, not to exceed $5,000, that would be realized in the first year following implementing an employee’s cost savings idea. Any cost savings bonus requires the prior written approval of the City Manager. Nominations must be in writing and forwarded to the Human Resources Department.

b. Part-Time and Seasonal Employee End-of-Season Bonus:
    i. A part-time or seasonal employee may receive a bonus based on approved end-of-season time and shift requirements, safety, accident record, and specific department criteria. Each department paying these bonuses must have the criteria by which the bonus is calculated. This is considered a non-discretionary bonus.

c. Pro Shop Bonus:
    i. Employees whose positions are related to merchandise sales or services may be eligible for a bonus based on sales or pro shop revenue generation. Employees who receive these bonuses are not eligible for end-of-season bonuses. This is considered a non-discretionary bonus.

2.6 On-Call Pay

Employees who are assigned to work on-call will be paid wages consistent with federal law governing on-call pay. On-call pay rates are set at the department level.

2.7 Break Time and Lunch Period

Policies covering break time and lunch periods vary by department. Employees should contact their department manager or the HR Department for details.

2.8 Bilingual Stipend

Park City will pay a fixed amount of $40 per pay period for Full-Time Regular Employees and $20 per pay period for Part-Time Employees who participate in the City's Bilingual Stipend program. Program participants must be proficient in a non-English language that the City deems necessary to service its constituents, which languages include Spanish and American Sign Language. Additional languages will be considered as needed.

Employees in positions with a demonstrated public need for bilingual skills may be eligible to participate. The HR Department in coordination with department managers will determine which positions are eligible for the bilingual stipend.

Employees requesting the Bilingual Stipend must meet these criteria:

a. Employee must be available to offer translation services during regularly scheduled work hours.

b. A current list of certified bilingual employees will be maintained by the HR Department.

c. Employee must pass a third-party-prepared proficiency test certifying the employee's ability to speak and write English and Spanish, another necessary language, or use sign language. Before requesting a proficiency test, employees must receive written approval from their department manager.

d. Employees who fail the proficiency test may retake the exam after three months with approval from their department manager.

e. The bilingual stipend will only be paid for pay periods where the employee receives straight time pay hours at a minimum of 15 hours per week.

f. If an employee transfers from a position that is eligible for the bilingual stipend to a position that is not eligible, the stipend will end.

g. Eligibility will be reviewed annually by the Human Resources department to verify whether the employee receiving the bilingual stipend is performing bilingual services.

h. If an employee refuses to perform assigned bilingual duties, then the department manager may immediately revoke the employee's stipend.

Funding for the bilingual stipend will be in the HR Department budget. The HR Department will administer the stipend, including reviewing applications, scheduling proficiency tests, and issuing certifications.

2.9 Employee Referral Bonus

Park City will pay a cash bonus of $1,000 to an eligible City employee who refers a job applicant that the City hires, under the terms below.

a. The bonus pay schedule is:
   i. $500 is paid after the referred candidate is hired and completes 30 days of employment.
   ii. $500 is paid after the referred candidate is hired and is released from probation or at the end of a work season (i.e., winter transit driver), whichever comes first.

b. These City employees are eligible to participate in the Employee Referral Bonus program:
   i. Employees in good standing including Part-Time, Full-Time, or Seasonal may earn a referral bonus.
   ii. The referral must represent the candidate's first contact with the City; previous employees, including Part-Time and Seasonal

employees, are not eligible for the referral bonus program until two years after their resignation or termination date.

iii. The applicant must enter the referring employee's name on the application.

iv. Referrals must be hired within 180 days of the original referral date.

v. All candidates will be evaluated on merit; submitting a referral does not guarantee the candidate an employment offer.

c. These employees are not eligible to participate in the Employee Referral Bonus program:

i. HR Department personnel;

ii. Managers with hiring authority over referred candidate.

Hiring decisions will not be discussed with the referring employee.

2.10 Education Assistance

Eligible employees may be reimbursed for up to 100 percent of tuition and other educational fees for the successful completion of undergraduate, graduate, and post-graduate courses in accredited colleges or universities, and for professional certifications and training. Eligible programs include professional-level certifications, course training, and accreditations. Educational Assistance payments are only available for educational programs that align with the City's operational goals and budgetary constraints.

a. City employees who are eligible to participate in the Education Assistance program include: Full-Time Regular Employee who are released from probation, meet all performance expectations, and have no formal disciplinary action within the previous 18 months.

i. Employees must apply for and receive approval before enrolling in courses. The approval process may take 30 days.

ii. Employees must have an individual development plan, approved by an immediate supervisor, establishing that the education is relevant to the employee's current position or another position for which the employee is reasonably qualified. The individual development plan must not interfere with the employee's duties and must be clearly aligned with the employee's education and City needs.

iii. The employee must obtain the academic goal within the time projected in the individual development plan or in an amended individual development plan.

b. The City will pay reimbursements to eligible employees as follows:

i. One hundred percent of tuition, including all mandatory fees, and textbooks capped at $10,000 per calendar year. The first $5,250 will be paid tax-free. If the reimbursement exceeds $5,250, the remaining $4,750 will be considered taxable income.

ii. Reimbursement will only be paid for a passing grade of C- or higher grade based on a sliding scale: A=100% B=90% C or a Pass in a Pass/Fail course = 80%. Employees must provide satisfactory proof of grades.
iii. Employee must complete the appropriate forms found under Employee Forms on the Payroll Portal to ensure prior approval and payment.
iv. Reimbursement will be administered by Accounts Payable within the Finance Department and mailed to the employee's address listed in the Payroll Portal unless the employee contacts Accounts Payable to request in-person pickup.
v. Employees who voluntarily separate from employment with the City within one year of the last reimbursement will be required to repay the City the most recent disbursement.

2.11 Business Travel

The City will reimburse eligible employees for approved business travel expenses under these guidelines:

a. This policy does not cover short trips during work hours made by employees during their regularly assigned work duties on behalf of the City.

b. Department manager approval for employees and Deputy City Manager Approval or designee approval for department managers must occur prior to making travel and accommodation arrangements, without which expenses are non-reimbursable.

c. Travel reimbursements greater than $2,500 must be approved by the City Manager or designee.

d. Employees are expected to submit an Expense Report within five days after the first business day back at the employee's typical office assignment. Employees must document travel-related expenditures with itemized receipts, invoices, or other supporting documentation. Submitted expenses may be rejected by the Finance Department for failure to comply with this policy. Expenses that are not submitted for reimbursement within 60 days will not be reimbursed.

e. Employees must pay for personal meals with their daily per diem, and not with a P-Card. Employees who charge personal meals to a P-Card are required to reimburse the Finance Department for those charges. Authorized group meals are not subject to this subsection.

f. After receiving approval for travel from their manager, employees should book flights in advance to avoid premium pricing.

g. Employees should incur the lowest reasonable travel expenses and must not travel more than necessary or book extravagant board and lodging. Employees should attempt to reduce the environmental impacts of their travel, including by using commercial airlines, public transit, and fuel-efficient vehicles.

h. Transportation should not exceed a class rating of economy or coach, or the equivalent.

i. Rental cars should be selected based on the size needed for the group traveling together and only if business activities are not held close to lodging. Employees should decline all additional rental car insurance offered by the rental company; these charges will not be reimbursed.

j. Personal car mileage reimbursement follows the standard mileage rate set by the IRS accessed at www.irs.gov. The rate set by the IRS includes gasoline, which is not separately reimbursable. An employee electing to travel by personal vehicle instead of commercial air will be reimbursed for the least expensive mode of transportation. The employee must provide a comparison showing total travel costs for airfare versus total cost of driving and the lowest cost shall be reimbursed. This documentation must be attached to the Expense Report.

k. Employees should prioritize hotels affiliated with or hosting the reason for business travel (i.e., location of the conference or training). If alternate accommodations are required, the cost should be comparatively priced to the hotels in the area. Itemized hotel receipts are required for reimbursement.

l. Employees must request Meal and Incidental Per Diem, seven days in advance of travel, based on location-specific rates, determined by U.S. General Services Administration’s GSA Per Diem Rates and Per Diem Worksheet. Employees are not required to retain or provide receipts. Employees must return the per diem cash advance within ten days of travel being cancelled or changed. The employee is responsible for any cash per diem that is lost or stolen.

m. On the first and the last day of travel the per diem is pro-rated according to the GSA rates table.

n. Examples of expenses that are not approved business travel expenses include: alcohol, gambling, pet fees, laundry services, toiletries, entertainment, upgrades, late/early check-in fees, parking or moving violation tickets, and personal services.

o. Airport parking will be reimbursed based on the cost of the daily economy lot fee.

p. Round-trip mileage from the employee's home to the airport (minus the employee's regular commuting mileage to work) will be reimbursed using the standard mileage rate set by the IRS.

q. The City is not financially responsible for any personal expenses or travel arrangements if an employee chooses to travel with a partner, child, or pet and will not reimburse for their accommodation, leisure expenses, or any other travel expenses.

r. If an employee receives prior approval to add vacation time onto a business trip, any cost variance in airfare, car rental, or accommodation must be clearly identified on the Expense Report. Employees are required to pay for these expenses.

2.12 Recording Time While Traveling on Business

Non-exempt employees traveling on business must record time worked as follows:

a. If an employee is given a one-day assignment at a different location (e.g., a conference, training session), the employee is entitled to compensation for time spent commuting to the assignment location that exceeds the employee's normal time spent commuting to the employee's regular work location. For example, if an employee who regularly commutes from Kimball Junction to City Hall in approximately 17 minutes is given a one-day assignment in Salt Lake City, and the travel time to Salt Lake City from Kimball Junction is approximately 28 minutes, then the employee should record actual work time reflecting approximately 11 minutes of additional work time (i.e., recorded hours should reflect actual time spent commuting).

b. If an employee is required to travel away from home overnight for work, all travel time during the employee's normal working hours will be counted as work time. This includes travel time during normal working hours on nonworking days. For example, if an employee regularly works from 9:00 a.m.-5:00 p.m., Monday through Friday, any travel time between 9:00 a.m.-5:00 p.m. will be counted as work time on Saturday and Sunday as well as on Monday through Friday. Travel time outside of the employee's regular working hours will not be counted as work time. If an employee

with regular working hours from 9:00 a.m.- 5:00 p.m. takes a three-hour flight for an overnight work assignment, and the employee's flight leaves at 8:00 a.m. and lands at 11:00 a.m., then the employee should record two hours of their travel time as work time but should not record the first hour of the flight or any time commuting to the airport as work time because that travel time occurred outside of the employee's regular working hours.

c. Employees should record actual time worked on the timecard for the days they are attending a conference, training, session, etc. (e.g., 8:00 a.m.- 5:00 p.m., with a one-hour lunch or 7:00 a.m.-5:00 p.m. with a one-hour lunch).

III. Understanding Your Benefits

3.1 Health and Wellness Benefits

The City offers an array of health and wellness benefits detailed in the Employee Benefits Guide which is available on the Payroll Portal or from the HR Department.

3.2 Flex Work Schedule

The City offers several possible flex work schedules to eligible employees. Eligibility for flex work scheduling is determined on a case-by-case basis based on the City's operational needs. Flex work schedules are not appropriate for all employees or positions and are not a universal employee benefit. The type of role, attendance record, tenure with the organization, and job performance are all factors considered when deciding whether a flex work schedule is appropriate.

Flex work is defined broadly to include schedules different from the City's standard on-site, full-time workweek consisting of five consecutive eight-hour workdays with consistent start and end times for each workday.

a. Flex work schedule options may include:
   i. Flexible start times: An employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times (e.g., 8:00 a.m.- 5:00 p.m., or 9:00 a.m.- 6:00 p.m.).
   ii. Compressed 10 Schedule: An employee works ten hours per workday, reducing the workweek to four days a week (e.g., Monday-Thursday, Wednesday-Sunday, or Friday-Tuesday).
   iii. Compressed 9 Schedule (9-9's): An employee works four nine-hour workdays during the week and one four-hour day (e.g., Monday through Thursday and four hours each Friday).
   iv. Hybrid Work Location: An employee works remotely at a pre-approved location other than the designated physical location of the position. An employee may work partially on-site and partially off-

site on a set day or number of days during the traditional work week.

v. Remote Work Location: An employee works remotely from a location outside of the normal pre-approved on and off-site locations for up to 30 days. Employees are eligible to request a remote work location every third year outside of extenuating circumstances.

b. The department manager in coordination with the HR Department is responsible for identifying if any of the flex work options are feasible within the department by considering the following factors:

i. Managers may review and determine if the entire department or an entire shift must convert to one or more of the above flex work scheduling options.

ii. Managers should consider how well the employee has demonstrated the skills and work habits that lead to a successful flex work schedule. The manager must assess the impact and the outcome in terms of production, quality, and absenteeism, and whether one or a combination of the above schedules is in the best interests of the department.

iii. A six-month trial period may apply to assess the impact and effectiveness of the schedule. After successful completion of the trial period, the flex work schedule will be reviewed at least annually thereafter to ensure continued success. The flex work schedule may be canceled for any reason. An employee wishing to change or cancel a flex work schedule must obtain written approval from their manager.

iv. To help ensure that the employee continues working effectively under a flex work schedule, managers should develop a flex work plan.

v. The nature of the employee's work and responsibilities must be conducive to a flex work schedule without causing significant disruption to performance or service delivery.

c. Use of equipment and supplies is subject to the following guidelines:

i. Additional costs for remote internet and utilities are not reimbursed.

ii. All equipment provided by or purchased by the City remains the property of the City and must be returned when the employee terminates employment. Employees should promptly report any city-provided equipment malfunction to their supervisor and, when necessary, to the IT Department.

iii. The employee will establish an appropriate work environment within their home for work purposes. The City will not be responsible for costs associated with the initial setup of the employee's home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

iv. The City will supply the employee with appropriate office supplies and equipment (pens, paper, etc.).
v. Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment.

d. Employees working remotely are subject to the following security guidelines:
   i. Employees must protect the City's records and documents from unauthorized disclosure or damage and must comply with the Information Technology Policy, 4.10.
   ii. Employees working remotely are expected to ensure the protection of proprietary City and customer information accessible from their home office.
   iii. Employees using City provided software and hardware will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.
   iv. A designated representative of the City may visit the employee's remote work site to inspect for possible work hazards and suggest modifications, perform routine maintenance of equipment and supplies, assess and monitor security arrangements of equipment and documents, and perform incident investigations. The representative may take pictures of the remote work site. The City will provide reasonable notice prior to a remote work location visit.

IV. Understanding Your Responsibilities as a City Employee

4.1 Attendance and Punctuality

Timely and regular attendance is an expectation of performance for all Park City Municipal Corporation employees. Accordingly, employees must adhere to the following guidelines.

a. Absences: An employee is deemed absent when they are unavailable for work as assigned or scheduled and such absence was not scheduled or approved in advance.

b. Tardiness: An employee is deemed tardy when the employee fails to report to work at the assigned/scheduled work time, leaves work prior to the end of assigned/scheduled work time without prior supervisor approval, or takes an extended meal or break period without prior supervisor approval.

c. Voluntary Resignation: An employee who is absent for two consecutive

days without giving proper notice to a supervisor is deemed to have voluntarily resigned their employment with the City. At that time, the voluntary resignation will be formally noted in the employee's personnel file.

d. Communications about schedules: Employees must notify their supervisors or department managers if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must receive advance approval if they wish to arrive early or leave early from an assigned shift. When requesting planned time away from work, employees must notify their supervisor or department manager when an absence is due to a documented or approved leave of absence (e.g., Military Leave, FMLA) to ensure appropriate tracking of leave utilization and absenteeism.

e. Holiday Related Absences: It is a violation of this Attendance and Punctuality Policy for an employee to be routinely tardy or absent immediately before or after holiday leave.

4.2 Code of Ethics

Park City employees are expected to foster public confidence in the integrity of City government. City Code and State Law establish ethical standards that govern City employees. These standards are found in Park City Code, Title 3; the Municipal Officers and Employees Ethics Act, Utah Code Title 10, Part 3; and the Utah Public Officers' and Employees Ethics Act, Utah Code Title 67, Part 16.

These laws require employees to disclose actual or potential conflicts of interest between public and personal duties. They require employees to disclose relationships with businesses that are regulated by the City. They prohibit employees from using City employment for personal benefit or gain. And they prohibit employees from accepting gifts. Please consult the HR Department regarding your obligations under these laws.

4.3 Workplace Conduct

Employees are expected to comply with all policies in this Handbook. These guidelines outline the basic rules governing how we perform our jobs.

a. Appropriate employee conduct includes:
   i. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity to merit the trust, respect, and confidence of the public they serve.
   ii. Employees will dress and conduct themselves in a professional manner.
   iii. Employees will report to work on time and as scheduled.
   iv. Employees will abide by the provisions of all City ordinances, policies, and procedures.

v. During work hours, employees will devote their time, attention, and efforts to City business.
vi. Employees will adhere to all safety guidelines, rules, and policies.
vii. Employees will demonstrate courteous and respectful behavior in all dealings with both coworkers and the public.

b. Inappropriate actions include:
i. Falsifying documents or providing false or intentionally misleading information.
ii. Neglect of duty.
iii. Sleeping on the job.
iv. Insubordination.
v. Actions that discredit the name, reputation, or public mission or interest of the City regardless of whether the employee is convicted, pleads guilty, or is otherwise subject to a legal judgment.
vi. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.
vii. Failure to comply with federal, state, or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is contrary to the public service.
viii. Stealing, destroying, damaging, or defacing (or threatening to steal, destroy, damage, or deface) City property, work-related documents, work areas, or personal property of others while at work or in connection with work.
ix. Refusing to comply with requests for information associated with a workplace investigation.
x. Failing to comply with safety guidelines, rules, or policies.
xi. Accessing or sharing private, confidential, or protected information without authorization.
xii. Engaging in abusive, combative, aggressive, violent, or threatening language or behavior.
xiii. Subjecting others to ridicule or undermining workplace relationships.
xiv. Unauthorized electronic surveillance of employees. No employee may make an audio or video recording of another employee by any means unless each of the following criteria is met:
A. a legitimate business purpose exists for the recording;
B. the recording device is in plain view; and
C. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

The above list provides examples of inappropriate behavior; it is not a comprehensive list of inappropriate behavior.

4.4 Outside Employment

Full-Time Regular Employees must request permission to accept outside employment, including self-employment, from their manager and the HR Department. The City Manager or their designee must approve outside employment and any material changes to outside employment status. Outside Employment Request Forms are available from the HR Department or on the Payroll Portal. The request should include any pertinent information about the outside employer, and the nature and hours of the employment. Outside employment shall not interfere with the employee's duties as a City employee.

Approval of outside employment is valid until May 15 following its approval. By May 15 of each year, all Full-Time Regular Employees must complete a new Outside Employment Request Form and have their manager, the HR Department, and the City Manager re-approve the outside employment position.

4.5 Solicitations

To protect City employees, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift. Employees may also not distribute written materials during working time and in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not solicit or distribute materials anywhere on City property at any time. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.6 Gratuities

Employees in select positions, who are authorized by the head of their department to accept tips or other types of gratuity (anything of monetary value), must report tips on their timecard as wages commensurate with the IRS tips reporting guidelines referenced in Publication 531, *Reporting Tip Income.* Employees may not directly or indirectly solicit or accept any gift including money, services, loan, travel, entertainment, or hospitality that is above the value in Park City Code Title 3 or State Law. Gifts that would tend to improperly influence a reasonable person in their duties or that are primarily to reward the employee for official action taken are prohibited.

4.7 Youth Protection

Park City Municipal is committed to ensuring the safety and protection of minors

(individuals under 18 years old) participating in City programs and services. This policy applies to all Park City Municipal employees and volunteers whose job duties involve direct and recurring interaction, care, supervision, guidance, or control of minors in any City-sponsored program or activity, including their employment with the City.

a. Employees working with, interacting with, or supervising minors will be subject to the following background screening requirements on an annual basis:
    i. A criminal background check conducted by Park City Municipal.
    ii. A registered sex offender check including both the Utah Sex and Kidnap Offender Notification and Registration (SONAR) and the Dru Sjodin National Sex Offender Public Website. Employees who fail a background check conducted by Park City Municipal or who are registered sex offenders on the Utah Sex and Kidnap Offender Registry or the Dru Sjodin National Sex Offender Registry shall not be employed by the City in a position that interacts with minors in any capacity.

b. Employees covered under this policy must complete a child abuse identification and reporting training prior to beginning employment with Park City Municipal and will be required to complete this training once annually while working in a position covered by this policy.

c. Employees working with minors shall maintain professional and appropriate relationships with minors at all times, including:
    i. Not engaging in communication with minors outside of the program or work setting without the express written consent of both Park City Municipal and the minor's parent or legal guardian.
    ii. Always, when reasonably possible, be accompanied by another City employee when working with minor children.

d. In accordance with Utah Code § 80-2-602, all employees subject to this section are considered mandated reporters and must report any suspicion of child abuse or neglect to law enforcement or the Division of Child and Family Services (DCFS) immediately. City staff shall cooperate fully as necessary with investigations conducted by appropriate state agencies.

e. Failure to comply with the requirements of this policy, including refusal to complete background checks, failed screenings, or violations of conduct standards, will result in disciplinary action as outlined in the Employee Handbook Section 8.1.

4.8 Employment of Family Members

No member of an employee's immediate family shall be under the direct or indirect supervision of an immediate family member unless an exception has been granted by

the City Manager. Exceptions are generally disfavored. The immediate family includes parents, siblings, aunts, uncles, grandparents, stepparents, children, spouse, parents-in-law, siblings-in-law, children-in-law, stepchildren, grandchildren, and domestic partners.

4.9 Working with Minor Children

The City does not allow employment of workers less than 14 years of age. The City also requires a signed note from the parents or legal guardian of employees under age 16 approving work duties. The note must be submitted to the HR Department with new hire paperwork.

Employees ages 14-17 are subject to the following restrictions:

a. 14-15-year-old restrictions:
   I. Work must take place during non-school hours.
   II. No more than 3 hours of work is permitted on a school day.
   III. No more than 18 hours of work is permitted in a school week.
   IV. No more than 8 hours of work is permitted on a non-school day.
   V. No more than 40 hours on a non-school week.
   VI. Work must take place between the hours of 7:00 a.m.-7:00 p.m. (except from June through Labor Day, when evening hours are extended to 9:00 p.m.);
   VII. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
   VIII. No driving in connection with their employment.

b. 16-17-year-old restrictions:
   i. No hazardous work is permitted, including transportation, public utilities, or operating power-driven machinery.
   ii. No driving in connection with their employment.

Employees under 18 years of age are entitled to a meal period of at least 30 minutes, not laterthan five hours from the beginning of their shift. A rest break is required for minors of at leastten minutes for every three-hour period that is worked.

4.10 Information Technology (IT)

a. Use of City IT Equipment: IT systems and services are provided for City business. This includes computer equipment, laptops, tablets, phones, printers, photocopiers, email services,software, internet access, wireless services, and data storage. City IT systems may not be used in a way that may be unlawful, disruptive, offensive to others, in conflict with City business operations, or harmful to morale.

Employees have no expectation of privacy when using City equipment, data, or networks. Electronic files and messages sent and received, using City systems or City-provided Internet access, including web-based messaging systems, are subject to monitoring, inspection, release, and archiving by City.

Employees are responsible for the security of the equipment and data. Employees may not store, copy, share, or transmit any confidential data, including passwords, social security numbers, bank routing information, and credit card numbers outside of appropriate City IT system.

All City records must be maintained according to City retention policies and litigation holds.

b. Use of City Internet Services: City IT equipment, systems, network, and internet access are intended for business use. The City may monitor, inspect, release, archive, and copy all messages, content, and files on its computer system or network-enabled device at any time and without notice. Information obtained from the internet or from approved Artificial Intelligence (AI) may not be reliable and should be verified for accuracy before it is used for City business.

c. IT Security Controls: Cybersecurity protections are essential to maintain operational continuity. The IT department reserves the right to make real-time changes to remediate threats and safeguard systems and data to meet compliance and audit expectations. Employees must ensure that all devices comply with mandated updates to remain active on the network. Failure to comply may result in the device being disabled until compliance is achieved.

Repeated failure of simulated phishing attempts may result in required additional training, an account being disabled, or a performance plan established by the department manager in consultation with IT.

4.11 Cell Phones and other Electronic Devices

The City may provide cell phones and other electronic devices to employees. City-issued cell phones and other electronic devices are subject to the City's Information Technology Policy 4.10. If an employee incurs charges for use of City-provided electronic devices for non-City business, then the employee must reimburse the City for such charges.

Non-exempt City employees may not use City-issued cell phones and electronic devices for any work-related activities during non-working hours, unless such use is pre-approved by a supervisor.

Employees must report lost cell phones and electronic devices to the IT Department in a timely manner. Employees should not use personal devices or accounts to handle sensitive City information or business records.

Employees should not use mobile phone devices for work or personal purposes while operating any motor vehicle, unless otherwise permitted by law.

4.12 Email Standardization and Usage

Professional email transmission is important to maintaining the positive image of the City. Employees must use a white email background. All signature elements including logo, font, and color must comply with the City's style reference guide which is available from the Community Engagement team.

4.13 Social Media

City employees must coordinate with the Community Engagement Manager with respect to creating or utilizing City-maintained social media sites (such as X, Facebook, YouTube, internet blogs or chat rooms). City-authorized social media sites must have a designated staff member assigned to maintain and moderate content.

Employees may maintain personal social media sites on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. Unless the expression or expressive activity is in direct conflict with the essential City-related interests, the City considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

Employees who identify themselves as City employees or discuss matters related to the City on their personal social media sites must include a prominent disclaimer stating that a post expresses personal views, not the views of the City, for example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the City or its business. Employees who post information on a social media site that is in violation of this policy or federal, state, or local law are not shielded from disciplinary action by a disclaimer.

A social media site is a public place, and employees should avoid inappropriate comments. For example, employees posting on their personal social media sites must not divulge City confidential, protected, proprietary, or private information. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates this policy.

Nothing in this policy limits City employees' rights under any applicable federal, state, or local laws, including rights under the National Labor Relations Act to engage in

protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

4.14 Personnel Files

City personnel files shall be maintained in a secure, centralized location under the control of the HR Department. The following individuals or entities generally have access to a personnel file: HR Department staff, a current employee who are is the subject of the file, a person acting under the current employee's power of attorney or with a signed release from the employee, a union representative when the HR Department has written consent from the employee, supervisory staff, and the City Attorney's office.

An employee's medical records and records related to certain investigations may be kept separate from an employee's central personnel file.

City personnel files are subject to the Government Records Access Management Act (GRAMA).

4.15 Personal Property

The City assumes no responsibility for damage to or loss of personal property. The City will insure tools required by mechanics in Fleet Services Department, but Fleet employees are responsible for taking reasonable steps to secure tools.

4.16 Personal Use of Public Property

Employees are expected to honestly and efficiently protect and conserve City property. Any personal use of City property by an employee that is not prohibited by law or City policy is specifically authorized by this policy. This policy does not grant employees an inherent right to use City property.

In general, incidental personal use is allowed where the incidental use provides value to the City that substantially outweighs any personal benefit received by the employee. Any use that significantly interferes with the mission or operations of the City or that significantly compromises the integrity of City property is not incidental and is not authorized.

a. The City specifically authorizes the incidental use of:
    i. Communication Devices. Incidental use of City communication devices, including phones, computers, and tablets, that complies with City policy is permissible. *See* Information Technology, 4.10; Cell Phones and Other Electronic Devices, 4.11.
    ii. Physical Facilities, Real Property, Equipment, and Supplies. Incidental use of City facilities and real property, such as meeting

family members or friends for short periods of time, that complies with City policy is permissible.

iii. Vehicles. Employees who are authorized to use City vehicles must be aware of and comply with specific policies governing vehicle use. *See* Driving on City Business and Use of City Vehicles, 7.8.

V. Understanding Your Status as a City Employee

5.1 Classifications of Employment

a. Probationary Employees: A non-public safety, Full-Time Regular City employee is classified as a Probationary Employee during the first six months of employment. Such an employee may be released from probationary status following a second quarterly review. A public safety sworn or non-sworn employee is classified as a Probationary Employee during the first 12 months of employment. Such an employee may be released from probationary status following a fourth quarterly review. Managers must submit an Employee Position Change Form to release an employee from probation.

Department managers may recommend releasing employees from probationary status before the time referenced above for exemplary service by submitting to the City Manager an Employee Position Change Form explaining the justification for early release from probation. Only under specially approved circumstances will an employee be allowed to serve a probationary period of fewer than three months.

A probationary period may be extended beyond the initial six or twelve-month period for up to six additional months if performance, attitude, ethics, or workplace conduct issues warrant extending the probationary period. A written performance evaluation must accompany any probationary period extension. A second written evaluation will be required at the end of the extended period. Employees listed in section 8.3 are not subject to this policy.

b. Full-Time Regular Employees: Employees who work no less than an average of 32 hours per week during any month are classified as Full-Time Regular Employees and are eligible for the City's core benefits. *See* the Employee Benefits Manual on the Payroll Portal or contact the HR Department for benefit details. Full-Time Regular Employees are generally expected to work a 40-hour workweek.

c. Acting Employees: The City Manager may fill any vacancy with an Acting Employee who may serve until another employee assumes the position's duties. An Acting Employee who serves more than 30 consecutive days

will receive compensation at no less than the minimum salary range for that position during the acting appointment.

d. Part-Time Employees: Employees who work between one and 1500 hours per year (28.8 hours per week average) over 12 months are classified as Part-Time Employees. Part-Time Employees with multiple appointments in the City may not work more than 1500 hours total per 12-month period for all positions held. Employees and managers are expected to monitor the time worked to maintain totals below allowable averages.

   Part-time positions are not eligible for core benefits other than those required by law. Under limited circumstances, should Part-Time Employee's hour averages rise to 30 hours per week, they may become eligible for medical or retirement benefits provided that the employee meets the definition of a full-time employee under the Affordable Care Act or the Utah State Retirement and Insurance Benefits Act.

e. Seasonal Employees: Employees who are hired for a position open during a specific season defined at hire, such as parks maintenance crews, golf employees, seasonal recreation program staff members, snow removal crews, are classified as Seasonal Employees. Seasonal Employees may work full-time or part-time hours. Seasonal Employees may not work past the seasonal declared end date without permission from the HR Department.

f. Volunteers: An individual who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation may be classified as a Volunteer. The department must prepare a Volunteer Job Description for each position requiring volunteers. The description must be approved by the HR Department before the volunteer position is available for recruitment or filling. The department must submit to the HR Department all Volunteer Job Applications and Volunteer Acknowledgement forms before the department is authorized to offer the applicant the volunteer position.

5.2 Transfers

A transfer is the assignment of an employee to a new position. Transferred employees are subject to a probationary period. When a job vacancy is announced, any City employee may apply to transfer to the position. All qualified applicants will be considered, although no City employee is ensured of selection. Any proposed changes in pay must be effective on the first day of a City-established pay period.

5.3 Hiring Practices

Department managers must submit hiring recommendations for Full-Time Regular Employees to the HR Department. The HR Department will submit the recommendations to the City Manager for final review and approval. A Full-Time Regular Employee may only fill a budgeted position.

Department managers must submit hiring recommendations for Part-Time and Seasonal employees to the HR Department for approval. Supervisors and department managers are accountable for ensuring that Part-Time and Seasonal employees do not exceed the allowable and approved number of hours for such positions.

5.4 Performance Evaluations

The City endeavors to conduct regular performance reviews to assist in an employee's development. Employee performance reviews are part of the employee's personnel file. Full-Time Regular Employees will receive quarterly reviews.

5.5 Promotions

Promotions will be documented in writing by an employee's manager, including information about the employee's new title, responsibilities, and pay.

5.6 Resignation and Discharge

To resign in good standing, employees must give their supervisor two calendar weeks' prior notice. The department manager or supervisor shall advise the HR Department of resignations. Employees may not use any paid leave, such as vacation, funeral, and sick leave, during the final two weeks of employment without approval from the HR Department.

The City Manager may discharge any City employee at any time subject to applicable law and to the appeal procedure described in the Handbook. *See* Employee Transfer and Discharge Appeal Rights and Procedure, 8.3. An employee discharged by the City may be denied future employment with the City and may be ineligible for accrued vacation pay. *See* Vacation Leave Policy, 6.2.

If an employee is involuntarily terminated, wages will be paid within one business day of termination. Final wages for employees who voluntarily resign will be paid on the next scheduled pay date. Discharged employees must promptly return all City property to the employee's supervisor or department manager.

5.7 References

Supervisors and managers who receive requests for employment references must refer those requests to the HR Department. In response to requests for references, the HR Department will verify job titles, dates of employment, and wage information.

VI. Time Away from Work

6.1 Holiday Pay and Premium Pay

The City provides 12 paid holidays and a Floating Holiday, as defined below, to Full-Time Regular Employees:

a. New Year's Day
b. Martin Luther King Jr. Day
c. Presidents' Day
d. Memorial Day
e. Juneteenth
f. Independence Day
g. Pioneer Day
h. Labor Day (also known as Miners Day in Park City)
i. Thanksgiving
j. Friday after Thanksgiving
k. Christmas Eve
l. Christmas

Full-Time Regular Employees who work 8-hour shifts will be eligible to receive 8 hours of holiday pay. Full-Time Regular Employees who are permanently assigned to work shifts of 10 or more hours will be eligible to receive 10 hours of holiday pay.

If the holiday falls on a Saturday, the City will observe the holiday on the Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday. Only the City Manager may change the holiday schedule.

In addition, Full-Time Regular Employees are eligible for an 8-hour "Floating Holiday," subject to a supervisor's approval. The Floating Holidayis granted on the first day of the year to eligible employees and must be taken in the calendar year it is given, or it is forfeited.

All non-exempt City employees are eligible for premium pay for working on holidays (excluding a Floating Holiday). Premium pay is equivalent of an additional one-half an employee's regular hourly pay.

6.2 Vacation Leave

a. Vacation Accruals: City employees are eligible for paid vacation. Vacation time off begins to accrue on the first day of full-time regular employment.

Employees are encouraged to take their vacation in blocks of time whenever possible. Vacation leave must be pre- approved by the employee's department manager. The vacation allowance for Full-Time Regular Employees is based on length of employment with the City. In some instances, equivalent experience may count toward vacation accrual, as determined at the discretion of the HR Department. See the chart below for accrual rates.

Total Years of Service	Hours Earned Per Month	Hours Earned Per Year	Maximum Accrual
Less than 5 years	10 hours	120	320
5 years but less than 10 years	12 hours	144	320
10 years but less than 15 years	14 hours	168	320
15 years but less than 20 years	18 hours	216	320
20+ years	20 hours	240	320

Employees may accrue up to a maximum of 320 hours. Vacation hours accrue on a use it or lose it basis up to 320 hours, with unused hours rolling over from year to year. Once the employee accrues 320 hours of vacation, the employee will no longer accumulate vacation leave until the bank falls below the maximum accrual of 320 hours. Vacation does not accrue while an employee is on unpaid leave.

b. Requesting Leave: Employees seeking to use vacation time must submit a request in advance to their supervisor or department manager. Approval will be based on departmental needs and staffing. The guideline is for every week of vacation requested, an employee should provide the same number of months in advance notice, (e.g., make the request for a two-week vacation two months before in advance). Vacation leave is scheduled by the hour. If an employee on a 10-hour day schedule takes a day of vacation, they will need to use 10 hours of vacation time.

c. Hardship Cash-Out: Employees may request to cash out up to 50% of their accrued vacation time one time per calendar year, provided that the employee has 40 hours of vacation time remaining, subject to approval by the HR Department, at the department's discretion. Hardship cash-outs must be for emergencies such as an illness or accident, loss of property, or another extraordinary and unforeseen circumstances. Such payments are subject to required withholdings.

d. Leaving the City: Employees are not entitled to use vacation time during the final two weeks of their employment. In addition, if an employee is discharged, resigns prior to successfully completing a probationary period,

or fails to resign having provided two weeks' notice, the employee is not entitled to payment of accrued, but unused vacation.

6.3 Sick Leave

City employees may be eligible for sick leave. Sick leave is paid leave available to a Full-Time Regular Employee suffering from an injury, illness, or disability that prevents them from performing their usual duties and responsibilities. Eligible employees may be entitled to a total of 140 hours per calendar year. An employee may not carry over sick leave from one year to the next and accrued but unused sick leave is not payable upon termination.

Employees must notify their supervisor about any non-emergency, medically-necessary surgeries or procedures in advance. The request should be accompanied by a health care provider's note which must specify medical necessity, the anticipated duration of an absence, and whether the absence will be continuous or intermittent. At the end of 21 consecutive days due to the employee's illness, employees may be eligible for Short-Term Disability benefits and may opt to supplement pay with a vacation payout. *See* Vacation Leave Policy, 6.2.

Employees returning to work with physical restrictions must adhere to Return to Work from Medical Leave Policy, 6.7. Employees may not substitute vacation hours instead of sick leave and must exhaust all paid time off before taking unpaid leave.

Sick leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave. Time will be recorded as Sick Leave FMLA on timesheets. *See* FMLA Policy, 6.6.

6.4 Family Care Leave

City employees may be eligible for family care leave. Family care leave is paid leave granted to eligible employees whose presence is medically necessary to provide primary care for their immediate family. The City may require reasonable evidence, including verification from a health care provider, that a City employee is the primary care giver and the employee's care is medically necessary. For the purposes of this policy, immediate family is defined as dependents, children, spouses, parents, domestic partners, and legal guardians. Eligible employees may be entitled to family care leave in an amount not to exceed 120 hours of family care leave per medically-necessary occurrence in a calendar year. An employee may not carry over family care leave from one year to the next and accrued but unused family care leave is not payable upon termination.

Employees must notify their supervisor about the need for family care leave in advance. The request should generally be accompanied by a health care provider's note verifying that the employee is the primary care provider for the family member, that the employee's care is medically necessary, and indicate the anticipated duration of an

absence and whether care is needed continuously or intermittently. Family care leave used by employees for illnesses or injuries eligible for FMLA status will also be counted toward the 12 weeks of eligibility for Family Medical Leave.

6.5 Parental Leave

Birthing, non-birthing, and adoptive parents who are City employees may be eligible for parental leave. Paid leave up to 360 hours will be granted to Full-Time Regular Employees, for pre-partum and post-partum care and recovery, as well as providing care and assistance for the birth or adoption of the new family member. This includes pre-birth doctor's visits and sick leave due to pregnancy care, time off for adoption services, and surrogacy appointments. Once parental leave hours are exhausted, additional unpaid hours may be granted under the Family Medical Leave Act (FMLA). *See* FMLA Policy, 6.6. Employees may supplement unpaid time with a vacation payout. *See* Vacation Leave Policy, 6.2. Parental leave will run concurrently with available FMLA leave. *See* FMLA Policy, 6.6. Once parental leave is exhausted, an employee may be eligible for additional sick leave with approval from the employee's manager and the HR Department.

Nursing mothers who are City employees are entitled to reasonable unpaid breaks during work time for lactation purposes. A private place, other than a bathroom, will be provided.

6.6 Family and Medical Leave Act Leave

Under the FMLA, City employees are eligible for up to a total of 12 workweeks of unpaid leave during any 12-month period (26 weeks for military caregiver) under certain qualifying conditions. Details and conditions of FMLA leave are described in the federal notice "Employee Rights and Responsibilities Under the Family and Medical Leave Act," a copy of which is available here, fmlaen.pdf (dol.gov), and also on the Payroll Portal or through the HR Department. The City calculates the 12-month period in which leave for the above purposes may be taken on a "rolling" basis, meaning that the 12-month period is measured backward from the date an employee uses any FMLA leave.

6.7 Return to Work From Medical Leave

When an employee returns from any form of approved medical leave (such as FMLA leave, disability leave, or sick leave) with work restrictions ordered by an appropriate health care, the employee must report that information to their immediate supervisor before reporting for duty. The City will then determine whether that employee may

return to their regular duties, whether modifications will be made, or if there is no modified work available.

6.8 Other Leave

a. Unpaid Personal: City employees may be entitled to personal leave, subject to approval by the City Manager, for life's extenuating circumstances. Employees must submit written requests for personal leave to the City Manager. The City's operational needs and the employee's length of service, past performance record, and reason for the requested absence will be considered. Personal leaves of absence are without pay and additional benefits, unless specifically pre-approved by the City Manager.

b. Military: The City provides leave for military service in accordance with applicable law. Any employee who needs time off for military service should immediately notify the HR Department and the employee's supervisor. If an employee is unable to provide notice, a family member should notify the employee's supervisor as soon as possible.

c. Juror and Witness: City employees are eligible for juror and witness leave under applicable law. Employees must present any summons or subpoena to their supervisor as soon as possible after receiving the notice. If an employee is released after four hours or less of service, the employee must report to work for the remainder of that workday. Employees are not required to use available leave to perform juror and witness service. Full-time regular employees will be paid their regular hourly wage for the hours served. Full-time regular employees shall endorse their fees received from the court, minus mileage, to Park City Municipal's Finance window, to receive their regular hourly wage.

d. Bereavement: Bereavement leave will be granted for a maximum of five days or up to 40 hours with pay in the event of the death in an employee's parents, grandparents, siblings, stepparents, children, step-children, spouse, or domestic partner and in-laws of the same relations as above. In the event of a non-immediate family member, a maximum of one day with pay may be granted at the discretion of the department manager.

VII. Workplace Safety and Productivity

7.1 Safety

The City's goal is to make every reasonable effort to keep public and work areas free of hazardous conditions. Each employee's responsibility is to work safely and take all reasonable steps to prevent accidents or injuries. If an employee is injured in

connection with employment, regardless of the severity of the injury, the employee must immediately notify their supervisor, seek necessary medical attention and complete a Workers' Compensation form found on the City's Payroll Portal or from department supervisors. That form must be forwarded to the HR Department. It is the supervisor's responsibility to notify the HR Department of the injury.

7.2 Background Checks and Criminal Matters

The City values a safe environment for our constituents and employees and reserves the right to conduct employee background checks when appropriate. All background checks will be conducted in compliance with the Fair Credit Reporting Act (FCRA) and other applicable laws. For certain positions, background checks will be conducted on all job applicants. These positions have been pre-determined due to tasks such as working with proprietary, confidential, or sensitive information, or security or financial responsibilities. A background check will only be used for evaluating the applicant for employment. However, the City reserves the right to conduct a criminal background check for a current employee if circumstances indicate criminal activity by the employee may have occurred.

Background checks for public safety positions are performed in-house by public safety personnel and follow a separate procedure. Please see the Public Safety Policy Manual for further details.

Employees in safety sensitive positions, including law enforcement, must advise the HR Department if the employee is arrested for, makes a plea of guilty or no contest to, or is convicted of a felony crime or other criminal conduct that reasonably bears upon the legitimate business objectiveness of the City. The City reserves the right to evaluate the continued employment of any employee who is arrested for, makes a plea of guilty or no contest to, or is convicted of afelony crime, in accordance with applicable law.

7.3 Workplace Violence

Park City provides a safe workplace for all employees. All employees and volunteers should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes all acts of harassment,including harassment that is based on any characteristic protected by federal, state, or local law. Conduct in violation of this policy includes directly or indirectly causing physical injury, threatening physical or psychological harm, creating a reasonable fear of injury or harm, or intentionally damaging property.

Employees may only carry a firearm in the workplace or while conducting work on behalf of the City as expressly permitted under Utah law. Peace Officers and Law Enforcement Officials may carry weapons as authorized by Utah law.

Employees must immediately report violations of this policy to a supervisor, the department manager, or the HR Department. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the HR Department before the situation escalates.

At any time, if employees or the public are threatened or may be in danger, please contact the Park City Police Department or dial 911 immediately.

7.4 Smoking

All government buildings are designated as "smoke-free" under the Utah Clean Air Act. Smoking includes tobacco, marijuana, and e-cigarettes. Smoking out of doors must conform to the rules set forth in the Utah Clean Air Act. Smoking is prohibited during the operation of City equipment or while driving City vehicles.

7.5 Drug and Alcohol

The City is committed to establishing a workplace where drug and alcohol use does not disrupt the work environment. Accordingly, all City employees are subject to the following policy governing drug and alcohol use and testing.

a. Definitions:
   i. "Alcohol" means ethyl alcohol or ethanol.
   ii. "Illegal Drugs" means any drug made illegal under federal, state, or local law. Because marijuana (even with a prescription) is illegal under federal law, it is considered an Illegal Drug under this policy.
   iii. "Controlled Substance" means any substance that is not an Illegal Drug and that is recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia.

b. General Policy: Employees must report to work in a condition fit to safely and effectively perform their assigned duties. Therefore, employees are prohibited from the following, while on duty, or while operating a City-owned vehicle:
   i. The illegal or unauthorized use, possession, transportation, manufacture, sale or other distribution of Illegal Drugs or Controlled Substances.
   ii. The possession or consumption of alcohol.
   iii. Being under the influence of or impaired by alcohol or an Illegal Drug or Controlled Substance.

Subject to the terms of this policy, the use of Illegal Drugs or Controlled Substances prescribed to an employee by a licensed physician, and used by the

employee, in accordance with Utah state law, is not necessarily prohibited by this policy, unless the City reasonably concludes that the employee is impaired by the use of such substances while on the job or on City property or that the City reasonably concludes that such use is incompatible with an employee's position, job duties or job responsibilities.

Any employee who is unfit to work due to the effects, symptoms or side effects of Alcohol, Illegal Drugs or Controlled Substances, or otherwise violates this Policy will be subject to disciplinary action up to and including termination. The City will not, however, discipline employees for voluntarily reporting or otherwise seeking help for drug or alcohol problems before becoming subject to discipline or termination under this policy.

7.6 Drug Testing

All drug and alcohol testing will be conducted by a licensed independent medical clinic or laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted under procedures established by the clinic/laboratory to ensure the privacy of the employee, while also protecting against tampering with or alteration of the test results. The City retains the right to require testing under the following circumstances:

a. New applicants for employment. Any new applicant for employment may be subject to testing for purposes of maintaining safety and service quality. All offers for employment are contingent on the confirmation of a negative test result.

b. Reasonable suspicion of employee impairment. Employees may be subject to testing based on observations by supervisors of apparent workplace use, possession, or impairment. The HR Department must be consulted before sending an employee for reasonable suspicion testing.

c. Investigation of workplace accidents or theft. Employees may be subject to testing as part of the investigation of any workplace accident, or incident of workplace theft, where the City has reason to believe that employee intoxication or impairment may be a contributing factor in the accident or incident.

Employees will be paid for time spent in alcohol/drug testing and may be suspended pending the results of the drug/alcohol test. The City will pay all costs of testing, including transportation.

Employees who refuse to submit to a test or who adulterate, dilute, or otherwise tamper with a test specimen may be subject to disciplinary action up to and including termination. If a prospective employee refuses to give written consent to a drug screening test or adulterates, dilutes, or otherwise tampers with a test specimen, such

refusal or tampering may result in the applicant's disqualification from consideration for employment.

The City will endeavor to make reasonable accommodations when appropriate.

In addition, some employees who work in safety-sensitive positions, including employees with Commercial Driver's Licenses or who drive Commercial Motor Vehicles, are also subject to the Park City Municipal Corporation's Drug and Alcohol Testing Policies for Employees Subject to Federal Motor Carrier Safety Administration or Federal Transit Administration Regulations, which policies are found here.

7.7 Fitness for Duty Medical Examinations

The City may require that any applicant complete a "fitness for duty" medical examination or functional analysis testing to determine whether an applicant can perform essential job functions with or without reasonable accommodation. City required examinations will be conducted by a City-approved provider and at the City's expense.

7.8 Driving on City Business and Use of City Vehicles

a. Designation of Ownership: All vehicles owned and operated by the City shall, in a conspicuous place on both sides of the vehicle, display an identification mark designating the vehicle as the property of the City. This policy does not require such a display on vehicles that are exempt under state law.

b. Motor Vehicle Driving Records: As a means of promoting a safe work environment, driver's license checks will be performed for all applicants after a conditional offer of employment has been made and for all employees if driving may be necessary to conduct City business. Criteria that may indicate an unacceptable driving record includes:
    i. Three or more moving violations in past 24 months.
    ii. Reckless driving in the past 24 months.
    iii. Two or more at-fault accidents in the past 36 months.
    iv. DUI or impaired driving in the past 72 months.
    v. Leaving the scene of an accident in the past 72 months.
    vi. Any combination of the above.

c. Employees who operate a vehicle on City business must notify their supervisors within one day if they are arrested for DUI, impaired driving, or if they have had their driver's license suspended or revoked.

d. Should an unacceptable driving record render the employee "uninsurable" by the City's insurance carrier, they will be unable to drive any vehicle for

City business. Employees with an unacceptable driving record, a revoked license, or who are uninsurable may be subject to disciplinary action, including termination of employment.

e. On-Duty Use of City Vehicles: City vehicles are to be used for official City business purposes only and shall carry no passengers in them other than as needed for official City business. An employee authorized to drive a City vehicle must have a valid State issued driver's license and other licensure as required to perform their job functions. City employees may use City vehicles for transportation needs when available and appropriate while performing City business. If a City vehicle is not available, or it is not practical to use a City vehicle, the department manager may approve the use of a personal vehicle thereby authorizing reimbursement to the individual for such use. Reimbursement will be based on the current IRS mileage reimbursement rate. In the event of an accident, the employee's personal automobile liability and property damage insurance coverage applies first.

f. Off-Duty Use of City Vehicles: Authorization for off-duty use of a City vehicle may be granted to a Full-Time Regular Employee by the department manager and approved by the City Manager based on a demonstrated need for such vehicle to be taken home to serve the public interest. The demonstrated need must be based on one of these criteria:
    i. The vehicle is assigned as a qualified take-home vehicle to a sworn and certified law enforcement officer of the Park City Police Department pursuant to the department's take home vehicle policy;
    ii. The nature of the employee's work requires immediate response to emergency situations, regardless of frequency, that require the use of specific safety or emergency equipment that cannot be reasonably carried in the employee's personal vehicle;
    iii. Due to an isolated incident of use when, because of the lateness of the hour or other circumstances, it is impractical or impossible to return such vehicle to City custody at the end of an on-duty shift;
    iv. Due to emergency circumstances, the ability of the employee to access their primary location of employment is compromised such that the employee may be unable to reasonably retrieve such vehicle from, or return such vehicle to, City custody. The employee in such circumstance must obtain prior written consent from their Department Manager describing the limited time period during which the employee is authorized to take the vehicle home, along with a description of the circumstances necessitating the temporary authorization; or
    v. Authorization is otherwise recommended by the Department Manager and approved by the City Manager.

g. Distance from Work Location

i. Employee must live within a 60-mile or 1-hour drive time radius, unless otherwise approved by the City Manager

h. Incidental Personal Use
   i. De minimis stops are allowed “on the way” to or from work. Must be infrequent and incidental; i.e., coffee on the way to work
   ii. Passengers are not permitted unless they are City employees
   iii. All vehicles are required to be parked off-street and locked when not in use.

i. Dogs are allowed in the vehicle, provided:
   i. Allowed by position and/or worksite
   ii. Vehicle is kept clean
   iii. Doesn’t impede the ability to work
   iv. Require liability and damage release

j. Extended Absences (e.g., vacation over one week)
   i. Take-home vehicles to remain at home if parking and safety requirements are met and are not necessary for other employee utilization.

k. Taxes
   i. Assessed benefit for maintenance taxed at $3/day for employees earning less than $183,100.
   ii. Assessed benefit for maintenance taxed at $0.70/mile for employees earning $183,100 or more.

l. Liability Coverage: Liability Coverage provided by the City for an employee’s authorized off-duty use of a City vehicle is limited to circumstances wherein the City vehicle is being used by an employee to commute to and from the employee’s place of work with the City and the employee is not performing duties or services for the City.

m. Maintenance: It shall be the duty and responsibility of the driver or operator of a City vehicle to see that it is properly serviced, maintained, and cleaned. This includes having the appropriate servicing performed on the vehicle at appropriate intervals as set forth by the Fleet Services Department.

n. Accident Involvement and Damage Reporting Requirements: If a City vehicle is involved in an accident, an employee must comply with Utah law and reporting requirements. Within 24 hours the driver must report the accident to the employee’s supervisor, the City Attorney’s Office, and the Fleet Services Department. Fleet Services will not conduct a vehicle repair without authorization from the City Attorney’s Office.

o. Parking of City Vehicles: All City Vehicles shall be backed into a parking space or positioned forward in a pull-through parking space when the vehicle is parked in a parking stall. This does not apply to angle parking spaces or parking a City vehicle at the employee's home.

7.9 Uniforms

Departments may have additional rules specific to their uniforms. Each department has guidelines for specific clothing and personal protective equipment (PPE) that is required for each role.

a. Distribution and Maintenance: Uniforms are issued in accordance with Department guidelines. In order to best represent the City, it is the responsibility of each employee to maintain their uniform to ensure it is free from stains, holes, rips, and tears. Damaged or lost uniforms should be reported to the department manager.

b. Uniform Allowance or Reimbursement: Departments will decide to either reimburse an employee for the purchase of a uniform or have the Department purchase the uniform.

c. Exceptions and Accommodations: In situations where accommodation for medical or religious beliefs is required, please reach out to the HR department to request accommodation.

d. Uniform Return Upon Termination: Uniforms that contain Park City logo and other City-owned clothing, should be returned to the Department on or prior to the last day of employment.

Seasonality may have an impact on the type of uniform and PPE required, please refer to department guidelines.

VIII. Disciplinary Action and Appeal Procedures

8.1 Disciplinary Action

We have confidence in City employees' commitment to excelling at work. However, occasions sometimes arise when the City must address an employee's performance. Generally, the City attempts to provide employees with notice of performance deficiencies and an opportunity to improve or correct deficiencies. The following steps are a guide for addressing an employee's performance. The City does not need to apply each step or follow them in a particular order.

a. Verbal Counseling: A supervisor may verbally counsel an employee by advising the employee of the issue and describing the action necessary to

correct it. The supervisor should prepare a written record of verbal counseling and submit the record to the HR Department.

b. 1st Written Counseling: In the event of continued deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

c. 2nd Written Counseling: In the event of ongoing deficiencies, a supervisor may counsel an employee in writing by advising the employee of the issue and describing the action necessary to correct it. The supervisor should submit the written counseling to the HR Department.

d. Termination: In the event deficiencies are not corrected, the City may end its employment relationship with the employee. Discharged employees may have rights of appeal. *See* Employee Transfer and Discharge Appeal Rights and Procedure Policy, 8.3.

An employee's performance or misconduct may lead to any level of disciplinary action, up to and including termination.

Employees must sign written counseling notices verifying they have received the counseling, even if they do not agree with the contents of the notice. If an employee refuses to do so, a supervisor shall have another supervisor confirm the refusal, and both supervisors will sign the notice indicating the employee's refusal.

8.2 Discharge and Pre-Termination Meeting

While the City hopes to enjoy a productive relationship with all employees, sometimes it is necessary to consider whether an employee will remain employed. Full-Time Regular Employees who have satisfactorily completed their probationary period may only be terminated pursuant to this policy. Only the City Manager or designee may discharge a Full-Time Regular employee. A Full-Time Regular Employee subject to termination may elect to participate in up to two pre-termination meetings. First, before a proposed termination is finalized, a Full-Time Regular Employee shall have the right to discuss the reasons for their discharge in a pre-termination meeting with their department manager. Second, before a proposed termination is finalized, a Full-Time Regular Employee shall also have the right to discuss the reason for their discharge in a pre-termination meeting with the City Manager.

8.3 Employee Transfer and Discharge Appeal Rights and Procedure

Except as otherwise provided in Utah Code Section 10-3-1105 as amended, a Full-Time Regular Employee who has satisfactorily completed their probationary period, who is discharged, suspended for more than two days without pay, or involuntarilytransferred from one position to another with less remuneration for any disciplinary reason, shall

have the right to appeal the suspension without pay, involuntary transfer or discharge to a Transfer and Discharge Hearing Officer as set forth in State Law. At-will employees (including Part-Time, Seasonal, Probationary, and certain appointed employees) are not subject to this policy and have no appeal right.

Appeals to the Employee Transfer and Discharge Hearing Officer shall be taken by filing written notice of the appeal with the City Recorder within ten calendar days of the discharge, suspension without pay, or involuntary transfer. Upon the filing of the appeal, the City Recorder shall refer a copy of the same to the Hearing Officer. Upon receipt of the referral from the City Recorder, the Hearing Officer shall conduct a public hearing, take and receive evidence and fully hear and determine the matter which relates to the reason for the discharge, suspension, or transfer. The Employee may appear in person and be represented by counsel (at the expense of the employee) or another representative, confront the witness whose testimony is to be considered, and to examine the evidence to be considered by the Hearing Officer.

The Hearing Officer may subpoena witnesses and compel the production of evidence, but the scope of the inquiry is limited to determining if the facts support the allegations made against the employee and that the disciplinary decision is proportionate to the alleged misconduct and consistent with discipline imposed against other similarly situated employees with appeal rights. The Hearing Officer is not required to follow the Utah Rules of Civil Procedure or the Utah Rules of Evidence.

The decision of the Hearing Officer shall be certified to the City Recorder no later than 15 days after the day on which the hearing is held, except as provided in Section 10-1106(5)(a)(iii). The City Recorder shall certify the decision to the employee affected and the head of the department from whose order the appeal was taken. If a Hearing Officer finds in favor of the employee, the Hearing Officer shall provide that the employee receive the employee’s salary for the period of time during which the employee is discharged or suspected without pay less any amounts the employee earned from other employment during this period of time or any deficiency in salary for the period during which the employee was transferred to a position of less remuneration. The decision of the Hearing Officer may be reviewed by the Court of Appeals by filing with that court a petition for review within 30 days of the decision.

The following employees are not subject to the procedures set forth in this section 8.3:

Budget & Strategic Planning Director
Chief Building Official
Chief of Police
City Attorney
City Engineer
City Manager
City Recorder
City Treasurer/Accounting Manager
Communications Director
Deputy City Attorney
Deputy City Manager
Director of Economic Development & Analytics
Emergency Manager
Environmental Sustainability Manager
Executive Assistant
Finance Director (Manager)
Golf Course Manager
Human Resources Director
Ice Rink General Manager
IT & Customer Service Director
Library Director
Police Captain
Planning Director
Public Utilities Director
Public Works Director
Recreation Director
Transportation Director

Ordinance No. 2026-02

ORDINANCE ADOPTING THE REVISED ACCOMODATIONS, YOUTH PROTECTION, DRUG TESTING, AND DRIVING ON CITY BUSINESS AND USE OF CITY VEHICLES POLICIES

WHEREAS, personnel policies and procedures may be adopted and amended at the discretion of the City Council and are subject and subordinate to applicable federal and state laws, rules and regulations, and local ordinances; and

WHEREAS, the purpose of the handbook is to provide for guidance regarding the fair and consistent administration of city personnel, but neither any contract nor implied contract rights are created hereby; and

WHEREAS, the City Manager, City Attorney's Office, and Human Resources Department has reviewed the proposed amendments of the revised Accommodations, Youth Protection, Drug Testing, and Driving on City Business and Use of City Vehicles policies and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of the employees of Park City Municipal Corporation to formally adopt them;

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

SECTION 1. ADOPTION . The Accommodations, Youth Protection, Drug Testing, and Driving on City Business and Use of City Vehicles policies, attached hereto, are hereby adopted and the prior versions are hereby repealed including any temporary amendments thereto adopted by the City Manager.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective on the date of publication.

PASSED AND ADOPTED this 20th day of January, 2026.

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
City Attorney's Office

City Council Staff Report

Subject: **Professional Services Agreement**
Bowen Collins and Associates
Author: **Griffin Lloyd, Public Utilities Engineer**
Department: **Public Utilities**
Date: **January 15, 2026**

Recommendation

Consider authorizing the City Manager to execute a Professional Services Agreement, in a form approved by the City Attorney, with Bowen Collins and Associates Inc., to provide General Engineering Services in an amount not to exceed $200,000.

Executive Summary

Park City Public Utilities Dept requires Engineering Consultant Services in the following areas:

- Pipeline infrastructure design and environmental compliance
- General Engineering services, including water model pressure and system evaluations

Analysis

The consultant will provide design services for a new water line to connect Park City Heights and Studio Crossings subdivisions. The new water line satisfies a requirement for redundant water connections to each development and is superior to each development constructing their own separate redundant connection. On November 6, 2026 (City Council Meeting • Agendas & Minutes • CivicClerk), Council approved agreements with Ivory and Studio Crossings which included cost contributions in the amount of $125,832 and $377,000 respectively. A single connection serving both developments will also minimize Park City's ongoing operations, maintenance, and infrastructure replacement cost.

The consultant will provide design, draft easements, and coordinate with the State Parks and Environmental Protection Agency for approval of an underground pipeline through a known Superfund area (https://cumulis.epa.gov/supercpad/cursites/csitinfo.cfm?id=0800705). Design and permitting are expected to be completed this winter and spring, providing the City with the opportunity to bid and construct the new line in the Summer and Fall of 2026.

Bowen Collins and Associates currently maintains and aids Public Utilities with water modeling. The water model is a software representation of the entire Park City water system, including pipes, tanks, pumps, and pressure zones. The water model is used to provide developers, homeowners, and contractors with system pressures for the design of private fire and drinking water systems. The model is also used by Public

Utilities to explore potential improvements, pumping efficiencies, and planning for future expansion and development.

Funding
The funding for design services is from water service fees and is included in the adopted FY 2026 Water CIP budget.

Funding for the construction of the connection between Park City Heights and Studio Crossings will be funded by contributions from Ivory, Studio Crossings and Park City. A budget request will be included in the FY27 CIP budget.

Exhibits
A Bowen Collins and Associates Fee and Scope Proposal

Park City
PCH to Studio Crossing Waterline, Middle School Well conversion to Irrigation, General Engineering
Engineering Man-Hour and Fee Estimate

Last Updated 1/5/26

		Labor										Expenses				
		Office /Support		Technician	Engineers					Subtotal Hours	Subtotal Labor	Mileage	Civil Survey	Geotech	Subtotal Expenses	Total Cost
	Labor Category	Clerical	Editor	Tech 6	Eng. 1	Eng. 5	Eng. 6	Env. Sci	PM/Engr 8			$0.75	Cost plus	Cost plus		
	Staff	Snow	Williams	Anderson	Hales	Bean	McKinnon	Davis	Oldham			per mile	10%	10%		
	Labor Rate	$126	$111	$169	$144	$188	$199	$175	$238							
Task No.	**Task Description**															
1.1	Project Management	4				6			6	16	$ 3,060				$ -	$ 3,060
1.2	Site Visit					4		8	4	16	$ 3,104	$ 75			$ 75	$ 3,179
1.3	Collect and Review Existing Information			2	8	4			2	16	$ 2,718				$ -	$ 2,718
1.4	Progress Review Meetings, Design Coord.					12			12	24	$ 5,112				$ -	$ 5,112
1.5	Survey, Mapping, & Utility Search	1		8	6	4			2	21	$ 3,570	$ 75	$ 6,000		$ 6,075	$ 9,645
1.6	Geotechnical Investigation and Soil Handling Plan	1			2	2		2	2	9	$ 1,616	$ 75		$ 24,640	$ 24,715	$ 26,331
1.7	Design Drawings			88	44	24		4	8	168	$ 28,324				$ -	$ 28,324
1.8	Specifications		8		12	6		4	6	36	$ 5,872				$ -	$ 5,872
1.9	Permitting				6	3		16	1	26	$ 4,466				$ -	$ 4,466
1.10	Construction Cost Estimate				6	3			1	10	$ 1,666				$ -	$ 1,666
1.11	Const. Contract Admin/Submittal Review				20	10			8	38	$ 6,664	$ 169			$ 169	$ 6,833
1.12	Record Drawings			8	6	2		2	1	19	$ 3,180				$ -	$ 3,180
	Subtotal	**6**	**8**	**106**	**110**	**80**	**0**	**36**	**53**	**399**	**$ 69,352**	**$ 394**	**$ 6,000**	**$ 24,640**	$ 31,034	**$ 100,386**
3-1	Water Modeling (pressure requests)				75	25			20	120	$ 20,260				$ -	$ 20,260
3-2	Engineering Services (pressure zone changes, pump efficiency evaluation etc)	2			40	20	5		10	77	$ 13,147				$ -	$ 13,147
3-3	Water Model Updates				30	10	5		5	50	$ 8,385				$ -	$ 8,385
	Phase 3 Subtotal	**2**	**0**	**0**	**145**	**55**	**10**	**0**	**35**	**247**	**$ 41,792**	**$ -**	**$ -**	**$ -**	$ -	**$ 41,792**
	Owners Contingency(Additional Engineering)														$ -	
																$ 57,822
																$ 200,000
	TOTAL															**$ 200,000**

City Council Staff Report

Subject: Bonanza 5-Acre Site Exclusive Negotiation Agreement
Author: Michelle Downard
Department: Executive
Date: January 20, 2026

Summary

Review and authorize an amendment to the Exclusive Negotiation Agreement (ENA) with Brinshore Development, LLC, in a form approved by the City Attorney, to proceed in good faith to negotiate the Development Agreements to support the Bonanza 5-Acre Site redevelopment partnership.

Analysis

On March 4, 2025, the City posted an RFP outlining parameters to create a vibrant, locally focused mixed-use project. After evaluating and scoring all responses and interviewing the top two respondents, the Council awarded the RFP to Brinshore Development, LLC.

Brinshore is a nationally recognized firm specializing in affordable and mixed-income housing, with more than 11,000 units developed across 16 states and the District of Columbia. Known for its collaborative, community-focused approach, Brinshore often partners with local governments and nonprofits to create developments with meaningful community impacts. Their project team also has extensive knowledge of Park City and experience delivering results in Utah.

Most recently, Brinshore led two major local mixed-use projects in Salt Lake City: The Aster, a mixed-income development featuring 168 affordable apartments, retail, and generous public space, and SPARK!, a $99 million affordable housing project that includes 200 units and an on-site childcare center.

On July 10, 2025, the Council approved the original ENA which was drafted with the support of outside legal counsel specializing in public-private partnership agreements based on the best possible terms. The ENA includes a 180-day term, PCMC's ability to terminate the agreement at any time for no reason with a $75,000 fee owed to the Brinshore, provides Brinshore access to the site with insurance requirements, confirms a City financial contribution of not to exceed $30,000,000 unless otherwise negotiated and approved by City Council, and recognizes the City's good-faith interest in additional project design refinements.

Since execution of the ENA, the Council has participated in multiple project design discussions, facilitated by Brinshore. While progress has been made, several important milestones remain, including obtaining Council's approval of the scope and design, land use approvals, negotiating ground lease terms, financial commitments, and other associated structuring agreements on the best possible terms. This process, similar to

the EngineHouse process, concludes with a proposed Development Agreement that will return for Council approval.

To continue our partnership with Brinshore, the ENA must be extended in a form approved by the City Attorney, and is proposed to include a 60-day term extension. Additional clarifying amendments include removing the former City Manager, Matt Dias, as the point of contact, replacing Brinshore Utah with its affiliate Brinshore Development LLC as the Developer, and removing references to the Kimball Arts Center Facility on site.

City Council

Staff Report

Subject: Re-Create 248: Alternative Selection for Further Analysis
Author: Conor Campobasso, Senior Transportation Planner; Julia Collins, Transportation Planning Manager
Department: Transportation Planning
Date: January 20, 2026

Summary

On January 8, 2026, City Council reviewed the Level 2 Screening Results for the Re-Create 248 Transit Study and discussed the range of alternatives evaluated through the federally compliant Alternatives Analysis process. At that meeting, Council provided discussion and feedback but did not take formal action.

Staff is seeking Council direction on advancing further analysis of a preferred transit mode and, if desired, identifying a Locally Preferred Alternative (LPA). Direction at this stage will allow the project to remain competitive for state and federal funding opportunities, maintain alignment with partner agencies, and stay on a schedule consistent with long-range transportation needs and planning related to the 2034 Winter Olympics.

Background

Re-Create 248 is a Transit Alternatives Analysis being conducted in partnership with Utah Department of Transportation (UDOT) to evaluate high-capacity transit options along the SR-248 corridor. The Study is intended to position Park City for future state and federal funding by identifying a locally supported transit solution that improves east/west mobility, supports regional connectivity, and enhances transit reliability.

On January 8, 2026, Council received the Level 2 Screening Results, including a comparative evaluation of the remaining alternatives: side-running bus lanes, center-running bus lanes, and center-running light rail. That analysis applied a consistent evaluation framework addressing transit performance, access and land use integration, cost and feasibility, environmental effects, and community considerations. Based on the Level 2 analysis, staff identified a bus-based solution as the preferred direction, with side-running exclusive bus lanes emerging as the highest-performing alternative overall.

Council discussion on January 8, 2026, focused on tradeoffs between alternatives, data, implementation timing, and the relationship between Re-Create 248 and adjacent properties. Council did not take formal action at that meeting and requested additional information regarding potential parcel impacts and trade-offs before considering identification of an LPA or mode direction. January 20, 2026, was reserved as a follow-up date for that discussion.

Funding and Implementation Considerations

Under Federal Transit Administration (FTA) guidance, selection of an LPA is an established component of the federal transit planning and funding process, especially

for alternatives analysis tied to capital investment programs. The LPA is the alternative that is carried forward into environmental review and preliminary engineering.

Identifying a Locally Preferred Alternative (LPA) is a critical milestone in the state and federal transit project development process. An LPA identifies the preferred mode and general corridor alignment for further study and signals local commitment to a project. Below highlights what an LPA is and what it is not.

What the LPA IS	**What the LPA Is NOT**
• A recommended direction based on the best available analysis to date. • A shared definition used across FTA, Utah Olympic Committee, and other partners indicating where in the project delivery process we are, demonstrating local support, and promoting funding readiness.	• Not a final design or guaranteed end result. The LPA can and often adjusts through design. • Not the end of public input or the final stage of refinement. • Not legally binding.

Selecting an LPA strengthens Park City's competitiveness for funding by demonstrating readiness and adherence to federally recognized planning processes. Funding pathways under consideration, including State Transit Transportation Investment Fund (TIF) programs, Federal Transit Administration (FTA) Capital Investment Grants, BUILD Planning Grants, and targeted appropriations, require a clearly defined project formally adopted under FTA regulations.

Park City must identify an LPA to qualify for future construction funding. Following Council direction on January 20, staff intends to pursue Federal Grant Programs like CIG and BUILD, as well as State TIF funds. Without an LPA identified, the City's ability to compete for these funding sources is significantly constrained.

Formal identification of an LPA also supports coordination with the Utah Olympic organizing committee, which requires clearly defined priority projects. Adoption of an LPA provides a clear and recognized way to communicate SR-248 as a priority corridor investment to Olympic planning partners ahead of 2026, supporting consideration for future Olympic-related funding and coordination opportunities.

Re-Create 248 is envisioned as a phased, long-term corridor investment. Early direction is especially important given the long lead times associated with major transit projects and the need to remain opportunistic as funding cycles emerge. Staff notes that Council may also choose to advance further analysis on a single mode now and formally adopt an LPA at a later milestone, later this year.

Project Partnership and Charter

A foundational element of Re-Create 248 is the Project Charter with UDOT, which establishes shared goals and responsibilities:

- UDOT goal: Maintain today's existing roadway capacity
- Park City goal: Deliver high-capacity transit

Under the Charter:
- Park City retains control over project direction and decisions
- The City maintains decision-making authority as long as progress continues and UDOT's core goals are honored
- Advancing the project—including selecting a preferred mode—preserves local control rather than ceding it

Continued progress is essential to maintaining this balance and ensuring City priorities remain central.

Relationship to Park-and-Ride Facilities and Project Terminus

A key consideration associated with advancing the Re-Create 248 LPA is identification of an eastern project terminus and the general approach to supporting facilities, which may include a park-and-ride function. While an LPA establishes the mode and general corridor alignment and does not finalize site design, advancing into environmental review, transit service planning, and funding discussions requires a defined project extent and a clear understanding of how riders would access the system.

The level of certainty around the eastern terminus directly informs preliminary cost estimates, service assumptions, and the scope of environmental analysis. Council action on an LPA does not require final selection or design of a park-and-ride facility; however, the degree of direction provided on the eastern terminus will materially affect project schedule, cost, and funding strategy.

Absent clear direction, staff would be required to carry multiple terminus scenarios through NEPA and service planning, increasing complexity, extending timelines, raising costs substantially, and limiting grant opportunities.

In consideration of Olympic planning and state/federal funding timelines, staff plans to bring an item to council in late February or early March to establish a general approach to park-and-rides so that both initiatives can move forward concurrently and efficiently.

Property Impacts

The concepts presented at the January 8 and January 20 Council meetings, as well as the impacts identified in the preliminary Environmental Screening Report, were developed using a conservative "worst-case scenario" approach typical for projects at this early stage. For screening purposes, all applicable design standards were applied simultaneously, regardless of context or likelihood of being required in final design. As a result, the analysis identifies *potential* impacts, including the possibility of business displacement or relocation, even where such outcomes may ultimately be avoided or reduced through refinement of the project design. Exhibit B clarifies the approach used in the Initial Draft (Page 1) and outlines the changes made in the Revised Draft (Page 2) in response to that feedback.

This approach allowed the project team to evaluate potential environmental impacts in a consistent and transparent manner across all modes without advancing any alternative

to a detailed level of design. As a result, the impacts identified represent a maximum potential footprint rather than a refined or expected outcome.

As the project advances through NEPA and design, the City intends to work closely with UDOT to minimize impacts wherever feasible by refining design assumptions, applying context-sensitive solutions, and reducing width requirements where safety and operational goals can still be met. Bonanza Drive, as a City-owned roadway, provides the greatest opportunity for design flexibility and footprint reduction through application of City standards and context-sensitive design.

Level 2 Screening Recap

The Level 2 Screening Results presented on January 8 and January 20 demonstrate that both bus alternatives outperform light rail across most evaluation categories, particularly with respect to capital cost, operating cost, construction complexity, community compatibility, and feasibility to implement within the anticipated timeframe. Light rail showed higher ridership potential but carried significantly higher costs, greater construction risk, and more complex implementation requirements. In speaking with several experts in federal funding, light rail also carried the largest risk of not receiving grant funding.

Within the bus alternatives, side-running bus lanes scored highest overall due to stronger performance on access, first- and last-mile connectivity, lower cost, and reduced impacts to existing roadway operations. Center-running bus lanes also performed well but introduce additional access and constructability challenges. These findings were supported by the Technical Advisory Committee and generally aligned with public feedback received throughout the study process.

Bus-based alternatives also provide greater flexibility than rail-based systems. Light rail requires a largely fixed footprint early in design, while dedicated bus lanes allow more adaptability to context, traffic conditions, and access needs. This flexibility is particularly important along Bonanza Drive, a City-owned roadway where City standards allow for context-sensitive solutions and opportunities to further reduce impacts.

Staff Recommendation and Requested Action

Based on comparative performance across all Level 2 evaluation criteria, the Side-Running Exclusive Bus Lane alternative emerges as the highest-performing option and is the alternative staff recommends for further analysis.

Council action on this item would provide direction on how staff should proceed. Council may choose to:

Option 1: Adopt a Locally Preferred Alternative (LPA) for the study area and mode, allowing staff to proceed with environmental review, partner coordination, and funding preparation. (Staff Recommendation)

Option 2: Direct staff to proceed with the recommended mode and return to Council for LPA adoption prior to major funding applications or other key project milestones. (Would need an LPA adoption in the coming months.)

Exhibits

Exhibit A: Draft Level 2 Screening Report
Exhibit B: Screening Report Mapped Impacts Clarification
Exhibit C: DRAFT LPA Resolution
Exhibit D: High-Level Project Timeline

Re·create 248

LEVEL 2 SCREENING REPORT

November 2025

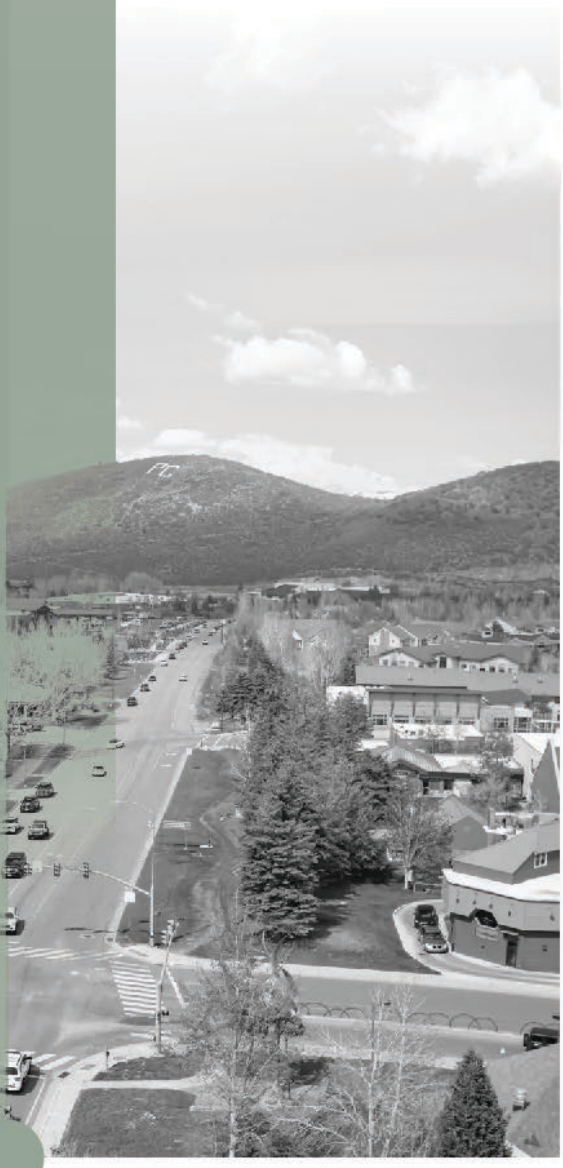


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Acronyms and Abbreviations

ADA	Americans with Disabilities Act
BRT	Bus Rapid Transit
CTTP	Census Transportation Planning Products
CIG	Capital Improvement Grant
EOL	End-of-Line
ESA	Endangered Species Act
ELB	Exclusive-Lane Buses
FTA	Federal Transit Administration
FTA STOPS	Federal Transit Administration Simplified Trips-on-Project Software
GIS	Geographic Information System
GTFS	General Transit Feed Specification
HVT	High Valley Transit
LPA	Locally Preferred Alternative
LRT	Light Rail Transit
LUST	Leaking Underground Storage Tank
NEPA	National Environmental Policy Act
OTTC	Old Town Transit Center
OCS	Overhead Catenary System
PCSD	Park City School District
PCMC	Park City Municipal Corporation
PCT	Park City Transit
Rail Trail	Historic Union Pacific Rail Trail
Re-create 248	Re-create 248 Transit Study
ROM	Rough Order of Magnitude
ROW	Right-of-Way
SWG	Stakeholder Working Group
TAC	Technical Advisory Committee
TSP	Transit Signal Priority
UDOT	Utah Department of Transportation
UST	Underground Storage Tank
UTA	Utah Transit Authority
VMT	Vehicle Miles Traveled

1 STUDY OVERVIEW

1.1 INTRODUCTION

Park City Municipal Corporation (PCMC), located in Summit County, Utah, in collaboration with the Utah Department of Transportation (UDOT), initiated the Re-create 248 Transit Study (Re-create 248). This multi-step alternative evaluation study is aimed at enhancing reliable high-capacity transit service along the SR-248 corridor, Bonanza Drive, and Deer Valley Drive that can be advanced to the next phase of project development: a Federal Transit Authority (FTA) National Environmental Policy Act (NEPA)-level environmental study and preliminary engineering.

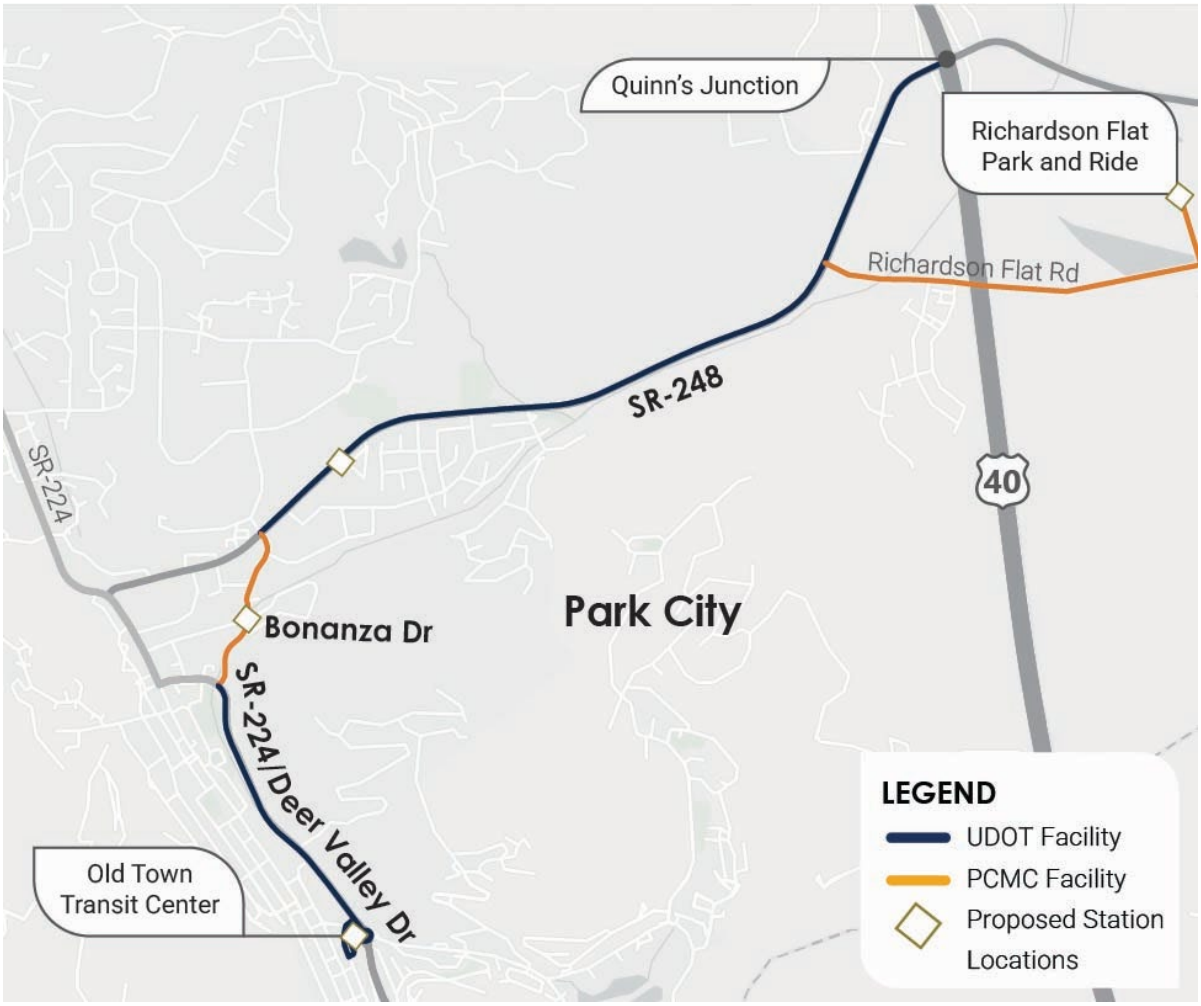


Figure 1. Re-create 248 Level 2 Screening Study Area

This study, using a Level 1 (initial) and Level 2 (detailed) screening process, identifies the recommended a locally preferred alternative (LPA) that includes a definition of areas to be served, transit mode/type of transit technology, and logical termini (project limits). Level 1 screening was completed in fall 2025.

1.2 STUDY AREA

The study area for Re-create 248 is between the Quinn's Junction area (near the SR-248 and US-40 interchange) and the Richardson Flat Park and Ride on the east, along SR-248, then south along Bonanza Drive and Deer Valley Drive to the Old Town Transit Center (OTTC) on the west (Figure 1). End-of-line (EOL) to the east was further defined since the prior Level 1 Screening through discussions with PCMC staff and leadership and Park City Transit (PCT). Richardson Flat Park and Ride will serve as the EOL on the east side of the study area for the purposes of this evaluation; the EOL on the west side will continue forward as the OTTC. Discussions are ongoing at the city leadership level for identifying additional satellite parking locations that will benefit this future transit service.

Additionally, station locations were evaluated using an assessment of current and future land uses, population and job densities, proximity to populations needing transit services, and local input from staff, PCT operations, and the Technical Advisory Committee (TAC), a committee convened to provide technical support and affirm decisions throughout this process. Appendix A includes the memorandum of the station location and EOL indicators analysis based on FTA guidance. An update to the environmental scan was also conducted based on refined preliminary design footprints and can be found in Appendix B.

2 REPORT PURPOSE

The purpose of this report is to summarize the detailed evaluation (Level 2 Screening) conducted for several alternatives for this transit study and make a recommendation on the LPA) The following sections include findings on:

- Description of the Level 2 Screening process
- Definition of the Level 2 Screening alternatives
- Evaluation of metrics and screening results
- Summary of stakeholder outreach
- Approach to the subsequent LPA refinement task

For findings on the previous evaluations (Purpose and Need Screening and Level 1 Screening) and a summary of outreach, please visit the study website.

3 LPA RECOMMENDATION

City Council reviewed the Level 2 evaluation criteria on December 11, 2025. Based on the detailed evaluation results of Level 2 Screening, the LPA was developed by the study team, and the draft results were presented to the Re-Create 248 Technical Advisory Committee (TAC) later that month. The final results were presented to Park City Council January 2026.

LPA RECOMMENDATION: The alternative that performed the highest in the Level 2 Screening is Exclusive Lane Bus (ELB) service from the Richardson Flat P&R to the OTTC via SR-248, Bonanza Drive, and Deer Valley Drive/SR-224.

- The subsequent LPA refinement phase will refine the design footprint to optimize right-of-way (ROW), reduce potential impacts, and assess operational scenarios to maintain high levels of ridership and accommodate peak winter season travel demand.

4 LEVEL 2 SCREENING OVERVIEW

The Level 2 Screening evaluation was performed for two alternatives: ELB with both side running and center running alignment and Light Rail (LRT) with a center running alignment on the corridors shown in the study area map in Figure 1. The EOL assumptions used were Richardson Flat Park and Ride on the east side of the study area and the OTTC on the southwest side of the study area. The study area was evaluated in three corridor segments, to understand the differences and opportunities of each, allowing for the development of a preferred alternative that develops a comprehensive recommendation. The study area segments include Segment 1) SR-248 from Richardson Flat Park and Ride via Richardson Flat Road to Bonanza Drive, Segment 2) Bonanza Drive from SR-248 to Deer Valley Drive (SR-244), and Segment 3) Deer Valley Drive from Bonanza Drive to the OTTC. SR-248 and Deer Valley Drive are state-owned facilities, and Bonanza Drive is a local, PCMC-owned road.

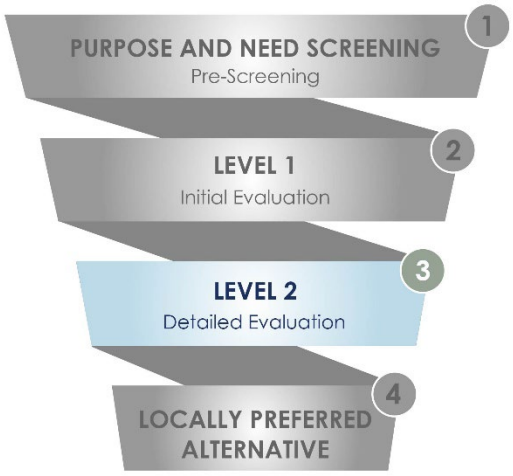


Figure 2. Level 2 Screening Step in the Overall Study Process

4.1 LEVEL 2 SCREENING EVALUATION

The purpose of Level 2 Screening was to conduct a quantitative analysis to compare alternatives, as compared to the qualitative analysis of Level 1 Screening, to garner a better comparison between viable alternatives and assist in making an informed decision on the best performing option to recommend as the LPA. The Level 2 Screening analysis utilized a different

approach than the Level 1 Screening; Level 2 focused on developing and defining detailed metrics that best align with FTA's Capital Investment Grant (CIG) criteria for the Small Starts program to determine potential eligibility and competitiveness for future federal funds and to develop a clearer picture of performance among alternatives.

4.1.1 Level 2 Alternatives Defined

Definitions and parameters were applied to the alternatives that advanced into Level 2 Screening to better analyze the factors of each alternative that were less nuanced in previous screening exercises. Table 1 includes a description of each alternative, taking industry and manufacturing standards and then pairing them with criteria defined through this study process that is unique to the corridor and community context to conduct the Level 2 Screening.

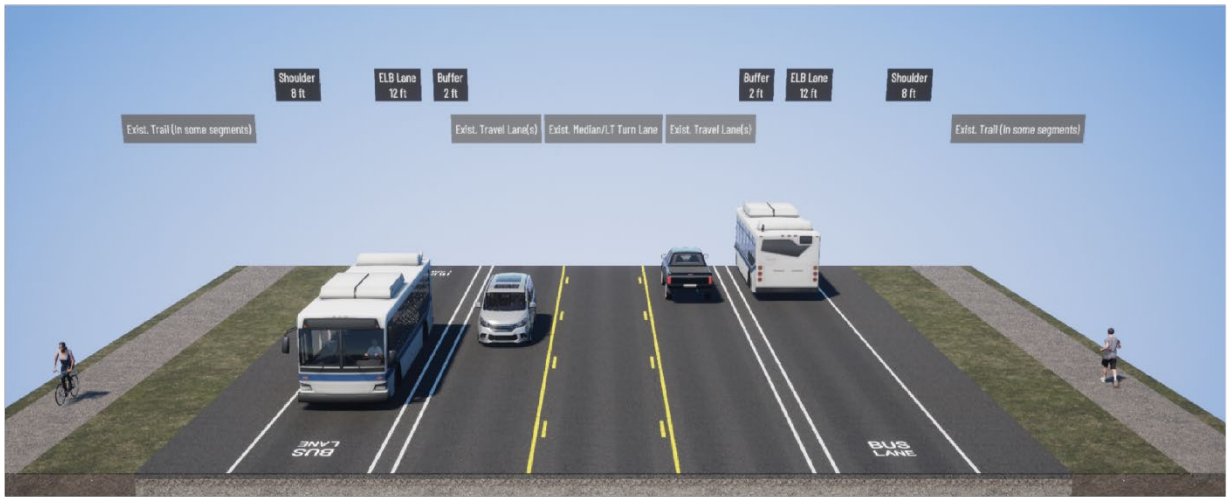
Table 1. Level 2 Generalized Mode Descriptions for Evaluation Process

GENERALIZED MODE DESCRIPTION	ELB SIDE RUNNING	ELB CENTER RUNNING	LRT CENTER RUNNING
Percentage of Fixed Guideway	100%, with some shared vehicle/bus turning bays	100% exclusive	100% exclusive, assume center running
Project Length	5 miles	5 miles	5 miles
Dedicated Guideway Transit Width	12 ft each side, plus 2 ft buffer, for total 28 ft	12 ft for each bus lane, plus a 2 ft buffer, for a total of 28 ft	28 ft
Vehicle Type and Power	Bus, electric	Bus, electric	Rail vehicle, electric overhead catenary system (OCS)
General Stop Spacing	½ - 1 mile	½ - 1 mile	½ - 1 mile
Capacity per Vehicle	60-80 riders per bus	60-80 riders per bus	120-180 riders per vehicle
Speed	25-65 mph	25-65 mph	35-75 mph
Capital Cost	$10-80M per mile	$10-80M per mile	$50-300M per mile
Operating Environment	Exclusive, at grade, can mix with traffic	Exclusive, at grade, can mix with traffic	Exclusive, at grade, separated from traffic
Implementation Timeframe *(Including Environmental Study, Design, and Construction)*	6-8 years	6-8 years	8-12 years, including maintenance facility needs

Planning-level cross sections for each alternative and each corridor segment are as follows (Figures 3, 4 and 5). Existing general-purpose lanes for traffic will be maintained on all corridors, and the transit mode footprint has been designed to be an additional treatment to the existing cross section. Side running ELB is shown for SR-248, Bonanza Drive, and Deer Valley Drive, and center running LRT is shown for the same corridors. Center running ELB is not shown below, however it would utilize the same cross section and alignment as center running LRT.

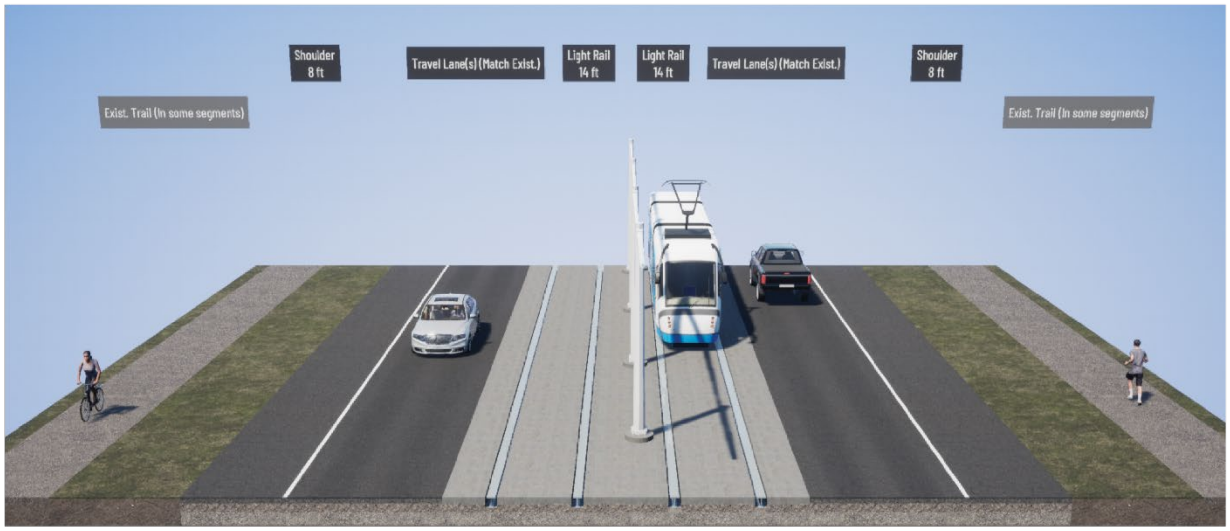
SR-248 Side Running ELB Alternative

Wyatt Earp Way to Bonanza Drive



SR-248 LRT Alternative

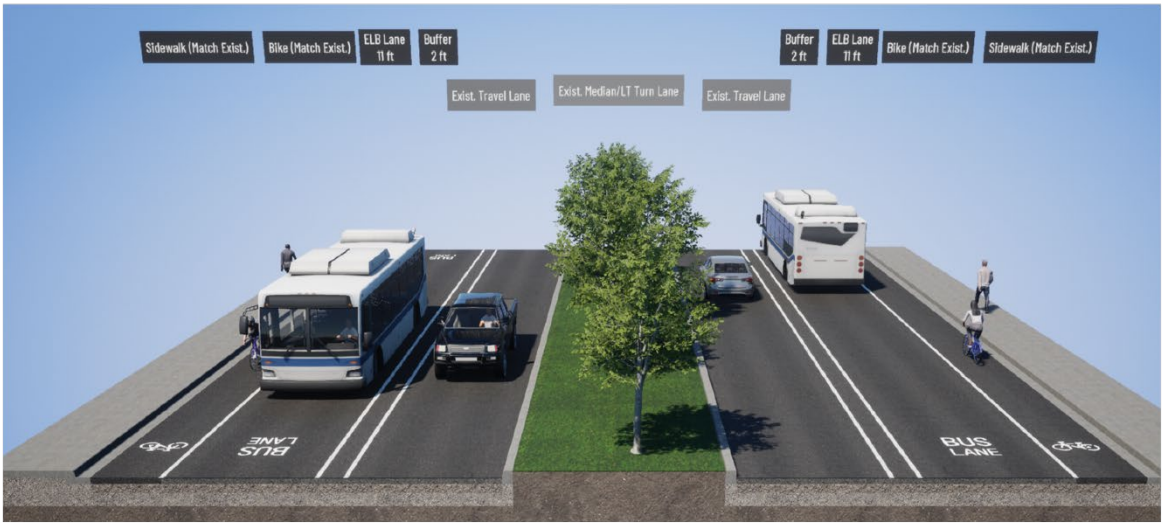
Wyatt Earp Way to Bonanza Drive



Typical section does not depict additional lanes at intersections or the short segments of 2 existing travel lanes in each direction near Bonanza Drive and Richardson Flat Road intersections.

Figure 3. SR-248 Alternatives Cross Sections (between Wyatt Earp Way and Bonanza Drive)

Bonanza Drive Side Running ELB Alternative



Bonanza Drive LRT Alternative

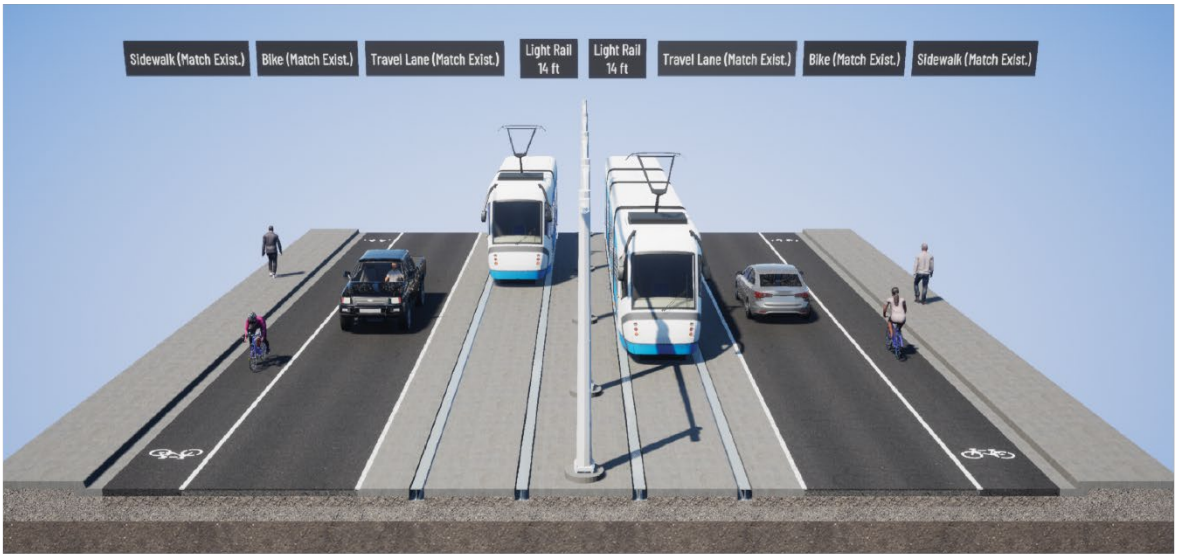
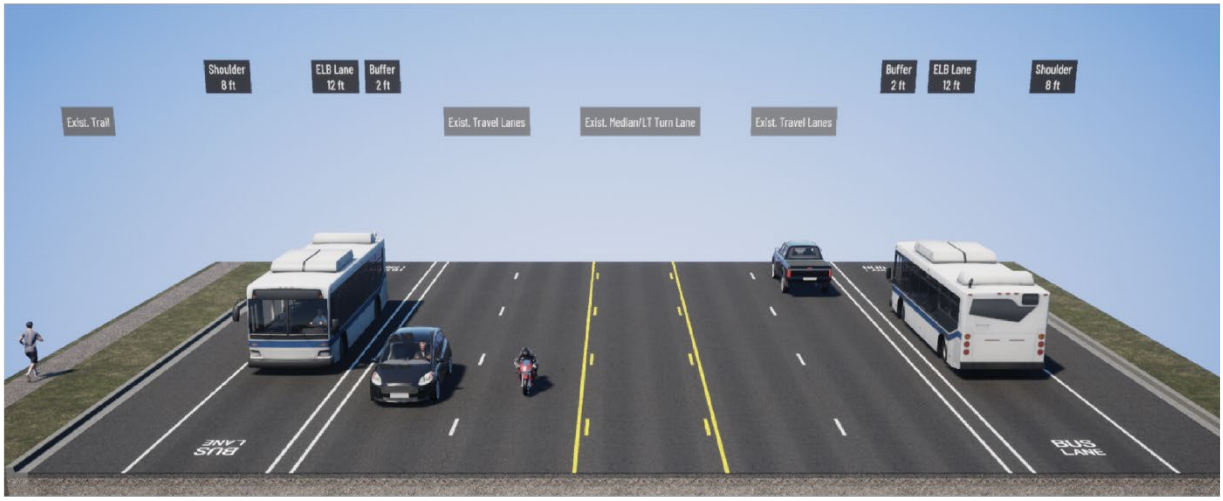


Figure 4. Bonanza Drive Alternatives Cross Sections

Deer Valley Drive Side Running ELB Alternative



Deer Valley Drive LRT Alternative

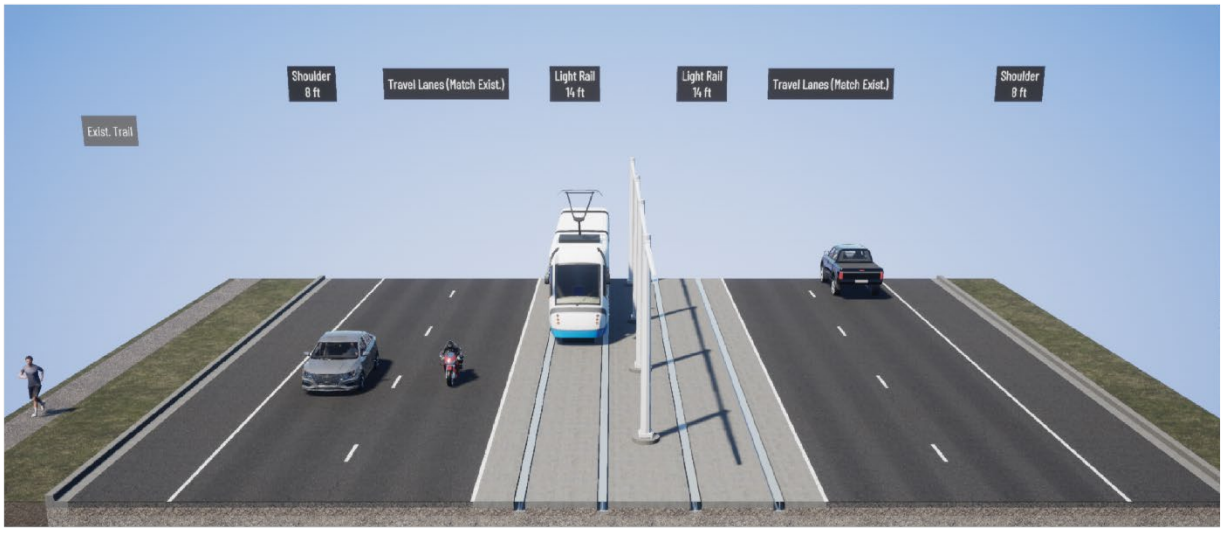


Figure 5. Deer Valley Drive Alternatives Cross Sections

4.1.2 Level 2 Screening Criteria

Table 2 includes a description of the criteria and evaluation metrics that were used to compare each alternative. This builds upon the Level 1 criteria with additional quantitative or detailed data findings to better differentiate performance of each alternative and/or implementation feasibility. Additionally, as mentioned above in Section 4.1, these criteria respond to FTA's CIG ratings to determine potential future funding eligibility.

Table 2. Level 2 Evaluation Criteria

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Transit Reliability	Percent alignment in exclusive guideway, ability to utilize queue jumps and Transit Signal Priority (TSP) signalization. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = Low number of intersections/locations needing signalization changes AND exclusive transit operations along entire segment **Medium performance (2)** = Moderate number of intersections/locations needing signalization changes OR exclusive transit operations along entire segment **Low performance (1)** = Large number of intersections/signalization changes needed AND limited exclusive transit operations
Transit Travel Time	Travel times for each alternative were calculated based on General Transit Feed Specification (GTFS) data from PCT, additional alignment characteristics including turning radii and roadway curvatures limiting speeds were the determining factors between mode alternatives. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives, with the fastest travel time receiving the highest rating.* **High performance (3)** = Fastest travel time based on modal characteristics and intersection/shared turning bay characteristics **Medium Performance (2)** = Up to 25% increase in travel time based on modal characteristics and intersection/shared turning bay characteristics **Low performance (1)** = More than 25% travel time over fastest segment travel time based on modal characteristics and intersection/shared turning bay characteristics
Daily and Annual Projected Ridership See Appendix C for details.	Estimated from FTA Simplified Trips-on-Project Software (FTA STOPS) model for the years 2024 and 2045 using Census Transportation Planning Products (CTPP)[1]. *The model will be further calibrated with updated Origin and Destination survey data for the NEPA phase.* **Reported at the station and corridor level.**	**Mode Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **Station Scoring:** *Ratings assigned based on comparative performance between ALL station areas in the study area.* **High performance (3)** = ≥ 600 daily boardings **Medium performance (2)** = ≥ 150 and < 600 daily boardings **Low performance (1)** = 0-150 daily boardings
Transportation System Access	Assessment of impact to corridor access including property and business access (like the Park City School District [PCSD)], travel lanes, shoulders, turning movements, and/or parking. The number of signalized intersections along the route as well as intersections that will likely require signalization or TSP due to the configuration of the mode will also be assessed. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3) =** Limited impacts to access and traffic operations, limited turning restrictions **Medium Performance (2) =** Some impacts on traffic operations through restrictions on turning movements or removal of parking and/or other considerations **Low performance (1) =** Greater impacts on traffic operations through restrictions on turning movements or removal of parking and/or other considerations

[1] Using synthetic CTPP data allows for analyzing magnitude of ridership between alternatives and is still a valuable exercise at this phase of study. The differences between alternatives may be similar once the STOPS model is calibrated with sufficient Origin and Destination survey data, however, the actual ridership numbers are likely to be different once the STOPS model is calibrated in the NEPA phase.

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Study Area Transit Trips See Appendix C for details.	Transit trip production *across the system* with the addition of this transit line as compared to No Build, calculated as a percent increase in ridership. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = >20% transit percentage increase **Medium Performance (2)** = 5% - 20% increase **Low performance (1)** = <5% increase
Station Area Accessibility	Due to consistent station locations across alternatives, a qualitative analysis assessing the ease and safety for pedestrians and bicyclists to access each station (considering factors such as completeness of sidewalk network, integration into other transit services/hubs) available bicycle facilities, Americans with Disabilities Act (ADA) access, and barriers to access was conducted. **Reported at the station level.**	**Station Scoring**: *Ratings assigned based on comparative performance between all station areas in the study area.* **High performance (3)** = > 80% station area with connected sidewalks, bikeways, and/or trails, along with minimal connectivity barriers **Medium performance (2)** = 60% - 80% station area connectivity, with some gaps and barriers (e.g., wide streets, freeway, railroad corridor, etc.) **Low performance (1)** = <60% station area connectivity/large areas of incomplete sidewalks/bikeways/trails
Conceptual Capital Costs[2] See Appendix D for details.	A quantitative analysis of the potential construction costs associated with each alternative using developed unit pricing. A rough order of magnitude (ROM) cost estimate was developed for each alternative, based on the representative alignment configuration and reported out as a cost per mile range. Costs include mode-specific infrastructure and roadway needs, signals, utility relocations, retaining wall replacement on Deer Valley Drive and contractor and construction contingencies. *Note this does not include ROW acquisition costs.* **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives. If quantitative difference between alternatives was less than 10%, ratings were assumed to be similar enough to warrant the same rating.* **High performance (3)** = Lowest cost alternative **Medium performance (2)** = Mid-range cost alternative **Low performance (1)** = Highest cost alternative

[2] Based on the high level of design at this phase of study, all costs are preliminary and expected to change as design progresses.

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Operational Costs See Appendix D for details.	Estimated using national trends in operations for ELB and LRT. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives. If quantitative difference between alternatives was less than 10%, ratings were assumed to be similar enough to warrant the same rating.* ***Note:*** *The cost of new vehicles and maintenance facility was not included as part of the estimates for ELB or LRT, as PCT would utilize existing vehicles and maintenance facility to operate ELB service initially, or, costs are already captured in other capital budgets. LRT maintenance costs were calculated and noted but excluded from the cost evaluation to ensure a fair comparison.* **High performance (3)** = Lowest cost alternative **Medium performance (2)** = Mid-range cost alternative **Low performance (1)** = Highest cost alternative
Construction Complexity	A qualitative analysis of the construction challenges and potential risks associated with an alternative. Each alternative was evaluated based on the type of construction required while also considering the existing conditions within a corridor. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = Limited intersection rebuilds, utility conflicts, and no unique construction challenges noted **Medium performance (2)** = Numerous intersection rebuilds and utility relocations are likely **Low performance (1)** = Numerous intersection rebuilds and utility relocations are likely, and reconstruction of major intersections and/or structures would be needed
Environmental Considerations See Appendix C for details.	Assessment of overall risk to project development based on proximity to key environmental resources such as water, wetlands, Endangered Species Act (ESA) species, Section 4(f), historic, and hazardous resources. Risk was assessed based on location of resource in proximity to project footprint and considers type of resource impacted and potential type of impact anticipated (long-term versus short-term impact). **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = No environmental resources in proximity to project footprint, environmental risk is low **Medium performance (2)** = Some environmental resources are present in proximity to project footprint; environmental risk is moderate **Low performance (1)** = Many environmental resources are present in proximity to project footprint; environmental risk is high
Estimated Property Impacts See Appendix C for details.	Qualitative assessment of property impacts based on assumed project footprint using a Geographic Information System (GIS)-level exercise. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = No or very limited property impacts **Medium performance (2)** = Moderate property impacts **Low performance (1)** = Higher property impacts

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Station Area and EOL Indicators Assessment	A land use analysis around the identified station locations was conducted, factoring in FTA CIG land use rating criteria. **Reported at the station level.**	*Considerations noted for informational purposes.*
Reduction in VMT See Appendix D for details.	This measure used the FTA STOPS model output to report potential vehicle miles traveled (VMT) savings assuming a 1.1-person vehicle capacity. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives for current the year, in miles per day.* **High performance (3)** = > 500 miles **Medium performance (2)** = Between 500-1,500 **Low performance (1)** = <1,000 miles
Noise and Vibration Impacts See Appendix E for details.	A quantitative assessment measuring the sensitive noise receptors affected and areas of potential vibration concerns for each alternative. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = No or very limited impacts **Medium performance (2)** = Moderate noise impacts **Low performance (1)** = Higher noise impacts
Visual Impacts	Qualitative assessment of the alternative's potential impact on view sheds and whether or not the mode requires infrastructure that would impede the mountain views. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3) =** No visual impacts, current view sheds remain uncompromised **Medium performance (2) =** Some visual impacts, current view sheds will be moderately compromised **Low performance (1) =** High visual impacts, current view sheds will be compromised
Feasible and Service-Proven	A qualitative assessment that determined if the alternative is feasible to implement prior to the 2034 Utah Winter Olympic Games, based on an evaluation of industry standards for manufacturing lead times, Buy America standards and compatibility, the ability for the alternative to be eligible and competitive for federal FTA funds, and the potential complexity of future study phases that could impact overall timeline. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = The alternative is feasible to implement by 2034 based on current known conditions and funding eligibility **Medium performance (2)** = The alternative may be feasible to implement by 2034, but some unknowns exist around funding availability and/or manufacturing lead times **Low performance (1)** = The alternative is unlikely to be implemented by 2034 due to funding eligibility and/or manufacturing lead times
Community Compatibility	This assessment evaluated the alternative's ability to interline or share the same guideway with existing transit service and whether or not it is compatible with adopted local and regional plans for the transportation network. It determines if steps are in place or could be in place near-term to accommodate the proposed mode in a way that meets the feasibility metric. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = Very compatible with current transit system AND future transit/transportation plans **Medium performance (2)** = Somewhat compatible with current transit system OR future transit/transportation plans **Low performance (1)** = Not very compatible with current transit system and future transit/transportation plans

CRITERIA	DETAILED METRIC DESCRIPTION	SCORING METHODOLOGY
Resiliency	This measure assessed, qualitatively, if the mode can be scaled over time. The alternatives are evaluated to determine level of ease for acquiring and adding new vehicles to the system to add capacity as demand increases. This measure considers cost and size of vehicles, station platform lengths, ROW preservation needs for station lengths, and vehicle storage facilities/tail track availability. **Reported at the full corridor level.**	**Scoring:** *Ratings assigned based on comparative performance between mode alternatives.* **High performance (3)** = The mode is highly scalable, and vehicles can be added over time to respond to future demand **Medium performance (2)** = The mode is somewhat scalable, and vehicles can be added over time but may reach a ceiling in ability to provide frequency of service or have adequate ROW for station sizing and vehicle queuing; it may require additional property for storage and maintenance **Low performance (1)** = The mode is not scalable and cannot accommodate future ridership demands
Public and Stakeholder Support	This measure quantified the level of support for the mode alternative based on the study's open house, public meeting, stakeholder, and public engagement efforts.	*Considerations noted for informational purposes.*

4.1.3 Screening Results

4.1.3.1 Summary

Table 3 provides a snapshot summary of the evaluation findings. Please see Table 4 for the detailed summary of data analysis and findings. **Because the analysis is comparative, the scores of high (3), medium (2), and low (1) performance are not indicators of peak performance or impacts for the alternative, but rather how well an alternative performs relative to the other options under consideration.**

Table 3. Summary of Level 2 Screening Evaluation Findings

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Transit Reliability	Percent alignment in exclusive guideway; ability to utilize TSP.	Medium	2	High	3	High	3
Transit Travel Time	Travel times from PCT and modal/ alignment characteristics.	High	3	High	3	Low	1
Daily and Annual Projected Ridership	FTA STOPS model projections.	Medium	2	Medium	2	High	3
Study Area Transit Trips	New transit trips across the system with the added service.	Medium	2	Medium	2	High	3
Station Area Accessibility	Qualitative analysis assessing ease and safety of access for transit users.	High	3	Medium	2	Low	1
Transportation System Access	Corridor access at driveways, PCSD, and other businesses/ destinations.	High	3	Low	1	Low	1
Conceptual Capital Costs	Quantitative assessment of costs, with ROM for each alternative, excludes ROW acquisition.	High	3	Medium	2	Low	1
Operational Costs	Operations and maintenance costs for the first year of operations.	High	3	High	3	Medium	2
Construction Complexity	Qualitative analysis of potential construction challenges and potential risks.	High	3	Medium	2	Low	1
Environmental Considerations	Assessment of project development risks based on proximity to key environmental considerations.	Medium	2	Medium	2	Medium	2
Estimated Property Impacts	Qualitative assessment of property impacts based on assumed footprint (GIS-level exercise).	Medium	2	Medium	2	Low	1
Station Area and EOL Indicators Assessment	Land use and population assessment based on FTA CIG criteria. *Informational only.*	Medium	-	Medium	-	Medium	-
Reduction in VMT	FTA STOPS model output on potential VMT savings.	Medium	2	Medium	2	High	3
Noise and Vibration Impacts	Measurement of sensitive noise receptors within the study area for each mode.	High	3	High	3	Low	1
Visual Impacts	Qualitative assessment of the alternative's potential impact on view sheds.	High	3	High	3	Low	1
Feasible and Service-Proven	Feasible to implement prior to 2034, eligibility and competitiveness for FTA funding.	High	3	High	3	Medium	2
Community Compatibility	Ability to interline or share guideway with existing transit services and compatibility with local plans.	High	3	High	3	Medium	2
Resiliency	Assessment of if and how the mode can be scalable over time to add capacity.	High	3	High	3	Medium	2
Public and Stakeholder Support	Support for the mode based on engagement findings. *Informational only.*	High	-	High	-	Medium	-
SCORING			**45**		**41**		**30**

4.1.3.2 Detailed Results

Table 4 provides detailed results of the Level 2 alternatives evaluation. **Because the analysis is comparative, the scores of high (3), medium (2), or low (1) performance are not indicators of peak performance or impacts, but rather how well an option performs relative to the other alternatives under consideration.**

Table 4. Detailed Level 2 Screening Evaluation Findings

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Transit Reliability	Percent alignment in exclusive guideway; ability to utilize TSP.	**Medium** – 90% lane exclusivity. Buses share outside lane with right turning vehicles at all driveway/business accesses, and at major intersections. Four existing signals; up to one additional signal may be needed for TSP into Richardson Flat Park and Ride. 100 ft before every driveway would be required as a shared turning lane with buses and vehicles, which slightly reduces lane exclusivity. Considerations for access management on Bonanza Drive can improve exclusivity.	2	**High** – 95% lane exclusivity. Four existing signals; up to three additional signals may be needed, two to aid in midblock station access for riders and one with TSP into Richardson Flat Park and Ride. Buses would be required to get out of the center running guideway to turn into the OTTC, reducing lane exclusivity slightly at this location.	3	**High** – 100% lane exclusivity. Four existing signals; three additional may be required, two to aid in midblock station access for riders and one for TSP into Richardson Flat Park and Ride.	3
Transit Travel Time	Travel times from PCT and modal/ alignment characteristics.	**High** – ELB mode is not impacted by existing grades or curvature. Travel times for side running ELB may see slight reductions as buses would share right turn lanes at key intersections and access points. Access management strategies, particularly for Bonanza Drive should be considered.	3	**High** – ELB mode is not impacted by existing grades or curvatures, and this alternative does not share turning lanes with general purpose traffic.	3	**Low** –Existing curvature of the roadway particularly on Bonanza Drive do not meet LRT minimum requirements; LRT would be required to travel +/- 10 miles per hour along Bonanza Drive due to roadway curvatures, creating operational inefficiencies compared to the other mode alternatives.	1

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Daily and Annual Projected Ridership	FTA STOPS model projections. Reported at the corridor and station levels.	**Medium** – Reported for 10-minute headways. **2024 Trips on Project:** +1,650 **2045 Trips on Project:** +1,633 2024 Richardson Flat P&R: +469 2045 Richardson Flat P&R: +565 2024 Park City High School: +198 2045 Park City High School: +150 2024 Bonanza Drive: +319 2045 Bonanza Drive: +245 2024 OTTC: +665 2045 OTTC: +675	2	**Medium** – Reported for 10-minute headways. **2024 Trips on Project:** +1,650 **2045 Trips on Project:** +1,633 2024 Richardson Flat P&R: +469 2045 Richardson Flat P&R: +565 2024 Park City High School: +198 2045 Park City High School: +150 2024 Bonanza Drive: +319 2045 Bonanza Drive: +245 2024 OTTC: +665 2045 OTTC: +675	2	**High** – Reported for 10-minute headways. **2024 Trips on Project:** +3,350 **2045 Trips on Project:** +3,150 2024 Richardson Flat P&R: +918 2045 Richardson Flat P&R: +1,052 2024 Park City High School: +437 2045 Park City High School: +334 2024 Bonanza Drive: +701 2045 Bonanza Drive: +539 2024 OTTC: +1,304 2045 OTTC: +1,252	3
Study Area Transit Trips	New transit trips *across the system* with the added service.	**Medium** – reported for 10-minute headways. **2024:** +1.4% increase in ridership **2045:** 1.4% increase in ridership	2	**Medium** – reported for 10-minute headways. **2024:** +1.4% increase in ridership **2045:** 1.4% increase in ridership	2	**High** – reported for 10-minute headways. **2024:** +7.8% increase in ridership **2045:** +6.6% increase in ridership	3
Station Area Accessibility	Qualitative assessment of connectivity around station areas and first/last mile needs.	**High -** Offers the most direct access for first/last mile connections into the existing sidewalk, trail, and bicycle network for Park City School District Station and the Bonanza Drive Station. Seamless integration at Richardson Flat Park and Ride and the OTTC. Stations located on each side of the corridor reduce midblock crossing needs, added wait times for signals, and out of direction travel. Additionally, regular bus service can utilize the stations, providing a seamless experience for the user.	3	**Medium** - Offers fairly direct access for first/last mile connections into the existing sidewalk, trail, and bicycle network for Park City School District Station and the Bonanza Drive Station. Seamless integration at Richardson Flat Park and Ride and the OTTC. Stations located in the middle of the corridor require addition of signalized midblock crossings at Park City High School and on Bonanza Drive. It may be less feasible for regular bus service to utilize center-running stations due to the need to merge in and out of general purpose lanes.	2	**Low** -Offers fairly direct access for first/last mile connections into the existing sidewalk, trail, and bicycle network for Park City School District Station and the Bonanza Drive Station. A separate LRT station would need to be located on Deer Valley Drive, as LRT cannot serve the OTTC in its existing form. The station would be located on Deer Valley Drive north of Main Street, due to steep grades. Users would have to walk up hill +/- .25 to .5 mi to access OTTC or other Old Town destinations. LRT stations located in the middle of the corridor require addition of signalized midblock crossings at Park City High School and on Bonanza Drive. Regular bus service cannot utilize the LRT stations.	1

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Transportation System Access	Corridor access at driveways, PCSD, and other businesses/ destinations.	**High** – Has the lowest impact to vehicular access on and off the corridor as left turns in and out of accesses and at unsignalized intersections would still be allowed. However, right turns off the corridor would be made from the bus lane, which may have marginal impacts on transit performance.	3	**Low** – Has the highest impact to vehicular access on and off the corridor. Alternative assumes no left turns in or out of cross streets or drive accesses. Left turns could be made only at signalized intersections, requiring vehicles to turn right and make a U-turn at the nearest signalized intersection. Bonanza Drive has no signalized intersection for U-turns except at its extents; SR-248 has 1.32 miles between signals at Comstock Road and Richardson Flat Road.	1	**Low** – Has the highest impact to vehicular access on and off the corridor. Alternative assumes no left turns in or out of cross streets or drive accesses. Left turns could be made only at signalized intersections, requiring vehicles to turn right and make a U-turn at the nearest signalized intersection. Bonanza Drive has no signalized intersection for U-turns except at its extents; SR-248 has 1.32 miles between signals at Comstock Road and Richardson Flat Road.	1
Conceptual Capital Costs[3]	Quantitative assessment of costs, with ROM for each alternative, excludes ROW acquisition with an assumed construction year of 2030.	**High** – Has the lowest cost of each alternative. $176M - $328M total construction cost.	3	**Medium** – Has the mid-range cost of each alternative. $240M - $447M total construction cost.	2	**Low** – Has the highest cost per mile of each alternative. $292 - $545M total construction cost. (*Guideway costs only, LRT vehicles and a new Operations and Maintenance facility would require additional funds*).	1
Operational Costs[4]	Operations and maintenance costs. Excludes new facility and vehicle needs.	**High** – ELB has the lowest operating cost compared to LRT.	3	**High** – ELB has the lowest cost compared to LRT.	3	**Medium** – LRT is 1.5-2 times more expensive to operate than ELB.	2

[3] Conceptual capital costs were determined using a ROM unit cost and include a contingency range of -20% from the base cost assumption up to +40% form the base cost assumption.
[4] Operational costs were determined utilizing FTA's National Transit Database Annual Data Products National Transit Summaries and Trends 2018 and 2023 Editions, and American Public Transit Association (APTA's) Public Transportation Factbook. Costs for each alternative were general operations estimates and not tied to a specific operating year. Excludes new maintenance facility and vehicle needs.

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Construction Complexity	Qualitative analysis of potential construction challenges and potential risks.	**High** – Least complex alternative to construct compared to LRT and center running ELB. Station platforms fit within existing footprint and curvatures of the roadway.	3	**Medium** – Less complex than LRT, but slightly more complex than side-running ELB. Center running ELB requires additional width needs at intersections to accommodate turning bays and vehicle operations; center running ELB requires more infrastructure for access management along the corridor, e.g., infrastructure to facilitate right-in-right-out movements for turning vehicles and controlled U-turn locations. Station platforms fit within existing footprint and curvatures of the roadway.	2	**Low** – Most complex alternative due to need for specialized, permanent rail infrastructure which is more involved than dedicated bus lanes for ELB. Additional equipment including OCS poles presents vertical clearance issues under US-40 at Richardson Flat Road, requiring a new US-40 bridge structure and traction power sub-stations requiring high-voltage power. A new Operations and Maintenance facility would need to be constructed with a direct connection to the LRT alignment. **Station Complexities:** Deer Valley Drive would require regrading for a new station (a requirement of LRT near OTTC) due to the grade limitations of 2% standard grade for stations, resulting in potentially significant property impacts on both sides. Tail tracks are needed at each EOL (355 ft long); on Deer Valley Drive this would require the station to be located farther north and a great distance away from the OTTC. Station on Bonanza Drive would require 445 ft of tangent station platform length, and a realignment of the road would be required to accommodate it.	1

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Environmental Considerations	Assessment of project development risks based on proximity to key environmental considerations. *Footprints and alignments will be further refined in the next phase with the goal of reducing impacts.*	**Medium** – This alternative may potentially impact 4.91 acres of farmlands of statewide importance, 2.54 acres of wetlands, and 6,731 linear ft of streams. The alternative would directly impact four hazardous sites (three leaking underground storage tank [LUST] and one underground storage tank [UST]) and is within a 1-mile buffer of one National Priorities List Superfund site. Although long-term impacts to these resources are anticipated, the proposed improvements represent minor additions to an existing roadway and would therefore result in minimal overall effects.	2	**Medium** – This alternative may potentially impact 6.03 acres of farmlands of statewide importance, 2.45 acres of wetlands, and 6,182 linear ft of streams. The alternative would directly impact four hazardous sites (three LUST and one UST) and is within a 1-mile buffer of one NPL Superfund site. Although long-term impacts to these resources are anticipated, the proposed improvements represent minor additions to an existing roadway and would therefore result in minimal overall effects.	2	**Medium** – This alternative may potentially impact 6.09 acres of farmlands of statewide importance, 2.61 acres of wetlands, and 6,302 linear ft of streams. The alternative would directly impact four hazardous sites (three LUST and one UST) and is within a 1-mile buffer of one National Priorities List Superfund site. Although long-term impacts to these resources are anticipated, the proposed improvements represent minor additions to an existing roadway and would therefore result in minimal overall effects.	2
Estimated Property Impacts	Qualitative assessment of property impacts based on assumed footprint (GIS-level exercise). *Footprints and alignments will be further refined in the next phase with the goal of reducing impacts.*	**Medium** – Seven properties fall within a 20 ft radius of the proposed design footprint (which also includes a 15 ft buffer outside of the alternative footprint) and may require commercial relocation; four of these directly overlap building footprints as defined today.	2	**Medium** – Seven properties fall within a 20 ft radius of the proposed design footprint (which also includes a 15 ft buffer outside of the alternative footprint); two of these directly overlap building footprints as defined today.	2	**Low** – This alignment may require more commercial relocations than the other alternatives. Eight properties fall within 20 ft of the proposed design footprint (which also includes a 15 ft buffer outside of the alternative footprint) and may require commercial relocation; three of these directly overlap building footprints as defined today.	1
Station Area and EOL Indicators Assessment	Land use and population assessment based on FTA CIG criteria. *Informational only.*	**Medium** – **Richardson Flat Park and Ride Stations**: Currently undeveloped but with substantial development potential. **Bonanza Drive and Park City High Stations**: Offer the highest concentrations of population and employment. **OTTC**: Unmatched commercial and taxable value per acre.	-	**Medium** – **Richardson Flat Park and Ride Stations**: Currently undeveloped but with substantial development potential. **Bonanza Drive and Park City High Stations**: Offer the highest concentrations of population and employment. **OTTC**: Unmatched commercial and taxable value per acre.	-	**Medium** – **Richardson Flat Park and Ride Stations**: Currently undeveloped but with substantial development potential. **Bonanza Drive and Park City High Stations**: Offer the highest concentrations of population and employment. **OTTC**: Unmatched commercial and taxable value per acre.	-
Reduction in VMT	FTA STOPS model output on potential VMT savings per day.	**Medium** – reported for 10-minute headways. **VMT reduction 2024**: -190 mi **VMT reduction 2045**: -800 mi	2	**Medium** – reported for 10-minute headways. **VMT reduction 2024**: -190 mi **VMT reduction 2045**: -800 mi	2	**High** – reported for 10-minute headways. **VMT reduction 2024**: -1,430 mi **VMT reduction 2045**: -2,790 mi	3

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Noise and Vibration Impacts	Measurement of sensitive noise receptors within the study area for each mode.	**High –** **Noise sensitive receptors within screening distance:** 66 **Vibration sensitive receptors within screening distance:** 0	3	**High –** **Noise sensitive receptors within screening distance:** 66 **Vibration sensitive receptors within screening distance:** 0	3	**Low –** **Noise sensitive receptors within screening distance:** 138 **Vibration sensitive receptors within screening distance:** 40	1
Visual Impacts	Qualitative assessment of the alternative's potential impact on view sheds.	**High** – No new or increased visual impacts. Station platforms would likely be expanded at the Park City School District station and the Bonanza Drive station.	3	**High** – No new or increased visual impacts. Station platforms would likely be expanded at the Park City School District station and the Bonanza Drive station.	3	**Low** – OCS poles would be located approx. every 100-200' along the entire length of the alignment plus visible wiring between the poles approximately 22' above track. Additionally signal houses and traction power substations would be required. Currently, the structure at US-40 and Richardson Flat road is too short to accommodate OCS and would need to be replaced/reconstructed.	1
Feasible and Service-Proven	Feasible to implement prior to 2034, eligibility and competitiveness for FTA funding.	**High** – The availability of vehicles is higher than rail cars, manufacturing times are faster, and a new maintenance facility is not needed immediately.	3	**High** – The availability of vehicles is higher than rail cars, manufacturing times are faster, and a new maintenance facility is not needed immediately.	3	**Medium** – There are generally longer lead times for vehicle manufacturing; a dedicated operations and maintenance facility would be required and would need to undergo a similar federal NEPA process prior to construction.	2
Community Compatibility	Ability to interline or share guideway with existing transit services and compatibility with local plans.	**High** – This alternative is most compatible with current bus system, the SR-224 Bus Rapid Transit (BRT) project, and the OTTC and is identified in several local and regional transportation and transit plans. High-capacity transit on this segment of SR-248 is identified on the Statewide Long Range Transportation Plan.	3	**High** – This alternative is most compatible with current bus system, the SR-224 BRT project, and the OTTC and is identified in several local and regional transportation and transit plans. High-capacity transit on this segment of SR-248 is identified on the Statewide Long Range Transportation Plan	3	**Medium** – There are currently no LRT services in operation with PCT, developing this service would require additional rail yard and maintenance facilities, and operators/maintainers. Connection considerations for directing people to/from the OTTC would be required, as LRT cannot use the current transit center. Considerations for separate alignment and access would be required for Richardson Flat Park and Ride connection. LRT is not identified in local or regional transit plans, but high-capacity transit is identified in the Statewide Long Range Transportation Plan on this segment of SR-248.	2

EVALUATION CRITERIA	SUMMARY OF METRIC(S)	ELB SIDE RUNNING	SCORE	ELB CENTER RUNNING	SCORE	LRT CENTER RUNNING	SCORE
Resiliency	Assessment of if and how the mode can be scalable over time to add capacity.	**High** – ELB service can expand service frequency and capacity with minimal infrastructure requirements by adding additional vehicles and reducing headways. Generally considered more scalable for special events due to existing availability of vehicles.	3	**High** – ELB service can expand service frequency and capacity with minimal infrastructure requirements by adding additional vehicles and reducing headways. Generally considered more scalable for special events due to existing availability of buses.	3	**Medium** – LRT offers less flexibility than ELB for adding vehicles, as stations must be designed larger in advance or ROW preserved to accommodate increasing station lengths for long trains. Adding vehicles does not necessarily increase frequency of service but can move more passengers with each trip. Alternatively reducing headways to meet demand instead of adding LRT vehicles to the train set could also be considered.	2
Public and Stakeholder Support	Support for the mode based on engagement findings. *Informational only.*	**High** – ELB service has the greatest public support; the public likes that this mode is most compatible with the current system; there is high interest in this alternative due to its ability for timely implementation and cost effectiveness; support for the flexibility of buses and ability to easily scale service.	-	**High** – ELB service has the greatest public support; the public likes that this mode is most compatible with the current system; there is high interest in this alternative due to its ability for timely implementation and cost effectiveness; support for the flexibility of buses and ability to easily scale service.	-	**Medium** – LRT has moderate public support; there are some concerns over system-to-system compatibility, cost, and impacts due to noise, vibration, property impacts at intersections, and noise and traffic delay during construction.	-
SCORING			**45**		**41**		**30**

5 SUMMARY OF LEVEL 2 ENGAGEMENT

5.1 TECHNICAL ADVISORY COMMITTEE MEETING

A TAC meeting was held on December 16, 2025, to review the Level 2 Screening findings, discuss methodology, and address questions.

A summary of the meeting discussion is as follows:

- An overview of the study and corridor goals were presented.
- A reminder on previous screening results, including the Purpose and Need Screening and the Level 1 Screening, were shared.
- The Level 2 Screening criteria and metrics were shared with the TAC, and the scoring findings for each alternative were presented.
- Some discussion occurred inquiring about FTA CIG considerations, and travel time for LRT on Bonanza Drives (reduced due to curvature of the roadway).
- A discussion about ensuring this future project moves from Phase 2 of the UDOT Long Range Transportation Plan to Phase 1, to allow for more near-term funding opportunities was discussed.
- A desire to understand a funding plan from PCMC was discussed.

Overall, no feedback or concerns were expressed about what was presented or about the scoring of the three alternatives – the TAC indicated support for side running ELB to advance as the LPA per the evaluation findings.

5.2 PUBLIC AND STAKEHOLDER ENGAGEMENT

The Level 2 Screening report was uploaded to the study website and the public was notified in January 2026.

A summary of public feedback included:

6 NEXT STEPS FOR LPA REFINEMENT

The remaining task in the Re-create 248 Study will be to refine the LPA; this will allow for a greater detail of design to inform cost, impacts, and coordination needs with UDOT, FTA Region 8, and other agencies and stakeholders. A preliminary assessment of FTA CIG ratings will be conducted to determine additional analysis and planning that may need to be further refined in the NEPA phase of study. Additionally, intersection-level operational assessments will be conducted using Vissim.

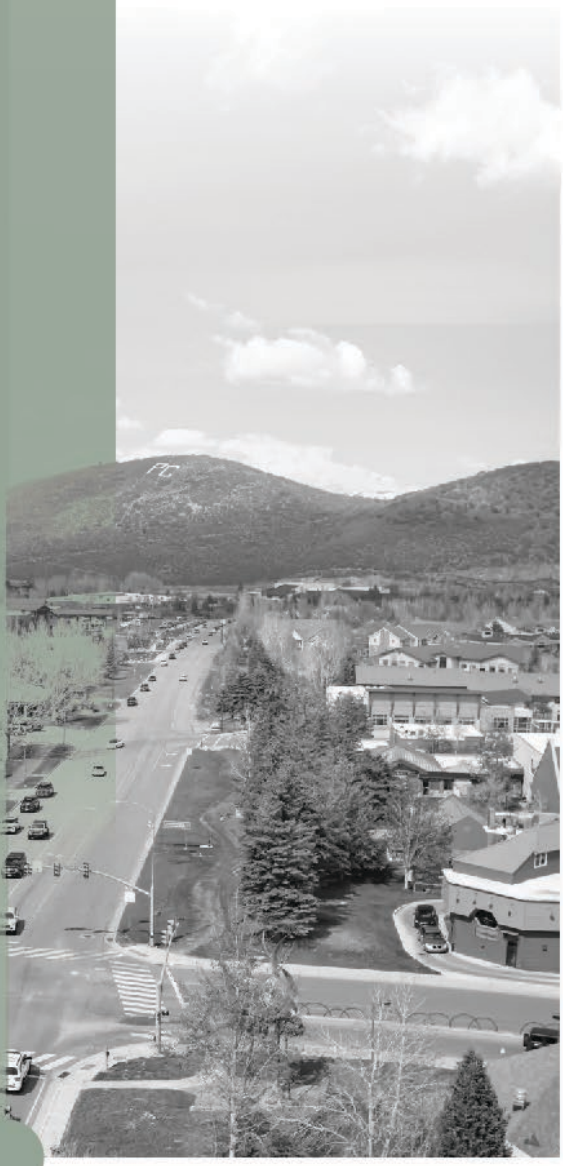
The Re-create 248 Study is slated to be completed in early 2026, the future project will then be entered into Project Development with FTA, and the NEPA study will commence.

APPENDIX A: STATION AREA AND END-OF-LINE INDICATORS MEMORANDUM

Re·create 248

STATION AREA AND END-OF-LINE INDICATORS MEMORANDUM

November 2025



Re·create 248

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Acronyms and Abbreviations

ACS	American Community Survey
AMI	Area median income
Bonanza Drive	Station area at Bonanza Drive and Prospector Avenue
ELB	Exclusive-Lane Buses
FTA	Federal Transit Administration
Gordo	Station area at SR-248 and Richardson Flat Road
HTRZ	Housing and Transit Reinvestment Zone Act
HUD	U.S. Department of Housing and Urban Development
LBAR	Legally binding affordability restricted
OTTC	Station area at Old Town Transit Center
Park City High School	Station area at SR-248 and Park City High School
PCHS	Park City High School
PCMC	Park City Municipal Corporation
Richardson Flat	Station area at Richardson Flat Park and Ride
The Study	Re-create 248 Transit Study
TAZ	Traffic Analysis Zone
WFRC	Wasatch Front Regional Council
ZPFI	Zions Public Finance, Inc.

1 KEY FTA LAND USE PROJECT MEASURES

In this report Zions Public Finance, Inc. (ZPFI) provides additional insights and analysis regarding Park City Municipal Corporation's (PCMC's) Re-create 248 Transit Study (the study) and examines potential station areas within the SR-248 corridor for Exclusive-Lane Bus (ELB) alternatives, and the Light Rail (LRT) alternative. Station locations are assumed to be consistent across alternatives based on industry best practices and corridor land uses. Where able, ZPFI has aligned the analysis to the Federal Transit Administration's (FTA) land use project measures, as described in its "Capital Investment Grants Proposed Policy Guidance"[1] report (FTA 18). In certain cases, where this data is not readily available, ZPFI has provided a qualitative narrative.

1.1 POTENTIAL STATION AREAS

As part of the project, Horrocks identified four potential station areas, inclusive of end-of-line facilities. These four areas are identified in the exhibit below and constitute the following:

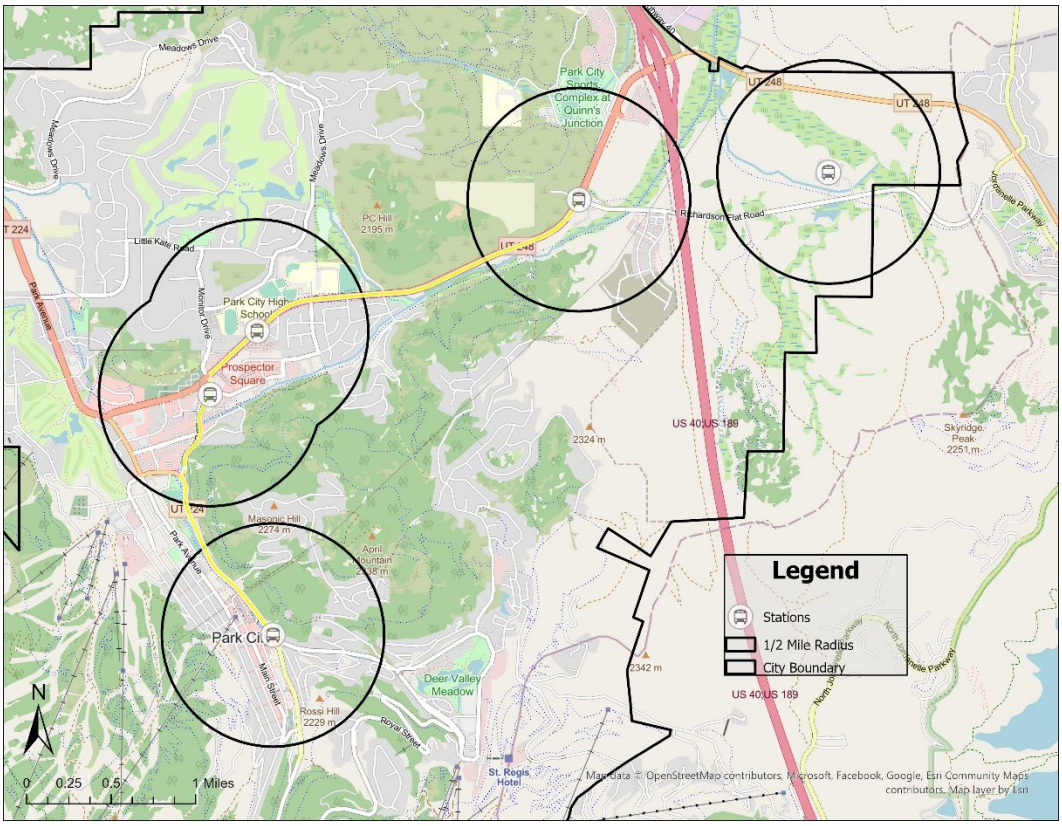
- A station or potential end-of-line facility at the Richardson Flat Park and Ride (Richardson Flat)
- A station or potential end-of-line facility at the intersection of SR-248 and Richardson Flat Road area adjacent to a city-owned parcel informally called the 'Gordo site' (Gordo)
- A station at SR-248 and Park City High School (Park City High School)
- A station at Bonanza Drive and approximately Prospector Avenue (Bonanza Drive)
- An end-of-line facility at the City's Old Town Transit Center on Swede Alley (OTTC)

The station areas for this study are examined in ½ mile radii, consistent with FTA requirements. Additionally, for the purposes of this analysis, ZPFI combined the radii associated with the Park City High School station and Bonanza station given that they overlap. By combining these areas, ZPFI prevents double counting of characteristics in overlapping zones such as population

[1] U.S. Department of Transportation, Federal Transit Administration. Capital Investment Grants Proposed Policy Guidance, Federal Transit Administration, 2025, https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-08/Proposed-CIG-Policy-Guidance-August-2025.pdf.

or total acreage. ZPFI also notes that portions of the potential Richardson Flat station area lie outside of the Park City Municipal boundary.

Figure 1. Re-create 248 Transit Study Area Potential Station Locations



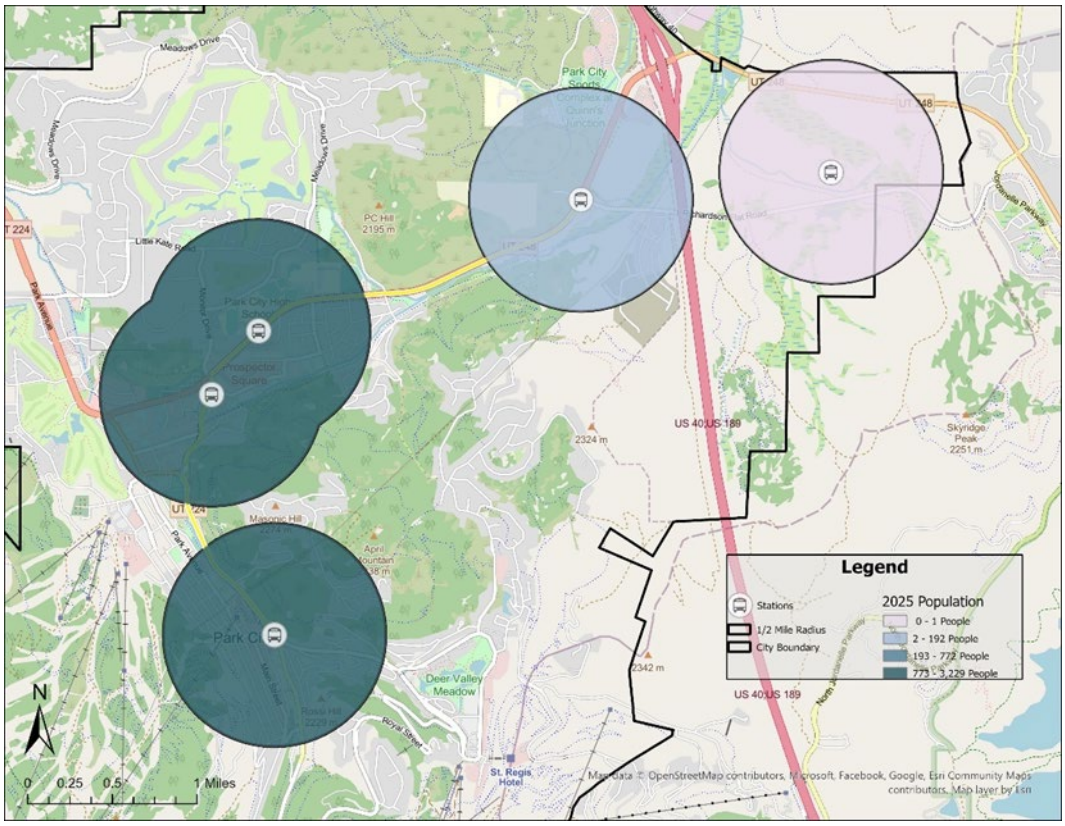
Source: Horrocks, ZPFI.

1.2 AVERAGE EXISTING POPULATION DENSITY ACROSS ALL STATION AREAS

Most of Park City's large employment centers are located proximate to SR-224 or SR-248. Transit improvements along SR-248 will substantially increase access to employment, due to the connection to SR-248 as well as to major employment centers near Bonanza Drive.

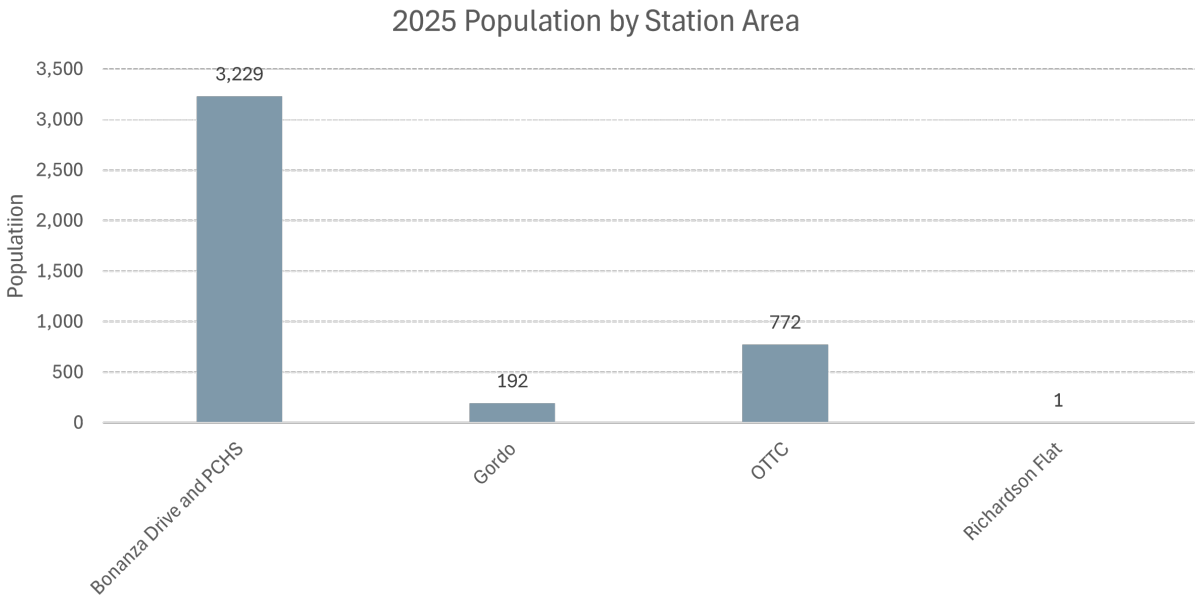
Consistent with the exhibit below, existing population is relatively sparse in the Gordo area at 192 people given the minimal residential development in the area. Population is essentially not present in the Richardson Flat area. Total population in the Bonanza Drive, Park City High School, and Gordo areas is greater at 3,229 people, due to existing homes and its larger land area. Total population in the OTTC area is 772 people.

Figure 2. Re-create 248 Transit Study Area Total Population by Station Area



Source: WFRC Traffic Analysis Zones, ZPFI.

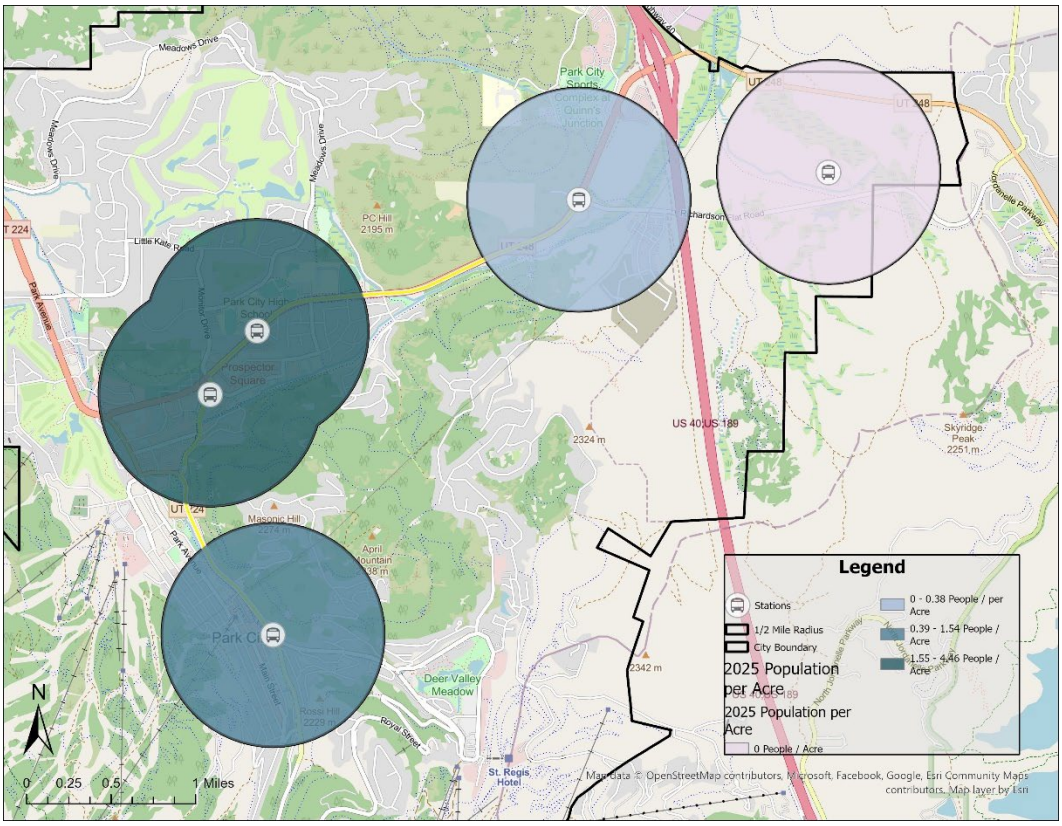
Figure 3. Total Population by Station Area



Source: WFRC Traffic Analysis Zones, ZPFI.

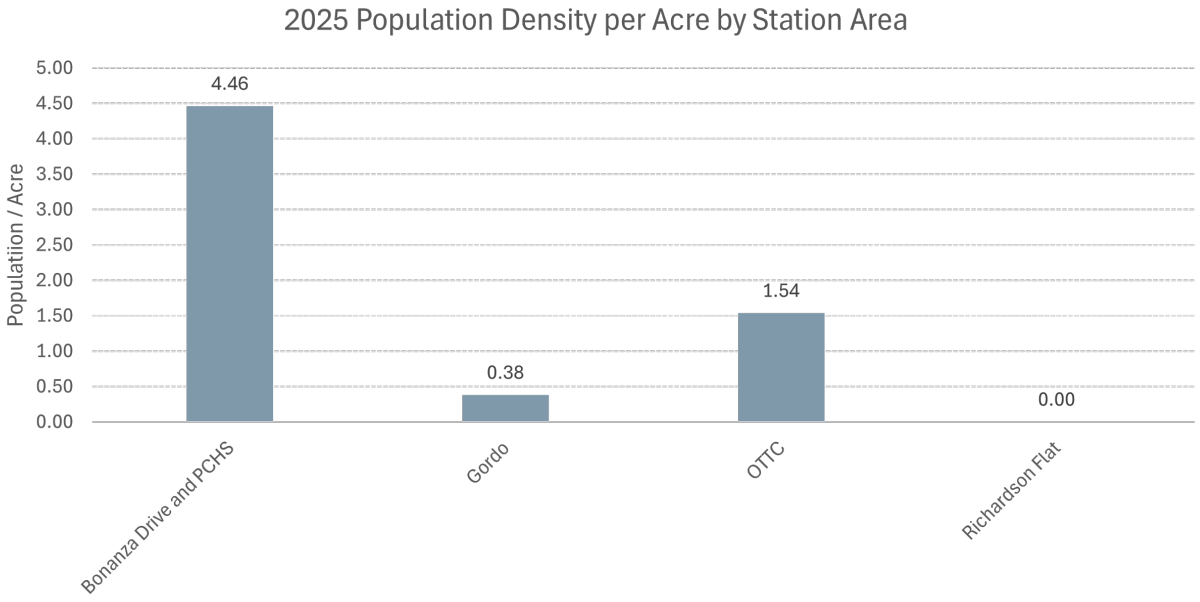
However, population density is better understood by normalizing these population figures by land area to examine a measure of people per acre. When viewed through this lens, the Bonanza Drive and Park City High School area still has the greatest population density, followed by the OTTC and then the Gordo area. Population density at the Richardson Flat area is again zero.

Figure 4. 2025 Population Density per Acre by Station Area



Source: WFRC Traffic Analysis Zones, ZPFI.

Figure 5. SR-248 ELB 2025 Population Density per Acre by Station Area



Source: WFRC Traffic Analysis Zones, ZPFI.

Jobs served by the project are a critical component to project success and adoption. Furthermore, it is likely that the benefit to jobs will extend beyond the immediate number of jobs within each station area as winter visitation creates much more dynamic demand for jobs throughout the corridor.

However, in studying data and projections from the statewide Wasatch Front Regional Council Traffic Analysis Zones (WFRC TAZ) dataset by census tract we can gain insights into the long-term job market and employment characteristics within each station area.

Table 1. Re-create 248 Jobs by Station Area, 2025-2045

STATION AREA	2025 JOBS	2045 PROJECTED JOBS	PROJECTED 20-YEAR JOB GROWTH	ANNUALIZED JOB GROWTH OVER 20-YEAR PERIOD
Bonanza Drive and Park City High School	11,879	14,010	2,131	0.9%
Gordo	1,008	1,301	293	1.5%
OTTC	6,950	7,614	664	0.5%
Richardson Flat	0	2	2	27.9%
Total	19,836	22,924	3,088	0.8%

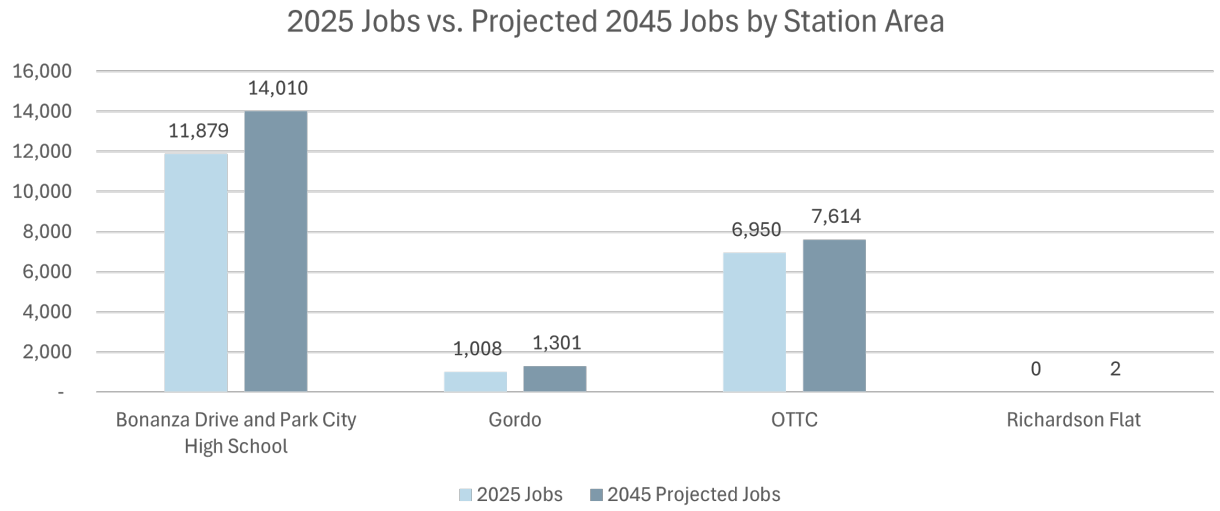
Table 2. Re-create 248 Job Density by Station Area, 2025-2045

STATION AREA	2025 JOBS	2045 PROJECTED JOBS	PROJECTED 20-YEAR JOB GROWTH	ANNUALIZED JOB GROWTH OVER 20-YEAR PERIOD
Bonanza Drive and Park City High School	16.4	19.4	1.2	0.9%
Gordo	2.0	2.6	1.3	1.5%
OTTC	13.8	15.2	1.1	0.5%
Richardson Flat	0.0	0.0	0.0	27.9%

Source: WFRC Traffic Analysis Zones, ZPFI.

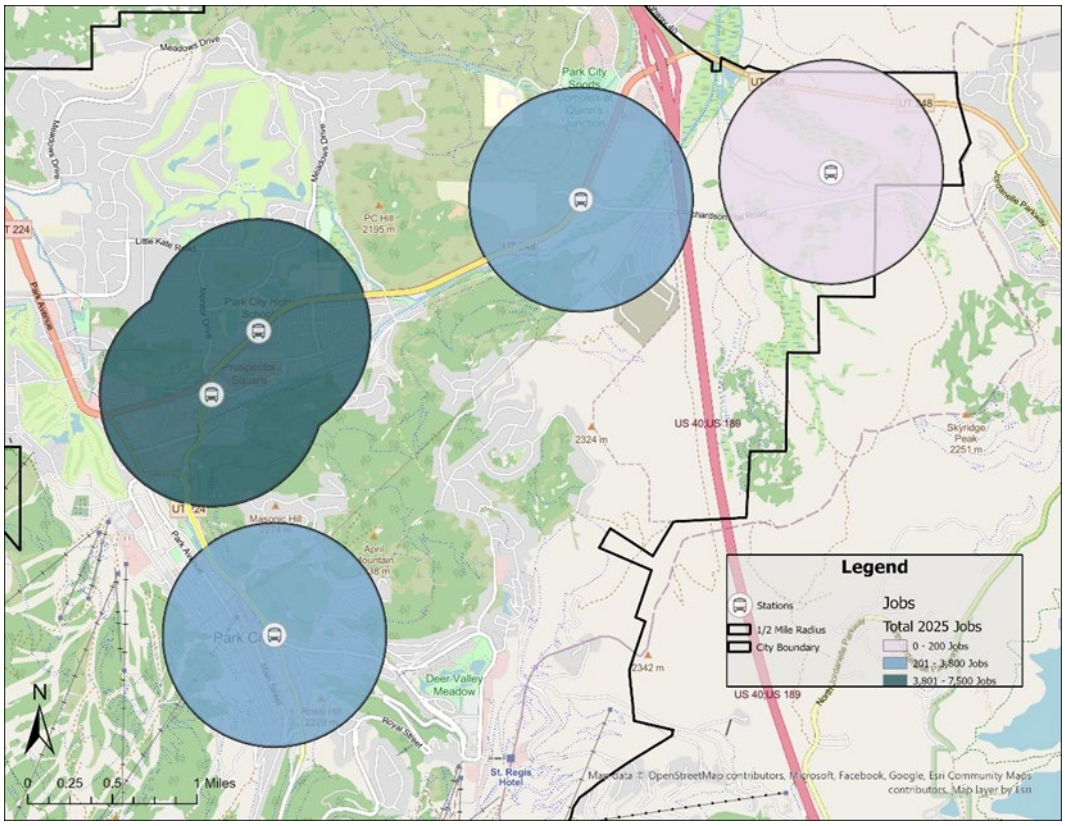
Additional visualizations of the information above illustrate the significance and relative efficiency of the Bonanza Drive and Park City High School station area along with the OTTC area. The Gordo and Richardson Flat areas stand out for their scarcity of jobs when compared to the other station areas.

Figure 6. Jobs by Station Area, 2025-2045



Source: WFRC Traffic Analysis Zones, ZPFI.

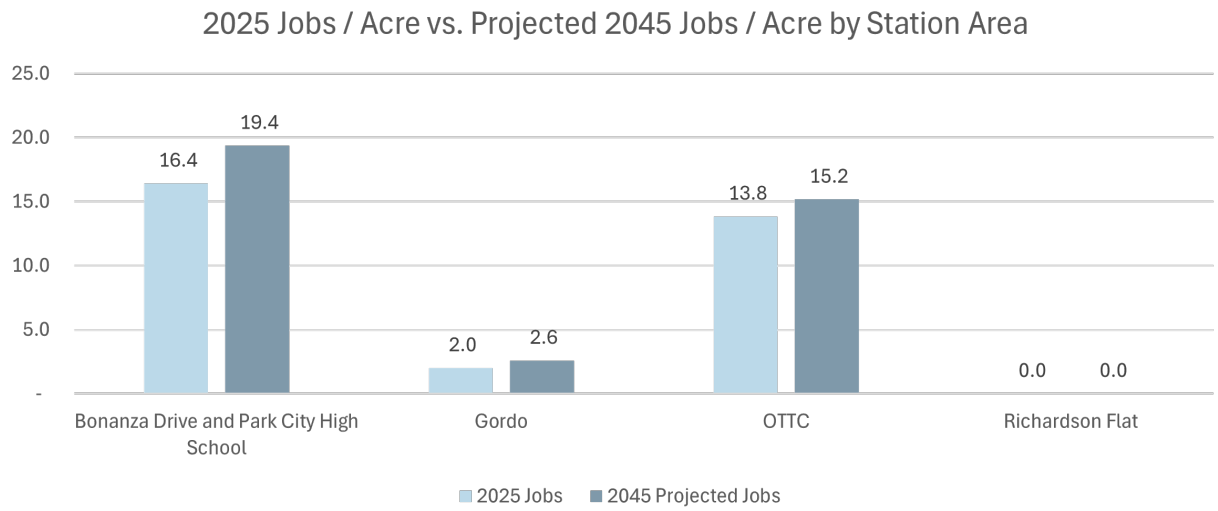
Figure 7. Jobs by Station Area, 2025



Source: WFRC Traffic Analysis Zones, ZPFI.

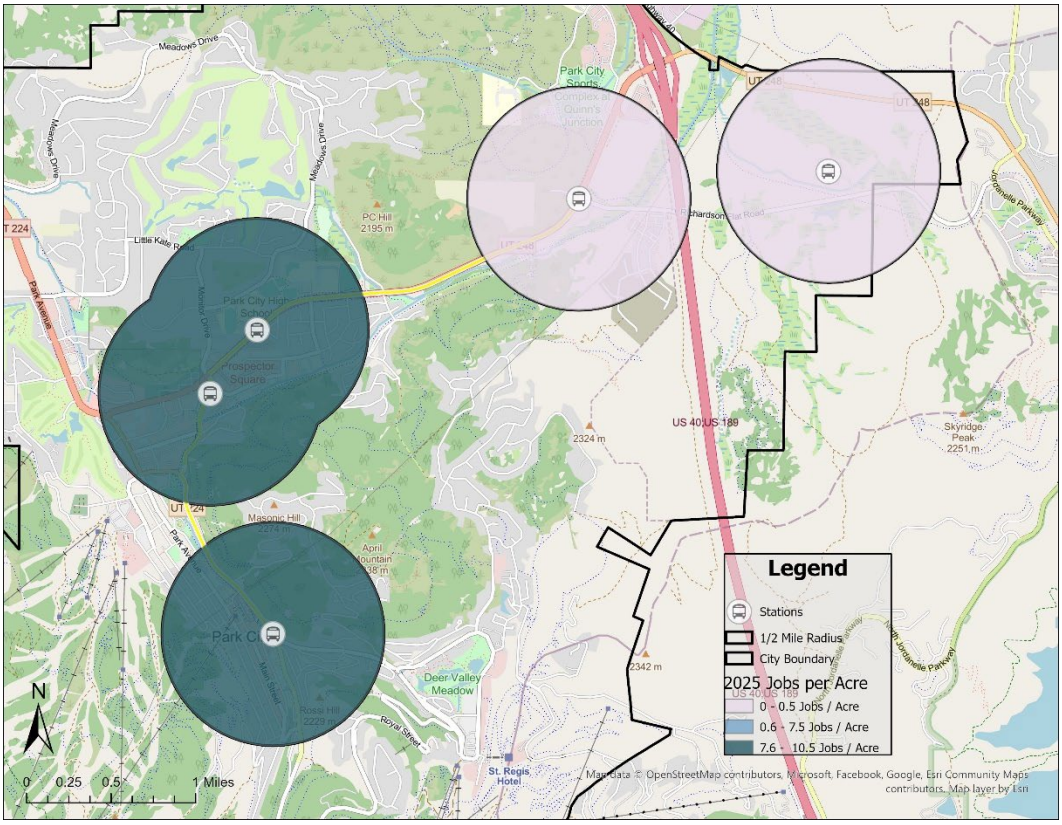
Normalizing job density per acre provides a more accurate measure of the relative efficiency of each site in serving workers.

Figure 8. Jobs per Acre by Station Area, 2025-2045



Source: WFRC Traffic Analysis Zones, ZPFI.

Figure 9. Jobs per Acre by Station Area



Source: WFRC Traffic Analysis Zones, ZPFI.

From the analysis above, we see that job density far outstrips long-term population density in the different station areas. It is reasonable to conclude that the Re-create 248 project could serve as a critical resource for workers in these regions and this would correspondingly lessen the amount of single-occupancy vehicle traffic on this corridor due to jobs in the region.

1.3 HOUSING CHARACTERISTICS

FTA defines legally binding affordability restricted (LBAR) housing as, "For purposes of the affordable housing measure, a legally binding affordability restriction is a lien, deed of trust or other legal instrument attached to a property and/or housing structure that restricts the cost of housing units to be affordable to households at specified income levels for a defined period of time and requires that households at these income levels occupy these units"[2] (FTA 19). Deed restricted housing units that are occupied by renters that have household incomes at or below

[2] U.S. Department of Transportation, Federal Transit Administration. Capital Investment Grants Proposed Policy Guidance, Federal Transit Administration, 2025, https://www.transit.dot.gov/sites/fta.dot.gov/files/2025-08/Proposed-CIG-Policy-Guidance-August-2025.pdf.

60 percent of the area median income (AMI) as defined by the U.S. Department of Housing and Urban Development (HUD). This study criteria considers the ratio of the number of these LBAR units within ½ mile of a station area to the proportion of LBAR units within the counties.

A presentation by Summit County in 2024 indicates that the County has 1,095 deed restricted housing units[3] (Summit County, 2). However, ZPFI does not currently have access to geographically mapped data regarding deed-restricted housing in Park City. Therefore, this ratio cannot be directly computed at this time. However, ZPFI has presented additional housing characteristics regarding the station areas below.

FTA cites that it, "is seeking LBAR housing units to renters with household incomes at or below 60 percent of the area median income (AMI) and/or owners with household incomes at or below AMI that are within a ½-mile radius of stations and in the counties through which the project travels" (FTA 19).

First, ZPFI notes that, according to the U.S. Census American Community Survey (ACS) the Bonanza Drive and Park City High School station area has the greatest number of housing units given it is composed of a larger land area than the end-of-line stations. However, when normalizing by units per acre, each area is roughly similar. Further, we note that this data is based on U.S. Census tracts, which are larger than each station area. Therefore, the Richardson Flat site will show as having units present, even though no actual housing units exist on the site.

Next, we note that a significant number of housing units are held as vacant housing units for seasonal, recreational, or occasional use.

Table 3. Housing Characteristics by Station Area

STATION AREA	TOTAL HOUSING UNITS	OWNER OCCUPIED HOUSING UNITS	RENTER OCCUPIED HOUSING UNITS	VACANT HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE	OTHER VACANT HOUSING UNITS	% OF HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE	TOTAL HOUSING UNITS PER ACRE	HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE PER ACRE
Bonanza Drive	392	118	43	182	49	46%	0.54	0.25
Gordo	280	83	30	132	35	47%	0.56	0.26
OTTC	298	68	25	159	46	53%	0.59	0.32

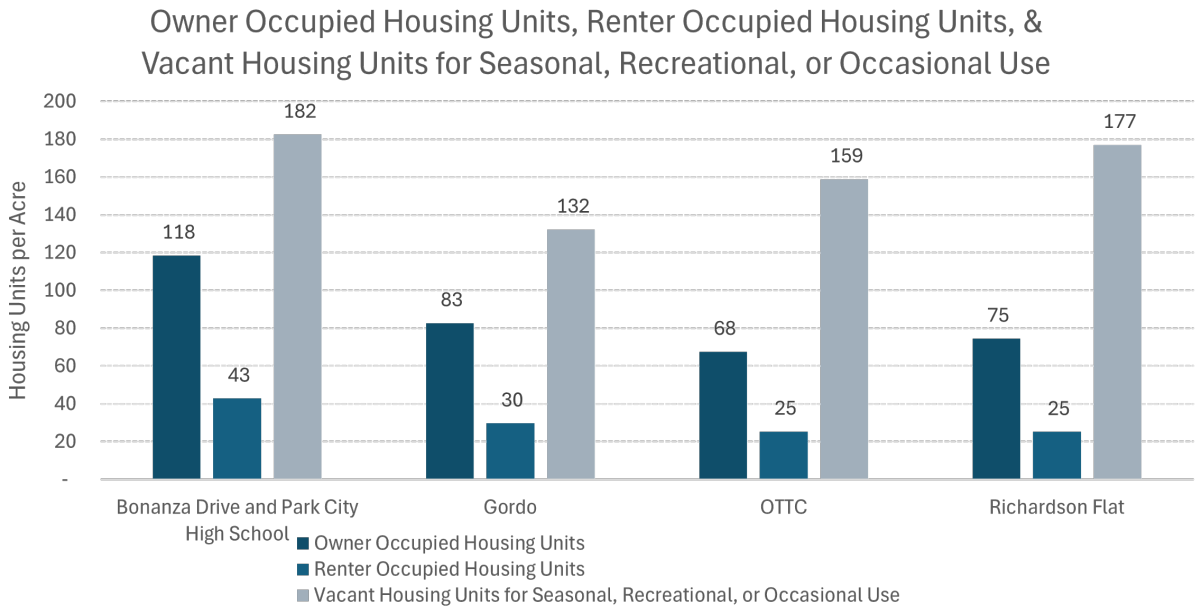
[3] Summit County. Housing Profiles, Jeffrey B. Jones, 2024, https://summitcounty.granicus.com/MetaViewer.php?view_id=&clip_id=674&meta_id=44685#:~:text=Summit%20County:%20=%201%2C095%20Deed%20Restricted,Entitled%20and/or%20Under%20Construction.

STATION AREA	TOTAL HOUSING UNITS	OWNER OCCUPIED HOUSING UNITS	RENTER OCCUPIED HOUSING UNITS	VACANT HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE	OTHER VACANT HOUSING UNITS	% OF HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE	TOTAL HOUSING UNITS PER ACRE	HOUSING UNITS FOR SEASONAL, RECREATIONAL, OR OCCASIONAL USE PER ACRE
Richard-son Flat	324	75	25	177	47	55%	0.65	0.35
Total	1,294	343	123	651	177	50%	0.15	0.29

Source: U.S. Census ACS 2023, ZPFI.

Housing units held as vacant housing units for seasonal, recreational, or occasional use are commonly referred to as nightly rentals or non-primary homes. The exhibit below highlights the striking difference and fact that these non-primary homes constitute the majority of the market in every station area. ZPFI notes that while the Richardson Flat area has minimal to no housing, some housing is provided in the Hideout area. As this analysis occurs at the Census tract area, higher precision about this area in the Park City Municipal boundary only is limited in the data and its lack of actual physical housing, within Park City boundaries, is reiterated here.

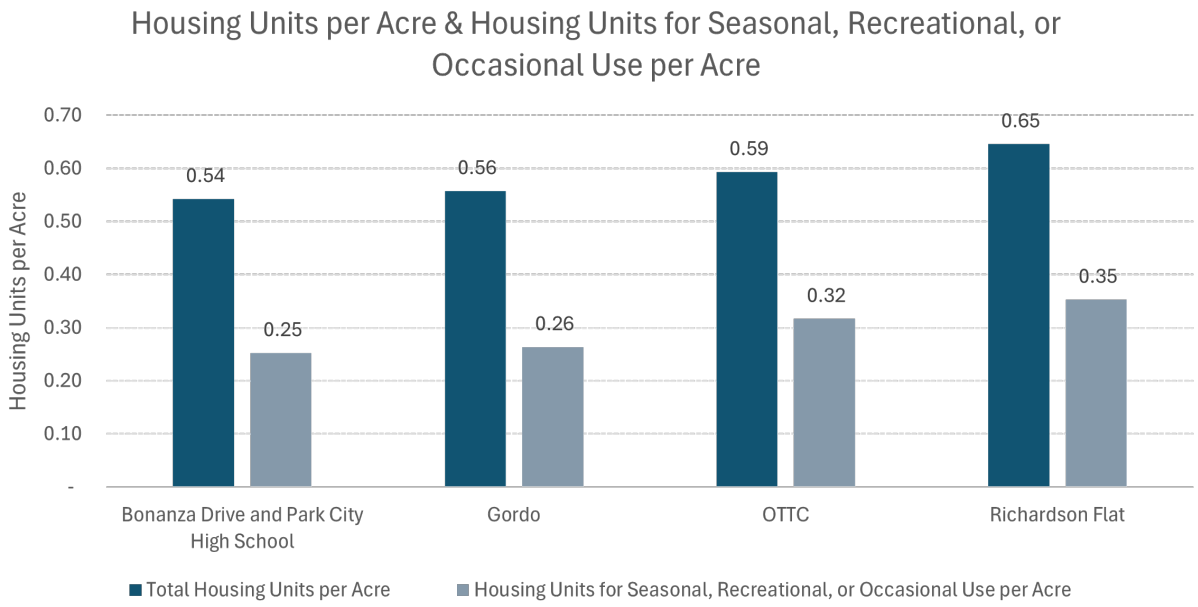
Figure 10. Owner Occupied Housing Units, Renter Occupied Housing Units, & Vacant Housing Units for Seasonal, Recreational, or Occasional Use



Source: U.S. Census ACS 2023, ZPFI.

Across the station areas, the Bonanza Drive and Park City High School station areas provide the greatest number of owner-occupied units per acre, while the OTTC end-of-line area contains the greatest number of units for seasonal, recreational, or occasional use.

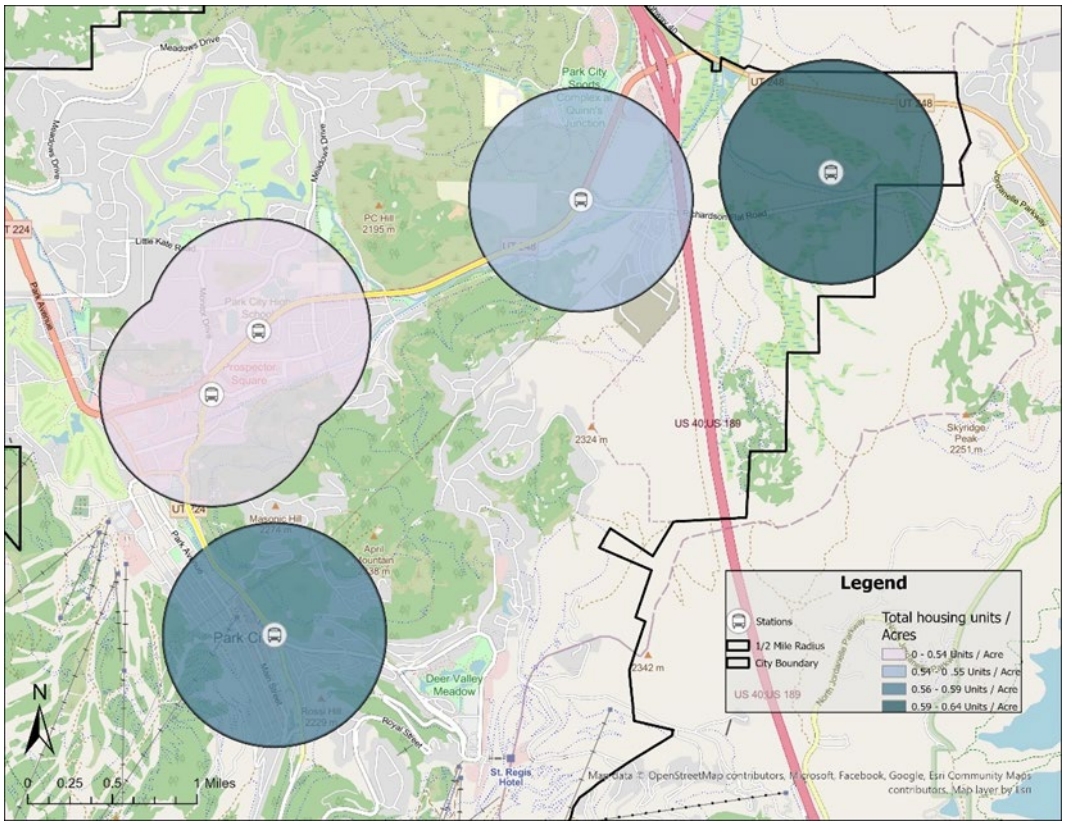
Figure 11. Housing Units per Acre & Housing Units for Seasonal, Recreational, or Occasional Use per Acre



Source: U.S. Census ACS 2023, ZPFI.

Lastly, an additional visualization of total housing units per acre highlights that the residential land use form provides a very similar level of density across station areas.

Figure 12. Total Housing Units per Acre by Station Area



Source: U.S. Census ACS 2023, ZPFI.

1.4 COMMUNITY RISK

While the above metrics provide illuminating characteristics about potential station areas, FTA also requires analysis of potential community risks as outlined below. These risk metrics for every station area are currently not within the scope of this study but are important to note. However, ZPFI notes that station areas fall within Census Tract 9644.02 and 9643.08. In Census Tract 9644.02 only 12 percent of the population has 3+ components of social vulnerability, about 522 individuals, according to the U.S. Census Community Resilience Estimates Viewer[4]. In Census Tract 9643.08 24 percent of the population has 3+ components of social vulnerability, about 799 individuals.

[4] U.S. Census Bureau, Community Resilience Estimates Viewer, https://mtgis-portal.geo.census.gov/arcgis/apps/experiencebuilder/experience/?id=54292fa3918e425a8717259f930274fb#data_s=id%3AdataSource_6-1946fd5161f-layer-6-30%3A27329.

Table 4. FTA Potential Community Risk Factors

RISK FACTOR #	RISK FACTOR	HOUSEHOLD OR INDIVIDUAL
1	Income-to-Poverty Ratio (IPR) < 130 percent Household	Household
2	Single or zero caregiver household – only one or no individuals living in the household who are 18-64 Household	Household
3	Unit-level crowding defined as > 0.75 persons per room Household	Household
4	Communication barrier defined as either: (a) Limited English-speaking households; or (b) No one in the household over the age of 16 with a high school diploma	Household
5	No one in the household is employed full-time, year-round (flag is not applied if all residents of the household are aged 65 years or older)	Household
6	Disability posing constraint to significant life activity (persons who report having any one of the six disability types: hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, or independent living difficulty)	Individual
7	No health insurance coverage Individual	Individual
8	Being aged 65 years or older Individual	Individual
9	Households without a vehicle Household	Individual
10	Households without broadband internet access Household	Individual

Source: U.S. Department of Transportation, Federal Transit Administration.

1.5 ESSENTIAL SERVICES WITHIN ONE MILE OF STATIONS

FTA encourages transit services in locations with access to key essential services such as healthcare and education institutions. These may include hospitals, Veterans Administration centers, colleges/universities, supplemental colleges, and public schools within a one-mile radius of stations. By these criteria both the Gordo facility and the Bonanza Drive and Park City High School station area are excellent candidate sites. There is a hospital in the region of the Gordo facility, and Park City High School and McPolin Elementary school are both in the region of the Bonanza Drive and Park City High School station areas.

1.6 ADDITIONAL INDICATORS

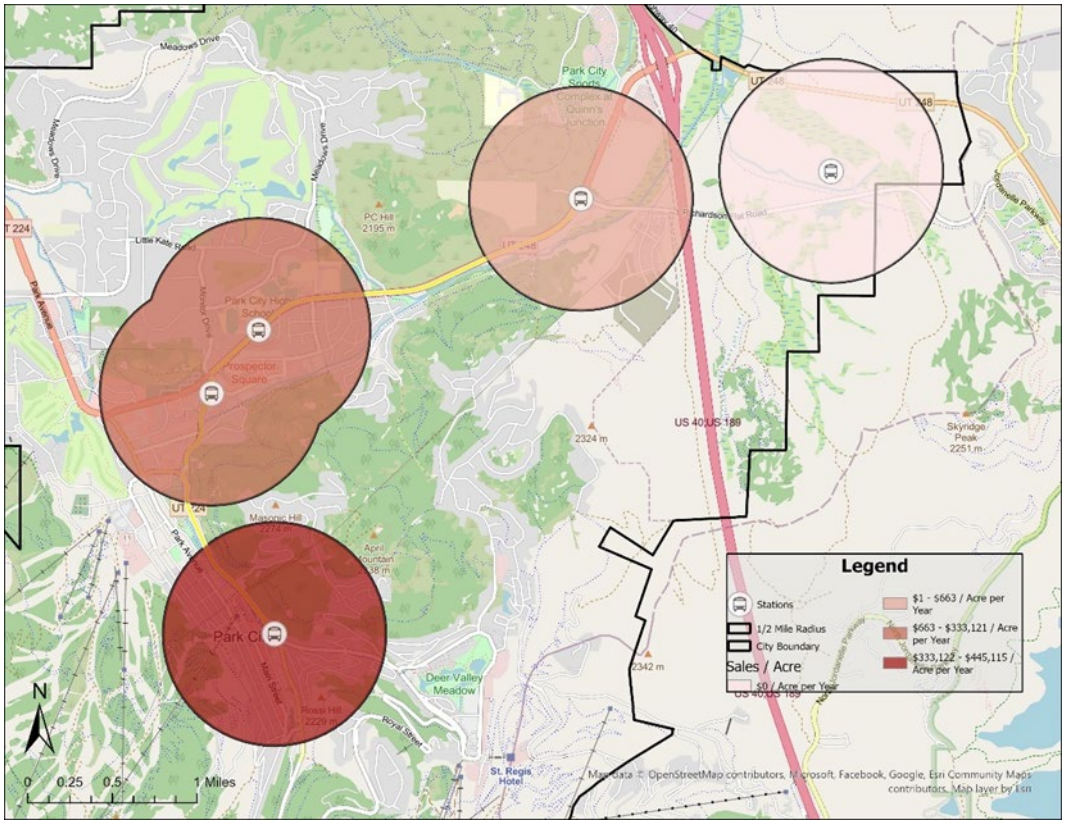
In addition to the FTA-preferred indicators highlighted above, ZPFI provides additional metric insights into the potential station areas that highlight their suitability for the Re-create 248 project.

1.7 TAXABLE SALE PER ACRE

As noted in ZPFI's previous report, high-performing retail centers drive real estate demand and produce municipal revenue. Ideal redevelopment strategies will support existing businesses and expand retail agglomerations.

ZPFI studied calendar year 2023's annual taxable sales per acre which verifies the sales strength of the Old Town and Historic Main Street commercial core relative to the Bonanza Drive and Park City High School station area and the Gordo and Richardson Flat area. This is not surprising given Main Street's much higher density land uses, its prominence as a must-visit location for visitors, and its concentration of restaurants, bars, and retail locations. The Gordo and Richardson Flat area has minimal taxable sales due to its sparse and partially residential land uses.

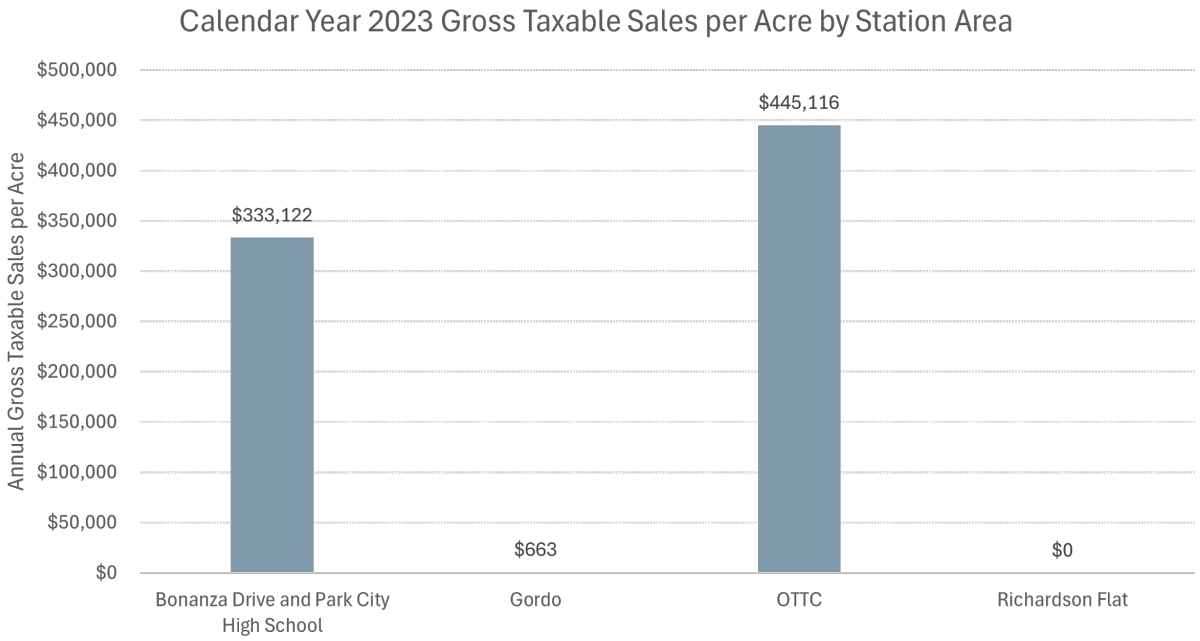
Figure 13. CY 2023 Taxable Sales per Acre by Station Area



Source: PCMC, ZPFI.

Calendar year 2023 taxable sales per acres stood at $445,116 per acre in the OTTC area while the Bonanza Drive and Park City High School station area performed at approximately $333,122 in sales per acre. Since 2023, the City has been traveling at similar trend levels with sales growth slowing.

Figure 14. CY 2023 Taxable Sales per Acre by Station Area



Source: PCMC, ZPFI.

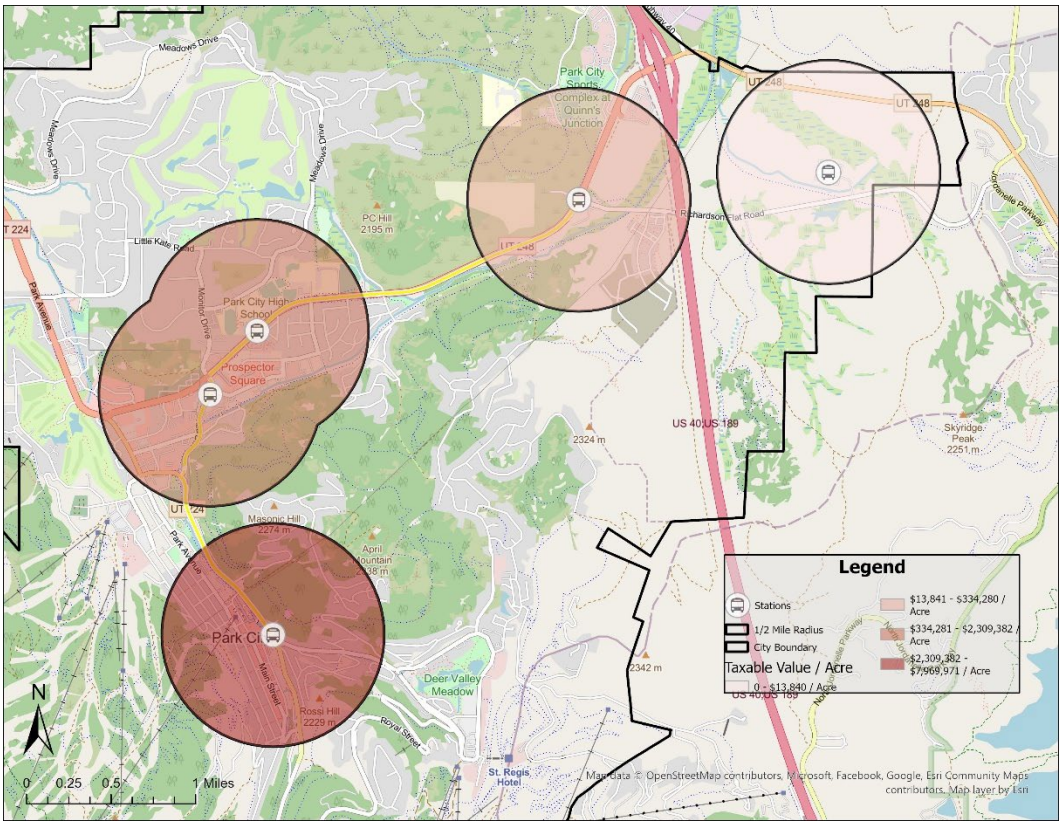
1.8 TAXABLE VALUE PER ACRE

High market values reflect past investment and current high demand for real estate. Like low relative improvement values, low market values suggest areas with opportunity for redevelopment. When high and low market values are intermingled, the area shows both demand and opportunity for redevelopment.

Taxable value per acre is highly correlated with economic and sales activity in a region, so it is no surprise that the OTTC area also has significantly higher taxable value per acre than the other station areas. Further, taxable values frequently lag traded market values. Thus, this analysis is not reflective of potential sales prices of assets.

Nevertheless, with its relatively low taxable value per acre, the Gordo and Richardson Flat area presents a clear investment opportunity with the greatest potential upside in terms of new investment. The project will likely need to consider how an end-of-line facility in the Gordo and Richardson Flat region is supported and integrated into this land area.

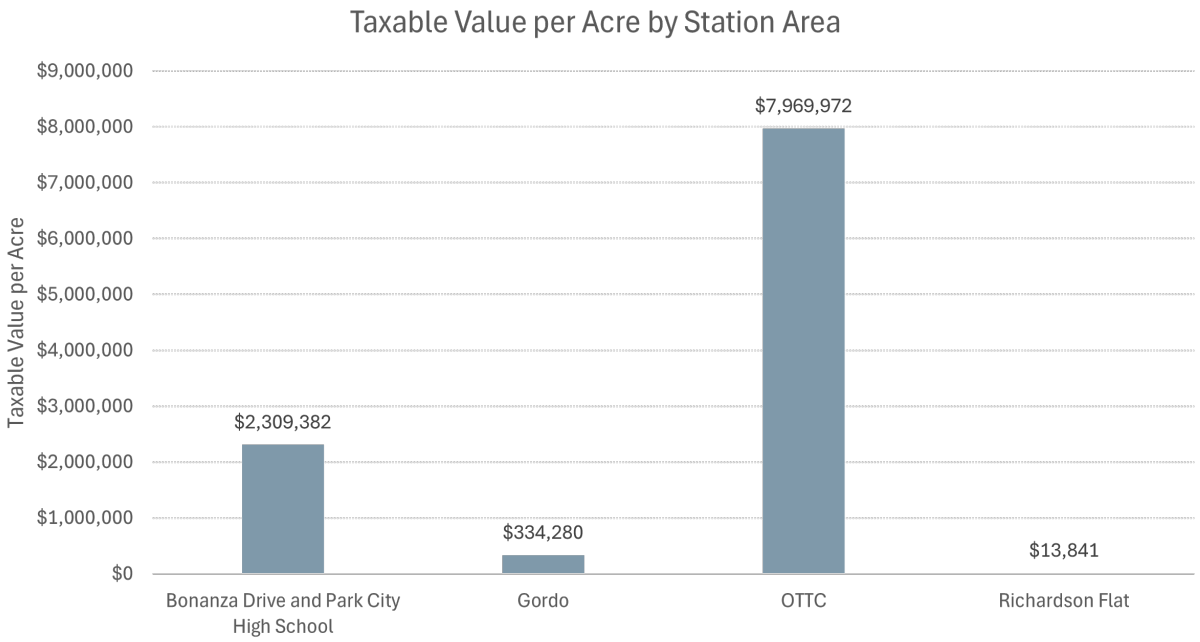
Figure 15. Taxable Value per Acre by Station Area



Source: Summit County Assessor, ZPFI.

The drastic differences in taxable value by station area is visually exhibited below as well.

Figure 16. Taxable Value per Acre by Station Area

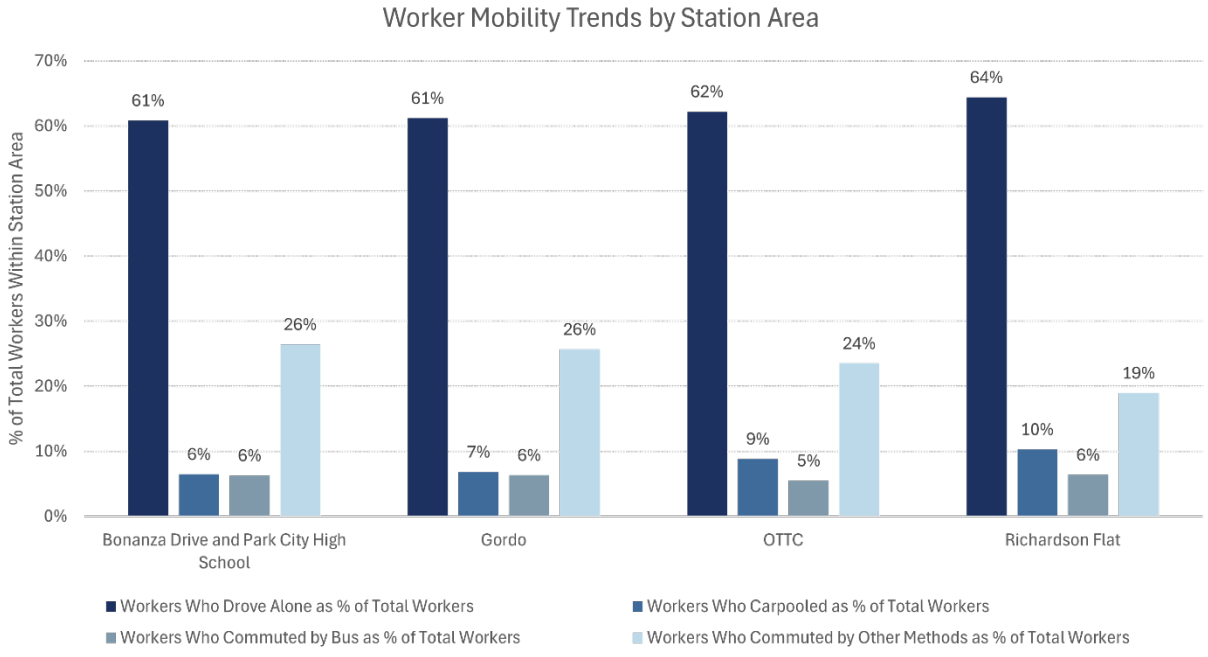


Source: Summit County Assessor, ZPFI.

1.9 WORKER MOBILITY TRENDS

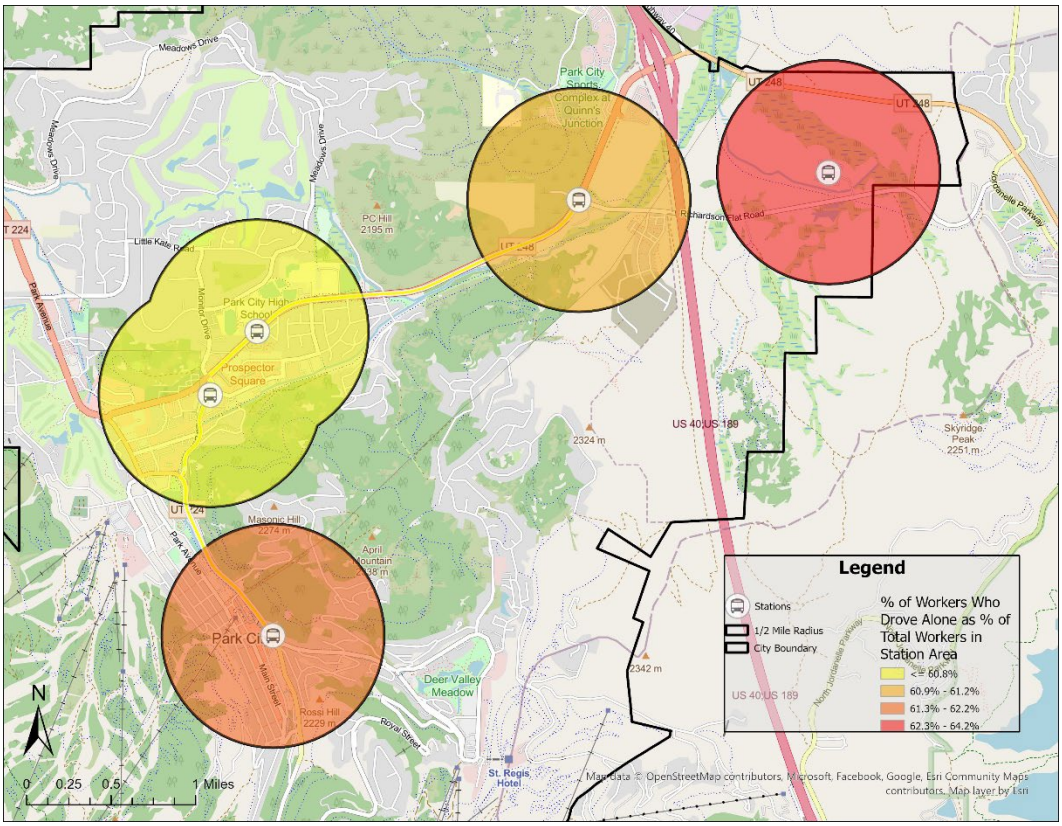
In addition to economic productivity trends, the ACS offers insights into worker mobility trends. We see from the analysis below that driving alone is the overwhelming method of commuting for workers within each station area. As a percentage of total workers, commuting by bus stands as the least used method. Other methods of commuting, such as walking or riding a bike, rank as the second most used method in each station area. ZPFI notes that as this information is derived from the ACS, it is not likely to reflect the patterns of seasonal visitors, who place high demands on Park City transportation options and roadways in the winter months.

Figure 17. Method of Commuting by Percentage of Total Workers by Station Area



Source: U.S. Census ACS 2023, ZPFI.

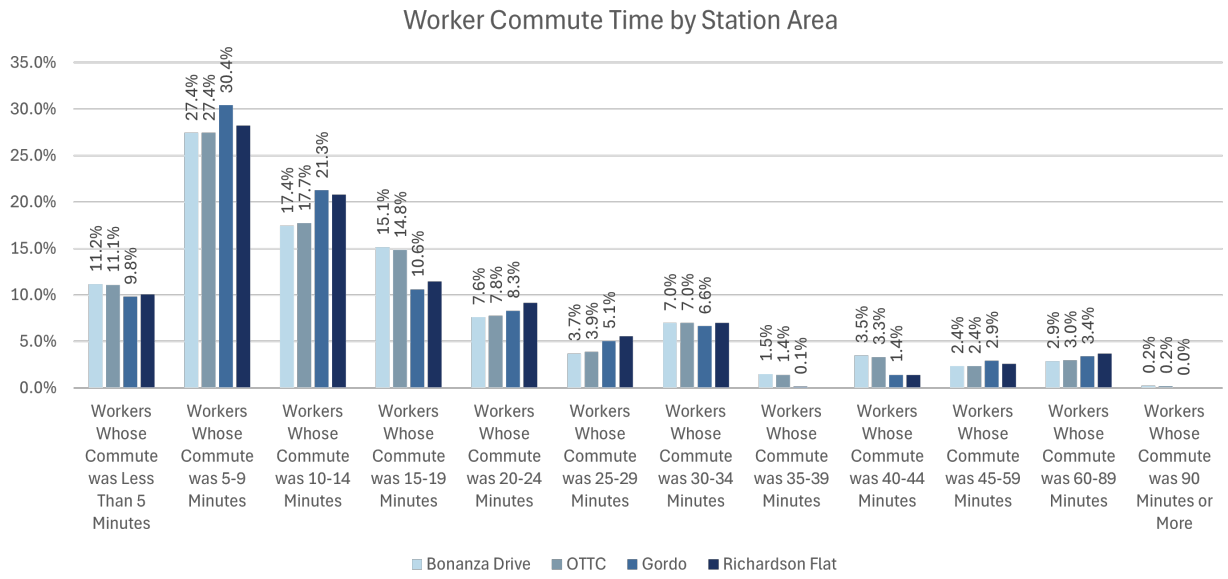
Figure 18. Resident Workers Who Drove Alone as a Percentage of Total Workers by Station Area



Source: U.S. Census ACS 2023, ZPFI.

Finally, we see that the majority of workers within the station areas themselves tend to have commute times less than 20 minutes. This means that residents who work in these areas are not likely to commute very far, or are able to work near where they live, a positive for their time efficiency. When comparing these trends to the data above, a general trend develops that workers who live in these station areas are likely to work near where they live and prefer to get to work by car.

Figure 19. Resident Worker Commute Time by Station Area



Source: U.S. Census ACS 2023, ZPFI.

1.10 POTENTIAL FOR HTRZS TO BENEFIT PROJECT

The Re-create 248 future project presents significant opportunities to create fast and efficient transit within Park City. The funds to support this project will come from a diverse array of tools including federal and local funding. Inasmuch as station areas will need to undertake infrastructure investments to support each stop, the State of Utah's Housing and Transit Reinvestment Zone Act (HTRZ) S.B. 217[5] could prove beneficial to the City in generating funds for grant matches or other infrastructure investments in the station areas. The requirements for a ELB-related project are highlighted below.

[5]Utah State Legislature, Utah Senate. S.B. 217 Housing and Transit Reinvestment Zone Act. https://le.utah.gov/~2021/bills/static/SB0217.html

Table 5. HTRZ Legislative Overview

	COMMUTER RAIL	LIGHT RAIL, ELB	ELB
% affordable housing required on developable acres	12%*	12%*	12%*
% affordable housing at 80% of AMI	9%	9%	9%
% affordable housing at 60% of AMI	3%	3%	3%
Residential % of developable land	51%	51%	51%
# DUs per acre	>=50	>=50	>=39
Mixed-use development required	Yes	Yes	Yes
Reasonable % of DUs >1 bdrm required	Yes	Yes	Yes
Radius from station	<=1/3 mile**	<=1/4 mile**and***	<=1/4 mile
Minimum acres	10	10	10
Maximum acres (noncontiguous)****	125	100	100
Property tax Increment capture	80%, 25 yrs max per parcel, 45-yr period	80%, 15 yrs max per parcel, 30-yr period	60%, 15 yrs max per parcel, 30-yr period
Sales tax increment capture	15% to TTIF	15% to TTIF	15% to TTIF
Maximum number of trigger dates for tax increment collection periods	3	3	3

Source: Utah State Legislature, Utah Senate. S.B. 217 Housing and Transit Reinvestment Zone Act.

*Note: *No affordable housing requirement if municipality or public transit county meets HUD requirements of < 60% AMI.*

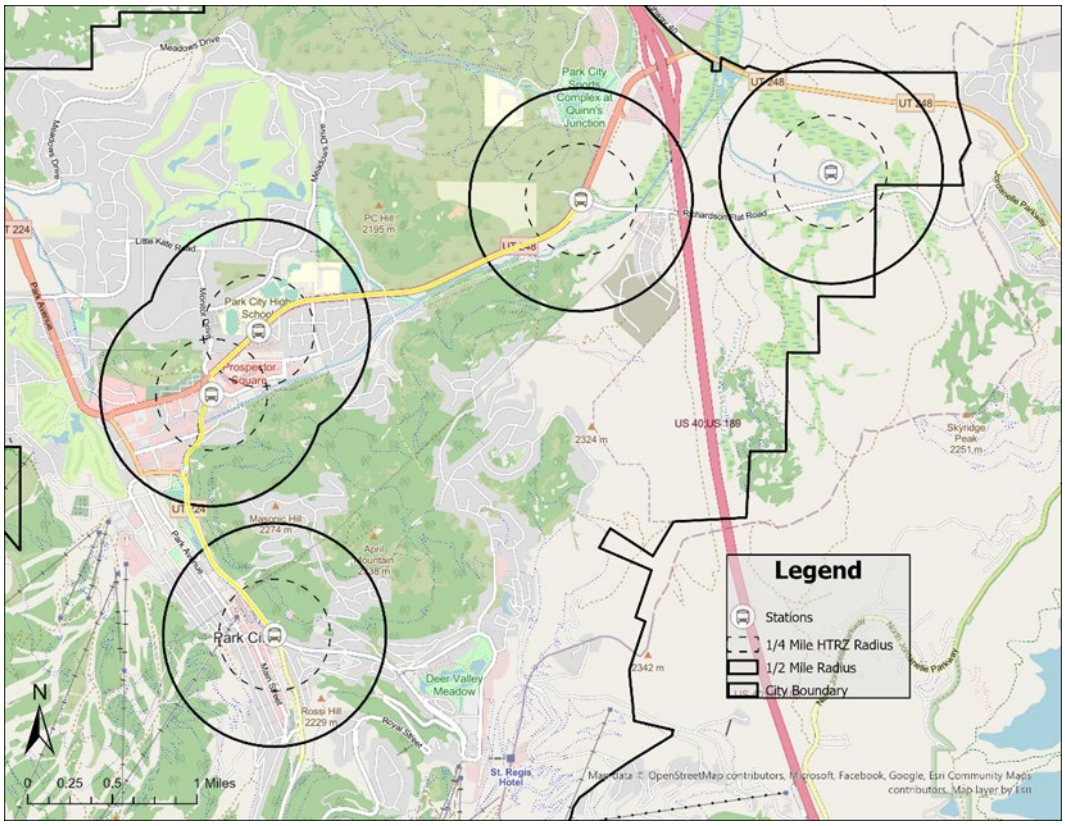
***For a city of the 1st class with a population >150,000, in a county of the 1st class, with commuter or light rail station located in an opportunity zone, radius can extend to ½ mile.*

****Radius extends to ½-mile in a master-planned development of >500 acres.*

*****Exceptions apply for two light rail stations located within a city of the third class if the two light rail stations are within a 0.95-mile distance on the same light rail line, then a single HTRZ can encompass both stations, not more than ¼ mile from the stations or rail line, and still not to exceed 100 acres.*

Lastly, given the State's requirement for HTRZ zones to be less than or equal to ¼ mile from a station, each station area would likely qualify for its own HTRZ, as depicted below.

Figure 20. HTRZ Legislative Overview



Source: Horrocks, ZPFI.

2 CONCLUSION

The Re-create 248 future transit project represents a transformative opportunity to enhance mobility, economic vitality, and sustainability within Park City and the SR-248 corridor. Analysis of station areas demonstrates that Bonanza Drive and Park City High School offer the highest concentration of population and employment, while OTTC provides unmatched commercial strength and taxable value per acre. Conversely, the Gordo and Richardson Flat area, though currently underdeveloped, presents significant potential for future investment and connectivity. Collectively, these stations will improve access to essential services, reduce reliance on single-occupancy vehicles, and support long-term growth aligned with FTA guidelines. Leveraging tools such as HTRZ remains an option for funding infrastructure and meeting affordability requirements. By integrating transit improvements with strategic land use planning, Re-create 248 can deliver a resilient, equitable, and economically vibrant transportation network for Park City's residents, workers, and visitors.

APPENDIX B: LEVEL 2 ENVIRONMENTAL SCREENING MEMORANDUM AND MAPBOOK

Re-create 248

LEVEL 2 ENVIRONMENTAL SCREENING REPORT

December 2025

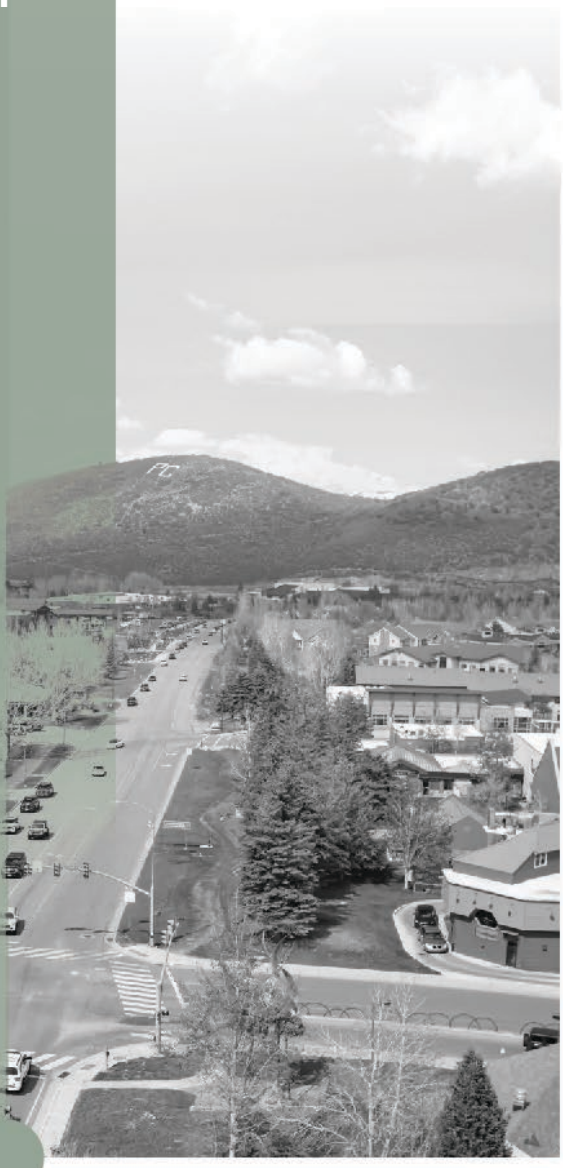


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Acronyms and Abbreviations

APA	Agriculture Protection Area
CA	Conservation Agreement
CFR	Code of Federal Regulations
DEQ	Department of Environmental Quality
ELB	Exclusive-Lane Bus
EPA	Environmental Protection Agency
ESA	Endangered Species Act
FEMA	Federal Emergency Management Agency
FPPA	Farmland Protection Policy Act
GIS	Geographic Information Systems
IPaC	Information for Planning and Consultation
LPA	Locally Preferred Alternative
LRT	Light Rail Transit
LUST	Leaking Underground Storage Tank
NEPA	National Environmental Policy Act
NPL	National Priorities List
OTTC	Old Town Transit Center
PCMC	Park City Municipal Corporation
Rail Trail	Historic Union Pacific Rail Trail
Re-create 248	Re-create 248 Transit Study
ROW	Right-of-Way
UDOT	Utah Department of Transportation
UDWR	Utah Division of Wildlife Resources
UNHP	Utah Natural Heritage Program
USFWS	U.S. Fish and Wildlife Service
UST	Underground Storage Tank

1 PROJECT SUMMARY

Park City Municipal Corporation (PCMC), located in Summit County, Utah, in collaboration with the Utah Department of Transportation (UDOT), has initiated the Re-create 248 Transit Study (Re-create 248). This multi-step alternative evaluation study is aimed at enhancing reliable high-capacity transit service between US-40 and the Old Town Transit Center (OTTC) that can be advanced to the next phase of project development, which is a Federal Transit Authority (FTA) National Environmental Policy Act (NEPA)-level environmental study and preliminary engineering. This study, using a Level 1 (initial) and Level 2 (detailed) screening process, identifies the recommended locally preferred alternative (LPA) that includes a definition of areas to be served, transit mode/type of transit technology, and logical termini (project limits). Level 1 screening was completed in fall 2025.

2 STUDY AREA

The study area for Re-create 248 Level 2 comprises one on-corridor alignment with three alternatives (see the study area map in Figure 1):The on-corridor alignment follows SR-248 from Quinn's Junction to Bonanza Drive with a connection to Richardson Flat Park and Ride (Segment 1), continues along Bonanza Drive from SR-248 to Deer Valley Drive (Segment 2), and follows Deer Valley Drive from Bonanza Drive to the OTTC (Segment 3).

Figure 1. Study Area Map



Figure 1. Re-create 248 Level 2 Screening Study Area

3 EVALUATED ALTERNATIVES

Three alternatives were evaluated for the on-corridor alignment. These alternatives included light rail transit (LRT), side running exclusive-lane bus (SELB), and center running exclusive-lane bus (CELB). High-level footprints for these alternatives were initially recommended to advance to Level 1 Screening from the Purpose and Need Screening Report, which was published in January 2025 and can be found on the study website.

This Level 2 Screening is a secondary screening process that includes developing specific footprints and identifying impacts based on specific design plans for the three alternatives.

4 ENVIRONMENTAL SCREENING APPROACH

This memorandum is a high-level summary of environmental resources that may potentially be impacted by the alternatives. Each alternative was analyzed individually to determine potential impacts. This memo documents these potential impacts to inform future phases of work, particularly the NEPA environmental study.

No fieldwork was conducted as part of this analysis. Environmental resources were reviewed and evaluated using available Geographic Information Systems (GIS) data, aerial imagery, and environmental information from the SR-248 Environmental Assessment (2020). The following is a list of environmental resources that were identified as potentially influencing the alternatives analysis. During the future NEPA phase, additional environmental resources will be reviewed in greater detail.

Environmental resources that were evaluated as part of this Level 2 Screening included:

- Land Use and Zoning
- Right-of-Way (ROW) (acquisitions and relocations)
- Farmland
- Floodplains
- Wetlands and Waters of the U.S.
- Streams
- Hazardous Materials:
  - National Priorities List (NPL)
  - Underground Storage Tanks (USTs) and Leaking Underground Storage Tanks (LUSTs)
- Cultural
- Section 4(f)
- Section 6(f)
- Visual
- Social Environment
- Pedestrians and Bicyclists
- Air Quality
- Noise and Vibration
- Wildlife and Endangered Species

5 ENVIRONMENTAL CONSIDERATIONS

5.1 LAND USE AND ZONING

Land uses around the alternative include commercial, institutional, residential, and open space. Land use between US-40 and Wyatt Earp Way (on both sides of SR-248) is predominately designated as open space. At Round Valley Drive, the land on the north side of SR-248 is designated for open space and includes the Quinn's Junction Sports Complex and Park City Dog Park. Quinn's Junction Water Treatment Plant is located on the south side of SR-248 between Round Valley Drive and Richardson Flat Road. The Utah Film Studios is a large commercial parcel located on the south side of SR-248 between Round Valley Drive and US-40.

Land use on the south side of SR-248 changes to residential development between Wyatt Earp Way and Bonanza Drive. Between Wyatt Earp Way and Bonanza Drive, land use consists of residential development and public/quasi-public lands that include Park City High School, Park City Learning Center, Treasure Mountain Junior High School, McPolin School, and the Park City School District building.

Land use between SR-248 and Deer Valley Drive (on both sides of Bonanza Drive) includes commercial and residential development. The west side of Deer Valley Drive from Bonanza Drive to Marsac Avenue includes commercial and residential development as well as public lands (including City Park, Park City Skatepark, and Acoustic Park) and open space.

Current zoning data and general plans for Park City were reviewed to determine future land uses around the alternatives. Zoning within the study area includes commercial, recreational, and residential development.

Each of the on-corridor alternatives would convert land currently zoned for other uses into transportation facilities. This would not affect the land use characteristics within the study area because adjacent areas would continue to be used according to established zoning and general plan designations. Coordination with Park City would need to take place during the NEPA phase to ascertain planning and land use goals.

5.2 RIGHT-OF-WAY

Commercial impacts may potentially occur with each of the three alternatives. Horrocks analyzed GIS design plans and identified any building within 20 feet of the proposed alternatives as a commercial impact. The LRT alternative is potentially the most impactful, affecting eight commercial properties.

Potential right-of-way impacts are based on GIS data and limited design and are subject to change as additional information is gathered and design is advanced. Table 1 lists the potential number of potential commercial impacts by alternative (see attached mapbook).

Table 1. Potential Commercial Impacts by Alternative

	ON-CORRIDOR		
	LRT	SELB	CELB
Number of Potential Commercial Impacts	8	7	7

5.3 FARMLAND

The Farmland Protection Policy Act (FPPA) (7 Code of Federal Regulations [CFR] 358.2a) requires federal agencies to account for adverse effects on prime, unique, or statewide important farmland. Under the FPPA, the definition of prime, unique, or statewide important farmland excludes land already in, or committed to, urban development or water storage. Additionally, Utah Code Annotated Title 17, Chapter 81 allows for the formation of Agriculture Protection Areas (APAs), which grant additional protections to any agricultural land granted APA status.

A desktop analysis of the study area confirmed that the proposed project is not currently located in any officially designated Urbanized Areas and is therefore subject to the FPPA. There are no APAs along the evaluated alternatives. Table 2 lists the potential amount of farmland each alternative may affect. All the alternatives may affect farmland of statewide importance. The LRT and CELB alternatives impact the greatest amount of protected farmland (see attached mapbook).

Table 2. Potential Farmland Impacts by Alternative

RESOURCE	ON-CORRIDOR IMPACTS (ACRES)		
	LRT	SELB	CELB
Farmland (of Statewide Importance)	6.09	4.91	6.03

5.4 AQUATIC RESOURCES AND WATER QUALITY

Water resources in the study area include one creek, one ditch, and the Quinn's Junction Water Treatment Plant (see attached mapbook). There are no seeps or springs in the study area. Silver Creek traverses the south side of SR-248 next to the Rail Trail as well as along both the east and west sides of Bonanza Drive and Deer Valley Drive. Silver Creek is a tributary to the Weber River. The Pace Homer Ditch enters the study area near Wyatt Earp Way and then flows along the southern side of SR-248. Pace Homer Ditch is primarily used to convey PCMP irrigation water and eventually joins with Silver Creek.

Silver Creek is considered an impaired water for all designated beneficial uses (agricultural, cold water aquatic life, domestic water supply, secondary recreation), and a Total Maximum Daily

Loads (TMDL) is needed. The pollutants causing impairment in Silver Creek include dissolved arsenic, cadmium, dissolved oxygen, nitrate/nitrite, total dissolved solids (TDS), Zinc, and pH. Water quality concerns in the Silver Creek Watershed are focused on two metals: zinc and cadmium. Available data indicates that the metals of concern in this watershed are from historical mining activities in the Park City area. Elevated concentrations of zinc and cadmium were the cause for Silver Creek being assessed as not fully supporting its Class 3A beneficial use.

The Pace-Homer Ditch has not been assessed by the Division of Water Quality, and no water quality data for the ditch is available.

5.4.1 Floodplains

All alternatives may potentially impact identified Federal Emergency Management Agency (FEMA) regulatory floodways and FEMA Special Flood Hazard Areas. All alternatives would potentially impact floodplains near Bonanza Drive and the roundabout on Deer Valley Drive. All three alternatives would have similar impacts to mapped floodplains (see attached mapbook).

Table 3. Potential 100-Year Floodplain Impacts by Alternative

RESOURCE	ON-CORRIDOR IMPACTS (ACRES)		
	LRT	SELB	CELB
100-year Floodplain	2.13	2.19	2.09

5.4.2 Wetlands and Waters of the U.S.

Aquatic resources maps from the SR-248 Environmental Assessment (2020) were used to perform an analysis of potentially affected wetlands and Waters of the U.S. All alternatives may potentially affect wetlands. Table 4 shows the potential impacts in acres by alternative. All three alternatives would have similar impacts to wetlands and Waters of the U.S. (see attached mapbook).

Table 44. Potential Wetlands and Waters of the U.S. Impacts by Alternative

RESOURCE	ON-CORRIDOR IMPACTS (ACRES)		
	LRT	SELB	CELB
Wetlands	2.61	2.54	2.45

5.4.3 Streams

All alternatives may potentially affect streams, with the SELB alternative affecting the most linear feet of streams. Table 5 shows the potential impacts in linear feet for each alternative.

Table 55. Potential Stream Impacts by Alternative

RESOURCE	ON-CORRIDOR IMPACTS (LINEAR FEET)		
	LRT	SELB	CELB
Streams	6,302	6,731	6,182

5.5 HAZARDOUS MATERIALS

Hazardous materials sites in proximity to the alternatives were evaluated by reviewing records from the Utah Department of Environmental Quality (DEQ) and the Environmental Protection Agency (EPA). Sites that may pose a hazardous materials risk to the alternatives were reviewed based on the standard distances identified in Table 6.

Table 66. Potential Hazardous Materials Sites and Search Radius Distances

SITE TYPE	SEARCH RADIUS BEYOND ALTERNATIVES	DISCUSSION ITEMS
National Priorities List (NPL)	1 mile	NPL sites contain chemicals listed under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and have been identified as priorities for cleanup.
Underground Storage Tank (UST)	Study Area or Adjacent Property	UST sites are locations that are currently being or have been used to store petroleum products such as gasoline or diesel fuel.
Leaking Underground Storage Tank (LUST)	0.5 miles*	LUSTs are UST sites where a leak has been detected.

**Properties outside the study area alternatives that have been closed by DEQ with no evidence of contamination extending beyond the property boundary were not included.*

5.5.1 National Priorities List

The NPL is a tool that provides information needed to designate Superfund sites. All alternatives are within one mile of the Richardson Flat Tailing Superfund site, which contains about 7 million tons of tailings in the tailing impoundments and an unknown amount along Silver Creek. No alternatives will directly impact the NPL site.

5.5.2 Underground Storage Tanks and Leaking Underground Storage Tanks

Two UST sites and three LUST sites are in proximity to all alternatives. Land uses that may pose a hazardous materials risk include former gas stations and existing and former vehicle maintenance facilities. Direct impacts are anticipated to all these sites by each of the alternatives (see Table 7).

Table 7. Potential UST and LUST Site Impacts by Alternative

TYPE	SITE NAME	ADDRESS	DERR ID	ON-CORRIDOR IMPACTS		
				LRT	SELB	CELB
LUST	Ski Rail LLC	1555 Lower Iron Horse Loop	7000123	Direct Impact	Direct Impact	Direct Impact
UST	Maverick #317	1635 Bonanza Drive	7000065	Direct Impact	Direct Impact	Direct Impact
LUST	School Bus Garage	2250 E Hwy 248	7000037	Direct Impact	Direct Impact	Direct Impact
UST	The 1725 Bonanza Partnership	1725 Bonanza	7000121	Direct Impact	Direct Impact	Direct Impact
LUST	Bottom Vehicle Main Shop	1375 Munchin Ln	7000033	Direct Impact	Direct Impact	Direct Impact

5.6 CULTURAL RESOURCES

The National Historic Preservation Act (NHPA) of 1966 outlines the national policy and procedures regarding historic properties (e.g., districts, sites, buildings, structures, and objects included in or eligible for the National Register of Historic Places [NRHP]). Section 106 of the NHPA requires federal agencies to consider the effects of their undertakings on such properties by following regulation 36 CFR 800, which is issued by the Advisory Council on Historic Preservation (ACHP). If impacts to these resources result from the undertaking, agencies are required to seek ways to avoid, minimize, or resolve those effects that are considered adverse.

A total of three archaeological sites were noted to overlap with all alternatives. Two recent surveys were completed in this area in 2017 and 2021. Site 42SM183, the Union Pacific Railroad, has been recommended as eligible for the NRHP and is the only site which will need to be revisited and updated. Site 42SM561 (Bonanza Drive) was last updated in 2017, and site 42SM10 could not be relocated upon last recording in 1997.

A search of relevant records and literature from the Utah State Historic Preservation Office (SHPO) Historic Utah Buildings database was obtained to determine whether any buildings in the initial high-level study area have been previously documented and evaluated for NRHP eligibility. One historic property, Spriggs barn (2780 Highway 28), overlaps with all three alternatives. Spriggs Barn is eligible for the NRHP, but impacts are not anticipated.

Agency consultation will need to occur with the SHPO to define the Area of Potential Effect (APE), identify historic properties, and determine effects that could result from the project. Other consulting parties, including the ACHP and Native American tribes, will need an opportunity to comment on the APE and the archaeological and architectural resources present in that area

5.7 SECTION 4(F)

Section 4(f) of the USDOT Act of 1966, as modified by Section 6009 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users and implemented in 23 CFR 774, protects public parks, recreation areas, historic properties, and wildlife or waterfowl refuges from use in a transportation facility. For a park, recreation area, or wildlife/waterfowl refuge to qualify for Section 4(f) protection, it must be both publicly owned and open to the public. Its major purpose and function must be that of a park, recreation area, or wildlife/ waterfowl refuge. Officials with jurisdiction of the property must also have determined it to be significant. Two public parks, Prospector Park and City Park, overlap with the SELB alternative. A 5- to 10-foot-wide strip of Prospector Park overlaps the design, totaling 3,560 sq ft. A 5-foot-wide strip of City Park also overlaps the design, totaling 2,985 sq ft.

Historic properties that are listed on or eligible for listing on the NRHP also qualify for Section 4(f) protection. Federal agencies make the determination of eligibility for historic properties in consultation with the Utah SHPO and other consulting parties through Section 106 of the NHPA review process. A desktop review of historic properties identified one historic property, Spriggs barn (2780 Highway 28), which overlaps with all three design alternatives. Spriggs Barn is eligible for the NRHP but impacts are not anticipated.

5.8 SECTION 6(F)

Section 6(f) properties are lands that were acquired or developed using Land and Water Conservation Funds (LWCF) and which are therefore required to remain indefinitely as public recreation areas. One Section 6(f) property (City Park) overlaps with the SELB alternative design footprint (see attached mapbook). Coordination with the Program Coordinator may be required, and a conversion of use document would be needed if impacts to the property are identified.

5.9 VISUAL

The study area encompasses a variety of viewsheds. The area east of Prospector Park represents typical views of the natural environment along SR-248. Wetlands covered with dense, low-lying green grasses separate the Rail Trail from SR-248. Silver Creek flows parallel to the trail, forming a narrow channel that empties into a large pond. A 10- to 15-foot gray, coarse retaining wall elevates SR-248 above the wetlands. The hillside above SR-248 is covered with natural grasses, dense sage brush, and pinyon-juniper woodlands towards the top. The base of the hill is cut back to accommodate SR-248. The top of the hill cut creates a clearly discernable line across the hill and is demarcated by an existing fence line. Below this line, the hillside is sparsely covered with native vegetation, and the soils have a rust-colored appearance.

The overall character of the cultural landscape along SR-248 is suburban with a mix of land uses. Buildings vary in height, size, and architectural style. An asphalt path parallels both sides of the road. The rugged Wasatch Mountains rise above the valley floor and dominate the landscape in the background.

The overall character of the cultural landscape along Bonanza Drive and Deer Valley Drive is suburban with a mix of land uses. Buildings vary in height, size, and architectural style. An asphalt path parallels the west side of both roadways. The Wasatch Mountains are visible to the west. The alternatives would not constitute an overall reduction in visual quality because developed areas near the proposed corridor are adjacent to residential and commercial development.

5.10 SOCIAL ENVIRONMENT

Park City is a resort town that experiences year-round tourism, with cyclical peaks associated with the ski season. Both year-round and seasonal residences make up the community in proximity to the alternatives. Housing in the area is a mix of single-family and multi-family apartment buildings and condominiums. Businesses are concentrated on the west end of the area and serve both the local community and tourists with hotels, restaurants, grocery markets, and convenience stores.

Community facilities in proximity to the alternatives include several parks, schools, a church, and a performing arts center. Parks and recreational facilities within the study area include Quinn's Sports Complex, Prospector Park, City Park, the Park City Skatepark, Acoustic Park, the Kearns Pathway, and the Historic Union Pacific Rail Trail (Rail Trail). The Rail Trail is an important recreational resource in the study area. It provides a non-motorized parallel east-west route from Bonanza Drive, continuing east beyond the study area boundary, and eventually terminating at Echo Reservoir. The Kearns Pathway is a multi-use path located parallel to SR-248 throughout the study area. The path provides the opportunity for active transportation and is used year-round by bicyclists and pedestrians. The Park City School District indicated that a large portion of students walk or bike along the Kearns Pathway to access the schools, primarily travelling from the nearby apartment and condominium complexes located along SR-248. No official Safe Routes to School program or maps currently exist for this area. There are three planned recreation facilities identified in the Mountain Recreation Facilities Master Plan 2017 located in the study area between US-40 and Bonanza Drive.

Four educational facilities and one administrative building exist within 1 mile of each other on the north side of SR-248. These facilities include Park City High School, McPolin Elementary School, Park City Learning Center (alternate school for grades 10–12), Treasure Mountain Middle School, and the Park City School District administrative building. These facilities also serve as community gathering places offering youth and adult continuing education opportunities, aquatic center programs, and after school programs. School fields also provide additional space for community recreational opportunities.

The George S. and Dolores Doré Eccles Center (Eccles Center) for the Performing Arts is a joint-use facility with the Park City School District and is co-located with Park City High School. The Eccles Center hosts plays, concerts, and speaker events year-round.

South of SR-248, directly across from Park City High School, is the Church of Jesus Christ of Latter-day Saints seminary building. A crosswalk is in place for students from Park City High School to cross SR-248, and a new underpass was constructed in 2019. Students in the ninth grade from Treasure Mountain Junior High School can access the seminary building using an underpass. No other churches or religious facilities are located in the study area.

Active transportation opportunities within the study area include sidewalks, trails, pathways, and bike routes. These opportunities also provide access to trails beyond the city limits.

Utilities in the study area include gas, electricity, water, and sewer. These utilities are located either in the SR-248 roadway footprint or next to the road. The Quinn's Junction Water Treatment Plant is located in the study area south of SR-248 at Richardson Flat Road. In general, SR-248 is considered a major emergency response route because it is a major arterial road that provides access to the Intermountain Health Care Park City Medical Center located at the east end of the study area on Round Valley Drive.

The proposed design alternatives would have limited impacts on the social environment. No housing units, schools, the Eccles Center, or the administrative building would be impacted by any alternative. Each alternative would require several commercial relocations affecting local businesses on the west end of the area (seven for the SELB, seven for the CELB, and eight for the LRT). Under the SELB alternative, minor impacts would occur to Prospector Park (3,560 square feet) and City Park (2,985 square feet); the other alternatives would not impact any parks. The Rail Trail would not be impacted by any of the proposed alternatives, but portions of the Kearns Pathway, which parallel Kearns Boulevard to the north and south, would be impacted by all alternatives. However, impacted locations would be reconstructed. Local area access would be maintained, and active transportation features, including crosswalks, sidewalks, and pathways would be replaced as part of each alternative. Specific utility impacts will be evaluated for each alternative during the NEPA phase.

5.11 PEDESTRIANS AND BICYCLISTS

Pedestrian and bicycle resources include sidewalks, pathways, bike lanes, and bike routes. The Park City Trails Master Plan Update (2008) identifies existing pedestrian and bicycle facilities in the study area as part of a "Spine System" that serves as the primary walking/biking route through the area. Together, the various sidewalks, trails, pathways, and routes which are made up of these systems provide an interconnected system for walking and biking through the community and for accessing trails beyond the city limits. In order for the Spine System to be fully functional, PCMC incorporates interconnected sidewalks and trails located along major thoroughfares including SR-248.

Numerous pedestrian and bicycle facilities have been constructed to facilitate inter- and intra-community connectivity in the study area. North-south bicycle facilities, including those along Monitor Drive, Comstock Drive, Sidewinder Drive, and Prospector Avenue, provide connectivity from both Kearns Pathway and the Rail Trail to SR-248. A designated east-west bicycle lane exists between Wyatt Earp Way and just west of Richardson Flat Road along SR-248. Pedestrians and bicyclists can move safely from the Kearns Pathway on the north side of SR-248 to the Rail Trail on the south side by way of tunnels at Comstock Drive and Richardson Flat Road. Sidewalk facilities are available on both sides of Bonanza Drive between SR-248 and Iron Horse Drive. Dedicated bike lanes are available on both sides of Bonanza Drive from SR-248 to Deer Valley Drive. The Kearns Pathway and Rail Trail both run parallel to SR-248 within the study area. A multi-use trail runs adjacent to the east side of Bonanza Drive between the Rail Trail and Iron Horse Drive, where it crosses to the west side of Bonanza Drive via an underpass. The path continues south along the west side of Bonanza Drive and Deer Valley Drive to Heber Avenue. Existing pedestrian and bicycle facilities are identified in Table 8.

Table 8. Pedestrian and Bicyclist Facilities in the Study Area

FACILITY NAME	DESCRIPTION	USER TYPE
Kearns Pathway	An asphalt paved shared-use path for biking, walking, and jogging.	Serves both recreational and commuter use, although primary use of trail is transportation. Classified as a Class 1 bicycle trail.
Historic Union Pacific Rail Trail (Rail Trail)	An asphalt paved shared-use path that parallels SR-248.	Serves both recreational and commuter use.
Multi-use Path	An asphalt paved shared-use path that parallels Bonanza Drive and Deer Valley Drive. Popular neighborhood resource for biking, walking, and jogging.	Serves both recreational and commuter use, although primary use of trail is transportation. Classified as a Class 1 bicycle trail.
Bicycle Lane	4 foot on-road bicycle lanes on SR-248 between Wyatt Earp Way and Round Valley Drive. 4-foot on-road bicycle lanes on Monitor Drive, Bonanza Drive, Prospector Avenue, and Sidewinder Drive.	Skilled cyclist riding with automobile traffic.
Crosswalk	Round Valley Drive	Pedestrian
Crosswalk	Park City High School/The Church of Jesus Christ of Latter-day Saints Seminary Building (with beacon)	Pedestrian
Crosswalk	Bonanza Drive and SR-248 intersection	Pedestrian
Crosswalk	Bonanza Drive and Munchkin Road intersection	Pedestrian
Crosswalk	Bonanza Drive and Iron Horse Drive intersection	Pedestrian

Underpass (Planned)	Comstock Drive	Pedestrian/cyclist link to Kearns Parkway
Underpass	Richardson Flat Road	Pedestrian/cyclist link to Kearns Parkway

The Historic Union Pacific Rail Trail will not be impacted by any of the alternatives, but portions of the multi-use path and Kearns Pathway will be impacted by all alternatives (see Table 9). All crosswalks, bicycle lanes, paths, and underpasses would be replaced as part of each alternative, and local area access would be maintained.

Table 9. Potential Pedestrian and Bicyclist Impacts by Alternative

RESOURCE	ON-CORRIDOR IMPACTS (ACRES)		
	LRT	SELB	CELB
Multi-use Path	0.37	0.2	0.23
Kearns Pathway (north of Kearns Blvd)	0.46	0.48	0.4
Kearns Pathway (south of Kearns Blvd)	0.28	0.2	0.26

5.12 AIR QUALITY

The National Ambient Air Quality Standards (NAAQS) define limits for ambient concentrations of regulated air pollutants. Areas that exceed the NAAQS for a certain pollutant are considered nonattainment areas. If a nonattainment area begins to comply with NAAQS limits, it is redesignated as a maintenance area.

The study area is in a part of Summit County that is in attainment for all criteria pollutants. As a result, there are no applicable regional conformity requirements, and no additional project-level analysis would be required for any of the alternatives during a future NEPA phase. An air quality summary memo would be provided.

5.13 NOISE AND VIBRATION

A noise and vibration screening was conducted to identify sensitive land uses in the study vicinity. The study area consists of residential neighborhoods and industrial, commercial, and community properties. In accordance with the Federal Transit Administration (FTA) Traffic Noise and Vibration Impact Assessment Manual (FTA Manual), most commercial and industrial uses are not considered noise sensitive. Businesses can be considered noise-sensitive if low noise levels are an important part of operations. The screening identified noise-sensitive land uses within the screening area, including one Category 1, numerous Category 2, and ten Category 3 noise-sensitive land uses. Noise-sensitive land use categories are defined as:

- Category 1 – High sensitivity land use types where quiet is an essential element of its intended purpose (e.g., outdoor amphitheaters, concert pavilions, recording studios, and concert halls).
- Category 2 – Residential buildings, including hotels and hospitals.
- Category 3 – Institutional land use types such as schools, libraries, theaters, churches, cemeteries, monuments, museums, campgrounds, and recreational facilities.

The Category 1 receiver is the Eccles Center on the Park City High School campus and is located 420 feet from SR-248.

The screening also identified vibration-sensitive land uses within the screening area, including numerous Category 2 and five Category 3 vibration-sensitive land uses within the screening area. Vibration-sensitive land use categories are defined as:

- Category 1 – High sensitivity land use types, including research and manufacturing facilities with vibration-sensitive equipment.
- Category 2 – Residential buildings, including hotels and hospitals.
- Category 3 – Institutions and offices, such as schools, churches, and doctor's offices.

A more formal and comprehensive noise and vibration analysis will be conducted during the NEPA phase to identify any noise or vibration impacts to the identified sensitive land-use areas.

5.14 WILDLIFE AND ENDANGERED SPECIES

Proposed, candidate, threatened, and endangered species are protected under the Endangered Species Act (ESA) of 1973 as amended (16 U.S.C. 1531 et seq.) and administered by the U.S. Fish and Wildlife Service (USFWS). The Migratory Bird Treaty Act of 1918 as amended (16 U.S.C. 703–712) prohibits taking any migratory birds, their eggs, feathers, or nests. The Bald and Golden Eagle Protection Act of 1940 affords additional protection to all bald and golden eagles. The migratory bird species protected by the Migratory Bird Treaty Act are listed in 50 CFR 10.13 and include waterfowl; songbirds; and species such as eagles, hawks, and owls, among others.

The Utah Division of Wildlife Resources (UDWR) of the Utah Department of Natural Resources has developed the Utah Sensitive Species list, which contains species that are categorized as "Species of Special Concern" and species that are "Conservation Agreement Species." Species included on this list have been identified as being vulnerable to population and/or habitat loss and may also be federally listed. Non-federally listed species included on the Utah Sensitive Species list are not afforded the same level of protection as those listed under the ESA; rather, the intent is to develop conservation and management measures such that federal listing is not necessary.

Of the habitat types present in the study area, raptors are most likely to nest and roost in the riparian scrub-shrub habitat. Power poles also serve as potential raptor nesting habitat throughout the study area. The other habitat types serve as foraging and migration habitat for raptor species. Because portions of the study area contain emergent marsh and open water, potential habitat use includes breeding, nesting, brood rearing, feeding, and shelter by migratory birds and waterfowl. However, the study area contains very little habitat, and the habitat that is present is adjacent to the existing road corridor.

The USFWS Information for Planning and Consultation (IPaC) resource list for the study area includes one threatened plant (Ute ladies'-tresses), two threatened mammal species (Canada lynx and Northern American wolverine), and one candidate for listing (monarch butterfly).

Ute ladies'-tresses is the only listed threatened or endangered species with the potential for suitable habitat occurring in the study area. Ute ladies'-tresses was recorded within 0.5 miles of the study area in 2023.There is suitable habitat within or near the study area for Canada lynx or Northern American wolverine. There may be suitable habitat within the study area for Monarch Butterfly. There are no designated or proposed critical habitat within the study area.

Information gathered from the Utah Natural Heritage Program (UNHP) has recorded occurrences of two species protected under a Conservation Agreement (CA), Bonneville cutthroat trout and Columbia spotted frog, within a 0.5-mile radius of the study area. Greater sage-grouse has also been recorded within 0.5 miles of the study area. There is the potential for suitable habitat for Bonneville cutthroat trout and Columbia spotted frog to occur in Silver Creek. The last recorded occurrence for Columbia spotted frog was 1931. No recorded date was given for Bonneville cutthroat trout. A greater sage-grouse lek is present approximately 2.6 miles east of the study area. However, the study area is not within a Greater Sage-grouse Management Area. The last recorded occurrence of greater sage-grouse within 0.5 miles of the study area was 2008.

During the NEPA process, a habitat assessment should be conducted to identify any suitable habitat for Ute ladies'-tresses in the study area that includes a 300-foot buffer to comply with USFWS survey protocol. If suitable habitat is identified within the study area or 300-foot buffer, presence/absence surveys will need to take place for three consecutive flowering seasons (August) and a Biological Assessment would need to be submitted to USFWS.

6 SUMMARY TABLES

Table 10 summarizes the potential ROW impacts by alternative. Table 11 summarizes the environmental resources that may be impacted, and Table 12 summarizes hazardous materials that may be impacted. More detailed analyses of impacts will be conducted during the NEPA process.

Table 10. Potential Property Impacts by Alternative

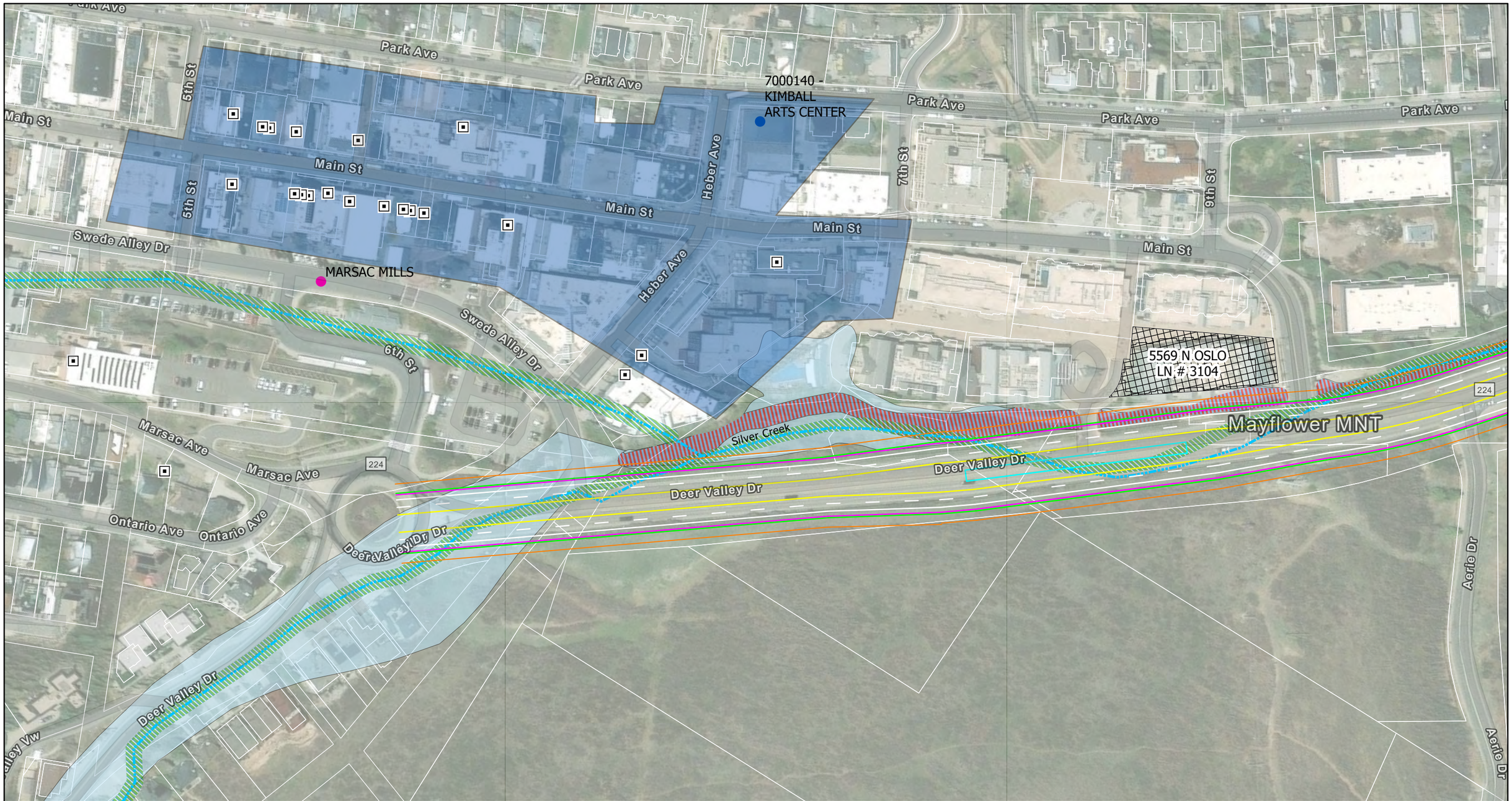
	ON-CORRIDOR		
	LRT	SELB	CELB
Number of Potentially Affected Parcels	8 commercial relocations	7 commercial relocations	7 commercial relocations

Table 11. Potentially Impacted Environmental Resources Listed by Alternative

ENVIRONMENTAL RESOURCE	MEASUREMENT OF IMPACTS	ON-CORRIDOR IMPACTS		
		LRT	SELB	CELB
Farmland (of Statewide Importance)	Acres	6.09	4.91	6.03
Wetlands	Acres	2.61	2.54	2.45
Streams	Linear Feet	6,302	6,731	6,182

Table 12. Potential Impacts to Hazardous Materials

TYPE	SITE NAME	ADDRESS	EPA ID/ DERR ID	ON-CORRIDOR IMPACTS		
				LRT	SELB	CELB
NPL	Richardson Flat Tailing Superfund Site	1 mile east of Park City near US-40 NW ¼ sec 1 T2S R 4E Park City, UT 84060	UTD980952840	0.0 acres	0.0 acres	0.0 acres
LUST	Ski Rail LLC	1555 Lower Iron Horse Loop	7000123	Direct Impact	Direct Impact	Direct Impact
UST	Maverick #317	1635 Bonanza Drive	7000065	Direct Impact	Direct Impact	No Direct Impact
LUST	School Bus Garage	2250 E Hwy 248	7000037	Direct Impact	Direct Impact	Direct Impact
UST	The 1725 Bonanza Partnership	1725 Bonanza	7000121	Direct Impact	Direct Impact	Direct Impact
LUST	Bottom Vehicle Main Shop	1375 Munchkin Ln	7000033	Direct Impact	Direct Impact	Direct Impact

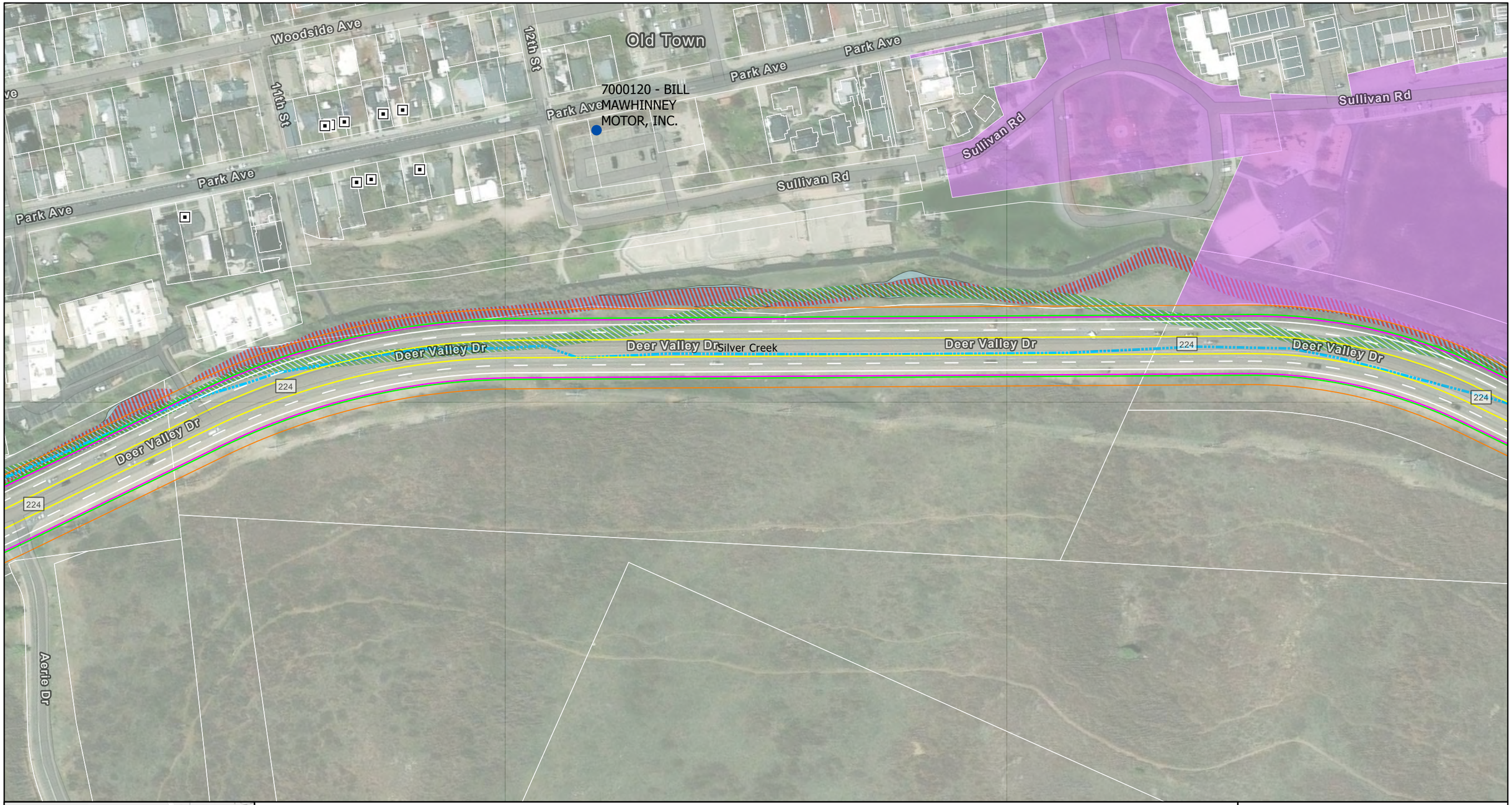


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Light Rail Alternative

Environmental Considerations

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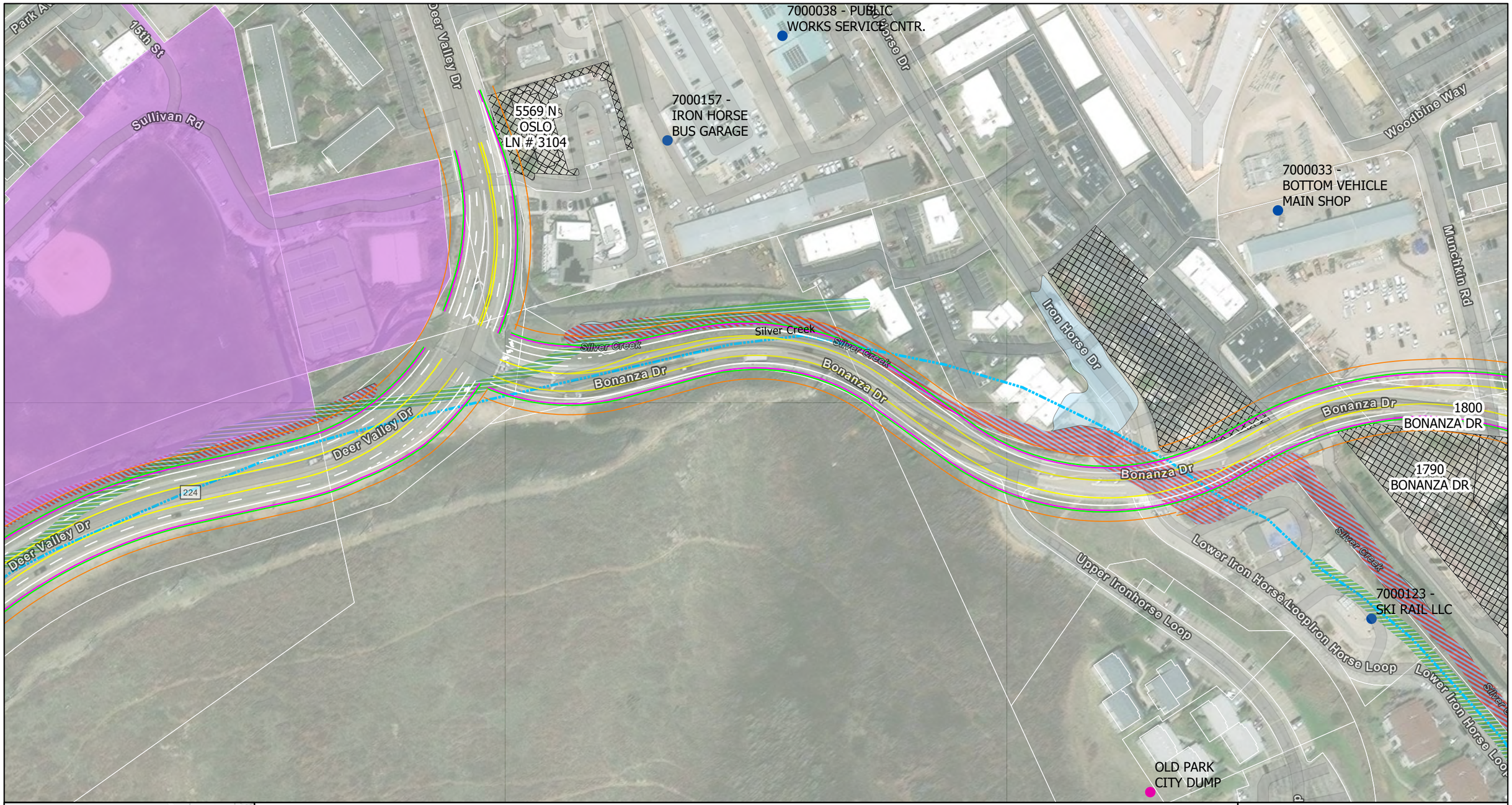


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Light Rail Alternative

Environmental Considerations

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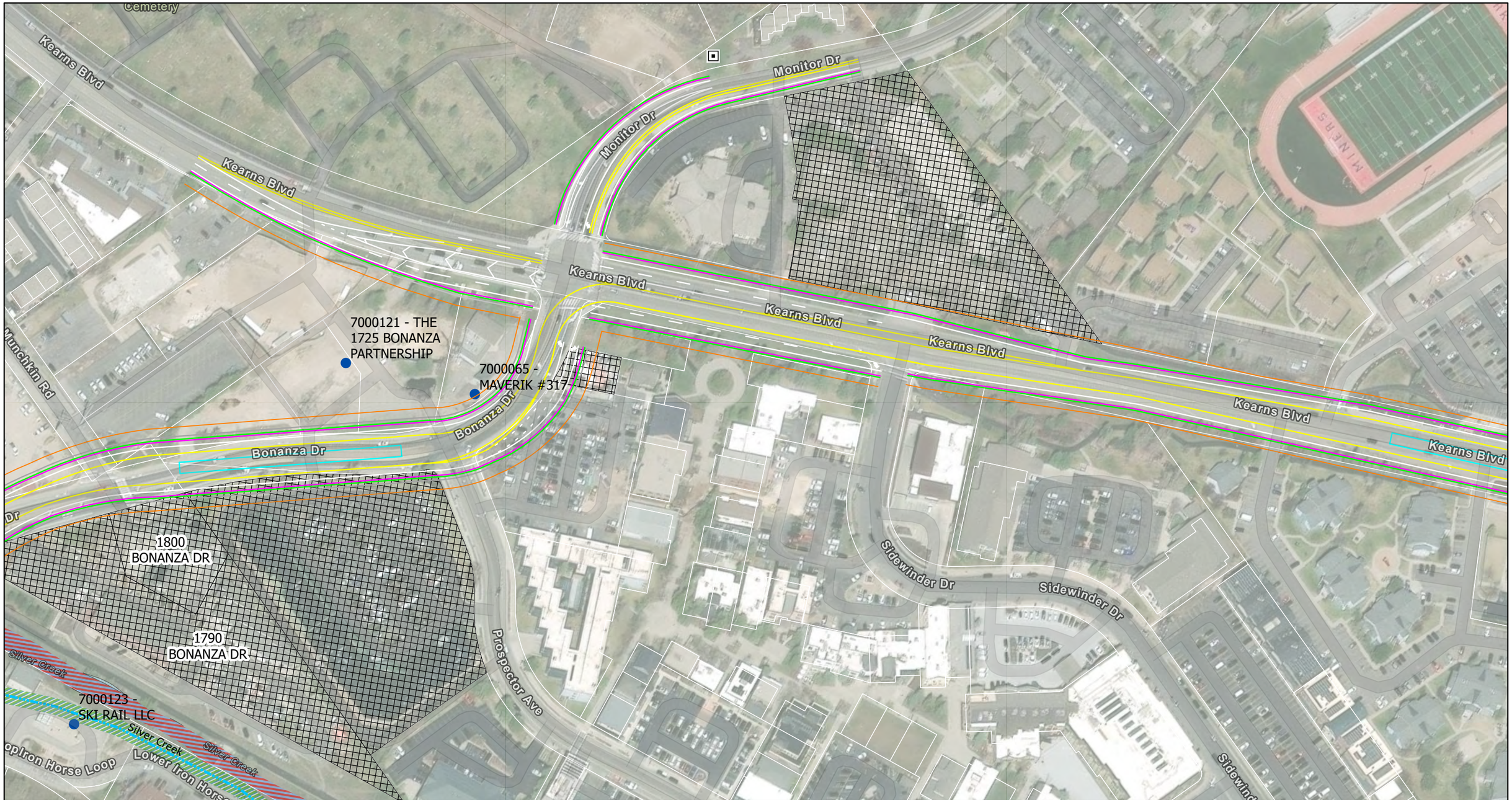


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Light Rail Alternative

Environmental Considerations

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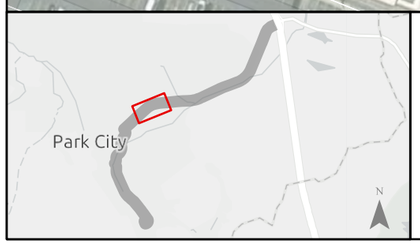
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Light Rail Alternative

Environmental Considerations

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- Hazardous Waste and Used Oil Facility
- National Priorities List
- Underground Storage Tank/Leaking Underground Storage Tank
- Superfund
- Tier 2
- Toxic Release Inventory
- Historic Structures Eligible for the NRHP
- Stream
- Farmland of Statewide Importance
- Historic District
- Regulatory Floodway
- Special Flood Hazard Area
- Richardson Flats Tailings Operable Units
- Section 6(f) Property
- Wetlands
- Potential Commercial Impacts (Light Rail)

N

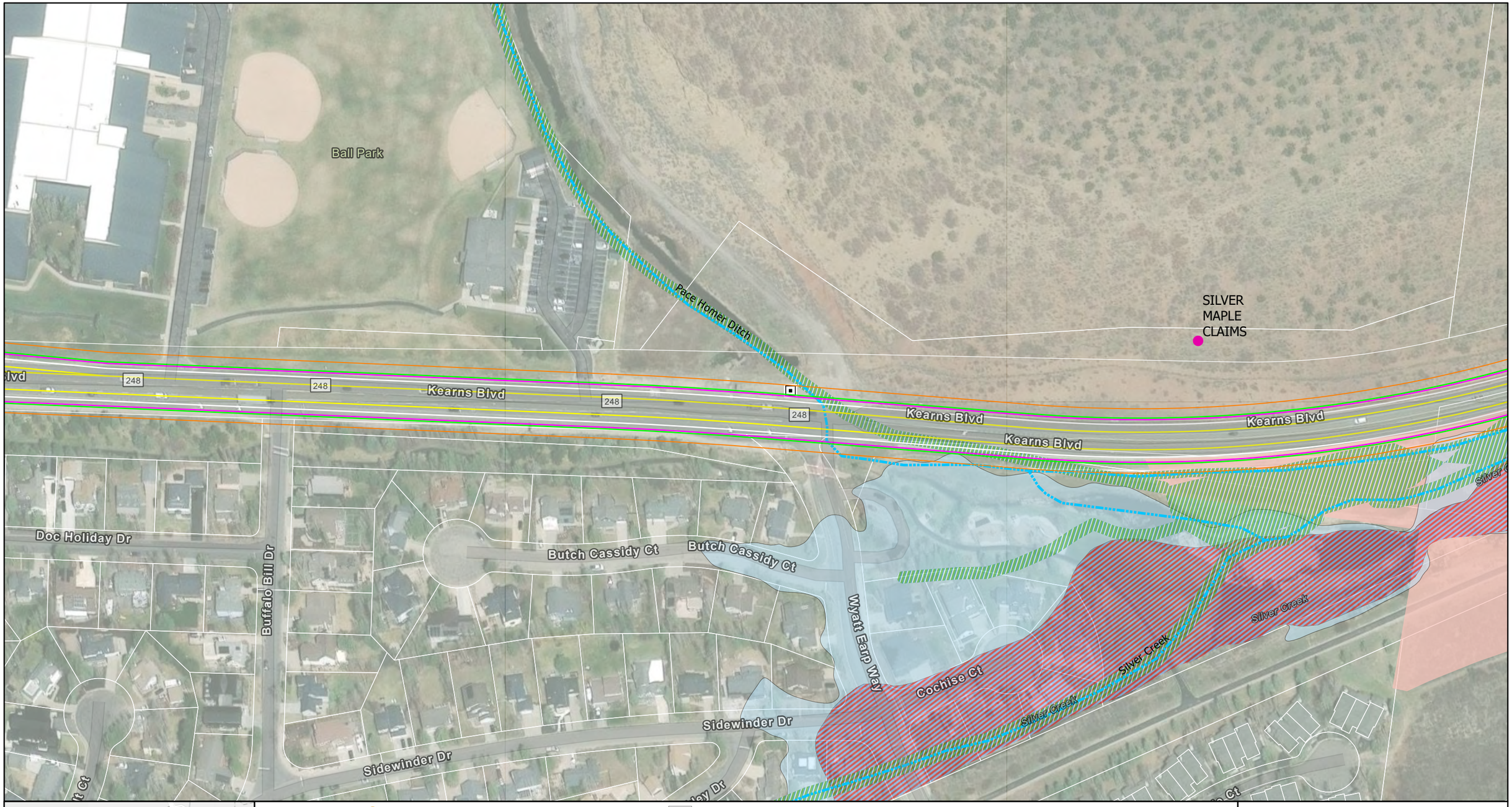
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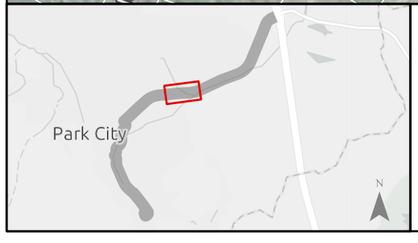
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Light Rail Alternative

Environmental Considerations

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- Hazardous Waste and Used Oil Facility
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N

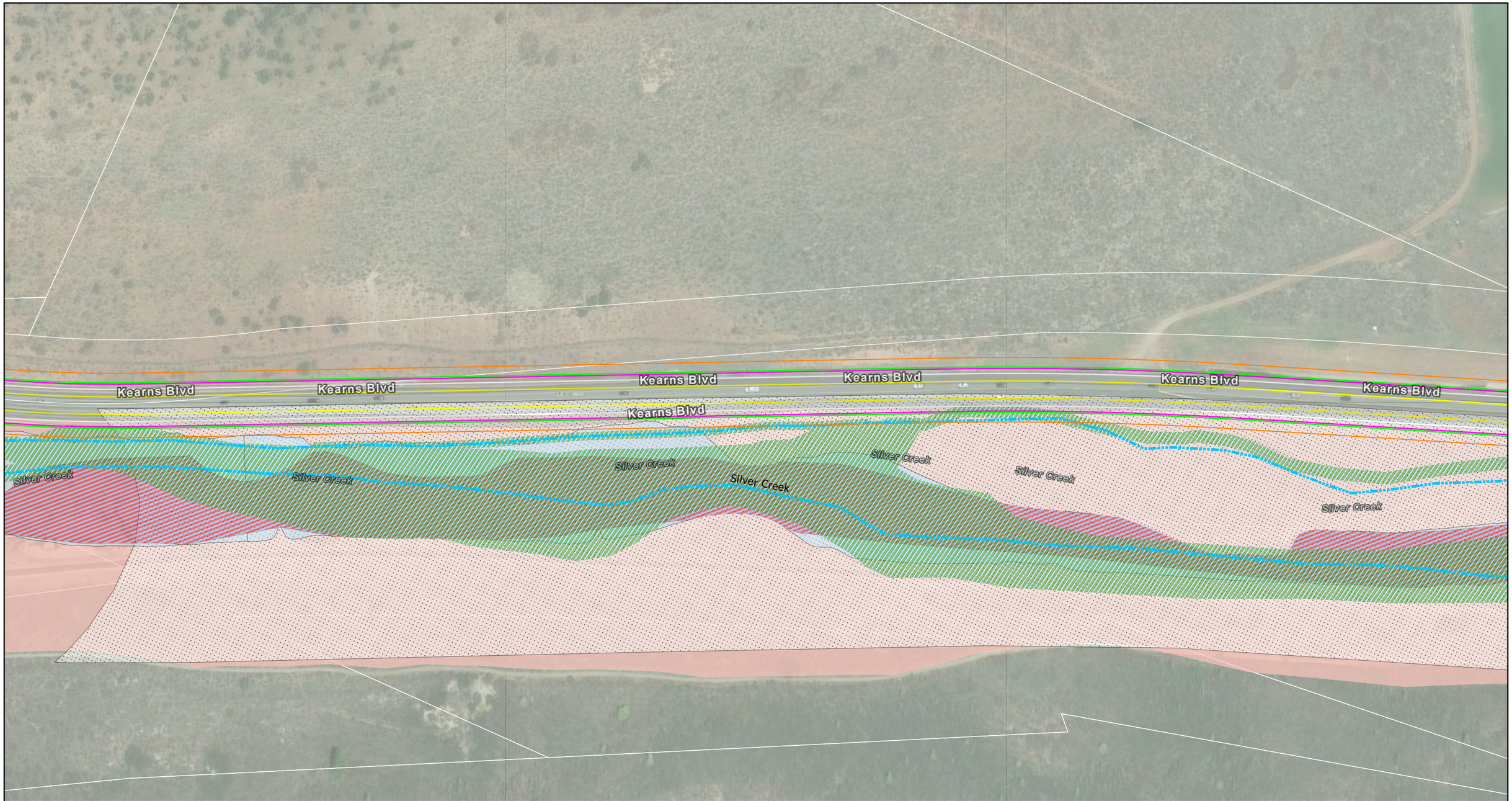
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Light Rail Alternative

Environmental Considerations

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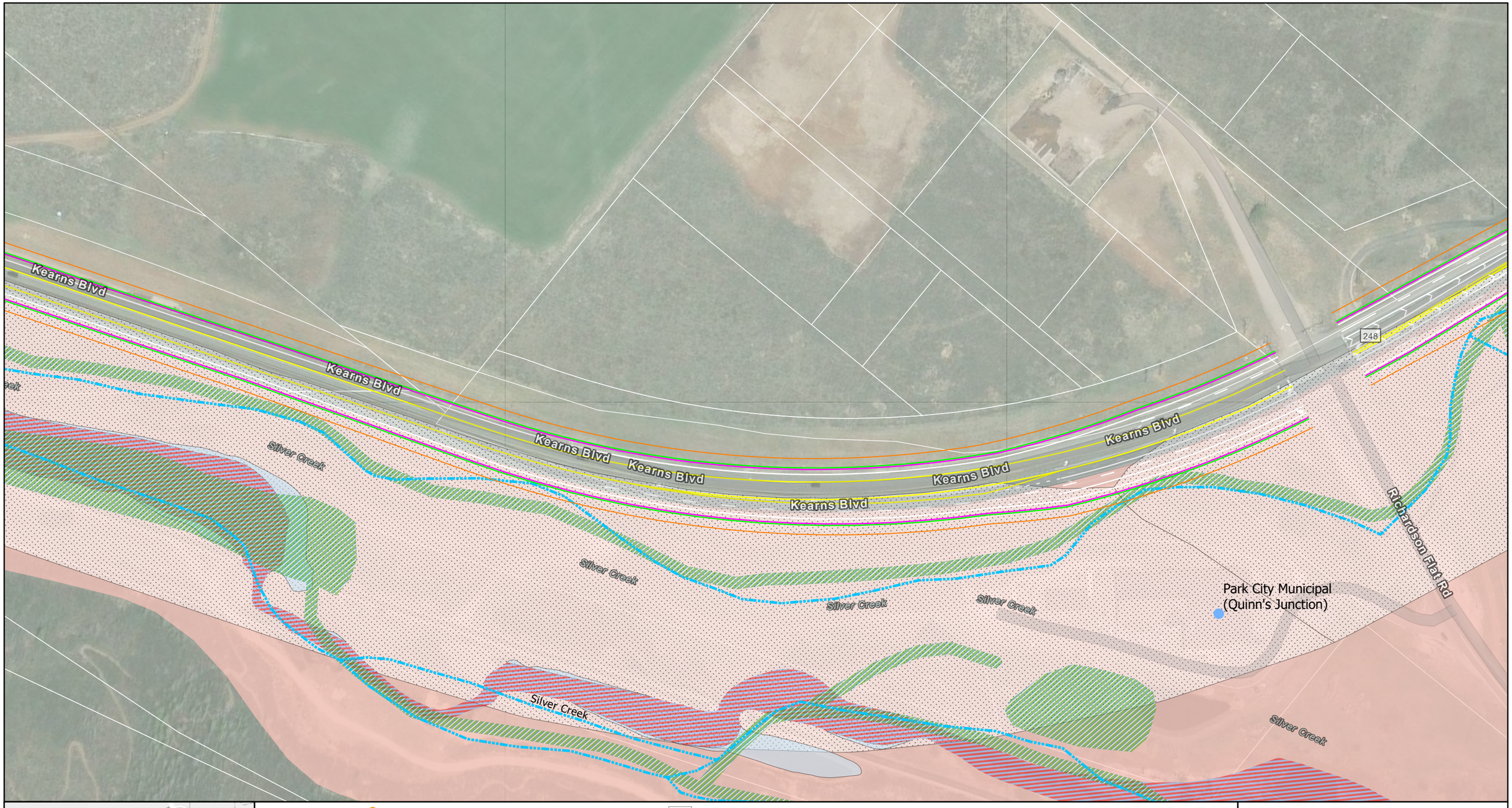


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Light Rail Alternative

Environmental Considerations

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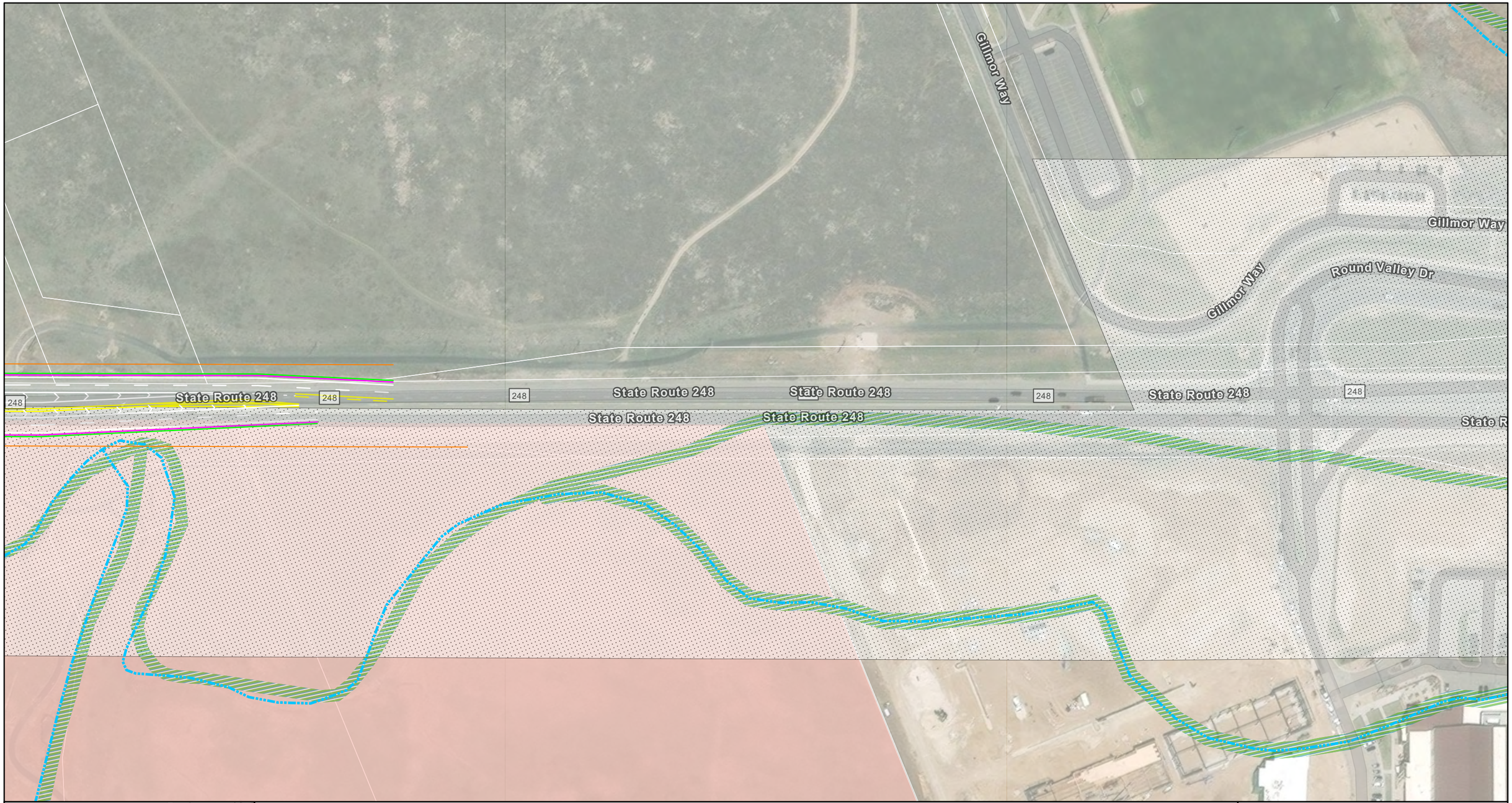


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Light Rail Alternative

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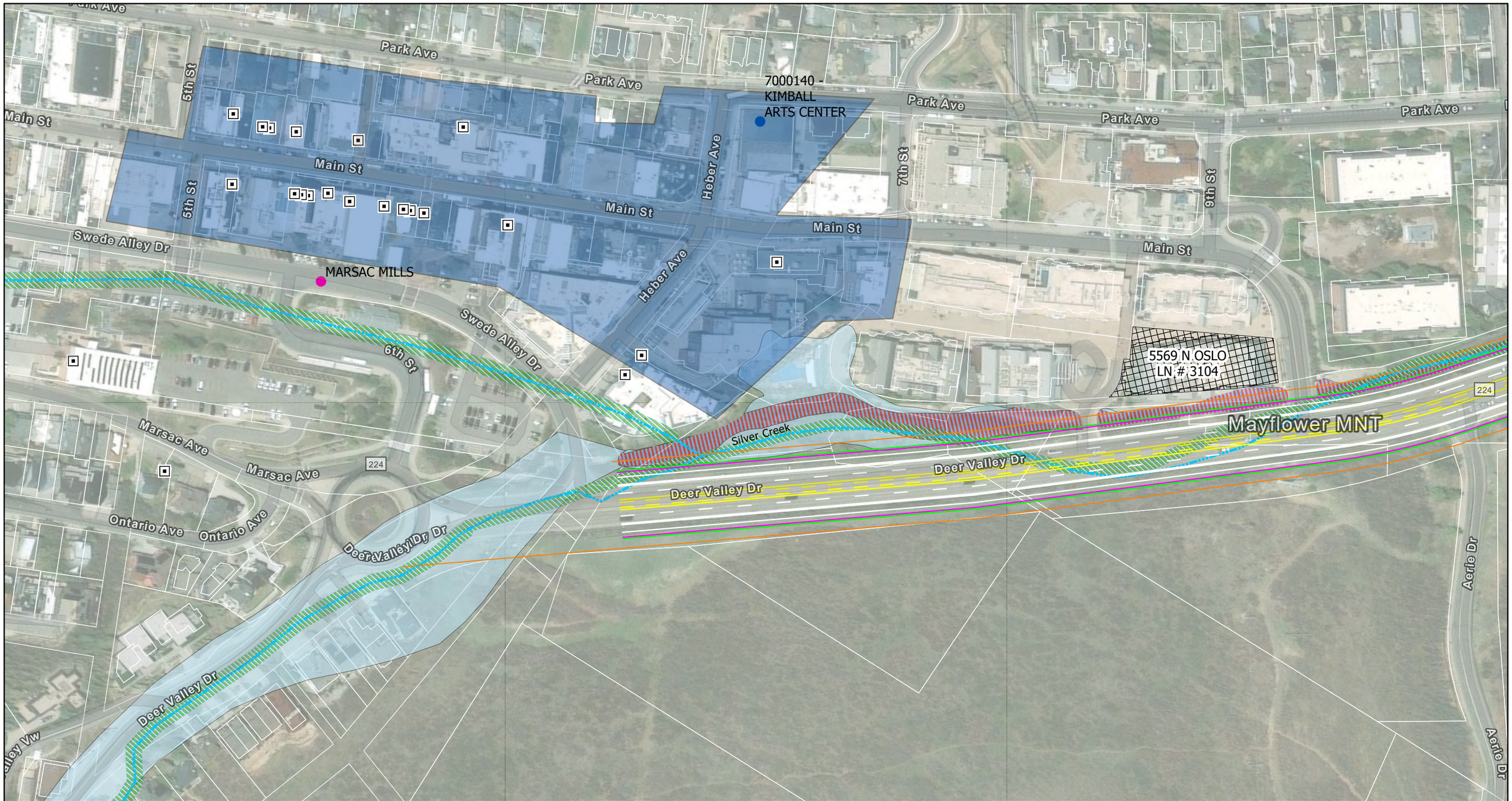


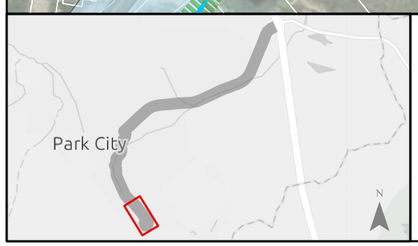
Re·create 248

Light Rail Alternative

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- Section 6(f) Property
- Wetlands
- Potential Commercial Impacts (SELB)

0 75 150 300 Feet

Re-create 248

Side Running ELB Alternative

Environmental Considerations

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Woodside Ave
11th St
12th St
Old Town
Park Ave
Park Ave
Park Ave
Park Ave
7000120 - BILL MAWHINNEY MOTOR, INC.
Sullivan Rd
Sullivan Rd
Sullivan Rd
Deer Valley Dr
Deer Valley Dr
Silver Creek
Deer Valley Dr
224
Deer Valley Dr
224
Deer Valley Dr
224
224
Aerie Dr

Park City

- Hazardous Waste and Used Oil Facility
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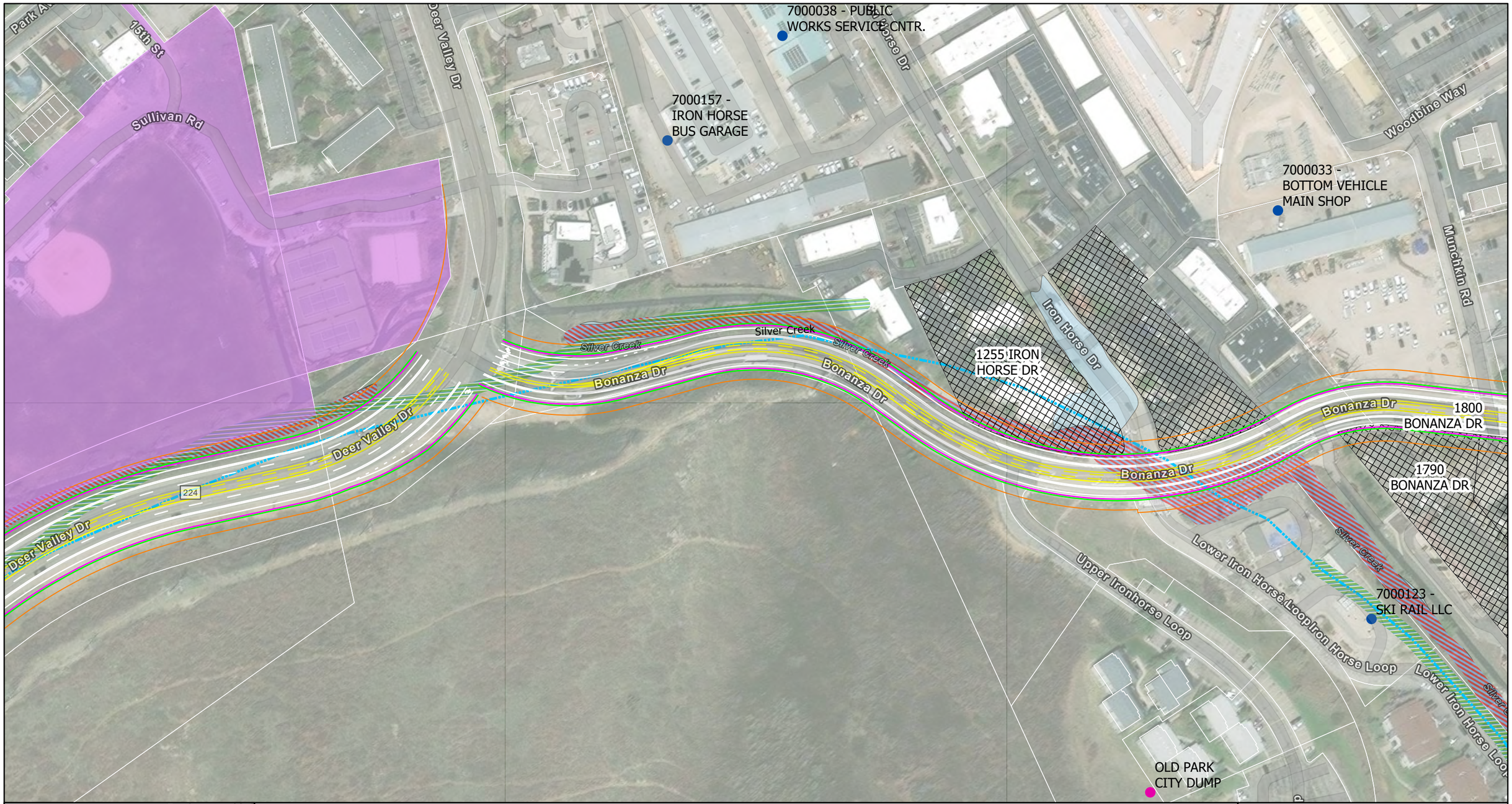
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Side Running ELB Alternative

Environmental Considerations

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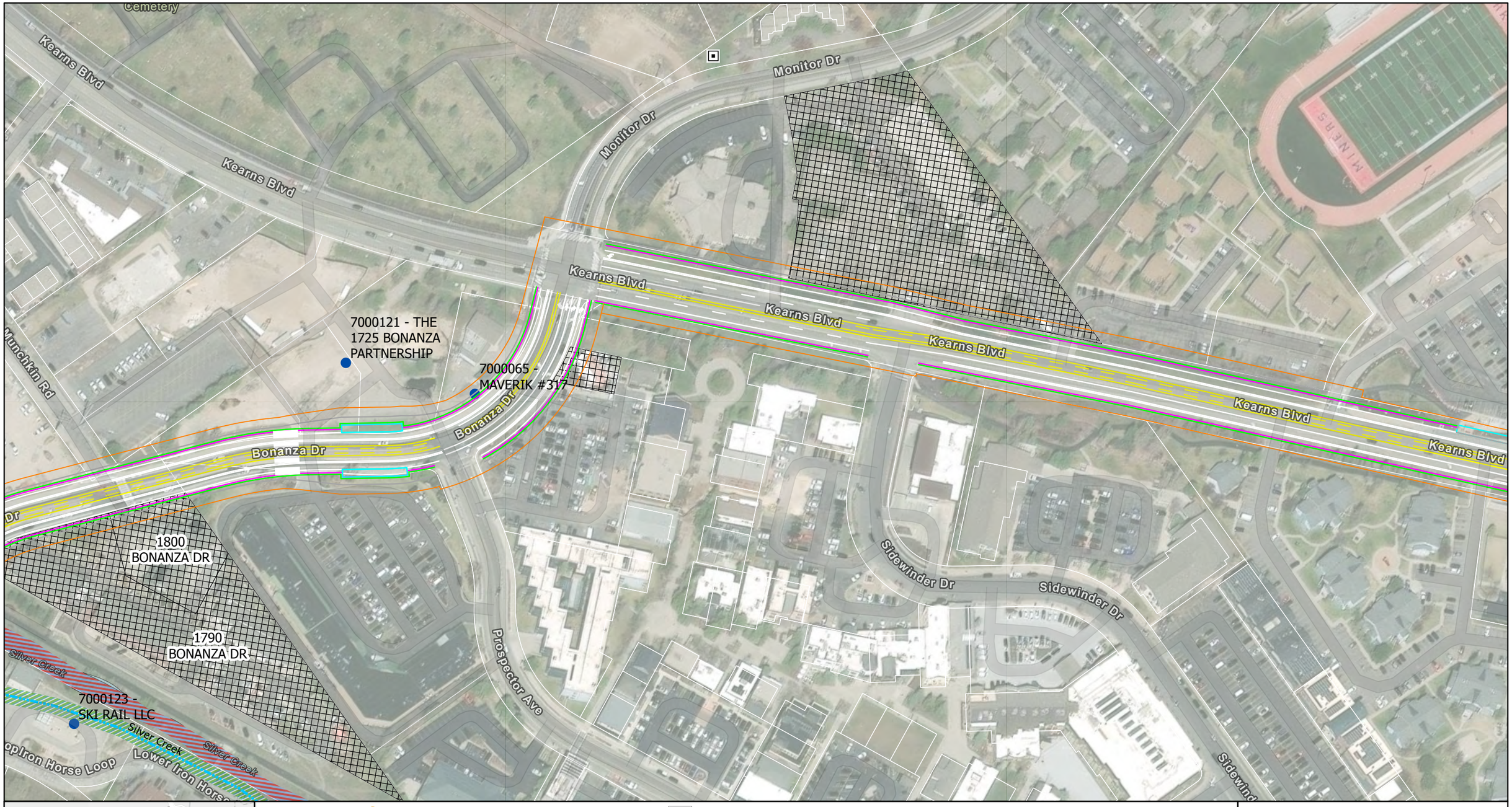


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Side Running ELB Alternative

Environmental Considerations

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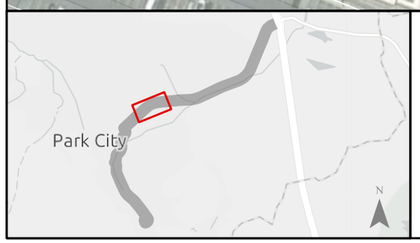
Re·create 248

Side Running ELB Alternative

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- Hazardous Waste and Used Oil Facility
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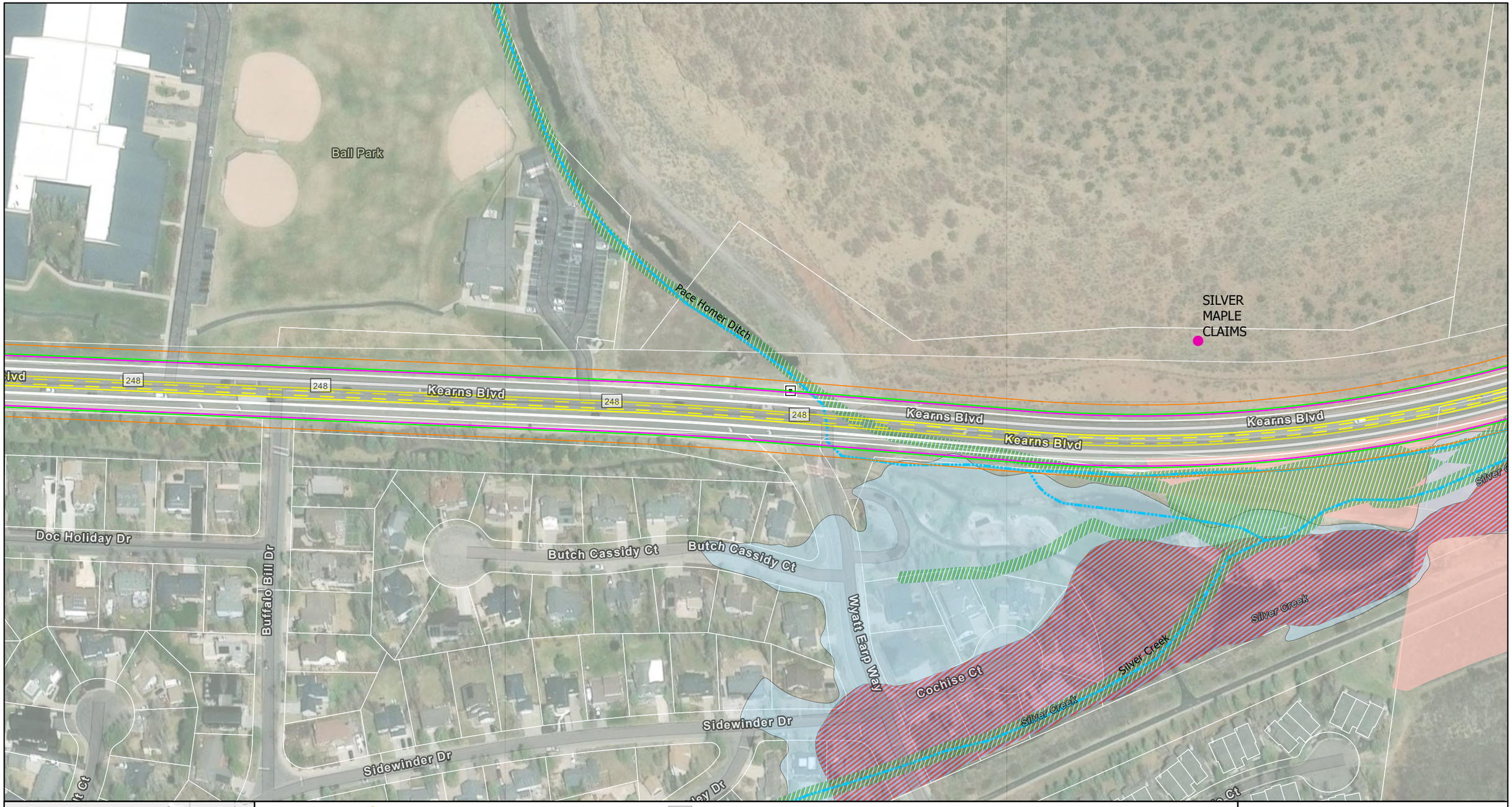
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Side Running ELB Alternative

Environmental Considerations

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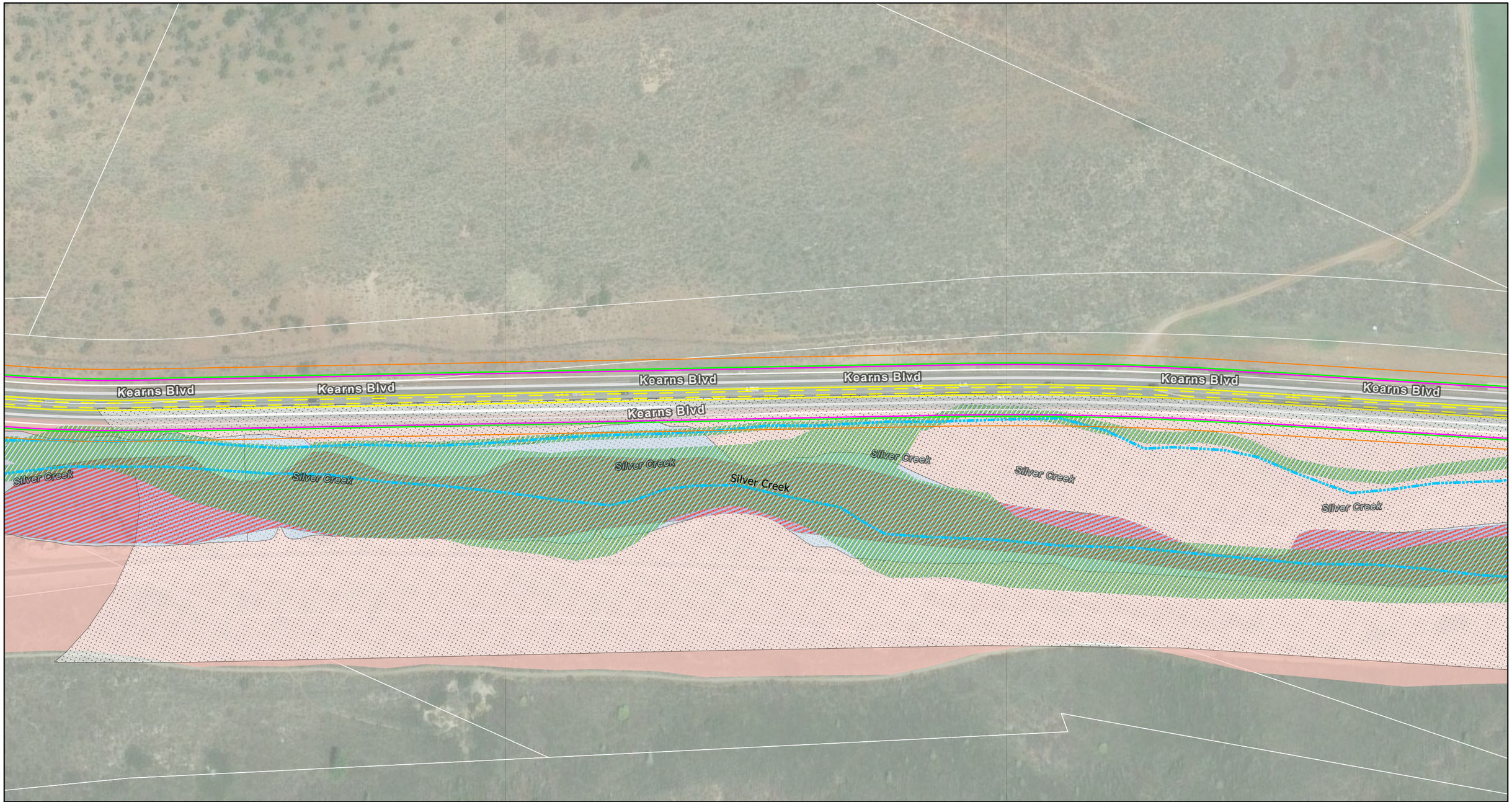


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Side Running ELB Alternative

Environmental Considerations

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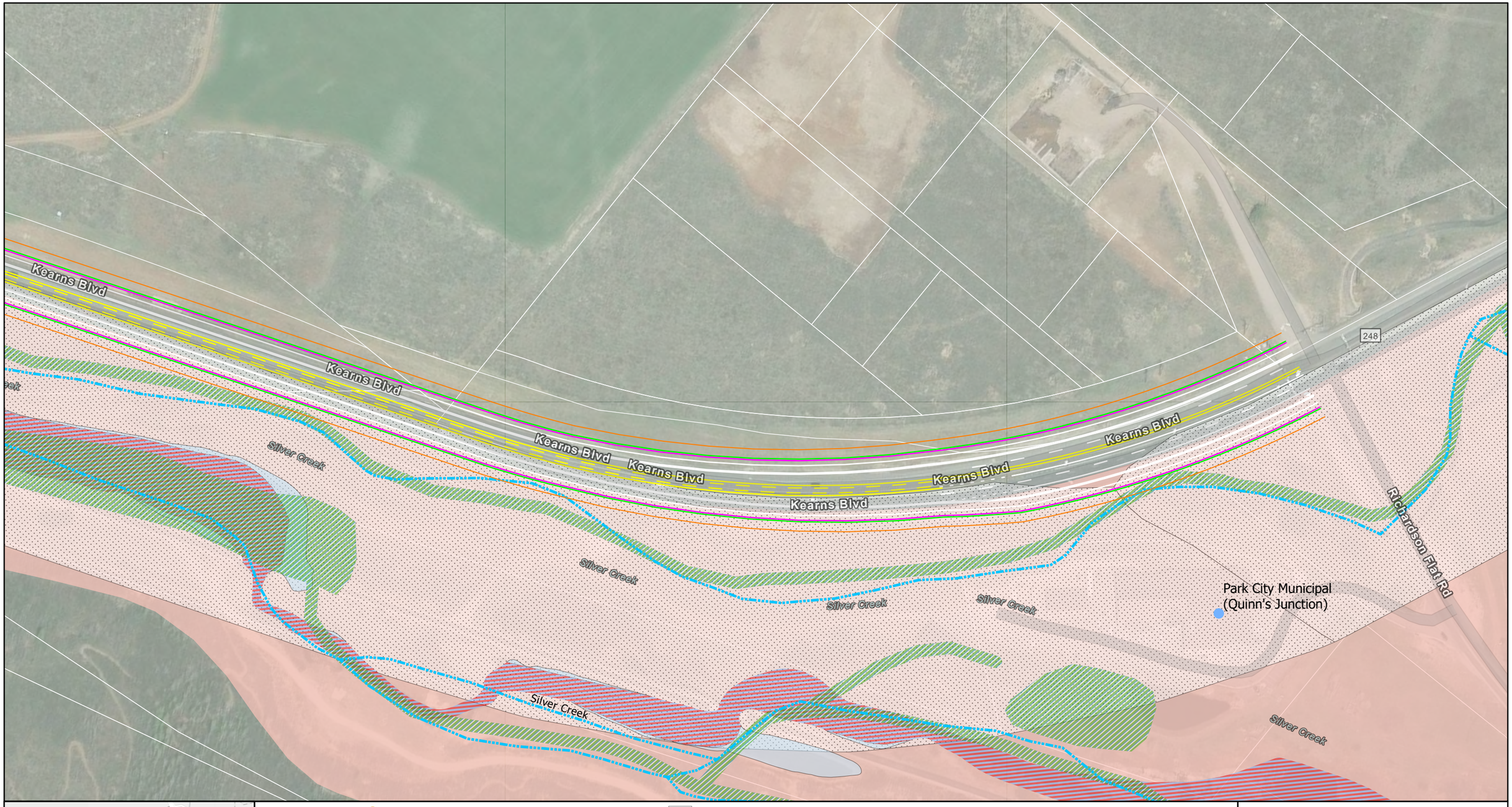


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Side Running ELB Alternative

Environmental Considerations

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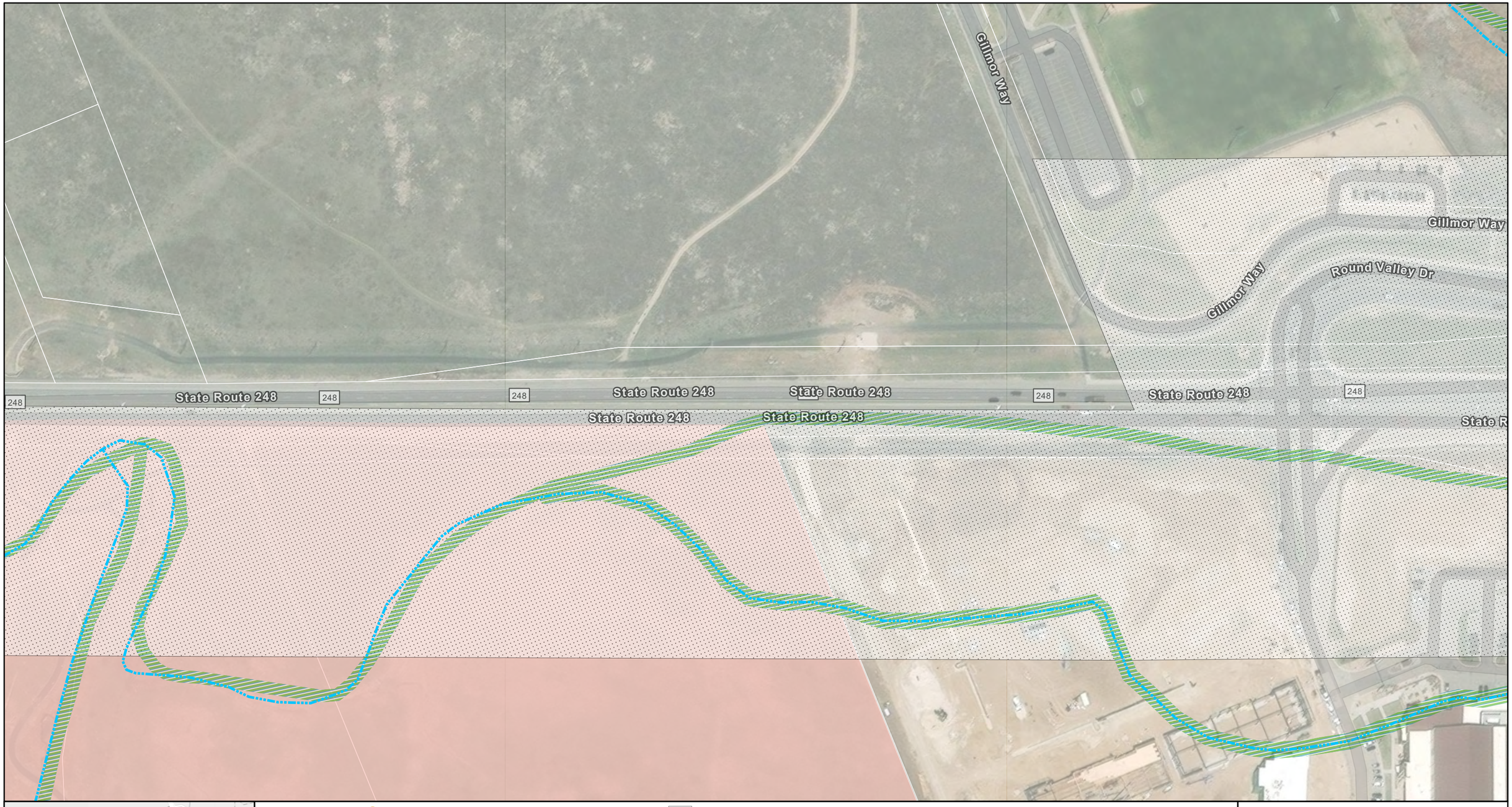


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Side Running ELB Alternative

Environmental Considerations

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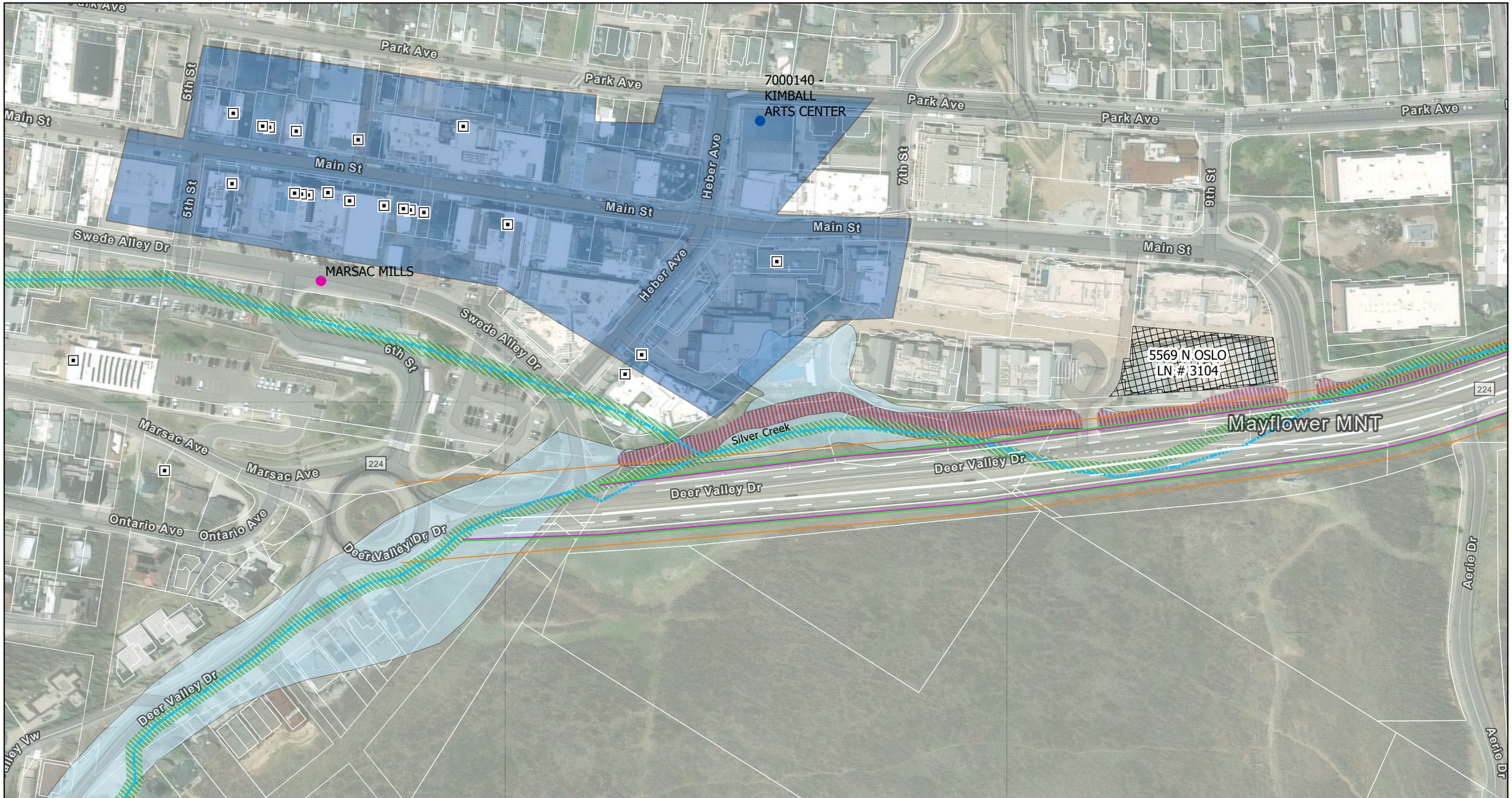


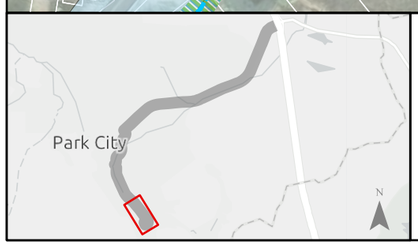
Re·create 248

Side Running ELB Alternative

Environmental Considerations

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- Hazardous Waste and Used Oil Facility
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- Potential Commercial Impacts (CELB)

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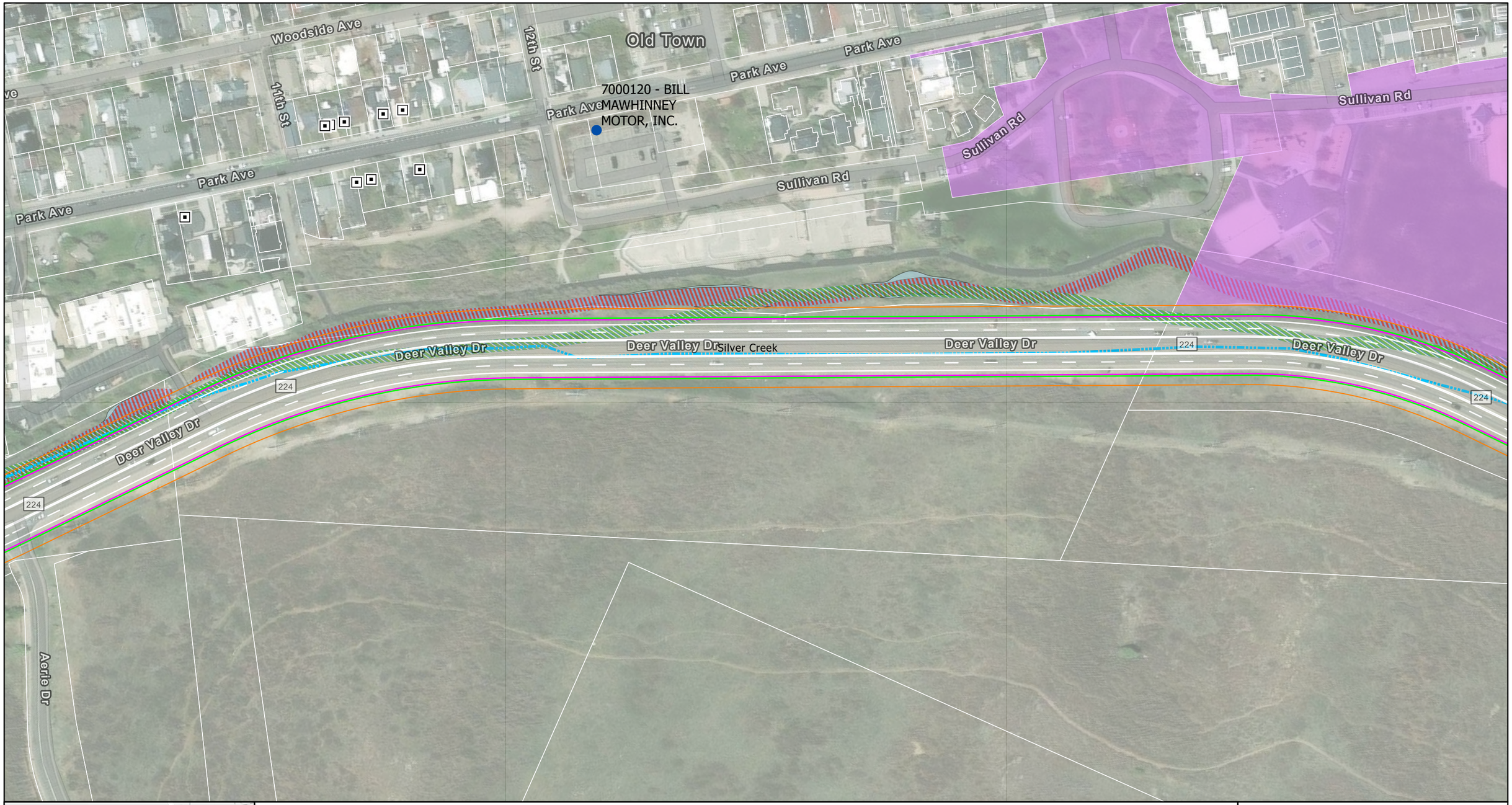
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Center Running ELB Alternative

Environmental Considerations

Map 1 of 9

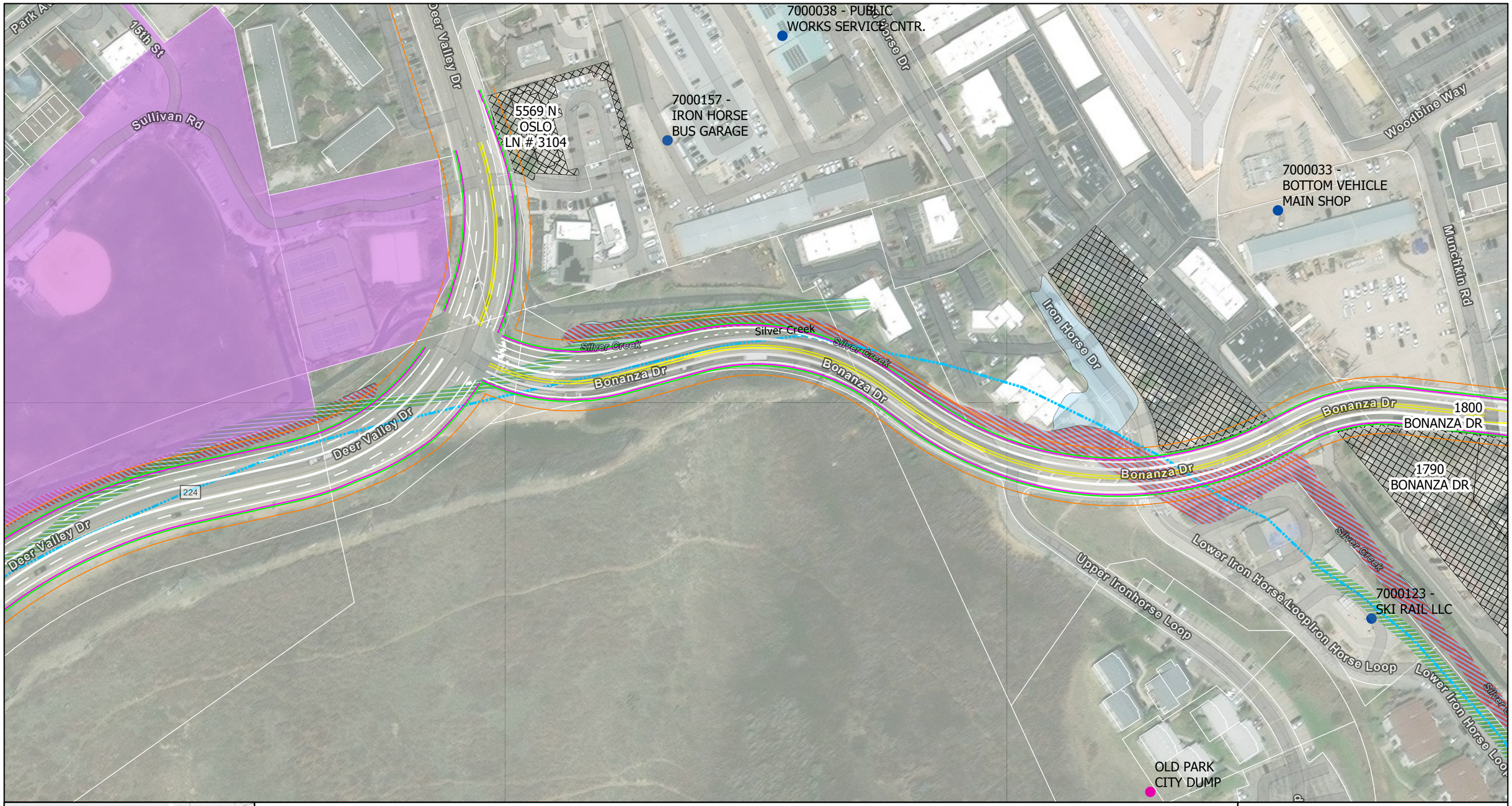


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Center Running ELB Alternative

Environmental Considerations

Map 2 of 9

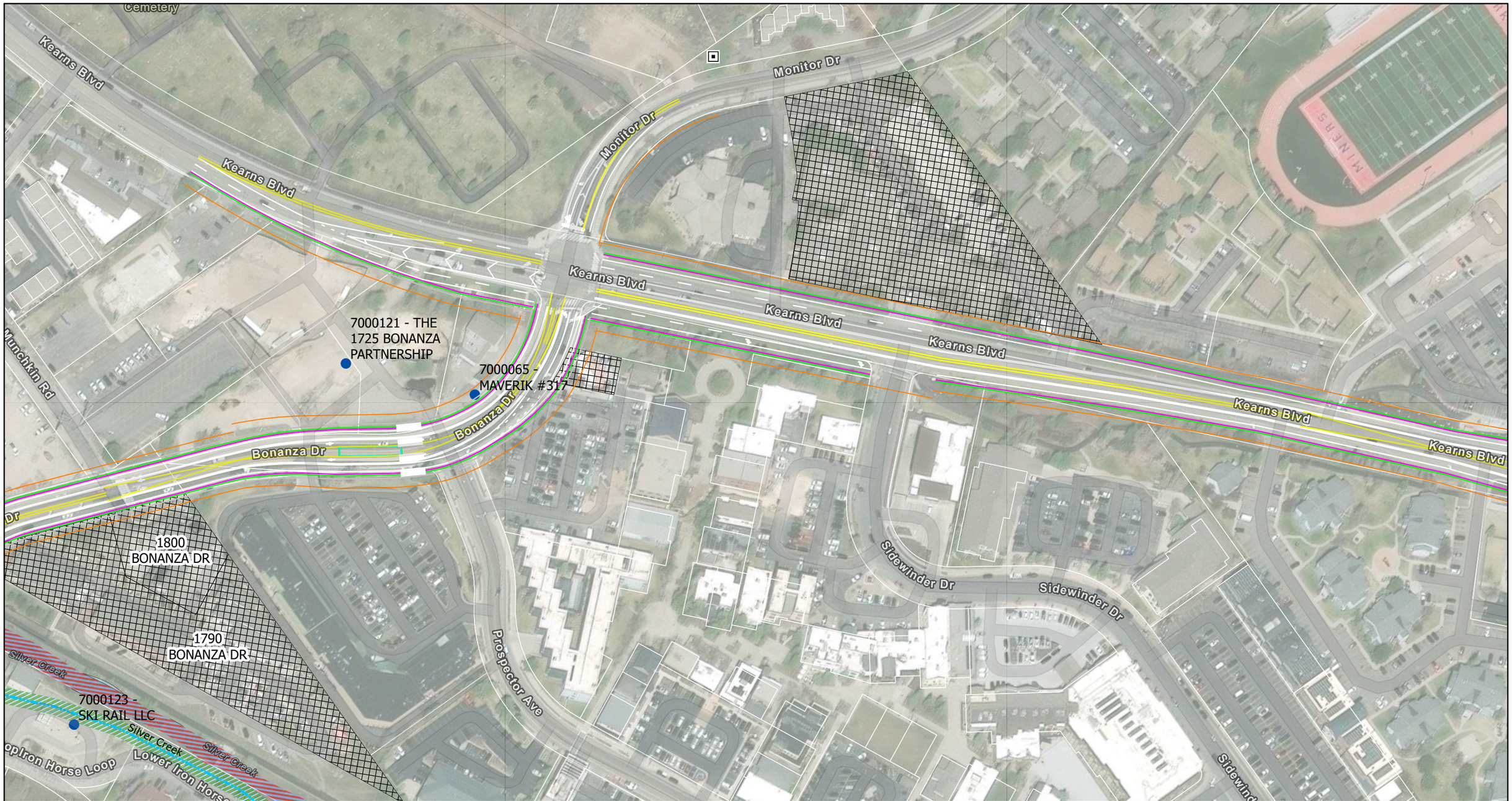


Re-create 248

Center Running ELB Alternative

Environmental Considerations

Map 3 of 9

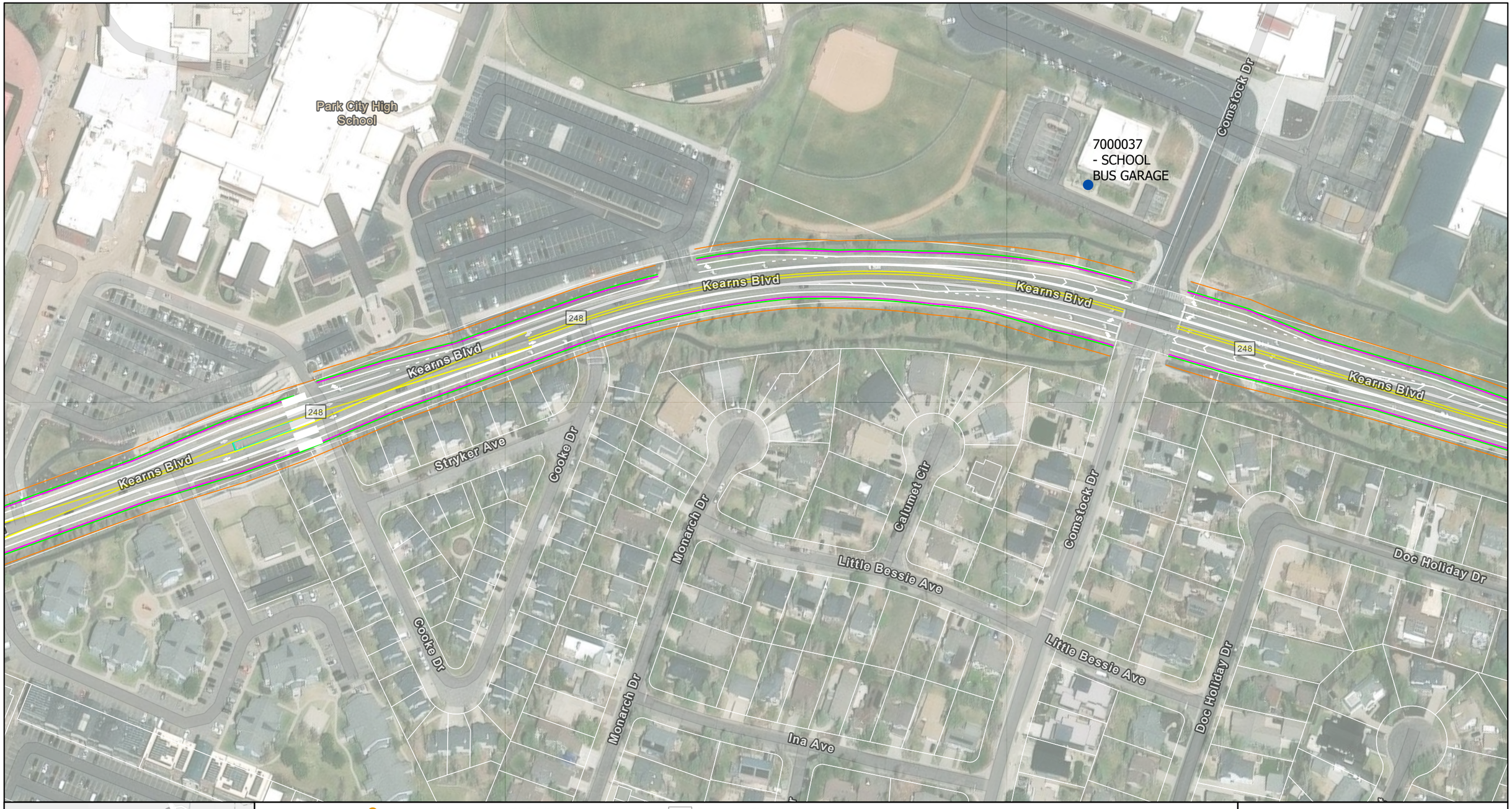


Re·create 248

Center Running ELB Alternative

Environmental Considerations

Map 4 of 9





- Hazardous Waste and Used Oil Facility
- National Priorities List
- Underground Storage Tank/Leaking Underground Storage Tank
- Superfund
- Tier 2
- Toxic Release Inventory
- Historic Structures Eligible for the NRHP
- Stream
- Farmland of Statewide Importance
- Historic District
- Regulatory Floodway
- Special Flood Hazard Area
- Richardson Flats Tailings Operable Units
- Section 6(f) Property
- Wetlands
- Potential Commercial Impacts (CELB)

N

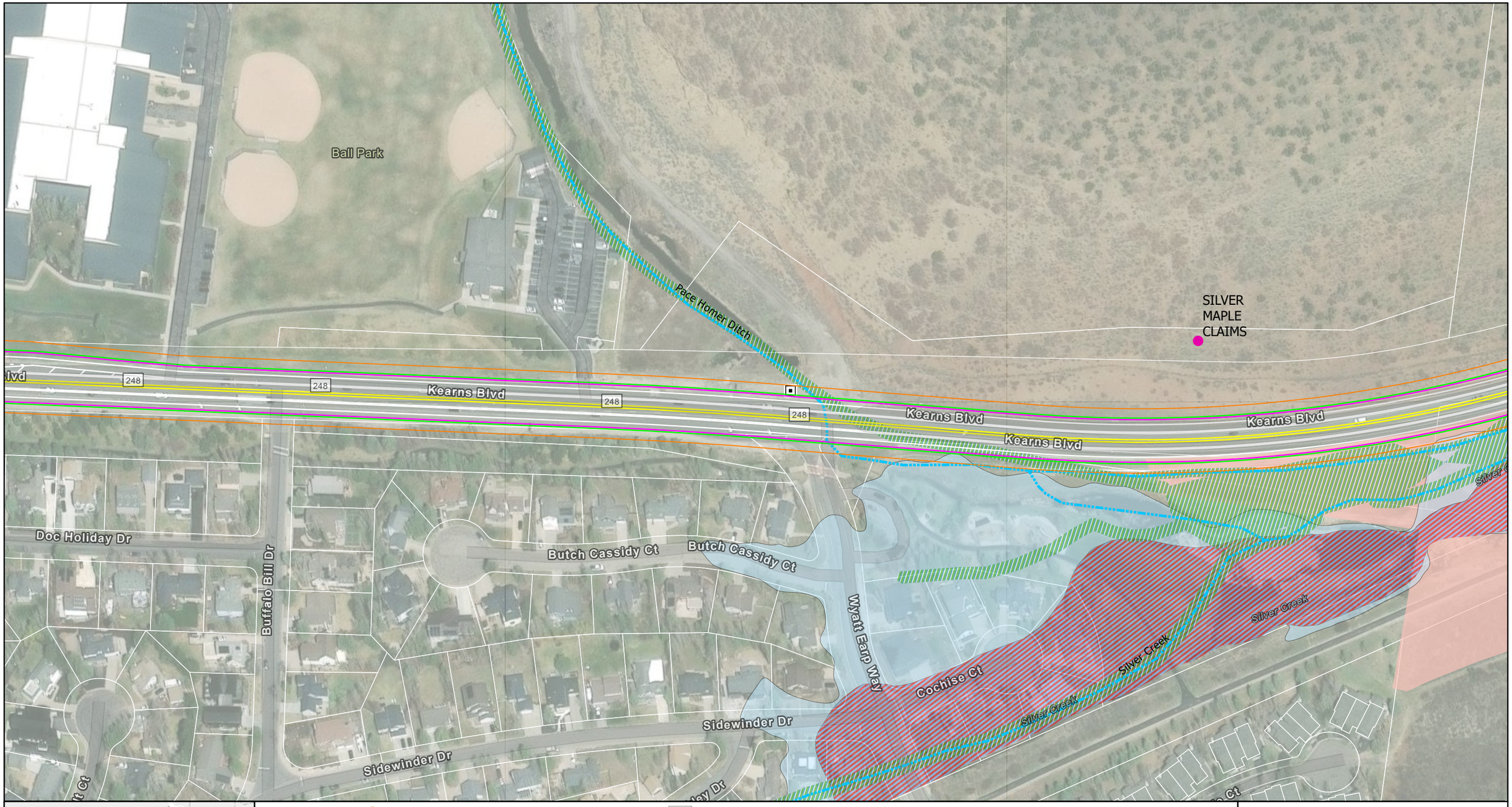
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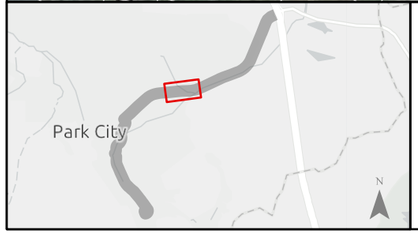
Re-create 248

Center Running ELB Alternative

Environmental Considerations

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N

- Hazardous Waste and Used Oil Facility
- National Priorities List
- Underground Storage Tank/Leaking Underground Storage Tank
- Superfund
- Tier 2
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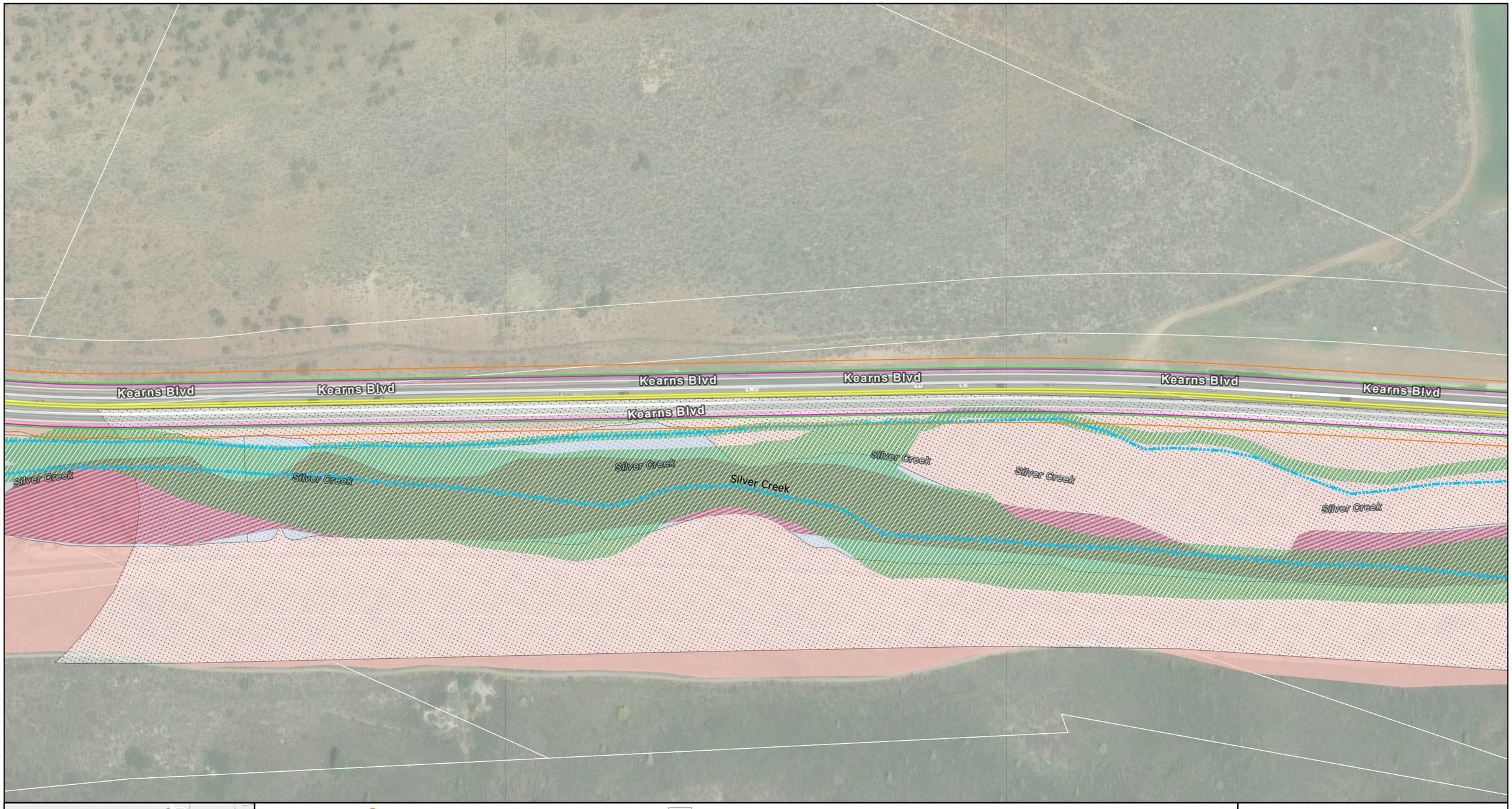
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Center Running ELB Alternative

Environmental Considerations

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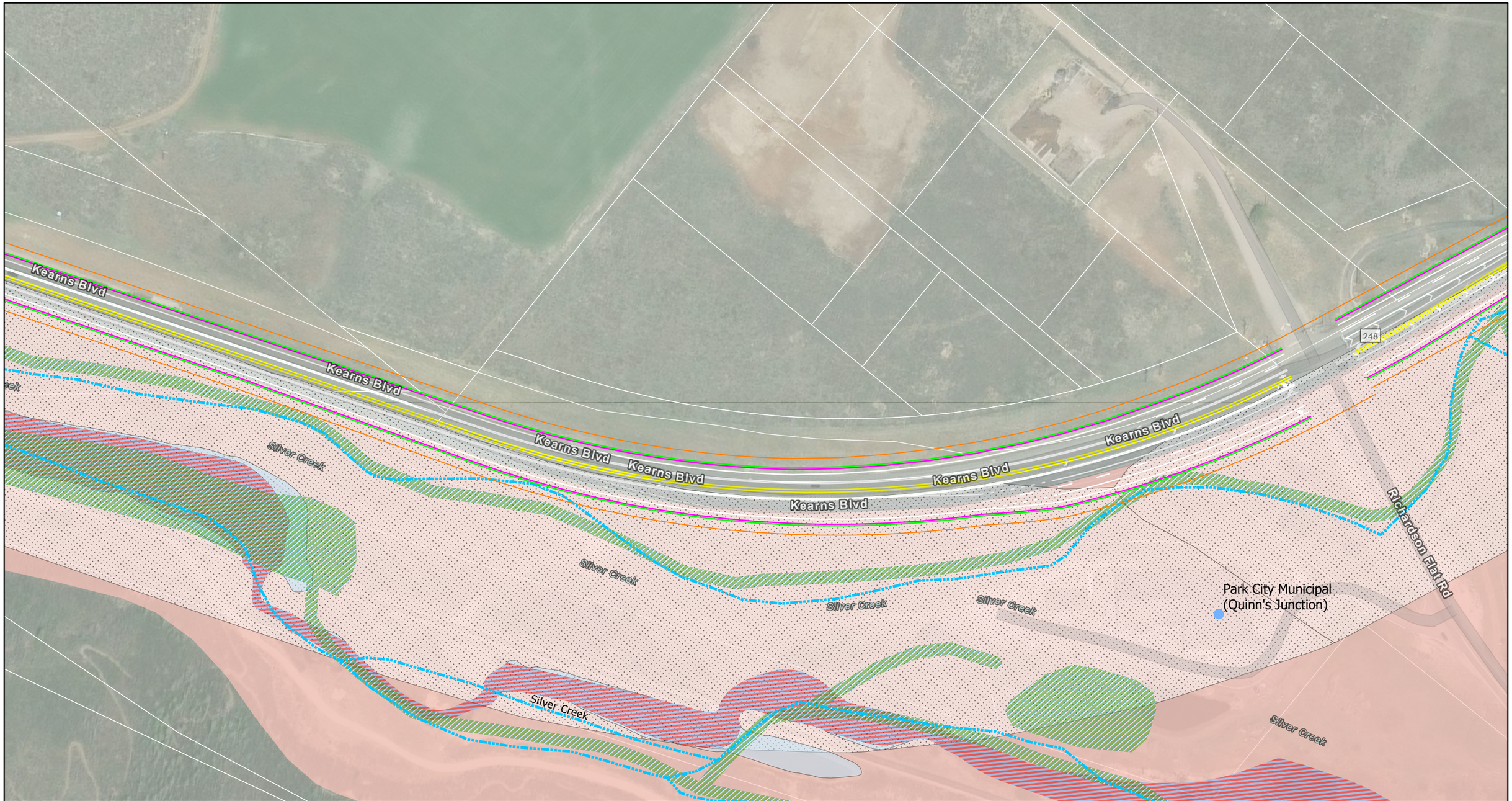


Re·create 248

Center Running ELB Alternative

Environmental Considerations

Map 7 of 9

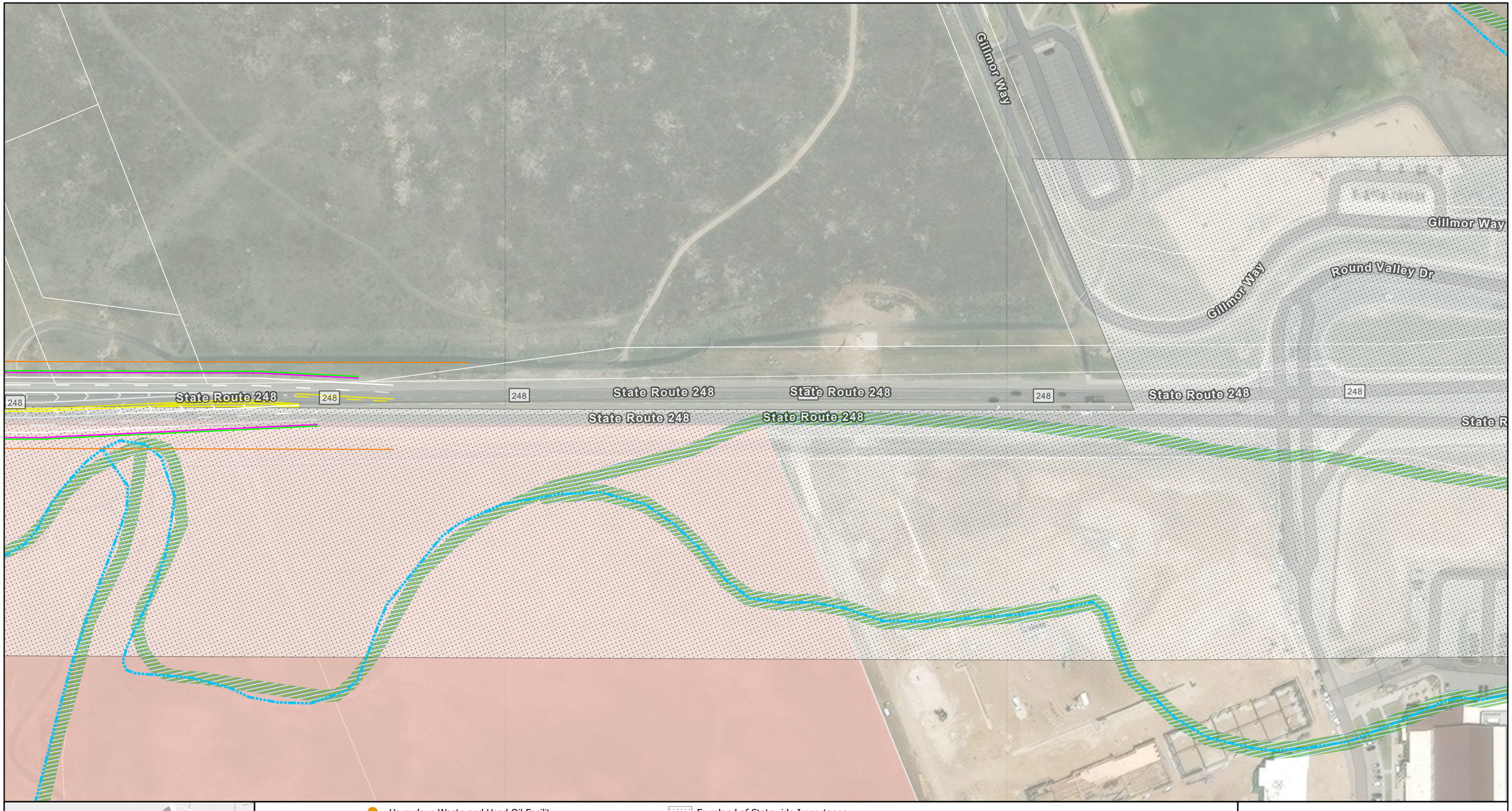


Re·create 248

Center Running ELB Alternative

Environmental Considerations

Map 8 of 9



Re·create 248

Center Running ELB Alternative

Environmental Considerations

Map 9 of 9

APPENDIX C: PRELIMINARY RIDERSHIP FORECAST MEMORANDUM

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PARK CITY RE-CREATE 248 STOPS MODELING



November 2025

Park City Municipal Corporation

Report Title:

Park City Re-Create 248 STOPS Modeling

Report Prepared by:

RSG

Report Prepared for:

Park City Municipal Corporation

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1.0 PROJECT OVERVIEW

The Park City Municipal Corporation ("PCMC") in Park City, Utah is conducting the Recreate 248 Transit Study ("Study") to explore transit opportunities connecting travelers from east Summit County to Park City. The project corridor consists of SR-248, Bonanza Dr, and Deer Valley Dr and extends from Old Town Transit Center in downtown Park City to US-40 and Richardson Flat Park and Ride east of Park City, displayed in Figure 1. The corridor is a key east-west access corridor for Park City and connects key destinations in Park City, including downtown Park City and Park City High School.

The study involves exploring Exclusive-Lane Bus (ELB) or Light Rail (LRT) service along the project corridor. As shown in Figure 2, Park City is presently served by Park City Transit (PCT) and High Valley Transit (HVT). Many transit routes traverse parts of the project corridor, and PCT route 6 is the existing route that traverses the entire corridor and that the ELB will replace.

This report details the implementation of an FTA STOPS model for the ELB and LRT service along the project corridor for two frequency scenarios each.

FIGURE 1: RECREATE 248 TRANSIT STUDY PROJECT CORRIDOR

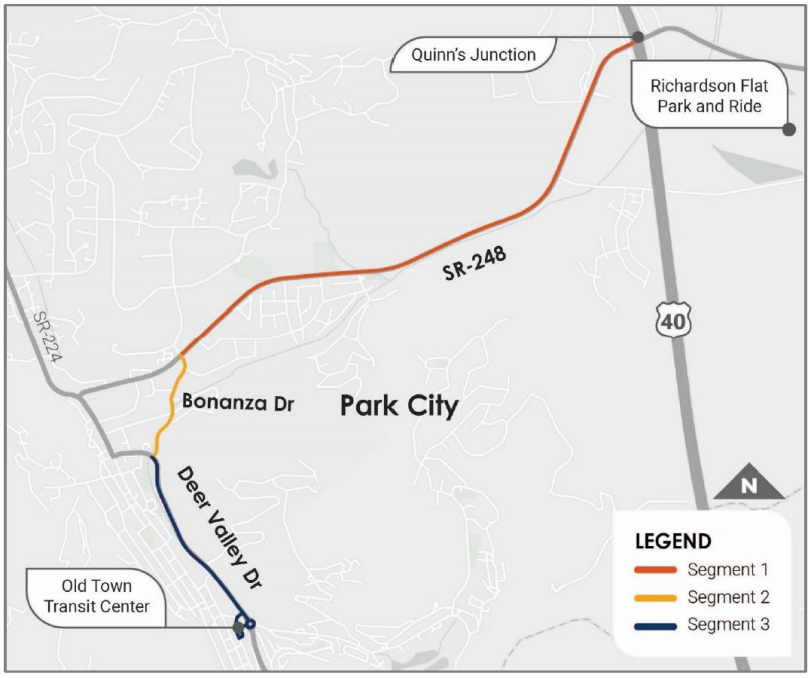
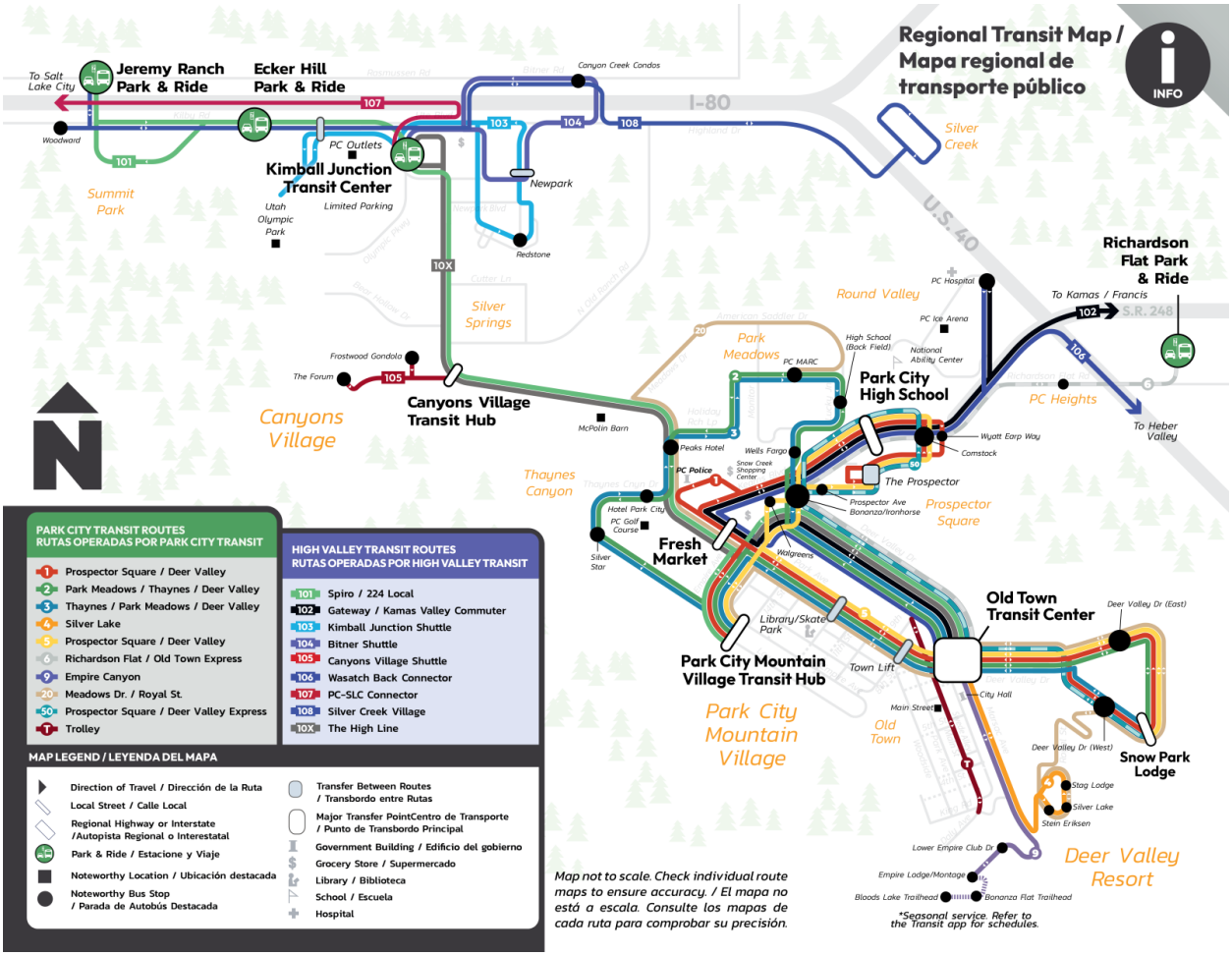


FIGURE 2: PARK CITY TRANSIT AND HIGH VALLEY TRANSIT ROUTE MAP



2.0 MODEL DEVELOPMENT

Simplified Trips on Projects Software (STOPS) is an FTA tool that allows transit agencies to evaluate ridership on a proposed system improvement with a reduced set of model inputs, mainly U.S. Census data, Metropolitan Planning Organization (MPO) demographic forecasts, and trip characteristics from an origin-destination survey. This simplified modeling framework is calibrated within the distinct regions of the United States to ensure model outputs are consistent with observed behavior in the modeled region.

The project team developed a synthetic STOPS model to forecast ridership on the proposed project in 2025 (base year) and in 2045 (future year). A synthetic model does not utilize a transit survey, but rather, uses the 2012-2016 Census Transportation Planning Products (CTPP) Journey-to-Work (JTW) flows to estimate travel demand.

2.1 STOPS INPUT DATA

The following section summarizes the various data inputs used in the Recreate 248 STOPS modeling effort.

Route and Stop Counts

The project team received PCT and HVT ridership counts from PCMC. The project team then conducted data processing to develop average weekday ridership count for the month of February 2025. This month of data is selected to represent the typical winter peak season in Park City without Sundance Festival travel, which occurs in January. Figure 3 shows seasonal variations in transit ridership

As shown in Table 1, the total average weekday ridership of both PCT and HVT is 16,293, with that of PCT being 8,616 and that of HVT being 7,678. This count does not include any gondolas in Park City.

The highest ridership routes are HVT Route 101 between downtown Park City and Jeremy Ranch Park & Ride (2,503), HVT Route 10X between downtown Park City and Kimball Junction Transit Center (2,386), and PCT Route 1 between Prospector Square and Deer Valley (2,260). PCT Route 6, the route to be replaced by ELB/LRT in the project corridor, has an average weekday ridership of 74.

FIGURE 3: SEASONAL VARIATIONS IN TRANSIT RIDERSHIP

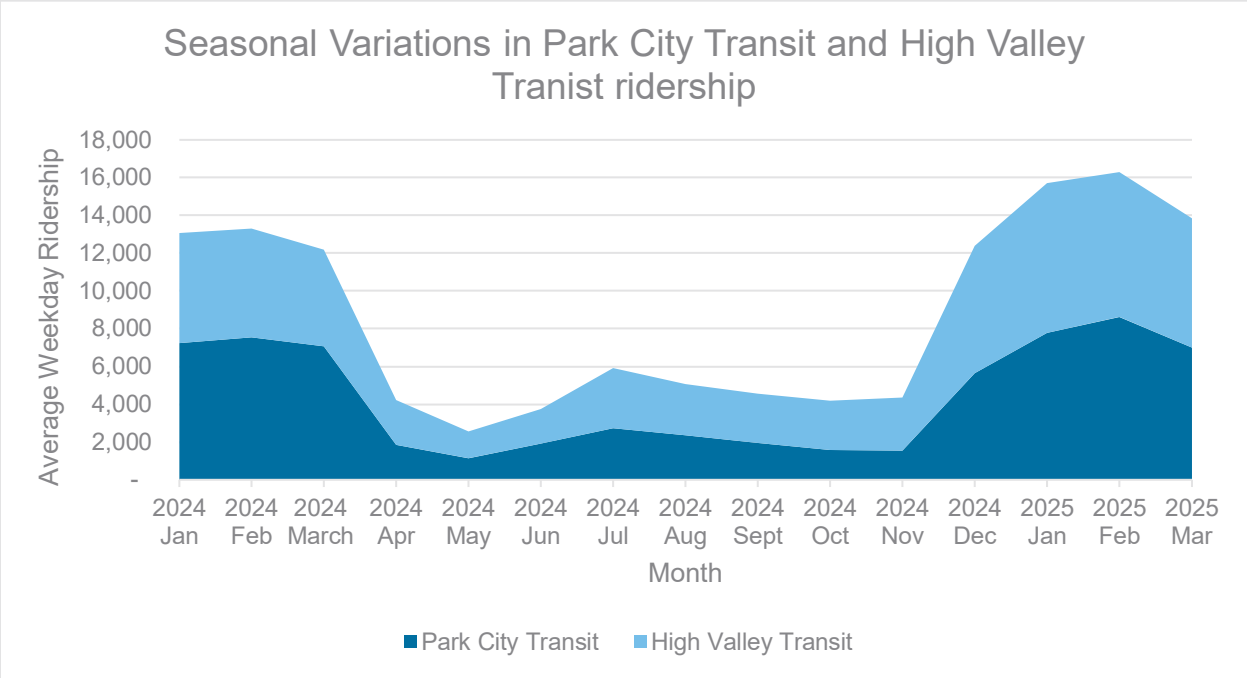


TABLE 1: AVERAGE WEEKDAY RIDERSHIP BY ROUTE (2025 FEB)

Park City Transit (PCT)		High Valley Transit (HVT)	
Routes	Ridership	Routes	Ridership
01 Red	2,260	101 Spiro / 224 Local	2,503
02 Green	1,300	102 Gateway / Kamas Valley Commuter	57
03 Blue	1,065	103 Kimball Junction Circulator	318
04 Orange	393	103b	28
05 Yellow	1,023	104 Bitner Connector	495
06 Express	74	105 Canyons Village Shuttle	418
07 Express	392	106 Wasatch Back Connector	267
07 Grey	475	107 PC-SLC Commuter	343
08 Brown	298	108 Silver Creek Village	337
08 Express	162	109	525
09 Purple	312	10X The High Line	2,386
20 Tan	88		
50 Teal	510		
Citywide	58		
Trolley	205		
Total	8,616	Total	7,678

GTFS Transit Services Data

The project team used existing GTFS data for both PCT and HVT. Section 3.0 describes this process in detail.

MPO Population and Employment

The project team downloaded MPO population and employment data for Summit County and Wasatch County from the Mountainland Association of Governments (MAG). Table 2 contains their respective population and employment numbers for 2024 and 2045. The STOPS model application sets 2024 population as the base year and 2045 as the horizon year. Both counties are expected to grow in population and employment by at least 20%. Notably, Wasatch County population is forecasted to grow by 64%, or an increase of almost 25,000 people. Over 15,000 of this increase is forecasted in the towns of Heber and Midway. Figure 4 displays population growth by TAZ, showing that much of the high growth TAZs are in and around Heber. Figure 5 shows employment growth by TAZ.

TABLE 2: POPULATION AND EMPLOYMENT GROWTH BY CITY 2024-2045

COUNTY	CITY	POP 2024	POP 2045	POP GROWTH	EMP 2024	EMP 2045	EMP GROWTH
Summit County	Park City	9,008	9,950	10%	18,096	21,752	20%
Summit County	Kamas	2,148	3,548	65%	1,483	1,784	20%
Summit County	Francis	1,870	3,243	73%	169	203	20%
Summit County	Oakley	1,674	2,948	76%	279	336	20%
Summit County	Coalville	1,634	2,521	54%	1,823	2,190	20%
Summit County	Henefer	903	1,468	63%	34	42	24%
Summit County	Balance of Summit County	26,766	30,747	15%	19,582	23,524	20%
Summit County	**Total**	**44,003**	**54,425**	**24%**	**41,466**	**49,831**	**20%**
Wasatch County	Heber	19,363	30,372	57%	11,104	14,343	29%
Wasatch County	Midway	6,951	11,206	61%	2,041	2,636	29%
Wasatch County	Hideout	1,165	2,190	88%	32	41	28%
Wasatch County	Daniel	965	1,945	102%	367	473	29%
Wasatch County	Charleston	753	1,504	100%	282	364	29%
Wasatch County	Wallsburg	349	371	6%	8	11	38%
Wasatch County	Independence	123	202	64%	3	4	33%
Wasatch County	Balance of Wasatch County	8,616	14,975	74%	2,795	3,613	29%
Wasatch County	**Total**	**38,285**	**62,765**	**64%**	**16,632**	**21,485**	**29%**
Total	***Total***	***82,288***	***117,190***	***42%***	***58,098***	***71,316***	***23%***

FIGURE 4: PROJECTED POPULATION GROWTH 2024-2045 BY TAZ

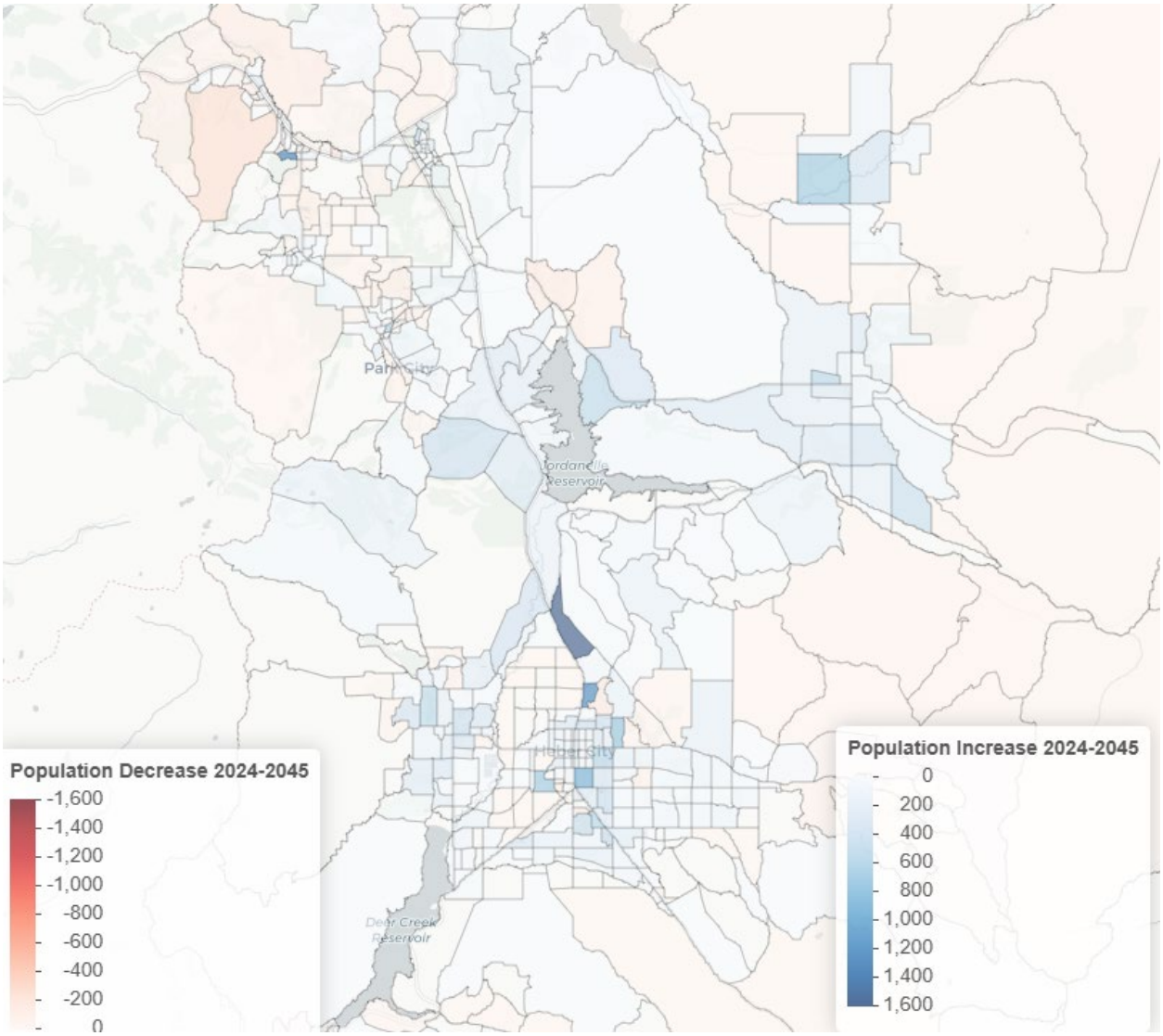
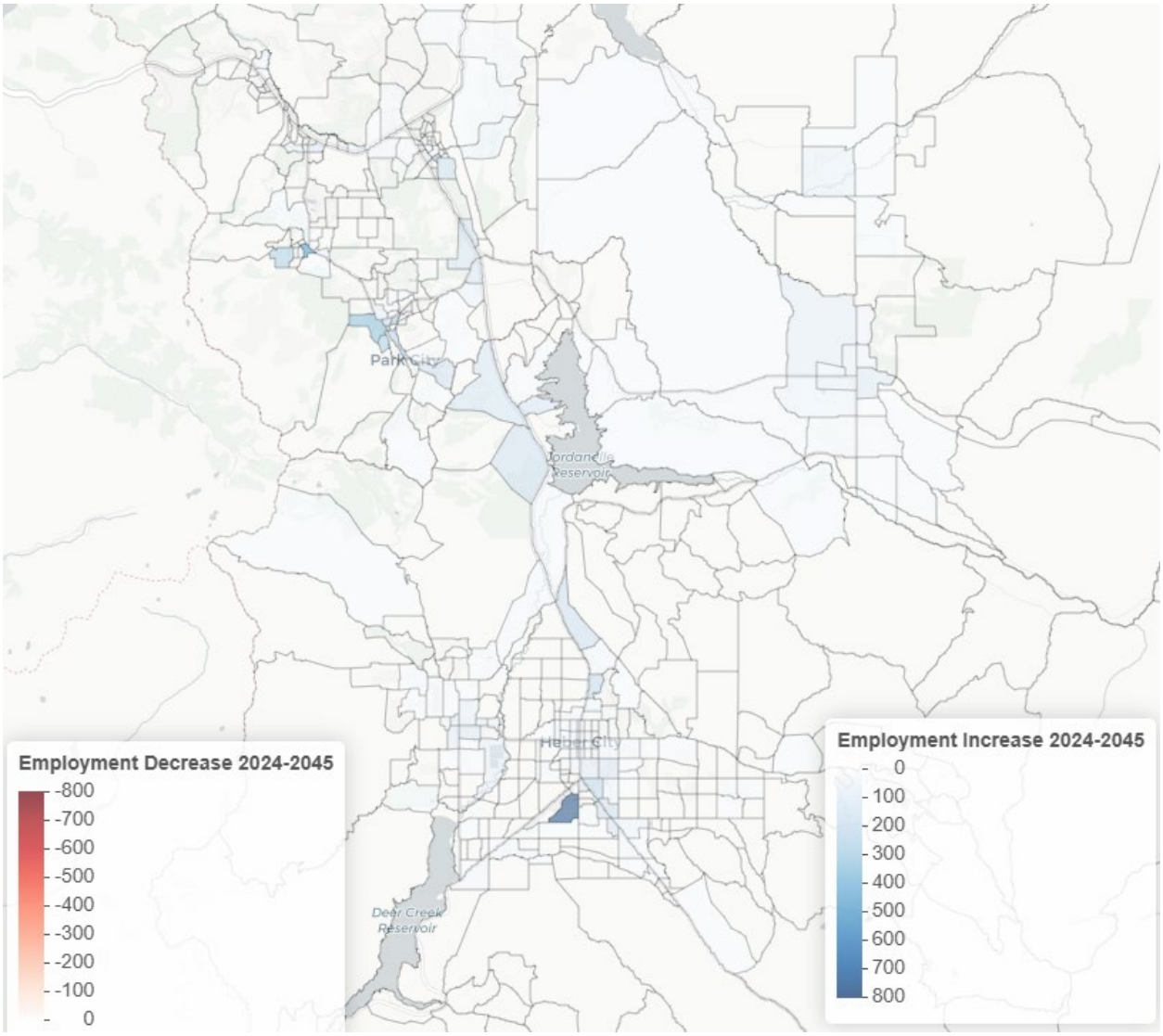


FIGURE 5: PROJECTED EMPLOYMENT GROWTH 2024-2045 BY TAZ



MPO Highway Skim File

The project team received highway skims from PCMC which provides travel distance and time between zones. The project team used the AM peak hour highway skims for STOPS modeling. With 2024 skims designated as current year, 2032 skims as operating year, 2042 skims as 10-year projections, and 2050 skims as 20-year projections.

Walk Shape File

The project team obtained a walk shapefile from FTA for use in STOPS modeling.

Census Travel Demand Data

The project team used the 2012-2016 American Community Survey (ACS) Census Transportation Planning Products (CTPP) data prepared by the FTA at the state level for use in STOPS modeling.

The existing transit survey data did not meet STOPS input requirements, so it was used only to assess model performance in the calibration stage.

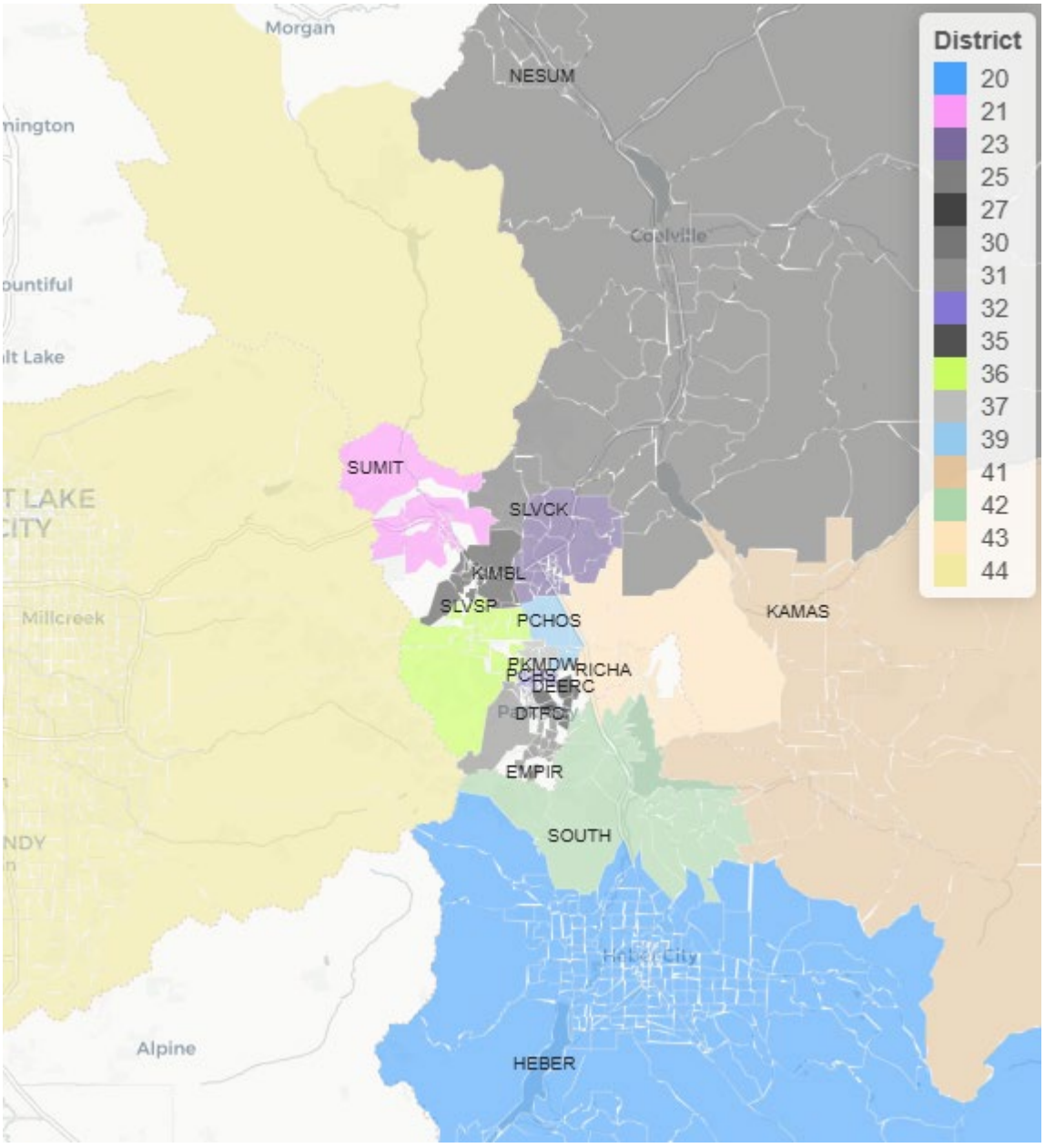
Zones

The project team used the MPO traffic analysis zones (TAZs) as the base zone system for STOPS modeling. These zones are more granular than the Census 2012-2016 ACS Zones. The project team then refined the zone system by selectively subdividing zones and removing uninhabited mountain areas from the zone system. Further subdivision increases geographical granularity in key areas such as downtown Park City and are intended to improve the modelling of transit access. Selective area removal prevents instances of population and employment placed in unrealistic areas.

Districts

Districts are groups of zones used for STOPS model calibration. Districts should generally observe natural and jurisdictional boundaries and represent areas with similar levels of transit service and accessibility. The zones and districts are shown in Figure 6.

FIGURE 6: MAP OF STOPS DISTRICTS



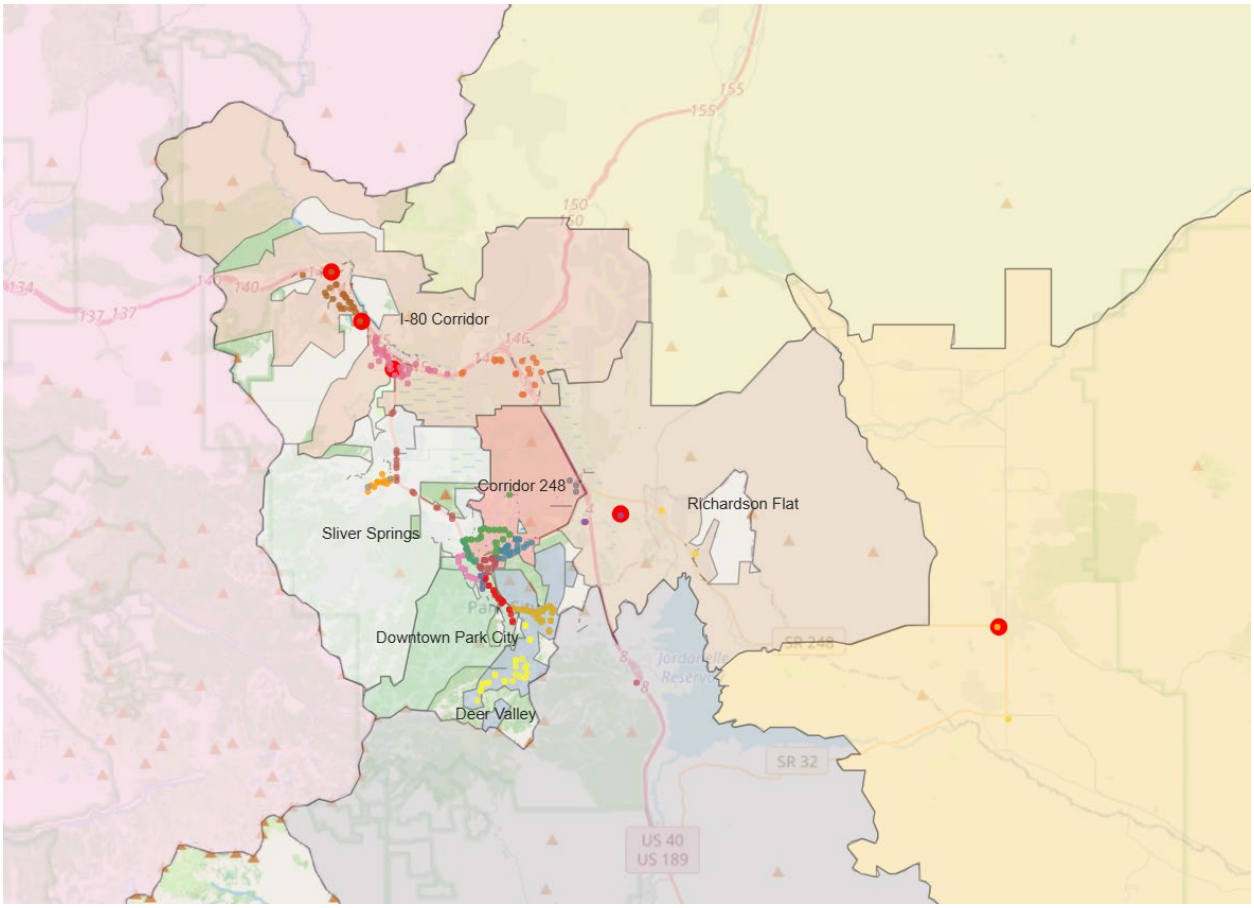
Superzones and Markets

The project team also developed “superzones,” which represent general geographical areas of interest and are used for reporting. Table 3 shows the correspondence of STOPS districts to superzones. Figure 7 shows the superzone structure used.

TABLE 3: SUPERZONE - DISTRICT CORRESPONDENCE TABLE

DISTRICT	DISTRICT NAME	SUPERZONE
20	HEBER	Heber-South
21	SUMIT	I-80 Corridor
23	SLVCK	I-80 Corridor
25	EMPIR	Deer Valley
27	DEERC	Deer Valley
30	NESUM	North
31	DTPC	Downtown Park City
32	PCHS	Corridor 248
35	KIMBL	I-80 Corridor
36	SLVSP	Silver Springs
37	PKMDW	Corridor 248
39	PCHOS	Corridor 248
41	KAMAS	Kamas
42	SOUTH	Heber-South
43	RICHA	Richardson Flat
44	SLC	Salt Lake City

FIGURE 7: MAP OF SUPERZONES USED FOR PRODUCTION-ATTRACTION TABLES



In addition to superzones, the project team further consolidated the superzone to superzone structure into “Markets.” These markets describe general transit flows in the region such as trips that start and end within park city or trips from Salt Lake City to the general downtown Park City and ski resort area. Table 4 shows the superzone combinations that define all of the markets.

TABLE 4: MARKET DEFINITIONS

SUPERZONE 1	SUPERZONE 2	MARKET
I-80 Corridor	Downtown Park City	I-80 (Kimball) - Park City/Resorts
I-80 Corridor	Corridor 248	I-80 (Kimball) - Park City/Resorts
I-80 Corridor	Silver Springs	I-80 (Kimball) - Park City/Resorts
I-80 Corridor	Deer Valley	I-80 (Kimball) - Park City/Resorts
Corridor 248	Downtown Park City	248 Corridor - Park City/Resorts
Corridor 248	Corridor 248	248 Corridor - Park City/Resorts
Corridor 248	Silver Springs	248 Corridor - Park City/Resorts
Corridor 248	Deer Valley	248 Corridor - Park City/Resorts
Downtown Park City	Downtown Park City	Within Downtown
Downtown Park City	Deer Valley	Downtown Park City - Resorts
Downtown Park City	Silver Springs	Downtown Park City - Resorts
Heber-South	Downtown Park City	Other - Park City/Resorts
Heber-South	Corridor 248	Other - Park City/Resorts
Heber-South	Silver Springs	Other - Park City/Resorts
Heber-South	Deer Valley	Other - Park City/Resorts
North	Downtown Park City	Other - Park City/Resorts
North	Corridor 248	Other - Park City/Resorts
North	Silver Springs	Other - Park City/Resorts
North	Deer Valley	Other - Park City/Resorts
Kamas	Downtown Park City	Other - Park City/Resorts
Kamas	Corridor 248	Other - Park City/Resorts
Kamas	Silver Springs	Other - Park City/Resorts
Kamas	Deer Valley	Other - Park City/Resorts
Richardson Flat	Downtown Park City	Richardson Flat - Park City/Resorts
Richardson Flat	Corridor 248	Richardson Flat - Park City/Resorts
Richardson Flat	Silver Springs	Richardson Flat - Park City/Resorts
Richardson Flat	Deer Valley	Richardson Flat - Park City/Resorts
Deer Valley	Deer Valley	Downtown Park City - Resorts
Silver Springs	Silver Springs	Downtown Park City - Resorts
I-80 Corridor	I-80 Corridor	Within I-80 Corridor
Salt Lake City	Downtown Park City	Salt Lake City - Park City/Resorts
Salt Lake City	Corridor 248	Salt Lake City - Park City/Resorts
Salt Lake City	Silver Springs	Salt Lake City - Park City/Resorts
Salt Lake City	Deer Valley	Salt Lake City - Park City/Resorts
Salt Lake City	Salt Lake City	SLC-Other
Salt Lake City	I-80 Corridor	SLC-Other
Salt Lake City	Heber-South	SLC-Other
Salt Lake City	Kamas	SLC-Other
Salt Lake City	Richardson Flat	SLC-Other

2.2 STOPS PARAMETERS AND CALIBRATION

Table 5 shows the parameters used for STOPS modeling. Most of the parameters are commonly used default values. Two significant modifications were made:

1. The partial fixed guideway setting is set to 0.2 for Exclusive-Lane Bus (ELB) and 0.7 for Light rail (LRT). These are commonly used values for these service types.

2. The Count Factor Limit is adjusted from 1.5 (default) to 5.0. This accounts for additional calibration typically required for synthetic models.

TABLE 5: STOPS PARAMETERS

STOPS PARAMETER	SETTING
STOPS Mode	1 (Synthetic)
CTPP Calibration Approach	02 Prod and Attraction Dist.
Group Calibration Approach	12 - OD Matrix Adj. (Rte&Stop)
GTFS Connectors	01 Default
Fraction of Transfer Penalty	1.0
Additional PNR Penalty	0.0
Full Fixed Guideway Setting	1.0
Partial Fixed Guideway Setting	0.2 for ELB, 0.7 for LRT
Ratio of Unlinked to Linked Transit Trips	1.4
Walk Weight	1.0
KNR Transit, PNR Transit, and PNR Bus	1.0
Auto Time Adjustment Factor	1.0
Auto Constant	0.0
PNR and Calibration Settings	v2.52 defaults
Count Factor Limit	5.0

The project team tested multiple model configurations containing different geographies. Initial modelling efforts include only Summit County and Wasatch County, and were unable to generate a reasonably calibrated model, particularly with respect to route counts and station group boardings. This is likely due to the limitations of using the 2012-2016 ACS CTPP instead of a transit survey for generating travel demand in STOPS modeling. The 2012-2016 ACS CTPP is a pre-COVID work-trip based approach that is not representative of the unique Park City travel market, which includes substantial leisure travel.

The project team found that including the travel demand of Salt Lake County led to a better calibration. This inclusion captured more trips from Salt Lake County to Park City, a key market for the Richardson Flat Park and Ride. However, it had the unintended effect of introducing travel demand within Salt Lake County into the project corridor and ridership forecast. These trips were obviously unreasonable and significantly impacted model outputs.

Recognizing the limitations of travel demand data, the project team determined that including Salt Lake County travel demand into STOPS modeling was necessary at this stage. Where possible, the project team removed trips within Salt Lake County from the results in this report.

The results, therefore, carry uncertainty and represent a high-level estimate of potential transit demand for early planning stages. Improved STOPS modeling is necessary for FTA CIG grant applications and other implementation efforts and should be conducted in the next phase of study.

Transit Market Comparison to Onboard Survey

The best known understanding of transit patterns (Origin location to Destination Location or Production Location to Attraction Location) comes from a systemwide survey conducted in 2019. This survey was not conducted with rigorous origin-destination study standards and therefore is not ideal to use as a reference for trip patterns. A primary issue is the origin and destination location questions were unclear and could have easily been understood as board and alight location. However, a comparison between the STOPS results and the survey is the best comparison we have for transit flows.

Table 6 shows the distribution of survey trips Park City markets in the modeled “existing scenario”. The modeled distribution of trips across Park City markets generally align with survey findings, with key markets being 248 Corridor – Park City, Downtown Park City – Resorts, and I-80 (Kimball) – Park City. The model has a much higher number of transit trips between zones that don’t include the downtown Park City area, particularly trips within the I-80 corridor and within the Silver Springs district. These trips likely didn’t register in the survey as most people answering the survey questions answered with their board/alight stop rather than the area from which they were actually coming from or going to, or may be a result of changes to the transit network between 2019 and 2025. The main takeaway from this comparison is that the model does a reasonable job representing the 3 largest non-other markets. Table 7 shows the full production/attraction table for the survey (realistically an origin-destination table) and Table 8 shows the full production/attraction table for the existing STOPS model.

TABLE 6: TRANSIT ORIGIN-DESTINATION DEMAND CALIBRATION

PARK CITY MARKETS	2019 SURVEY (WINTER WEEKDAY)		MODEL ESTIMATE (EXISTING CONDITION)	
I-80 (Kimball) - Park City/Resorts	92	23%	2,288	17%
Richardson Flat - Park City/Resorts	4	1%	194	1%
Salt Lake City - Park City/Resorts	1	0%	300	2%
Other - Park City/Resorts	7	2%	972	7%
248 Corridor - Park City/Resorts	113	28%	2,485	19%
Downtown Park City - Resorts	109	27%	2,643	20%
Within Downtown	45	11%	793	6%
Other (Intra-SLC trips removed)	31	8%	3,626	27%
Total	*402*	*100%*	*13,301*	*100%*

TABLE 7: SURVEY OD TABLE

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North											*0*
Salt Lake City									1		*1*
I-80 Corridor			15	11	1	1	10	13	2		*53*
Silver Springs			15	5			6	15	1		*42*
Kamas							1				*1*
Richardson Flat											*0*
Corridor 248			9	2	2	2	9	15	8		*47*
Downtown Park City			11	15	2	2	37	45	24		*136*
Deer Valley			21	8	1		36	45	10		*121*
Heber-South							1				*1*
TOTAL	*0*	*0*	*71*	*41*	*6*	*5*	*100*	*133*	*46*	*0*	*402*

TABLE 8: EXISTING MODEL OD TABLE

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	15	64	176	1	2	16	40	41	0	*355*
Salt Lake City	0	-	50	54	0	0	27	38	31	7	*207*
I-80 Corridor	0	390	1,083	608	0	5	262	416	519	2	*3,285*
Silver Springs	0	40	315	1,296	4	0	336	882	431	0	*3,304*
Kamas	0	18	11	1	14	5	50	24	95	9	*227*
Richardson Flat	0	0	15	4	8	0	62	23	105	9	*226*
Corridor 248	0	56	36	348	0	0	417	76	470	0	*1,403*
Downtown Park City	0	44	79	306	0	0	630	793	712	0	*2,564*
Deer Valley	0	10	53	14	0	0	208	224	519	0	*1,028*
Heber-South	0	43	19	45	1	1	38	62	380	113	*702*
TOTAL	*0*	*616*	*1,725*	*2,852*	*28*	*13*	*2,046*	*2,578*	*3,303*	*140*	*13,301*

**Removed SLC-SLC trips*

3.0 EXISTING, NO-BUILD AND BUILD SCENARIOS

This section details the existing, no-build, and build GTFS networks used as inputs to the STOPS model.

3.1 EXISTING

The existing scenario represents the existing condition and is used for STOPS model calibration. The existing model year uses February 2025 transit services and ridership counts. This includes all existing winter PCT and HVT routes. The existing scenario does not include any proposed ELB/LRT improvements.

The project team obtained existing winter GTFS files from PCMC and HVT. The service day used for STOPS modeling is February 5, 2025 (Wednesday).

3.2 NO-BUILD

The no-build scenario in the current year is identical to the existing scenario. The 2045 horizon year no-build scenario retains the existing network and assumes no proposed improvements while accounting for population and employment growth alongside any changes to auto travel times between the base year and the future year. The no-build scenario serves as a counter-factual in evaluating the performance of the proposed improvements.

3.3 BUILD

The build scenarios reflect the proposed improvements both the current year and horizon year (2045). Four scenarios/alternatives are modeled, as listed in Table 9, covering two modes and two service headways for the proposed route. All alternatives have the same proposed route serving four stations: Richardson Flat Park & Ride, Park City High School, Bonanza and Prospector Ave, and Old Town Transit Center (OTTC).

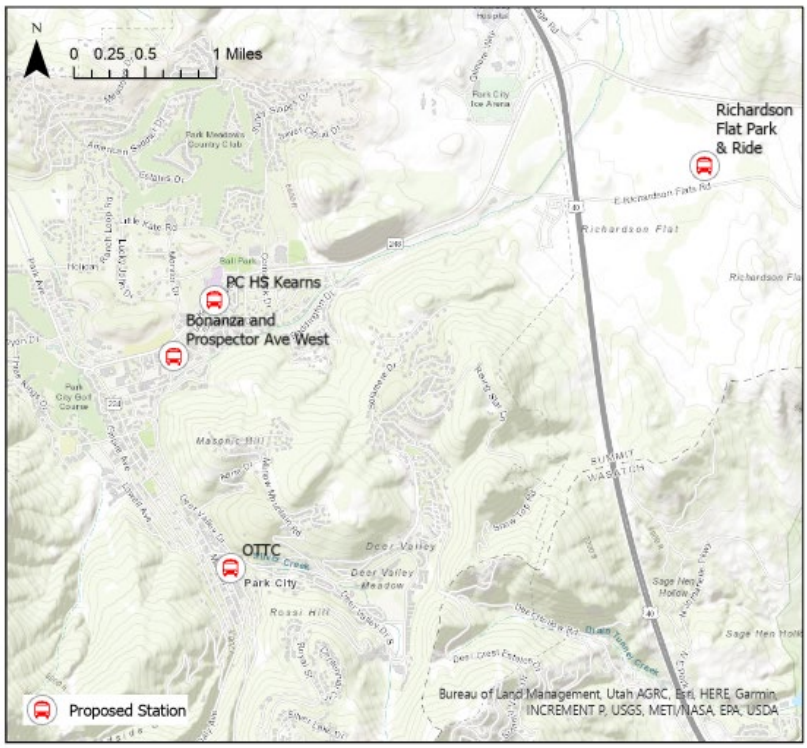
Exclusive Lane Bus (ELB) and Light Rail (LRT) services are assumed to have the same travel speed, covering the 4.7 mile route in 12-13 minutes between 6am and 11:30pm. STOPS accounts for their differences through the use of Partial Fixed Guideway (PFG) Factor, which is set of 0.2 for ELB and 0.7 for LRT. A higher PFG factor is used to represent a higher attractiveness of the service beyond travel speed. This encompasses factors typically associated with fixed guideway transit services such as more visibility to occasional travelers, reliability, improved amenities.

In all the build scenarios, the existing PCT Route 6 is assumed to be replaced by the improved service. Project station locations are displayed on a map in Figure 8.

TABLE 9: BUILD ALTERNATIVES

MAJOR FEATURE	ALT 1: ELB10	ALT 2: LRT10	ALT 3: ELB30	ALT 4: LRT30
Mode	ELB	LRT	ELB	LRT
Partial Fixed Guideway Factor	0.2	0.7	0.2	0.7
Headway	10 mins	10 mins	30 mins	30 mins
Richardson Flat to OTTC Travel Time	13 mins	13 mins	13 mins	13 mins
OTTC to Richardson Flat Travel Time	12 mins	12 mins	12 mins	12 mins

FIGURE 8: PROJECT STATION LOCATIONS (SAME FOR ALL ALTERNATIVES)



4.0 RIDERSHIP RESULTS

This section includes STOPS model results for the 2025 base year and the 2045 future year. Table 10 and Table 14 outline high-level ridership statistics in the 2025 base year and 2045 future year for all four build alternatives. Intra-Salt City Lake trips were manually removed from these statistics (around 700 unlinked trips and 1,400 linked trips).

The model results represent average daily ridership in the month of February, the peak month for ridership in Park City.

The model results suggest that the project would carry 800-3,400 average weekday riders in the existing year and 900-3,200 average weekday riders in the future year depending on the scenario. More than half of these trips are from existing transit riders who switched from another route. The model suggests that the project would generate 100-1,040 new riders in the existing year and 110 - 990 new riders in the future year.

Model results are more dependent on the transit mode than frequency. Both LRT alternatives are projected to carry more riders than either of the ELB alternatives, and LRT alternatives are expected to generate a higher proportion of new riders. This result relies on the assumption that LRT is more desirable than ELB even when they have the same travel time and frequency. It should be noted that the model was not calibrated using any non-bus fixed-guideway ridership counts. The model may overestimate the impact of LRT desirability on ridership.

The following is a description of each metric reported for analysis:

- Linked Transit Trips represent the total number of projected transit trips, inclusive of Park City Transit, High Valley Transit, Canyon Village Chair Lift, and exclusive of other transit operators, and any projects trips traveling both to and from Salt Lake City.
- Unlinked Transit Trips represent the number of projected boardings across all included transit services.
- Incremental Transit Trips measure the difference in transit trips between the no-build scenario and the build scenario. This represents the additional transit trips induced by the proposed project.
- “Linked Trips on Project” measures the number of trips on the proposed project. This includes both new riders and existing riders that would switch from another route (such as PCT Route 6).

While the results provide high level analysis of project ridership, the project team strongly recommends developing a model that is based on a quality onboard origin-destination survey to refine these results.

4.1 CURRENT YEAR RESULTS

This section presents ridership results for the current year scenarios. Current year high level results are located in Table 10, while Table 11 shows current year results by markets, and Table 12 contains current year results by route. Current year project STOPS boardings can be found in Table 13.

TABLE 10: CURRENT YEAR HIGH LEVEL RESULTS

2025 AVERAGE WEEKDAY RESULTS	ELB10	LRT10	ELB30	LRT30
Linked Transit Trips*	13,500	14,346	13,399	14,023
Unlinked Transit Trips*	19,742	21,262	19,573	20,419
Incremental Transit Trips: Linked*	190	1,040	100	720
Incremental Transit Trips: Unlinked*	300	1,800	100	1,000
Linked Trips on Project*	1,600	3,400	800	2,400
Change in Vehicle-Miles*	-189	-1,429	-87	-730

**Removed SLC-SLC trips*

TABLE 11: CURRENT YEAR RESULTS BY MARKETS (10 MINUTE HEADWAY SCENARIOS)

PARK CITY MARKETS	SURVEY	EXISTING MODEL	NO-BUILD	ELB 10 INCREMENTAL	ELB10 ON PROJECT	LRT10 INCREMENTAL	LRT10 ON PROJECT
I-80 (Kimball) - Park City/Resorts	92	2,288	2,288	17	144	132	425
Richardson Flat - Park City/Resorts	4	194	194	14	78	55	136
Salt Lake City - Park City/Resorts	1	300	300	5	99	56	162
Other - Park City/Resorts	7	972	972	83	543	306	903
248 Corridor - Park City/Resorts	113	2,485	2,485	63	659	386	1,361
Downtown Park City - Resorts	109	2,643	2,643	2	14	40	158
Within Downtown	45	793	793	0	2	5	18
Other	31	3,626	3,626	6	109	55	192
Total	*402*	*13,301*	*13,301*	*190*	***1,648***	*1,035*	***3,355***

**Removed SLC-SLC trips*

TABLE 12: CURRENT YEAR RESULTS BY ROUTE

ROUTE NAME	COUNT	EXISTING	NO BUILD CURRENT	ELB10 CURRENT	LRT10 CURRENT	ELB30 CURRENT	LRT30 CURRENT
--lift-Ski Lift	0	2,110	2,110	2,092	2,096	2,104	2,104
--1-Prospector Square / Deer V	2,259	2,076	2,076	1,931	1,739	1,986	1,758
--101-Spiro / 224 Local	2,503	2,729	2,729	2,680	2,709	2,731	2,667
--102-Gateway / Kamas Valley C	56	152	152	132	124	140	131
--103-Kimball Junction Circula	318	281	281	281	281	281	281
--103B-Kimball Junction Circul	28	13	13	13	13	13	13
--104-Bitner Connector	494	385	385	385	382	385	383
--105-Canyons Village Shuttle	417	196	196	196	196	196	196
--106-Wasatch Back Connector	267	294	294	300	299	300	301
--107-PC-SLC Commuter	342	1,979	1,979	2,017	2,210	2,007	2,092
--108-Silver Creek Village	337	680	680	690	692	676	667
--10X-The High Line	2,386	2,358	2,358	2,629	2,624	2,612	2,561
--Trolley	205	202	202	203	200	202	200
--2-Park Meadows / Thaynes / D	1,299	1,087	1,087	889	801	1,045	887
--20-Meadows Dr. / Royal St.	87	86	86	76	75	82	81
--109-Snowball Express	525	599	599	297	290	314	309
--3-Thaynes / Park Meadows / D	1,065	1,029	1,029	933	815	994	858
--4-Silver Lake	393	388	388	455	560	454	566
--5-Prospector Square / Deer V	1,022	986	986	937	796	930	790
--50-Prospector Sq / Deer Vall	509	471	471	326	219	377	247
--06 ELB	0	0	0	2,111		1,139	
--6-Richardson Flat / Old Town	74	274	274	0	0	0	0
--7-Richardson Flat / PC Mtn.	867	992	992	326	245	666	616
--8-Richardson Flat / Deer Val	460	459	459	212	174	333	272
--9-Empire Canyon	311	294	294	318	349	293	292
--90-Citywide	58	0	0	0	0	0	0
--06 LRT	0	0	0		4,061		2,832

TABLE 13: CURRENT YEAR PROJECT STOP BOARDINGS

STATION BOARDINGS	ELB10	LRT10	ELB30	LRT30
Richardson Flat Park and Ride	469	918	283	684
PC HS	198	437	130	346
Bonanza and Prospect	319	701	123	513
OTTC	665	1,304	293	899
Total	1,651	3,359	828	2,442

**Removed SLC-SLC trips*

4.2 HORIZON YEAR RESULTS

This section presents ridership results for the horizon year (2045) scenarios. In terms of trips on project and incremental trips, horizon year results do not differ drastically from current year results. This is somewhat unexpected, and it is likely that to produce better results, a more robust incremental STOPS model application based on a recent origin-destination survey may be needed.

TABLE 14: HORIZON YEAR HIGH LEVEL RESULTS

2045 AVERAGE WEEKDAY RESULTS	ELB10	LRT10	ELB30	LRT30
Linked Transit Trips*	15,219	16,012	15,120	15,714
Unlinked Transit Trips*	22,250	23,942	22,109	23,062
Incremental Transit Trips: Linked*	200	990	110	690
Incremental Transit Trips: Unlinked*	300	2,000	200	1,100
Linked Trips on Project*	1,600	3,200	900	2,300
Change in Vehicle-Miles*	-800	-2,789	-479	-1,761

**Removed SLC-SLC trips*

TABLE 15: HORIZON YEAR RESULTS BY MARKET

PARK CITY MARKETS	SURVEY	EXISTING MODEL	NO-BUILD	ELB 10 INCREMENTAL	ELB10 ON PROJECT	LRT10 INCREMENTAL	LRT10 ON PROJECT
I-80 (Kimball) - Park City/Resorts	92	2,288	2,427	11	102	86	294
Richardson Flat - Park City/Resorts	4	194	226	14	92	62	167
Salt Lake City - Park City/Resorts	1	300	360	3	77	42	129
Other - Park City/Resorts	7	972	1,234	123	763	421	1,234
248 Corridor - Park City/Resorts	113	2,485	2,754	43	455	274	956
Downtown Park City - Resorts	109	2,643	2,352	1	16	36	137
Within Downtown	45	793	895	0	2	5	20
Other	31	3,626	4,767	8	126	67	225
Total	*402*	*13,301*	*15,015*	*203*	***1,633***	*993*	***3,162***

**Removed SLC-SLC trips*

TABLE 16: HORIZON YEAR RESULTS BY ROUTE

ROUTE NAME	COUNT	EXISTING	NO BUILD (HORIZON YEAR 2045)	ELB10 (HORIZON YEAR 2045)	LRT10 (HORIZON YEAR 2045)	ELB30 (HORIZON YEAR 2045)	LRT30 (HORIZON YEAR 2045)
--lift-Ski Lift	0	2,110	3,027	3,003	3,006	3,020	3,020
--1-Prospector Square / Deer V	2,259	2,076	3,150	2,932	2,780	3,021	2,818
--101-Spiro / 224 Local	2,503	2,729	2,738	2,695	2,765	2,753	2,702
--102-Gateway / Kamas Valley C	56	152	158	139	132	147	138
--103-Kimball Junction Circula	318	281	330	330	330	330	330
--103B-Kimball Junction Circul	28	13	19	19	19	19	19
--104-Bitner Connector	494	385	315	315	312	315	313
--105-Canyons Village Shuttle	417	196	217	217	217	217	217
--106-Wasatch Back Connector	267	294	339	346	344	347	348
--107-PC-SLC Commuter	342	1,979	2,288	2,333	2,558	2,320	2,416
--108-Silver Creek Village	337	680	769	774	775	766	759
--10X-The High Line	2,386	2,358	2,824	3,191	3,239	3,145	3,145
--Trolley	205	202	214	214	212	214	213
--2-Park Meadows / Thaynes / D	1,299	1,087	886	776	709	854	760
--20-Meadows Dr. / Royal St.	87	86	65	47	47	49	49
--109-Snowball Express	525	599	565	253	253	261	262
--3-Thaynes / Park Meadows / D	1,065	1,029	852	767	679	827	709
--4-Silver Lake	393	388	325	439	636	438	640
--5-Prospector Square / Deer V	1,022	986	1,005	973	803	970	797
--50-Prospector Sq / Deer Vall	509	471	327	229	152	259	170
--06 ELB	0	0	0	2,139		1,243	
--6-Richardson Flat / Old Town	74	274	368	0	0	0	0
--7-Richardson Flat / PC Mtn.	867	992	1,165	394	296	780	722
--8-Richardson Flat / Deer Val	460	459	526	261	231	373	316
--9-Empire Canyon	311	294	217	237	262	216	215
--90-Citywide	58	0	0	0	0	0	0
--06 LRT	0	0	0		3,958		2,755

TABLE 17: HORIZON YEAR PROJECT STOP BOARDINGS

STATION BOARDINGS	ELB10 (2045)	LRT10 (2045)	ELB30 (2045)	LRT30 (2045)
Richardson Flat Park and Ride	565	1,052	366	802
PC HS	150	334	99	254
Bonanza and Prospect	245	539	99	396
OTTC	675	1,252	347	881
Total	1,634	3,177	910	2,332

**Removed SLC-SLC trips*

4.3 DETAILED CURRENT YEAR PRODUCTION-ATTRACTION TABLES

This section includes superzone to superzone production-attraction tables for the current year results. Future year results are not included in this section because the patterns do not differ enough for such results to add value.

Table 18 through Table 21 show Linked Trips on Project for each of the scenarios. “Linked Trips on Project” measures the number of trips on the proposed project. This includes both new riders and existing riders that would switch from another route (such as PCT Route 6).

TABLE 18: CURRENT YEAR LINKED TRIPS ON PROJECT ELB 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	TOTAL
North	0	3	6	2	1	1	17	29	22	1	*82*
Salt Lake City	0	-	26	20	0	0	28	26	25	8	*133*
I-80 Corridor	0	0	0	0	0	1	84	33	25	0	*143*
Silver Springs	0	0	0	0	0	0	21	13	4	0	*38*
Kamas	0	4	9	1	4	0	40	27	69	4	*158*
Richardson Flat	0	0	3	2	0	0	27	20	29	3	*84*
Corridor 248	0	0	2	1	0	0	63	24	188	0	*278*
Downtown Park City	0	0	0	0	0	0	300	2	0	0	*302*
Deer Valley	0	0	0	0	0	0	62	1	0	0	*63*
Heber-South	0	15	9	6	1	0	24	72	234	6	*367*
TOTAL	*0*	*22*	*55*	*32*	*6*	*2*	*666*	*247*	*596*	*22*	*1,648*

**Removed SLC-SLC trips*

TABLE 19: CURRENT YEAR LINKED TRIPS ON PROJECT LRT 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	7	8	3	1	1	28	56	42	1	*147*
Salt Lake City	0	-	37	28	0	0	43	54	37	9	*208*
I-80 Corridor	0	0	0	0	0	2	168	147	106	0	*423*
Silver Springs	0	0	0	0	0	0	48	102	24	0	*174*
Kamas	0	8	14	1	5	0	60	45	114	6	*253*
Richardson Flat	0	0	6	3	0	0	45	35	53	7	*149*
Corridor 248	0	0	4	2	0	0	223	48	360	0	*637*
Downtown Park City	0	0	0	0	0	0	521	18	19	0	*558*
Deer Valley	0	0	0	0	0	0	159	18	19	0	*196*
Heber-South	0	33	13	11	1	0	39	103	401	9	*610*
TOTAL	*0*	*48*	*82*	*48*	*7*	*3*	*1,334*	*626*	*1,175*	*32*	*3,355*

**Removed SLC-SLC trips*

TABLE 20: CURRENT YEAR LINKED TRIPS ON PROJECT ELB 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	1	2	1	1	1	13	23	13	1	*56*
Salt Lake City	0	-	10	2	0	0	21	15	10	8	*66*
I-80 Corridor	0	0	0	0	0	1	56	16	4	0	*77*
Silver Springs	0	0	0	0	0	0	23	7	1	0	*31*
Kamas	0	2	0	0	3	0	33	23	30	4	*95*
Richardson Flat	0	0	1	0	0	0	21	17	18	3	*60*
Corridor 248	0	0	0	0	0	0	45	18	43	0	*106*
Downtown Park City	0	0	0	0	0	0	79	1	0	0	*80*
Deer Valley	0	0	0	0	0	0	33	1	0	0	*34*
Heber-South	0	3	2	2	1	0	18	63	130	6	*225*
TOTAL	*0*	*6*	*15*	*5*	*5*	*2*	*342*	*184*	*249*	*22*	*830*

**Removed SLC-SLC trips*

TABLE 21: CURRENT YEAR LINKED TRIPS ON PROJECT LRT 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	1	3	1	1	1	24	51	32	1	*115*
Salt Lake City	0	-	12	3	0	1	38	46	23	9	*132*
I-80 Corridor	0	0	0	0	0	2	133	118	73	0	*326*
Silver Springs	0	0	0	0	0	0	54	81	13	0	*148*
Kamas	0	2	1	1	4	0	55	40	69	6	*178*
Richardson Flat	0	0	2	1	0	0	41	32	36	7	*119*
Corridor 248	0	0	0	0	0	0	188	40	193	0	*421*
Downtown Park City	0	0	0	0	0	0	373	12	17	0	*402*
Deer Valley	0	0	0	0	0	0	129	13	16	0	*158*
Heber-South	0	5	3	3	1	0	34	92	296	9	*443*
TOTAL	*0*	*8*	*21*	*9*	*6*	*4*	*1,069*	*525*	*768*	*32*	*2,442*

**Removed SLC-SLC trips*

Table 22 through Table 25 show Incremental Linked Trips for each of the scenarios. Incremental Linked Trips measure the difference in linked transit trips between the no-build scenario and the build scenario. This represents the additional transit trips induced by the proposed project.

TABLE 22: CURRENT YEAR INCREMENTAL LINKED TRIPS ELB 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	TOTAL
North	0	0	0	0	0	0	4	4	3	0	*11*
Salt Lake City	0	-	0	-9	0	0	5	5	4	1	*6*
I-80 Corridor	0	0	0	0	0	0	13	3	1	0	*17*
Silver Springs	0	0	0	0	0	0	2	2	-1	0	*3*
Kamas	0	0	1	0	1	0	5	9	13	1	*30*
Richardson Flat	0	0	0	-1	0	0	4	7	4	0	*14*
Corridor 248	0	0	0	0	0	0	8	3	13	0	*24*
Downtown Park City	0	0	0	0	0	0	31	0	0	0	*31*
Deer Valley	0	0	0	0	0	0	6	0	0	0	*6*
Heber-South	0	1	0	-5	0	0	4	17	29	2	*48*
TOTAL	*0*	*1*	*1*	*-15*	*1*	*0*	*82*	*50*	*66*	*4*	*190*

**Removed SLC-SLC trips*

TABLE 23: CURRENT YEAR INCREMENTAL LINKED TRIPS LRT 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	TOTAL
North	0	3	3	1	0	0	12	22	13	0	*54*
Salt Lake City	0	-	8	-1	0	0	19	24	14	1	*65*
I-80 Corridor	0	0	0	0	0	1	64	45	22	0	*132*
Silver Springs	0	0	0	0	0	0	13	29	4	0	*46*
Kamas	0	2	5	0	2	0	22	24	42	2	*99*
Richardson Flat	0	0	1	0	0	0	20	20	15	2	*58*
Corridor 248	0	0	1	0	0	0	68	16	69	0	*154*
Downtown Park City	0	0	0	0	0	0	172	5	3	0	*180*
Deer Valley	0	0	0	0	0	0	48	5	3	0	*56*
Heber-South	0	12	4	-2	0	0	15	46	111	5	*191*
TOTAL	*0*	*17*	*22*	*-2*	*2*	*1*	*453*	*236*	*296*	*10*	*1,035*

**Removed SLC-SLC trips*

TABLE 24: CURRENT YEAR INCREMENTAL LINKED TRIPS ELB 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	TOTAL
North	0	0	0	0	0	0	2	2	1	0	*5*
Salt Lake City	0	-	-1	-4	0	0	3	3	2	1	*4*
I-80 Corridor	0	0	0	0	0	0	9	1	0	0	*10*
Silver Springs	0	0	0	0	0	0	2	1	-1	0	*2*
Kamas	0	0	0	0	0	0	3	6	4	1	*14*
Richardson Flat	0	0	0	0	0	0	2	5	3	0	*10*
Corridor 248	0	0	0	0	0	0	6	3	2	0	*11*
Downtown Park City	0	0	0	0	0	0	6	0	0	0	*6*
Deer Valley	0	0	0	0	0	0	3	0	0	0	*3*
Heber-South	0	1	0	-2	0	0	2	11	16	2	*30*
TOTAL	*0*	*1*	*-1*	*-6*	*0*	*0*	*38*	*32*	*27*	*4*	*95*

**Removed SLC-SLC trips*

TABLE 25: CURRENT YEAR INCREMENTAL LINKED TRIPS LRT 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	TOTAL
North	0	0	1	0	0	0	11	19	10	0	*41*
Salt Lake City	0	-	1	-3	0	0	16	18	7	1	*40*
I-80 Corridor	0	0	0	0	0	1	50	34	14	0	*99*
Silver Springs	0	0	0	0	0	0	14	21	2	0	*37*
Kamas	0	1	0	0	2	0	19	20	25	2	*69*
Richardson Flat	0	0	0	0	0	0	17	17	10	2	*46*
Corridor 248	0	0	0	0	0	0	56	13	31	0	*100*
Downtown Park City	0	0	0	0	0	0	103	3	3	0	*109*
Deer Valley	0	0	0	0	0	0	36	3	3	0	*42*
Heber-South	0	2	0	-2	0	0	13	37	78	5	*133*
TOTAL	*0*	*3*	*2*	*-5*	*2*	*1*	*335*	*185*	*183*	*10*	*716*

**Removed SLC-SLC trips*

Table 26 through Table 29 show change in vehicle miles traveled (VMT) for each of the scenarios. STOPS calculates change in VMT based on a reduction in transit trips – assuming that the trip would have been made with driving if it were not made in transit. The VMT is calculated based on incremental transit trips and is therefore the change in VMT between the no-build and build scenarios.

TABLE 26: CURRENT YEAR CHANGE IN VMT ELB 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	-4	-1	1	-1	1	-19	40	-13	-3	*1*
Salt Lake City	0	-	27	-57	0	6	20	90	77	-3	*160*
I-80 Corridor	0	0	0	0	-1	0	141	148	130	0	*418*
Silver Springs	0	0	0	0	0	0	15	19	-20	0	*14*
Kamas	0	-5	-5	-1	3	1	-6	-59	-119	8	*-183*
Richardson Flat	0	0	-1	6	0	0	-23	-35	-30	-4	*-87*
Corridor 248	0	0	0	0	0	0	-5	-7	-43	0	*-55*
Downtown Park City	0	0	0	0	0	0	-45	1	0	0	*-44*
Deer Valley	0	0	0	0	0	0	-21	0	0	0	*-21*
Heber-South	0	-26	0	13	-1	0	-2	-136	-274	15	*-411*
TOTAL	*0*	*-35*	*20*	*-38*	*0*	*8*	*55*	*61*	*-292*	*13*	*-208*

**Removed SLC-SLC trips*

TABLE 27: CURRENT YEAR CHANGE IN VMT LRT 10

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	-30	-9	-6	-2	0	-83	-21	-73	-6	*-230*
Salt Lake City	0	-	134	-1	0	6	60	204	107	-5	*505*
I-80 Corridor	0	0	0	0	-2	-2	180	543	463	-1	*1,181*
Silver Springs	0	0	0	0	1	0	42	180	5	0	*228*
Kamas	0	-37	-43	-3	8	1	-77	-177	-407	3	*-732*
Richardson Flat	0	-1	-23	-1	0	0	-94	-104	-111	-29	*-363*
Corridor 248	0	0	-8	-1	0	0	-38	-29	-201	0	*-277*
Downtown Park City	0	0	0	0	0	0	-250	25	2	0	*-223*
Deer Valley	0	0	0	0	0	0	-146	9	4	0	*-133*
Heber-South	0	-208	-9	9	-2	0	-10	-355	-990	37	*-1,528*
TOTAL	*0*	*-276*	*42*	*-3*	*3*	*5*	*-416*	*275*	*-1,201*	*-1*	*-1,572*

**Removed SLC-SLC trips*

TABLE 28: CURRENT YEAR CHANGE IN VMT ELB 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	-1	1	2	0	1	-10	27	-14	-3	*3*
Salt Lake City	0	-	-12	-25	0	0	11	46	53	-3	*70*
I-80 Corridor	0	0	0	0	0	0	133	73	18	0	*224*
Silver Springs	0	0	0	0	0	0	5	5	-24	0	*-14*
Kamas	0	-3	3	0	1	1	1	-43	-36	8	*-68*
Richardson Flat	0	0	0	3	0	0	-13	-24	-21	-4	*-59*
Corridor 248	0	0	1	1	0	0	-3	-6	-12	0	*-19*
Downtown Park City	0	0	0	0	0	0	-9	0	0	0	*-9*
Deer Valley	0	0	0	0	0	0	-11	0	0	0	*-11*
Heber-South	0	-9	-2	13	0	0	-1	-84	-145	15	*-213*
TOTAL	*0*	*-13*	*-9*	*-6*	*1*	*2*	*103*	*-6*	*-181*	*13*	*-96*

**Removed SLC-SLC trips*

TABLE 29: CURRENT YEAR CHANGE IN VMT LRT 30

PRODUCTION \ ATTRACTION SUPERZONE	NORTH	SALT LAKE CITY	I-80 CORRIDOR	SILVER SPRINGS	KAMAS	RICHARDSON FLAT	CORRIDOR 248	DOWNTOWN PARK CITY	DEER VALLEY	HEBER-SOUTH	*TOTAL*
North	0	-5	-2	-1	-1	0	-69	-16	-58	-6	*-158*
Salt Lake City	0	-	3	-16	0	-3	50	173	74	-5	*276*
I-80 Corridor	0	0	0	0	-1	-2	230	447	325	-1	*998*
Silver Springs	0	0	0	0	1	0	8	153	-8	0	*154*
Kamas	0	-15	1	-2	6	1	-64	-149	-222	3	*-441*
Richardson Flat	0	-1	-7	1	0	0	-79	-87	-80	-29	*-282*
Corridor 248	0	0	1	1	0	0	-25	-23	-101	0	*-147*
Downtown Park City	0	0	0	0	0	0	-151	16	-2	0	*-137*
Deer Valley	0	0	0	0	0	0	-107	8	2	0	*-97*
Heber-South	0	-40	-8	9	-1	0	-8	-284	-674	37	*-969*
TOTAL	*0*	*-61*	*-12*	*-8*	*4*	*-4*	*-215*	*238*	*-744*	*-1*	*-803*

**Removed SLC-SLC trips*

5.0 CONCLUSIONS

This section summarizes the main conclusions from this modelling process. STOPS modeling in the Park City area was relatively difficult, primarily due to the lack of sufficient on-board origin-destination study. Because of this, the models needed to rely on STOPS synthetic mode which relies on the CTPP journey-to-work transit flows in the Park City area. These flows are problematic for several reasons including (1) they represent the time period from 2012-2016, nearly 10 years ago, (2) they are based on work travel which may be less relevant to the Park City transit system and (3) the FTA has started to suggest that project sponsors do not use the synthetic mode of STOPS. That said, the models produced here reasonably represent current transit patterns to the best of our understanding particularly as related to existing route counts.

Overall, the synthetic STOPS model provides a reasonable representation of observed transit activity in the study area for early planning purposes. Using recent route- and stop-level ridership counts, the model generally replicates existing route totals and stop boardings, supporting its use for high-level comparisons across alternatives.

At the market level, modeled origin–destination patterns generally align with the 2019 winter survey for the largest transit flows. However, this comparison should be interpreted cautiously because the survey questions did not clearly distinguish between origin/destination locations and board/alight locations, which may contribute to differences between the survey and modeled results.

The model is less reliable for behavioral dimensions that were not well supported by available data or are not well represented by synthetic demand inputs. In particular, trip purpose is not well captured, given that Park City travel includes substantial seasonal and leisure travel that may not align with STOPS' regionally calibrated assumptions and the survey's trip-purpose questions were not collected to origin–destination study standards. Similarly, access mode results should be interpreted with caution because the model was not calibrated to access mode, and the available survey data did not provide a robust basis for doing so.

Finally, the modeling configuration that best matched observed conditions required including Salt Lake County demand, which introduced some unreasonable intra-Salt Lake City trips. These were removed from reported summaries where feasible, but their presence underscores the uncertainty associated with the synthetic approach and reinforces that results should be treated as high-level estimates suitable for early-stage planning.

The main takeaways from the STOPS modeling process should be as follows:

- This modeling effort is likely not rigorous enough to submit results for FTA funding
- A future model should be built with a quality on board origin destination study underpinning a STOPS model incremental mode

- The trips-on-project and incremental trips results are likely reasonable. The study team believes this to be true because the majority of the trips-on-project are generally replacing existing transit trips, and the trips patterns in the exiting model, particularly around Park City, reasonably approximate the trip patterns from the OD survey. A small amount of incremental trips should be expected, as the new service will be faster, more frequent and perceived as better than existing service.
- The model should not be interpreted as having a great picture of the park and ride landscape, including the amount of park and ride vs drop-off trips and the origin locations of Park and Ride trips.

APPENDIX D: PRELIMINARY CAPITAL AND OPERATING COSTS

Horrocks.

Re-create 248 Transit Study
Summary of ROM Capital Cost Estimates by Alternative
12/1/2025

	Light Rail (Center-Running)	Exclusive-Lane Bus (Center-Running)	Exclusive-Lane Bus (Side-Running)
Base Construction Cost for 2030 construction year (includes 30% contingency)	$387,000,000.00	$317,000,000.00	$233,000,000.00
Construction Cost per Mile Low Range (2030 Construction Year)	$65,000,000.00	$53,000,000.00	$39,000,000.00
Construction Cost per Mile High Range (2030 Construction Year)	$121,000,000.00	$99,000,000.00	$73,000,000.00
Construction Cost Low Range (2030 Construction Year)	$291,000,000.00	$238,000,000.00	$175,000,000.00
Construction Cost High Range (2030 Construction Year)	$542,000,000.00	$444,000,000.00	$327,000,000.00

Preliminary construction costs do not include vehicle costs, maintenance facility costs, right-of-way costs, professional services (NEPA/Preliminary Engineering, or Final Design).

** potential vehicle cost ROM	$72M	$0M	$0M
** potential maintenance facility cost ROM	$25M to $45M	$0M	$0M
*** potential ROW cost ROM	$9M to $12M	$7M to $9M	$7M to $9M
**** potential professional services ROM	$40M	$33M	$25M

Low range per mile is -25% of base construction cost divided by 4.5 miles
High range per mile is +40% of base construction cost divided by 4.5 miles

Low range is -25% of base construction cost
High range is +40% of base construction cost

Re-create 248 Transit Study
Summary of Summary of Operating Cost Estimates by Mode
12/1/2025

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source: National Transit Summaries and Trends 2018 Edition

Publication is one of the FTA's National Transit Database Annual Data Products. Reflects data from agencies operating in an Urbanized Area (UZA). UZA is a densely populated area of 50,000 people or more.

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/data-product/134401/2018-ntst_1.pdf

Cost per hour (operating expense/total vehicle revenue hour) **Exhibit 32**

BRT	LRT	
$197.42	$312.09	average cost per hour in 2018

Operating expenses include vehicle operations, vehicle maintenance, facility maintenance, general administration
ex: driver labor, fuel/energy, vehicle maintenance, tires, general admin salaries, ticketing/fare collection, security)

LRT = 1.58 X more expensive to operate per vehicle revenue hour

Cost per mile (operating expense/total vehicle revenue mile)(range of average costs across agencies)

BRT	LRT	
$11-16	$14-29	
$13.5	$21.5	avg. of above range

LRT = 1.59 x more expensive to operate per vehicle revenue mile

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source: APTA 2025 Public Transportation Fact Book

https://www.apta.com/wp-content/uploads/APTA-2025-Public-Transportation-Fact-Book.pdf

Operating Costs Among Modes (cost per vehicle revenue mile), 2023 **Figure 32**

All Bus Modes	LRT/ Streetcar
$14	$28

LRT = 2x more expensive to operate per vehicle revenue mile

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source: 2018 Valley to Mountain Alternatives Analysis - SR-224

Operating Cost Estimate (cost per mile)

BRT	LRT

$8	$18

LRT = 2.25x more expensive to operate per revenue mile

---

source: COTA East-West Corridor High Capacity Transit Plan Initial Screening- 2021
https://linkuscolumbus.com/wp-content/uploads/2021/04/COTA_East-West-HCT-Initial-Screening_Final.pdf

Typical Operating Cost per Hour **Table 6**
(source NTD - Transit Agency Profiles FY 2019)

BRT	LRT
$100-$199	$200-400

LRT = 2 x more expensive to operate per hour

National Weighted Average Operating Cost per Hour (FY19) **Table 6**
(source NTD - Transit Agency Profiles FY 2019)

BRT	LRT
$170	$330

LRT = 1.94 x more expensive to operate per hour

APPENDIX E: NOISE AND VIBRATION MEMORANDUM

Re-create 248

NOISE AND VIBRATION SCREENING ASSESSMENT

November 2025

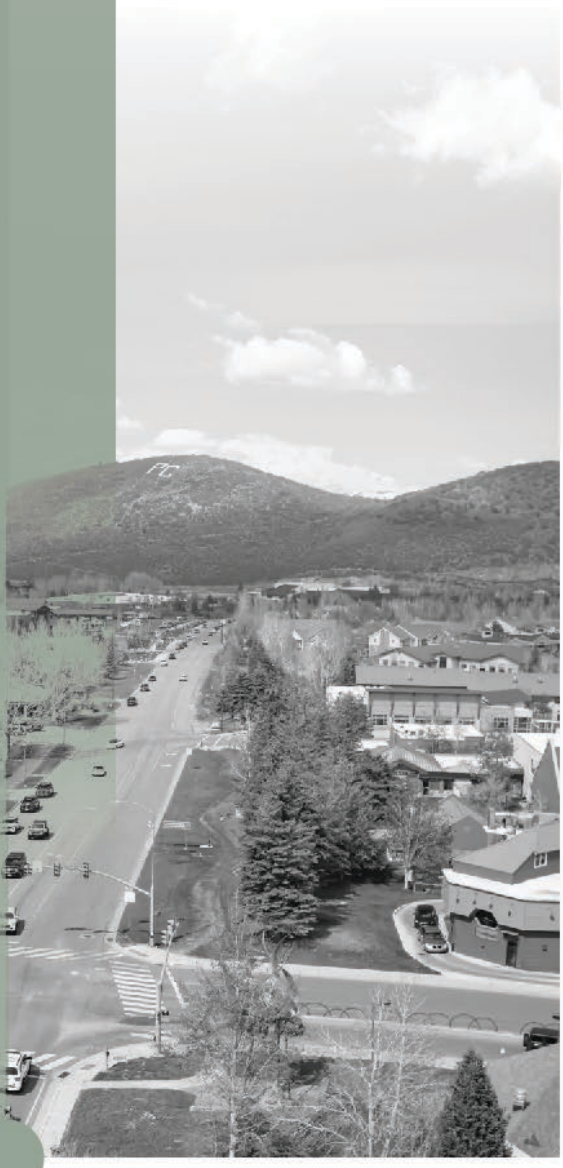


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Acronyms and Abbreviations

ELB	Exclusive-Lane Buses
FTA	Federal Transit Administration
HVT	High Valley Transit
LPA	locally preferred alternative
LRT	Light Rail Transit
OTTC	Old Town Transit Center
PCMC	Park City Municipal Corporation
PCT	Park City Transit
Rail Trail	Historic Union Pacific Rail Trail
Re-create 248	Re-create 248 Transit Study
SRTP	Short Range Transit Plan
UDOT	Utah Department of Transportation

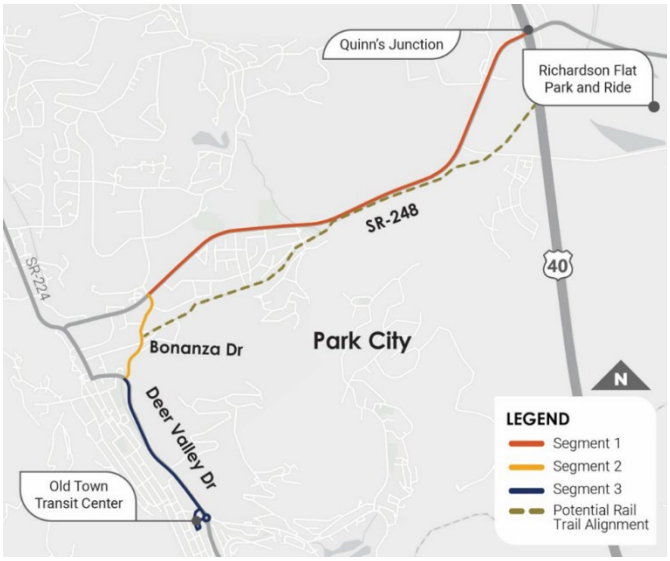
1 INTRODUCTION AND SUMMARY

1.1 INTRODUCTION

Park City Municipal Corporation (PCMC), located in Summit County, UT, in collaboration with the Utah Department of Transportation (UDOT), has initiated the Re-create 248 Transit Study (Re-create 248). The study is aimed at enhancing reliable high-capacity transit service along the SR-248 corridor, Bonanza Drive, and Deer Valley Drive that can be advanced to the next phase of project development: a National Environmental Policy Act (NEPA)-level environmental study and preliminary engineering. This study will identify a locally preferred alternative (LPA) that will include a definition of areas to be served, transit mode/type of transit technology, and logical termini (project limits).

The study area for Re-create 248 is along SR-248 from Quinn's Junction to Bonanza Drive with a connection to Richardson Flat Park and Ride (Segment 1), Bonanza Drive from SR-248 to Deer Valley Drive (Segment 2), and Deer Valley Drive from Bonanza Drive to the Old Town Transit Center (OTTC) (Segment 3).

Figure 1. Noise and Vibration Screening Results



1.2 SUMMARY OF RESULTS

The results of the screening assessment indicate that there would be the potential for noise impacts for both the Exclusive-Lane Buses (ELB) and Light Rail Transit (LRT) alternatives, but the number of potential noise impacts is approximately double for the LRT alternative. For vibration, there would be no potential impacts for the ELB alternative, but there would be the potential for vibration impacts for the LRT alternative.

2 METHODOLOGY

The noise and vibration assessment for the SR 248 project followed the screening procedures contained in Section 4.3 (noise) and Section 6.3 (vibration) of the Federal Transit Administration (FTA) noise and vibration guidance manual (FTA 2018). The screening procedure is designed to identify locations where a proposed project has the potential to create noise or vibration impacts. If no noise- or vibration-sensitive land uses are present within the screening distances for the proposed project, then no further assessment is necessary. For locations with noise- or vibration- sensitive land uses within the screening distances, further assessments are required to determine the potential for impact during the environmental phase of the project.

It is important to note that locations identified in this assessment are not noise or vibration impacts, but locations with the potential for impact. This information can be used to identify locations where additional assessment should be conducted and can also be used to provide an order of magnitude comparison between alternatives or transit modes.

2.1 NOISE

For the noise screening assessment, the methodology takes into account the FTA noise impact criteria, the type of project utilizing standard operational assumptions and places all noise sensitive land uses in a single category. The screening distances are shown in Table 4-7 in the FTA guidance manual for a variety of project types. The “unobstructed” distance is used in areas where there are no defined rows of buildings that would provide shielding of noise for buildings behind them, and the “intervening buildings” distance is used when there is a row of buildings identified within the screening distance that would provide some noise shielding. The noise screening distances, and equivalent FTA project types for each alternative are shown in Table 1.

2.2 VIBRATION

For the vibration screening assessment, the methodology takes into account the vibration impact criteria, the type of project utilizing standard operational assumptions and the sensitivity of the nearby buildings. The screening distances are shown in Table 6-8 in the FTA guidance manual. For rubber-tired vehicles, such as ELB, vibration is typically not a concern, unless the project is in close proximity to highly sensitivity vibration locations, which are not present near this project. For LRT, the screening distances are different for Category 2 (residences) and Category 3 (institutional) buildings. The vibration screening distances are shown in Table 1.

Table 1. Noise and Vibration Screening Distances

TRANSPORTATION MODE	FTA NOISE PROJECT TYPE	NOISE SCREENING DISTANCE UNOBSTRUCTED, FT	NOISE SCREENING DISTANCE INTERVENING BUILDINGS, FT	FTA VIBRATION TYPE	VIBRATION SCREENING DISTANCE CATEGORY 2, FT	VIBRATION SCREENING DISTANCE CATEGORY 3, FT
Exclusive Bus Lanes	ELB	200	100	Bus Projects*	--	--
Light Rail	LRT	350	175	LRT	150	100
*Vibration impacts are unlikely for projects that involve rubber-tire vehicles.						

Source: FTA, 2018

3 RESULTS

The screening assessment was carried out for noise for both the ELB and LRT alternatives for the proposed project. Noise and vibration sensitive land use within 350 feet of the alternatives (the largest screening distance) was identified through a combination of GIS review and a windshield survey of the area. Noise and vibration sensitive land uses included single-family and multi-family residences, schools, and a museum. The screening distances shown in Table 1 were applied for both the ELB and LRT alternatives, and the number of sensitive receptors within the screening distances were tabulated.

3.1 EXCLUSIVE BUS LANES (ELB)

The results of the screening assessment for ELB are shown in Figures 2 through 4 and summarized in Table 2. The results show that there are 66 noise sensitive receptors and no vibration sensitive receptors within the screening distances. The receptors include Treasure Mountain Junior High School, The Church of Jesus Christ of Latter-day Saints Seminary, PC Tots, Parkside Apartments, Aspen Village Apartments, Park Regency Resort, Town Pointe Condos, Park Station Condominiums, Marriot Summit Watch, Deer Valley Den, Main & SKY Park City Utah, Studio 580, the Park City Museum and single-family residences.

3.2 LIGHT RAIL ALTERNATIVE (LRT)

The results of the screening assessment for LRT are shown in Figures 5 through 7 for noise and Figures 8 through 10 for vibration and summarized in Table 2. The results show that there are 138 noise sensitive receptors and 40 vibration sensitive receptors. The receptors within the noise screening distance include all the receptors identified for the ELB alternative and the Park City Learning Center, Park City High School, and Coalition Lodge. The receptors within the vibration screening distance include Aspen Village Apartments, Town Pointe Condos, Park Station Condominiums, Marriot Summit Watch, Main & SKY Park City Utah, Studio 580, the Park City Museum and single-family residences.

Table 2. Noise and Vibration Screening Results

ALTERNATIVE	NOISE SENSITIVE RECEPTORS WITHIN SCREENING DISTANCE	VIBRATION SESITIVE RECEPTORS WITHIN SCREENING DISTANCE
Dedicated Bus Lanes	66	0
Light Rail	138	40

Source: CSA, 2025

4 NEXT STEP

The next step in the noise and vibration analysis will be to conduct an FTA noise and vibration impact assessment for the alternative chosen during this stage of the project. Depending on the alternative selected, noise and vibration measurements may be conducted to characterize the existing conditions. The noise and vibration assessment will include the number and type of vehicles, hours of operation, headways, speeds, detailed location of the guideway/lane and other operational information. The results of the assessment will be used to determine the locations and severity of any noise or vibration impacts and any potential mitigation measures, if required.

REFERENCES

Federal Transit Administration, Transit Noise and Vibration Impact Assessment Manual, FTA Report No. 0123, September 2018.

Figure 2. ELB Noise Receptors 1 of 3

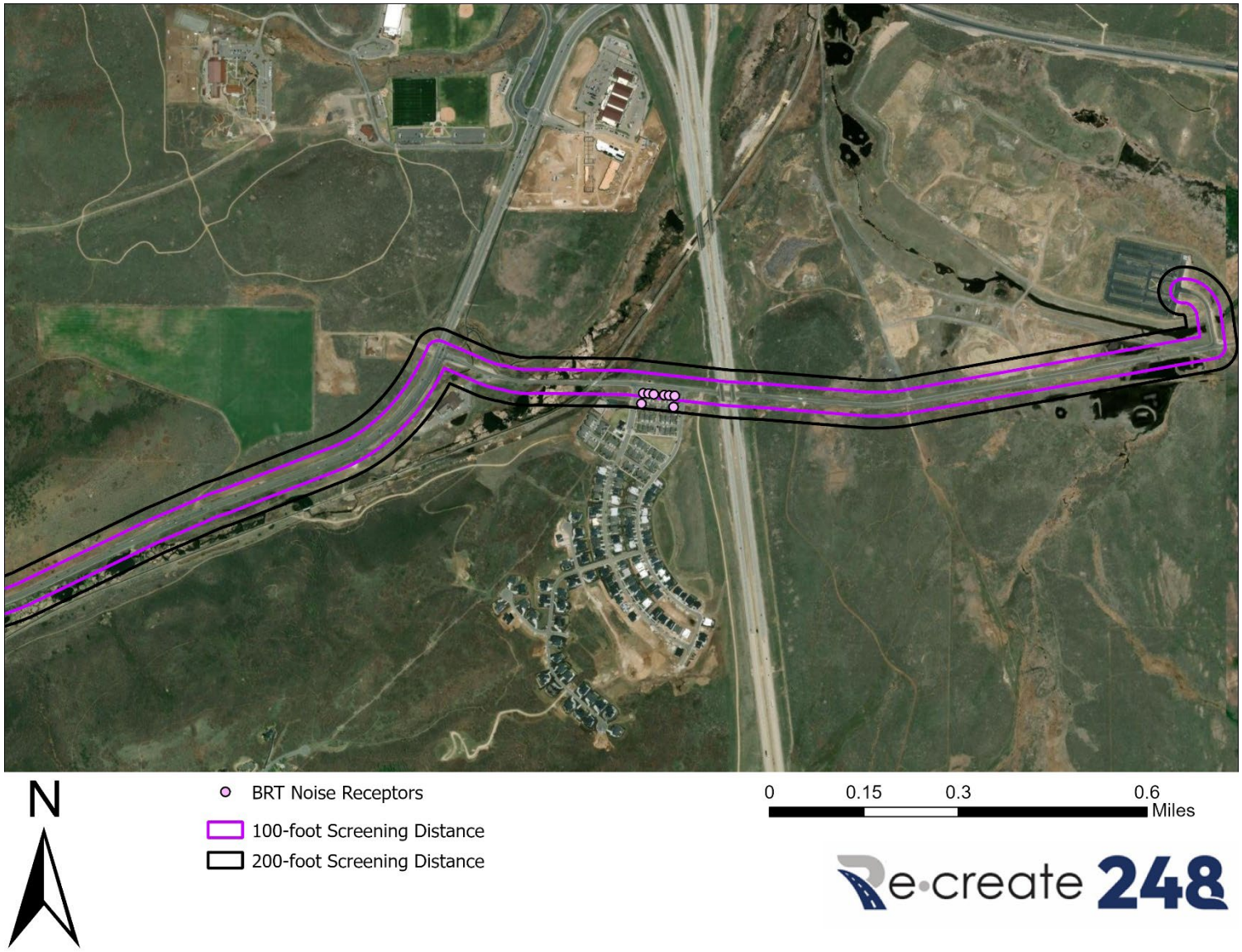


Figure 3. ELB Noise Receptors 2 of 3

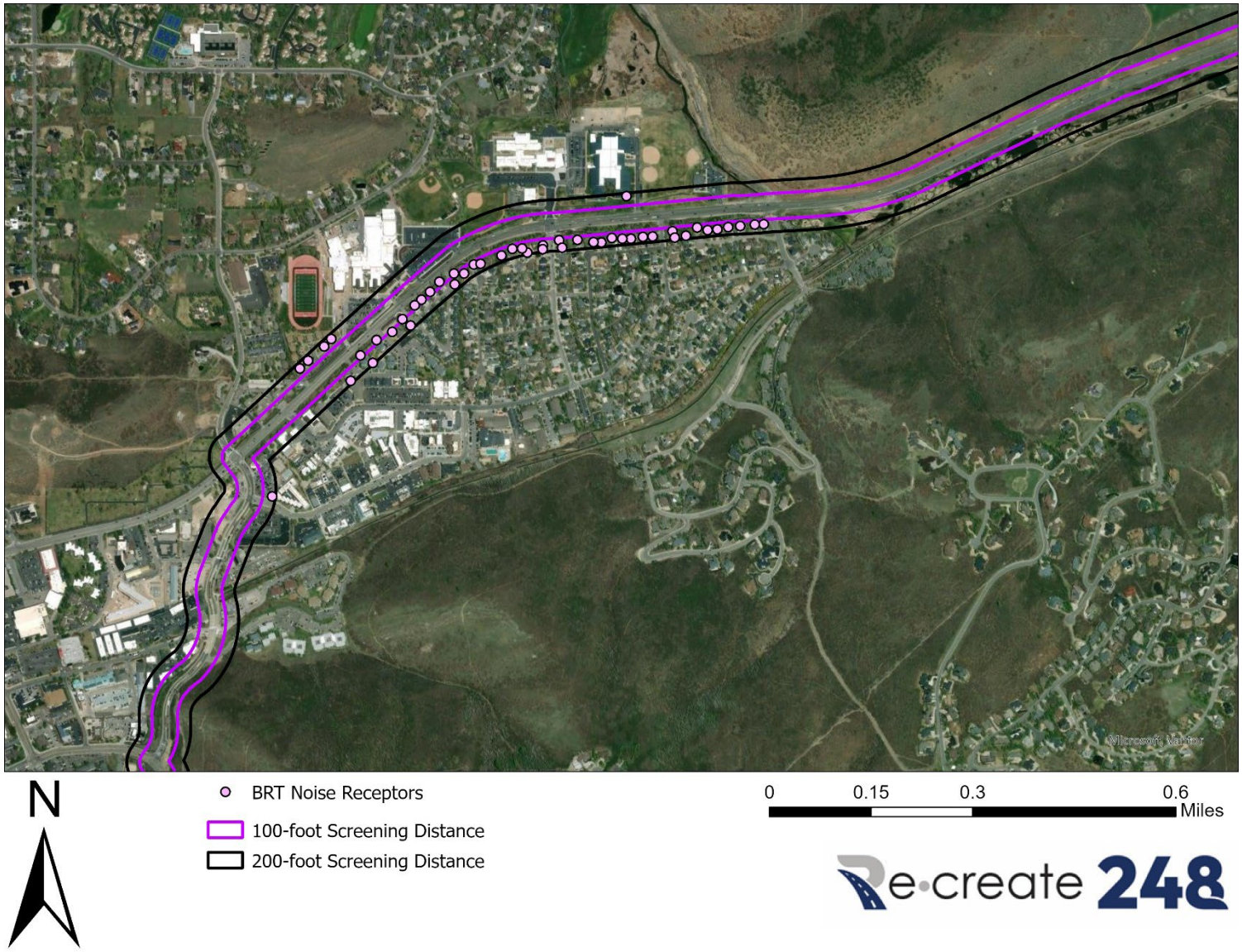


Figure 4. ELB Noise Receptors 3 of 3

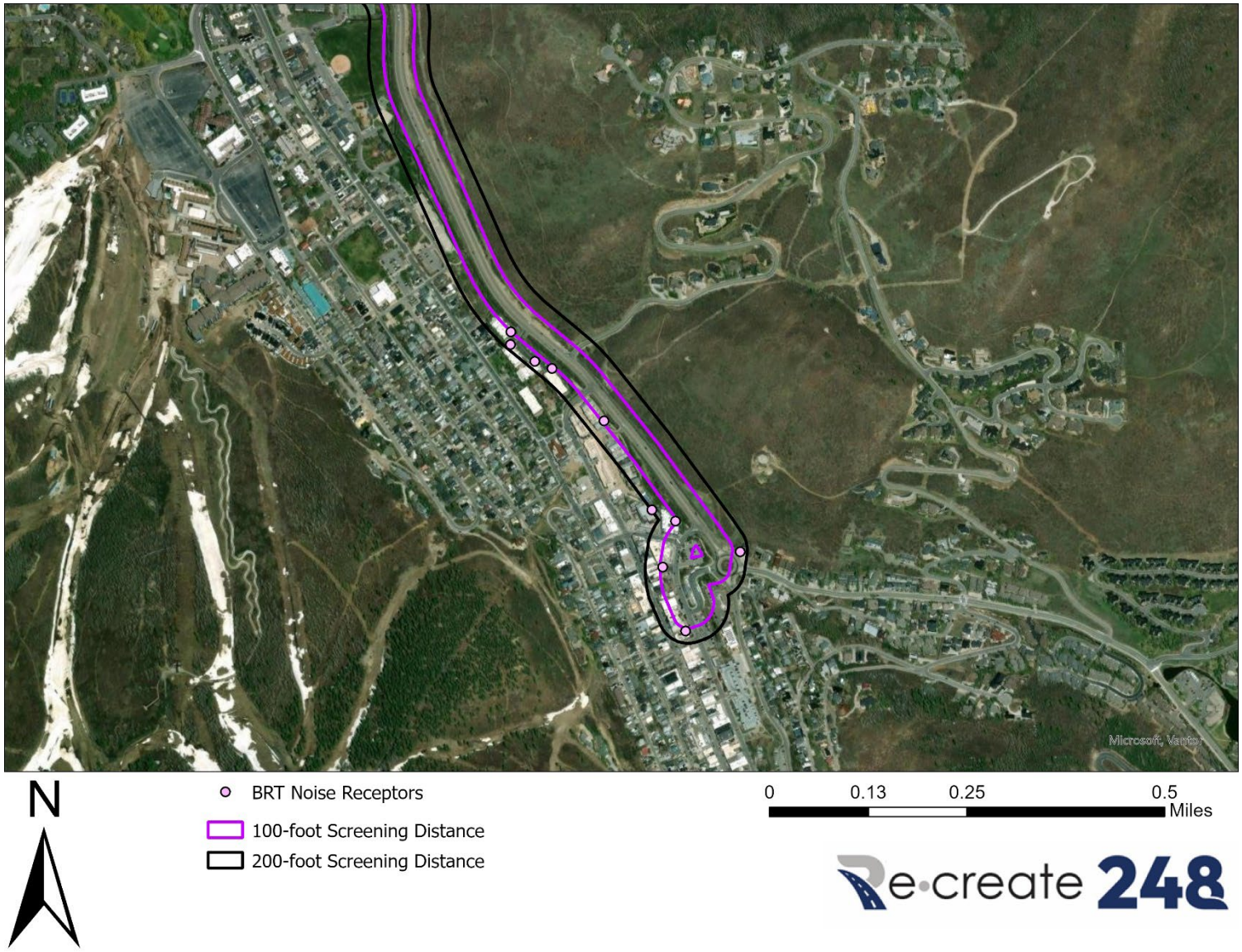


Figure 5. LRT Noise Receptors 1 of 3

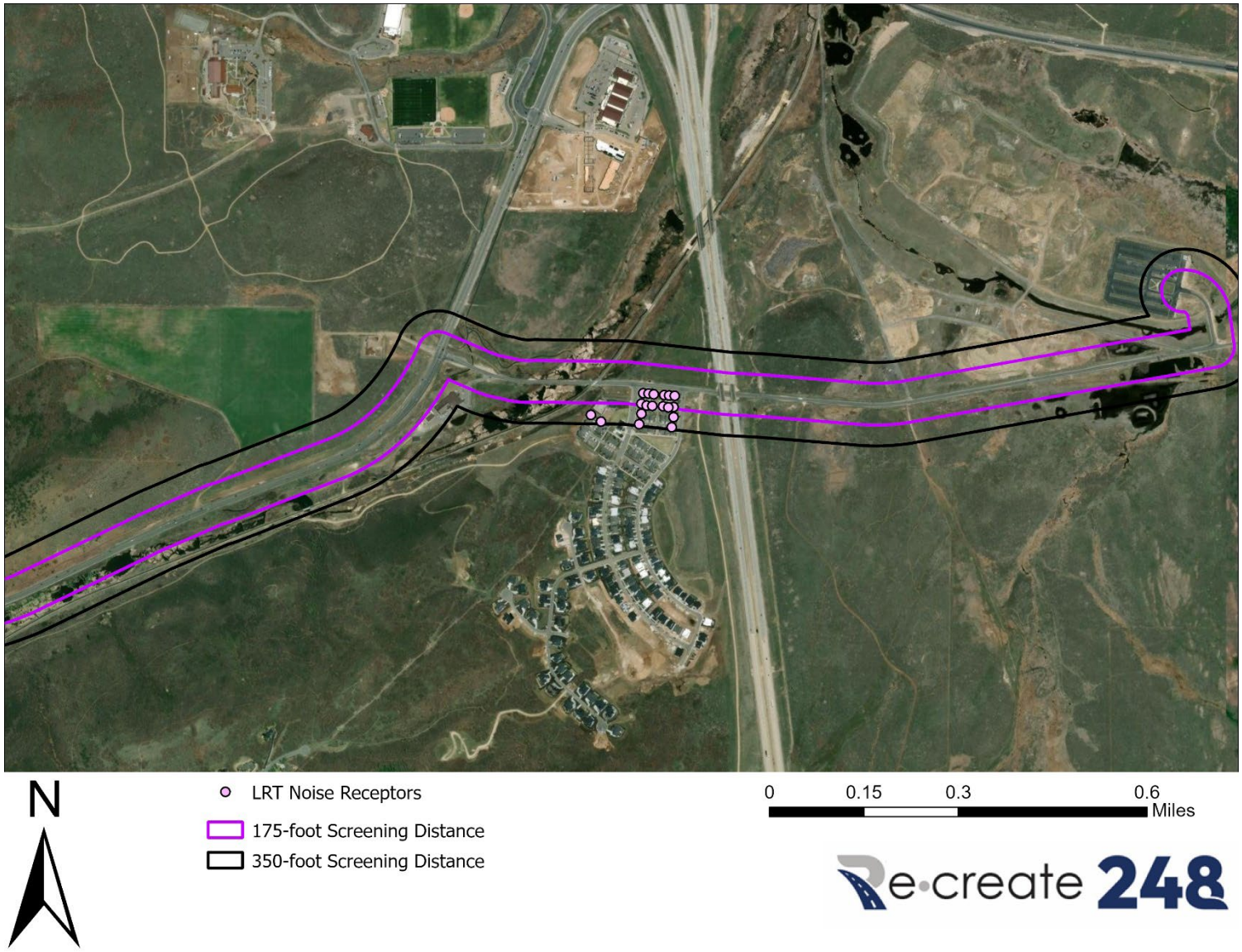


Figure 6. LRT Noise Receptors 2 of 3

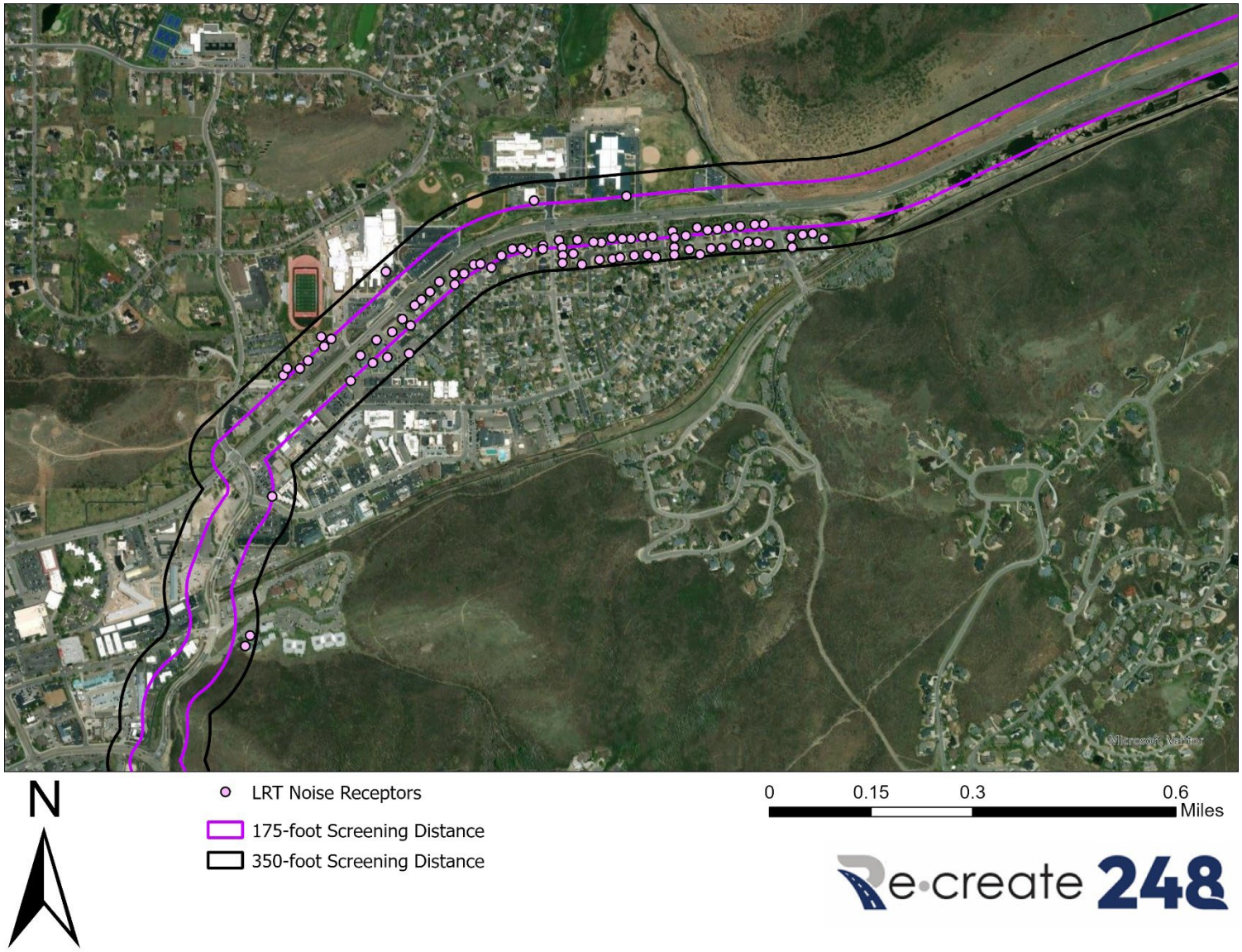


Figure 7. LRT Noise Receptors 3 of 3

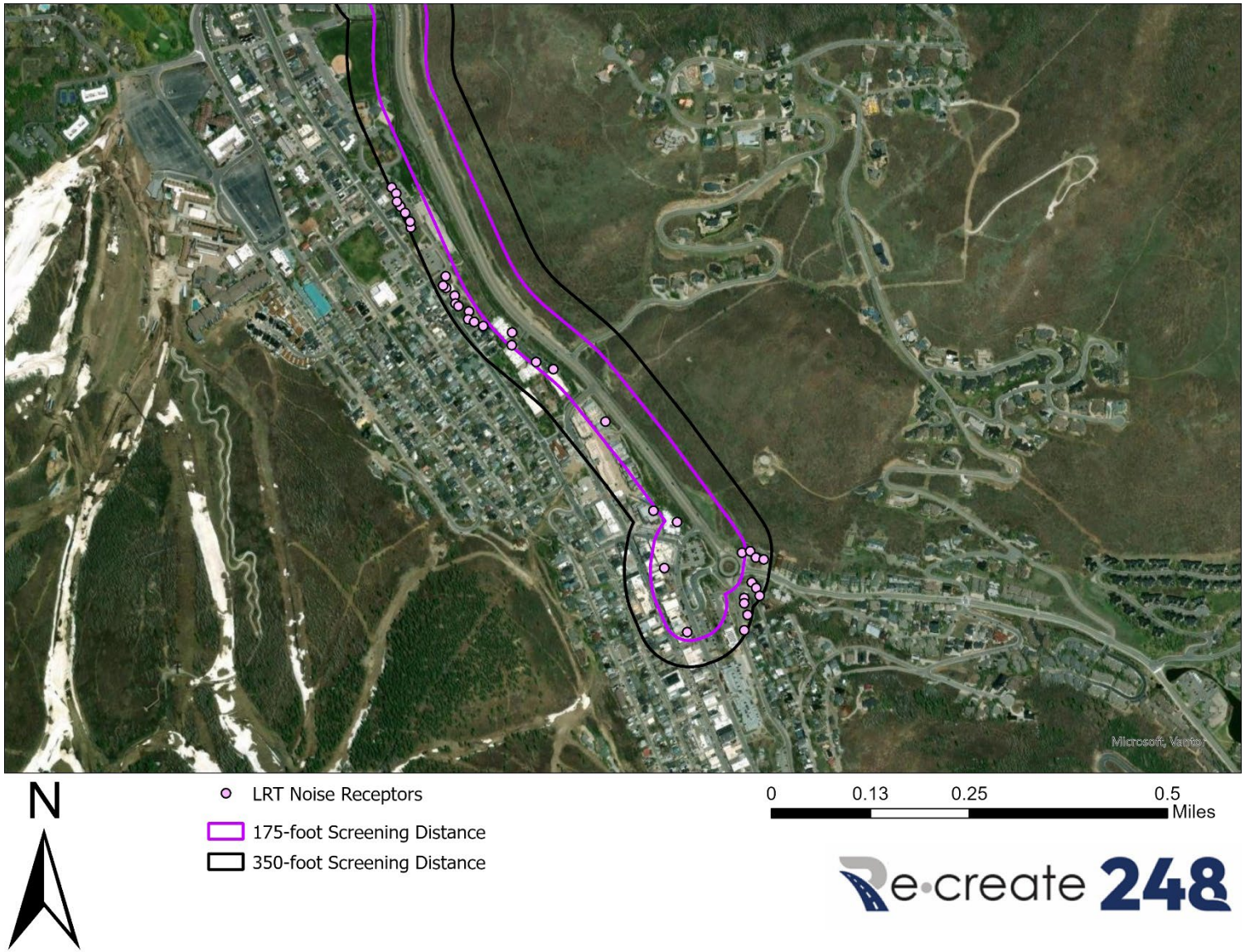


Figure 8. LRT Vibration Receptors 1 of 3

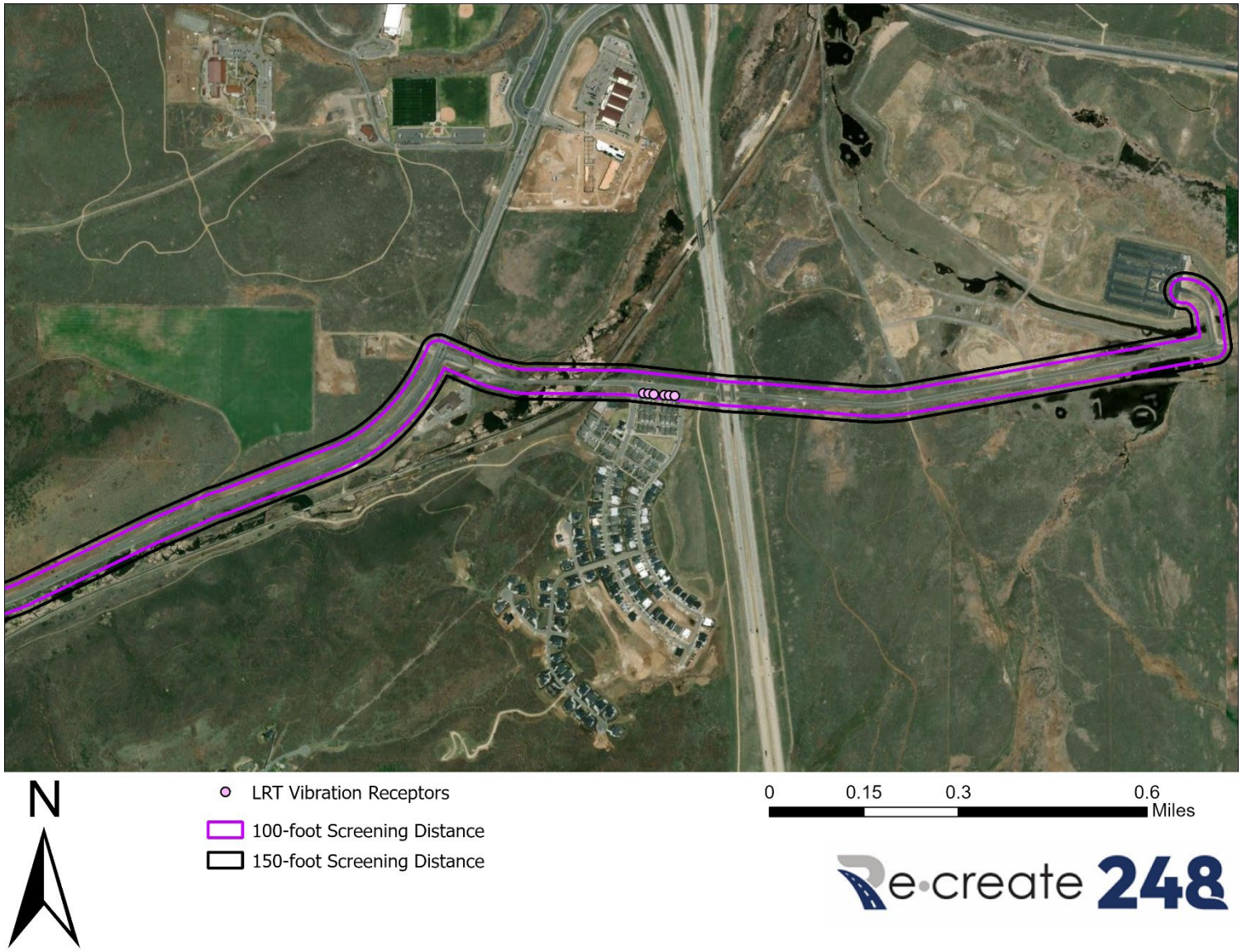


Figure 9. LRT Vibration Receptors 2 of 3

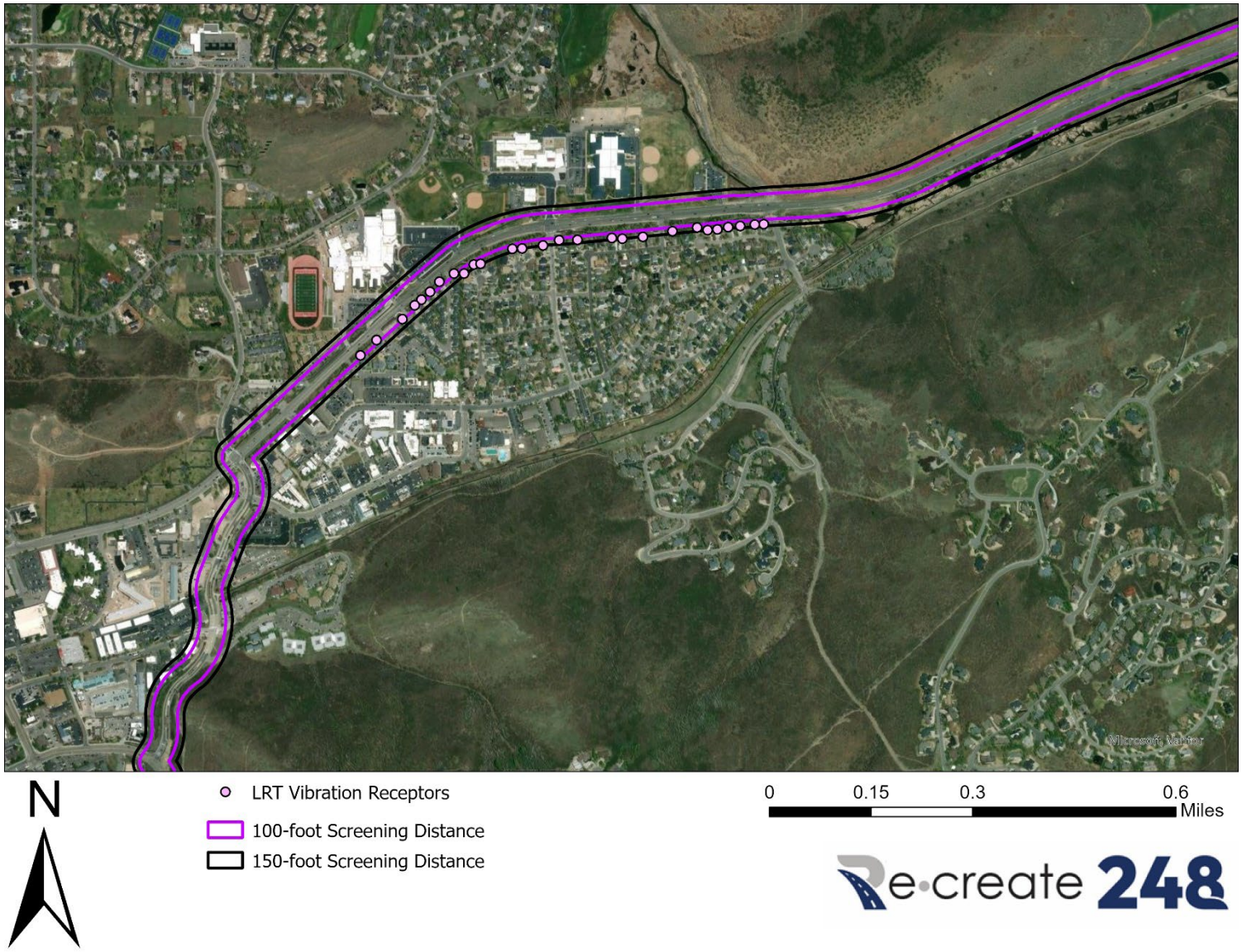
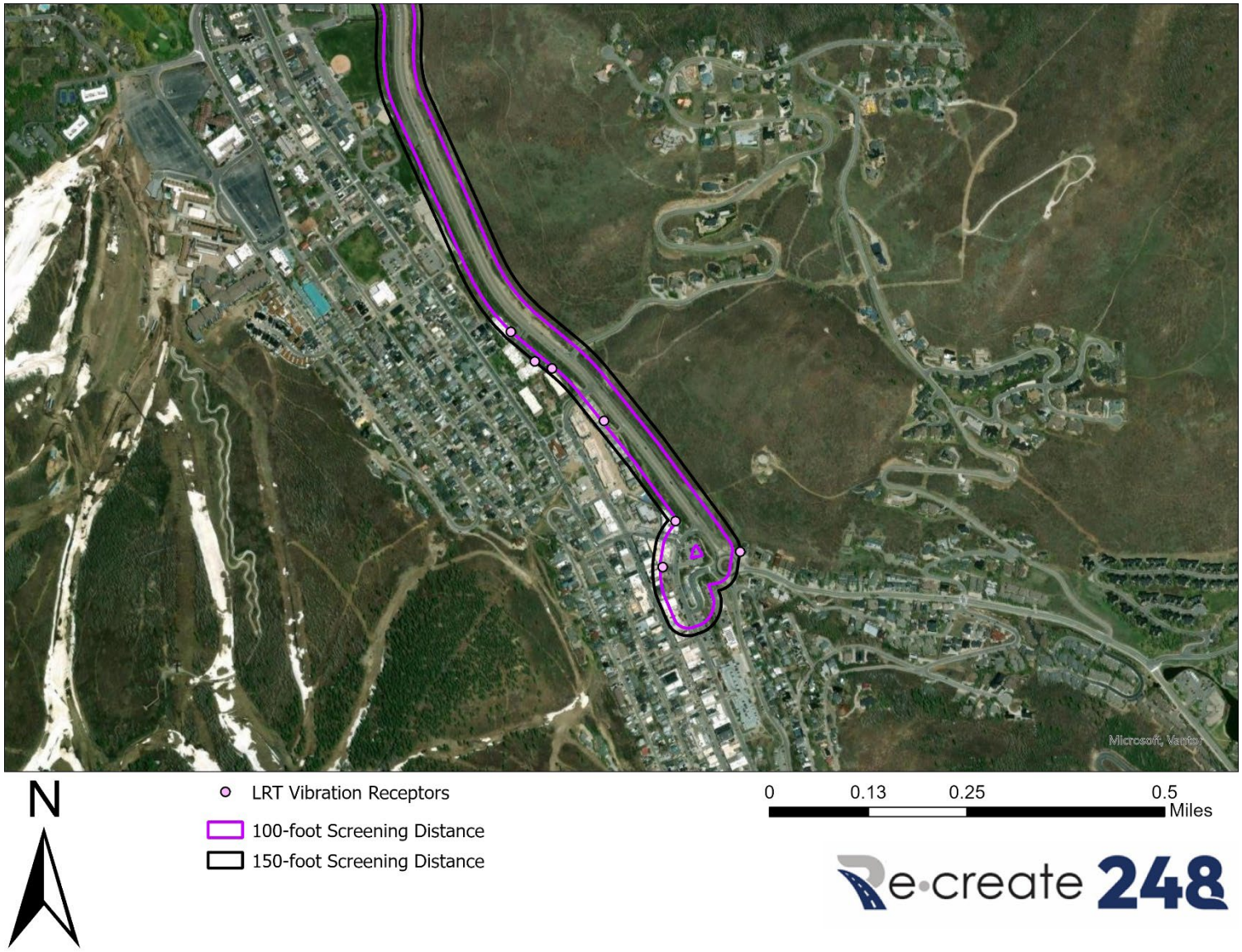


Figure 10. LRT Vibration Receptors 3 of 3



We received feedback on the “Commercial Relocation” shown in the Draft Level 2 Screening Report. This document clarifies the approach used in the Initial Draft (Page 1) and outlines the changes made in the Revised Draft (Page 2) in response to that feedback. Please refer to the pop-out at the bottom right of each map for additional information.

INITIAL DRAFT

Swede Alley Dr
MARSAC MILLS
6th St
Main St
Heber Ave
Park Ave
7th St
5569 N OSLO
LN # 3104
Mayflower MNT
Deer Valley Dr
224
Aerie Dr

Planning-level design approach for pre-NEPA study:

- Highest-level of design work, (~2% design).
- Design footprint was applied equally to both sides of the road, from centerline.
- Widest standards for lane widths, shoulders, and turning bays used to understand the widest scenario.
- A 15’ buffer was applied outside of the footprint to account for any contingencies.
- Parcels and commercial buildings within 20’ of the 15’ buffer line are highlighted.
- No lane shifts were applied to reduce impacts, yet.
- Retaining walls and tie ins not modeled, yet.



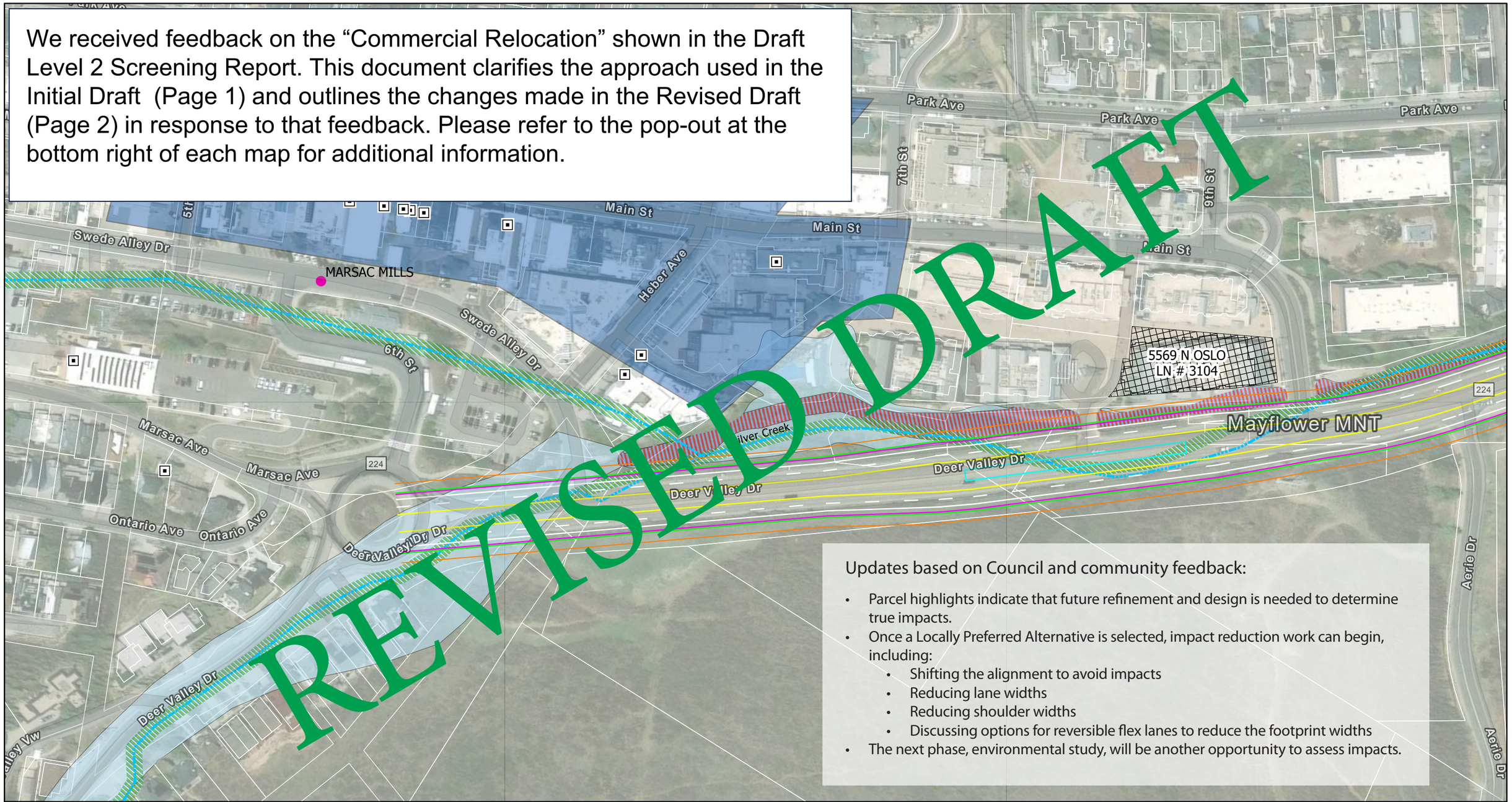
- Hazardous Waste and Used Oil Facility
- National Priorities List
- Underground Storage Tank/Leaking Underground Storage Tank
- Superfund
- Tier 2
- Toxic Release Inventory
- Historic Structures Eligible for the NRHP
- Stream
- Farmland of Statewide Importance
- Historic District
- Regulatory Floodway
- Special Flood Hazard Area
- Richardson Flats Tailings Operable Units
- Section 6(f) Property
- Wetlands
- Commercial Relocation

0 75 150 300 Feet

Re·create 248

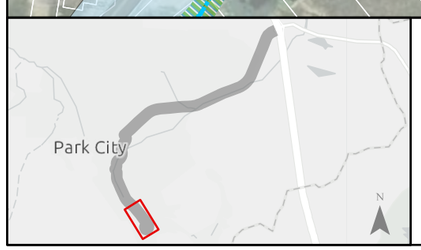
Light Rail Alternative Environmental Considerations

We received feedback on the “Commercial Relocation” shown in the Draft Level 2 Screening Report. This document clarifies the approach used in the Initial Draft (Page 1) and outlines the changes made in the Revised Draft (Page 2) in response to that feedback. Please refer to the pop-out at the bottom right of each map for additional information.



Updates based on Council and community feedback:

- Parcel highlights indicate that future refinement and design is needed to determine true impacts.
- Once a Locally Preferred Alternative is selected, impact reduction work can begin, including:
  - Shifting the alignment to avoid impacts
  - Reducing lane widths
  - Reducing shoulder widths
  - Discussing options for reversible flex lanes to reduce the footprint widths
- The next phase, environmental study, will be another opportunity to assess impacts.



- Hazardous Waste and Used Oil Facility
- National Priorities List
- Underground Storage Tank/Leaking Underground Storage Tank
- Superfund
- Tier 2
- Toxic Release Inventory
- Historic Structures Eligible for the NRHP
- Stream
- Farmland of Statewide Importance
- Historic District
- Regulatory Floodway
- Special Flood Hazard Area
- Richardson Flats Tailings Operable Units
- Section 6(f) Property
- Wetlands
- Potential Commercial Impacts (Light Rail)

N

0 75 150 300 Feet

Re-create 248

Light Rail Alternative

Environmental Considerations

Map 1 of 9

We received feedback on the “Commercial Relocation” shown in the Draft Level 2 Screening Report. This document clarifies the approach used in the initial draft and outlines the changes made in the revised draft in response to that feedback. Please refer to the pop-out at the bottom right of the map for additional information.

Resolution 04-2026

A RESOLUTION ACKNOWLEDGING THE COMPLETION OF THE RE-CREATE 248 TRANSIT STUDY AND FORMALLY ADOPTING THE DEDICATED EXCLUSIVE BUS LANES ALTERNATIVE AS THE LOCALLY PREFERRED ALTERNATIVE (LPA).

WHEREAS, Park City has completed the Re-Create 248 Transit Study, evaluating a range of multimodal transportation improvements between the Richardson Flat Park & Ride and the Old Town Transit Center; and

WHEREAS, the study identifies Dedicated Exclusive Bus Lanes as the alternative that best advances the City's goals for improved regional transit reliability, travel time competitiveness, sustainability, safety, and long-term mobility; and

WHEREAS, the City Council desires to establish the Dedicated Exclusive Bus Lanes as the Locally Preferred Alternative to support advancement of transit-focused enhancements along the State Route 248 corridor, Bonanza Drive, and State Route 224/Deer Valley Drive; and

WHEREAS, as the project progresses from conceptual planning into more detailed design, Park City staff will evaluate and incorporate opportunities to reduce property, parking, and access impacts through engineering, design adjustments, and stakeholder input;

WHEREAS, adoption of the LPA enables Park City to initiate the National Environmental Policy Act (NEPA) process with the Utah Department of Transportation (UDOT), the Federal Transit Administration (FTA), and other partner agencies; and

WHEREAS, the City acknowledges that the detailed design, configuration, and operational components of the project may be refined throughout the NEPA process and subsequent project development phases to ensure that the final design meets regulatory requirements, engineering standards, community context, and environmental considerations;

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

1. The Dedicated Exclusive Bus Lanes alternative identified in the Re-Create 248 Transit Study is hereby adopted as the Locally Preferred Alternative (LPA) for the SR-248 / Bonanza Drive / SR-224 / Deer Valley Drive corridor, with primary service extending between the Quinns junction area and the Old Town Transit Center. The City directs staff to proceed into the National Environmental Policy Act (NEPA) process, coordinating with partner agencies and stakeholders as required.
2. The City affirms that the design and operational elements of the project may evolve as part of NEPA and future project development phases, and commits to continued public engagement and transparent updates as the project advances.

Passed and adopted this 20th day of January, 2026

PARK CITY MUNICIPAL CORPORATION

_____
Mayor Ryan Dickey

Attest:

_____
Michelle Kellogg, City Recorder

Approved as to form:

_____
Margaret Plane, City Attorney

Re-Create 248 – Overall Project Timeline



City Council Staff Report

Subject: GRAMA, OPMA, and Ethics Training
Authors: Margaret Plane, City Attorney
Michelle Kellogg, City Recorder
Date: January 20, 2026

Background

The City Council will receive training on the Open and Public Meetings Act (OPMA), the Government Records Access and Management Act (GRAMA), and ethics regulations including the Municipal Officers and Employees Ethics Act (MOEAA).

Analysis

OPMA

OPMA requires that the City Council, and all public bodies, conduct actions and deliberations openly. The City Council will review a training video prepared by the Office of the State Auditor that describes public meetings, public hearings, closed meetings, agendas, notice requirements, and minutes and recordings. This short video complies with the annual training requirement.

GRAMA

GRAMA balances the public's right to access information about the conduct of the public's business and the right of privacy to personal data collected by the government. Under GRAMA, a record is public unless otherwise expressly provided by statute. The statute enumerates more than 150 types of records that are private, controlled, or protected. Many materials are excluded from the definition of "record," such as temporary drafts, proprietary software, a daily calendar, and material that is legally owned by an individual in the individual's private capacity.

The City has two GRAMA tracking systems—one for the Police Department and one for the rest of the City—and here is a summary of the requests:

Year	Non-Police GRAMA Requests	Police GRAMA Requests
2019	314	
2020	397	
2021	409	
2022	372	
2023	437	644
2024	524	887
2025	581	933

Exhibit A summarizes the number of requests received by each department (other than Police) in 2025.

Ethics

All City officers and employees must follow MOEAA, which sets up standards of conduct and requires disclosure of actual or potential conflicts between personal interests and public duties. City Code 3-1 also regulates conflicts of interest.

The Declaration of Policy in Park City Code section 3-1-1 captures the expectations of public service:

> The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

The general principles of the ethics rules are simple:

- **Openly disclose conflicts.** Avoid actions or creating perceptions that your votes can be influenced or bought.
- **Don't use information or contracts to your personal benefit.** It is improper to profit from your public service. You must recuse from voting on any question in which you have a substantial interest.
- **Don't tell secrets.** Council Members receive confidential information relating to property sales or purchases; personnel matters; litigation; and beyond. The confidentiality belongs to the organization and, with limited exceptions, only a majority of the Council may decide to disclose confidential information.

The law requires written disclosure of some interests and oral disclosure of others. Written conflict of interest disclosures for elected officials were updated by the legislature in 2024 legislative, requiring elected officials to file an annual conflict of interest disclosure which is posted on the city's website.

Not all conflicts of interest are illegal, unethical, or bad. Generally, we advise City officers and employees: When in doubt, ask! When in doubt, disclose! Disclosure is the minimum standard and is required when these touchstones are met:

1. Do you or a close family member have an interest in an entity that does business or anticipates doing business with the City? Generally, an "interest" is a monetary interest, ownership interest, or employment.

   * If you have a substantial interest in a business that does or anticipates doing business with the City, Park City Code 3-2-8 requires disclosure *and* recusal.

2. Do you or a close family member own a business regulated by the city?

3. Do you have another personal conflict of interest?

There are also prohibitions on receiving gifts—public office may not be used for personal gain. Gifts that would tend to improperly influence a reasonable person in your position, or that are contingent upon City or City Council action, are prohibited.

Receiving compensation for a transaction with the City without proper disclosures, or accepting prohibited gifts, may result in removal from office and felony or misdemeanor charges; possible charges depend on the total value of the compensation, conflict of interest, or assistance received.

The City Council will discuss a series of ethics scenarios that highlight the nuances of the ethics rules.

Exhibits

Exhibit A: Non-Police GRAMA Requests by Department

Department	New	Closed	Median	Average
Affordable Housing	2	2	7	7
Budget	0	0	0	0
Building	389	419	8	82
Business Licensing	31	29	3	4
City Attorney's Office	19	13	11	11
City Manager	0	0	0	0
City Recorder	15	14	5	7
Community Engagement	1	1	2	2
Economic Development	3	3	6	10
Emergency Management	0	0	0	0
Engineering	29	26	9	26
Environmental Regulatory Affairs	8	9	8	15
Finance	11	9	7	8
Human Resources	8	9	9	9
Ice Arena	10	10	2	5
IT	2	2	3	3
Library	4	4	4	5
Parking	1	1	8	8
Planning	116	111	10	36
Public Utilities	15	15	5	6
Public Works	4	4	6	7
Recreation	1	1	5	5

Resident Advocate	7	7	2	5
Special Events	1	1	2	2
Sustainability	6	5	11	13
Trails and Open Space	7	8	8	10
Transit	5	2	7	7
Transportation Planning	2	2	8	8
Not Assigned	25	24	1	2